



REQUEST FOR QUALIFICATIONS (RFQ)

Fleet Study

City of Sammamish Department of Parks, Recreation, & Facilities

Sammamish, Washington

INVITATION

The City of Sammamish is soliciting qualification submittals from firms interested in providing analysis for and information on electrification of City vehicles; including current size and electrification status of the fleet, analysis of appropriate fleet vehicles for electrification given current technology, current and projected costs of electric vehicles and fueling/charging infrastructure, and financing mechanisms and other strategies that could accelerate the transition of City fleet to battery and fuel cell electric vehicles.

Please submit one pdf of no more than 15 pages. All materials must be received no later than **Friday, August 11, 2023, at 5:00 pm.**

Proposals must be submitted electronically at: <https://form.jotform.com/231924417686161>

QUESTIONS/INQUIRIES

Questions concerning this RFQ must be submitted by Friday, August 4, 2023, at 5:00 pm using the following form: <https://form.jotform.com/231876872638169>

Answers will be posted to the associated RFQ item on the City's website under the "Doing Business in Sammamish" "Bidding" tab. Any oral communications will be considered unofficial and non-binding on the City.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

This material can be made available in an alternate format by calling 425-295-0500.

PROJECT CONTACT

Rose Weiker

Sustainability Coordinator

425-200-8568

rweiker@sammamish.us

COMMUNITY OVERVIEW

Sammamish is located west of the Cascade Mountains in the Puget Sound region, about 20 miles east of Seattle. The City is bordered by Lake Sammamish to the west and the Snoqualmie Valley to the east. Incorporated in 1999, Sammamish is situated on a plateau that spans over 24 square miles and is home to approximately 67,000 people. Sammamish is a vibrant, growing city and a community of families. It is characterized by quality neighborhoods, diverse natural features, and outstanding recreational opportunities.

PROJECT BACKGROUND

The City of Sammamish Parks, Recreation, & Facilities Department manages purchasing and maintenance of the City-wide fleet. The City of Sammamish is developing a Climate Action Plan to reduce greenhouse gas emissions and adapt to the impacts of climate change. The plan will focus on various sectors such as transportation, energy, and land use. The aim of the plan is to promote sustainable practices and increase energy efficiency through specific actions and policies, including the electrification of the City fleet. The ultimate goal is to build a more resilient community that can adapt to changing environmental conditions while reducing the carbon footprint of the city. One strategy to emerge from the plan is the continued electrification of the City's fleet – where appropriate – and the City would like to initiate this effort prior to the final plan being adopted.

ANTICIPATED SCOPE OF WORK

The description of the tasks is not intended to fully encompass the study tasks, but instead includes the minimum requirements to provide the Consultant with a framework for a comprehensive system wide assessment of electric vehicle needs for the City, and to recommend a strategy for a vehicle purchase and replacement process, inclusive of the support facilities required. Consultants are encouraged to recommend additions and/or alternatives to better accomplish the study's stated objectives.

TASK 1: Inventory of City Fleet

The Consultant will develop an inventory of the City fleet to establish a baseline. The inventory shall include information on vehicle class and fuel type.

Deliverable: Inventory data and summary

TASK 2: Available Alternative Electric Vehicle Review

The Consultant will review currently available battery and fuel cell electric vehicle alternatives to the vehicle types most commonly used by the City. This task will highlight vehicle classes for which electric alternatives are available and most cost effective, as well as those for which practical electric alternatives are not available.

The review shall include:

- Average upfront and lifecycle vehicle cost differential among the commercially available fuel options;
- Cost/benefit analysis of the conversion to electric vehicles for different vehicle classes and types;
- Identification of the vehicle types that are least viable for conversion to electric due to business needs, insufficient alternatives, unreliable technology, excessive cost, or other identified reasons.
- Identification of near-term technologies under development that may provide opportunities for future electrification of vehicles currently not feasible for electrification under existing technology.

Deliverable: Draft report chapter

TASK 3: Develop Projected Costs and Identify Other Barriers to Fleet Conversion

The Consultant will develop estimates for the projected cost of substantial conversion to battery and/or fuel cell electric fleets by 2030, 2040, and 2050, in keeping with the goal of achieving GHG emission reduction by at least 50% by 2030, 75% by 2040, and 96% by 2050. The estimate must include vehicle acquisition costs, charging and refueling infrastructure costs, and other associated lifecycle costs.

Deliverable: Draft report chapter

TASK 4: Identify City-wide Required Charging Network

The Consultant will identify the projected number and location profile of electric vehicle charging stations needed city-wide to sustain municipal electric fleet vehicles. This assessment should incorporate data available on the existing charging network facilities that are publicly accessible, as well as those that are restricted in their use to publicly owned vehicles. The Consultant should describe the methods, data sources, and expertise that they would use in order to accomplish this task.

Deliverable: Draft report chapter

TASK 5: Identify and Analyze Financing Mechanisms and Strategies that Could Accelerate the Conversion of City Fleet to Electric Vehicles

The Consultant will identify and analyze financing mechanisms and strategies that could accelerate the transition of publicly owned vehicles to battery and/or fuel cell electric vehicles, including, but not limited to:

- Energy or carbon savings performance contracting;
- Utility grants and rebates;
- Revolving loan funds;
- Federal and State grant programs;
- Private third-party financing;
- Fleet management services;
- Leasing;
- Vehicle use optimization; and
- Vehicle to grid technology.

Deliverable: Draft report chapter

TASK 6: Coordinate with Staff Workgroup

The Consultant will work with a Staff Workgroup throughout the study, soliciting input, presenting draft materials before they are shared publicly, and reviewing findings, recommendations, and draft reports. The Staff Workgroup could include staff members from the following departments:

- City Manager's Office
- Community Development
- Public Works
- Parks, Recreation, and Facilities

TASK 7: Present Research and Findings

The Consultant will attend and provide study updates at four to six City Council meetings. Specific dates will be determined in collaboration between the City and successful proposer.

SCHEDULE

Anticipated Timeline (subject to change)

- RFQ release: July 14, 2023
- RFQ questions due: August 4, 2023
- **Proposal packages due: August 11, 2023**
- Notify short listed firms: August 18, 2023
- Interview short listed firms*: September 5, 2023
- Contract award by City Council: September 19, 2023
- Anticipated project start: October 2023

*The City of Sammamish reserves the right to select a consultant from submitted proposals alone.

BUDGET

Scope and fee shall be negotiated upon selection of a qualified consultant.

STATEMENT OF QUALIFICATION REQUIREMENTS

Information provided will play a significant role in the City's selection of the consultant team considered best qualified to execute the project. Upon selection, the City and successful consultant will work together to refine the scope of work.

Please provide the following in your statement of qualifications:

- **Cover Letter/Statement of Interest:** Describe your interest in providing the City of Sammamish with a Fleet Analysis and Electric Feasibility Study and commitment to providing the services described in the scope of work.
- **Project Team:** Identify the proposed project manager and key personnel of the project team; include the relevant experience, qualifications, and project roles for each member. The team may consist of multiple firms with focused areas of expertise.
- **Project Approach:** Describe your approach to research and document preparation, including a timeline that identifies major proposed tasks and products that align with the City's goals.
- **Relevant Sample Work:** Please provide the following information on three relevant projects, preferably for public agencies, with similar scope and size that have been completed or are in progress by the proposed project manager.
 1. Name of project, location, and status
 2. Project website, if applicable
 3. Description of professional services provided by consultant team
 4. Project challenges and results
 5. Project initial budget, final budget, and end date (if applicable)
 6. Reference (name, title, address, phone number, and email)
- **References:** Three (minimum) client references for similar projects for municipalities (within the last seven years) led by the proposed Project Manager. Please include the full name of the municipality, project manager, phone number, and e-mail.
- **Disclosure of Conflict of Interest:** Disclose any potential conflict of interest due to any other

clients, contracts, or property interests regarding private development of any property within the City.

All costs for developing submittals in response to this RFQ are the obligation of the Consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the Project Contact listed on this RFQ. Submittals cannot be withdrawn after the published close date.

CONSULTANT SELECTION AND AWARD

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all the below listed evaluation criteria (receives the highest score) as determined by the City's selection committee. If the City decides to, chosen firms may be scheduled for interviews. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Agreement for Services, which shall be used to secure these services. By providing a submittal in response to this RFQ, proposing firms indicate they have read and agree with the contract terms.

Evaluation Criteria	Weight
Project team qualifications and experience	20
Project approach	30
Experience with similar projects	30
Overall content quality of proposal and responsiveness to RFQ requirements	20
Total	100

AGREEMENT FOR SERVICES

<https://sammamishwa.civicweb.net/document/90513/>

TERMS AND CONDITIONS

All costs for developing RFQ response submittals are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become the property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is provided in writing to the City's Project Manager listed in this RFQ. Proposals cannot be withdrawn after the published close date.

The City reserves the right to reject any or all proposals and to waive any irregularities or informalities in the evaluation process. The final decision is the sole decision of the City, and the respondents to this request have no appeal rights or procedures guaranteed to them.

This solicitation of Consultant Services does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City to accept or contract for any expressed or implied services. Furthermore, the City reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the Proposal.

Materials submitted in response to this competitive procurement shall become the property of the City and will not be returned. All submittals received will remain confidential until the City and successful consultants sign the agreements resulting from this advertisement. All submittals are deemed public records consistent with RCW chapter 42.56.