



CITY OF SELMA

REQUEST FOR PROPOSALS FOR TOURISM HUB EQUIPMENT

RFP# PD-24-202

RELEASED ON OCTOBER 3, 2024

OFFICE OF PLANNING & DEVELOPMENT

DANIELLE WOOTEN, DIRECTOR

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SCHEDULE OF EVENTS:

This Request for Proposals shall be governed by the following schedule:

Release of RFP	October 3, 2024		
Deadline for Written Questions	October 25, 2024	4:00 PM	
Proposals Due	November 1, 2024	4:00 PM	City Clerk's Office
Proposal Opening	November 4, 2024	9:30 AM	Council Chambers
Contractor(s) Selection	November 12, 2024	6 00 PM	Council Chambers

Location for all events

City of Selma
222 Broad Street
Selma, AL 36701

****All dates are subject to change at the discretion of the City.**

From the date that this RFP is issued until the selection is announced, Proposers are not allowed to communicate outside the process set forth in this RFP with any City employee other those listed herein regarding this RFP.

I. INTRODUCTION

The City of Selma, Alabama is looking to acquire an electric trolley, pedal pub and pedal taxis to boost tourism. The vendor should provide a certified electric vehicle with a high-capacity battery. The maximum speed should not surpass 19mph, and the dashboard should feature a voltmeter, electric meter, light indicator, speedometer, combination switch, exterior and interior lighting, side view mirrors, stainless steel cage fans, various color options, customization, anti-corrosive and rustproof wooden seats, charger, radio with speakers throughout, PA system with Bluetooth mic headset, four-wheel hydraulic brakes with a parking handbrake. The trolley should have a range of at least 50 miles, quick charging time, and accommodate a minimum of 20 passengers. Warranty and maintenance plan is ideal.

II. BACKGROUND

The Office of Planning & Development is responsible for long-range planning, project and program management. The Department is the starting point for all development within the city limits. Its mission includes the development of plans and programs that result in livable neighborhoods, thriving businesses, enhanced economic development opportunities, and a booming tourism industry.

III. PROPOSAL SUBMISSION CONDITIONS AND INFORMATION

Proposals must be received by the City of Selma **by 4:00 PM CST, November 1, 2024**. Late proposals will not be considered. The City highly encourages early submission of proposals. The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addendum(s), responses to questions received, and additional information will be electronically posted at www.selma-al.gov and/or www.facebook.com/selmacityhall.

Proposer shall submit one certified hard copy and/or one electronic copy of the proposal including any supporting documentation addressed as follows:

Ivy Harrison, City Clerk - 222 Broad Street Selma, AL 36701

Email: iharrison@selma-al.gov with a copy to dwooten@selma-al.gov

The subject line must clearly state:

Proposal Attached – RFP Tourism HUB Equipment

The proposal must be comprehensive and address all elements of Section IV Proposal Requirements. The selected Proposer will be required to enter into a written agreement with the City describing the Scope of Services to be performed, the schedule for completion, compensation, and other pertinent provisions. The City reserves the right to reject any Proposal for violation of this provision. Submittal of a Proposal shall be deemed acceptance of all the terms set forth in this RFP unless the Proposer includes with its Proposal, in writing, any conditions or exceptions requested by the Proposer.

IV. PROPOSAL REQUIREMENTS

Proposers must submit a detailed proposal which includes, at a minimum, the following:

- **Company Background** - A statement of the company, including years in operation, experience in manufacturing or distributing electric trolleys, pedal pubs, and pedal taxis and experience in providing similar equipment to municipalities or private operators, especially for urban transportation or tourism services.

- **Equipment Specifications** – Provide the following specifications for electric trolley, pedal taxis (4), and pedal pub:
 - Capacity - number of passengers, both seated and standing.
 - Dimensions and weight.
 - Electric motor and power system specifications - power output, battery capacity, charging time, and range.
 - Safety features - braking system, lighting, passenger protection, lighting, emergency features, etc.
 - Energy efficiency - emissions if applicable, renewable energy use, etc.
 - Additional features - audio system, cooler storage, lighting, air conditioning, Wi-Fi, canopy or weather protection, accessibility for disabled passengers.

- **Cost Proposal** - The City is looking for the most responsible and responsive proposal that meets the needs. Please provide itemized quote for all requested equipment and all applicable fees.

- **Production Schedule** - Provide a detailed breakdown of costs, including the base cost of each piece of equipment, shipping/delivery fees, and any additional costs for features or customization. Include details regarding warranties, service agreements, or maintenance support. Specify payment terms, such as deposit requirements, milestones, and final payment after delivery.

- **Delivery Estimate** - Provide an estimated timeline for delivery and deployment of the equipment and any special installation or setup requirements for the electric trolleys, pedal pubs, and pedal taxis (e.g., charging infrastructure, storage facilities).

V. EVALUATION & SELECTION

The City will make its selection based on its review of the proposals submitted. Proposals will be evaluated on the basis of written materials as outlined herein and rated according to the rating system as follows:

Company Background	20 points
Equipment Specifications	20 points
Cost Proposal	30 points
Schedule	10 points
Ability to meet the needs of the City	20 points

Total 100 points

The City of Selma reserves the right to reject any or all the proposals, to waive informalities in the proposals, or the proposal process. The City may interview selected proposer. In addition to conducting an oral interview, the City may also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a Proposal, and seek and review any other information deemed pertinent to the evaluation process.

During the evaluation process the City may make a recommendation for award, or it may request Best and Final Offers from Proposers. The City may accept the Proposal or negotiate the terms and conditions of the agreement with the highest ranked firm, which shall be determined to be the lowest responsible bidder. The City may recommend award without Best and Final Offers, so Proposers should include their best Proposal with their initial submission. Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

VI. WARRANTY REQUIREMENTS

The City has standard warranty requirements for products and equipment, and is unable to make substantial changes to the requirements for the contract to be used for this project. The laws of the State of Alabama shall govern the contract executed between the selected company and the City, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in the City of Selma, Alabama, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in the Dallas County, Alabama.

VII. AWARD

The City of Selma reserves the right to award the contract to other than the lowest proposer if such action is deemed to be in the best interest of the City in accordance with the evaluation criteria. Upon selection, the City of Selma will mutually discuss and refine the scope of work with the successful Proposer and shall negotiate final conditions, compensation, and delivery schedule.

VIII. RFP QUESTIONS AND RESPONSES

Questions regarding this proposal must be submitted **in writing by October 25, 2024**. No questions other than written will be accepted, and no response other than written will be binding upon the City.

Danielle Wooten, Director
Office of Planning & Development
Email: dwooten@selma-al.gov

IX. STATEMENT OF NON-COMMITMENT

Issuance of this RFP does not obligate the City of Selma to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.