

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
AECOM**

THIS AMENDMENT TO THE AGREEMENT, entered into this 25th day of February 2025,
by and between the COUNTY OF SAN MATEO, hereinafter called "County," and AECOM,
hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement for fleet electrification and electric vehicle charging infrastructure technical services on November 15, 2022; and

WHEREAS, on May 23, 2024 the Director of the Sustainability Department executed an amendment to the agreement authorizing an increase of \$19,990 for grant writing services and a new billing rate for an Engineering Analyst for a new not to exceed amount of \$401,135 with no changes to the contract term; and

WHEREAS, the parties wish to further amend the Agreement to extend the term, amend the scope, change billing rates, and increase the agreement amount.


NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section 3: Payments of the agreement is amended to read as follows:
In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County reasonably determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed FOUR HUNDRED SIXTY-SIX THOUSAND ONE HUNDRED AND THIRTY-FIVE DOLLARS (\$466,135). If the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

2. Section 4: Terms of the agreement is amended to read as follows:
Subject to compliance with all terms and conditions, the term of this Agreement shall be from November 15, 2022, through June 30, 2026.
3. Original Exhibit A is replaced with Revised Exhibit A, (rev. 2/25/25).
4. Original Exhibit B is replaced with Revised Exhibit B, (rev. 2/25/25).
5. **All other terms and conditions of the agreement dated November 15, 2022, between the County and Contractor shall remain in full force and effect.**

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: AECOM Technical Services Inc.

 _____ Contractor Signature	<u>1/29/25</u> _____ Date	<u>Bob Turley</u> _____ Contractor Name (please print)
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For County:

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board

Revised Exhibit A , (rev. 2/25/25)

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

Task 1: Project Management Support

- 1.1 Attend planning and status update meetings with the core County team (i.e., Office of Sustainability, Department of Public Works).
- 1.2 Co-create a workplan for working with the County to complete all tasks involved in the Fleet Electrification and Electric Vehicle Charging Infrastructure Strategic Plan scope of work.
- 1.3 Support County staff during meetings with departments, including preparing meeting materials, providing relevant data, facilitating discussion, etc. Lead consultation meetings with departments, as needed.
- 1.4 Provide technical assistance and support to County staff related to Zero Emission Vehicles (ZEV), ZEV infrastructure, ZEV charging strategies, fleet right-sizing, ZEV financing and procurement, ZEV policies, etc.
- 1.5 Communicate with County staff at key decision points and provide regular updates.

Deliverables for Task 1

- Fleet Electrification and Electric Vehicle Charging Infrastructure Strategic Plan Workplan

Task 2: Zero-Emission Vehicle and Infrastructure Needs Assessment

- 2.1 Identify light to mid-duty vehicles that can be replaced with currently available ZEVs (e.g., battery electric vehicles). If ZEV replacements are not available or feasible, identify plug-in hybrid vehicle (PHEV) replacements as a second option. If a vehicle does not have a feasible ZEV or PHEV alternative, provide recommendations on how the County should proceed (i.e., wait for technological advancement, use hybrid while waiting for ZEV replacement, etc.). Feasibility assessment to include all light to mid-duty fleet vehicles.
- 2.2 Establish ZEV replacement standards for light to mid-duty vehicles. Work with County staff to develop preferred ZEVs by vehicle types (i.e., passenger cars, SUV, vans, light-duty trucks, etc.) and use case (i.e., under 20 miles per day, high daily mileage). Include purchase price with recommendations. Recommend PHEV options when ZEV is not available. Recommendations to focus on light to mid-duty vehicles. Include findings from Task 2.2 in the County Sustainable Transportation Strategic Plan (Task 4).
- 2.3 Estimate total cost of ownership for ZEV and PHEV replacements by vehicle type (i.e., sedan, vans, SUV, etc.) and use case. Consider time of vehicle use and vehicle charge time. Calculations will be used to estimate costs broadly across department fleets. Include

- findings from Task 2.3 in the County Sustainable Transportation Strategic Plan (Task 4).
- 2.4 Use findings from ZEV feasibility assessment to identify ZEV fueling and energy needs by facility for fleet vehicles. Use the County facility parking data to identify ZEV fueling needs by facility for employees and the public. Develop ZEV Fueling Infrastructure Needs Assessment that forecasts ZEV infrastructure needs to 2035 and provides a total number of ZEV chargers needed by facility and by user group (i.e., fleet, employees, public). The Consultant will identify high priority facilities for ZEV infrastructure and will organize facilities in order of when infrastructure projects should take place to achieve the County's ZEV and GHG emission reduction goals.

Deliverable for Task 2:

- ZEV Feasibility Assessment (Excel Spreadsheet)
- ZEV Fueling Infrastructure Needs Assessment

Task 3: Department Fleet Transition Plan

- 3.1 Attend one meeting with each department to develop Fleet Transition Plans (16 total meetings). Any additional meetings will be on a task order basis. Meetings will be scheduled by Office of Sustainability staff. Meeting topics could include learning about department fleet composition and usage, receiving input and feedback from department staff on their Fleet Transition Plan, and/or presenting the final product to department staff and executives.
- 3.2 Complete the following for each department and integrate findings and recommendations into Department Fleet Transition Plans:
- a. Learn how department fleet needs and/or usage has changed since the COVID-19 pandemic and recommend appropriate fleet size and composition for departments.
 - b. Recommend fleet replacement options for department fleet vehicles (i.e., ZEV, PHEV, E-bike, rental car, ride-share app, consolidation to motor pool, decrease fleet size etc.) and note when replacement should take place. Use findings from Task 2. Recommendations must align with County's GHG emissions reduction goal and ZEV goal.
 - c. Recommend short-term and long-term charging strategies for ZEV and PHEV replacements. Recommend charging strategies for fleet vehicles located at leased facilities or facilities with limited electrical capacity (where relevant). Charging strategies should consider load management, energy efficiency, and reducing fueling costs.
 - d. Estimate total costs associated with implementing Department Fleet Transition Plans. Estimate annual electrical costs for fueling PHEVs and ZEVs based on time dependent charging and non-time dependent charging (e.g., peak hours versus non- peak). Compare costs to ICE vehicle usage or business as usual for departments to inform decision making. Document long-term maintenance

- costs between PHEVs, ZEVs, and ICE vehicles.
- e. Recommend ZEV procurement and funding strategies for departments that considers fleet replacement schedule and vehicle replacement fund. Identify funding opportunities or incentives to offset upfront costs of ZEVs. Consultant should note general availability of PHEVs and ZEVs on cooperative purchasing contracts (i.e., Sourcewell, Drive EV Fleets, California Department of General Services, etc.) to streamline future vehicle procurement.
 - f. Develop a fleet transition timeline for departments that aligns with EV charging infrastructure deployment timelines, and interim targets that is in accordance with the County and State GHG emission reductions and ZEV goals.
- 3.3 Use findings from Task 3.2 to develop Department Fleet Transition Plans for each department with a vehicle fleet (16 total). Department Fleet Transition Plans will include the following sections:
- a. Summary of Department Fleet (i.e., size, vehicle types, use cases, parking locations)
 - b. ZEV Opportunities
 - i. Recommended charging strategies, including charger type and when the vehicle should charge based on usage
 - ii. Recommend ZEV or PHEV alternative options by vehicle type and use
 - c. Alternative Transportation Modes
 - d. Transition Timeline & Key Benchmarks
 - e. Fiscal Impact (i.e., cost impact compared to ICE vehicles)
 - f. Procurement Recommendations and Financing Plan
 - i. Include various financing options, grants/rebates, etc. The Consultant should also forecast future ZEV cost prices and make assumptions about future price parity for capital replacement costs.

Deliverable for Task 3:

- 16 Department Fleet Transition Plans

Task 4: County Sustainable Transportation Strategic Plan

- 4.1 Meet with County staff throughout the development of the County Sustainable Transportation Strategic Plan.
- 4.2 Integrate the following findings and recommendations into the County Sustainable Transportation Strategic Plan:
 - a. Summarize ZEV alternatives including battery electric vehicles and PHEVs when ZEV options are not feasible or available. Provide example use cases for ZEVs versus PHEV, versus hybrid, and include example use cases from Department Fleet Transition Plans.
 - b. Develop benchmarks, interim targets, and ZEV phase-in timeline for the County based on Department Fleet Transition Plans that align with the County's ZEV goal.

- c. Summarize alternative transportation modes, provide example use cases for utilizing transportation alternatives, and include example use cases from Department Fleet Transition Plans.
 - d. Identify opportunities for cross-departmental vehicle sharing where multiple department fleets are located at the same facility.
 - e. Analyze cost reduction strategies and industry trends that best suit the County's fleet to develop procurement recommendations. Recommend financing strategies and identify funding opportunities or incentives to offset costs. Consultant should note general availability of PHEVs and ZEVs on cooperative purchasing contracts (i.e., Sourcewell, Drive EV Fleets, California Department of General Services, etc.,) to streamline future vehicle procurement.
 - f. Recommend policies and/or best practices to support implementation of the Plan (i.e., vehicle utilization and minimum use policies, financing and procurement, new vehicle procurement protocol, charging strategies for leased facilities, etc.).
- 4.3 Structure the County Sustainable Transportation Strategic Plan like the Department Fleet Transition Plans and include the following sections:
- a. Summary of County Fleet (i.e., size, vehicle types, use cases)
 - b. ZEV Opportunities
 - i. Recommended Charging Strategies
 - ii. Standard PHEV or ZEV alternative options by vehicle type and use
 - c. Alternative Transportation Modes
 - i. Summary of each mode, with rationale and examples from department fleets.
 - d. Transition Timeline & Key ZEV Benchmarks
 - i. Align with Task 3 vehicle replacement timeline
 - e. Fiscal Impact (i.e., costs and cost savings compared to ICE vehicles)
 - f. Procurement Recommendations and Financing Plan
 - i. Include various financing options, grants/rebates, etc. The Consultant should also forecast future EV cost prices and make assumptions about future price parity for capital replacement costs. Recommend fleet energy management system (e.g., Mobility House, Amply Power, Microgrid Labs, etc.) to manage/track fleet charging operations and billing.
 - g. Policy Recommendations
 - h. Appendix: 16 Department Fleet Transition Plans (attach the 16 Department Transition Plans at the end of the County Sustainable Transportation Strategic Plan)

Deliverable for Task 4:

- County Sustainable Transportation Strategic Plan

Task 5: County Facilities Zero Emission Vehicle (ZEV) Infrastructure Plan

5.1 Meet with County staff to learn about facility designs, specifications, electrical systems, parking allocations, etc. Review As-Built drawings (provided by the County), where relevant and available.

5.2 Use findings from Task 2 (ZEV Feasibility Assessment, ZEV Infrastructure Needs Assessment) to inform the County Facilities ZEV Infrastructure Plan. Integrate the following findings and recommendations into the County Facilities ZEV Infrastructure Plan:

- a. Establish a workplan and timeline for installing ZEV infrastructure across County facilities based on input from the County. Additional information to include in the development of the workplan includes, vehicle replacement dates, available funding, and County and State GHG emission reductions and ZEV goals. Use findings from Task 2.
 - i. The timeline should be organized in two-year segments to align with the County budget cycle.
- b. Estimate costs to build-out ZEV infrastructure across County facilities to support fleet, employee, and public fueling needs.
 - i. Develop a methodology to estimate total costs associated with electrical infrastructure upgrades (i.e., retrofitting existing or new sites, increasing electrical panel capacity, trenching distance, adding new transformer, permitting, inspections, designs, etc.). Cost estimates will include ZEV hardware and software.
 - ii. Estimate costs associated with ongoing infrastructure maintenance, repair, and replacement.
- c. Recommend overall approaches for:
 - i. ZEV infrastructure at leased facilities (ex: green lease agreements, portable chargers, etc.).
 - ii. Charging strategies and best practices for load management, rotating vehicle charging schedules, energy efficiency, cost savings, and vehicle battery maintenance.
 - iii. Funding opportunities to offset costs.
 - iv. Policies and/or best practices to support implementation.

5.3 Use findings from Task 5.1 and 5.2 to develop the County Facilities ZEV Infrastructure Plan. The County Facilities ZEV Infrastructure Plan will include the following sections:

- a. Summary of County facilities ZEV infrastructure needs by user group (i.e., fleet, employees, public)
- b. ZEV Infrastructure Workplan and Timeline
- c. Fiscal Impact
- d. Charging Strategies and Recommendations
- e. Procurement Recommendations and Financing Plan
- f. Policy Recommendations

Deliverables for Task 5:

- County Facilities ZEV Infrastructure Plan

Task 6: As-Needed Services

Task 6 encompasses any additional tasks identified during the duration of the contract. The scope of such tasks may include services to support the completion of Tasks 1 through 5. County budget for As-needed services was \$50,000 in the original Contract between AECOM and San Mateo dated November 15th, 2022. Task 6.5 has been added as part of Amendment 2.

6.1 Conduct heavy duty ZEV assessment.

6.2 Summary presentations after each milestone task has been completed.

6.3 Rapid fleet review assessment.

6.4 Provide on-call support and technical assistance as needed. This Task was utilized for Grant Writing services.

6.5 Update fleet modeling for Department Fleet Plans to align with construction timelines and grant. AECOM assumes there will be no further fleet data updates. The Sustainability and Public Works Departments will review the recommended charging port quantities and year of installation and provide clear feedback on the year that the County will commit to installing charging infrastructure at each owned facility.

a. Rework Batch 1 and 2 Fleet Transition Models

- i. AECOM will revise the four (4) Batch 1 Department plans with updated Betterfleet results. In the plan, AECOM will discuss opportunities for earlier transition to HEVs or PHEVs prior to the completed installation of charging infrastructure.
- ii. AECOM will revise the Agriculture Final Department plan only with feedback specifically related to the DPW infrastructure updates.
- iii. AECOM will revise the four (4) Batch 2 Department plans with updated Betterfleet results. In the plan, AECOM will discuss opportunities for earlier transition to HEVs or PHEVs prior to the completed installation of charging infrastructure.

b. Re-run models for Department Fleet Transition Plans Batches 3-5

- i. AECOM will re-run the one (1) Batch 3 Department model in Betterfleet by setting the start date of the transition to the year that DPW has committed to installing charging infrastructure.
- ii. AECOM will run the Batches 4 and 5 Department models in Betterfleet by setting the start date of the transition to the year that DPW has committed to installing charging infrastructure.
- iii. AECOM will incorporate the updated Betterfleet results into the Batches 3-5 draft plans. In the plans, AECOM will discuss opportunities for earlier transition to HEVs or PHEVs prior to the completed installation of charging infrastructure.

Deliverables for Task 6:

- Heavy duty fleet assessment
- Four end of task presentations
- Rapid fleet review assessment
- Revised draft Batch 1 plans
- Revised final Ag plan.
- Revised draft Batch 2 plans

Revised Exhibit B, (rev. 2/25/2025)

Exhibit B

In consideration of the services provided by the Contractor in Exhibit A and subject to the terms of the agreement, County shall pay Contractor on a time and materials basis. The Contractor may bill no more frequently than monthly. Invoices must include a description of the work completed for each subtask in Exhibit A. The County will pay the Contractor within 30 business days of the County agreeing to the amount and content of the invoice sent by the Contractor. When requested by the County, the Contractor shall provide a work plan of services which must be approved before other work on the project begins.

Pursuant to section 2. Payments, in no event shall the County's fiscal obligation under this Agreement exceed FOUR HUNDRED SIXTY-SIX THOUSAND ONE HUNDRED AND THIRTY-FIVE DOLLARS (\$466,135).

Note: Subcontractors (Everergi) will be billed at cost plus 5%.

Rate Schedule by Personnel Classification	
Staff Classification (AECOM)	Hourly Rate (\$)
Executive Sponsor	\$338
Senior Technical Advisor	\$338
Project Manager	\$239
Engineer I	\$120
Engineer II	\$156
Engineer III	\$260
Consultant I	\$125
Consultant II	\$156
Consultant III	\$198
Engineering Analyst Rate	\$140
Staff Classification (Everergi)	Hourly Rate (\$)
Partner	\$239
Director	\$173
Associate	\$151
Engineer	\$130
Analyst	\$86

All invoices must include:

- Company letterhead
- Current remittance address
- Agreement/Contract #
- Invoice #
- Invoice date
- Total cost
- Amount owing
- Amount previously billed
- Amount remaining on agreement

Contractor shall provide supporting documents concurrently upon invoice submittal, adequate to substantiate the charges. Adequate supporting documents include, but are not limited to: deliverable documents, payroll registers, timesheets, detailed invoices, inspection certificates, activity/participant logs, applicant forms, acceptance letters, survey forms, authorized travel/expense forms, service acknowledgment forms, etc. The types of supporting documents required to verify information on invoices depends on the specified contracted services and, if applicable, costs to be reimbursed. The County reserves the right to withhold payment on invoices until Contractor provides adequate supporting documents. The adequacy of supporting documentation is in the sole reasonable discretion of the County.

Timesheets must include at a minimum, job title, date of hours worked, task hours are applied to, hourly rate, number of hours worked per date, total dollar value per day, per employee.