



## **CITY OF PITTSBURG REQUEST FOR PROPOSALS (RFP)**

### **Professional Services For an Infrastructure Needs Assessment Related to Future Municipal Fleet Electrification**

RESPONSES DUE:

2:00 p.m., Wednesday, October 5, 2022

City of Pittsburg  
Public Works Department  
Engineering Division  
65 Civic Avenue Pittsburg, CA 94565  
Attn: Bruce Zaeni, P.E.  
[bzaeni@pittsburgca.gov](mailto:bzaeni@pittsburgca.gov)

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**Professional Services For**

**an Infrastructure Needs Assessment Related to Future Municipal Fleet  
Electrification**

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ATTACHMENTS (to be submitted with proposal)

- Attachment A - City of Pittsburg Disclosure Statement
- Attachment B - Equal Opportunity/Affirmative Action Statement
- Attachment C - Designation of Sub-Consultants
- Attachment D - PUBLIC CONTRACT CODE SECTION 10162 QUESTIONNAIRE
- Attachment E - NONCOLLUSION AFFIDAVIT

EXHIBITS (for the proposers to review)

- Exhibit A - City's Standard Professional Services Agreement
- Electricity usage records is available on City's website  
([pittsburgca.gov/business/current-bidding-opportunities](http://pittsburgca.gov/business/current-bidding-opportunities))

## SECTION A- REQUEST FOR PROPOSALS

### Professional Services For

#### an Infrastructure Needs Assessment Related to Future Municipal Fleet Electrification

Sealed proposals (5 bound copies) and an electronic file copy in PDF format (by email) must be received **before 2:00 PM on Wednesday, October 5, 2022** by the City of Pittsburg, Public Works Department Engineering Division, Attn: Bruce Zaeni, P.E., 65 Civic Avenue Pittsburg, CA 94565. Email address: [bzaeni@pittsburgca.gov](mailto:bzaeni@pittsburgca.gov)

1. Solicitation documents are available from the City's website. Please see the solicitation documents for complete details and proposal requirements.
2. Proposer shall honor proposal prices for One Hundred Twenty (120) days or for the stated contract period, whichever is longer.
3. Proposals must include this Request for Proposal form and be signed by the proposer's authorized representative. This signature acknowledges the proposer has read and understands the requirements contained on pages 1 through 10, Attachments A,B,C,D and E and Exhibit A.
4. Voluntary site visits of facilities listed in the project scope will be conducted on **September 14, 2022**. To take part if desired, proposers must send an email request with their contact information including company name to [bzaeni@pittsburgca.gov](mailto:bzaeni@pittsburgca.gov) no later than end of prior business day. The time and location of the site visits will be provided in response to the requests.
5. The last day proposers may submit questions will be prior to **2:00 PM, September 16, 2022**. Questions shall be submitted electronically via email to [bzaeni@pittsburgca.gov](mailto:bzaeni@pittsburgca.gov). Answers may be provided at the sole discretion of the city and will be distributed electronically to all proposers.
6. The specifications in this notice shall be considered a part of any contract made pursuant thereto.

I have, read, understood, and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the commodity or service stipulated on this proposal as stated above.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Company Phone No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Title of Person Signing Proposal: \_\_\_\_\_

## **SECTION B - PROPOSAL INSTRUCTIONS**

1. **ADDENDA**. The City will not accept responsibility for incomplete packages or missing addenda. It is the Consultant's sole responsibility to monitor the release of any addenda prior to submission of the proposal to ensure the submitted proposal package is complete, and all required addenda are included. All official information and guidance will be provided as part of this solicitation or written addenda. Addenda, if issued by the City, will be posted to City's website as well as any responses to questions received by the deadline, if deemed necessary by the City. Addenda shall be signed and submitted, with the proposal. If addenda are not signed and submitted with the proposal response, the proposal can be deemed non-responsive and may, at the City's sole discretion, be rejected.
2. **AWARDS**.
  - 2.1. The City reserves the right to waive, at the City's sole discretion, any informality in any proposal.
  - 2.2. This RFP does not commit the City to award any contract, nor to pay any amount incurred in the preparation of any proposal. The City reserves the right to accept or reject all proposals received in response to this request, to negotiate with any qualified Consultant, or to cancel this RFP in part, or in its entirety. The City may require the selected Consultant to participate in negotiations and to submit such technical, price, or other revisions of the proposal as may result from negotiations. The City reserves the right to extend the time allotted for the proposal, and to request a best and final offer, should it be in City's best interest to do so.
  - 2.3. The proposal may be awarded in its entirety as proposed; however, the City, in its sole discretion, reserves the right to award elements of the work, independently, and to do portions "in-house." Additionally, the City reserves the right to award subsequent work on this project based on information presented in this proposal, without recourse to a separate or subsequent RFP process, should it be in the City's best interest to do so.
  - 2.4. The City may make an award based on partial items unless the proposal submitted is marked "All or none." Where detailed specifications and/or standards are provided the City considers them to be material and may accept or reject deviations.
3. **BONDS**. No bonds are required for this project.
4. **COOPERATIVE BIDDING**. Does not apply.
5. **DELIVERY**. Five(5) bound copies of the proposal as well as a complete digital file version in PDF shall be delivered to the City by the date and time shown on the notice to proposers.
6. **CITY BUSINESS LICENSE STATEMENT**. If awarded this Contract, the Consultant and each subconsultant employed in connection with this Contract, either has, or shall obtain, a City of Pittsburgh Business License prior to commencing any work under this Contract.
7. **PREPARATION**. All proposals and required forms shall be submitted as instructed in the following document sections typed or written in black ink except signatures which shall be signed in blue ink. Errors may be crossed out and corrected in ink, then initialed in blue ink by the person signing the proposal. In compliance with City Council Resolution 93-9, all proposals and attachments shall be submitted double-sided on recycled paper.

8. **REJECTION**. The City, in its sole discretion, reserves the right to reject any or all proposals and to waive any informality in any proposal. The City may reject the proposal of any proposer who has previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the proposal of a Consultant who is not in a position to perform such a contract satisfactorily. The City may reject the proposal of any proposer who is in default of the payment of taxes, licenses or other monies due to the City of Pittsburgh.
9. **RENEWAL AND PRICING ADJUSTMENT**. Does not apply.
10. **SUBCONSULTANTS**. For all projects, the Consultant must list any subconsultants that will be used, the work to be performed by them, and total number of hours or percentage of time they will spend on the project.
11. **SUBMITTING PROPOSALS**. Proposer's submittals shall conform to the following requirements:
  - 11.1. All documentation of unit pricing or other cost breakdowns as outlined in this proposal must be submitted to support the total proposed price.
  - 11.2. Proposals/corrections received after the closing time will not be accepted. The City will not be responsible for proposals not properly or timely submitted. Upon award, all submissions become a matter of public record.
12. **TERMINATION**. The City may terminate any purchase, service, or contract with or without cause either verbally or in writing at any time without penalty.
13. **SITE INSPECTION**. By submitting this proposal, the proposer acknowledges that the proposer has conducted a thorough inspection of all the sites of the proposed work and satisfied themselves that the proposer is fully aware of the actual existing site conditions which may affect and impact the work involved in this Contract and the conditions thereof.
14. **LIMITATIONS**. All reports and pertinent data or materials shall be the sole property of the City of Pittsburgh and may not be used or reproduced in any form without the explicit written permission of the City. The Consultant should expect to have access to only the public records and files of local government agencies in preparing the proposal or reports. No City staff assistance (in the form of primary work effort) should be anticipated by the Consultant. Good business practices, such as the use of formal letters of request and the making of appointments shall be followed. **The selected Consultant shall be required to enter into and execute the City's Standard "Professional Services Agreement" (See Exhibit A).**

## **SECTION C - SCOPE OF WORK**

**INTRODUCTION AND PROJECT BACKGROUND** - The City of Pittsburg (City) intends to retain a qualified and committed professional firm (Consultant) to provide a needs assessment for the City's fleet transition from Internal Combustion Engine (ICE) vehicles to zero emission (ZE) vehicles. Presently the City has approximately 180 vehicles of various sizes and models as well as several facilities that will be included in this assessment including:

<b>Facility</b>	<b>Address</b>
• City Hall	65 Civic Avenue, Pittsburg, CA
• Corporation yard	357 East 12 <sup>th</sup> Street, Pittsburg, CA
• Fleet Maintenance	359 East 12 <sup>th</sup> Street (leased space), Pittsburg, CA
• Environmental Center	2581 Harbor Street, Pittsburg, CA
• Pittsburg Marina	51 Marina Blvd.# E, Pittsburg, CA
• Water Treatment Plant	300 Olympia Drive, Pittsburg, CA
• Senior Center	300 Presidio Lane, Pittsburg, CA

The scope of work includes studying and providing recommendations regarding:

- Life cycle analysis for entire fleet
- Alternatives for heavy duty fleet conversion
- Potentially different charging requirements at each facility
- Infrastructure and technology upgrade needs at each facility
- A cost effective and efficient charging system
- Energy storage, solar energy generation, hydrogen fuel and other clean energy sources
- Emergency charging plan during unplanned power outages
- Decision tree for new vehicle and equipment purchases and phasing scenarios
- Budget outlays and expenditure forecast
- Best practice solutions for electric fleet maintenance
- Implementation and staffing requirements

Presently the City has a total of four electric charging stations for use by the general public located at two locations. Two stations are at City Hall complex parking lot behind the library building and two stations are in front of 515 Railroad Avenue in City's downtown.

At present time, the City does not have any existing solar or battery energy storage system at any of the above listed facilities.

The City will consider all reasonable and beneficial methods of procurement and financing available to municipal agencies including direct ownership or potential leasing options.

**OBJECTIVES** - The purpose of this RFP is to obtain the services of a well-qualified Consultant familiar with the work required under this RFP and capable of providing actionable recommendations to the City that will support the conversion of the City's fleet. The final report shall layout a solid plan for a charging network sufficient and capable to serve the entire fleet and adaptable to increase in number of vehicles in the future.

**WORK STATEMENT** - Consulting services shall include all work items necessary to assist the City in planning the conversion of its current ICE fleet to a future ZE fleet. (This list is not intended to be all-inclusive or limiting and is shown as a minimum requirement):

### TASK 1: PROJECT MANAGEMENT

- Develop a Project Development Team (PDT) subject to City approval. Members of the PDT shall include the Consultant and required subconsultants, City and other agency representatives, as necessary.
- Schedule and conduct a kick-off meeting and Monthly PDT meetings. (Monthly PDT meetings may be conducted virtually)
- Prepare Monthly Progress reports and supporting data. The progress report shall include accomplished tasks for the month, anticipated progress for the next month, pending issues and schedule completion target dates.
- Consultant shall have a quality control plan in effect during the entire course of the project.

### TASK 2: PRELIMINARY INVESTIGATION

- Meet with the City to discuss the scope, purpose, and pertinent details of the study.
- Obtain and review available reports, maps, data, and records.
- Conduct field reconnaissance to assess existing conditions, including vehicle maintenance facilities, focusing on factors that could potentially affect the overall project.
- Research existing underground and overhead utilities serving the project areas and their capacity to serve increased future loads, including coordination with P.G.&E.
- Research potential to utilize Pittsburg Power as the provider for these facilities.
- Provide the City a copy of all collected data, as well as any related correspondence.

### TASK 3: ANALYSIS, ASSESSMENT AND RECOMMENDATIONS

- Analyze existing infrastructure conditions at the listed sites.
- Assess the need for upgrades of electrical, mechanical and civil infrastructure.
- Determine the incremental power demand due to new charging stations.
- Recommend the most economical and feasible methods for system upgrade.
- Provide alternative analysis of Hydrogen fuel for the heavy-duty fleet.

### TASK 4: PREPARATION OF REPORT

At the conclusion of Tasks 2 and 3, prepare a comprehensive report to collect and present the results of all completed tasks and identify constraints and opportunities with emphasis on practical recommendations to the City. These recommendations must cover infrastructure upgrade needs, vehicle purchase strategy, budgeting needs and other related information and be clear and actionable in order to provide the City a detailed plan to convert its fleet to zero emission vehicles in a timely manner.

## TASK 5: FUNDING ASSISTANCE

- Consultant shall assist the City in identifying available funding opportunities to support City's multi-year transition to ZE fleet
- Consultant shall assist the City in applying for funding that the City may eventually pursue

The City expects the Consultant to prepare a comprehensive proposal with recommendations, proposed actions, and draft procedures to accomplish the objectives set forth above. The City seeks a Consultant who is committed to providing high-quality work in a reasonable timeframe that meets all applicable state and federal regulations.

The City will provide all relevant data in its possession that pertains to this project in support of the Consultant's professional services. The City assumes no responsibility whatsoever with respect to the sufficiency or accuracy of any information supplied. The Consultant shall be responsible for evaluation of all information supplied by the City.

1. **SCHEDULE** - The dates listed below are subject to adjustments if needed. However, the City intends to stay close to or expedite this timeline if possible:

Release RFP	08/25/2022
Site visits	09/14/2022
Deadline to submit questions	09/16/2022 at 2:00 p.m.
<b>Proposal Due to City</b>	<b>10/05/2022 at 2:00 p.m. – City Hall</b>
Consultant Selection	10/24/2022
City Council - Award Contract	11/21/2022
Notice to Proceed	11/28/2022
Draft Report to City	04/12/2023
City Review of Draft Report by	05/03/2023
Final Report to City	05/24/2023



## **SECTION D - RESPONSE FORMAT AND SELECTION CRITERIA**

The proposal shall be submitted in the following format:

### 1. INTRODUCTION

A general introduction and description of the proposal and demonstration of the Consultant's understanding of the project shall be provided. The format of the introduction is at the discretion of the Consultant; however, a restatement of the City's objectives is suggested and should be provided.

### 2. QUALIFICATIONS OF FIRM AND ASSIGNED STAFF

Include the following:

- A Statement of Qualifications (SOQ).
- A brief company history of comparable work.
- A company brochure (if available).
- For each project, please include the name of the public agency (if applicable), location, type of project, year completed, and names of your staff involved.
- References and phone numbers of agency, or other, individuals responsible for projects listed above.

### 3. WORK STATEMENT

Describe the work program. Explain the proposed technical approach that addresses the specific issues identified in this RFP. Provide a description of the relationships between these activities.

The organization of the plan of study should be as follows:

- **TASK:** An overview of a related group of subtasks or activities.
- **SUBTASK:** A detailed description of the work, including the methodology to be performed.
- **OUTPUT:** A description of the result of the activity or subtask.

The task, subtask, output format should be repeated throughout the plan of study until all the proposed work has been described.

### 4. SCHEDULE

Describe the time schedule for each proposed task and subtask described in the scope of work. Proposed work periods, milestones, and completion dates, as well as anticipated meeting dates, shall also be identified.

### 5. TOTAL BUDGET

The submitted proposal shall show a Not To Exceed budget for each task identified. Each task shall be broken down by subtask as identified in the scope of work. The estimate for each subtask shall be broken down by classifications, providing hourly billing rates for personnel, with the estimated total based on hour estimates. The estimate shall include all clerical, administrative, and support functions. The budget shall include provisions for meeting with the City to report progress of the work.

List all subconsultants proposed for this project. Include their qualifications, previous experience, and specific responsibilities. On the form provided, list their name, address, telephone number, type of work to be performed by each subconsultant and total approximate dollar amount of each subcontract (Attachment C.)

**SELECTION CRITERIA** - As proposals are considered by the City to be more equal in their technical merit, the evaluated cost or price becomes more important so that when technical proposals are evaluated as essentially equal, cost or price may become the deciding factor.

Primary consideration will be given to the general appropriateness of the proposal for the project, the technical competence and creative ability of the Consultants (as described in the proposal) and the firm's willingness to work closely with City staff and other professionals. The City reserves the right to reject all proposals that are inappropriate, inadequate, or are otherwise non-responsive to the City's needs.

A team of City staff, will evaluate all proposals for adequacy, technical competence and suitability of the Consultant. Selection will be based on the content of the written proposal received by the City, and additional information received in follow-up interviews as deemed necessary. The Consultant's commitment of staff to the project will also be heavily weighted in the selection process. Only staff who will in fact be committed to the project should be set forth in the proposal and participate in the interview process of the City.

#### EVALUATION CRITERIA

The City will evaluate proposals based on the following factors, with maximum points listed for each category:

1. Firm Qualifications (10 points): Technical experience in performing work of a similar nature, experience working with public agencies, record of completing work on schedule, strength and stability of the firm, and assessments of client references.
2. Team Qualifications (30 points): Experience of and references for key team members on assignments, similar in complexity and requirements.
3. Demonstrated Understanding of the Project Requirements (25 points): Familiarity with available technology and implementation methods, and recognition of potential project challenges. Potential value added through innovative approaches to the final project organization and functionality.
4. Defined Scope, Approach, and level of effort (25 points): Appropriate tasks and deliverables in scope of work. The proposed schedule is responsive and realistic.
5. Overall Responsiveness to the RFP (10 points)

The City may select one firm with which to negotiate an agreement for services, and the selected firm will be notified by letter or email of the City's decision. If a contractual agreement cannot be reached with the first selection, the City may elect to negotiate with other qualified participating firms. The City reserves the right to select a Consultant based on the review of the proposals, or to request the top candidates to participate in an oral interview for this project. All respondents to the RFP will be notified of the results of the selection process.

During the selection process, the evaluation panel may wish to interview the proposers with scores above a natural break. Should an interview process take place, the results of the interview will carry greater weight in the selection process. The City reserves the right to make a selection solely on the basis of the proposals without further contact.

**The Consultant must be willing to execute the City's Standard Professional Agreement without any revision.**

**CITY OF PITTSBURG DISCLOSURE STATEMENT**

The following information must be disclosed:

1. List the names of all persons having a financial interest in the Request for Qualifications
  
2. If any person identified pursuant to No. 1 above is a corporation or partnership, list the names of all individuals owning more than ten percent of the shares in the corporation or owning any partnership interest in the partnership.
  
3. If any person identified pursuant to No. 1 above is a non-profit organization or a trust, list the names of any persons serving as a director of the non-profit organization or as a trustee or beneficiary or trustor of the trust.
  
4. Has the offeror had more than \$250.00 worth of business transacted with any member of the City of Pittsburg staff, boards, commissions, committees, and Council within the past twelve months? If yes, please indicate the person(s) with whom you have conducted business.

NOTE: Attach additional pages as necessary.

\_\_\_\_\_  
Signature of Offeror

\_\_\_\_\_  
Print or Type Name of Offeror

\_\_\_\_\_  
Date

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

The offeror hereafter described will not discriminate against any employee or applicant for employment because of race/color, national origin, sex, sexual preference, religion, age, or handicapped status in employment or the provisions of services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

**DESIGNATION OF SUB-CONTRACTORS, SUPPLIER AND VENDOR**

Listed below are the names and locations of the places of business of each sub-contractor, supplier, and vendor who will perform work or labor or render service in excess of ½ of 1 percent, or \$10,000 (whichever is greater) of the prime CONTRACTOR's total bid. The bidder shall list all subcontractors (both DBE and non-DBE) in accordance with Section 2-1.054 of the Standard Specifications and per Title 49, Section 26.11 of the Code of Federal Regulations.

Sub-contractor Name: _____ Age of Firm: _____		Portion of Work& Dollar Value:
Annual Gross Receipts: < \$1million_; <\$5million__;		DBE certified? Yes/No:
<\$10million __; <\$15million__; >\$15million__		If YES, list DBE#:
Location and Place of Business (include business address)		
<b>LICENSE No.</b>	<b>EXP. DATE: / /</b>	<b>PHONE: ( )</b>
<b>DIR No.</b>		
Sub-contractor Name: _____ Age of Firm: _____		Portion of Work & Dollar Value:
Annual Gross Receipts: < \$1million_; <\$5million__;		DBE certified? Yes/No
<\$10million __; <\$15million__; >\$15million__		If YES, list DBE #:
Location and Place of Business: (include business address)		
<b>LICENSE No.</b>	<b>EXP. DATE: / /</b>	<b>PHONE ( )</b>
<b>DIR No.</b>		

# ATTACHMENT D

## PUBLIC CONTRACT CODE SECTION 10162 QUESTIONNAIRE

In accordance with Public Contract Code Section 10162, the Bidder shall complete, under penalty of perjury, the following questionnaire:

Has the Bidder, any officer of the Bidder, or any employee of the Bidder who has a proprietary interest in the Bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violation of a law of safety regulation?

YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, explain the circumstances in the following space:

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(Attach additional sheet, if necessary.)

## GOVERNMENT CODE SECTION 10232 STATEMENT

In accordance with Government Code Section 10232, the Bidder hereby states, under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Bidder within the immediately preceding two (2) year period due to the Bidder's failure to comply with an order of a federal court which orders the Bidder to comply with an order of the National Labor Relations Board.

Note: The above Statement and Questionnaire are part of the Proposal. Signing this proposal on the signature portion thereof shall also constitute signature of this Statement and Questionnaire.

Bidders are cautioned that making false certification may subject the certifier to criminal prosecution.

**ATTACHMENT E**  
**NONCOLLUSION AFFIDAVIT**  
**(Public Contract Code Section 7106)**

**NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly, or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on

\_\_\_\_\_ [date], at \_\_\_\_\_ [city], \_\_\_\_\_ [state].

Note: The above Noncollusion Affidavit is part of the proposal. Signing this proposal on the signature portion thereof shall also constitute signature of this noncollusion Affidavit.

Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

**Exhibit A – City’s Standard Professional  
Services Agreement**