



CITY OF PHILADELPHIA

Department of Aviation

REQUEST FOR INFORMATION

FOR

**ZERO EMISSION SHUTTLE BUS SERVICE AT
PHILADELPHIA INTERNATIONAL AIRPORT**

January 10, 2024

Informational Session (Virtual)	January 26, 2024 1:30 pm – 2:00 pm (Local Philadelphia Time) https://phl-org.zoomgov.com/j/1619330950?pwd=d0NWK05MaFBXcDNZTkVkWmVBTlpPZz09
Deadline for questions, requests for clarification, or requests for additional information	January 31, 2024 before 5:00 pm (Local Philadelphia Time)
City Responds to Questions	February 7, 2024
Responses to RFI Due	February 15, 2024 before 5:00 pm (Local Philadelphia Time)

Cherelle Parker, Mayor
Atif Saeed, Chief Executive Officer, Department of Aviation

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ZERO EMISSION SHUTTLE BUS SERVICE REQUEST FOR INFORMATION

I. RESPONSE CALENDAR

Post Request for Information (RFI)	January 10, 2024
Informational Session (Virtual) https://phl-org.zoomgov.com/j/1619330950?pwd=d0NWK05MaFBXcDNZTkVkWmVBTlpPZz09	January 26, 2024 1:30 pm – 2:00 pm (Local Philadelphia Time)
Deadline for questions, requests for clarification, or requests for additional information via email to David.Wilson@phl.org and Alec.Gever@phl.org	January 31, 2024 before 5:00 pm (Local Philadelphia Time)
City Responds to Questions on https://www.phila.gov/departments/office-of-the-chief-administrative-officer/contract-opportunities-with-special-application-processes/	February 7, 2024
Responses to RFI Due via email to David.Wilson@phl.org and Alec.Gever@phl.org	February 15, 2024 before 5:00 pm (Local Philadelphia Time)

These dates are estimates only and the City reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate. Notice of changes will be posted on the City's Website at <https://www.phila.gov/departments/office-of-the-chief-administrative-officer/contract-opportunities-with-special-application-processes/>.

II. PURPOSE OF REQUEST FOR INFORMATION

A. Introduction

Philadelphia International Airport ("PHL" or the "Airport") wishes to transition its current fleet of passenger and employee shuttle buses from compressed natural gas (CNG) to a zero-emission alternative such as electric or hydrogen. This transition would support the Airport's broader efforts around sustainability, carbon management, and air quality. Additionally, a zero-emission shuttle bus fleet would fulfill key initiatives identified in PHL's 2022 Sustainability Management Plan and the PHL Vehicle & Equipment Electrification Strategic Plan.

To facilitate planning and developing a potential Request for Proposals (RFP) in the future, this RFI seeks to acquire industry feedback on zero-emission bus technologies, feasible

phasing approaches, potential ownership/maintenance models for fueling/charging infrastructure and associated cost estimates. Companies submitting information should have substantial experience implementing, operating, and maintaining electric shuttle buses on a commercial scale and in the following areas:

- Zero-emission shuttle bus technologies (including electric)
- Electric charging infrastructure
- Options for ownership/maintenance of the buses and chargers
- Grants or other funding sources to offset transition costs to zero-emission shuttle buses

Respondents may, in the City's discretion, be invited to engage in discussions with the Airport and/or demonstrate implementation capabilities of zero-emission shuttle bus operations on a scale similar to that of PHL. The City is not obligated to conduct subsequent discussions with any Respondent to this RFI and reserves the right to conduct discussions regarding its subject matter with firms that do not respond to this RFI.

No contract will be awarded pursuant to this RFI. Anyone who does not respond to this RFI is not precluded from responding to any future solicitation issued by the City.

B. Background

The Airport has historically contracted with a third party to own and operate a fleet of shuttle buses at PHL that serves the Economy Lot (Figure 1) and the employee lots on Bartram Avenue (Figure 2) and at Cargo City (Figure 3). In total, 36 shuttle buses currently serve these routes. The fleet currently includes Glaval cutaway buses (23 total) that service the Economy Lot, and 41-Foot Gillig buses (13 total) operating on the employee lot routes. One of the cutaway buses serves Cargo City between 3:00 AM and midnight daily, which is sometimes swapped for a Gillig bus depending on needs/availability. These buses average 1,350 miles daily on the Employee Lot; 230 miles Cargo City; and approximately 1,800 miles on the Economy Lot. Roundtrip distance for the Employee Lot route is 7.2 miles; Cargo City roundtrip is 5.4 miles; and Economy Lot roundtrip is approximately 10 miles. Due to heavy demand from Airport employees during peak times and shift changes, PHL anticipates that a minimum of two (2) to three (3) articulated buses will need to be added to the Employee Lot bus route in the near future.

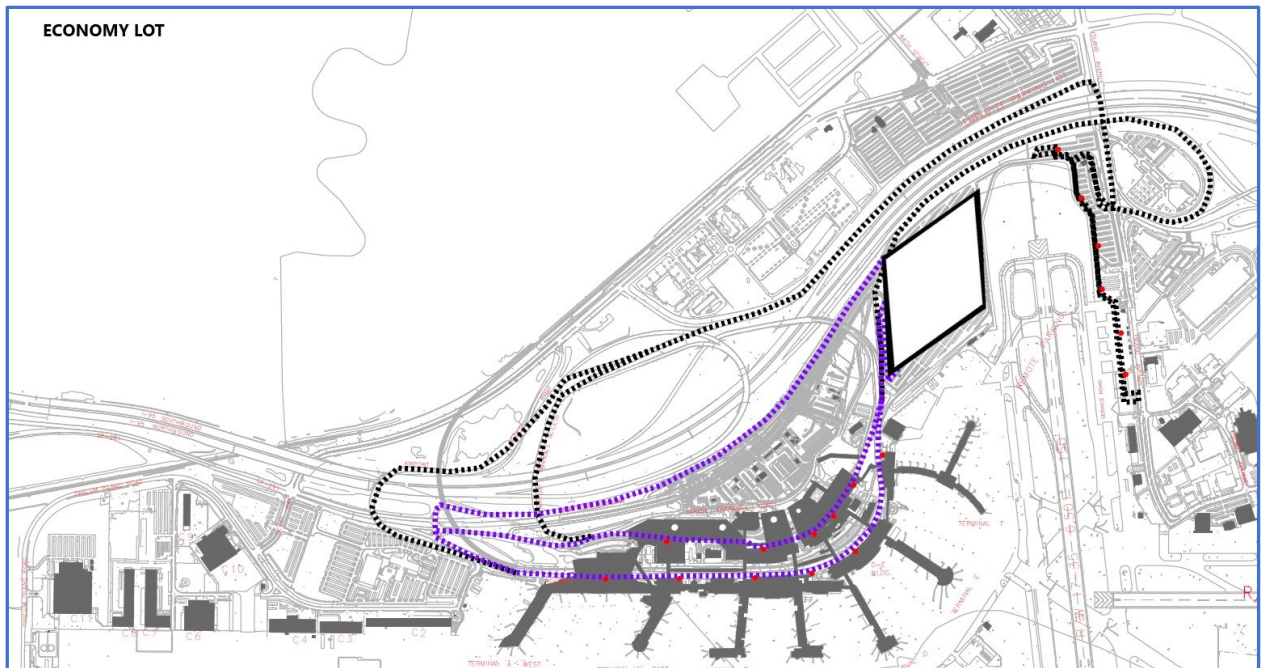


Figure 1. Economy Lot

NOTE: The purple route included in Figure 1 is no longer active. The only route currently serving the economy lot is represented by the black dotted line.

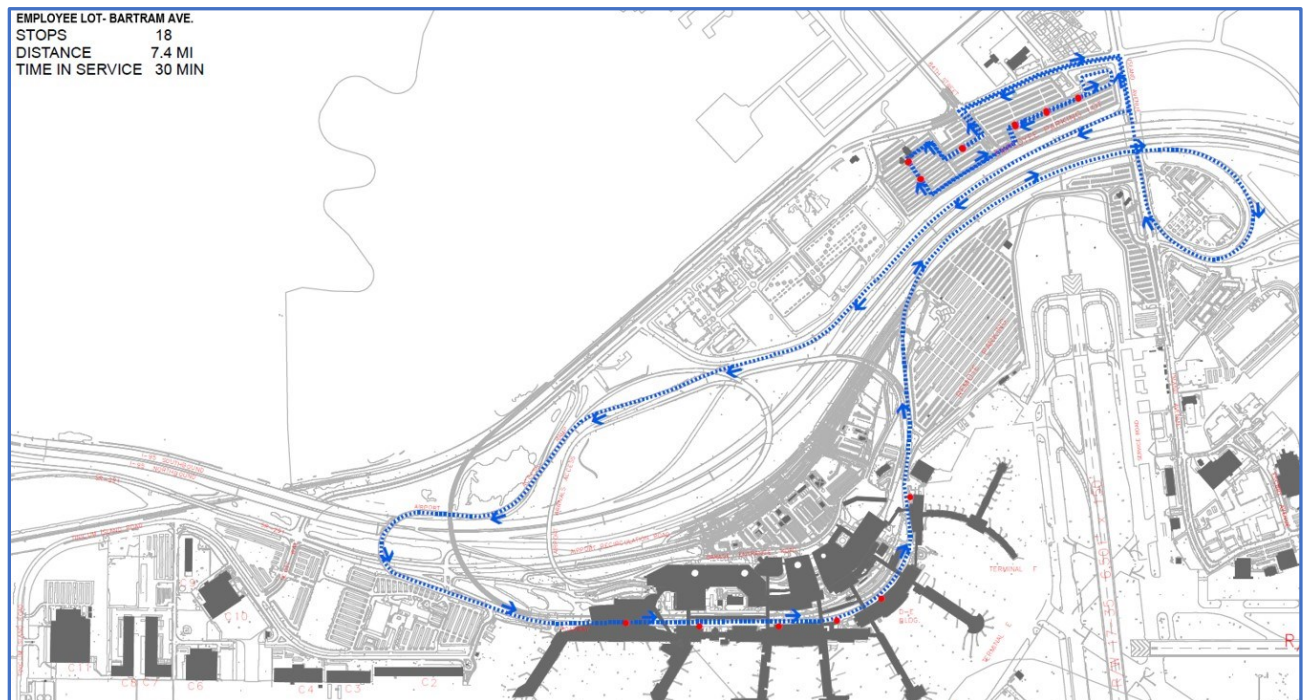


Figure 2. Employee Lot - Bartram Ave.

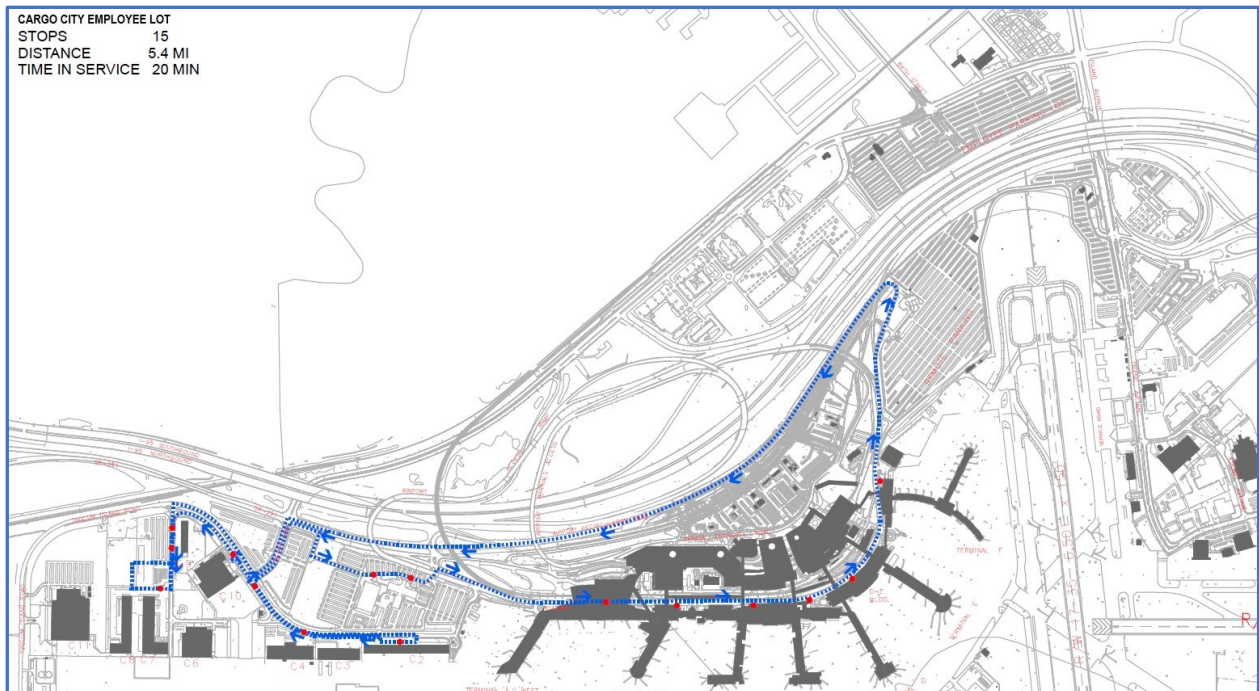


Figure 3. Employee Lot - Cargo City

The fleet of shuttle buses at PHL are fueled with CNG at the Clean Energy station located on Tinicum Island Road. While the shuttle bus fleet is owned and operated by a third party, the emissions from the shuttle buses fall under PHL Scope 1 emissions because the Airport purchases the fuel. In the prior shuttle bus procurement, PHL requested pricing for several low- and zero-emission options, including CNG and electric. At that time, the Clean Energy fueling station already existed and provided the Airport with an opportunity to move away from diesel without investing significant capital in new infrastructure (such as electric charging stations). Since that time, the Airport has completed additional analysis on charging infrastructure and electrical capacity at PHL and is better equipped to plan and execute a conversion to zero-emission shuttle buses.

Moving forward, PHL wishes to pursue additional reductions in greenhouse gas (GHG) emissions and improvements in air quality with electric or hydrogen buses. According to the Union of Concerned Scientists, battery electric buses represent an approximately 69% and 65% reduction in GHGs compared to diesel and natural gas, respectively (when factoring in emissions produced when generating the electricity in PHL's grid region). Depending on the source of hydrogen used, the reduction could be as much as 100%. These technologies would significantly reduce the Airport's GHG footprint and support continued advancement within the Airport Carbon Accreditation (ACA) Program.

III. RFI CONTACT INFORMATION FOR QUESTIONS, REQUESTS FOR CLARIFICATION

All questions and requests for clarification concerning this RFI must be in writing and submitted via email no later than 5:00 pm, Local Philadelphia Time, January 31, 2024, to:

David Wilson
Procurement Technician II
Philadelphia International and
Northeast Philadelphia Airports
David.Wilson@phl.org

Alec Gever
Contract & Planning Administrator
Philadelphia International and
Northeast Philadelphia Airports
Alec.Gever@phl.org

Responses to questions and requests for additional information shall be at the sole discretion of the City. Any additional information and/or responses to questions will be posted only on the City's website at <https://www.phila.gov/departments/office-of-the-chief-administrative-officer/contract-opportunities-with-special-application-processes/>. No additional information and/or responses to questions will be sent by email. Nothing in this RFI shall create an obligation on the City to respond to a Respondent submitting a response.

The City may, in its sole discretion, issue addenda to this RFI containing responses to questions, clarifications of the RFI, revisions to the RFI or any other matters that the City deems appropriate. Addenda, if any, will be posted on the City's website at <https://www.phila.gov/departments/office-of-the-chief-administrative-officer/contract-opportunities-with-special-application-processes/>. It is the Respondent's responsibility to monitor the website for Addenda and to comply with any new information.

Oral responses made by any City employee or agent of the City in response to questions or requests for information or clarification related to this RFI are not binding and shall not in any way be considered as a commitment by the City.

If a Respondent finds any inconsistency or ambiguity in the RFI or an addendum to the RFI issued by the City, the Respondent is requested to notify the City in writing by the above deadline for questions and requests for information or clarification.

IV. ABOUT THE CITY OF PHILADELPHIA AND DEPARTMENT OF AVIATION

The City of Philadelphia is the largest city in the Commonwealth of Pennsylvania and the sixth-most populous city in the United States with over 1.5 million residents. Additionally, due to its rich historic and cultural heritage, the region is visited by more than 40 million people each year.

Philadelphia is located in the southeastern section of Pennsylvania and the coterminous city/county covers 143 square miles. The City is bordered by the following counties: Bucks, Montgomery and Delaware in Pennsylvania, and Burlington, Camden and Gloucester in New Jersey.

As an operating department of the City, the Department of Aviation manages both Philadelphia International Airport and Northeast Philadelphia Airport (PNE), providing world class passenger and cargo services to support the transportation needs for people and organizations throughout the region.

V. INFORMATIONAL SESSION

An Informational Session to review this RFI will be held virtually via Zoom. Attendance at the Informational Session is optional but encouraged.

Topic: PHL Shuttle Bus RFI Informational Session

Time: Jan 26, 2024 1:30 PM (Local Philadelphia Time)

Join ZoomGov Meeting

<https://phl-org.zoomgov.com/j/1619330950?pwd=d0NWK05MaFBXcDNZTkVkWmVBTlpPZz09>

Meeting ID: 161 933 0950

Passcode: 233389

Alternatively, you may attend by phone. Find your local number: <https://phl-org.zoomgov.com/u/ag711h2Hd>

VI. SUBMISSION GUIDELINES

The City expects each Respondent to include in their response to this RFI the following items in the order listed, and any information the Respondents believe are related to the subject matter of this RFI:

Company Overview:

Include company name, physical address, phone number, web address, a brief description of the company, its services, business size (total revenue and number of employees), and point(s) of contact, including name, address, phone and email address. If applicable, please describe any subcontractors or partners with which you have worked.

Experience:

Describe your company's relevant experience (and that of partners, when applicable). Identify your experience with clients of similar size and scope to the Airport, including client name and location, contract start and end dates and description of the work, such as:

- Size of fleet and type of buses
- Description of zero-emission shuttle bus technologies deployed (if any), including fueling/charging infrastructure, and the ownership model of said infrastructure (e.g., Respondent-owned vs. customer-owned)

- Description of Respondent's coordination with utility providers to satisfy electrical requirements of bus charging, if applicable
- Description of Respondent's approach to maintenance of shuttle buses and/or fueling/charging infrastructure

These work samples are requested to gather information regarding potential approaches and projects; however, these are for illustrative purposes only and are not expected to be wholly representative of the project the Respondent would employ on this effort. Respondents are encouraged to provide additional information on their projects that seem incidental or relevant to this RFI.

Recommended Deployment Model for PHL:

The Respondent shall provide information outlining what it believes is the best path forward to deploy zero-emission shuttle buses at PHL. The recommended deployment model shall assume the following:

- A third party shall own and operate the shuttle buses
- PHL is open to owning related fueling/charging infrastructure but also seeks Respondent input on other ownership models/approaches that may be beneficial
- PHL is interested in leveraging available federal and state grant funding to offset the costs of transitioning to zero-emission shuttle buses. The Airport is open to scenarios in which either the operator or PHL is the recipient of grant funding.

This proposed deployment model shall include the following:

- Recommendations on the zero-emission shuttle bus technology most appropriate for PHL's shuttle bus operations (e.g., electric, hydrogen), including a discussion of costs and lifespan of the technology as compared to diesel or CNG alternatives. Respondents are encouraged to explain why a particular technology may or may not be suited to PHL's operations (e.g., costs, range, fuel supply, technological maturity) as well as the number and type of chargers recommended given the size of the bus fleet.
- A description of the quantity, size, and suggested location of fueling/charging infrastructure that would be necessary to accommodate our current fleet with cost estimates. This information should include the maximum power draw that PHL's grid must be able to accommodate in order to charge electric buses under the proposed deployment model and/or the service line requirements that must be requested from the utility, Philadelphia Electric Company (PECO).
- Recommended ownership models of fueling/charging infrastructure (i.e., operator-owned vs. PHL-owned), including recommended approaches/responsibilities for maintenance of said infrastructure under the proposed ownership model.
- Recommended contracting approaches for maintenance and upkeep of the zero-emission vehicle fleet.

- Approaches to leveraging grant funding (state or federal) to minimize PHL’s costs associated with the proposed deployment model.
- Proposed phasing approach for transitioning from the current fleet of CNG buses to a zero-emission alternative over time, including the potential timeline for achieving 100% zero-emission shuttle buses given operational and contractual constraints. Respondents should clarify the order of operations associated with acquiring new zero-emissions shuttle buses, acquiring and installing fueling/charging infrastructure, and the application of any potential grant funding opportunities.
- Anticipated delivery timelines for vehicles and fueling/charging infrastructure, including a description of any anticipated delays caused by supply chain issues.
- Outline any other high-level suggestions, concerns, or fatal flaws associated with the deployment of zero-emission shuttle buses at PHL.

VII. USE OF RESPONSES

The City does not intend to announce any further actions taken pursuant to this RFI. If any such announcements are made, at the sole discretion of the City, those announcements will be posted with the original RFI. In some cases, at the City’s sole discretion, the City may issue an RFP. The City will notify Respondents to this RFI once the RFP has been posted on the City’s website.

The City will notify you if additional information is required in order to evaluate your response to this RFI. Absent such follow-up from the City, we respectfully request that respondents refrain from requesting additional information on the status of this RFI. In order to protect the integrity of the City procurement process, City personnel will not respond to requests for additional information on the status or outcome of this RFI, other than as described above.

VIII. HOW TO SUBMIT RESPONSES

Respondents should submit their responses electronically (hard copies are unacceptable) in MS Word or Adobe PDF format to:

David Wilson
Procurement Technician II
Philadelphia International and
Northeast Philadelphia Airports
David.Wilson@phl.org

Alec Gever
Contract & Planning Administrator
Philadelphia International and
Northeast Philadelphia Airports
Alec.Gever@phl.org

Responses are due February 15, 2024 before 5:00 pm, Local Philadelphia Time.

Note: Response document(s) are limited to 15 MB and preferably submitted as a single document; if necessary, please submit multiple files or zip/compress the file(s)

IX. CONFIDENTIALITY AND PUBLIC DISCLOSURE

Respondents shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. Respondents shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. No other party, including any Respondent, is intended to be granted any rights hereunder.

X. RIGHTS AND OPTIONS RESERVED

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise any or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City:

1. Decline to consider any response to this RFI (“response”); cancel the RFI at any time; elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondent and with firms that do not respond to the RFI; to reissue the RFI or to issue a new RFI (with the same, similar or different terms);
2. Waive, for any response, any defect, deficiency or failure to comply with the RFI if, in the City’s sole judgment, such defect is not material to the response;
3. Extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted;
4. Require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to responses by some or all Respondents at any time before or after the Submission Date/Time;
5. Require, request or permit, in discussion with any Respondent, any information relating to the subject matter of this RFI that the City deems appropriate, whether it was described in the response to this RFI;
6. Discontinue, at any time determined by the City, discussions with any Respondent or all Respondents regarding the subject matter of this RFI, and/or initiate discussions with any other Respondent or with vendors that did not respond to the RFI;
7. To conduct such investigations with respect to the financial, technical, and other qualifications of the Respondent as the City, in its sole discretion, deems necessary or appropriate;

8. Do any of the foregoing without notice to Respondents or others, except such notice as the City, in its sole discretion, may elect to post on the City web page(s) where this RFI is posted.

This RFI and the process described are proprietary to the City and are for exclusive benefit of the City. Upon submission, responses to this RFI shall become the property of the City, which shall have unrestricted use thereof.

XI. PUBLIC DISCLOSURE

By submitting a response to this RFI, Respondent acknowledges and agrees i) that the City is a “local agency” under and subject to the Pennsylvania Right-to-Know Law (the “Act”), 65 P.S. §§ 67.101-67.3104, as the Act may be amended from time to time; and ii) responses may be subject to public disclosure under the Act. In the event the City receives a request under the Act for information that a Respondent has marked as confidential, the City will use reasonable efforts to consult with Respondent regarding the response and, to the extent reasonably practicable, will give Respondent the opportunity to identify information that Respondent believes to be confidential proprietary information, a trade secret, or otherwise exempt from access under Section 708 of the Act.

Notwithstanding anything to the contrary contained in this RFI, nothing in this RFI shall supersede, modify, or diminish in any respect whatsoever any of the City’s rights, obligations, and defenses under the Act, nor will the City be held liable for any disclosure of records, including information that the City determines in its sole discretion is a public record and/or information required to be disclosed under the Act.