



CITY OF KENMORE
REQUEST FOR STATEMENT OF QUALIFICATIONS
RFQ NO.: 24-C3035

EV Infrastructure Plan Creation
Submittal Date: **April 19, 2024, 4:00 PM PST**

Request for Qualifications Information:

RFQ Number: 24-C3035
RFQ Title: Electric Vehicle (EV) Infrastructure Plan Creation
Date Issued: April 5, 2024
Contact Person: Nina Rasmussen
Email Address: nrasmussen@kenmorewa.gov
Submittals Due: April 19, 2024 4:00 PM PST
Dates of Publication: April 5, 2024 and April 12, 2024
Seattle Times and Seattle Daily Journal of Commerce
Submit Qualifications to: bids@kenmorewa.gov

NOTICE

Notice is hereby given that the City of Kenmore, Washington (the City) seeks Statements of Qualifications (SOQ) in response to this Request for Qualifications (RFQ) No. 24-C3035. An SOQ submitted in response to RFQ 24-C3035 must be filed with the City at the address or email and submittal due date and time noted above.

SCOPE OF SERVICES

As part of the City of Kenmore's Climate Action Plan, the development of an Electric Vehicle (EV) Infrastructure Plan has been identified as an implementation item. The purchase and use of EVs has become increasingly popular and requires added infrastructure to support this shift as well as future demand.

An EV Infrastructure Plan would allow for short- and long-term strategic planning of EV charger placement, while taking into account proximity to other chargers, high-

volume/traffic areas, potential partnerships with commercial property owners, community input, among other factors.

This work is being conducted through a grant provided by the Washington State Department of Commerce. The grant award is \$110,000 and work must be completed by June 2025.

As part of this proposal, the consultant will assist City staff with:

- Analysis to identify existing policies, codes, and utility incentives pertaining to electric vehicles
- Assess transition for city fleet vehicles by meeting with applicable city staff to determine vehicle and infrastructure needs and by performing an EV market assessment
- Create dynamic workbook tool for fleet recommendations
- Map current/in-progress EV infrastructure in the city
- Assess and map opportunity areas for charging, including coordination with local electricity provider (Puget Sound Energy) to determine feasibility of areas
- Engage community on desirable charging locations and preferences with an emphasis on providing service and understanding impacts to underserved neighborhoods.
- Assess areas of collaboration/partnership with businesses, developments, community groups
- Incorporate diversity, equity, and inclusion considerations in all public information and outreach
- Prepare informational materials for the public and City Council
- Create draft report of recommended next steps to be adopted by City Council by April 30, 2025

PROPOSED SCHEDULE

Below is a tentative proposed schedule:

Consultant selection:	April/May 2024
Scope and Fee Negotiations:	May 2024
Contract Approval:	May 2024
Project Kick-off:	May 2024
Review of materials/information	
Develop current conditions report	June/July 2024
Meet with staff	July-September 2024

Develop fleet recommendation report	October 2024
Community Engagement event	November/December 2024
Develop full recommendation report draft	January/February 2025
Finalize EV Infrastructure Plan	March/April 2025

RFQ EVALUATION COMPONENTS/CRITERIA

Submittal Requirements

SOQs shall be submitted electronically to bids@kenmorewa.gov with the SOQ provided as an attachment in PDF format. Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of the SOQ. The City assumes no responsibility for any failure to receive emails or email attachments and the consultant is encouraged to confirm that any email has been received prior to the submittal deadline stated above.

General questions related to this RFQ may be directed to Nina Rasmussen, Climate Action Plan Program Manager, nrasmussen@kenmorewa.gov. Questions via phone will not be accepted (must be in writing – email acceptable).

The SOQ shall be limited to no more than 10 pages (not including cover pages). The electronic copy shall be in PDF format. Supplemental information, such as brochures, photos or videos, may be submitted if desired. The following format and content shall be adhered to by each firm:

- A. Executive Summary: An executive summary letter should include the key elements of the respondent's SOQ and an overview of the consultant team (provide an organization chart showing all proposed team members). Indicate the contact address, E-mail address, and telephone number of the respondent and the location of the office from which the project will be managed.
- B. Project Approach: Describe the approach and methods proposed for implementing this project. Explain your quality assurance/control process.
- C. Firm/Key Staff Experience: The consultant is required to provide evidence of experience with environmental/climate/sustainability planning documents. Specific experience developing EV Infrastructure Plans or similar preferred. The experience provided must have been performed by the consultant and team

members and must be similar in nature to the work listed above. If a team member's experience is not with your company, provide additional examples of that team member's experience. Describe the responsibilities of each person on the project team.

D. Additional Information: Any additional information you wish to share about your company or why the City should consider your qualifications may be presented here.

The City's Evaluation Panel will use the above criteria to evaluate each SOQ.

Following the City staff evaluation of the qualifications received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The Qualifications will be the basis from which interested firms will be selected for interviews. The City's Project Manager will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluations, the City's Evaluation Panel will determine the most qualified firm based on all materials and information presented. The City will then begin the negotiations for an agreement with the selected firm. The City reserves the right to interview in person or not. The City reserves the right to interview as many firms as it wishes. Interview criteria for the evaluation will be:

- Team's experience working together
- Team's project approach
- Team's communication skills (e.g. with local utilities, community members, Councils, etc.)

Selection Schedule (tentative):

- Proposals due: April 19, 2024
- Proposal evaluations: April 22 – April 29, 2024
- Interview dates: Week of April 29, 2024
- Consultant Selection: May 7, 2024

RFQ Addendums: The City reserves the right to change the RFQ schedule or issue addendums to the RFQ at any time. The City also reserves the right to cancel or reissue the RFQ. All such addenda will become part of the RFQ. In the event that it becomes necessary to revise any part of this RFQ, the City will issue the addenda on the City's website <http://www.kenmorewa.gov/requestsforproposals>

It is the Consultant's responsibility to confirm as to whether any addenda have been issued.

Contracting: The City's Standard contract (available upon request) will be used for this work.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, the City of Kenmore hereby notifies all bidders that the City will affirmatively ensure that disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, age, disability, sexual orientation, religion, or national origin in consideration for an award.

The City of Kenmore is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation and encourages disadvantaged, minority, and women-owned firms to respond. The City encourages submittals from firms that demonstrate the same values and commitment.