

Project Title: Humboldt County Regional Zero Emission Fleet Transition and Infrastructure Plan

RFP Exhibit B:

Project Scope of Work

Project Description

The Humboldt County Regional Zero Emission Fleet Transition and Infrastructure Plan (Plan) will chart a course to transition local government fleets to zero or near-zero emission vehicles. The plan will provide recommendations for the County of Humboldt and the seven incorporated Cities based on a review of fleet duty cycles and master vehicle inventory replacement schedules. The Consultant will provide technical feasibility analysis and planning level cost estimates for alternative fueling station siting and installation including 10% design site plans for priority sites (minimum 10 sites). The Plan will clearly define implementation steps for local agencies to acquire capital funding, obtain necessary approvals and permits, and install fueling equipment.

Project Scope

Task 1: Stakeholder Coordination and Project Advisory Committee Meetings

Establish a Project Advisory Committee (PAC) consisting of stakeholders to encourage collaboration, facilitate discussion, determine data needs, and share information. PAC meetings should occur quarterly, or at key milestones, over the duration of the plan development. As determined by the PAC and consultant, meetings during the study may utilize teleconferencing and webinar formats.

Deliverables:

1. Meeting summary notes from PAC meetings, including discussion and action items.
2. Project timeline.

Task 2: Fleet Transition Analysis

The Consultant Team will evaluate the needs, barriers and opportunities for transitioning local agency vehicle fleets to ZEVs or low emission vehicles in compliance with CARB Advanced Clean Fleets regulations. The bulk of the work will be centered on the County as it has the largest fleet, however the Consultant will prepare a chapter for the County, each of the seven Cities, and three Tribal governments.

The study will include:

- Compiling complete data on the current local agency vehicle fleets, including size, types, usage/purpose, average annual mileage and fuel demands.

- Developing a detailed timeline for vehicle transition that complements the existing vehicle replacement schedule, specifies vehicle type (battery electric vs fuel-cell), identifies vehicles available on the market, and provides a Total Cost of Ownership analysis.
- Evaluating the feasibility of existing maintenance facilities/corp yards/suitable areas with site control of each jurisdiction to support new charging and/or hydrogen fueling infrastructure. Based on preliminary site analysis, each jurisdiction will select a priority site and project to be further studied in Task 3.
- Reviewing the potential for co-siting of joint fueling facilities in collaboration with land under federal and state ownership (e.g. Caltrans, CalFire, US Forest Service).
- Developing recommendations on fleet management system upgrades needed for managing fleet data, and guidelines for charging/refueling of fleet vehicles including, but not limited to, when vehicles should be charged (remaining battery level), usage of DCFC or Level 2 charger, and timing of charging.
- Providing a high-level cost/benefit analysis of pursuing hydrogen fuel-cell vehicles and hydrogen fueling as part of the County fleet, coordinating with HTA and Schatz Energy Research Lab on existing planning. Identify the potential for operating a mixed zero emission fleet, including the pros and cons.

Task 2 Deliverables:

Chapter for each jurisdiction with summary of findings. Presentation of admin, draft and final to TAC/Board.

Task 3: Infrastructure Plan

This task will prepare a detailed feasibility plan for each jurisdiction to install necessary infrastructure to meet the needs of the fleet transition plan. The plan shall include:

- The number, type, and location of EV charging and/or hydrogen refueling infrastructure to support the fleet vehicle replacement schedule including:
 - Detailed electrical needs for priority electric vehicle supply equipment (EVSE) locations specifying electrical system and grid upgrades needed.
 - Planning level cost estimates for charging units, site improvements, electric grid upgrades, and potential hydrogen fueling stations.
- Recommendations regarding electrical infrastructure installation timeframes as it is often more cost effective to install future electrical infrastructure equipment during the initial installation than having to add electrical wires each time additional stations are required.
- Consider existing inventory of charging network to identify opportunities for shared use of alternative fueling between fleet vehicles, County staff, and/or the public.
- Local electric utility provider (PG&E) requirements and steps on connecting proposed EVSE to new, upgraded, or existing electrical infrastructure.

- Recommendations on maintenance for alternative fueling infrastructure including frequency, replacement timelines, cost, and financing options, including estimated annual operating costs for EVSE.
- Review of potential solar and battery storage opportunities.

Task 3 Deliverables:

Chapter for each jurisdiction with summary of findings. Presentation of admin, draft and final to TAC/Board.

For selected high priority sites, completion of 10% design site plans with engineering feasibility due diligence. Max of 1 charging station per fleet or equivalent in terms of workload.

Task 4: Implementation Plan

The Consultant will prepare an implementation plan for each agency that consists of the following:

- Preferred timeline for implementation of vehicle replacement and charging/fueling stations
- Recommendations and next steps for complying with CARB Advanced Clean Fleets local government regulations.
- Evaluate and summarize the financial investment required for project implementation over the next 20 years.
- Identifies key personnel, agency policies and decision-making processes, and administrative actions needed to act upon recommendations.
- Clearly defined jurisdictional and agency responsibilities and opportunities for successful project completion, including recommendations for cross-jurisdictional facility sharing.
- Evaluate potential grant funding sources available for project implementation, including grant description, application guidelines and requirements, and amount available.
- Specific timelines for grant funding opportunities, including application deadlines.
- Timeline and guide to permitting process for installation of alternative fueling infrastructure within each jurisdiction.
- List of funding sources for Plan implementation

Task 4 Deliverables:

A final draft Fleet Transition Plan for each jurisdiction with an Executive Summary of findings incorporating major findings and recommendations from previous tasks. Report must be prepared in ADA accessible format. If you do not have remediation services in house please be sure that the cost estimate for the report reflects report remediation services.

Consultant will prepare and deliver a presentation of final draft plans to HCAOG Technical Advisory Committee (TAC) and Board. As needed and budget allows, Consultant may present findings to City Councils, Board of Supervisors, and/or Tribal Councils as well.