

**CITY OF WALLA WALLA**

**NOTICE:  
REQUEST FOR PROPOSALS (RFP)  
VEHICLE/EQUIPMENT REPLACEMENT MODEL**

The City of Walla Walla is seeking proposals from qualified firms to prepare a user-friendly Microsoft Excel (2016 or newer) Vehicle/Equipment replacement model. Proposals are due by 4:00 p.m., Thursday, December 29, 2016, at the office of Public Works Administration, 55 E. Moore Street, Walla Walla, Washington 99362. Proposals shall be in a sealed envelope and clearly marked "Vehicle/Equipment Replacement Model."

The RFP documents can be viewed at the City's website at <http://www.wallawallawa.gov/bids-rfps/>.

Advertise Walla Walla Union Bulletin on December 15, 2016.

**CITY OF WALLA WALLA  
REQUEST FOR PROPOSALS  
Vehicle/Equipment Replacement Model  
December 15, 2016**

**I. BACKGROUND**

In 1999, the City established a vehicle and equipment (V/ER) replacement program (fund 518, Ordinance 99-06, WWMC 3.21.050), to annually set aside funds for the planned replacement of vehicles and equipment. Replacement costs are established for V/ER and then adjusted for inflation (presently using 3% per year) for a future replacement date as established by Fleet Services.

There are approximately 315 vehicles included in the replacement schedule with each Department/Division annually depositing funds for the future replacement costs for V/ER. Fleet Services manages the schedule in partnership with the Departments/Divisions and the City's Finance Department, establishes the replacement schedule and monitors replacement cycles and costs providing a systematic approach for replacements.

Departments/Divisions are encouraged to review the schedules annually with Fleet Services to ensure schedules and the types of equipment continue to meet Department/Division needs in the future, and where feasible, to extend the "planned" life of equipment.

Starting in 2012, rebuilds for certain types of equipment are also being considered. Rebuilds are also subject to the joint recommendations of Fleet Services and the Department/Division based on the historical reliability of that particular piece of equipment. A one-time rebuild extends the life of a piece of equipment at a lower cost than replacement and helps ensure continued operational reliability. When considering a rebuild, the life cycle plan (set-aside plan) for that equipment should include the rebuild cost and the full future replacement cost following the rebuild.

Examples of equipment benefiting from rebuilds include the landfill's compactor, grader, dozer and scraper, which are high cost, critical, but non-emergency equipment.

Including rebuild and replacement in the lifecycle and then spreading the costs over the full lifecycle provides a stable, balanced annual set-aside with little cost fluctuation.

When actual purchase and/or outfitting costs are higher than the original projected cost, the gap can either be covered by a Department/Division's 518 contingency fund or by seeking a balance transfer from the Department/Division's operating fund/fund balance, subject to approval by the Department Director and City Manager. It is recommended that each Department/Division establish a 2-5% contingency fund for the equipment in the 518 fund to address unforeseen costs.

There are some vehicles that are not included in the V/ER fund, namely fire engines. These items are included as part of the Fire Department's overall Capital Facilities needs and are funded through the Fire Department's capital plan.

City Departments/Divisions:

- Police – Admin (PD)
- Police – Operations (PD)
- Police – Animal Control (PD)
- Police – Code Enforcement (PD)
- WESCOM/Dispatch (PD)
- Fire – Admin (FD)
- Fire – Suppression (FD)
- Fire – Prevention (FD)
- Ambulance (FD)
- Development Services
- Parks
- Golf
- Cemetery
- Recreation
- Facilities Maintenance
- Water Treatment
- Water Distribution
- Wastewater Collections
- Wastewater Treatment
- Stormwater
- Streets
- Traffic (Streets)
- Engineering
- Sanitation
- Landfill
- Compost (Landfill)
- Fleet
- Service Center

The City will furnish the selected Consultant with all reasonably available records and information, including financial reports, budgets, the current model and other pertinent data.

## II. REQUEST

The City of Walla Walla is seeking quotes for the development of a user-friendly Microsoft Excel (2016 or newer) Vehicle/Equipment replacement model that will:

- Track each Department/Division's equipment;
- Generate annual set-asides for each piece of equipment;
- Track overall reserve balance for each Department/Division;
- Provide for contingency as discussed above;
- Account for trade-in values;
- Track vehicles that are not to be replaced (Do Not Replace – DNR);
- Calculate future replacement cost including inflationary adjustments;
- Allow for periodic updates to anticipated costs;
- Calculate remaining life of the equipment;
- Recalculate set-asides based on adjustments to the projected replacement dates;
- Normalize the set-asides over time;
- Include a provision for rebuilds of certain types of equipment as discussed above;
- Include notes and computational adjustments for replacement of chassis vs. full replacement (transfer of utility box from one chassis to another);
- Provide a description of the vehicle;
- Include a summary graph for each department/division showing available balance vs. projected expenses;
- Provide the ability to track in the amount set aside for replacement for all vehicles or pieces of equipment at any point in time; and
- Comply with all Washington RCWs and Washington State Auditor requirements.

## III. TIMESCHEDULE

The City desires to have a draft schedule available for review by February 1, 2017. Proposers are to

provide a schedule for final delivery of the model. The draft shall be presented to key staff to demonstrate how the model works. Following this demonstration, provide city staff up to two weeks for final review and comment. Completion of the model is an urgent need, so staff will be seeking to complete the work as quickly as feasible.

#### **IV. PROPOSAL SUBMITTAL**

The following information is to be submitted as part of the proposal. The proposal is not to be more than six (6) single-sided 8.5" x 11" pages in length single page resumes of persons to be assigned to the project. Four copies of the proposal are to be provided. The proposal is to be organized into the following categories:

1. Cover letter (not more than two pages; does not count as part of the six (6) page proposal limit).
2. Proposed Scope of Work.
3. Experience: Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Provide at least three references.
4. Qualifications: Describe your firm's unique qualifications and training for this type of work. Cite specific accounting certifications or accreditations.
5. Schedule: Describe your plan/schedule for completing the work.
6. Fee Proposal, including hourly rates and expenses.

Deadline for submission of proposals: 4:00 p.m., December 29, 2016

Submit Proposals to:  
Public Works Administration  
City of Walla Walla  
Public Works Department  
55 E. Moore Street  
Walla Walla WA 99362

Proposals should be clearly marked: "Vehicle/Equipment Replacement Model."

Questions regarding this RFP shall be addressed by email to:  
Darci Bell, Public Works Administrative Coordinator  
E-mail: [dbell@wallawallawa.gov](mailto:dbell@wallawallawa.gov)

#### **V. SELECTION OF CONSULTANT**

Proposals will be evaluated by a committee made up of City employees. The proposals will be evaluated on the basis of experience, qualifications, approach to the project and cost.

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely scored consultants. The consultant determined best qualified to perform this project (at an acceptable cost) will be recommended for contract award to the City Council.

The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within forty-five (45) days after the award of the quote.

The City reserves the right to request clarification of information submitted, and to request additional information from the contractor.

The City of Walla Walla, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. The City of Walla Walla is an Equal Opportunity Employer. Minority and women-owned businesses are encouraged to submit proposals.

## **VI. LIMITATIONS**

The City reserves the right to modify or withdraw the RFP at any time without prior notice. The City reserves the right at its sole discretion to reject any and all proposals received without penalty. The City may reject proposals without providing the reason(s) underlying the declination. The City also reserves the right to not issue a contract as a result of this RFP. A failure to award a contract will not result in a cause of action against the City. The RFP does not obligate the City to contract for services described herein.

Proposals may be withdrawn prior to the due date. Proposals shall be valid for a period of 60 days after the due date.

## **VII. PRE-CONTRACTUAL EXPENSES**

The City will not be liable for any costs incurred by applicants in the preparation or submittal of a proposal in response to this RFP, in the conduct of an interview presentation, or any other activities related to responding to this RFP.