

# RHODE ISLAND PUBLIC TRANSIT AUTHORITY

705 Elmwood Avenue  
Providence, RI 02907

## GENERAL GUIDELINES FOR COMPLETING REQUEST FOR PROPOSAL PACKAGE

This document is intended as a guideline to assist prospective Proposers in successfully completing the necessary Proposal paperwork. You are strongly encouraged to read the Instructions for Proposers Sections very carefully. This document is NOT intended to replace the more-detailed instructions that are included in the attached Proposal Package.

- **In the event the Proposal requests specific information; Please use the forms provided, attach additional sheets to the forms if necessary. DO NOT substitute your own forms.**
- Make Sure the Bid Response is received by the RIPTA Purchasing Department by the designated date and time. Late Bids will not be accepted
- It shall be the responsibility of prospective Bidders to check the State of Rhode Island, Department of Administration Division of Purchases Website for any addenda.
- Make Sure that the Bid is returned in an Envelope or Box **CLEARLY LABELED** with the following Information: **Bid Number and what the Bid is for. This information should be in the lower left-hand corner.** The envelope should also be labeled **Bid DOCUMENTS ENCLOSED**
- When in doubt, contact RIPTA Contracts Manager (401) 784-9500 extension 214 for assistance.
- **Bid must be submitted pre-punched for standard three ring binders. Spiral bound Bid submittals WILL NOT be allowed. Please note that United Parcel Service will not deliver to our address.**

The following label shall be affixed to the envelope or package containing the proposal response documents. It is imperative that his label be affixed to ensure the proposal documents are received and routed in the proper manner:

**Return Address**

---

---

---

**PROPOSAL DOCUMENTS ENCLOSED**

**CONTRACTS MANAGER**  
Rhode Island Public Transit Authority  
Purchasing Department  
Room 217  
705 Elmwood Avenue  
Providence, RI 02907

**PROPOSAL NUMBER:**      **23-20**

**PROPOSAL FOR:**      **Fuel Hedging Services**

**DUE:**      **December 5, 2022**

# RHODE ISLAND PUBLIC TRANSIT AUTHORITY

705 Elmwood Avenue  
Providence, RI 02907

---

## REQUIRED COMPANY INFORMATION FORM

The following information is mandatory; Failure to complete this section may jeopardize your eligibility to be awarded the contract. ALL SECTIONS OF THIS FORM MUST BE FILLED OUT COMPLETELY

THIS INFORMATION IS REQUIRED IN ACCORDANCE WITH 49CFR 26.11  
THIS FORM IS REQUIRED FOR ALL BIDDERS, PRIME CONTRACTORS, POTENTIAL  
SUBCONTRACTORS AND SUBCONTRACTORS  
PLEASE PRINT OR TYPE YOUR INFORMATION

---

COMPANY NAME \_\_\_\_\_

COMPANY STREET ADDRESS: \_\_\_\_\_

COMPANY MAILING ADDRESS: \_\_\_\_\_

COMPANY REMIT TO ADDRESS: \_\_\_\_\_

COMPANY CONTACT PERSON: \_\_\_\_\_

COMPANY TELEPHONE NUMBER: \_\_\_\_\_

COMPANY TELEFAX NUMBER: \_\_\_\_\_

EMERGENCY 24 HOUR TELEPHONE NUMBER(S) (IF APPLICABLE): \_\_\_\_\_

COMPANY CONTACT EMAIL: \_\_\_\_\_

AGE OF THE FIRM (YEARS): \_\_\_\_\_

ANNUAL GROSS RECEIPTS (DOLLARS): \_\_\_\_\_

IS YOUR FIRM CERTIFIED BY THE STATE OF RHODE ISLAND  
AS A DISADVANTAGED BUSINESS ENTERPRISE ? \_\_\_\_\_

DUNN AND BRADSTREET NUMBER: \_\_\_\_\_

NAICS CODE: \_\_\_\_\_ INDUSTRY \_\_\_\_\_

NAICS Code can be found at the following website: [www.naics.com](http://www.naics.com)

COMPANY STATUS: \_\_\_\_\_ PRIME CONTRACTOR \_\_\_\_\_ SUBCONTRACTOR

---

# **RHODE ISLAND PUBLIC TRANSIT AUTHORITY**

## **Request for Proposals Number 18-02**

### **Table of Contents**

---

|              |   |                 |
|--------------|---|-----------------|
| <b>I.</b>    | <b>CALENDAR</b>   | <b>2</b>        |
|              | <b><u>A. Date of Invitation: November 4, 2022</u></b>         | <b><u>2</u></b> |
|              | <b><u>B. Request for Approved equals and Questions</u></b>    | <b><u>2</u></b> |
|              | <b><u>C. Proposal Receipt:</u></b>                            | <b><u>2</u></b> |
| <b>II.</b>   | <b>NOTICE TO OFFERORS</b>                                     | <b>3</b>        |
|              | <b><u>A. DATE: November 4, 2022</u></b>                       | <b><u>3</u></b> |
| <b>III.</b>  | <b>CONTACT LIST</b>   | <b>4</b>        |
|              | <b><u>A. Contracts Manager</u></b>                            | <b><u>4</u></b> |
| <b>IV.</b>   | <b>PUBLIC COPY OF PROPOSAL</b>                                | <b>4</b>        |
| <b>V.</b>    | <b>ELECTRONIC COPY OF THE PROPOSAL</b>                        | <b>4</b>        |
| <b>VI.</b>   | <b>GENERAL TERMS AND CONDITIONS</b>                           | <b>5</b>        |
|              | <b><u>A. Cover Letter</u></b>                                 | <b><u>5</u></b> |
|              | <b><u>B. Evaluation Criteria</u></b>                          | <b><u>5</u></b> |
|              | <b><u>C. Conditions Regarding this RFP</u></b>                | <b><u>5</u></b> |
| <b>VII.</b>  | <b>PROJECT PURPOSE &amp; BACKGROUND</b>                       | <b>6</b>        |
| <b>VIII.</b> | <b>FLEET COMPOSITION OUTLOOK</b>                              | <b>6</b>        |
| <b>IX.</b>   | <b>SCOPE OF SERVICES</b>                                      | <b>7</b>        |
| <b>X.</b>    | <b>MINIMUM QUALIFICATION</b>                                  | <b>7</b>        |
| <b>XI.</b>   | <b>EVALUATION</b>   | <b>8</b>        |
|              | <b><u>A. Relevant Experience and Qualifications (25%)</u></b> | <b><u>8</u></b> |
|              | <b><u>B. Timeline (25%)</u></b>                               | <b><u>8</u></b> |
|              | <b><u>C. Project Approach (25%)</u></b>                       | <b><u>8</u></b> |
|              | <b><u>D. Pricing Proposal (25%)</u></b>                       | <b><u>8</u></b> |
| <b>XII.</b>  | <b>SUBMITTAL REQUIREMENTS</b>                                 | <b>9</b>        |
| <b>XIII.</b> | <b>NEGOTIATION</b>  | <b>9</b>        |
| <b>XIV.</b>  | <b>TERMS OF PAYMENT</b>                                       | <b>9</b>        |

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 23-20**

---

**REQUEST FOR PROPOSALS**

**PROPOSAL NO:** 23-20

**DATE OF INVITATION:** November 4, 2022

**PRE-PROPOSAL MEETING:** Not Applicable

**PROPOSAL RECEIPT DATE:** December 5, 2022

**FURNISHING OF:** Fuel Hedging Services

**FEDERAL TRANSIT ADMINISTRATION PROJECT NO.** RIPTA Operating Funds

The participant shall specify the official name of his/her company in the upper left-hand corner of the Proposal Response Envelope and show **PROPOSAL NO: and Proposal Description in the lower left-hand corner and send or deliver to:**

Purchasing Department  
Room 217  
705 Elmwood Avenue  
Providence, RI 02907

Proposals will be reviewed and evaluated; all participants will be notified as soon as approval of award is made.

The proposer shall return two **copies(ies)** with the **original** proposal.

**RIPTA RESERVES THE RIGHT TO REJECT PROPOSALS FROM PARTICIPANTS WHO HAVE NOT USED THE FORM AND PROPER PROPOSAL RESPONSE ENVELOPE FORMAT.**

**RIPTA RESERVES THE RIGHT TO CANCEL ANY PARTICULAR SOLICITATION, AND/OR REJECT ANY OR ALL PROPOSALS.**

An electronic copy of this RFP is available on the State of Rhode Island, Department of Administration, Division of Purchases Website. The website address is:

<http://www.purchasing.ri.gov/bidding/ExternalBidSearch.aspx>

   RIPTA Requests for Proposals can be found under Public Bid Opportunities, Quasi Public Sector, listed under the Rhode Island Public Transit Authority.

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 23-20**

---

**I. CALENDAR**

**A. Date of Invitation:**            **November 4, 2022**

**B. Request for Approved equals and Questions**

must be submitted **ELECTRONICALLY IN MICROSOFT WORD  
FORMAT** to RIPTA Contracts Manager by:

1.     **Date:**                    **November 21, 2022**

2.     **Time:**                    **1:00 p.m. Eastern Time**

3.     **Response to approved equals: 10 - 14 days prior to proposal opening.**

**Please submit all your questions in one document by the deadline above; do not submit them piecemeal.**

**C. Proposal Receipt:**

1.     **Date:**                    **December 5, 2022**

2.     **Time:**                    **1:00 p.m. Eastern Time**

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 23-20**

---

**II. NOTICE TO OFFERORS**

**A. DATE: November 4, 2022**

The Rhode Island Public Transit Authority (RIPTA) is requesting proposals for the following:

**Fuel Hedging Services**

All proposals shall be submitted in the required format and quantity as set forth in the RFP. This proposal must be received by December 5, 2022 at 1:00 p.m. Eastern Time by the Purchasing Department, Room 217, 705 Elmwood Avenue Providence, Rhode Island 02907. **Please be advised that United Parcel Service does not deliver to this address.**

An electronic copy of the RFP is available on the State of Rhode Island, Department of Administration, Division of Purchases Website.

The website address is: [www.purchasing.ri.gov/RVIP/ExternalBidSearch.asp](http://www.purchasing.ri.gov/RVIP/ExternalBidSearch.asp). RIPTA Requests for Proposals can be Public Bid Opportunities, Quasi Public Sector, listed under the Rhode Island Public Transit Authority. ***Proposers must download the proposal documents and complete the required forms.***

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 23-20**

---

**III. CONTACT LIST**

Please contact RIPTA's Contracts Manager with any questions you may have regarding this Procurement

**A. Contracts Manager**

Mr. Michael J. McGrane

Phone: (401) 784-9500 extension 1214

[mmcgrane@ripta.com](mailto:mmcgrane@ripta.com)

**All contacts with the Authority regarding this Procurement Action shall be directed to the RIPTA Contracts Manager. The Contracts Manager will contact the appropriate RIPTA Staff as needed. The Authority does not assume responsibility for the accuracy of information obtained from other RIPTA Staff.**

**Failure to adhere to this procedure may result in rejection of your proposal.**

**IV. PUBLIC COPY OF PROPOSAL**

Each Proposer must submit a copy of their Proposal submittal to be available for public inspection upon opening of the proposals. The burden to identify and withhold from the public copy that is released at the bid opening any trade secrets, commercial or financial information or other information the bidder deems not subject to public disclosure pursuant to Chapter 38-2 of the Rhode Island Access to Public Records Act shall rest with the proposer submitting the proposal. **This submittal shall be an electronic version on CD or other electronic media.**

**V. ELECTRONIC COPY OF THE PROPOSAL**

Each Proposer must submit an Electronic Copy of their Proposal. The Electronic Version shall be on a CD or other Electronic Media.



# RHODE ISLAND PUBLIC TRANSIT AUTHORITY

## Request for Proposals Number 23-20

---

### **VI. GENERAL TERMS AND CONDITIONS**

#### **A. Cover Letter**

Responses must contain a cover letter indicating that the proposal is being submitted in response to RIPTA RFP No. 23-20. The letter must be signed by an authorized member of the firm submitting the proposal, and must include the address, telephone number, and email address of the firm's primary contact for purposes of communications regarding this RFP.

#### **B. Evaluation Criteria**

A contract will be awarded to the proposer whose submission will provide the best value to RIPTA and will best serve RIPTA's needs as stated in this RFP. Factors to be considered are listed below. RIPTA may ask any or all proposers for a "best and final offer," and may also request an interview with any or all proposers before award of a contract.

#### **C. Conditions Regarding this RFP**

1. Conditional Award. RIPTA will make a conditional offer to the selected proposer, which offer shall be conditioned on the execution of a retainer agreement acceptable to RIPTA.
2. Cancellation/Waiver. RIPTA reserves the right to cancel this solicitation, to reject any or all proposals, and/or to waive any technical deficiency in any proposal when it is determined that such waiver is in the best interest of RIPTA.
3. Postponement. RIPTA reserves the right to postpone, for its own convenience, the date the proposal is to be received, but any proposer whose proposal has already been submitted to RIPTA when the decision to postpone is made shall be afforded the opportunity to revise or withdraw its proposal.
4. Amendment. RIPTA reserves the right to revise or amend the specifications of this RFP up to the time set for the receiving of proposals. Such revisions and addenda, if any, shall be announced by addenda to this solicitation. It shall be the responsibility of prospective proposers to check the State of Rhode Island, Department of Administration Division of Purchases Website for any addenda. If the revisions and addenda require changes in quantities or price proposal, or both, the date set for receiving proposals may be postponed by such number of days as in the opinion of RIPTA shall enable proposers to revise their proposals. In any case, proposal openings shall be at least seven working days after the last addendum, and the addenda shall include an announcement of the new date, if applicable.
5. Addenda. RIPTA may issue addenda containing amendments to its proposal solicitation documents. Any addendum issued less than seven days prior to the receipt of proposal shall, if necessary, contain a provision postponing the date of the receipt of proposal to a date that will provide proposers adequate time to respond to the addenda. Addenda shall be numbered sequentially.
6. Protests. Protests regarding this RFP may be filed and will be heard and resolved in accordance with Rhode Island Law and Rhode Island State Procurement Code

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 23-20**  
**SCOPE OF WORK**

---

**VII. PROJECT PURPOSE & BACKGROUND**

The Rhode Island Public Transit Authority is seeking proposals from qualified firms to provide fuel advisory services as a fiduciary of the authority with respects to all financial aspects of fuel, and fuel futures purchases (or any other risk management instrument). The primary focus of these services will be to advise RIPTA on risk management strategies related to fuel costs. The selected proposer will assist RIPTA in managing its fuel hedging program through strategy development, execution, and ongoing analysis and performance monitoring.

The Authority currently purchases 2.3 million gallons of diesel fuel annually and less than 42,000 gallons of gasoline. To date the Authority has used price locks to increase budget certainty and reduce exposure to market volatility. These contracts were obtained through RIPTA's fuel supplier and varied in length, but typically ranged between 12 and 24 months. The Authority is currently purchasing fuel at spot prices after the expiration of low-cost contracts signed early in the COVID-19 pandemic. A more detailed outlook on fuel purchases has been provided as part of this RFP to outline the expected fluctuations in purchases as the Authority works on electrifying its fleet and incorporating low or no emission vehicles.

The successful firm may also be asked to provide general consulting advice relative to purchasing of fuel as market conditions change. While the primary objective at this time is diesel fuel purchases, the consultant may be asked to assist with managing risk related to natural gas and electricity prices as the Authority shifts its fleet composition away from diesel.

**VIII. FLEET COMPOSITION OUTLOOK**

RIPTA currently takes delivery of 2.3 million gallons of diesel fuel annually. With fixed schedules the Authority can predict consumption with a high degree of accuracy making hedging much easier to do and less risky. However, there are some changes coming to RIPTA's fleet composition either actively occurring or planned.

There has been a shift away from diesel fueled motors in the paratransit industry due to changing EPA standards. The paratransit fleet consumes 9% of all diesel fuel purchased annually today or approximately 200,000 gallons. Recent vehicle orders will result in 50% of the fleet running on gasoline instead of diesel which will reduce diesel consumption by 100,000 gallons annually.

On the fixed-route service side there are currently 3 electric buses in operation and another 14 will come into service in the winter of 2023. The average diesel bus consumes 8,800 gallons of diesel annually so the additional fourteen buses would reduce demand by an estimated 123,000 gallons. RIPTA recently won a federal grant to help electrify all buses currently operating out of Aquidneck Island. This would result in approximately 25 diesel buses shifting to electric and would further reduce demand by an estimated 220,000 gallons. There is no source of funding to fully shift vehicle purchases to electric at this point and if the Authority receives additional grants to electrify it will take time to implement the necessary charging infrastructure.

RIPTA's financial plan currently calls for an expansion of the fleet to support additional transit service (contingent upon adequate operating funds and personnel). Without a source of funding to electric vehicles at this time these vehicles would be

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 23-20**  
**SCOPE OF WORK**

---

diesel fueled and would increase demand. RIPTA is currently reviewing funding levels from the Infrastructure Investment and Jobs Act (Also known as the Bipartisan Infrastructure Law) to determine how many vehicles could be purchased annually. Current estimates are that an average of 5 buses could be purchased each year, increasing demand by an estimated 44,000 gallons each year. These various changes would result in diesel consumption to range between 2-2.3 million gallons annually over the next five years.

**IX. SCOPE OF SERVICES**

The selected firm will be asked to complete the following tasks:

- Review current fuel practices, fuel budgets, fuel procurement practices and contracts and factors that have shaped those practices to date
- Recommend any changes to practice that would enhance the fuel purchasing program.
- Develop and recommend a fuel purchasing strategy (including diesel, gasoline primarily, but may include electricity and natural gas), with risk management instruments (including, but not limited to, fixed price contracts, futures, contracts, and swap agreements) and amounts as appropriate and allowable under state and federal statutes
- On an ongoing basis, provide analysis and recommendations based on changing market condition
- Provide general consulting advice relative to purchasing fuel and to risk management on an as needed basis
- Provide weekly program status reporting, monthly program status reporting, and month end transaction/balance reporting. The status reports shall include the ongoing status of realized gains and losses, unrealized gains and losses, current pricing positions, and an analysis of the Authority's current position of risk and an analysis of expectation
- Be available for various presentations about the transaction as requested

**X. MINIMUM QUALIFICATION**

- The consultant must be registered as a Commodity Trading Advisor with the National Futures Association and the Commodity Futures Trading Commission, under the Commodity Exchange Act
- Proposal respondents (including their employees), who have been convicted of trading improprieties may have their proposals rejected by the Authority or may have their contract terminated at any time
- The Authority requires compensation to be in the form of fixed price. Such prices shall be comparable with those usually charged for similar products in their geographic area

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 23-20**  
**SCOPE OF WORK**

---

**XI. EVALUATION**

Proposals will be rated on the following criteria:

**A. Relevant Experience and Qualifications (25%)**

- **Product and service breadth, depth, and quality:** the service provider's ability to provide solutions that meet the Authority's specific needs
- **Quality of servicing staff:** the individual experience, skills, and qualifications of the staff members who will provide services on the account, if selected, and their ability to meet the Authority's needs.
- **Financial strength:** the service provider's profitability, operating history, and net capital (which should be sufficient size to satisfy service requirements).
- **Regulatory standing:** the provider's status with any applicable regulatory agencies.
- **Reputation and social responsibility:** the experience peer organizations have had with the provider and the provider's demonstration of being a good citizen that is fair and honest in its dealings.

**B. Timeline (25%)**

- **Service capacity/timeline:** the provider's ability to produce reports and recommendations in an expedited time frame.

**C. Project Approach (25%)**

- Proposals must include a clear, concise narrative of how the project is proposed to be carried out. The narrative should discuss how the provider intends to complete the stated tasks and deliverables. It should outline the methods to be used and each team member's responsibilities. All proposals shall include a timeline that identifies start dates, estimated durations for tasks, relationships between tasks, and expected completion dates for deliverables.

**D. Pricing Proposal (25%)**

Pricing for the proposal must be separate from the narrative and sealed. The consideration of awarding points for the proposal will only be considered if the respondent scores sufficiently on their technical proposal. Pricing should be submitted based on the following tasks:

1. Providing risk management recommendations for auto and workers' compensation liability
2. Rates to perform each task identified in the on-call portion of the scope of work along with hourly rates of various staff that can be engaged on an as needed basis. Pricing for on-call items should include identification of staff to perform task, hourly rate of that personnel, and estimated number of hours to complete the task

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 23-20**  
**SCOPE OF WORK**

---

**XII. SUBMITTAL REQUIREMENTS**

Respondents are required to submit three (3) hard copies of each proposer's separate narrative and pricing proposal, the latter which shall be sealed in an envelope. One of each of these shall be deemed the original. In addition, the proposer will provide one (1) digital copy of the two documents, either on a CD or USB flash drive. The Authority request that the separate narrative describing how the proposal addresses the above evaluation criteria to not exceed 20 pages exclusive of attachments.

**In addition, the following attachments are required:**

1. Resumes for all members of the project team, including sub-contractors, documenting overall team experience for expected and other relevant skills discussed previously in this scope of service. Resumes may not exceed one (1) page in length.
2. Descriptions, not to exceed 2 pages each, of up to three previous applicable projects of similar scope.
3. Reference information for each of the above-referenced projects should be provided including contact name, title, phone number and email address. Up to two additional may be provided at the proposer's discretion.
4. Documentation to prove that the proposer can carry out the project's tasks and deliver the expected end products within the required timeframe.

**XIII. NEGOTIATION**

Upon determining the highest-ranking proposal, RIPTA may negotiate with the proposer prior to entering into a contract. If the proposer is unable to fulfill the entire scope of work within the allocated project budget, RIPTA may (at its sole discretion) either negotiate with the next highest-ranking proposer who is able to fulfill the entire scope of work or negotiate with the highest-ranking proposer to develop a modified scope that meets the overall project requirements.

**XIV. TERMS OF PAYMENT**

All proposals must include a cost for each provided service or component. The sum of these tasks will equal the value of the entire contract. RIPTA will only authorize payment for products completed, accepted by staff, and on the agreed-upon billing schedule. Costs associated with Project Management activities may be billed on a monthly basis. This payment will be based on an hourly basis. No other partial payments or progress payments will be considered.

Upon acceptance of a product, the vendor may submit an invoice reflecting the value of work completed up to the amount of the deliverable. Invoices must include all hours and pay rates for each team member. Invoices may not exceed the amount noted in the proposal without prior written approval.

If the selected consulting team includes subcontractors, the main consulting party is required to keep track of their hours and progress towards the completion of their assigned tasks and deliverables.