

Request for Proposals (RFP)

Fleet Electrification Feasibility Study

Lone Tree Link On Demand Microtransit Service

RFP Issue Date: June 2nd, 2025 Proposal Submission Deadline: July 18th, 2025 Issued By: Denver South, 5613 DTC Pkwy Ste 150, Greenwood Village, CO 80111 Contact: <u>Quinn Schulz</u>, Transportation Specialist, Denver South; <u>quinn@denver-</u> <u>south.com</u>

1. Introduction

Denver South, on behalf of its partners with the City of Lone Tree, Douglas County, Meridian Metropolitan District, and the Regional Transportation District (RTD), is seeking proposals from qualified consulting firms or teams with demonstrated expertise in fleet electrification planning, transit operations, and sustainability consulting to conduct a **Fleet Electrification Feasibility Study** for the **Lone Tree Link On Demand** microtransit service. The goal of this study is to determine the technical, financial, and operational viability of transitioning the existing fleet of the Link on Demand service to electric vehicles (EVs), and to provide an actionable, phased roadmap for implementing such a fleet transition.

Denver South is both the geographic area along the I-25 highway and rail corridor south of Denver, Colorado, and the organization of community and business leaders working to create an environment where businesses and workers thrive. This is done by collaborating with regional partners to foster quality job growth and efficient transportation solutions.

2. Background

The Lone Tree Link On Demand is a publicly funded microtransit service operating within the City of Lone Tree and the Meridian District (unincorporated Douglas County), Colorado. The service provides free-to-the-user, flexible, on-demand transportation to residents, employees, and visitors across key destinations including business parks, transit hubs, retail centers, and residential neighborhoods. The current operations of service are conducted by a private company, Via, and are funded and supported through partnerships between the City of Lone Tree, Douglas County, Denver South, and RTD.



The Link on Demand program is committed to environmental sustainability and reducing greenhouse gas emissions in alignment with local and regional climate goals. As such, Denver South and its partners are exploring ways to plan for the potential growth of this service sustainably, while maintaining the Link On Demand's high-quality level of service. One critical step towards this vision is fleet electrification.

3. Project Objectives

The Colorado Energy Office (CEO) in partnership with the Community Access Enterprise (CAE) awarded a grant to Denver South to contract with a vendor to study the feasibility of electrifying Link On Demand's fleet, currently serving Lone Tree and the Meridian District. In working with the project partners, and through contract with Denver South, the successful vendor will develop a scalable and actionable technical readiness plan to electrify the Link On Demand fleet, while supporting the targeted outcomes of the CEO's Community Accelerated Mobility Project (CAMP). In doing so, this technical readiness plan would be led by community and business needs in further supporting, or potentially expanding, the community's access to light rail stations and other necessary destinations, including, but not limited to, doctor's offices, schools, workplaces, retail centers, and grocery stores.

The project goals include, but are not limited to, the following:

- Identify existing charging infrastructure for electric vehicles ("EVs") and opportunities to install future EV charging infrastructure.
- Assess, and potentially recommend, feasible fleet ratios of vehicle types (EVs, hybrids, and combustion) without compromising current 2025 Link On Demand service quality metrics.
- Consider potential supplementary services, where incorporating EVs and/or hybrid vehicles may be more feasible (e.g. fixed route circulators)
- Produce a scalable framework to prepare for potential growth of this service, or of similar services, in the South I-25 Corridor.
- Improve formal documentation of community interest in e-mobility programs
- Evaluate the current fleet and service model in terms of electrification readiness.
- Assess vehicle replacement options, charging infrastructure needs, and grid capacity.
- Analyze operational, economic, and environmental impacts of electrification.
- Identify potential funding and partnership opportunities.



In planning for the scalability of this project, it can help improve burdens on local, and regional, community members by:

- Reduce emissions caused by the service and by single occupancy vehicles.
- Increase use of the service through its appeal, leading to less traffic volumes and congestion.
- Support a free transportation service to those burdened by low-income and/or housing costs through addressing cost-effectiveness of gas-powered and EV fleets.

4. Scope of Work

The selected vendor will be responsible for the following tasks:

4.1 Data Collection & Analysis

- Review of the following existing Link on Demand fleet data:
 - o Vehicle types
 - Routes
 - Daily mileage
 - \circ Dwell time
 - Energy use
 - Etc.
- Analyze demand patterns and service levels from historical Link On Demand data.
- Engage project team and service operators to gather operational insights.

4.2 Technology Assessment

- Evaluate EV options compatible with on-demand microtransit service (e.g., electric vans/shuttles).
- Identify suitable charging technologies (Level 2, DCFC) and optimal siting locations according to service demand.

4.3 Infrastructure & Power Grid Feasibility

- Assess site readiness and utility requirements for charging infrastructure.
- Analyze the impact of extreme weather (heat & cold) on operational reliability of EVs.

• Collaborate with utility providers (e.g., Xcel Energy) for load analysis and cost estimates.

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• Collect, and map, EV charging infrastructure with relevant attributes, as feasible.

• Provide charging infrastructure data in one of the following acceptable GIS file formats:

- o .kml/.kmz
- .shp (zipped shapefile)

4.4 Cost-Benefit & Emissions Analysis

- Compare life cycle costs of EVs against current gas-powered fleet (capital, maintenance, fuel, etc.)
- Estimate benefit metrics gained from potential emissions reductions produced by fleet electrification and/or supplementary services, as applicable. Benefit metrics may include, but are not limited to:
 - Improvement in air quality
 - Operational cost savings
 - Reduced capital maintenance
 - Increased operational efficiency
 - $_{\odot}$ $\,$ Reduced cost burden on those burdened by housing costs or low incomes

4.5 Funding & Partnership Strategy

- Identify applicable federal, state, and local grant opportunities.
- Recommend potential public-private partnerships or vendor financing models.

4.6 Phased Implementation Roadmap

- Develop a short-, medium-, and long-term transition strategy.
- Recommend procurement, infrastructure build-out, operational training, and risk mitigation steps.

4.7 Development, and potential execution**, of a Community Engagement Plan

• Develop a community engagement plan, including two in-person community engagement sessions, to measure interest in fleet electrification for Link on Demand and/or other considered e-mobility programs.

- Occasionally attend, and participate in, meetings with stakeholders to collaborate on community engagement efforts.
- Potentially execute** community engagement plan by conducting the two in-person community engagement sessions.
- Community engagement sessions to be held at a location determined by partnership with stakeholders and Denver South.



4.8 Progress Update Meetings

- Attend monthly update meetings with Denver South to communicate work progress over the previous month, as well as upcoming action items over the following month.
- Provide monthly invoices on a time and, if applicable, materials basis for services performed during the previous month.

• When applicable on the schedule, provide 60%, 90%, and 100% draft documents, mapping, and data updates to Denver South and project partners.

**The development and execution of a Community Engagement Plan is optional. Please see Section 11. "Terms and Conditions" for more information on this aspect of the scope of work.

5. Proposal Requirements

Proposals must include the following components, in order:

- Executive Summary
- Firm Profile and Relevant Experience
- Project Team and Key Personnel
- Proposed Methodology and Work Plan
- Timeline and Milestones
- Budget and Fee Proposal (with itemized costs)
- References (3 minimum)

6. Project Deliverables

The work of this project must be summarized in the following deliverables:

1. Fleet Electrification Feasibility Study Report (available in Word and PDF format)

2. A GIS file of the following data (in .kmz/.kml and/or zipped shapefile (.shp)):

- a. Locations of existing EV charging infrastructure
- b. Locations of feasible proposed EV charging infrastructure
- c. Routes and service areas of potential complementary service (e.g. fixed shuttle route)

3. Community Engagement Results/Data (in .csv format), if successful vendor includes community engagement as part of their proposed scope



The main deliverable, the Feasibility Report, must clearly summarize the findings for each of the tasks identified within the scope of work. This should also include a map illustrating the locational data identified in Section 4.3 and any proposed service meant to complement the Lone Tree Link On Demand.

7. Project Budget

This project will be primarily funded by a state-level grant. As such, the successful vendor's proposed fee must not exceed a budget of **<u>\$65,000.</u>**

8. Evaluation Criteria & Process

Proposals will be evaluated by a committee comprised of representatives from the City of Lone Tree, Denver South Transportation Management Association (DSTMA), Douglas County, Meridian Metropolitan District, and the Regional Transportation District (RTD).

The selection process will be informed by the following criteria:

Criteria	Weight	Standard of Measure
Relevant Experience and Qualifications	30%	Has the firm demonstrated the knowledge and expertise in previous, relevant projects?
Understanding of Project Objectives	20%	Does the proposal demonstrate attention to detail and effectively correlate these details with the project goals and objective?
Methodology and Technical Approach	20%	Does the firm possess the appropriate available capacity? Is the approach and methodology informed by valid and sound scientific reasoning?
Cost Effectiveness	15%	Does the proposed fee adhere closely to the budget of \$65,000? Are the costs efficiently allocated for each task?
Project Timeline	10%	Is the proposed timeline feasible and does it demonstrate a commitment to the mandatory deadline?
References	5%	Would you work with this contractor again? Did they demonstrate the necessary skills and expertise to complete the project well?



9. Timeline

Activity	Date
RFP Release Date	June 2 nd , 2025
Deadline for Questions	June 30 th , 2025
Proposal Submission Deadline	July 18 th , 2025
Vendor Selection and Notification	July 31 st , 2025
Contract Development & Execution	August 1 st – August 30 th , 2025
Project Kickoff	September 1 st , 2025

Given the project kickoff, and the mandatory deadline to complete work, the anticipated time needed to complete this project is 10 months. This schedule is preliminary and may adjust according to the time needed to select a vendor and execute the contract.

In the case where work is delayed, it is the successful vendor's responsibility to provide this update in a timely manner to Denver South. Such an update must be provided in applicable status update meetings, as well as in writing briefly explaining delays/obstacles encountered. This must be sent to the primary contact of this project listed at the top of Page 1 of this RFP, either as a Word or PDF document in official vendor company letterhead.

10. Submission Instructions

All proposals must be submitted via e-mail in PDF format to the contact below:

Quinn Schulz, Transportation Specialist, quinn@denver-south.com Attach using the Subject Line: "Proposal – Fleet Electrification Feasibility Study"

Proposals submitted after the Proposal Submission Deadline specified in Section 7 will not be considered. Questions regarding the RFP should be directed to the contact listed above no later than June 30th, 2025. If a vendor believes it's necessary to include maps, charts, or other visual aids, to demonstrate any portion of their proposal, the vendor must do so by adding such resources as appendices to their submitted proposal. If any external data or research is cited or used in any part of the application, please cite it as a footnote with a brief description of the source and its link as a hyperlink embedded in the footnote.



The submitted proposals must be formatted in 8.5 x 11-inch page format, unless appendices are necessary. In cases where appendices are attached, 11 x 17-inch page format is acceptable. The text within the body must be in a 12-point font. Lastly, while there is no minimum or maximum page requirement, please attempt to make the proposal concise (generally within 15 pages, excluding appendices and/or cover sheet).

11. Terms and Conditions

All activities under this project <u>must</u> be completed before June 30th, 2026.

• Any deliverables must comply with the <u>State of Colorado technical</u> <u>standards</u> related to technology accessibility and with Level A and AA of the most current version of the Web Content Accessibility Guidelines ("WCAG"), currently WCAG 2.1.

• Any deliverables, invoices, and written statements of work delays (if applicable) must also comply with the <u>State of Colorado document</u> <u>accessibility</u> requirements.

• Denver South and its partners reserve the right to reject any or all proposals.

• Costs incurred in the preparation of the proposal are the responsibility of the vendor.

• Final project scope and deliverables may be negotiated prior to contract execution.

• Unsuccessful participants will be notified by Denver South via e-mail. There is no process to appeal any selection decision.

• Regarding Section 4.7 of this RFP, the execution of a community engagement plan is a preferable, but not a required, aspect of the scope of work. Denver South acknowledges that the budget of \$65,000 noted in Section 6. may make executing the community engagement infeasible. In the case that the successful vendor is unable to execute these community engagement sessions due to the budget constraint, this task may be negotiated to be the responsibility of Denver South. Regardless, any vendor unable to execute community engagement due to the budget constraint must clearly explain how the execution of such a task would require their proposed fee to exceed the stated budget of \$65,000 in this RFP.