



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER: OFFICE OF SUSTAINABILITY

File #: 22-913

Board Meeting Date: 11/15/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Carolyn Bloede, Director, Office of Sustainability
Subject: Contract with AECOM for Fleet Electrification and Electric Vehicle Charging Infrastructure Strategic Plan

RECOMMENDATION:

Adopt a resolution authorizing:

- A) An agreement with AECOM to provide fleet electrification and electric vehicle charging infrastructure technical services for the County fleet and facilities, for the term of November 15, 2022, to November 14, 2025, for an amount not to exceed \$381,145; and
- B) The Director of the Office of Sustainability, or the Director's designee, to execute contract amendments to modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services if the modified term of services is/are within the current or revised fiscal provision.

BACKGROUND:

The County adopted the Government Operations Climate Action Plan (GOCAP) in 2021 to outline a path forward to reduce greenhouse gas (GHG) emissions generated from County business operations and to achieve carbon neutrality by 2035 (Resolution No. 077960). County fleet vehicles account for 13.6 percent of emissions generated by the County. To reduce fleet vehicle emissions, the GOCAP calls for 100 percent of light- to mid-duty internal combustion engine (ICE) fleet vehicles to be replaced with zero-emission vehicles (ZEV) by 2035. In addition, new State policy bans the sale of new ICE vehicles and requires all new vehicles sold in the state to be zero-emission vehicles by 2035. To prepare for the transition to zero emission vehicles, the County will need to install electric vehicle (EV) chargers across County facilities for fleet, employee, and public use.

DISCUSSION:

The Office of Sustainability (OOS) in partnership with the Department of Public Works (DPW), released a Request for Proposals (RFP) on June 2, 2022, for technical assistance to develop a County Fleet Electrification and Electric Vehicle Charging Infrastructure Strategic Plan (Plan).

The Plan includes the following deliverables:

- **Zero Emission Vehicle and Infrastructure Needs Assessment:** This will identify opportunities to replace internal combustion engine vehicles with ZEV alternatives for all light- to mid-duty fleet vehicles owned by the County. It will also identify the number of chargers needed by facility for fleet, employee, and public use.
- **Department Fleet Transition Plans:** Departments with fleet vehicles will receive a customized fleet transition plan. This will include recommendations for ZEV replacements, fleet optimization opportunities, fiscal impact, and procurement strategies.
- **County Sustainable Transportation Strategic Plan:** This will include an overall fleet transition strategy for the County. It will establish key benchmarks to ensure that the County achieves its GHG emissions reduction goals associated with fleet vehicles.
- **County Facilities Zero Emission Vehicle Infrastructure Plan:** This will identify the ZEV infrastructure required to accommodate the charging needs of the fleet, employees, and the public visiting County facilities over the next decade.

Proposals were solicited from infrastructure consultants and engineering design firms with experience developing fleet electrification and electric vehicle infrastructure plans. The RFP was posted on Public Purchase for six weeks. Ten bids were received on July 15, 2022. One of the responses was disqualified because they did not meet the minimum qualifications, leaving nine firms eligible for consideration.

A selection committee comprised of OOS and DPW staff was convened to review the technical proposals followed by two rounds of interviews with the qualifying firms. The evaluation criteria for the technical proposals included the project methodology and approach, firm qualifications, team experience, and cost. Six of the nine firms were invited to participate in the first round of interviews. The evaluation criteria for the first interview included the firm's approach to the scope of work, innovative ideas, relevant experience, and project management practices. Following the first interview, the selection committee advanced three firms to the second round of interviews. The evaluation criteria for the second interview included local experience, technical knowledge, funding and financing experience, and staff capacity. Following the evaluation process, the selection committee determined that the firm AECOM was best qualified to complete this project. The Request for Proposal Process Matrix is attached as Exhibit A.

The County Attorney's Office has reviewed and approved the resolution and agreement as to form.

FISCAL IMPACT:

Funding in the amount of \$381,145 has been included in the Office of Sustainability's Adopted Budget for FY 2022-2023. There is no new additional Net County Cost for this agreement.

ATTACHMENTS:

- A. Request for Proposal Process Matrix