

Pre-Proposal Meeting for CATS Bus Procurement Project

RFP 269-2023-1402

Tuesday, May 23, 2023
2:00pm (ET)

Today's Agenda

1. Pre-Proposal Meeting Agenda
2. Project Overview
3. Preparation of Proposals
4. Evaluation Criteria & Process
5. Procurement Timeline

1. Pre-Proposal Meeting Agenda

- Ask questions during the presentation.
- Pre-Proposal meeting discussions will not alter Project scope or process.
- Project Addenda will be the only source that will amend the existing Scope of Work or contract requirements.
- Any addendas will be posted on City of Charlotte Opportunities page

[CATS Bus Procurement Project - City of Charlotte \(charlottenc.gov\)](http://charlottenc.gov)

- Pre-Proposal Meeting is to provide transparency to the proposal content, criteria and selection process.

2. Project Overview

The Charlotte Area Transit System (CATS), a department of the City of Charlotte requests Proposals for the manufacture and delivery of transit buses ranging from 30 – 40 feet in accordance with the terms and conditions set forth in RFP 269-2023-1402.

The estimated number of buses per year is 30. The Contract shall be a one-year term with four one-year options for renewal.

Buses are to be purchased in the following tiers; as pulled from the City of Charlotte Sustainable and Resilient Fleet Policy, as available and in following the City of Charlotte Strategic Energy Action Plan;

Tier I - Zero emission vehicle

Tier II - Alternative fueled internal combustion engine

Tier III - Hybrid internal combustion engine

Tier IV - Conventional internal combustion engine - Gasoline

Tier V - Conventional internal combustion engine - Diesel

3. Preparation of Proposals

Proposal Format Requirements (Sec. IP 12.3)

Proposals must be developed on the forms provided in this package and must follow the proposal content requirements in the order in which they appear in the proposal.

Package 1: Technical Proposal Requirements

Package 2: Price Proposal Requirements

Package 3: Qualification Package Requirements

Package 4: Proprietary / Confidential Information

3. Preparation of Proposals

- Proposal package:
 - One original proposal
 - Complete proposal on flash drive in searchable MS-Word or PDF format.

4. Evaluation Criteria & Process

Proposals will consist of a technical proposal and a cost proposal and will be evaluated using the following criteria, listed in descending order of importance:

- Product Design and Performance;
- Manufacturer's Performance and Capabilities;
- Total Cost per Bus;
- Delivery Schedule

4. Evaluations Criteria & Process

- 6-member Evaluation Committee drawn from CATS staff
- During solicitation process, communicate with Procurement Officer only, contact with any other CATS staff is grounds for disqualification.
- CATS may advise Contractors of deficiencies in their proposal and request revised proposals and/or Best and Final Offers (BAFOs).
- CATS may request oral presentations/interviews with all Contractors or reduced range of highest ranked Contractors only.
- Select the proposal that best meets the evaluation criteria and is in the best interest of CATS. Final selection is made on a “best value” basis.

5. Procurement Timeline

(Dates Subject to Change)

- Request for Proposal Advertisement April 25
- **Deadline to Submit Questions June 9**
- **Vendor Questions answered June 16**
- **Deadline to Submit Proposals July 11**
- Preliminary Evaluation of Proposals July
- Selection of Preferred Candidate August
- Council Action September

Please submit all questions in writing to:

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Officer

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