



Date: August 7, 2024
To: RFP Distribution List / Interested Parties
From: Stephen Luther, Associate Regional Planner
Re: Questions & Responses re RFP for Humboldt County Regional Zero Emission Fleet Transition and Infrastructure Plan (released 7/18/24)

HCAOG received the following nineteen questions by the deadline of 5 p.m. (Pacific Time) on July 29, 2024. Below are responses.

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Members:

*City of Arcata
City of Blue Lake
City of Eureka
City of Ferndale
City of Fortuna
City of Rio Dell
City of Trinidad
County of Humboldt*

1. *RFP, Page 1, Task 3, Infrastructure Plan and Page 2, II Project Summary, states the Consultant will provide 10% site design for a minimum of 8 priority sites. Are these 8 sites per jurisdiction (County of Humboldt, seven incorporated Cities, and participating Tribal Governments) or is it total of 8 across all jurisdictions?*
Response: 8 sites total across all jurisdictions.
2. *In the project description section of the RFP Attachment B it states, "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)." However, in the HCAOG RFP it states the following, "Consultant will prepare a detailed feasibility plan for each jurisdiction, including electrical needs, planning level cost estimates for site improvements, and 10% design site plans for selected priority sites (minimum 8 sites)." Are both documents referencing the same thing? If yes, can the County confirm the minimum number of sites?*
Response: These sections refer to the same deliverable. The minimum number in Attachment B is an error, and the correct number is 8.
3. *Is there a DBE target for this project?*
Response: There is no required DBE target for this project. However, we encourage DBE participation.
4. *Are site visits desired to evaluate infrastructure at sites?*
Response: As required to provide site plans and evaluate infrastructure, including site electrical capacity, site visits may be beneficial. However, site visits are not required if the Consultant can complete tasks remotely.

5. *Does the fleet evaluation include emergency response vehicles and pursuit vehicles such as the Sheriff's office?*

Response: Emergency vehicles and police vehicles are exempt from the requirements of the Advanced Clean Fleets regulation and will not be included in the fleet evaluation.

6. *Does the fleet evaluation include heavy-duty vehicles and off-road equipment?*

Response: Yes, per the Advanced Clean Fleets Regulation all vehicles with a gross vehicle weight rating greater than 8,500 lbs need to be evaluated.

7. *How many vehicles are in the County, City and Tribal fleets?*

Response: The largest fleet is the County of Humboldt which has a fleet of 400+ vehicles in its motor pool and 120 pieces of heavy equipment. The City of Eureka fleet is the 2nd largest with 115 vehicles. The cities of Arcata and Fortuna have smaller fleets in the range of 30-60 vehicles, while the cities of Rio Dell, Blue Lake, Trinidad and Ferndale have small fleets of five to twenty vehicles. Since publishing the RFP HCAOG has learned that there will be no Tribal Governments participating in this planning study. Therefore, no tribal fleets will need to be evaluated. (also see #11 below.)

8. *How many facilities host fleet vehicles in the County and Cities?*

Response: The County has between five and ten facilities hosting fleet vehicles, while Cities each have a single main maintenance yard and potentially have several smaller facilities. The exact number and relative usage of fleet facilities is not known by HCAOG at this time. It will be the responsibility of the consultant to gather more detailed information.

9. *What type of data does the County and City fleets currently track (i.e. asset age/make/model, odometer readings, fuel card, telematic, etc.?)*

Response: It is HCAOG's understanding that the County and City fleet operators maintain modern fleet inventory information, which would include asset age/make/model, odometer readings, fuel cards and telematics. HCAOG does not currently have access to the municipal fleet data. It will be the responsibility of the consultant to gather more detailed information.

10. *Does the HCAOG envision the final presentation being delivered in-person or virtually?*

Response: All HCAOG meetings are hybrid and may be attended in-person or virtually. The selected consultant can deliver the final presentation virtually.

11. *Several tribes are mentioned, but only three tribal governments will require evaluation. Which three tribal governments will the selected firm evaluate?*

Response: Since publishing the RFP HCAOG has learned that there will be no Tribal Governments participating in this planning study. Therefore, no tribal fleets will need to be evaluated. The County and seven incorporated cities will be the focus of the plan.

12. *Can the County please provide the length/term that the litigation history needs to cover (Section V.B.3.a).*

Response: The RFP states that **any** applicable litigation regarding the provision of comparable planning services should be described. The previous 10 years are a reasonable length of time to look at litigation history in response to this section.

13. *Under Task 4 – will the final meetings be conducted virtually or in-person?*

Response: All HCAOG meetings are hybrid and may be attended in-person or virtually. The selected consultant can deliver the final presentation virtually.

14. *Will the County be the lead reaching out internally to County staff, externally to each of the seven cities and the three tribal governments to obtain current vehicle fleets, including size, types usage/purpose average annual mileage and fuel demands or will the selected firm be responsible for contacting all parties?*

Response: HCAOG staff will be available to assist in providing an initial contact list, however it will be the responsibility of the selected consultant to obtain the data required to complete the analysis.

15. *To be clear, the selected firm for this project will develop 11 separate feasibility plans, but compile the 11 plans into one document. Correct?*

Response: The selected firm will develop separate plans for each participating entity (the County and seven Cities), 8 plans total. Since publishing the RFP, HCAOG has learned that there will be no Tribal Governments participating in this planning study. Therefore, there will be no plans for the Tribal entities. The plans will exist as standalone documents for each jurisdiction, however the consultant is asked to prepare an Executive Summary document summarizing key findings and recommendations across all jurisdictions.

16. *Has the County already selected the priority sites (minimum 8 sites)? If yes, can the County provide the site locations?*

Response: No, the priority site locations have not yet been selected.

17. *For this project, how does the County define and measure the success of stakeholder engagement and advisory committee facilitation?*

Response: Success will be defined by the active participation of stakeholders and the presence of inter-jurisdictional collaboration, as measured by the responsiveness of stakeholders to data requests and meeting minutes demonstrating conversations between agencies regarding the potential of shared-use facilities.

18. *Are there metrics or indicators that you would like incorporated by the selected firm?*

Response: No specific metrics or indicators to incorporate at this time other than meeting the tasks as outlined in the RFP.

19. *Does the County have a preferred number of Advisory Committee members?*

Response: The Advisory Committee will likely range between five and twelve members.

The Q&A window is closed; HCAOG will not answer any additional questions related to the RFP while the solicitation is open. All responses to the RFP are due by 4 p.m. PST on August 16, 2024.