

# Request For Proposal eBikes for Deliveries Project Manager



PROPOSALS DUE BY: December 15, 2021

APPLICATIONS SUBMITTED VIA GOOGLE FORM AT

<https://bit.ly/ebikecontractor>

# Company Background

## Bicycle Colorado

Established in 1992, Bicycle Colorado envisions a Colorado where riding a bicycle is always safe and convenient for everyone, where bicycling is the top choice for recreation and everyday trips, and where the benefits of bicycling are experienced and valued by all people in our state.

Bicycle Colorado is a 501(c)3 nonprofit based in Denver. Our mission is to lead a passionate and growing movement that champions the interests of everyone who rides or wants to ride a bicycle in our state.

Learn more at [www.bicyclecolorado.org](http://www.bicyclecolorado.org)

## Denver Streets Partnership

The Denver Streets Partnership, Bicycle Colorado's Denver advocacy arm, believes in an equitable and vibrant Denver that guarantees our public spaces are designed for people, and that human dignity should be the guiding principle for the design of our transportation system so that everyone can thrive and connect to what matters most.

DSP works to connect decision makers and Denver residents with diverse perspectives, timely information, and practical solutions to reduce our city's dependence on cars and design communities that prioritize people.

Learn more at [www.denverstreetspartnership.org](http://www.denverstreetspartnership.org)

# Project Snapshot

Bicycle Colorado and the Denver Streets Partnership were recently awarded funding to implement an “eBikes for Deliveries” program (program) by the [Denver office of Climate Action, Sustainability, and Resiliency](#) (CASR) over two years. The program aims to implement two eCargo bike libraries for use by businesses for delivery purposes in two Denver communities (one library per community), with at least one library implemented in a [Denver NEST community](#).

The contracted project manager (contractor) will be responsible for implementing all aspects of the program, including outreach to and selection of interested communities, selection of eCargo bikes based on community preference (alongside Hardt Family Cyclery), selection of storage facilities, participant support and training and more.

The contractor must be a self starter, creative thinker, and capable communicator. They will work closely with all project partners, including the DSP Executive Director and staff, Bicycle Colorado staff, Hardt Family Cyclery and members of the CASR office to successfully implement the eBikes for Delivery pilot program in Denver.

We anticipate the contractor will dedicate approximately 750 hours to this work over a two-year period, with the majority of that work taking place between the date of contract and September 30, 2022. The contract for this role will terminate in two years.

## More about Denver NEST Communities

Denver launched their NEST initiative in 2018 to preserve the culture and character of neighborhoods experiencing significant change by helping provide longtime businesses and residents opportunities to remain in place.

Denver has listed East Colfax, Elyria-Swansea, Globeville, Montbello, Northeast Park Hill, Sun Valley, Valverde, Villa Park, West Colfax, Westwood as priorities for the NEST initiative. These communities have large populations of non-English speaking residents, including large immigrant populations, as well as strong communities of minority-owned and operated businesses.

**While interest in and excitement about eCargo bikes will be important to this role, more important to Bicycle Colorado and the Denver Streets Partnership will be the ability to effectively communicate and work in close partnership with historically underserved and marginalized communities. The latter asset will be vital to the success of this contract.**

## Project Deliverables & Activities

The contractor will work closely with, and be supported by, staff from Bicycle Colorado and the Denver Streets Partnership to achieve the below outcomes.

1. Develop a **project schedule** that includes a week-by-week set of tasks and milestones through bike delivery, followed by month-by-month tasks as needed through the end of the purchase order.
2. Host **monthly coordination calls** with CASR and project team and submit monthly progress reports to CASR summarizing work accomplished to date.
3. Meet with Business Improvement Districts, less formal business districts, and other relevant stakeholders to **determine interest and capacity** in participating in the eBikes for Delivery program.
4. Formally **propose two (2) communities** in which to implement eCargo bike libraries, assuring that no fewer than 50% of communities represent Denver NEST communities
5. Work with selected communities to:
  - a. Establish a model for sharing and distributing bikes that makes most sense for the community.
  - b. Select eCargo bikes that will best serve the community's needs.
  - c. Assess best location(s) for bike storage within the community.
  - d. Develop secure check-out/in process for bicycles by businesses within the community.
  - e. Develop data collection methods.
  - f. Develop log to track issues with bicycles and maintenance needs.
  - g. Host trainings on eCargo bikes.

**NOTE:** We anticipate this will take significantly more time in the selected NEST community than elsewhere.

6. Host **regular check-ins with community contacts** to assess participant needs and adjust program outreach as necessary.
7. **Collect data** on bike usage and propose changes to data collection systems as necessary.
8. **Propose adjustments to program** to incentivize bike usage, including additional bike trainings.

9. Support development of a **final project report** including collecting qualitative data from Hardt Family Cyclery and community partners.
10. Additional responsibilities as identified by CASR if CASR identifies additional services are needed

## Deliverable Schedule

This contractor role is open until filled, with a goal of beginning outreach to communities shortly after a contract is signed. We aim to have bikes distributed in at least one community during the winter/spring of 2021-22, with the second community's distribution no later than Summer of 2022.

## Budget

This project anticipates the contractor will dedicate approximately 750 hours to this workover a two-year period, with an approved budget of \$24,000 for the contractor. We anticipate the majority of those hours will be worked in the first nine (9) months of the program. There is an additional \$20,000 budgeted in the event that CASR identifies additional services are needed.

## Questions Bidders Must Answer

Please respond to the below questions via [this Google Form](#) by visiting <https://bit.ly/ebikecontractor>. There is no word limit and you may provide attachments. Examples of possible attachments include resumes and examples of project management experience.

Proposals should be emailed to the contact listed below.

1. What is your name?
2. If applicable, what company are you submitting this proposal on behalf of?
3. Contact phone number
4. Contact email address
5. In what city and state do you live/is your business located?
6. Please describe why you want to work on this project.
7. Please describe your qualifications to run and oversee this project.
8. How would you approach community engagement for this project?

9. Please describe one to three projects you have completed that make you uniquely qualified for this project. At minimum, please describe what the project was, what your contributions to the project were, and the outcomes of the project.
10. OPTIONAL: Please list the languages you speak other than English and describe your proficiency in the languages?
11. OPTIONAL: Please share any other information you feel necessary that will further explain why you are qualified to successfully execute on this project.
12. Taking into consideration the project's deliverables and activities described above, please describe in as much detail as you feel appropriate your recommended approach to achieving the outcomes.
13. Describe how you plan to collaborate with the Bicycle Colorado, Denver Streets Partnership, and Hardt Family Cyclery teams to achieve the outcomes described above? Be as specific as possible (e.g., How many hours/week will you spend with team members? What communication platforms and protocols will you establish to ensure work remains on track?)
14. REQUIRED UPLOAD: With your above responses in mind, please provide a draft budget broken down by the activities and deliverables described in this RFP.
15. OPTIONAL: What other stakeholder groups, if any, do you plan to engage with to complete this project?
16. Describe what you believe are the keys to successfully completing this project.
17. What risks do you see that could jeopardize the success of this project?
18. Please share any terms and conditions that are a requirement for you to accept this project.
19. Please list any dates you are unavailable.
20. Please provide two references who can speak to your qualifications for this project.
21. REQUIRED UPLOAD: Please upload your resume
22. OPTIONAL UPLOAD: Please attach any additional files you feel necessary that will further explain why you are qualified to successfully execute on this project.

## Important Dates

Proposals Due:	December 15, 2021
Possible Interviews:	January 3-8, 2022
Contractor Selection:	January 15, 2022
Ideal start Date:	February 1, 2022

## Contact Information

Point of Contact:	Jack Todd
E-mail:	<a href="mailto:jack@bicyclecolorado.org">jack@bicyclecolorado.org</a>

Please submit any questions, your intent to bid, and proposals to [jack@bicyclecolorado.org](mailto:jack@bicyclecolorado.org)