

REQUEST FOR INFORMATION (RFI)

Pilot Program for Testing of Personal Delivery Devices

City of West Hollywood, California

1.0 Description

The City of West Hollywood (City) is seeking information regarding Personal Delivery Devices (PDDs) for the creation of a pilot program which include a citywide community outreach process.

2.0 Background

Many companies ranging from food to package delivery services are beginning to experiment with autonomous delivery devices. The devices deliver food, groceries, medicine, and packages directly to people's homes and offices. The goal of these devices is to deliver for the "last mile" or the distance from a local depot to the final destination. These devices have been tested in targeted regions instead of vehicles because they can be more cost effective; speed up delivery; use less energy; provide service to residents who are homebound; and reduce traffic congestion and vehicle idle time.

The City has been approached by companies that are interested in working with the City's residents and stakeholders in establishing a pilot program in West Hollywood. The City is taking a proactive role in engaging the community on the topic of autonomous delivery devices. This will include issuing this Request for Information (RFI) to partner with an interested company to collect community feedback, including input from Advisory Boards and Commissions that may have relevant purview. This outreach will help staff determine appropriate options to fit the specific needs of the West Hollywood community and ensure the community's interests are taken into consideration.

A local program in West Hollywood may include establishing a pilot program to allow a company to obtain permits to deploy up to 3 of these autonomous delivery devices in West Hollywood. The framework for the program would enable on-demand commerce while respecting and protecting the public right-of-way. The City and the permitted company would work together to collect data on the effectiveness of the pilot program. The pilot program would ensure that any autonomous delivery devices operating in West Hollywood respect public right-of-way, keep pedestrians safe, meet community demands, and help local businesses.

3.0 Requested Information

The requested information includes the following:

1. Cover letter.
2. Company Information - Name, mailing address, phone number, fax number, and e-mail of designated point of contact.
3. Company background - a description of the company's background, services and products, business partnerships, target customers and its vision in terms of integrating PDDs in its business model.
4. Detailed description and specifications of proposed PDD.
5. Locations where PDDs have been deployed and tested and a summary of test results.
6. A brief description of the Company's outreach capabilities including key marketing/PR staff and materials for community outreach.
7. Provide information on how the company's proposes to operate in West Hollywood, type of products, targeted users and potential partnerships.

4.0 Selection Criteria

The City will select one company to partner with in conducting community outreach which includes meetings with various boards and commissions. Based on the outcome and feedback received, a potential pilot program may be recommended to the City Council. Based on the responses to the RFI, the City will select the company based on the following three selection criteria:

1. Experience – experience with deployment and testing in other jurisdictions.
2. Outreach capabilities – experience and staffing for public outreach
3. Proposed pilot program approach – pilot program approach including management, staffing, contingencies, maintenance robots, operations, safety and oversight.

Please submit one (1) electronic copy of your information submittal to Planetbids.

The City's point of contact is:

Bob Cheung
Senior Transportation Planner
Planning and Development Services
Long Range Planning
City of West Hollywood
bcheung@weho.org

Schedule

- RFI release: 5/17/2019
- Final date for submitting questions 5/31/2019 (5pm PST)
- City to respond to questions by 6/06/2019
- Final date for submitting 6/13/2019 (5pm PST)
- Selection of firm for outreach/pilot July 2019

Miscellaneous

Request For Information (RFI) Only. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the City of West Hollywood to contract for any service whatsoever. Further, the City is not at this time seeking proposals and will not accept unsolicited proposals. The RFI respondents are advised that the City will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued.

- All costs of the RFI preparation shall be borne by the applicant.
- The City reserves the right to extend the RFI submission deadline.
- The City reserves the right to reject all or any of the submissions it receives.
- The City reserves the right to withdraw or modify this RFI.
- The City reserves the right to request additional information during the RFI evaluation process.