

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

**REQUEST FOR PROPOSAL**  
**REGIONAL DOCKLESS BIKE SHARE SYSTEM**  
**No: 2018-02**

**“No Cost Regional Dockless Bike Share System”**

ISSUE DATE: July 18, 2018

**PROPOSAL DEADLINE: August 8, 2018 by 3:00 P.M. CT**



LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL  
301 WEST RAILROAD  
WESLACO, TEXAS 78596  
[WWW.LRGVDC.ORG](http://WWW.LRGVDC.ORG)

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## SECTION I: GENERAL INSTRUCTIONS

### 1.1 SOLICITATION SCHEDULE

Release date of Request for Proposal:	July 18, 2018
Last day to submit written questions:	August 2, 2018 @ 5:00 P. M. CT
<b>Proposal Deadline:</b>	<b>August 8, 2018 @ 3:00 P.M. CT</b>
Public Bid Opening:	August 9, 2018 @ 10:00 A.M. CT

*(Official time clock is LRGVDC phone system)*

Target Launch Date:	September 2018
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### 1.2 AUTHORIZED AGENCY CONTACT

- Offerors may submit questions and inquiries via email only to [lrgvdc@lrgvdc.org](mailto:lrgvdc@lrgvdc.org).
- No phone or in-person inquiries regarding the proposal shall be conducted other than at the pre-bid conference presentation and Q&A.
- Questions submitted in writing, via email will be answered within three business days.
- Inquiries, questions and responses shall be posted as addendums on LRGVDC website. Offerors should frequently check for any updates.

### 1.3 PROJECT SUBMISSION

**All Bid Proposals shall be submitted via sealed envelope, displaying name of offeror and project title addressed to the following:**

LRGVDC  
301 West Railroad-Building "D"  
Weslaco, Texas 78596  
**SEALED PROPOSAL**  
**No: 2018-02**

- **5 copies** of proposal should be submitted.
- Proposals shall be submitted in print, binder format. (any electronic reference such as video, links, etc. may be included as printed links to information source)
- Fax and/or email copies are not acceptable.
- Offeror assumes all responsibility for shipping, mailing and/or freight cost.
- LRGVDC Office Hours: Monday through Friday from 8:00 AM to 5:00 PM

## SECTION II: BACKGROUND INFORMATION

### 2.1 LRGVDC OVERVIEW

The LRGVDC is one of twenty-four (24) state planning regions and associations of local governments formed under Texas Law to address issues and planning needs that cross the boundaries of individual local governments. The LRGVDC coordinates planning efforts, provides a regional approach to problem-solving through cooperative action, and provides direct services, when applicable. The designated geographical service area is the 3,643 square miles of Cameron, Hidalgo and Willacy Counties and includes 43 mostly contiguous cities with an overall population exceeding 1.3 million.

### 2.2 PROJECT SUMMARY

In 2017, the LRGVDC formed “**BikeShare RGV**”, an advisory committee tasked at exploring the feasibility and logistics of a regional solution to bike share programs. Currently, the RGV has two independent programs; McAllen’s B-Cycle and Zagster Bikes located in the Cities of Brownsville, Edinburg and Harlingen through a partnership with University of Texas Rio Grande Valley.

Though these programs have proven to be a successful and attractive means of recreation for visitors and residents, with the Valley’s continued population growth and appeal of bike share programs, the advisory committee aimed to seek a unified approach with the options of traveling from city to city utilizing the same bike share system.

LRGVDC’s BikeShare RGV advisory committee is currently comprised of approximately 12-15 cities and the University of Texas Rio Grande Valley which is a distributed, regional university system with multiple campuses and locations across the area and a campus population of approximately 33,000 students, faculty, and staff.

With the RGV being a mostly contiguous, urban region, residents and visitors move seamlessly from city to city while conducting business, visiting various attractions and for employment. Additionally, the geographic location, adjacent to Mexico’s northern border attract and daily influx of visitors utilizing multi-modal transportation methods.

By bringing various communities together, seeking a no-cost regional dockless bike share system would utilize scaled efficiency with coordinated policies to build a network of participating cities and institutions of higher education. Each participating entity would approve (via city commission or governing body) a unified, regional ordinance to grant an operation permit in each of the municipalities.

For compliance monitoring and rider consistency, this initiative seeks a single operation vendor offered at no cost to the participating municipalities. Zagster’s BikeShare program will cease operations in August, 2018; however, B-Cycle will maintain operations in the City of McAllen and may expand to other areas in the future.

### 2.3 PROJECT SCOPE

The offeror shall provide a proposal, in accordance with the terms and conditions set forth herein, for a zero-cost, regional dockless bike-share program for the Rio Grande Valley, Texas. The selected vendor will be chosen as the sole regional bike-share provider except in the City of McAllen; however, a municipal ordinance or permit must be granted by each participating municipality prior to operation within that designated area.

Deliverables and specifications include, but are not limited to:

- Development of a project plan, including a timeline for the entire scope of work adhering to the desired vision, design input, and feedback from the regional bike-share committee.
- Comprehensive technical assistance to work with each participating municipality or organization to determine appropriate fleet size/requirements per population density, geofencing boundaries, access to ridership analytical data and development of compliance measures to operate an orderly, safe and efficient system.
- A systematic method for rebalancing, bicycle maintenance and timely pickup/cleanup of improperly parked bicycles.
- Adequate customer service such as highly responsive customer service hotline and personnel, clear and easy use instructions, bilingual materials and strong partnership capacity for stakeholders.
- Satisfactory equity, or equal access for riders who do not own smart phones, bilingual instructions, and an easy-to-follow mobile application.
- Initial and ongoing rider education and bike-share awareness marketing campaigns.
- Adequate accountability and compliance to all safety and parking considerations.
- A general biking safety and awareness component, such a class or workshop, to facilitate continued transition of the area into a biking culture.

## 2.4 EVALUATION CRITERIA

Proposals will be selected based on the ability of each bidder to carry out all the requirements contained in this RFP. Incomplete or late proposals or those found to be default, in poor standing or reflective of questionable business/ethical practices will not be considered.

It is the intent of LRGVDC to develop a universal, regional ordinance “template” to be used and adopted through each city’s governing body. A selection committee, comprised of municipal stakeholders, shall recommend the offer to the most qualified, responsible bidder whose bid is responsive to the invitation, meeting all qualifications necessary to complete the prescribed scope of work, with the greatest overall value to the region in terms of service delivery and other enumerated factors such as project history, reputation, etc.

Additionally, the following criteria shall be used to evaluate submissions:

- Successful and proven experience in operation of similar service in a comparable population area. Vendor must have provided similar or same services to government municipalities or education institutions within the last 3 years. Vendor must explain how it defines success in relation to its clients and how it has performed compared to competitors. **(35 pts)**
- Program features including: type of bike(s) available, how the vendor will address accessibility and equity issues, ease of check-out process and mobile app, and overall perception of quality. **(30 pts)**
- Marketing plan for the life of the contract showing clearly how company will engage users and grow the program to maximize usage. **(10 pts)**
- Operations plan clearly articulating how the vendor proposes to address customer complaints, will

address the issue of bike misplacement, and how vendor will hire locally-based maintenance personnel that is adequate to maintain fleet. (or local subcontractor) **(15 pts)**

- Vendor must have sufficient liability insurance, regulations, and no outstanding instances of liability malpractice. **(5 pts)**
- Vendor must provide sufficient documentation to demonstrate financial capacity to provide required numbers of bicycles. **(5 pts)**

Vendors may be invited to conduct product presentation to the evaluation committee. The evaluation will not be scored but will be used to clarify items in the proposal.

## **2.5 LOCAL MUNICIPAL REQUIREMENTS**

While this procurement will facilitate regional coordination and ensure that there are consistent regulations and standards of operating across all Participating Communities, due to the varying demographics and municipal organizational structures across the Participating Communities, certain elements of bike share operations may be left to local discretion. This may include but is not limited to:

### **2.5.1 Holding a contract with the selected vendor(s)**

Participating Community may select to have a contract with the selected vendor(s) to enforce municipality-specific regulations.

### **2.5.2 Levying a bicycle permitting fee**

Participating Communities may elect to levy a nominal bicycle siting fee to the vendor(s) on a per- bicycle basis.

### **2.5.3 Requesting a parking siting plan**

Each Participating Communities reserves the right to require the selected vendor(s) to establish a parking siting plan in coordination with the municipality so as to ensure adequate capacity and signage for bike share bicycle parking. This option may be exercised by Participating Communities that would like to designate specific areas for bicycle parking, rather that permit a true free- floating bicycle share system.

### **2.5.4 Siting bicycle parking facilities on private property**

Each Participating Community may work with interested private property owners to site bicycle parking facilities on private property.

### **2.5.5 Removing bicycles**

For bicycles on public property, the Participating Communities may require the vendor to temporarily move bicycles to a nearby location if the approved location needs to be used for emergency purposes, debris removal, construction, or other public benefit. Bicycles may also be moved by municipal staff at Participating Communities for these purposes.

### **2.5.6 Other entities**

Other local entities that operate within the Participating Communities, including colleges and universities may also have bike share regulations and permitting requirements specific to their jurisdiction. The selected vendor(s) are required to comply with all such rules and regulations.

## **2.6 EQUIPMENT- COMPLIANCE WITH LAWS AND REGULATIONS**

All bikes must be in compliance with all applicable local, state, and federal laws and regulations covering bicycles.

## **2.7 TECHNOLOGY**

Vendors must offer state-of-the art bike share technology. Vendors must be able to provide the technology necessary to accommodate Participating Communities that opt for stricter regulations around parking and develop and follow a bicycle parking siting plan. Vendors providing a system to allow people without smartphones or internet access to rent and return bikes are preferred.

Additional technologies shall include:

### **2.7.1 Mobile Application**

A mobile application to accept payments, handle all aspects of rental transactions, and provide information on bike availability and locations.

### **2.7.2 GPS Technology**

GPS technology or equivalent technology to provide real-time tracking of bicycle location and routes and to record trip data.

### **2.7.3 RFID/NFC technology**

RFID and/or NFC technology that enables users to rent bicycles from mobile devices, access cards, or other similar device.

### **2.7.4 Geofencing**

The ability to virtually designate the system service area(s) or parking areas to support fleet management.

### **2.7.6 Virtual stations**

The ability to virtually designate appropriate parking areas in the public right of way using geofence or equivalent technology.

## **2.6 DATA INTEGRITY**

Vendors are required to follow all local, state, and federal laws and regulations with respect to personally identifiable information and credit card information

## **SECTION III: PROPOSING CONDITIONS**

### **3.1 PROPOSAL SUBMISSION**

Sealed proposals are invited by the LRGVDC for all labor, services, materials, supplies, equipment, tools, transportation, and other facilities necessary or proper to meet the requirements of the specifications included in scope of service.

The LRGVDC may waive and/or disqualify any proposal not prepared and submitted in accordance with the provisions herein.

Proposals will be received by the designated LRGVDC staff member only at 301 West Railroad, "Building D", Weslaco, Texas 78596 until the time and date stated in the advertisement for proposals.

Any proposals received after the time and date deadline will not be considered.

Any proposals may be withdrawn prior to the scheduled time for the opening thereof.

Proposals must be submitted on the forms provided thereof by the LRGVDC. All blank spaces in the form shall be filled in, amount shall be stated both in words and numerals, the signature shall be longhand, and the completed form shall be without erasure, interlineations, alterations, or any conditions inserted by the offeror.

### **3.2 STATUS OF INFORMATION**

The LRGVDC shall not be bound by oral or written information released prior to the issuance of the bid. All inquiries regarding this application must be submitted in writing via email to [lrgvdc@lrgvdc.org](mailto:lrgvdc@lrgvdc.org).

Offerors are advised that from the date this bid is issued until the award of the contract, NO contact with personnel and/or Governing Body related to this solicitation is permitted, except as authorized such as email inquiries.

### **3.3 QUALIFYING CONDITIONS**

The proposal shall state whether the offeror is a corporation or co-partnership, and, if a corporation, under the laws of what state and have the corporate seal affixed. If a co- partnership, the full name or names of all interested parties.

The successful offeror shall submit a certificate of incorporation in the state of Texas or proof of authorization to do business in the State of Texas.

The Contractor shall procure and maintain insurance for the duration of the contract.

The Contractor shall indemnify and hold the LRGVDC harmless.

The Contractor shall pay any and all Federal, State, County, or City taxes with may be applicable herein.

The quantities listed on the proposal form are for comparing proposals only. The actual quantities are used during the contract period may vary higher or lower. Payment by the LRGVDC to the successful offeror shall be made based on the actual quantities of authorized work performed under each item and only at that item's unit proposal price.

The LRGVDC shall not be liable for any costs incurred by offerors in the preparation of proposals or for any work performed in connection therewith.

The successful offeror's attention is called to the fact that materials not actually incorporated into the work will not be exempt for the payment of sales tax. This will apply to such things as:

- a. Machinery and equipment, including rentals or repair parts.
- b. Supplies, tools, miscellaneous equipment, and/or materials.
- c. Any other items purchased or rented by the contractor for his use in performing the contract and not incorporated into the realty.

The LRGVDC reserves the right to postpone or cancel the bid and to reject any or all proposals.

### **3.4 NON-COLLUSIVE PROPOSING CERTIFICATE**

All offerors must complete the Non-Collusion certification included submitted as part of the proposal. Any offers submitted without the fully executed Non-Collusion Certifications will be rejected.

If in any case the offeror cannot make the foregoing certification, the offeror shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reason therefore.

The offeror whose proposal is accepted shall, after written notice by the designated agency staff member enter into a contract and furnish an insurance certificate complying with the provisions of insurance specification. The notice shall be served personally or by the mailing thereof in a postpaid wrapper addressed to the offeror at the address given in the proposal. This contract must be approved by the LRGVDC.

The contract shall be governed and construed under the laws of the State of Texas. Venue for any and all disputes under the contract shall be in Hidalgo County, Texas. Any and all settlement discussions, examinations before trial, depositions and or any other proceedings related to any disputes under the contract shall also be held in Hidalgo County, Texas.

### **3.5 ADDENDA**

Any addenda issued during the time of proposing must be included in the proposal, and in enacting the contract, they shall become a part thereof.

The LRGVDC will issue responses to inquiries and any other corrections or amendments it deems necessary, in written addenda issued prior to the proposal deadline.

Offerors should not rely on any representations, statements or explanations other than those made in this bid or in a formal addendum.

The offeror should verify with the designated contact person, prior to submitting a proposal, that all addenda have been received. Offerors are required to acknowledge the number of addenda received as part of their proposals.

### **3.6 CONFIDENTIAL/PROPRIETARY INFORMATION**

Offerors should specifically identify those portions of the proposal to be confidential, proprietary information or trade secrets and provide justification why such material, upon request, should not be disclosed.

### **3.7 ORAL PRESENTATIONS AND INTERVIEWS**

The LRGVDC may require offerors to give oral or visual presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

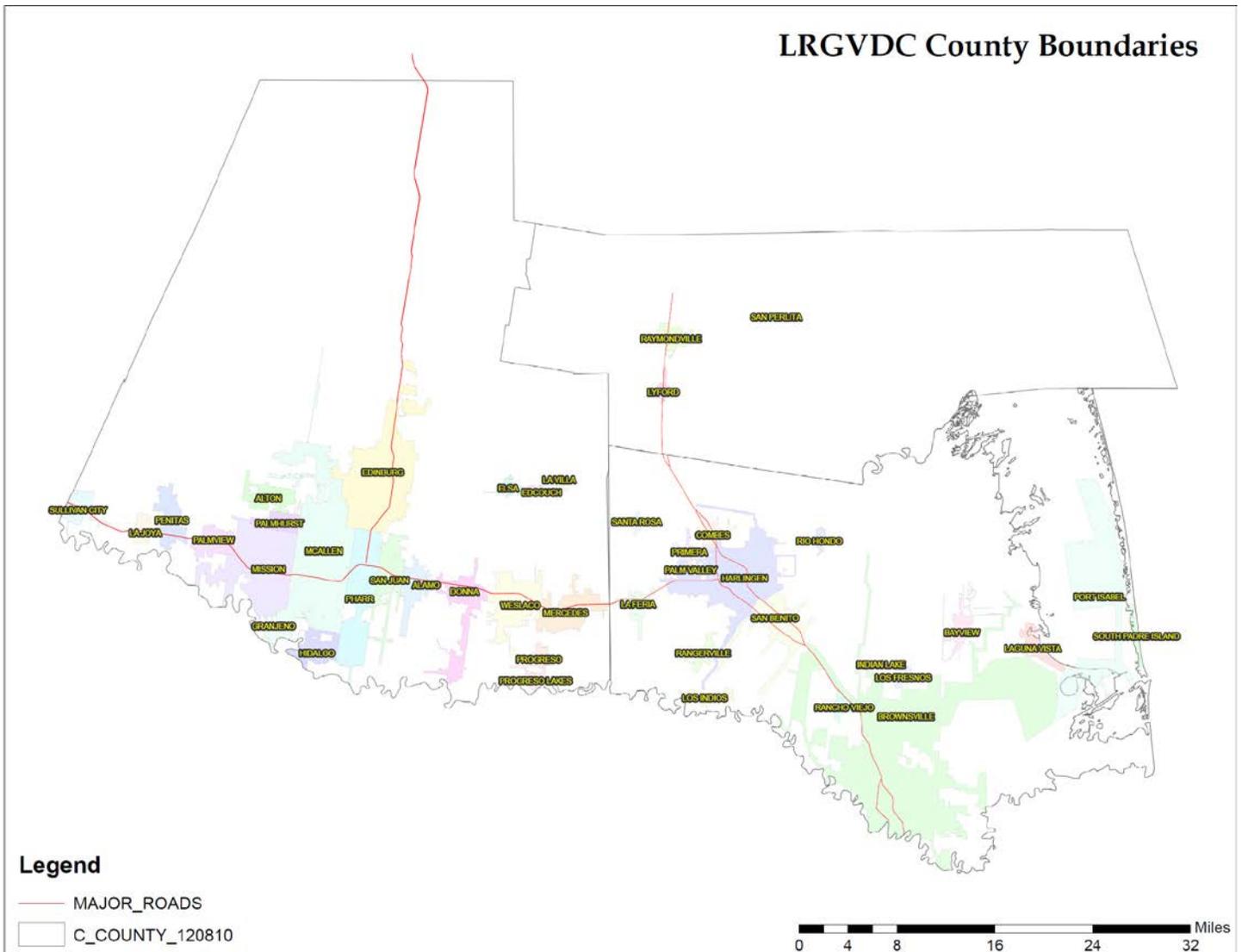
## SECTION IV: ATTACHMENT A

### Map of the Rio Grande Valley, Texas

**3 Counties:** Cameron, Hidalgo, & Willacy

**43 Cities:** Alamo, Alton, Bayview, Brownsville, Combes, Donna, Edcouch, Edinburg, Elsa, Granjeno, Harlingen, Hidalgo, Indian Lake, La Feria, La Joya, La Villa, Laguna Vista, Los Fresnos, Los Indios, Lyford, McAllen, Mercedes, Mission, Palm Valley, Palmhurst, Palmview, Penitas, Pharr, Port Isabel, Primera, Progreso, Progreso Lakes, Rancho Viejo, Rangerville, Raymondville, Rio Hondo, San Benito, San Juan, San Perlita, Santa Rosa, South Padre Island, Sullivan City, & Weslaco.

**Note:** In addition to cities, the campuses of University of Texas Rio Grande Valley will also be BikeShare locations to include the cities of Edinburg, Harlingen, Weslaco, & Brownsville.



**SECTION V: LRGVDC PROPOSAL PACKET**

LOWER RIO GRANDE VALLEY DEVELOPMENT  
COUNCIL 301 WEST RAILROAD-BUILDING "D"  
WESLACO, TEXAS 78596

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**THE FOLLOWING FORMS MUST BE COMPLETED AND SUBMITTED WITH  
THE SEALED PROPOSAL:**

- A. Proposal Acknowledgment**
- B. Insurance Liability Policy**
- C. Addenda**
- D. References Sheet**
- E. Certificate of Incorporation**
- F. Non-Collusion Certificate**
- G. Declaration of Conflict of Interest**
- H. Response Questionnaire**

**A. PROPOSAL ACKNOWLEDGEMENT**

**“No Cost Regional Dockless Bike Share System”**

TO PROVIDE THE PARTNERSHIP CITIES OF THE RIO GRANDE VALLEY, TEXAS WITH A NO-COST REGIONAL DOCKLESS BIKE SHARE SYSTEM

**ISSUE DATE: July 13, 2018**

**PROPOSAL DEADLINE: August 3, 2018 @ 3PM**

**TO THE ADMINISTRATION DEPARTMENT OF THE LRGVDC:**

The undersigned hereby proposes and agrees to furnish all services, plans, labor, services, materials, supplies, equipment, tools, transportation and other facilities and things necessary or proper for or incidental to the above-named project, as required by and in strict accordance with the Contract Documents.

By submission of this proposal, each offeror and each person signing on behalf of any offeror certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

**EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED before me by \_\_\_\_\_,**

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

\_\_\_\_\_  
Commission Expiration

1. This Acknowledgement must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

## **B. INSURANCE/LIABILITY POLICY**

**Please submit liability insurance policy and fact-sheet or description of coverage.**

**C. ADDENDA**

In the space provided below, acknowledge receipt of addenda: *(if applicable)*

Date Received:

#1	_____
#2	_____
#3	_____
#4	_____
#5	_____



## E. REFERENCES

List below at least five (5) references where your firm is providing or has provided services comparable to those contained in your proposal:

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

**F. NON-COLLUSION AFFIDAVIT**

**STATE OF TEXAS**           §  
  §  
**COUNTY OF**  
**HIDALGO**                   §

By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Title 2 - Section 15.01, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

**EXECUTED this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** .

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED before me by** \_\_\_\_\_,

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

\_\_\_\_\_  
Commission Expiration

1. This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

**G. DECLARATION OF CONFLICT OF INTEREST (AFFIDAVIT OF INTEREST)**

**STATE OF TEXAS            § COUNTY OF HIDALGO            §**

I, \_\_\_\_\_, as an **[employee, officer or agent, or any member of his/her immediate family, a partner or a person or an organization which employs or may employ in the near future any of these individuals]** of the LRGVDC, make this affidavit and state that I have a financial or other substantial interest in the LRGVDC which may be considered for the award of **[specify contract or procurement]**.

**My interest is as follows:**

Upon the filing of this affidavit with the Lower Rio Grande Valley Development Council, I affirm that I will abstain from any further participation in this **[contract or procurement]** whatsoever.

**EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED before me by \_\_\_\_\_,**

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

\_\_\_\_\_  
Commission Expiration

1. This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.
2. Upon filing the Affidavit, the officer, employee or agent must abstain from participating in the procurement process pursuant to the ethics policy set forth in Article VII.

## H. RESPONSE QUESTIONNAIRE

**Please provide typed, written responses to the following evaluation criteria questions:**

1. Please describe your overall vision for the proposed regional bike-share system and how that relates to the needs of the geographical area.
2. Describe your organization's history, qualifications and relevant experience providing zero-cost bike-share systems to comparable areas within the United States.
3. Describe your organization's financial and capital resources which would display the ability to operate a system of the requested size.
4. Please describe compliance measures, techniques and capacity to regulate efficient, safe and orderly operation of the requested system. This response must include measures to deter vandalism, theft, and avoidance of disorderly parking of bicycles.
5. Please describe in detail the equipment specifications and technology support systems. Your response should include specifics to the following:
  - Locking/unlocking technology
  - Mobile application development and maintenance
  - Geofencing capacity
  - Ridership reporting and Analytics
  - Maintenance schedule and replacement
  - Parking compliance regulation
6. Please provide an operational plan to include:
  - Roll-out strategy/timeline
  - Local personnel ratio/expectations
  - Suggested hours of service
  - Rebalancing frequency & methods
  - Education and outreach strategies
  - Data security measures
  - Reporting techniques
  - Contingency planning for low profit margins
7. Please provide additional data, case studies, and/or relevant information for evaluation committee review and consideration. (*optional*)