

## REQUEST FOR QUALIFICATIONS

### Zero-Emission Fleet Transition Plan

This is a solicitation for Consultants to submit their Statements of Qualification for a zero-emission fleet transition plan. The selected Consultant(s) will enter into a contract with Okanogan County Transit Authority to complete a Zero-Emission Fleet Transition Plan, to be completed by May 15, 2023. Statements of Qualification will be received by the Okanogan County Transit Authority office at 303 2<sup>nd</sup> Ave S, Suite A, Okanogan, WA 98840 or PO Box 507, Okanogan, WA 98840, until **3:00 pm, October 28, 2022**. Questions concerning this RFQ may be directed to the General Manager at email at [btimm@okanogantransit.com](mailto:btimm@okanogantransit.com).

It is Okanogan County Transit Authority's (OCTA) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with OCTA's Title VI Coordinator. For additional information regarding Title VI complaint procedures and/or information regarding non-discrimination obligations, please contact OCTA's Title VI Coordinator at (509) 557-6177.

#### Background

- Okanogan County Transit Authority (TranGO) has made it a priority to reduce greenhouse gas emissions from their daily operations as part of a state-wide effort. The purpose of this task order is to document the state of zero emissions bus (ZEB) technologies, document the feasibility of ZEB technology uses within Okanogan County, assess how these technologies would apply to existing TranGO operations, and create a Zero Emissions Transition Plan to outline the transition plan for TranGO to convert all its current operations to fully zero emission technologies.

#### Scope of Work

- Document the current state of zero emission vehicle technologies in the marketplace and the expected technology advancements in the coming 5-10 years.
- Analyze the feasibility of transitioning Okanogan County Transit Authority's and partnering transportation agency's fleet and supporting infrastructure to zero-emission technologies given currently available technologies.
- Determine a long-term fleet management plan with a strategy for how Okanogan County Transit Authority intends to phase in the plan and use resources and future acquisitions for zero-emission fleet vehicles and supporting infrastructure.
- Address the availability of current and future resources to meet costs for the transition and implementation.
- Consider policy and legislation impacting relevant technologies.
- Include an evaluation of existing and future facilities and their relationship to the technology transition.
- Explore partnerships with utility or alternative fuel providers.

- Examine the impact of the transition on the applicant's current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers of the applicant to operate and maintain zero-emission vehicles and related infrastructure in order to avoid displacement of the existing workforce.

## **WORK TASK EXPECTATIONS**

The following provides minimum detailed information to be included in the study.

### **Project Management and Board Meetings**

The objective of this task is to ensure the project is completed on time and within budget, and to conduct meaningful and productive interactions with the project team and jurisdictional partners. The consultant project manager will work collaboratively with the TranGO staff and Board of Directors. Along with the typical management duties of budget, schedule, and meetings, the consultant company will ensure that the knowledge and experience of the consultant team is passed along to the client in order for TranGO to continue to build support for the project after consultant's role is complete.

After notice-to-proceed, the project manager will schedule a kickoff meeting and prepare a draft project management plan which will include:

- Proposed project schedule and deliverable review timelines.
- Project meeting schedule.
- Determining the format of project progress reports and invoicing.

Detailed progress reports and invoices will be prepared monthly and provided to TranGO.

Project team meetings are expected to occur at least monthly to review deliverables, milestones, and provide key direction to the consultant team. The meetings will be in-person at the TranGO office at 303 2<sup>nd</sup> Ave S, Suite A, Okanogan, WA or via conference call using Zoom or other video conferencing software. Additional coordination phone calls or video conferencing between TranGO and the project team may occur more frequently.

### **Board of Directors**

As part of the contract, it will be determined the number of meetings which will be attended to present to the TranGO Board to check-in throughout the course of the project. The meetings will be scheduled to present the results of the following tasks:

- Technology Assessment – The consultant will present a summary the current available zero-emission technologies. The consultant will prepare and present materials.
- Route Planning and Analysis – The consultant will present an analysis to the TranGO Board and Staff. This analysis will determine which of TranGO's existing routes are best suited to transition to zero-emission. The consultant will prepare and present materials.
- Zero-Emission Transition Plan – The consultant will present the draft Zero-Emission Transition Plan to the TranGO Board and Staff upon completion. This will allow the Board to provide input on the draft plan. The consultant will prepare and present materials.

- Additional Presentations - Additional presentations may be requested for either party during the duration of the project.

It is assumed that all Board of Director meetings will be virtual unless the TranGO Board requests an in-person presentation. The consulting team would receive a minimum of 30-day notice of such request.

### **Inventory Existing Fleet and Operations**

This task will review and summarize TranGO's existing fleet, the service they provide and the schedule that their routes currently adhere to. This will help define the operational goals and range requirements of the zero-emission buses, factoring in the expansive industry developments that will impact the on-board energy storage and the industry's progress in increasing this energy storage system and what these energy density increases have on vehicle range, time available for charging, the terrain traveled, charging infrastructure, facility & ambient temperature impacts and other operational requirements.

### **Technology Assessment**

The consultant team will summarize the currently available battery electric bus and hydrogen fuel cell technologies from a series of bus manufacturers that currently provide buses to the American marketplace that are Buy America compliant, and Altoona tested (including fixed-route, paratransit, and non-revenue vehicles). This will include bus costs, energy storage system capacities, bus range, battery warranty and disposal information, charging equipment and requirements, and other information to summarize the current state of electric bus fleet integration. In addition to the bus fleet integration, the analysis will also include any infrastructure needed for each specific zero-emission technology, keep in mind, TranGO owns no zero-emission technologies at this time. This information will be summarized in a series of figures, tables and text that will be included in the draft and final transition plan. This task will also include a discussion of the advantages, disadvantages and risk associated with adoption of each zero-emission vehicle (ZEV) type.

### **Policy and Strategy Summary**

The consultant team will summarize the Federal, state, and local policy and statutory requirements for the adoption of zero-emissions bus technologies. This task will also outline potential funding sources for TranGO to pursue to procure a fleet of zero-emission vehicles and any supporting infrastructure. This will include a combination of local, state, and federal grants.

### **Route Planning and Analysis**

This task will consist of a detailed assessment of TranGO's current routes and service plans to determine the feasibility and transition to zero-emission vehicles. This assessment will drive the development of a plan for recommending a path to zero-emission technologies by identifying, through modeling software and analysis, which routes, facilities, and which fleet would be recommended to be converted to zero-emission in a percent sequence ultimately bringing

TranGO to full zero-emission (fleet and facility). This analysis will include route mapping and energy demand analysis of fleet, facilities, and infrastructure.

### **Facility Needs**

The purpose of this task is to assess the feasibility of electrifying bus maintenance and storage facilities that TranGO is scheduled to obtain by 2025. This assessment will include building analysis for electric charging equipment and/or hydrogen cell impacts and space constraints; electrical power infrastructure; maintenance space and capabilities; and overall facility capacity and the site layout and vehicle flow recommended to support 100 percent facility and fleet (both fixed and non-fixed route) zero-emission fleet transition. This plan will set forth the details needed to build infrastructure for this transition.

Facility needs should take into account:

- Total electric demand.
- Feasibility of electric distribution and hydrogen fuel cell and supporting infrastructure.
- Charging logistics including possible charging locations and charging/fueling options.
- Impacts of maintenance needs and proposed maintenance staffing levels.
- Conceptual plan and cost estimates for fleet transition, facility needs, and supporting infrastructure.

Please submit one (1) copy no more than 15 pages of your SOQ to Okanogan County Transit Authority, Attn: ZEFTP to the address above. SOQs can also be emailed to [btimm@okanogantransit.com](mailto:btimm@okanogantransit.com) (file not to exceed 10 MB).

Each Firm's Qualifications Statement will be evaluated and scored on the following categories:

Firm's experience

Staff experience

Availability

Accessibility

Experience with Zero Emission Transit projects

Familiarity with FTA/WSDOT Public Transportation standards

Examples of Similar Work

References