



TUOLUMNE COUNTY TRANSPORTATION COUNCIL

Request for Proposals (RFP)

Central Sierra Zero Emission Vehicle Readiness Plan Project:

Issued: November 14, 2017

Notice

The Tuolumne County Transportation Council (TCTC) is soliciting a Request for Proposals (RFP) to retain one consultant firm to develop a Zero Emission Vehicle (ZEV) Readiness Plan for the Central Sierra Region. The goal of this project is to improve opportunities for ZEV Readiness in the Central Sierra Region and to resolve barriers to the widespread deployment of private and public ZEV infrastructure.

Background

The Central Sierra Region is located along the western slope of the Sierra Nevada mountain range and includes a four county area: Alpine County, Amador County, Calaveras County, and Tuolumne County. The Department of Finance population estimate for the four county region is approximately 139,408 for 2017. The Central Sierra Region is a popular tourist destination with Yosemite National Park, several state parks, ski resorts, wineries, and walkable gold rush downtowns.

California's Zero Emission Vehicles (ZEV) Action Plan projects 1.5 million ZEVs will be on the road by 2025. With the transportation sector being the largest contributor to greenhouse gas (GHG) emissions in California, ZEVs are a large part of the solution to help reduce GHG emissions. In order to meet statewide greenhouse gas emission reductions laws including AB 32, AB 197, and SB 32, the Central Sierra ZEV Readiness Plan will help achieve State and local goals, objectives, and policies by improving opportunities for ZEV Readiness, resolving barriers, and increasing the deployment of ZEV infrastructure in the region. The Readiness Plan will also help achieve TCTC's Rural Sustainable Strategies from the 2016 Tuolumne Regional Transportation Plan.

The rural Central Sierra Region has many challenges to the successful deployment of Zero Emission Vehicles. Some of the challenges are unique to rural areas and include: a large geographical area and low population density, large travel distances between neighboring communities, a steep mountainous terrain, and a lack of electric infrastructure in some rural locations. The ZEV Readiness Plan will help address these unique rural challenges and provide solutions to increase public and private ZEV deployment in the Central Sierra region. The Central Sierra ZEV Readiness Plan is funded through a California Energy Commission Grant and the deadline for completion is by November 2019.

Objectives

The objectives of this project are to study and analyze site locations needed for ZEV infrastructure deployment in Alpine, Amador, Calaveras, and Tuolumne Counties:

- Study and analyze site locations needed for ZEV infrastructure deployment;
- Evaluate the current state of the ZEV market;
- Evaluate opportunities to streamline ZEV permitting, installation, and inspection to facilitate the timely approval and construction of ZEV infrastructure;
- Study and analyze the feasibility of ZEV adoption in municipal fleets;
- Create a venue for stakeholder coordination and gain input from key stakeholders on the ZEV Readiness Plan;
- Identify funding sources for an implementation program.

Project Deliverables

The goal is to develop a ZEV Readiness Plan for the Central Sierra Region including Alpine, Amador, Calaveras, and Tuolumne Counties which supports and increases the deployment of ZEV infrastructure in the region. The goal of the Project is to improve opportunities for ZEV Readiness in the Central Sierra Region and resolve barriers to the widespread deployment of private and public ZEV infrastructure.

The consultant shall present draft and final ZEV Readiness Plan to the Central Sierra Plug-in Electric Vehicle (PEV) Coordinating Council Meetings, the Technical Advisory Committee/Citizens Advisory Committee Meeting, Alpine County, Amador County Transportation Commission, Calaveras Council of Governments, and the Tuolumne County Transportation Council governing board meetings (6).

1. Background Assessment Report:

The Background Assessment Report will be developed to establish the existing conditions and identify the key needs in the region to prepare for and coordinate ZEV infrastructure deployment. The assessment will include the estimated number of PEVs for the planning period in the region. The Central Sierra Region lacks baseline information on ZEV use and demand. Therefore, an analysis of existing conditions and the assessment are a key piece of readiness planning. The Assessment will also include region-specific electric vehicle market research and data, a current state of the ZEV market analysis of what is currently available in the electric vehicle market and what will soon be available.

ZEV infrastructure analysis:

- Existing conditions of ZEV infrastructure;
- Regional travel patterns;
- Estimate of investment required;
- Estimate of ZEVs required to support ZEV infrastructure;
- Projection of ZEV charging stations needed;
- ZEV Gap Analysis;

Current state of the ZEV market analysis

- Federal, State, and local funding and incentives available for zero emission electric vehicles (ZEVs) and charging infrastructure;
- Policies and training programs;
- Available data on ZEV infrastructure;
- Review data on consumer charging behavior;
- Evaluate relevant ZEV case studies/best practices;
- Determine/survey employer/workforce interest;
- Identify existing and future market availability of ZEV market of light, medium, and heavy duty vehicles;
- Identify market availability of charging stations with solar panels.

Products:

Draft Background Assessment Report – Date due - August 2018

Final Background Assessment Report – Date due - October 2018

2. Outreach Plan and Toolkits:

Develop an Outreach Strategy and Education Plan to aid in the promotion of the toolkits and the future implementation of the ZEV Plan. The Toolkits will be developed to target and provide training to key sectors including: local governments, fleet owners and operators (public and private), vehicle dealers, Central Sierra Region residents, visitors to the Central Sierra region, chambers of commerce, Visitor Bureaus, and tourist destinations (state parks, ski resorts, casinos, and etc.).

- Create promotional toolkits with economic and environmental benefits of switch to electric vehicles;
- Coordinate outreach to business sectors for implementation
- Information on electric vehicle supply equipment (EVSE);
- Information on EVSE planning permitting and installation;
- Information electric vehicle market that can replace that can replace internal combustible engines (ICE) vehicles;
- Information on coordinating with the local electricity providing utility.

Products:

Draft Outreach and education plan material – Date Due - Dec 2018

Final Outreach and education plan material – Date Due - June 2019

Sector Specific Toolkits – Date due - June 2019

3. Central Sierra ZEV Readiness Plan:

The goal of this task is to develop a ZEV Readiness Plan to disseminate information for Alpine, Amador, Calaveras and Tuolumne Counties. Based upon the Background Report, the needs assessment will include maps with candidate locations of charging stations which meet the criteria set by the Coordinating Council.

- Goals, objectives, policies for ZEV Readiness Plan;

- Readiness Actions for short, medium, and long term;
- Identify barriers to ZEV adoption in the region;
- Establish criteria for candidate charging station locations;
- Cost estimate for ZEV charging station infrastructure;
- Maps with candidate charging station locations including public and private locations;

Develop a streamlined permitting, installation, and inspection process for EVSE installations:

- Conduct assessment of the following ZEV local permitting processes
- Environmental review, streamlining permitting, building codes, utility provider, zoning, parking rules, local ordinances, install process and checklists, and inspection process.

Develop method to accelerate ZEV adoption into Municipal Fleets;

- Conduct a usage assessment of all vehicles in the municipal fleets;
- Determine Fleet applications where ZEVs can be utilized;
- Plan for replacing municipal fleets with ZEVs;
- Evaluate public lots for EV charging station sites;
- Determine employer and workforce opportunities and constraints;

Products:

Outline of ZEV Readiness Plan – Date due - August 2018

Draft of ZEV Readiness Plan - Date due - Feb 2019

Final ZEV Readiness Plan – Date due - August 2019

Budget

Proposals should not exceed \$170,387. Each proposal shall submit a detailed budget and cost schedule. Proposers should use the Appendix C – Sub Contractor Budget Template Forms.

Schedule

1.	Request for Proposals released	November 14, 2017
2.	Last day to submit written questions on RFP	November 30, 2017
3.	Responses to questions posted on website	December 7, 2017
4.	Deadline to submit RFP	December 21, 2017
5.	Review Proposals (Possible Finalist Interviews)	January 8-16, 2018
6.	Selection process concluded (tentative)	January 23, 2018
6.	Agreement negotiation concluded (tentative)	February 14, 2018
7.	Agreement executed (tentative)	March 14, 2018

Communications

It is the TCTC's intent to provide the same information to all proposers and questions will not be answered individually by telephone. Any oral responses to questions are not binding on the TCTC. Prospective proposers may make written inquiries by email concerning the RFP to obtain clarification of requirements. The TCTC will post all of the questions received, along with TCTC's written responses, to the TCTC website, <http://tuolumnecountytransportationcouncil.org>. **It is the responsibility of the proposers to check the TCTC website to review the questions and responses.** Except for questions that might render the award of the Contract Agreement invalid, the TCTC will not respond to any questions submitted after November 30, 2017. Any communications related to this RFP should be directed to:

Darin Grossi, Executive Director
Tuolumne County Transportation Council
Mailing: 2 South Green Street, Sonora, CA, 95370
Physical: 48 West Yaney Avenue (3rd floor), Sonora, California
Email: dgrossi@co.tuolumne.ca.us

Addenda

Any changes to the Request for Proposals document will be made by written addendum. Upon issuance, such addenda shall be incorporated in this Request for Proposal document, and shall prevail over inconsistent provisions of earlier issued documentation. Addenda will be posted on the TCTC website. **It is the responsibility of the proposers to check the TCTC website for any addenda.** Proposers must certify receipt of the addenda on the appropriate form (see ADDENDA ACKNOWLEDGMENT) to be included and submitted with their qualifications.

Contents of Qualifications

Each proposal submittal shall concisely respond to this request for proposals as outlined in the project description. The submittal shall include, but not necessarily be limited to, the following:

1. Discussion of the consultant's qualifications for the listed Project Deliverables Section identified on pages 2, 3, and 4 in this RFP, including a discussion of the understanding of the project requirements and the capability to provide the requested deliverables and services.
2. A general discussion of the consultant's qualifications, expertise, and past work experience in providing zero emission vehicles and plug-in electric vehicle planning services to other local and regional agencies.
3. A Project Management Plan with a detailed budget and cost schedule. Please use the Sub-Contractor Budget Template Forms included in Appendix C in your RFP submittal.
4. List of Project Personnel and their duties and qualifications.
5. List of projects similar in nature to the project, showing past record of performance and project cost control, quality control and ability to meet schedules.

6. List of past public sector clients.
7. Proposed public outreach plan.

Evaluation Criteria

A Selection Committee, appointed by the TCTC Executive Director, shall review and rate each proposal submittal and, if necessary, conduct an interview with the consultant's project management and key personnel of the most qualified firm(s).

The Selection Committee shall identify the rank of qualifications in a selection order based upon the following criteria:

Rating Items

1. Firm's specialized experience, qualifications and technical competence as related to the services required. (20 points possible)
2. Project manager's specialized qualifications and technical experience as related to the services required. (20 points possible)
3. Firm's demonstration of a clear understanding of the services required as evidenced in their written and/or oral statements. (20 points possible)
4. Firm's past record of performance including control of costs, quality of work and completion, in a timely manner. (20 points possible)
5. Firm's present work load, availability of staff, company size, and list of major projects contracted to perform. (10 points possible)
6. Central Sierra region address of prime consultant and/or sub-consultants. (10 points possible)

Consultant Selection

Upon completion of the rating of the consultant firms, the Executive Director may negotiate a draft agreement with the top-ranked consultant. The goal of negotiation is to agree on a final agreement that will deliver the services or products required based on the professional qualifications of the selected firm.

If an agreement cannot be reached with any of the consultant recommended by the Selection Committee, the Selection Committee may be asked to make additional recommendations.

Upon attainment of a draft agreement, the draft agreement will be forwarded internally within the TCTC for review of content prior to final approval and execution by the TCTC.

The TCTC hereby notifies all proposers that it will affirmatively ensure that in regard to any agreement(s) entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full opportunity to submit qualifications in response to this invitation, and that proposers will not be discriminated against on the

grounds of race, religion, creed, medical condition, color, marital status, ancestry, gender, age, national origin or physical or mental disability in consideration for award. In addition, the TCTC requires that any consultant hired by the TCTC to perform any work activity does not discriminate against any employee or applicant for employment because of race, religion, creed, medical condition, color, marital status, ancestry, sex, age, national origin or disability. The consultant shall comply with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act, as amended from time to time.

The TCTC retains the right to withdraw this Request for Proposals at any time, without prior notice, to reject any or all qualifications submittals submitted, and/or to waive any irregularities or informalities in the qualification or in the qualification procedure.

Fee and Method of Payment

The TCTC will pay the consultant on a time and reimbursable expense basis at the rates set forth in the agreement. Progress payments will be made no more frequently than at monthly intervals. Payment will be made only on submitted claims describing work completed prior to the close of the billing period and approved by the Executive Director. Progress payments will be limited to the budget for the tasks completed. Payment for work completed can be expected within 30 days of invoice receipt and verification of work performed.

Agreement for Professional Consulting Services

This Request for Proposals does not obligate the Tuolumne County Transportation Council to award a Contract Agreement, nor does it commit the TCTC to pay for any costs associated with the preparation and submittal of proposals.

A draft copy of the Contract Agreement to be executed between the parties is attached to this RFP. It is imperative that the prospective consultants familiarize themselves with each of the provisions contained in the Agreement form prior to preparing and submitting their qualifications. **If substantial revisions to the Agreement will be proposed by the consultant, these items/issues should be clearly specified in the proposal submittal.**

Insurance Requirements

The successful consultant will be required to maintain, throughout the term of the agreement work, insurance of the type and amount indicated in Exhibit A.

Qualifications Submission & Deadline

All qualifications submittals and accompanying materials shall become the property of the Tuolumne County Transportation Council upon submittal. Proposal submittals must be received and date stamped at the Tuolumne County Transportation Council office no later than **2:00 p.m. on Thursday, December 21, 2017**. Six (6) copies of each qualifications submittal should be sealed in an envelope which is clearly marked "Central Sierra ZEV Readiness Plan RFP" and delivered to:

Tuolumne County Transportation Council
Darin Grossi – Executive Director
2 South Green Street
Sonora, CA 95370

The consultant's name and return address must also appear on the envelope. Proposal submittals may also be hand delivered to the TCTC office, Third Floor, 48 W. Yaney Avenue, Sonora, California 95370.

Qualifications submittals will be received only at the address shown above, and must be received by the time indicated. It is the sole responsibility of the consultant to send or deliver its proposal submittal so that it is received by the time and date required, regardless of postmark. Any proposal submittal received after said time and/or date or at a place other than the stated address, cannot be considered and will not be accepted. No e-mailed or facsimile qualifications submittals will be considered. The TCTC time stamp shall be considered the official timepiece for the purpose of establishing the actual receipt of qualifications submittals.

ADDENDA ACKNOWLEDGMENT

(To be submitted with qualifications packet)

Receipt of the following addenda is hereby acknowledged:

Addendum No. _____

Proposer's Initials _____

Addendum No. _____

Proposer's Initials _____

Addendum No. _____

Proposer's Initials _____

Addendum No. _____

Proposer's Initials _____