



FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT
PURCHASING DIVISION

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6065 • FAX 954-357-8535

ATTENTION

Dear Vendor:

Thank you for your interest in doing business with Broward County. We look forward to a very successful procurement process.

Please take notice of the response submittal requirements outlined in this solicitation. Read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions could lead to your submittal being rejected. Any change(s) to this solicitation will be conveyed through the written addendum process. Notifications of addenda are sent electronically to vendors registered under the applicable commodity codes at the time the original solicitation was created. In addition, all addenda are posted on the Purchasing Division's website, www.broward.org/purchasing which can be accessed by selecting Current Solicitations. Please read carefully and follow all instructions provided on the addendum, as well as the instructions provided in the original solicitation. **It is the responsibility of all potential vendors to monitor the Purchasing Division's website for any changing information prior to submitting their reply.**

It is the intent of the Purchasing Division to provide quality services. If you have any questions, please visit our website to view the information provided on "How to Do Business with Broward County – A Vendor's Guide," or feel free to contact the agent of concern. Again, thank you for your continued interest in doing business with Broward County.

Sincerely,

A handwritten signature in blue ink that reads "Brenda J. Billingsley".

Brenda J. Billingsley, Director
Broward County Purchasing Division

Request for Letters of Interest (RLI)

RLI Number: **R0752602R1**

RLI Name: **Bike Sharing Program**

Procurement Authority

Unchecked boxes do not apply to this solicitation.

- Pursuant to the Broward County Procurement Code, the Broward County Commission invites qualified firms to submit Letters of Interest for consideration to provide services on the following project.**
- Pursuant to Florida Statutes, Chapter 287.055 (Consultants Competitive Negotiations Act), the Broward County Commission invites qualified firms to submit Letters of Interest for consideration to provide professional consulting services on the following project.
- Pursuant to the Broward County Procurement Code, the Broward County Commission invites qualified firms to submit Letters of Interest for consideration to provide services on the following project. This project will be for a Managing General Contractor to provide Construction Manager at Risk services.

The scope of services shall include, but not be limited to the following:

Broward County seeks the services of a qualified firm to implement and operate a program which would enable the public to self-rent bicycles from one of several locations and return them to either the same station or another on a 24-hour/ 7 days per week/365 days per year (full time) basis with sufficient personnel to successfully manage and operate the program. Broward County expects to enter into a contract with the selected firm for a period of five (5) years.

OVERVIEW

A. Introduction

The Broward County Transportation Department is seeking proposals from private firms interested in establishing a bike share program in Broward County. Bike sharing has been gaining popularity around the world and is now being adopted by cities throughout North America including Washington, D.C., San Francisco; Minneapolis, and Boston and the County believes bike sharing has strong potential for success in the County under the right conditions. It is a way to improve mobility in an environmentally sustainable manner and promotes health and wellness.

Broward County is interested in establishing a bike sharing program modeled after programs in Paris, Barcelona, Stockholm, London, Pamplona, and other European cities, that feature web-based subscriptions, payment by credit cards and self-serve locking rental stations. Bike sharing allows individuals to have the benefits of bicycle use, when needed, without having to purchase a bike, store it, or bring it into town or on their vacations. The bicycle purchase and maintenance costs are borne by the service. To access vehicles, users can either swipe a credit card or key in a membership code in the system kiosks at any time of the day, then use the bikes for short trips around town, and return them to a system kiosk. Bikes rented from one location can be returned to any other location. In order to use a bike,

the users pay a credit card deposit to ensure they will return the bikes and are then charged an hourly rate. Typically, there is no fee when bikes are used for a half hour or less. The plentiful distribution of kiosks within a target area makes the bikes readily available and a practical alternative to making short trips by car.

Bike sharing provides an environmentally sustainable and inexpensive mobility option to complement the use of public transportation, walking, and ridesharing as alternatives to single occupant vehicle use.

The selected proposer will be required to implement and operate a program which would enable the public to self-rent bicycles from one of several locations and return them to either the same station or another on a 24-hour/ 7 days per week/365 days per year (full time) basis with sufficient personnel to successfully manage and operate the program. One of the features that will help to ensure ease of use and to facilitate payments is a computerized reservation and credit card or stored value card acceptance device. The County is exploring launching a program by the middle of 2010 in the downtown Fort Lauderdale (including Riverwalk) and/or the Fort Lauderdale, Deerfield Beach, Pompano Beach or Hollywood beach areas as initial target areas, and if successful potentially expand to other areas of the County.

B. Program Objectives

The primary objectives of the Broward County bike share initiative are to:

- Launch a successful bike sharing pilot program in mid-2010 that is financially sound, can be easily expanded, and is capable of meeting negotiated performance standards
- Reduce dependency on automobiles, fossil fuels, and foreign oil, reduce vehicle and greenhouse gas emissions, and reduce traffic congestion.
- Enhance and promote use of the County's existing public transit system by providing bicycle connections for the first or last leg of a person's trip (i.e. from residence to a bus stop or train station and/or from a bus stop or train station to work or shopping.)
- Demonstrate the demand for a bike sharing service in Broward County
- Ensure that the service is capable of operating independently with little or no public investment
- Provide a service resulting in high rates of user satisfaction
- Ensure that any bike share programs implemented within Broward County are integrated into one system and have economies of scale.
- Demonstrate a program that can be transferred to other areas of Broward County.

The County's goal for the program is to have 100-200 bicycles at the end of the first year (15-20 rental stations, with 7- 10 bikes each), with the vendor capable of providing more bicycles and expanding to additional locations by the end of the second year.

The County's objective is to have bike share stations installed at public transit terminals or major

hubs including malls, large employment centers, commercial districts, public buildings, colleges and universities, community centers, high-density residential developments, medical centers, and at major parks and tourist attractions.

The Proposer is invited to suggest alternative and/or additional locations.

The County has limited funding to support start-up of the program or expansion to new areas.

Note that the vendor would be responsible for all expenses related to this program, including, but not limited to:

- Installation of the bicycle rental stations and all related equipment
- Daily operations, including moving bicycles from one station to another
- Routine maintenance, repair, and replacement of equipment
- Overall program management and administration, including staffing, collection of fees, accounting, and user contact
- Promotion, including establishing, maintaining and upgrading a Web site.

The bicycles used in this program would need to have seats that can be raised and lowered to fit different user heights, equipped with technology for tracking, as well as with basic amenities such as chain guards, lights and reflectors. Depending on vendor interest, a portion of the available bikes could also be electric.

C. Expected Markets

Although a formal market demand study has not been conducted, County staff believe the following users would be the primary markets for bike sharing:

- Residents making trips for shopping, business, recreation, and personal errands
- Employees making short trips during the workday for business or personal use.
- Businesses using the bicycles for deliveries and other business-related trips
- Tourists

D. Target Areas

The initial areas targeted for the bike sharing/rental service are:

- Downtown Fort Lauderdale and/or the Fort Lauderdale beach area, Deerfield Beach, Pompano Beach, or Hollywood beach areas

Submittal Instructions

Unchecked boxes do not apply to this solicitation.

- Only interested firms from the Sheltered Market may respond to this solicitation.
- This solicitation is open to the general marketplace.**

Interested firms may supply requested information in the "Evaluation Criteria" section by typing right into the document using Microsoft Word. Firms may also prepare responses and any requested ancillary forms using other means but following the same order as presented herein.

Submit ten (10) CDs (each CD in a separate disc envelope and labeled with company name and RLI number) containing the following files:

1. A single PDF file that contains your entire response with each page of the response in the order as presented in the RFP/RLI document, including any attachments.
2. Responses to the Evaluation Criteria questions are to be provided in the following formats:
 - a. Microsoft Word for any typed responses.
 - b. Microsoft Excel for any spreadsheets.

Submit two (2) total printed copies (hard copies) of your response.

Send all requested materials to:

Broward County Purchasing Division
115 South Andrews Avenue, Room 212
Fort Lauderdale, FL 33301
RE: RLI Number: R0752602R1

The Purchasing Division must receive submittals no later than 5:00 pm on Monday, TBD. Purchasing will not accept electronically transmitted, late, or misdirected submittals. If fewer than three interested firms respond to this solicitation, the Director of Purchasing may extend the deadline for submittal by up to four (4) weeks. Submittals will only be opened following the final submittal due date.

For Additional Project Information Contact:

Project Manager: Cindy Corbett-Elder, Assistant to the Director, Broward County
Transportation Department
Phone: (954) 357-8451
Email: celder@broward.org

Selection Process

A Selection Committee (SC) will be responsible for recommending the most qualified firms and ranking them for negotiation. The process for this procurement may proceed in the following manner:

Review Responses

The Purchasing Division delivers the submittals to agency staff for summarization for the Selection Committee members. The Office of Economic and Small Business Development staff evaluates submittals to determine responsiveness to the Small Business Development Program requirements, if applicable. Agency staff will prepare an analysis report which includes a matrix of responses submitted by the firms. Staff will also identify any incomplete responses. The Director of Purchasing will review the information provided in the matrix and will make a recommendation to the Selection Committee as to each firm's responsiveness to the

requirements of the RLI. The final determination of responsiveness rests solely on the decision of the Selection Committee.

Short Listing

The SC will meet to create a short list of the most qualified firms. The matrix and staff analysis report is a tool that the SC may use in its decision-making process. The County will not consider oral or written communications, prior to the conclusion of short-listing the firms, which may vary the terms of the submittals.

Cone of Silence

At the time of first scheduled meeting of the Selection Committee (which is typically the Shortlisting meeting) in this RLI process, a Cone of Silence will be imposed. Section 1-266, Broward County Code of Ordinances, provides that after Short listing, potential vendors and their representatives are substantially restricted from communicating regarding this RLI with any county commissioner or commissioner's staff, the county administrator, deputy and assistants to the county administrator and their respective support staff, or any person appointed by the county commission to evaluate or recommend selection in this RLI process. After the application of the Cone of Silence, inquiries regarding this RLI should be directed to the Director of Purchasing or designee.

Section 21.87.e, Broward County Administrative Code, provides that if after the time for submissions has expired, there are three or less responsive prospective vendors, the Cone of Silence will be applied at the time of the notification of the first scheduled meeting of the Selection Committee. If this is the case, prospective vendors will receive notification of the application of the Cone of Silence at the time of notification of the Short listing meeting.

The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

Demonstrations

If this box is checked, then this project may lend itself to an additional step where short-listed firms demonstrate the nature of their offered solution. In those cases, staff, and sometimes members of the SC, may request a representative display or demonstration. If the SC decides that demonstrations are necessary, short-listed firms will receive a description of, and arrangements for, the desired demonstration.

Pricing

Unchecked boxes do not apply to this solicitation.

- Price may be considered in the final evaluation and ranking of the short-listed firms. Complete the attached Price Proposal Sheet (Exhibit F).**
- Price will not be a factor in evaluating or ranking the interested firms.
- County staff and the top ranked firm will negotiate fees for pre-construction services during the Negotiation Phase of this process. Generally, the Parties negotiate a Guaranteed Maximum Price (GMP) for construction services during the course of pre-construction services.

Public Art and Design Program

Unchecked boxes do not apply to this solicitation.

- Broward County has adopted Ordinance #95-20 establishing a Public Art and Design Program. It is the intent of Broward County to integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The architect/engineer may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. (For additional information contact Mary Becht at (954) 357-7456).

Presentations/Interviews/Ranking

Each of the short-listed firms will have an opportunity to make an oral presentation to the SC on the firm's approach to this project and the firm's ability to perform. The SC may provide a list of subject matter for the discussion. The firms will have equal time to present but the question-and-answer time may vary. The SC will rank the firms and report its recommendations to the appointing authority.

Negotiation and Award

The Purchasing Negotiator, assisted by County staff, will attempt to negotiate a contract with the first ranked firm. If an impasse occurs, the County ceases negotiation with the firm and begins negotiations with the next-ranked firm. The final negotiated contract will be forwarded by the Purchasing Negotiator to the Selection Committee for approval, if required by the committee, or to the awarding authority for approval.

Posting of Solicitation and Proposed Contract Awards

The Broward County Purchasing Division's website is the official location for the County's posting of all solicitations and contract award results. It is the obligation of each vendor to monitor the website in order to obtain complete and timely information. The website is located at http://www.broward.org/purchasing/currentsolicitations_loi.htm

Vendor Protest

Sections 21.118 and 21.119 of the Broward County Procurement Code set forth procedural requirements that apply if a vendor intends to protest a solicitation or proposed award of a contract and state in part the following:

(a) Any protest concerning the bid or other solicitation specifications or requirements must be made and received by the County within seven (7) business days from the posting of the solicitation or addendum on the Purchasing Division's website. Such protest must be made in writing to the Purchasing Director. Failure to timely protest bid specifications or requirements is a waiver of the ability to protest the specifications or requirements.

(b) Any protest concerning a solicitation or proposed award above the award authority of the Purchasing Director, after the bid opening, shall be submitted in writing and received by the County within five (5) business days from the posting of the recommendation of award on the Purchasing Division's website.

(c) Any actual or prospective bidder or offeror who has a substantial interest in and is aggrieved in connection with the proposed award of a contract which does not exceed the amount of the award authority of the Director of Purchasing, may protest to the Director of Purchasing. The protest shall be submitted in writing and received within three (3) business days from the posting of the recommendation of award on the Purchasing Division's website.

(d) For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:00 p.m. Failure to timely file a protest within the time prescribed for a solicitation or proposed contract award shall be a waiver of the vendor's right to protest.

(e) Protests arising from the decisions and votes of a Selection Committee or Evaluation Committee shall be limited to protests based upon the alleged deviations from established Committee procedures set forth in the Broward County Procurement Code and existing written Guidelines. Any allegations of misconduct or misrepresentation on the part of a competing vendor shall not be considered a protest.

(f) As a condition of initiating any RLI protest, the protestor shall present the Director of Purchasing a \$2,500 nonrefundable filing fee. The County may accept cash, money order, certified check, or cashier's check, payable to Broward County Board of Commissioners.

Rejection of Responses

The SC may recommend to the Director of Purchasing the rejection of all responses to this solicitation.

Public Records and Exemptions

Upon receipt, all response submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.

Any firm that intends to assert any materials to be exempted from public disclosure under Chapter 119, Florida Statutes must submit the document(s) in a separate bound document labeled "Name of Firm, Attachment to Proposal Package, RLI# - Confidential Matter". The firm must identify the specific statute that authorizes the exemption from the Public Records Law. Any claim of confidentiality on materials that the firm asserts to be exempt and placed elsewhere in the submittal will be considered waived by the firm upon submission, effective after opening.

Please be aware that submitting confidential material may impact full discussion of your submittal by the Selection/Evaluation Committee because the Selection/Evaluation Committee will be unable to talk about the details of the confidential material(s) at the public Selection/Evaluation Committee meeting.

Copyrighted Materials

Copyrighted material will be accepted as part of a submittal only if accompanied by a waiver that will allow the County to make paper and electronic copies necessary for the use of County staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

Estimated Project Schedule:

Opening Date: January 4, 2010

Short List Meeting: January 21, 2010

Presentation/Ranking Meeting: January 28, 2010

First Negotiation: February 4, 2010

Second Negotiation: February 11, 2010

*****NOTICE TO PROPOSERS*****

Proposers are invited to pay strict attention to the following requirements of this RLI. The information being requested in this section is going to be used by the Selection Committee during the selection/evaluation process and further consideration for contract award.

Definition of Responsiveness in accordance with Broward County Procurement Code Section 21.8.66: Responsive Bidder means a person who has submitted a bid which conforms in all material respects to a solicitation. A bid or proposal of a Responsive Bidder must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the bid documents to be submitted at the time of bid opening.

RESPONSIVENESS CRITERIA

Failure to provide the information required by Item 1 below, at the time of submittal opening may result in a recommendation of non-responsive by the Director of Purchasing. The Selection Committee will determine whether the firm is responsive to the requirements specified herein. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.30.f.1(c) of the Broward County Procurement Code.

1. Office of Economic and Small Business Development Program – (See Office of Economic and Small Business Development Program requirements below).

Office of Economic and Small Business Development Program Requirements

The Broward County Business Opportunity Act of 2004 and the County Business Enterprise (CBE) Act of 2009 establish the County's policies for participation by small business enterprises, county business enterprises, and federal disadvantaged business enterprises in all County contracts and in other selected activities.

In accordance with the Act, participation for this contract is as follows:

BUSINESS ENTERPRISE CATEGORY	% OF PARTICIPATION GOAL
DISADVANTAGED BUSINESS ENTERPRISE (DBE)	5%
OVERALL GOAL	5%

If this box is checked, then this paragraph also applies to this solicitation. For all CCNA-based selections and resulting services agreement, the goals initially established shall apply to the Project's basic services include the pre-design, preconstruction and/or design, and subsequent construction phase(s). The participation stated above does not include the value amount associated with any optional services identified for this Project. Optional services, similar to contract modifications or change orders, where the requested optional service individually or aggregately increases the contract value by ten percent (10%) of the Project's basic services or \$50,000, whichever is less, shall be reviewed for consideration of participation, if any.

The County uses the interested firm’s submittal to this section of the RLI to determine the firm’s “responsiveness.” The County only considers “responsive” submittals for short-listing. To be considered responsive requires the following actions.

Submit the forms and documentation detailed below and attached to this RLI. Copies of each form are also available on the Internet at: www.broward.org/smallbusiness/compliance.htm. If the firm does not have access to the Internet, contact the Project Manager to receive copies by mail or fax.

Form	Content
Schedule of Participation	List each of the proposed DBE-certified subcontractors or subconsultants, the type of work each firm will perform, and the projected subcontract dollar amount and/or percentage of professional fees to be awarded, if selected.
Letters of Intent	For each participating firm, indicate the agreed subcontract amount executed with the responding firm’s signature and countersigned by the proposed subcontractor or subconsultant listed on the Schedule of Participation form.
Unavailability Report	For any instances where the specific goals were not achieved, list the subcontractors or subconsultants formally contacted and the reason unavailable to perform or whose bid was not considered.

If the Responder is unable to engage sufficient firms to achieve the participation goals established for this RLI, the responder can demonstrate through accompanying documentation that it made a good-faith effort to meet the goal. The County will evaluate the weight of the evidence to determine if the Responder’s effort was made in good faith. A pro-forma submittal will be considered non-responsive. Evidence of good-faith effort on the part of the Responder should minimally include successful completion and submission of the following requirements:

- Attendance at any pre-submission meeting;
- Timely advertisement in Disadvantaged Business Enterprise general circulation media, trade association publications, media, newspapers and articles;
- Efforts to assist the designated category of business enterprise subcontractors or subconsultants in obtaining bonding or insurance required by the RLI or the County and the extent of these efforts;
- Written solicitation (work specific) to the designated business enterprise firms; and
- Documentation of all outreach activities relating to solicitation to designated business enterprise firms.

For additional guidance on what information or documentation is deemed acceptable for satisfying the good faith efforts requirements, please contact Office of Economic and Small Business Development at 954-357-6400.

RIGHT OF APPEAL

Pursuant to Section 21.83 of the Broward County Procurement Code, any vendor that has a substantial interest in the matter and is dissatisfied or aggrieved in connection with the Selection Committee's determination of responsiveness may appeal the determination pursuant to Section 21.120 of the Code. The appeal must be in writing and sent to the Purchasing Director within ten (10) calendar days of the determination by the Selection Committee to be deemed timely. As required by Section 21.120, the appeal must be accompanied by an appeal bond by a person having standing to protest and must comply with all other requirements of this section. The institution and filing of an appeal is an administrative remedy to be employed prior to the institution and filing of any civil action against the County concerning the subject matter of the appeal.

Evaluation Criteria

With regard to these criteria, the County reserves the right to obtain additional information from interested firms.

<p><i>Evaluation Criteria – Project-Specific Criteria</i></p>	<p><i>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</i></p>
<p>List at least three (3) client references, to include contact name, title, company, address, telephone number, e-mail address, fax number. See Proposal Format requirements attached in Exhibit G.</p>	
<p>Outline in detail the experience and qualifications of the business and individual members of the Proposer entity and experience of Proposer and/or Proposer members in providing similar projects/ programs as the one proposed. See Proposal Format requirements attached in Exhibit G.</p>	
<p>Provide an organizational chart of all personnel and consultants to be used on this project/program and their qualifications. A resume of each individual, including education, experience, and any other pertinent information, shall be included for each team member to be assigned to this Project/Program.</p>	
<p>Describe your team's methodology and approach for development, operation, and maintenance of a Bike Share/Rental Program, with emphasis on how the maintenance and operations of the proposed Project and/or Program will be accomplished in order to ensure that the project is successful.</p>	
<p>Good customer service is also essential. Describe your approach to addressing unique needs, responding to complaints, and evaluating customer satisfaction.</p>	
<p>Submit examples of detailed business plans your firm has developed and utilized at similar facilities</p>	
<p>Provide a detailed revenue-sharing concept as part of the proposal. This includes overall projections with and without advertising figures on the bicycles and/or kiosks. Provide a year by year projection schedule.</p>	
<p>Provide any additional innovations or ideas not covered in the attached Scope of Services</p>	

(Exhibit E).	
Complete the Price Proposal Sheet as formatted (Exhibit F).	

Evaluation Criteria – Company Profile	Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.
1. Supply legal firm name, headquarters address, local office addresses, state of incorporation, and key firm contact names with their phone numbers and e-mail addresses.	
2. Supply the interested firm’s federal ID number and Dun and Bradstreet number.	
3. Is the interested firm legally authorized, pursuant to the requirements of the Florida Statutes, to do business in the State of Florida?	
4. All firms are required to permit Broward County to inspect and examine their financial statements in order to demonstrate their financial capabilities. Each firm shall submit their most recent two (2) years of financial statements for review. If a firm is privately held and asserts that its financial statements are confidential trade secret information, the firm shall still make its financial statements which it asserts are confidential, available in Broward County, Florida, for inspection and examination by the appropriate County staff prior to evaluation rating. The financial statements are not required to be audited financial statements. An element of responsibility for purposes of disclosing the financial statements required by this RLI is that the firm act in good faith in making its disclosure. Therefore, with respect to the number of years of financial statements required by this RLI, the firm must fully disclose the information for all years available; provided, however, that if the firm has been in business for less than the required number of years, then the firm must disclose for all years of the required period that the firm has been in	

<p>business, including any partial year-to-date financial statements. The County may consider the unavailability of the most recent year's financial statements in its evaluation.</p>	
<p>5. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the interested firm, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.</p>	
<p>6. List all business related claims, arbitrations, administrative hearings, and lawsuits that are pending or were filed during the last three (3) years brought by or against the firm, its predecessor organization(s), or any wholly-owned subsidiary including but not limited to those claims, arbitrations, administrative hearings and lawsuits that allege negligence, error, or omission, or default, termination, suspension, failure to perform, or improper performance of an obligation of a contract or a legal duty related to a contract. The list should include all case names; case, arbitration, or hearing identification numbers; identification of the project involved in the dispute; a description of the subject matter of the dispute; and the final outcome or current status if the matter has not become final.</p>	
<p>7. List and describe all criminal proceedings or hearings concerning business related offenses in which the interested firm, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.</p>	
<p>8. Has the interested firm, its principals, officers, or predecessor organization(s) been debarred or suspended from bidding by any government during the last three (3) years? If yes, provide details.</p>	
<p>9. Has your company ever failed to complete any work awarded to you? If so, where and why?</p>	
<p>10. Has your company ever been terminated from a contract? If so, where and why?</p>	
<p>11. Insurance Requirements: Attached is a sample Certificate of Insurance. It reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal but it is necessary to submit</p>	

<p>certificates indicating that the firm currently carries the insurance or to submit a letter from the carrier indicating upgrade availability.</p>	
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<p>Evaluation Criteria – Legal Requirements</p>	<p>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</p>
<p>1. Standard Agreement Language: A library of standard agreement terms and conditions resides at http://www.broward.org/purchasing/bids/stdconreq.pdf If you do not have computer access to the Internet, call the Project Manager for this RLI to arrange for mailing, pick up, or facsimile transmission. Identify any standard terms and conditions with which the interested firm cannot agree.</p>	
<p>2. Cone of Silence: This County’s ordinance prohibits certain communications among vendors, county staff, and selection committee members. Identify any violations of this ordinance by any members of the responding firm or its joint venturers.</p>	
<p>3. Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer to perform work as a consultant or contract with a public entity, and may not transact business with Broward County for a period of 36 months from the date of being placed on the convicted vendor list. Submit a statement fully describing any violations of this statute by members of the interested firm or its joint venturers.</p>	
<p>4. No Contingency Fees: By responding to this solicitation, each firm warrants that it has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation. For Breach or violation of this provision, County shall have the right to reject the firm’s response or terminate any agreement</p>	

<p>awarded without liability at its discretion, or to deduct from the agreement price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.</p> <p>Submit an attesting statement warranting that the Responder has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation.</p>	
<p>5. <input type="checkbox"/> IF THIS BOX IS CHECKED, THEN THE PROVISIONS OF THE BROWARD COUNTY LIVING WAGE ORDINANCE 2008-45, AS AMENDED, (“LIVING WAGE ORDINANCE”) WILL APPLY TO THIS AGREEMENT. IN ACCORDANCE WITH THE LIVING WAGE ORDINANCE, CERTAIN EMPLOYERS WHO DO BUSINESS WITH THE COUNTY SHALL PAY A LIVING WAGE TO ITS EMPLOYEES WHO WORK ON SERVICE CONTRACTS PROVIDING COVERED SERVICES IDENTIFIED UNDER THE LIVING WAGE ORDINANCE. COVERED EMPLOYERS WITH COUNTY SERVICE CONTRACTS THAT EXCEED \$100,000 PER YEAR AND PROVIDE THESE SERVICES MUST PAY AT LEAST THE RATES STIPULATED AND AS ADJUSTED ANNUALLY. IN ACCORDANCE WITH THE LIVING WAGE ORDINANCE, THE BIDDER AGREES TO PAY THE MINIMUM HOURLY WAGE RATES, AS ADJUSTED, TO EMPLOYEES COVERED BY THE LIVING WAGE ORDINANCE, THERE WILL BE NO INCREASE IN CONTRACT PRICES PAID BY BROWARD COUNTY TO THE BIDDER DUE TO ANY INCREASE IN WAGES REQUIRED TO BE PAID TO EMPLOYEES COVERED BY THE LIVING WAGE ORDINANCE. EXPLANATION OF LIVING WAGE ORDINANCE CONTRACT REQUIREMENTS IS INCLUDED IN ATTACHMENT “___”.</p> <p>(IF LIVING WAGE APPLIES, CHECK THIS STATEMENT AND INCLUDE THE LIVING WAGE ATTACHMENT TO THE RLI SOLICITATION – IF LIVING WAGE DOES NOT APPLY, DO NOT CHECK THIS STATEMENT AND DO NOT INCLUDE THE LIVING WAGE ATTACHMENT.)</p>	
<p>6. Location in Broward County: Provide the interested firm’s business address in Broward County, telephone numbers, email address, and evidence of a Broward County Local Business Tax Receipt. Failure to provide</p>	

<p>proof of a Broward County location will adversely impact application of a tie breaker criteria for your company during Shortlisting and/or Ranking.</p>	
<p>7. Domestic Partnership Preference: Describe the responder's existing domestic partner benefits program. If your firm certifies that its employee benefits policies are in compliance with Broward County Ordinance #1999-03, as amended by Broward County Ordinance #1999-18, please complete the attached Certification of Vendors Providing Benefits for Domestic Partners. Failure to provide a notarized certification form in your proposal will adversely impact application of a tie breaker criteria for your company during Shortlisting and/or Ranking.</p>	
<p>8. Drug Free Workplace: If your firm certifies that it has an existing drug-free workplace programs as defined in Section 287.087, Florida Statutes, as amended, please complete the Certification of Drug Free Workplace. Failure to provide certification of a drug free workplace policy will adversely impact application of a tie breaker criteria for your company during Shortlisting and/or Ranking.</p>	
<p>9. Type of Firm: Provide a statement attesting to whether the firm is a supplier/distributor or a manufacturer of the offered solution.</p>	

SAMPLE INSURANCE CERTIFICATE

Insurance Request for the Bike Sharing Program

The following coverages are deemed appropriate for minimum insurance requirements for this project and will be required of the selected firm and identified in the negotiated agreement. Any deviation or change during the contract negotiation period shall be approved by Risk Management.

TYPE OF INSURANCE	Limits on Liability in Thousands of Dollars		
		Each Occurrence	Aggregate
GENERAL LIABILITY <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises–Operations <input type="checkbox"/> Explosion & Collapse Hazard <input type="checkbox"/> Underground Hazard <input type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury	Bodily Injury		
	Property Damage		
	Bodily Injury and Property Damage Combined	\$500K	\$1000K
	Personal Injury		
AUTO LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto If applicable	Bodily Injury (each person)		Broward County reserves the right to review and revise any insurance requirements at the time of contract renewal, not limited to the limits, coverages and endorsements based on insurance market conditions and/or changes in the scope of services.
	Bodily Injury (each accident)		
	Property Damage		
	Bodily Injury and Property Damage Combined	\$500K	
EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other than Umbrella Form	Bodily Injury and Property Damage Combined	\$	\$
<input checked="" type="checkbox"/> WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY (NOTE *)	<input checked="" type="checkbox"/> STATUTORY		
		(each accident)	100K MIN
<input type="checkbox"/> PROFESSIONAL LIABILITY VENDOR RESPONSIBLE FOR DEDUCTIBLE (Vendor shall maintain this coverage in force for 5 years after completion of all work required)	Max. Ded. \$250K	\$3,000K each occurrence	\$4,000K
<input type="checkbox"/> PROPERTY COVERAGE	Max. Ded.		Agreed value
	CONTRACTOR RESPONSIBLE FOR DEDUCTIBLE		Replacement Cost
<input type="checkbox"/> If project greater than \$50k – installation floater required for replacement of materials, equipment and installation. All risk, agreed value.	Maximum Deductible	\$ 10K deductible	Agreed value
Provider / Vendor responsible for all tools, materials, equipment, machinery, etc., until completion and acceptance by County. Vendor / Provider RESPONSIBLE FOR DEDUCTIBLE			

Description of Operations/Locations/Vehicles Certificate must show on general liability and excess liability **Additional Insured: Broward County Board of County Commissioners, Broward County, Florida.** Also when applicable certificate should show **B.C.B.C.C as a named insured for property and builders risk and as a loss payee for installation floater when coverage's are required.** Certificate Must be Signed and All applicable Deductibles shown. **CONTRACTOR RESPONSIBLE FOR ALL DEDUCTIBLES UNLESS OTHERWISE STATED.** Indicate bid number, RLI,RFP, and project manager.

NOTE * - If the Company is exempt from Workers' Compensation Coverage, please provide a letter on company letterhead or a copy of the State's exemption which documents this status and attaché to the Certificate of Insurance for approval. If any operations are to be undertaken on or about navigable waters, coverage must be included for U.S. Longshoremen & Harbor Workers' Act/ & Jones Act
CANCELLATION: Thirty (30) Day written notice of cancellation required to the Certificate Holder:

Name & Address of Certificate Holder
 Broward County Board of County Commissioners
 Risk Management Division, RM 210
 115 South Andrews Avenue
 Fort Lauderdale, FL 33301
RE: (C. Corbett-Elder, Transportation Dept.)



Dawn Mehler
 on=Dawn Mehler, o=US, ou=Broward County,
 ou=Risk Management, email=dmebler@broward.
 org
 2009.09.30 11:03:29 -0400

Dawn Mehler
 Risk Management Division



Letter of Intent
To Utilize a Federal Disadvantaged Business Enterprise (DBE)
Subcontractor or Subconsultant

From Responding Firm Named:	
To:	Broward County Selection Committee
RLI, RFP, or BID Name	
Subject RLI, RFP, or BID Number	

In response to the subject Broward County’s RLI, RFP, or Bid, the undersigned hereby agree to utilize the Federal disadvantaged business enterprise (DBE) firm listed below, if awarded the contract. The undersigned further certify that the firm has been contacted and properly apprised of the projected work assignment(s) upon execution of the contract with Broward County.

DBE Firm Name:	
Expiration of DBE Certification	
Project Work Assignment	
Percentage of Prime’s Contract Fees to be Awarded: Dollar Amount/%	

(Signature of Prime’s Owner or Authorized Rep.) (Date)

Subscribed and sworn to before me this _____ day of _____ 200__.

(Notary’s Signature) (Notary Seal)

(ACKNOWLEDGEMENT BY THE PROPOSED DBE FIRM)

The undersigned intends to perform work in connection with the above Contract as (check one)
___ an individual ___ a partnership ___ a corporation ___ a joint venture. The undersigned agrees with the prime contractor’s/consultant’s proposal and further certifies that all information provided herein is true and correct.

(Signature of DBE’s Owner or Authorized Rep.) (Date)

Subscribed and sworn to before me this _____ day of _____ 200__.

(Notary’s Signature) (Notary Seal)



Federal Disadvantaged Business Enterprise (DBE) Unavailability Report

RLI, RFP, or Bid Number	
Name of Prime Contractor	
Prime's Address	
Prime's Phone Number	

The undersigned representative of the Prime Contractor personally appeared before the undersigned officer authorized to administer oaths who after being duly sworn states that the undersigned has contacted the DBEs listed below and that said firms are unavailable to perform or submit a bid which was not the low acceptable bid set forth and that the following information regarding DBE subcontractors or subconsultants is true and correct to the best of his/her knowledge:

The following DBE contractors or consultants were invited to bid subcontract or subconsultant work but were not available to work for the reason(s) checked in the last three columns. Include an explanation for each DBE firm solicited that responded but with which you are not subcontracting. Use additional pages, if necessary.

Firm Name	Not available to work	Did not respond to the invitation	Were not the low, acceptable bid.

If you did not get any responses to your solicitation of DBE contractors, please detail your efforts to recruit eligible firms and the timeline of your efforts, i.e., advertising, personal calls, mailing lists, etc. Information provided will be verified. Attach all supporting documents such as newspaper ads, phone lists, mailing lists, etc.

Signature	Title	Date

EXHIBIT C

**CERTIFICATION OF VENDORS PROVIDING
BENEFITS FOR DOMESTIC PARTNERS**

THE UNDERSIGNED VENDOR HEREBY CERTIFIES THAT ITS EMPLOYEE BENEFITS POLICIES ARE IN COMPLIANCE WITH BROWARD COUNTY ORDINANCE #1999-03, AS AMENDED BY BROWARD COUNTY ORDINANCE #1999-18, AS FOLLOWS:

A. VENDOR'S EMPLOYEE BENEFITS PROGRAM INCLUDES THE FOLLOWING MINIMUM STANDARDS:

1. Any vendor's employee who is a party to a domestic partnership relationship is entitled to elect insurance coverage for his or her domestic partner or a dependent of such domestic partner on the same basis in which any other vendor's employee may elect insurance coverage for his or her spouse or dependents. A vendor's employee's right to elect insurance coverage for his or her domestic partner, or the partner's dependent, extends to all forms of insurance provided by the vendor to the spouses and dependents of vendor's employees.
2. Any vendor's employee who is a party to a domestic partnership relationship is entitled to use all forms of leave provided by the vendor including, but not limited to sick leave and annual leave to care for his or her domestic partner or the dependent of the domestic partner as applicable.
3. All other benefits available to the spouses and dependents of vendor's employees are made available on the same basis to the domestic partner, or dependent of such domestic partner, of a vendor's employee who is party to a domestic partnership relationship.
4. It is within the vendor's discretion as to what benefits are provided to its employees and whether vendor's employees who are party to a domestic partnership relationship must be registered in accordance with Broward County Ordinance No. 1999-03, as amended, in order to be eligible for access to employee benefits.

B. The vendor's domestic partnership eligibility criteria are substantially equivalent to the following:

1. EACH DOMESTIC PARTNER IS AT LEAST 18 YEARS OLD AND COMPETENT TO CONTRACT.
2. NEITHER DOMESTIC PARTNER IS MARRIED NOR A PARTNER TO ANOTHER DOMESTIC PARTNERSHIP RELATIONSHIP.
3. THE DOMESTIC PARTNERS ARE NOT RELATED BY BLOOD.
4. CONSENT OF EITHER DOMESTIC PARTNER TO THE DOMESTIC PARTNERSHIP RELATIONSHIP HAS NOT BEEN OBTAINED BY FORCE, DURESS, OR FRAUD.
5. EACH DOMESTIC PARTNER AGREES TO BE JOINTLY RESPONSIBLE FOR EACH OTHER'S BASIC FOOD AND SHELTER.

(VENDOR SIGNATURE)

(PRINT VENDOR NAME)

STATE OF _____
COUNTY OF _____

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, _____ BY _____ AS

(NAME OF PERSON WHOSE SIGNATURE IS BEING NOTARIZED) (TITLE)
OF _____, KNOWN TO ME TO BE THE PERSON DESCRIBED

(NAME OF CORPORATION/ENTITY)

HEREIN, OR WHO PRODUCED _____ AS IDENTIFICATION, AND WHO DID/DID NOT TAKE AN OATH.

(TYPE OF IDENTIFICATION)

NOTARY PUBLIC:

(SIGNATURE)

(PRINT NAME)

State of _____ at Large (SEAL) My commission expires: _____

DRUG FREE WORKPLACE CERTIFICATION

The undersigned vendor hereby certifies that it will provide a drug-free workplace program by:

- (1) Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- (2) Establishing a continuing drug-free awareness program to inform its employees about:
 - (i) The dangers of drug abuse in the workplace;
 - (ii) The offeror's policy of maintaining a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph (1);
- (4) Notifying all employees, in writing, of the statement required by subparagraph (1), that as a condition of employment on a covered contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.
- (5) Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision (4) (ii) above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (6) Within 30 calendar days after receiving notice under subparagraph (4) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
 - (i) Taking appropriate personnel action against such employee, up to and including termination; or
 - (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
- (7) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs (1) through (6).

(VENDOR SIGNATURE)

(PRINT VENDOR NAME)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2004,

by _____
(Name of person who's signature is being notarized)

as _____ of _____
(Title) (Name of Corporation/Company)

known to me to be the person described herein, or who produced _____
(Type of Identification)

as identification, and who did/did not take an oath.

NOTARY PUBLIC:

(Signature)

(Print Name)

My commission expires: _____

SCOPE OF WORK

Proposals are required to outline implementation and operation for a potential operating scenario with a capacity for an initial fleet of 100 to 200 bicycles with expansion capabilities.

Proposals must also address the following points:

1. Implementation and Operating Plan which should describe in detail the following:
 - Description of proprietary technologies to manage the program.
 - Description of the type and size of any proposed advertising, in addition to, projected revenues/costs related to each scenario.
 - Information on how residents and visitors can register for this program
 - Plans detailing the size and configuration of installations, illustrating how public space is utilized.
 - Procedures for renting and returning bicycles.
 - Procedures to ensure availability of bicycles for rental at all locations.
 - Procedures to provide user information in English and Spanish, as well as the possibility of other languages.
 - Procedures to track user and program data.
 - Specifications for the proposed bicycle rental stations.
 - Specifications for the proposed bicycles and warranty information; safety of the bicycle, condition of bicycles.
2. The proposed management/oversight structure:
 - Hours of operation and types of customer service.
 - Strategies to prevent damage to bicycles and rental stations.
3. The proposed maintenance, security and safety plans:
 - Procedures for bicycle maintenance and repair.
 - Procedures for bicycle monitoring and loss prevention.
 - Procedures for educating users on use of or availability of bicycle helmets.
4. The proposed funding sources or partnerships for the development, implementation, management/operation and marketing of the program:
 - Description of a fee structure for users.
 - Marketing plan.
5. A timeline for the implementation of the project.
6. The capacity of the Proposer to develop, implement and maintain the proposed use:
 - Including the Proposer's past experience in developing, implementing, and/or maintaining a program with a similar scope and impact.

- Name and resumes of all staff/partners involved in project.
 - List of references from previous successful projects.
 - Local organizations/contacts that have been involved in developing the proposal.
7. The selected Proposer shall make its rental rates easily available for public review, for example, by posting legible displays and providing information pamphlets, as well as, maintaining a website.
 8. The rental bicycles must be maintained in good working order. The Proposer must include an evaluation and maintenance schedule that would potentially reduce the risk of renting potentially unsafe bicycles.
 9. Additionally, the County requires that bicycles provided by the Proposer include the following items:
 - Self-generating lighting system including rear flasher & front headlight
 - Front, rear and side reflectors
 - Puncture resistant tires
 - Fenders
 - Chain guards
 - Bells
 - Basket (or cargo capacity) for a typical briefcase, book bag, or grocery bag weighing 20 pounds
 - Equipped with lock or other theft deterrent system
 - Equipped with tracking devices, if cost-effective
 - Estimated useful life of the bicycle and proposed warranty terms
 - Uniform coloring scheme that would make bikes easily identifiable
 10. The kiosk or bike station parking design desired important elements:
 - Should be modular allowing for easy adjustment of capacity in response to changing demand.
 - Smallest feasible footprint to enable installation in a space currently used as a parking space or on a wide sidewalk;
 - Aesthetic compatibility with streetscape, both when kiosk is full and empty;
 - Pedestrian and rider safety-it should not impair pedestrian movement on streets and sidewalks or have components that could possibly injure anyone;
 - Include adequate space for local maps directing users to popular cycling routes or attractions
 - Alternative energy sources are favored (solar-powered and wireless communication).
 - Include capacity for walk-up registrations or credit card payments
 - Capable of future integration of stored value media or “smart card” type media
 - Multiple Language options

Minimum Requirements/Qualifications

The Proposer must demonstrate a level of expertise, technical knowledge, innovation, and overall capacity to provide self-service bicycle rental services during variable periods of demand, including multiple major events and any unforeseeable circumstances.

The Proposer submitting a response warrants that it:

- Can carry out all the requirements set forth in this RFP and its own operational plans, and fulfill the associated financial commitments.
- Has experience in the successful development and operation of other Self-Service Bicycle Sharing/Rentals programs similar to those proposed.
- Has supplied all required information as requested, as further evidence of capacity and readiness to provide the proposed services.

Operating Budget and Financial Plan

The selected Proposer shall be responsible for all expenses related to this program, including, but not limited to:

- Permitting and installation of the bicycle rental kiosks/stations and all related equipment- it is the vendor's responsibility to work with municipalities, institutions and private landowners to get public and private space commitments and secure all required permits according to the processes identified by each municipality, institution, and/or private landowner.
- Daily operations, including moving bicycles from one station to another
- Routine maintenance, repair, and replacement of all equipment
- Overall program management and administration, including staffing, collection of fees, accounting, and user contact
- Branding, marketing and promotion, including establishing, maintaining, and upgrading a Web site
- Software development, upgrades, and maintenance
- Ongoing evaluation, with weekly, monthly and annual reports submitted to the Contract Administrator or designee
- Preparation of an annual review report, prepared by a Certified Public Accountant

Proposers are encouraged to suggest and pursue other creative revenue sources to improve the financial stability of this program. Potential Funding/Revenue Sources for Bike Share Program are:

- Users fees
- Sponsorships
- Commercial property owners; hotels/condos/office buildings
- Public funding, grants, or subsidies
- Partnerships with other organizations

Work Performed by the County

Broward County staff will meet with the successful Proposer and provide any useful or necessary information as required including City contacts and/or contacts with other interested partnership organizations. The Transportation Department will oversee the work and provide support as needed. The County also will provide some assistance in obtaining permits and licenses required to complete this project.

Term of Contract

The minimum term of the Agreement resulting from this RLI shall be for an initial term of five (5) years.

Deliverables and Schedule

Deliverables shall be considered those tangible resulting work products to be delivered to the County's Contract Administrator or designee. Deliverables and schedule for this project shall include, but are not limited to:

1. All necessary equipment, supplies, and labor required to implement a bike sharing/rental program.
2. Detailed Implementation Schedule (to be received within one month of signed contract)
3. Monthly Reports that include:
 - Hours of vehicle usage
 - Number of active users
 - Number of new users registered
 - Number of subscribers who changed their commuting habits to ride the bike share

- Number of accounts canceled
- Descriptive statistics on frequency of usage per user
- Number of departures and arrivals for each kiosk
- User revenue collected
- Advertising revenue collected
- Theft report
- Damage report
- Fleet condition
- Kiosk and information board maintenance
- Detailed report on net revenue or cost
- Data related to environmental benefits of the system (i.e. Greenhouse gas reductions that may be attributable to use of the system)
- Quarterly public presentations to the County

EXHIBIT G

PROPOSAL FORMAT

Proposals must contain the following documents, each fully completed. If any items are omitted, Proposers must submit the documentation within five (5) calendar days upon request from the County, or the Proposal shall be deemed non-responsive. The County will not accept fee/cost information after deadline for receipt of Proposals.

1. Table of Contents

Outline in sequential order the major areas of the Proposal, including enclosures. All pages must be consecutively numbered and correspond to the table of contents.

2. Proposal Points to Address:

Proposer must respond to all minimum requirements listed below. Proposals that do not contain such documentation may be deemed non-responsive.

- a. **Introduction letter** outlining the Proposer's professional specialization; provide past experience to support the qualifications of the Proposer. Proposers shall submit documents that provide evidence as to the capability to provide and implement the services as outlined in the Scope of Work.
- b. **Proposers must provide documentation** that demonstrates their ability to satisfy all of the requirements detailed in this Scope of Work.
- c. **References:** List at least three (3) client references, to include contact name, title, company, address, telephone number, e-mail address, fax number.
- d. **Qualifications of Proposer:** Outline in detail the experience and qualifications of the business and individual members of the Proposer entity and experience of Proposer and/or Proposer members in providing similar projects/programs as the one proposed.

Provide an organizational chart of all personnel and consultants to be used on this project/program and their qualifications. A resume of each individual, including education, experience, and any other pertinent information, shall be included for each team member to be assigned to this Project/Program.

e. **Methodology and Approach for Development, Operation, and Maintenance of Program / Project:**

The Proposer must specifically describe its Proposal methodology and approach for development, operation, and maintenance of its Proposal Bike Share/Rental Program, with emphasis on how the maintenance and operations of the proposed Project and/or Program will be accomplished in order to ensure that

the project is successful.

Good customer service is also essential. The Proposer must describe its approach to addressing unique needs, responding to complaints, and evaluating customer satisfaction.

f. **Business Plan:**

The Proposer shall present a detailed operation, marketing and sales promotion plan including a realistic, and detailed financial model for the first five (5) years for managing and operating the proposed Project/Program, include expected expenses and any subcontractor fees.

Submit examples of detailed business plans it has developed and utilized at similar facilities.

g. **Possible Revenue to the County:**

Proposer may provide a detailed revenue-sharing concept as part of the proposal. This includes overall projections with and without advertising figures on the bicycles and/or kiosks.

h. **Additional innovations and ideas** that may maximize the effectiveness of the program, including proposing things that are not covered in the Scope of Services.

i. **Exhibit F, Price Proposal Sheet:**

Complete the price proposal sheet as formatted.