



City of Overland Park, Kansas

**Request For Qualifications
for the creation of an**

Electric Vehicle Master Plan

Proposals Due by: 5:00 p.m. Central on October 24th, 2022

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1) Introduction

Electric Vehicle (“EV”) popularity has grown rapidly as manufacturers continue to release new vehicle models and commit to increasing production. Not only are EVs economical to drive, but they also provide a significant opportunity to positively impact our environment by reducing the future generation of greenhouse gasses. However, despite the growing prevalence of EVs, there remains a shortfall of EV Charging Infrastructure to serve our community and public operations.

The City of Overland Park (hereinafter referred to as “City” or “Overland Park”) desires to receive proposals (“Proposal”) for an Electric Vehicle Infrastructure Master Plan (“EV Master Plan”) to support the City’s proactive planning efforts and demonstrate a thoughtful strategy in defining and pursuing detailed EV and EV Charging station infrastructure. The EV Master Plan will also aid the City in being competitive in the pursuit of local, State and Federal funding to further integrate EV infrastructure and usage within the community.

2) Deadline for Proposals

Sealed proposals will be received by the City until **October 24th, 2022**. Any proposal received after the designated deadline will not be accepted.

3) City Prerogatives

The City reserves the right to accept or reject any and all Proposals and to waive any technicalities or irregularities therein. No submitted Proposal may be withdrawn for a period of thirty (30) days from the date and time set for the opening thereof.

4) Inquiries, Questions and Clarifications

Inquiries, questions and requests for clarifications are to be directed to the following:

Staff Contact: Chelsea Newkirk, Assistant to the City Manager
City of Overland Park, Kansas
8500 Santa Fe Drive
Overland Park, KS 66212
Email: chelsea.newkirk@opkansas.org

Any clarifications made in response to questions received which could affect a Vendor’s response to this Request for Qualifications (“RFQ”) will be provided to the Plan Holders.

The last time and date for submitting questions is **Monday October 17th, 2022**, in order to provide adequate time to make proposal changes, if necessary. Responses to questions submitted up until **October 17th at 5 p.m** will be posted on the City’s website. Only non-proprietary and global questions can be addressed.

5) Preliminary Scope of Services

5.1 EV Readiness Plan Development

Development of a relevant, comprehensive strategic EV Master Plan that addresses the immediate needs as well as long-term planning objectives for Overland Park. The EV Master Plan will describe the status of electric vehicles and charging infrastructure in the City, identify opportunities, and provide strategies to reduce and resolve barriers to the widespread deployment of City owned and operated EV infrastructure.

The EV Master Plan will provide a comprehensive approach to increasing destination, gateway, workplace, residential, multi-family, and corridor EV usage by fleets and individuals in Overland Park, in addition to giving visitors the ability to travel to and within the City with their EVs. The following elements are expected to be included in the EV Master Plan:

- A. Analysis of existing conditions for EV adoption and infrastructure installation.
- B. Assessment and Gap Analysis
- C. Recommendations
- D. Implementation (Strategies, Roles/ Responsibilities, Timeline, and Cost Estimates)

5.2 Assessment and Gap Analysis

Assessment is necessary to outline existing conditions, identify barriers and gaps, identify key needs and potential programs and partnerships in expanding City EV usage, and provide background for plan development. The Consultant's EV expertise, including knowledge of EV infrastructure, trends, and research is critical to informing this assessment. The Consultant shall provide an assessment of electric vehicles, master planning, transportation, fleet management, and power delivery to identify current conditions and future needs.

This task shall include review of pertinent local, regional, and state plans in order to provide a community context and description of how the plan aligns with or connects to other City and regional goals, plans, and priorities. The City's recent Green Fleet Study should be incorporated.

This task shall also include coordination with Evergy, the electricity provider for the City, on existing and future programs associated with the City's installation and operation of EV infrastructure. It shall also include the collection and assessment of current local EV data including an emphasis on regional fee structures. Graphical representations of data are highly preferred.

Consultant shall identify potential barriers to the growth of EV usage in Overland Park and the Kansas City Metropolitan Area. A projection of growth of local EV usage and future need for charging infrastructure across City amenities and facilities should also be included. Consideration should also be given to the benefits of Open Charge Point Protocol (OCP) versus closed charging networks and vice versa.

5.3 Identification of Needed Infrastructure

Consultant shall develop an EV Master Plan that recommends upgrades, compiles and analyzes data and opportunities for EV charging station locations at City amenities and facilities based on current demand, anticipated demand growth, and existing infrastructure. The EV Master Plan should determine appropriate equipment quantities and types for each recommended location, and provide cost estimates for recommended improvements. The EV Master Plan should also provide analysis of the potential grid impacts of EVs, address electricity rate structure, identify battery and other options needed to manage demand change, and summarize predominant concerns and issues as well as any preferred alternatives. Additionally, this section should identify opportunities for co-usage of charging infrastructure between City fleet vehicles and the public.

5.4 Identification of Needed Services

Consultant shall identify needed services, such as local EV sales and servicing, among other desirable services to support widespread EV usage and recommend methods to address, partner to provide, or available options to incentivize solutions. Options for charging station operations and management should also be included.

5.5 Strategy and Recommendations

Consultant shall make recommendations for implementation and other actions to further develop readiness and support for current and future implementation such as estimated deployment to support the transition of City fleet vehicles and where possible, meet increasing demand of the public. Recommendations should eliminate barriers to EV usage, leverage existing plans, efforts and data sources, and lead to widespread deployment of City owned and operated EV infrastructure. Specific recommendations are expected in the areas of infrastructure, services, policies, programs, partnerships, stewardship, and funding.

5.6 Implementation Plan

Consultant shall develop timelines, estimated costs, and opportunities to recover installation and ongoing costs for City owned and operated EV Infrastructure. Consultant shall also provide recommendations for charging rate structures and usage fees as compared to other local municipalities.

5.7 Funding Guidance

Consultant shall identify existing and potential funding opportunities, incentives, and rebates, including grants and funding sources for EV usage and EV Master Plan implementation. Guidance shall also be provided on compliance with Buy America requirements and any other requirements associated with obtaining outside funding. This may include local funds, private and public grants, and other funding mechanisms. If available, the Consultant shall provide examples of grant requests that they have created for previous clients.

Consultant shall identify cost effective strategies for the City to support EV charging at City amenities and facilities to support a transitioning City fleet and/or public use, analyzing factors

such as ownership models, parking and charging fees, infrastructure costs, operations and maintenance costs, utility demand charges, synergies with other alternative transportation efforts, and new or complementary technologies including solar energy systems, battery storage, demand management systems, bidirectional charging, and possible integration with emerging autonomous vehicle technologies. This includes developing guidance in regards to implementation of EV related codes and ordinances.

5.8 Identification of Needed Programs and Policies

Consultant shall identify barriers to and methods of increasing EV usage by City Fleet vehicles and general public, identify opportunities such as smart charging, renewable energy, and battery storage to optimize grid capacity, analyze innovative charging options, and investigate opportunities for partnerships to increase EV usage and opportunities. Examples of a parking ordinance and signage to prevent non-electric vehicles from parking at EV chargers should be provided and an Overland Park-specific version recommended.

5.10 Complete Draft of EV Readiness Plan

Consultants shall submit to Overland Park a complete draft of the EV Master Plan, which will be a comprehensive, organized document that addresses the elements listed above and includes specific goals, visions, and strategies, to be developed in partnership with Overland Park to promote EV usage by City Fleet vehicles and the general public. The City will be provided with electronic copies of the draft EV Master Plan in Word and PDF formats for review and feedback will be provided to Consultant.

5.11 Final EV Readiness Plan

Once the draft EV Master Plan has been refined based on the City's feedback, a final version will be prepared and presented to the Overland Park City Council for adoption. Any changes directed by the City will be incorporated into the final plan. In addition to being substantively strong, Overland Park expects that the final EV Master Plan will be an attractive and graphically rich document. It should be visually appealing and written in a clear, accessible manner. The City will also be provided with electronic copies of the final version (both Word and PDF formats), including tables in Excel format and maps in GIS file format (as applicable).

6) Proposal Submittal Requirements

- 1. Cover Sheet:** The cover sheet shall list the name of the Consultant with names, email addresses, and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how they can be reached, including phone number and email address.
- 2. Project Understanding:** Provide a brief narrative explaining the team's understanding of the project goals and scope, highlighting the perceived unique opportunities, challenges, and priorities of this project and how the team will address them.
- 3. Project Team and Qualifications:** The Consultant qualification information shall include:
 - a. Firm Information:** Provide information on firm size, years in business, locations, and

- primary services. Include the same information for any subconsultants on this project.
- b. Project Team:** Provide a project organizational chart showing the proposed team structure for this contract. Identify the project manager, key personnel, and their roles and responsibilities on the project. Consultants should include short bios addressing the knowledge and experience of the project team members relating to these roles and responsibilities. The roles of any subconsultants should also be clearly identified.
 - c. Representative Projects:** Describe specific experience of both individuals and firms with projects of a similar type that demonstrate the knowledge and experience of the personnel proposed in the areas identified in the scope of work. Description of the client/community, project, location, common issues, and links to electronic work products should be included in this section.
 - d. References:** Identify at least three references for similar projects completed by the personnel proposed for this project. Include the client, contact person, mailing address, email address, and telephone number for each reference.
 - e. Resume:** Provide professional resumes for all personnel proposed to work on this project in an appendix.
- 4. Project Approach:** Describe the team's approach to the project's scope of work. Include information on methods, meetings, deliverables, and other project related information for the tasks. Include any project approaches or ideas not included in the scope of work that would be applied to this project to enhance the quality of the team's services. The Consultant is encouraged to offer additional insights and may propose modifications to the scope of work identified above.
 - 5. Project Management:** Describe the team's project management approach including coordination across disciplines and managing the work of subconsultants, if applicable. Describe the methods and timeline of communication the team will use with Overland Park staff and other parties. Describe the team's expectations and requirements of Overland Park and its partners in order to effectively perform the services outlined in the RFQ.
 - 6. Schedule:** Provide a project schedule identifying milestones and completion dates.
 - 7. Cost Proposal:** Estimate the personnel hours and hourly rates for each of the tasks needed to complete the proposed scope of work. Fees should also be itemized by each section included in the proposed scope of services. Include hourly rates for all project personnel and costs for each firm. Provide cost estimates for labor, materials, travel, overhead, and other cost elements expected to be incurred.

All responses are due Monday, October 24th, 2022.

7) Selection Process

The selection process will be managed by the staff contact. After the submission deadline has passed, proposals will be reviewed by the designated selection committee; if necessary, a short list of consultants for consideration will be generated. Consultants on the short list may be asked to give a presentation and participate in an interview. The City will then solicit feedback from the interview and selection panel and evaluate each consultant using a scoring system. The scoring criteria and weighting are as follows:

1. **Competence (25 Points):** Substantive representations regarding the team's experience and competence to accomplish the required work as set forth in this RFQ.
2. **Approach (20 Points):** The team's approach to the project and basic scope of services.
3. **Experience (20 Points):** The related project experience of the firm and/or individuals who will be assigned to the project.
4. **Cost (15 Points):** The proposal should clearly state an overall cost as well as an itemized breakdown of fees associated with each section included in the proposed scope of services.
5. **Local Knowledge (10 Points):** An understanding of Overland Park and the Kansas City Metropolitan Area.
6. **Completeness (10 Points):** The preparation of a proposal consistent with this RFQ.

The consultant with the highest total score will be asked to enter into negotiations for a contract based on their proposal. If a contract cannot be successfully negotiated with the first selected Consultant, then negotiations with that Consultant will be terminated and Overland Park will ask the Consultant with the next highest score to enter into negotiations. This process will continue until a contract is successfully negotiated or said process is suspended by Overland Park.

Overland Park reserves the right to follow any of the below listed courses of action if an acceptable contract cannot be negotiated:

- To reject any and all proposals;
- To consider alternatives;
- To waive irregularities;
- To re-solicit proposals;
- To accept any proposals deemed most advantageous to Overland Park;
- To obtain information concerning any and all Consultants from any source;
- To request additional information and/or clarification from any and all proposers to this RFQ;
- To approve any substitute personnel or terminate services at Overland Parks' sole discretion if the selected Consultant undergoes a change of key personnel; and
- To seek new submissions when such a procedure is reasonable and in the best interests of Overland Park.

Overland Park operates its programs and services without regard to race, sex, religion, age, national origin, or disability, in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, as amended. The successful Consultant shall provide written assurance that no person shall be denied employment of fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition, since federal funds will be used to finance this project, the successful

Consultant shall comply with all civil rights and federal contracting requirements applicable to transportation related projects. For more information, refer to the attached Federally Required Contract Terms.

The City of Overland Park is not liable for any cost incurred by any person or firm responding to this RFQ or for any other cost incurred prior to the negotiation of the contract and the issuance of a Notice to Proceed.

The submission of a proposal shall be prima facie evidence that the Consultant has full knowledge of the scope, nature, quantity, and quality of work to be performed.

After the selection process, Overland Park staff shall negotiate a contract based on the fees and fee structure as submitted in the proposal. Overland Park reserves the right to delete elements or expand the scope of the contract based on the negotiated fees at the time of contract letting.

Consultants submitting proposals are advised to include any information that is relevant to this project given the aforementioned criteria.

8) General Information

Minimum Effective Period of Proposal

All proposals are required to remain in effect for at least 120 days from the date submitted to Overland Park for review. This requirement should be taken into account during budget preparations.

Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure in accordance with the Kansas Open Records Act.

Lobbying Restriction

Consultant acknowledges and accepts that from the Date of Issuance of the RFQ until a final decision has been made by the City, it will not take any action, make any effort, or support or engage others on its behalf to take actions or efforts with attempt to influence the decision making process for this RFQ in favor of the Consultant. This includes direct contact with the City Council, City Manager, City staff, and others who may be engaged in the selection process, except point of contact Chelsea Newkirk. Additionally, the Consultant acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFQ evaluation or decision making process. Any Consultant violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

Acceptance of Evaluation Methodology

By submitting a proposal, Consultant accepts the evaluation process and acknowledges that the determination of the "most qualified" firm(s) will require subjective judgements by Overland Park.

Amendments to this RFQ

Should it become necessary to amend this RFQ for any reason, Overland Park reserves the right to re-issue this

RFQ as amended and to provide reasonable notification to parties of interest.

Public Records

All proposals submitted in response to this RFQ become property of the City of Overland Park and as such, they will be public records in accordance with the Kansas Open Records Act.

Debarment

By submitting a proposal, Consultant certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency in the State of Kansas or the Federal Government.

9) Schedule

Each proposal received will be reviewed in accordance with the criteria stated above in section “**(7) Selection Criteria,**” one or more Respondents (finalists) will be selected for further consideration. Those selected as finalists may be interviewed and allowed to present detailed information regarding the submitted proposal(s). Upon completion of interviews the Consultant will be selected.

Upon selection of the successful Consultant, City Legal staff will then develop an Agreement with the Consultant and will present the Agreement to the Overland Park City Council for approval. An award is made on execution of the written Agreement by all parties. Only the City is authorized to issue news releases relating to this RFQ, its evaluation, award and/or performance of the Agreement. In the event the City and the Consultant cannot agree on terms of an Agreement, then Agreement negotiations with the next most appropriate finalist will be made.

The following schedule is tentative and the City reserves the right to change the proposed schedule at any time.

10 - 04 - 2022	RFQ Package is available on the City’s website.
10 - 24 - 2022	Submittal deadline of 5:00 P.M.
11 - 07 - 2022	Week of Oral Interview by Selection Panel (Optional)
11 - 21 - 2022	Authorization requested from Public Works Committee to negotiate an Agreement with the successful respondent.
12 - 07 - 2022	Authorization requested from the Community Development Committee to negotiate an Agreement with the successful respondent.
12 - 19 - 2022	City Council Approval of selection and authorization to negotiate an Agreement.
January - February 2023	City Council Approval of Agreement.

10) Exceptions

Please list **ALL** exceptions your company makes to the requirements specified in this RFQ in this Section. Exceptions noted in the body of your proposal **MUST** be repeated in this Section. Include any features that will not operate as specified, in addition to other exceptions you may have.

Please repeat **ALL** legal exceptions here as well.

11) Respondent Information Form

(This form to be included with proposal)

Respondent Name:	
Contact Name:	
Title:	
Street Address:	
City, State, Zip:	
Phone:	
Email:	

I have reviewed all of the general information and specifications in the RFQ, have contacted the City regarding any needed clarifications, and submit this proposal with a full understanding of the specifications.

If selected by the City as the Contractor, I agree to abide by the terms and conditions specified in this RFQ.

Company Officer Name:	
Title:	
Signature:	
Date:	
Phone:	