

REQUEST FOR PROPOSAL

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

ADDENDUM #3

February 26, 2024

This Addendum shall form part of the above referenced 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: Do you also happen to have fuel usage (annually) and fuel type per asset?

Available fuel data will be provided to the successful proponent. The amount of information available varies with each vehicle. If available, the fuel data includes the fuel type, fuel quantity, unit number, odometer or hours entered, and the data and time of fueling.

Question 2: The RFP states that the minimum infrastructure and additional electrical demand needed at each facility will need to be estimated. Do you have the associated facility or parking location linked to each fleet vehicle?

The facility at which each fleet vehicle is regularly parked is not recorded in the City's asset data, however this information can be gathered and provided to the successful proponent (if requested). At the facility level, the exact parking spot for each vehicle may not be linked to any critical factors and may need to change in the future to reduce the cost of installing electric vehicle chargers.

Question 3: How many facilities or parking locations does the City have for its fleet?

The City has 9 different facilities where fleet vehicles are parked, these are outlined in Section 2.1 of this RFP.

Question 4: How many fleet vehicles does the city currently own?

The City currently owns 135 fleet vehicles that are in the scope of this RFP.

Question 5: Will we be given the opportunity to work/coordinated with the third party who will be completing the electrical capacity assessment and electrical infrastructure plan?

Some of the results of their assessment & plan will be needed to help us estimate the capital costs of the electrical infrastructure upgrades needed to support charging.



The successful proponent may choose to work with the third party that will be completing the electrical capacity assessment and infrastructure plan. The City can also pass required information between parties if desired.

Question 6: Are references required for the entire project team (i.e., support staff), or just the Project Manager and Project Lead?

References are not expected for support staff. Proponents are encouraged to include any information that will help the evaluation committee understand why the proposed team is best suited for the project, how the team will work together effectively to execute the project, and what evidence already exists that the team will produce the best project outcomes.

Question 7: As the proposal submission was pushed back a week, will the rest of the timeline listed in the RFP (under section 2.6) be changed to align with this?

Some dates listed in Sections 1.6 and 2.6 of this RFP have also been extended by one week. The following table represents the adjusted dates, and replaces the table in Section 2.6:

Event	Date
Issue Date of RFP	February 6, 2024
Deadline for Questions	February 28, 2024
Deadline for Issuing Addenda	March 1, 2024
Submission Deadline	March 5, 2024
Selection of Preferred Proponent	March 19, 2024
Contract Finalization & Execution	March 26, 2024

Evan Berry
Environment and Energy Specialist