

# **REQUEST FOR PROPOSAL**

**FOR FRESNO COUNTY RURAL TRANSIT AGENCY  
ELECTRICAL GRID ANALYSIS STUDY**

**DUE Wednesday, March 4, 2020 5:00 P.M. (PST)**

**Fresno County Rural Transit Agency  
2035 Tulare Street, Suite 201 Fresno, CA 93721  
(559) 233-6789**

Additional background information on this proposal can be found on  
the FCRTA website

**[www.ruraltransit.org](http://www.ruraltransit.org)**

**Date: January 22, 2020**  
**REQUEST FOR PROPOSAL**

<b>FOR FRESNO COUNTY RURAL TRANSIT AGENCY</b> <b>ELECTRICAL GRID ANALYSIS STUDY</b>
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Fresno County Rural Transit Agency (FCRTA) is requesting proposals from qualified consultants to conduct an analysis to assess the capacity and identify deficiencies of the rural Fresno County region's electrical infrastructure and grid network, with an emphasis in rural disadvantaged communities and site locations to inform the prioritization of future infrastructure investment.

**Background:** The Fresno County Rural Transit Agency (FCRTA) is the primary provider of public transit services in the rural areas of Fresno County including each of the thirteen (13) incorporated Cities; City of Coalinga; City of Firebaugh; City of Fowler; City of Huron; City of Kerman; City of Kingsburg; City of Mendota; City of Orange Cove; City of Parlier; City of Reedley; City of Sanger; City of San Joaquin; City of Selma. Many unincorporated rural communities are also served by FCRTA, including: Alder Springs; Auberry; Burrough Valley; Cantua Creek; Caruthers; Del Rey; Easton; El Porvenir; Five Points; Friant; Halfway; Jose Basin; Lanare; Laton; Marshall Station; Meadow Lakes; Mile High; New Auberry; O'Neill's; Prather; Raisin City; Riverdale; Sycamore; West Park; Three Rocks; Tollhouse; Tranquility; and the Native American Indian Rancherias of: Big Sandy; Cold Springs; and Table Mountain. The FCRTA Grid Analysis project area will cover these incorporated cities and unincorporated communities in rural Fresno County. FCRTA's fleet totals 115 vehicles and consists of 45 CNG vehicles, 43 gasoline vehicles and 27 electric vehicles. FCRTA has a goal of a 100% electric fleet by 2025.

Using a collaborative approach, the proposed study will assess the grid system, identify network gaps and areas in need of upgrades as well as prioritize potential sites for deploying future EV infrastructure. This plan will deliver many aspects crucial to EV infrastructure planning and will also provide local cities with valuable information, support their planning efforts and will plan for current and future impacts of the electrical grid and strategically invest in infrastructure to plan sustainable communities beyond public transit.

**Objectives of the plan:**

- Identify and create partnerships for this project that will help address and accomplish objectives.
- Assess grid capacity in rural Fresno County and identify areas that require upgrades.
- Assess grid capacity in rural Fresno County and identify areas that have the load capacity and can sustain EV charging infrastructure.
- Conduct public outreach with community workshops to solicit ideas and opinions to inform the study.
- Identify the need of grid capacity based on growth and increased EV charging infrastructure.
- Identify the grid capacity needed to support the number and types of charging units (Level 1,2 or 3) that could be deployed.
- Determine grid system vulnerability.
- Determine the impact of timing of charging on the grid system.
- Determine approximate capital costs for any identified upgrades due to substandard segments of the grid.
- Develop load forecasting for better infrastructure planning.
- Determine and forecast costs associated with charging during peak and with/out a utility rate structure.
- Identify potential funding sources and strategic partnerships (public/private).
- Develop a plan that includes all findings of the study that can be replicated across the state.

## I. SCOPE OF WORK

Please refer to Appendix A and B for the proposed scope of work and timeline as submitted to Caltrans in the grant application.

Appendix A and B should be followed in developing project tasks and the timeline for completing the tasks. Minor adjustment to the proposed scope and timeline will be accepted subject to Caltrans' approval.

## II. COORDINATION

The consultant will take primary direction from the FCRTA Project Manager. It is intended that all work will be completed within twenty two months of negotiating a contract in accordance with the schedule component and that the consultant's work will begin immediately upon receiving a notice to proceed.

The selected consultant will best demonstrate the ability to deliver quality work on schedule and in a cost-effective manner, consistent with the tasks and deliverables in this RFP.

File copies of all correspondence, technical memoranda, and reports should be delivered to the FCRTA Project Manager on flash drive or electronically via email in Microsoft Word format. Ten hard copies of the final report should be made available upon completion of the project.

All data, maps and all other materials prepared or collected under this contract will become the property of FCRTA. A monthly progress report should be provided to the project manager along with the invoice. The progress report should provide information on the work that has been completed previous month, and the work expected to be conducted in the coming month. A brief summary should be provided each month reporting the progress of each task (percent completion) and whether the task is on schedule and on budget. A monthly meeting/conference call should be held between the consultant and the project manager to discuss the progress of the project and issues that need to be addressed.

## III. PROPOSED TIME AND SCHEDULE

<i>Activity</i>	<i>Date</i>
Request for Proposals released	Wednesday, January 22, 2020
Deadline for submitting questions	Wednesday, February 5 2020, 5:00 P.M.
Deadline for proposal submittal	Wednesday, March 4, 2020, 5:00 P.M.
Oral interviews/selection process	The Week of March 16 (Tentatively)
Notice to Proceed	April 2020 – Subject to FCRTA Board approval and contract/agreement signing
Completion of project	January 2022

## IV. PROPOSAL REQUIREMENTS

Clarity and succinctness are essential and will be considered in assessing the consultant's capabilities. Proposals that show creativity and new ideas will be highly considered. All consultant proposals submitted in response to this request will be screened by a review committee. The committee will determine, through the screening process, which consultants will be invited to make formal presentations and be interviewed by the selection committee. The selection committee reserves the right to make a final selection without an interview.

One reproducible (unbound) and five copies of the proposal plus an electronic copy on a CD or flash drive must be received at the Fresno County Rural Transit Agency by **Wednesday, March 4, 2020, 5:00 P.M. local time.** Proposals not received by that date and time *will not be considered.*

In order to simplify the review process and maximize the degree of comparative analysis, the proposal should be organized in the following manner:

**A. Transmittal letter**

The transmittal letter should be signed by an official authorized to bind the consultant contractually and will contain a statement to the effect that the proposal is a firm offer for 90 days. The letter accompanying the proposal will also provide the following: name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the company. The transmittal shall contain a statement of understanding of the RFP.

**B. Table of Contents**

Include identification of the material by section and page number.

**C. Overview**

This section should clearly convey the consultant's understanding of the nature of the work and the general approach to be taken to its performance. This section should include, but not be limited to, a discussion of the purpose of the project, the organization of the project effort, and a summary of the proposed approach.

**D. Detailed Work Plan**

The prospective contractor shall provide a schedule for completing the project within the schedule set forth in this RFP. The schedule shall identify the major tasks to be undertaken and the time frame for each task. Appendix A & B should be followed in identifying the tasks and the time frame for each task. Minor adjustments to Appendix A & B will be accepted subject to Caltrans' approval.

This section should include the following components:

**1. Task Description**

Include a full description of each step to be followed in carrying out the project as detailed in Appendix A. Minor adjustment to the proposed scope of work in Appendix A is allowed subject to Caltrans' approval. The work description should be presented in sufficient detail (tasks, subtasks, etc.) to show a clear understanding of the work and the proposed approach.

**2. Deliverables**

A description of the format, content, and level of detail that can be expected for each deliverable.

**3. Schedule**

A schedule showing the expected sequence of tasks, subtasks, etc. should accompany the work description. Important milestones should be identified on the schedule. Minor adjustment to the proposed schedule in Appendix B is allowed subject to Caltrans' approval.

**E. Management Approach**

This section should describe the firm's management approach. If the proposal is a team effort, the distribution of work among the team members should be indicated. Describe the organization of the management, the structure of the work assignments, and any specific features of the management approach that require special explanation. Designate by name the project manager to be employed who will oversee the project. **No substitutions of the identified project manager will be allowed without prior approval of FCRTA.**

Include the name and qualifications of all professional personnel to be employed, a resume for each professional (included in an appendix), a statement indicating how many hours each professional will be assigned to the contract and what tasks each professional will perform. Staffing assignments should be specific enough to demonstrate understanding of skills required

and commitment of proper resources. **The selected consultant will not substitute members of the project team without prior approval of FCRTA.**

## **F. Budget and Billing Format**

A cost analysis of the proposed budget will be done by FCRTA staff. Under various circumstances the budget could be subject to Preaudit and/or the final cost subject to Post audit by FCRTA or Caltrans division of Audits and Investigations. The allowability of individual items of cost will be determined by 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. Seq. The Contractor will also be required to comply with 49 CFR, Part 18, and Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments. The contractor should have an accounting system capable of segregating direct cost from indirect costs per the above cited regulations. The Contractor and Subcontractors will comply with all applicable laws and maintain books, documents, papers, and accounting records for a period of three years from the date of the final payment.

### **1. Method of Payment**

The cost proposal must be prepared consistent with the method of services provided under this agreement and will be reimbursed, by one of, or a combination of the methods below. The proposer must clearly state the method used to prepare the cost proposal.

- Lump Sum payment
- Actual Cost plus Fixed Fee
- Specific Rates of Compensation

Lump Sum proposals will be paid per milestone of completed work or at the end of the contract upon acceptance of the final product. Actual Cost plus Fixed Fee agreements shall be billed at actual payroll costs and include a fixed fee for profit. In agreements reimbursed by Specific Rates of Compensation, billing rates containing a component for profit will be negotiated that will not change during the term of the contract.

### **2. Project Budget**

A maximum of \$515,800 has been budgeted for consultant services for this project.

### **3. Task Budget**

A schedule of estimated costs to complete each task should add down to the total cost of the project (see Table 1 & 2). The task budget should include a subsidiary breakdown by task of hours and billing rate charges. To ensure a full understanding of the resources committed to the project the schedule should clearly indicate the amount of hours key personnel will be used in each task.

### **4. Budget and Cost Breakdown**

The prospective consultant will prepare a detailed cost breakdown for the work to be performed during the project regardless of the method of reimbursement chosen. This will include all tasks required to complete the project including final reports and presentation.

**a. Direct Labor Costs** – A schedule of billing rates and hours worked by employee or category of employee is required of the prime contractor and all subcontractors. Billing rates shall be based on actual pay rates and should cover all costs associated with the employee (salary, benefits, and anticipated cost of living and/or merit increases during the term of the contract). Depending on the individual cost structure, overhead may be applied as a component of the billing rate or applied separately. The proposer should be prepared to validate billing rates with payroll registers, wage agreements, or other payroll documentation.

**b. Overhead Rates** – The overhead rate should include all indirect cost not readily assignable to cost objectives specifically benefited. Typically an overhead rate is calculated on a company or division wide basis by segregating expenses into direct cost and indirect cost categories and then dividing the indirect costs by a direct cost base such as direct labor to arrive at an overhead rate. The overhead rate is then applied on a contract by contract basis to recapture the indirect costs that are not chargeable directly to a final objective such as general and administrative, facilities, equipment, supplies, accounting, maintenance, materials, etc. Some cost structures may be broken into various overhead rates that are applied to different bases. The proposer should be prepared to provide supporting documentation such as prior agreements with government agencies or audits of prior year activities to validate overhead rates structures.

**c. Direct Cost** – Direct costs are those incremental costs that can be identified specifically with a particular final cost objective. Although in some instances direct cost and indirect cost may include similar categories, incremental direct cost attributable to final objectives must be separated and not included in the overhead calculation. All direct cost specifically attributed to the project and not included in the billing rates must be itemized by budget category to be eligible for reimbursement. Once contractually authorized, direct cost budgets may not be substituted without prior written consent of FCRTA.

**d. Sub consultant Fees** – Sub consultants must provide the same cost data detail as the prime contractor (see Table I and Table 2).

**e. Fixed Fee** – A fixed fee is calculated as a basis of total direct and indirect costs. The State of California allows a 10% maximum fee.

The hypothetical cost format example given below is to illustrate required components of the cost proposal only, and may have to be tailored to fit individual cost structures.

### HYPOTHETICAL COST ESTIMATE

Table 1.- Direct cost by Task

Cost Items	Task 1	Task 2	Task 3	Total
1. Direct Labor	3,700	17,053	5,502	26,255
2. Overhead (___% of Line 1)	1,480	6,821	2,201	10,502
Total Salary Burden	5,180	23,874	7,703	36,757
3. Direct Expenses				
Telephone/FAX	35	28	15	78
Postage/Shipping	12	8	35	55
Graphics/Printing	11	11	75	97
Travel	350		500	850
Misc.	45	45	45	135
Total Direct Expenses	453	92	670	1,215
4. Subconsultant Fees *	4,244	22,276	2,726	29,246
5. Fixed Fee (___% of Lines 1,2,3)	764	1,524	1,132	3,420
Total	10,640	47,766	12,231	70,638
				70,638

Table 2 - Project Task Costs by Key Personnel

Task No. and Description	Key Staff #1	Key Staff #2	Staff Support	Total Hours
Task 1. Establish Parameters	25	75		100
Task 3. Data Collection and Analysis		400	250	650
Task 4. Final Report and Presentation	15	50	175	240
Total Hours	40	525	425	990
Billing Rate	\$75.00	\$44.06	\$25.00	
Memo Total	3,000	23,132	10,625	36,757

\* Subconsultants must provide required cost components found in Tables 1 & 2

## **G. Insurance requirements**

Without limiting FCRTA's right to obtain indemnification from the consultant or any third parties, the consultant, at its sole expense, shall maintain in full force and affect the following insurance policies throughout the term of the contract:

1. Comprehensive general liability insurance with coverage of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Comprehensive general liability insurance policies shall name FCRTA, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under the terms of the contract are concerned. Such coverage for additional insured shall apply as primary insurance or self-insurance and any other insurance, maintained by FCRTA, its officers, agents, and employees, shall be given excess only and not contributing with insurance provided under the consultant's policies herein.
2. Comprehensive automobile liability insurance with limits for bodily injury of not less than \$25,000 per person, \$250,000 per accident, and for property damages of not less than \$50,000, or such coverage with a combined single limit of \$250,000.
3. Professional liability insurance of at least \$1,000,000.
4. Worker's compensation insurance as required by law.

This insurance shall not be canceled or changed without a minimum of thirty (30) days advance written notice given to FCRTA. The consultant shall provide certification of said insurance to FCRTA within twenty-one (21) days of the date of the execution of the contract. Such certification shall show, to FCRTA's satisfaction, that such insurance coverages have been obtained and are in full force; that FCRTA, its officers, agents, and employees will not be responsible for any premiums on the policies; that as and if required such insurance names FCRTA, its officers agents, and employees individually and collectively as additional insured (comprehensive and general liability only), but only insofar as the operations under the contract are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self insurance, maintained by FCRTA, its officers, agents, and employees, shall be excess only and not contributing with insurance provided under the consultant's policies herein; and that this insurance shall not be canceled or changed without a minimum of thirty (days) advance, written notice given to FCRTA.

In the event the consultant fails to keep in effect at all times insurance coverage as herein provided, FCRTA may, in addition to other remedies it may have, suspend or terminate the contract upon the occurrence of such event.

## **H. Disadvantaged Business Enterprise (DBE) Certification**

DBE Bidders Listing (Attachment B) must be completed for all contractors and subcontractors regardless of DBE affiliation.

The FCRTA fully anticipates that it will consistently meet and exceed its adopted DBE overall goal under 49 CFR Part 26 using Race-neutral measures exclusively.

Only DBE firms currently certified per 49 CFR Part 26 will participate as DBEs in our program. Such certification must be issued by Caltrans, FHWA, FTA, DOT, MPO, City, County, or State in accordance with 49 CFR Part 26.

FCRTA will not deny award to contractors on the basis of DBE participation, who demonstrate that they have used good faith efforts to achieve DBE participation.



Contractors selected on the basis of DBE participation must provide the following information with the initial proposal or before entering into a contractual agreement with FCRTA:

1. The names and addresses of the DBE firms.
2. A description of the work each DBE will provide.
3. The dollar amount of participation by each DBE.
4. Proof of DBE certification.
5. Written confirmation that the DBE will participate.
6. If DBE participation is not achieved, evidence of good faith efforts must be provided.

Prime contractors are required to maintain records and document payments to all subcontractors for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative on FCRTA, Caltrans, FHWA, or DOT. This reporting requirement also extends to any certified DBE subcontractor. The contractor shall maintain records showing the name and address of each subcontractor, the date of payment, and total dollar figure paid to each subcontractor.

FCRTA will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with federal, state, or local laws.

**I. Conflicts of Interest**

The prospective contractor shall disclose any financial, business, or other relationship with FCRTA that may have an outcome on the selection.

**J. Summary of Qualifications**

Proposals shall include a summary of the firm's qualifications, including resumes of assigned staff.

**K. Signing of Proposal/Authorization to Negotiate**

The proposal shall be signed by an official authorized to bind the proposer and shall contain a statement to the effect that the proposal is a firm offer for a 90-day period. The proposal shall also provide the following: name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company.

**L. Attachments**

Attachments to be included at the end of the proposal are as follows (as attached herein):

- Attachment A: Title VI Assurance
- Attachment B: DBE Participation
- Attachment C: Budget and Cost Breakdown

## **V. PROPOSAL SUBMITTAL**

### **A. Preparation of Proposal**

The proposal shall be formatted in accordance with the requirements specified in *Section III: Proposal Requirements* of this RFP. Proposal forms shall be executed by an authorized signatory as described in *Section III-K: Signing of Proposal/Authorization to Negotiate*. All proposals shall be prepared by and at the expense of the proposer.

### **B. Examination of RFP Document**

The proposer shall be solely responsible for examining, with appropriate care, the RFP, including any addenda issued during the proposal period. The proposer shall also be responsible for informing itself with respect to any and all conditions which may in any way affect the amount or nature of the proposal, or the performance of the work in the event the proposer is selected. Failure of the proposer to examine and inform itself in this manner shall be at the proposer's own risk and no relief for error or omission shall be given.

### **C. Submission of Proposal/Period of Acceptance**

One reproducible master, an electronic file on CD/flash drive and five copies of all proposals must be delivered to FCRTA no later than **Wednesday, March 4, 2020, 5:00 P.M.** Proposals will not be accepted after 5:00 P.M. PDT. Postmarks will not be accepted. Proposals should be delivered to:

Janelle Del Campo, Project Manager  
Fresno County Rural Transit Agency  
2035 Tulare Street, Suite 201  
Fresno, CA 93721

All proposals will remain firm for a period of ninety (90) days following the final date for submission. All proposals will become the sole property of FCRTA and a part of its official records without obligation on the part of FCRTA.

This RFP is not to be construed as a contract of commitment on the part of FCRTA. FCRTA reserves the right to reject all proposals, to seek additional information from each proposer, or to issue another RFP, if deemed appropriate.

### **D. Modification or Withdrawal of Proposals**

Any proposal received before the date and time specified above for receipt of proposals may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be received by the proposal due date and time specified previously.

All verbal modifications to these conditions or provisions are ineffective for proposal evaluation purposes. Only written changes issued by proposers to FCRTA are authorized and binding.

### **E. Rejection of Proposals**

Failure to meet the requirements for the request for proposals will be cause for rejection of the proposal. FCRTA may reject any proposal if it is conditional, incomplete, or contains irregularities or inordinately high cost rates. FCRTA may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposals document or excuse the proposer from full compliance with the contract requirements if the proposer is awarded the contract.

## **VI. CONSULTANT SELECTION**

All consultant proposals submitted in response to this request will be screened by a selection committee. The committee will determine, through the screening process, which consultants will be invited to make formal presentations and be interviewed by the committee. **The selection committee reserves the right to make a final selection without an interview.**

The actual award of the contract will be by the FCRTA Board. Proposal opening does not constitute the awarding of a contract. The contract/agreement is not in force until it is awarded by FCRTA and executed by the FCRTA designees.

## **VII. PROPOSER OBJECTIONS**

A proposer may object to any of the terms or provisions set forth in the RFP's Scope of Work or to the selection of a particular proposer on the grounds that FCRTA's procedures, the provisions of this RFP, or applicable provisions of federal, state, or local law have been violated or inaccurately or inappropriately applied by submitting FCRTA a written explanation of the basis for the objection. Deadlines for submittal of objections are:

- No later than two weeks prior to the date proposals are due, for objections to RFP provisions; or
- Within three working days after the date on which contract award is authorized or the date the proposer is notified that it was not selected, whichever is later, for objections to proposer selection.

If the proposer does not state any objections, FCRTA will assume that the RFP scope of services are acceptable to the proposer and have been fully factored into its response. If the proposer intends to negotiate with FCRTA concerning any part of the scope of services that the proposer finds objectionable, the proposer must provide specific language in its response that will address or cure its objections.

## **VIII. FCRTA Rights**

FCRTA may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by a proposer, and require additional evidence of qualifications to perform the work described in this RFP.

FCRTA reserves the right to:

1. Reject any or all of the proposals if it deems such action is in the public interest;
2. Issue subsequent Requests for Proposals;
3. Cancel the entire Request for Proposal;
4. Remedy technical errors in the Request for Proposals process;
5. Appoint an evaluation committee to review the proposals;
6. Seek the assistance of outside technical experts in proposal evaluation;
7. Approve or disapprove the use of particular subcontractors;
8. Establish a short list of proposers eligible for interviews after review of written proposals;
9. Negotiate with some, all, or none of the respondents to the RFP;
10. Solicit best and final offers from all or some of the proposers;
11. Award a contract to one or more proposers;

12. Accept an offer other than the lowest price offer; and
13. Waive informalities and irregularities in proposals and the bid process.

This RFP does not commit FCRTA to enter into a contract, nor does it obligate FCRTA to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. All proposals will be subject to public disclosure as required by the California Public Records Act.

FCRTA reserves the right to investigate the qualifications of all firms under consideration to confirm any part of the information furnished by a proposer, or to require other evidence of managerial, financial, or other capabilities which are considered necessary for the successful performance of the contract.

#### **IX. RFP QUESTIONS**

All questions on the RFP should be submitted in writing by February 5, 2020 to:

Janelle Del Campo, Project Manager  
Fresno County Rural Transit Agency  
2035 Tulare Street, Suite 201  
Fresno, CA 93721  
[delcampo@fresnocog.org](mailto:delcampo@fresnocog.org)

All questions and answers will be posted on the FCRTA website at:  
[www.ruraltransit.org](http://www.ruraltransit.org) by February 12, 2020.

## **Attachment A**

### **TITLE VI ASSURANCE**

The Fresno County Rural Transit Agency, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, department of Transportation, Subtitle A, Office of the Secretary, Part 21 Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority businesses enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or nation origin in consideration of an award.

## DBE/WBE BIDDERS LISTING

Name of Firm	Address	Project Budget \$	DBE Status Yes/No	Age of Firm	Annual Gross Receipts
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1. All contractors/subcontractors bidding on the project must provide the requested information.
2. Bidders claiming DBE status must attach a copy of a current Certification issued pursuant to 49 CFR Part 26.
3. Bidders claiming DBE status must attach written affirmation that they will participate in the project.
4. Each bidder must designate of Gross Annual Receipts are greater than or equal to \$750,000.

## Attachment C

### BUDGET AND COST SCHEDULE TEMPLATE

	(Name)		(Name)		(Name)			
	(Role)		(Role)		(Role)			
<b>TASKS</b>	(Hourly Billing Rate)		(Hourly Billing Rate)		(Hourly Billing Rate)		<b>Total Task Hours</b>	<b>Total Task Cost</b>
<b>Task</b>	<b>Hours</b>	<b>Cost</b>	<b>Hours</b>	<b>Cost</b>	<b>Hours</b>	<b>Cost</b>		
<b>Tasks Subtotal</b>								

#### DIRECT COSTS

<b>Direct Cost</b>		<b>Amount</b>
<b>Direct Costs Subtotal</b>		

#### SUBCONSULTANTS

<b>Subconsultants</b>		<b>Total Cost</b>
<b>Subconsultants Subtotal</b>		

<b>PROPOSAL GRAND TOTAL</b>		
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### SCOPE OF WORK: FCRTA Electric Vehicle Grid Analysis Project (EV GAP)

#### INTRODUCTION:

FCRTA proposes an electrical grid analysis study for rural Fresno County to assess whether the current grid system is sustainable and can support EV charging infrastructure countywide. This proposed project study will be countywide and in all 13 rural Cities which comprise FCRTA: Coalinga, Firebaugh, Orange Cove, Kingsburg, Selma, Fowler, Mendota, Huron, Reedley, Sanger, Kerman, San Joaquin, and Parlier as well as outside the SOI of the City of Fresno and Clovis, all of these rural Cities are considered to be disadvantaged communities and this project will benefit all of these Cities. FCRTA with the assistance of a consulting/electrical engineering firm will perform the work, provide the analysis and initiate conversations with the utility companies that will lead to partnerships and provide TA through formal collaborative partnerships. This study will produce a detailed plan that will deliver many aspects crucial to EV infrastructure planning and implementation such as areas in greatest need of electrical grid improvements/upgrades; areas with the greatest grid capacity; best locations for EV charging infrastructure; the costs for needed upgrades. This study will be in coordination with other local planning efforts and will produce a plan that will also provide the local cities with valuable information and support their planning efforts and will help plan for current and future impacts of the electrical grid and strategically invest in infrastructure to plan sustainable communities beyond public transit. The scope of work shown below reflects the anticipated process and deliverables for FCRTA's EV GAP Project.

#### RESPONSIBLE PARTIES:

FCRTA with the assistance of a consulting firm will perform this work. FCRTA has not yet selected a consulting firm and the proper procurement procedures will be used through a competitive RFP process. FCRTA anticipates these figures will not differ substantially and will not exceed the grant request amount.

#### OVERALL PROJECT OBJECTIVES:

- Identify and create partnerships for this project that will help address and accomplish objectives.
- Assess grid capacity in rural Fresno County and identify areas that require upgrades.
- Assess grid capacity in rural Fresno County and identify areas that have the load capacity and can sustain EV charging infrastructure.
- Conduct public outreach with community workshops to solicit ideas and opinions to inform the study.
- Identify the need of grid capacity based on growth and increased EV charging infrastructure.
- Identify the grid capacity needed to support the number and types of charging units (Level 1,2 or 3) that could be deployed.
- Determine grid system vulnerability.
- Determine the impact of timing of charging on the grid system.
- Determine approximate capital costs for any identified upgrades due to substandard segments of the grid.
- Develop load forecasting for better infrastructure planning.
- Determine and forecast costs associated with charging during peak and with/out a utility rate structure.
- Identify potential funding sources.
- Improve safety by analyzing and improving the grid system that will reduce service disconnections for rural disadvantaged residents in Fresno County.
- Develop a plan that includes all findings of the study that can be replicated across the state.



## 1. Project Initiation

### Task 1.1: Project Kick-off Meeting

- FCRTA will hold a kickoff meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.
- **Responsible Party:** FCRTA

### Task 1.2: RFP for Consultant Services

- Complete an RFP process for selection of a consultant using the proper procurement procedures.
- **Responsible Party:** FCRTA

### Task 1.3: Staff Coordination

- Monthly in person project team meetings with consultants to ensure good communication on upcoming tasks and to make sure the project remains on time and within budget. Caltrans staff will be invited to the project team meetings.
- **Responsible Party:** FCRTA

### Task 1.4: Identify Existing Conditions

- Gather existing conditions and background data including data collection, on site review and input from the municipalities in the project area. The funds requested for this task are needed due to the extensive rural Fresno County area that will be evaluated and because of the multi-jurisdictions that will be covered in this study to collect and analyze all information to thoroughly understand and identify the existing grid conditions in order to make conclusive recommendations based on the findings.
- **Responsible party:** Consultant

Task	Deliverable
1.1	Meeting Notes
1.2	Copy of Procurement Procedures and Executed Consultant Contract
1.3	Monthly Meeting Notes
1.4	Existing Conditions Report

## 2. Public Outreach

*Note: All public meetings will be publically noticed to ensure maximum attendance. All public notices will be in English and Spanish. Spanish translators and sign language interpreters (if requested) will be present at all workshops.*

### Task 2.1: Community Workshop #1

- First of three workshops that will introduce the project to the public and project stakeholders, define project parameters, inform the community of project opportunities and constraints and identify and solicit opinions from the community/stakeholders to help shape this study.
- **Responsible Party:** Consultant (FCRTA will provide some staff support for the meeting)

### Task 2.2: Community Workshop #2

- Second of three workshops that will introduce the project to the public and project stakeholders, define project parameters, inform the community of project opportunities and constraints and solicit opinions from the community/stakeholders to help shape this study.

**Responsible Party:** Consultant (FCRTA will provide some staff support for the meeting)

**Task 2.3: Community Workshop #3**

- Third of three workshops that will introduce the project to the public and project stakeholders, define project parameters, inform the community of project opportunities and constraints and solicit opinions from the community/stakeholders to help shape this study.
- **Responsible Party:** Consultant (FCRTA will provide some staff support for the meeting)

Task	Deliverable
2.1	PowerPoint Presentation, Workshop Summary, Photos, List of Attendees
2.2	PowerPoint Presentation, Workshop Summary, Photos, List of Attendees
2.3	PowerPoint Presentation, Workshop Summary, Photos, List of Attendees

**3. Study/Plan****Task 3.1: Develop Initial Findings regarding all important project Issues**

- Based on background data/initial findings, these initial findings are essentially a progress report on all initial work and writing to date. All project difficulties, complicated or unexpected issues are discussed along with ways to resolve them. Feedback from all three workshops is discussed along with progress on identifying/recruiting project partners.
- **Responsible Party:** Consultant

**Task 3.2: Research/Analyze Grid**

- Analyze/performance assessments of the grid to determine current infrastructure, capacity and future load impacts. Identify areas/segments of the grid that are in most need of upgrades and areas/segments of the grid that can support additional load sources. Determine/research any other issues such as the impact of timing of charging on the grid system and the grid capacity needed to support the number and types of charging units. The funds requested for this task are necessary due to the extensive rural Fresno County area that will be analyzed and because of the multi-jurisdictions that will be covered in this study.

- **Responsible Party:** Consultant

**Task 3.3: Identify Potential Funding Sources**

- Review and identify potential funding sources for future implementation of the Plan.
- **Responsible Party:** Consultant

**Task 3.4: Complete Draft Study Report**

- Based on the feedback from Workshops and grid research, a draft report will be prepared to include all project components and aspects to date.
- **Responsible Party:** Consultant

**Task 3.5: FCRTA Review & Comment on Draft Study Report**

- FCRTA staff reviews and comments on Draft Report and discuss their findings, concerns, and recommendations with Consultant.
- **Responsible Party:** FCRTA

**Task 3.6: Joint Meeting**

- Coordinate a joint meeting among project partners and stakeholders to review the draft report. Solicit feedback, respond to any questions and resolve any critical issues.
- **Responsible Party:** Consultant/FCRTA

**Task 3.7: Complete Final Study Report**

- Document that incorporates FCRTA comments and shows revisions to Draft Report. Final product of revisions is a completed Final Study Report. Four hard-copies and four electronic copies of the final product will be submitted to Caltrans. Credit of the financial contribution of the grant program will be credited on the cover of the report.

- **Responsible Party:** Consultant

**Task 3.8: FCRTA Board Adoption**

- Present Final Report at the FCRTA Board meeting. Resolve any critical issues. Prepare next steps for implementation of potential sites. Adopt Final FCRTA Report.

- **Responsible Party:** FCRTA

Task	Deliverable
3.1	<i>Meeting Notes, Summary of Project Issues, List of prospective Project Partners</i>
3.2	<i>Written Findings</i>
3.3	<i>Funding Source Report</i>
3.4	<i>Draft Report</i>
3.5	<i>Written Comments &amp; Revised Draft Report</i>
3.6	<i>PowerPoint Presentation, Meeting Notes</i>
3.7	<i>Final Report</i>
3.8	<i>Board Resolution, Distribution of Final Report, Meeting Notes</i>

**4. Fiscal Management****Task 4.1: Invoicing**

- Submit Complete invoice packages to Caltrans district staff based on milestone completion- at least quarterly, but no more frequently than monthly.

- **Responsible Party:** FCRTA

**Task 4.2: Quarterly Reports**

- Submit quarterly reports to Caltrans district staff providing a summary of project progress and grant/local match expenditures.

- **Responsible Party:** FCRTA

Task	Deliverable
4.1	<i>Invoice Packages</i>
4.2	<i>Quarterly Reports</i>

## Appendix B

**California Department of Transportation  
Transportation Planning Grants  
Fiscal Year 2019-20**

**PROJECT TIMELINE (Template)**

Project Title		FCRTA's EV GAP Project					Grantee	Fresno County Rural Transit Agency											
Task Number		Responsible Party	Fund Source				Fiscal Year 2019/20				FY 2020/21				FY 2021/22				Deliverable
			Total Cost	Grant Amount	Local Cash Match	Local In-Kind Match	J	A	S	O	N	D	J	F	M	A	M	J	
1	<b>Project Initiation</b>																		
1.1	Project Kick-off Meeting	FCRTA	\$1,000.00	\$880.00	\$120.00														Meeting Notes
1.2	RFP for Consultant Services	FCRTA	\$2,000.00	\$1,750.00	\$250.00														Copy of Procurement Procedures and Executed Consultant Contract
1.3	Staff Coordination	FCRTA	\$3,000.00	\$2,650.00	\$350.00														Monthly Meeting Notes
1.4	Identify Existing Conditions	Consultant	\$90,000.00	\$79,650.00	\$10,350.00														Existing Conditions Report
2	<b>Public Outreach</b>																		
2.1	Community Workshop #1	Consultant	\$4,000.00	\$3,520.00	\$480.00														PowerPoint Presentation, Summary, Photos, List of attendees
2.2	Community Workshop #2	Consultant	\$4,000.00	\$3,520.00	\$480.00														PowerPoint Presentation, Summary, Photos, List of attendees
2.3	Community Workshop #3	Consultant	\$4,000.00	\$3,520.00	\$480.00														PowerPoint Presentation, Summary, Photos, List of attendees
3	<b>Study/Plan</b>																		
3.1	Develop Initial Findings/Important Project Issues	Consultant	\$9,500.00	\$8,400.00	\$1,100.00														Meeting Notes, Summary of Project Issues, List of prospective project partners
3.2	Research/Analyze Grid	Consultant	\$360,000.00	\$318,700.00	\$41,300.00														Written Findings
3.3	Identify Potential Funding Sources	Consultant	\$2,500.00	\$2,210.00	\$290.00														Funding Source Report
3.4	Complete Draft Study Report	Consultant	\$18,000.00	\$15,900.00	\$2,100.00														Draft Report
3.5	FCRTA Review/Comment on Draft Study Report	FCRTA	\$4,500.00	\$3,950.00	\$550.00														Written Comments and Revised Draft Report
3.6	Joint Meeting	Consultant/FCRTA	\$2,200.00	\$1,900.00	\$300.00														PowerPoint Presentation, Meeting Notes
3.7	Complete Final Study Report	Consultant	\$9,000.00	\$7,950.00	\$1,050.00														Final Report
3.8	FCRTA Board Adoption	FCRTA	\$500.00	\$400.00	\$100.00														Board Resolution, Distribution of Final Report, Meeting Notes
4	<b>Fiscal Management</b>																		
4.1	Invoicing	FCRTA	\$800.00	\$700.00	\$100.00														Invoice Packages
4.2	Quarterly Reports	FCRTA	\$800.00	\$700.00	\$100.00														Quarterly Reports
<b>TOTALS</b>			<b>\$515,800.00</b>	<b>\$456,300.00</b>	<b>\$59,500.00</b>	<b>\$0.00</b>													

Reimbursement of indirect costs is allowable upon approval of an Indirect Cost Allocation Plan for each year of project activities.  
Provide rate if indirect costs are included in the project budget. Approved Indirect Cost Rate: \_\_\_\_\_%

**Note:** Each task must contain a grant amount and a local cash match amount. Local cash match must be proportionally distributed by the same percentage throughout each task. Local in-kind match needs to be indicated where in-kind services will be used. Please review the grant program section that you are applying to for details on local match requirements. The project timeline must be consistent with the scope of work.