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**Public Agency Electric Vehicle Fleet   
Transition Assistance**

**Request for Proposals**

**Q&A Responses**

**Responses are due February 8, 2022 at 5pm Pacific Time**

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| **#** | **Question** | **Answer** |
| 1 | The RFP mentions ~ 2-3 public agencies per year and the term for contract is 3 years. What is the total number of public agencies that will [receive] fleet replacement and procurement plans? | The expected scope of work is to provide 2-3 replacement and 2-3 charging infrastructure plans per year for a total of approximately 6 – 9 total agency engagements over the three-year period of the program. It is expected that each agency engagement will typically get both a fleet replacement and charging infrastructure plan per engagement, though this may not always be the case. The number may vary based on complexity and resulting effort needed per plan.  Additional pre-construction infrastructure designs may be requested for additional sites where public agencies intend to install EV charging, as needed. |
| 2 | What type of public agencies are these? | All public agencies in Peninsula Clean Energy’s service territory are eligible to participate. This includes, city, county, waste management, water district, school district, etc. |
| 3 | What is the fleet size at these agencies? | The majority of local fleets are small, typically under 100 vehicles. A small number of fleets have more than 100 fleets, most notably the County of San Mateo, which has over 1,000 vehicles. |
| 4 | What is the fleet composition at these agencies? (Light, Medium and Heavy duty?) | Fleet compositions will vary by agency, but typical fleets are comprised of a majority light-duty vehicles and a smaller share of medium and heavy-duty vehicles. Light and medium duty pickup trucks (class 1-3) are very common. |
| 5 | Is it one site per agency? Or more than 1 site for any agency? | The project is expected to typically provide 1 site per agency, though additional sites per agency may be possible given scope and effort involved. |
| 6 | Is the proposer expected to provide a charging optimization plan for each year of the 10-year replacement plan, or in what other increments will this be expected? | Charging optimization plans are meant to be one-time guidance on how a fleet manager can optimize for cost after the completion of a specific project. For example, if a charging infrastructure plan for an agency’s project calls for the replacement of 10 vehicles and the installation of 10 Level 2 chargers, the charging schedule would be based on the 10 vehicles in that project, factoring in duty cycles and charge needs.  However, the fleet replacement plans should also include an approximated total cost of ownership of each electric vehicle replacement, which necessarily includes annual estimated energy needs, and should include reasonable assumptions of charging schedules that inform these costs. |
| 7 | Will PCE work with proposer to advise on new projected/planned EV rate plans including demand charges over the course of the 10-year replacement? | Yes, to the extent that PCE is aware of future EV rate plans. |
| 8 | Is the procurement of a telematics package in scope for the RFP if other RFP objectives are met? | The RFP does not include the procurement of telematics as a necessary component of this project. However, bidders are welcome to include the optional utilization of telematics, if desired, to meet the objectives of the RFP. |
| 9 | Will the project team be using existing telematics at public agency fleets in these projects? | The current utilization of telematics in local public agency fleets is extremely rare and should not be counted upon for use in the project. |
| 10 | Because the scope of work for this project includes engineering services, would PCEA change the indemnification terms contained in the standard contract terms to comply with the limitations set by CA Civil Code 2782.8? | Bidders may propose alternative language for PCE to consider as part of a proposal package and will be reviewed as part of the proposal evaluation process. |
| 11 | RFP states conversion of 1 fleet at a time, are you open to waves of conversion, like starting with a pilot, then conversion by class of vehicle? | Agencies will not have their entire fleets converted all at once. This program is intended to start public agency fleets in their vehicle replacement journey by providing fleet replacement plans and a specific project that makes progress toward replacements. This will necessarily include later phases to be conducted by the fleet after the conclusion of this program. Pilots may be appropriate for certain use cases or duty cycles, but projects should generally seek to transition several vehicles at once. |
| 12 | Are you needing a plan for maintenance and service for converted vehicles? | Maintenance and service are outside the scope of this RFP and at the fleet manager’s discretion. |
| 13 | Task 12.1.1 – Has PCE already engaged with the municipal fleets? If so, which cities indicated they’d like to participate in the program? | Yes, Peninsula Clean Energy has engaged with several cities that are interested in participating. Agencies will be prioritized by Peninsula Clean Energy closer to program launch. |
| 14 | Task 12.1.3, item 3 states “construction mentions “Construction engineering documents that the agency can use in a public bid” and then lists architectural drawings (as-builts) and electrical diagrams that would more commonly be produced by the contractor that would install the charging stations. Can you please clarify if you want documents for public bids or documents for construction and permits? | Local agencies often use design-bid-build style procurement in which contractors who seek to bid on an EV charging installation project are utilizing the same set of designs in their bid response, that are provided to them in a bid solicitation package. This requires the agency to design the project before the installation component is put out to bid. The program outlined in this RFP helps these agencies by designing EV charging installation projects and producing the design documents that they need to bid these installation services. |
| 15 | Task 12.1.5 – Does PCE prefer that one energy management firm be part of the project team? | Partnership with an energy management firm is an optional component of the energy optimization plans. If such a partnership is proposed, Peninsula Clean Energy does not have a preference if the same or multiple systems are used across various agencies. However, it is highly beneficial to individual feet managers to use a single system for their agency’s fleet, if such a system is proposed. |
| 16 | General – Is PCE interested in owning and operating the charging stations? | No. |
| 17 | General – Does PCE have access to customers’ meter data or will it need to be obtained from PG&E? | Peninsula Clean Energy has access to meter data from PG&E. |
| 18 | Is Peninsula Clean Energy able to grant a 1-month extension on the proposal due date (to March 8th)? | No, an extension will not be offered for this bid. Bids are due 2/8/22. |
| 19 | Is Peninsula Clean Energy open to accepting a proposal as responsive that addresses part(s) of the requested scope? | Bids will be evaluated, in part, based on completeness. However, Peninsula Clean Energy reserves the right to offer multiple awards, to handle various subcomponents of the scope, if desirable. |
| 20 | Is any funding for this program expected to go to license fees for charge management software or should that pricing be provided separately for reference should participants choose to go with said provider? | License fees for charge management software, should a fleet manager select to use one, is an eligible expense for the Peninsula Clean Energy-provided funding to fleets in this program. If a bidder chooses to use charge management software as for the charge optimization plans, these costs should be listed as a separate line item in the bid, as directed in the RFP. |
| 21 | Are the evaluation criteria / guidelines described in section 6 weighted to give preference to certain criteria over others? | The RFP review committee will take a holistic review of all bids. The evaluation criteria are not weighted. |
| 22 | Is there a page limit to the proposal? | No. |
| 23 | Are the annual reports (described section 12.2.4) meant for an internal audience only or will they be for public distribution? | These annual reports are meant to be internal to Peninsula Clean Energy and are meant to summarize and communicate progress in the program. |
| 24 | Electricity upgrades in front of meter, is the consultant expected to design those upgrades (and to what utility standard) or is the consultant expected to support and review? | Front of the meter upgrades (new service, distribution upgrades, etc.) will be submitted to PG&E, if necessary. When feasible, PG&E’s EV Fleets Program, which offers new service as part of that program, is likely to be utilized. |
| 25 | What level of detail is expected in the “architectural renderings”? Do these need to be provided by an architectural firm? Who is going to be reviewing the “architectural rendering”? | These will vary by agency, on a case by case basis. It’s likely that some agencies may not have “as builts” for their fleet facilities and that a new one will need to be developed for use in a construction solicitation for the installation of EV chargers. All design documents will be subject to review by the participating agency. |
| 26 | Construction Engineering documents: is the consultant expected to provide these as part of a bid package, or just reference a particular regional utilities (PG&E) construction standards? | The consultant will be expected to develop these construction engineering documents to facilitate a local agency’s solicitation of EV charging installation services. Local agencies will be using these as part of a bid package, subject to their procurement processes. |
| 27 | The sample contract has professional liability insurance listed as a possible requirement, but the RFP does not list it as a requirement. Will a contractor be required to have professional liability insurance? | **Yes, professional liability insurance is required for licensed professionals.** |
| 28 | Is section 8 on page 10 of the RFP a requirement, or is it voluntary for a contractor to answer this question? Will a contractor’s acceptance or declination have any impact on evaluation of proposal? | No, this section has no impact on the evaluation of a proposal. Bidders may voluntarily elect to opt in to this piggybacking clause at their discretion. |
| 29 | How many references should proposers furnish in the response? | The number of references listed in a proposal is at the determination of the bidder. |
| 30 | Regarding “price,” what type of contract will be issued to the awardee? Fixed price or other? If other, how should proposers present labor rates, labor categories, overhead, fee, other direct costs, etc.? | Bidders may convey proposed costs however they’d like, but they should be clear and tied to the scope of the RFP. |
| 31 | Who will be responsible for permits? (This question is submitted in response to question 14). | This RFP doesn't prescribe how permits must be obtained. The design and engineering team would need to make this determination while working with each agency while scoping their EV charging installation project. |