

RFP – Electric Fleet Transition Services

Questions & Responses

#	Question	Response
1	The RFP states that “vehicles of all types and classes are eligible for the fleet assessment...” Is this intended to include only on-road equipment or is off-road equipment expected to be included in the assessments?	RFP Attachment A (Scope of Services) Task #1 indicates that the fleet assessment should consider member agency needs. CPA will depend on the selected Proposer’s expertise to advise on the correct solution to meet member agency needs.
2	Task 1.a requests an inventory to assess the condition of the fleet. Is this referring to a detailed “condition index” type of assessment of each vehicle’s physical condition, or a more generalized summary of the fleet’s composition, age distributions, and typical replacement periods?	Refer to RFP Attachment A (Scope of Services) Task #1, Section 1.b. for a listing of the general fleet inventory data to review. CPA will depend on the selected Proposer’s expertise to advise on the level of detail required for the fleet assessment.
3	After the initial recruitment webinar, what role will the consultant have for recruiting and onboarding member agency fleets?	As noted in RFP Section II (Project Background), recruitment of member agencies will be led by CPA staff. Refer to RFP Attachment A (Scope of Services) Task #0 for a summary of the onboarding deliverables for the selected Proposer.
4	How does CPA define ‘community’ charging in Task 2?	Please review RFP Attachment A (Scope of Services) Task #2, for details regarding community charging.
5	Will all member agencies pursuing grant funding participate in technical assistance?	Please review RFP Attachment A (Scope of Services) Footnote 1.
6	Will the implementer have a direct role in managing the CPA grant funding?	Please review RFP Attachment A (Scope of Services) Task #0 and Task #3 Section 4 for expectations surrounding Proposer’s role in developing Member Agency Project Outlines.
7	As CPA will assume responsibility for enrollment of member agencies, will CPA commit to achieving a minimum level of participation?	Please review RFP Section II (Project Background) for expectations surrounding participation.
8	Providing stamped construction engineering designs under contract to CPA requires a significantly different evaluation of the contract terms for this work. It also may put CPA in a	Please review RFP Attachment A (Scope of Services) Task #2 to confirm the required Services and Deliverables associated with this RFP. As stated in Task #2, provision of stamped construction engineering designs will be provided upon request for member

	complicated position with respect to liability for the plans. Would CPA please clarify if that is a requirement?	agencies to use with their public bids they issue to hire contractors for infrastructure installation.
9	If a member agency wished to contract directly with the implementer for additional support beyond the CPA-funded technical assistance, would that be allowed?	Proposers will need to work directly with member agencies, and their procurement processes, for any additional work outside of the scope of this program.
10	Could CPA be more specific in the services requested under Task 2.2.b ("Provide technical assistance to review Requests for Proposals or construction bids, by member agency request.")? Different member agencies may have different expectations of the level of services to be provided as part of this task, and all parties may benefit from understanding the boundaries of this task or service. Further, may bidders provide an optional procurement assistance service and price to be made available to member agencies, and to be paid by member agencies, if requested?	<p>Please review RFP Attachment A (Scope of Services) Task #2 to confirm the required Services and Deliverables associated with this RFP. Task #2 states "The Proposer may be requested to provide technical assistance to member agencies by reviewing the construction proposals that are developed, and/or the bids that member agencies receive for accuracy."</p> <p>As noted in the response to question 9 above, Proposers will need to work directly with member agencies, and their procurement processes, for any additional work outside of the scope of this program.</p>
11	Section V. Pricing: Would it be acceptable for proposers to submit their hourly labor rates for this solicitation, with the understanding that more specific and customized pricing for each task would be developed for each member agency's specific needs (with respect to fleet size, number of locations, and other related factors)?	CPA expects that Proposers will describe in detail the compensation structure required as set forth in Section V (Pricing). Section V requires that "Proposer shall provide a budget outlining costs for each project task and deliverable as outlined in the Scope of Services and include costs for overall project administration."
12	Section V. Pricing requests that "Proposer shall provide a budget outlining costs for each project task and deliverable as outlined in the Scope of Services and include costs for overall project administration" (emphasis added). There are five tasks and 17 deliverables listed ; does CPA anticipate a pricing table with 22 line items to account for each task and deliverable, or will it be acceptable to submit pricing per task, for five line items?	CPA expects that Proposers will describe in detail the compensation structure required as set forth in Section V (Pricing). Section V requires that "Proposer shall provide a budget outlining costs for each project task and deliverable as outlined in the Scope of Services and include costs for overall project administration."
13	Section V. Pricing offers the option for proposers to submit a fixed price or hourly rates, but in the subsequent paragraph requires a "a budget outlining costs for each project task and	CPA expects that Proposers will describe in detail the compensation structure required as set forth in Section V (Pricing). Section V requires that "Proposer shall provide a

	deliverable.” If proposers prefer to submit hourly rates, are they still bound to submit line item budgets for each task and deliverable	budget outlining costs for each project task and deliverable as outlined in the Scope of Services and include costs for overall project administration.”
14	Is CPA able to provide any data or estimates on member agency fleets, including quantity of fleet vehicles, number of locations that could be project candidates, and any other relevant data?	Data will be provided once member agencies elect to participate in the program.
15	Will maintenance data be provided to complete Task 1.1 “Review Existing Fleet Inventory”?	Data will be provided once member agencies elect to participate in the program.
16	Can the selected Proposer conduct user group surveys to complete Task 1.3.c “Rightsizing”?	CPA will depend on the selected Proposer’s expertise to advise on the best options to complete tasks.