

REQUEST FOR PROPOSAL

**FLEET POLICY, FLEET ELECTRIFICATION AND
COMMUNITY EV CHARGING PLAN
RFP NO.: CRA2024-R-005**

ADDENDUM #1

February 12, 2024

This Addendum shall form part of the above reference Request for Proposals (RFP) document and is to be read, interpreted, and coordinated with all other parts. The following revisions supersede the information contained in the original instructions and specifications issued for the above-named project.

This Addendum is issued to answer the following Questions or make the following changes:

Question 1: Could we explore the possibility of having three (3) distinct individuals fulfilling the role of Project Lead? One for Fleet Electrification, one for Fleet Policy, and one for Community Charging Plan?

Proponents may choose to create a team with more than one project lead, and are encouraged to create the team(s) that will best deliver value for the City in this project.

Question 2: Due to the multi-faceted scope and the level of detail involved, we anticipate a budget range of \$100,000 to \$120,000 for the entire project. Could you please verify the expected project budget from the City?

The expected project budget is \$110,000.

Question 3: The financial analysis in the scope covers capital costs for electrical infrastructure; however, it explicitly excludes electrical design and points 4 and 5 of BC Hydro's funding criteria. These exclusions may need to be included to align with BC Hydro's funding requirements and to devise plans for chargers and electrical infrastructure on-site. Could you please clarify the precise scope of the infrastructure to ensure that our methodology includes the appropriate processes?

The electrical design and sections 4-5 of BC Hydro's EV Ready Fleet Plan will be done by others and is out of scope in this RFP. Once available, the City will append the information for sections 4-5 of BC Hydro's EV Ready Fleet Plan to the City's Fleet Electrification Plan to ensure that BC Hydro's requirements are fulfilled. It is expected that the successful proponent for this project will consider in their financial analysis the capital cost of electrical infrastructure, but not perform these capital cost estimates, as these estimates will be done by others.

Question 4: Given similar competing RFPs in the marketplace and the statutory holiday in the province on Monday, February 19th, could we request a two-week extension to the submission deadline?

City of Cranbrook
RFP – Fleet Policy, Fleet Electrification and Community EV Charging Plan
February 2024
RFP NO.: CRA2024-R-005



MOUNTAINS OF OPPORTUNITY
CRANBROOK

The closing time has been extended to Tuesday March 5, 2024 by 2:00 pm local time (Mountain).

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

A handwritten signature in blue ink, appearing to read 'EB'.

Evan Berry
Environment and Energy Specialist