



R-23-24
Meeting 23-06
February 22, 2023

AGENDA ITEM 6

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Award of Contract to ICF Inc., for a new Fleet Transition Plan for Transitioning to Low- and Zero-Emissions Vehicles and Improving the Management of Vehicles and Heavy Equipment

GENERAL MANAGER'S RECOMMENDATIONS *den*

1. Authorize the General Manager to enter into a contract with ICF Inc., of San Francisco, California for a not-to-exceed base contract amount of \$99,969.
2. Authorize a 10% contract contingency in the amount of \$9,997, if necessary, to be reserved for work beyond the current scope to complete the Fleet Transition Plan, bringing the total contract to a not-to-exceed amount of \$109,966.

SUMMARY

The Midpeninsula Regional Open Space District (District) is seeking consultant expertise to improve management of its fleet of 189 vehicles and equipment and transition the fleet over time to meet greenhouse gas emissions goals. Transitioning vehicles and equipment to electric or fossil fuel free options is essential for reaching climate action plan goals. This project will aid the District in planning a smooth transition to low- and zero-emissions vehicles and include the recommendation of a suitable electronic fleet management system for streamlining vehicle purchasing and maintenance, and the collection, management, and analysis of relevant data. The General Manager recommends awarding a contract to ICF Inc., (ICF) for a base contract amount of \$99,969. The selection and implementation of a fleet management software may require unanticipated additional research and analysis beyond the scope of work; therefore, the General Manager recommends authorizing a 10% contingency of \$9,997, bringing the total not-to-exceed contract amount to \$109,966. The adopted Fiscal Year 2022-23 (FY23) budget includes sufficient funds to cover the ICF contract through the fiscal year.

BACKGROUND

The District operates a fleet of on-road and off-road vehicles and various equipment distributed across four primary offices and field stations. Uses range from transport for administrative staff, ranger patrol, maintenance activities, and emergency response. Most field vehicles need off-road capability to drive on the dirt access roads within District Preserves. The administrative office requires a mix of on and off-road capable vehicles. The District fleet consists of sedans, hybrids, sport utility vehicles (SUVs), light trucks, one-ton 4x4 trucks, mid-size 4x4 trucks, all-terrain vehicles (ATVs)/mules/motorcycles, and large machinery/equipment. In the past several years, the District's fleet has grown alongside the number of staff in response to an expansion in project and program delivery, including the implementation of Measure AA capital projects (new land

purchases and public access facilities), a ramping up in fuel management work, and a growth in maintenance obligations as new trails and preserve areas are made open. The existing decentralized structure of records management, routine maintenance scheduling, fuel tracking, and other necessary fleet management functions needs improvement to scale up and meet future goals and challenges. To support its fleet, the District will substantially benefit from an integrated electronic fleet management system, fleet life-cycle analysis, and a detailed assessment of existing resources versus current and projected operational needs.

The District's [Climate Action Plan](#) (CAP) adopted by the Board of Directors (Board) in 2018 sets goals for reducing District-generated greenhouse gas emissions a total of 20% by 2022, 40% by 2030, and 80% by 2050. As of 2020, fleet emissions constituted 44% of the District's overall emissions portfolio. To date, the District has achieved a 26% reduction in emissions from vehicles and equipment and a 24% overall reduction from the 2016 baseline, primarily due to a transition from conventional to renewable diesel for certain equipment.

The CAP recommends four general strategies for reducing fleet greenhouse gas emissions: increasing electric and alternative fuel equipment and vehicles; increasing fuel economy; increasing alternate electric transportation; and reducing vehicle miles driven. Specific fleet management actions are identified under each strategy on page 15 of the CAP. Recognizing that certain fleet functions cannot be carried out with existing zero-emissions technology due to limitations in range/off-road capability/clearance/etc., the District is striving to find alternatives using proven low emissions options while utilizing zero-emissions technologies when feasible. The landscape of vehicle and equipment options is complex and rapidly changing. Procurement procedures utilizing state vehicle bids have resulted in extreme delays and lack of availability of vehicles due to supply chain issues. The District would benefit from expert guidance on how to weigh options as the fleet continues to grow and transition away from fossil fuels over time.

DISCUSSION

Summary Scope of Work for the Fleet Transition Plan

The scope of work for this project is divided into seven essential tasks as summarized follows:

Task 1. Project Management

Work with the District to finalize the projects tasks, schedules and deliverables.

Task 2. Analyze the District Fleet, Characterize Operations, and Develop Vehicle Replacement Recommendations

- A. Assess the data and tools needed to support efficient fleet management/operations (including optimal circulation and sharing of vehicles and equipment), the tracking of greenhouse gases, and the transition to zero emissions/fossil fuel free (F3) vehicles. Prepare a summary of the current fleet use and management, knowledge/data gaps and areas for improvement, and recommendations of best management practices for collecting, managing, tracking, and analyzing fleet data.
- B. Analyze the District's transportation needs, operating and maintenance costs, fleet management staffing needs, vehicle turnover, and budgetary needs now and projected through at least 2030. Prepare a summary of fleet and staff needs and a draft fleet growth/transition model.

Task 3. Infrastructure Needs Assessment

Assess and list the infrastructure (parking, charging, fueling, etc.) required to support the fleet in its growth and transition toward zero emission/F3 vehicles. Identify energy needs of electric vehicles (EV) and develop a charging infrastructure implementation plan. Include a high-level timeline/cost estimate for implementation.

Task 4. Zero Emission/F3 Vehicle Cost-benefit Analysis

Conduct lifecycle (i.e., initial purchase through end-of-use sale/auction) cost-benefit analysis and compare the current vehicle types with available EV or F3 alternatives. Provide a total cost of ownership analysis that will inform future vehicle purchase decisions.

Task 5. Funding Opportunities

Research and provide a summary of funding opportunities specific to green fleets and associated infrastructure, including rebates, grants, or other programs.

Task 6. Final Report

Integrate prior deliverables into a single report that identifies effective strategies for managing a growing fleet and transitioning to zero emission/F3 vehicles between now and 2030. The report should list the methodology for developing the fleet transition plan and include vehicle and equipment replacement schedules, infrastructure needs, cost/benefit assessment, and funding strategies.

Task 7. Fleet & Data Management System Solutions

Prepare information necessary to include in a future Request for Bids for the District to use in soliciting vendors and suppliers to obtain a fleet and data management system.

Consultant Selection

Natural Resources staff researched how other agencies have addressed fleet transition and management planning. Staff identified three agencies with recent plans with scopes similar to what the District aims to achieve with this project. Of these plans, two were produced internally by city governments with dedicated fleet management staff (Toronto and Seattle) and one was a simpler effort produced internally by a single staff member (East Bay Regional Parks District). Because the District does not have staff capacity or expertise to follow this model and create a technical fleet transition and management plan internally, a consultant is necessary to prepare a plan. A Request for Proposals (RFP) was issued on April 1, 2022 via BidSync. Proposals were due on April 29, 2022. The District received two proposals.

Firm	Location	Proposed Fee
ICF Inc.	San Francisco, CA	\$108,073
Enterprise Fleet Management Inc.	San Ramon, CA	Not Provided

ICF originally submitted a proposal of \$108,073. However, after consultation with the ICF project manager, staff was able to optimize the scope of services to better fit the goals of the project and negotiated a lower cost, which now stands at \$99,969. The award of contract was delayed as of the April 2022 solicitation to allow time for staff to consider eligibility and fit of pursuing a potential grant opportunity through Peninsula Clean Energy (PCE). Unfortunately, after careful review and discussions with PCE, staff were unable to match the District's required fleet transition plan scope within the grant program limitations and requirements.

Enterprise Fleet Management Inc., (EFM) also submitted a proposal. EFM is a fleet management system supplier with a focus on managing an existing fleet. However, a cost proposal to complete Tasks 1 through 7 as defined in the RFP was not provided. EFM instead provided a pricing sheet describing the services they provide to manage a fleet and associated costs of those defined services, rather than to prepare a fleet transition plan. The RFP specifically stated, "Provide a detailed estimated fee proposal that is divided by phase"; EFM was therefore not further considered.

Due to the low number of proposals, staff conducted additional research to determine whether the bid ICF provided was consistent with similar projects from other public agencies ICF had worked with in the past. Staff requested and received additional references from ICF and determined that the pricing ICF provided under the scope of services was consistent with other public works projects.

The General Manager recommends awarding the contract to ICF who presented a complete proposal at a reasonable price. The ICF team is comprised of individuals with expertise in technology, markets, and policy experts in alternative fuels and advanced vehicle technologies, including EV and associated charging infrastructure. The team also has strong expertise in building fleet electrification solutions. ICF has extensive experience working with utilities, local agencies, and municipalities across California including Los Angeles County Metropolitan Transportation Authority, Santa Clara County, Tahoe Regional Planning Agency, with their EV readiness plans and transportation electrification efforts.

FISCAL IMPACT

There are sufficient funds in the adopted FY23 Budget to cover the cost of the recommendation.

BOARD AND COMMITTEE REVIEW

There was no previous Board review of this item.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Pending Board approval, the General Manager will enter into a contract with ICF to complete the Fleet Transition Plan.

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