



Request for Proposal TCCID Electrification LCI Study *August 26, 2022*

SECTION 1: Scope of Work

General

The Town Center Community Improvement District (CID) will develop the TCCID Electrification LCI Study. The purpose of this study is to promote the installation of Electric Vehicle Charging Infrastructure (EVCI) within the CID area to assist in the development of a national and regional EVCI network.

The Town Center CID and ARC anticipate the following outcomes from the study to be:

- Inform stakeholders and residents about the vision and goals of EVCI within the study area.
- Develop a framework of policies and programs to help accomplish the vision.
- Develop guidance for the development and placement of EVCI.
- Develop a toolkit of strategies for public and private investments that provide for safe access to EVCI.
- List and prioritize implementation strategies.

The TCCID is commissioning a plan to better understand green infrastructure challenges and growth opportunities, and to identify projects in the area that would improve mobility.

Consulting teams should demonstrate competence and experience regarding the scope of work outlined above and expertise needed to understand these elements.

Work Tasks for Completion

Task 0: Project Management

The goals of this task are the establishment of a Project Management Team (PMT), development of a Project Management Plan (PMP), and set communication expectations.

The PMT will be comprised of the selected consultant, TCCID, ARC, and Cobb County DOT representatives. Additional team members may be identified from specific agencies or utilities as the study progresses.

The PMP will identify those agencies and organizations which must be involved in the overall direction of the study. These key stakeholders will constitute the stakeholder group. The PMP will establish protocols for communicating and sharing data, drafting materials for review, and developing other resources within the PMT. Bi-weekly meetings will be established for the team and may occur in person or virtual. Dates for key work task milestones and decision-making points will be defined. The PMT leader will be responsible for documenting all discussions through meeting notes.

Deliverables:

- *Project Management Plan (Draft and Final)*
- *Project Schedule*

Task 1: Public Engagement

The Stakeholder Engagement and Outreach Plan will be developed and approved by the PMT prior to significant work being undertaken on subsequent tasks. The Stakeholder Engagement and Outreach Plan will identify key individuals, agencies, and organizations whose participation will be critical in properly addressing various elements with emphasis on specific areas defined in the study. Outreach techniques to effectively involve these stakeholders will be defined. The Stakeholder Engagement and Outreach Plan will also establish how members of the general public and leadership and staff from private sector stakeholders will be engaged throughout the process and have the opportunity to contribute input prior to final decisions being made.

The outreach techniques used should be designed to maximize the potential for a broad range of private and public stakeholders to participate and add value to the study. In particular, the outreach process should seek input from current users of electric vehicles and property owners/ companies that have established EV charging stations or have a direct interest in electrification studies. Efforts to engage those community members who have traditionally been underrepresented in many study areas or will be most directly impacted by recommendations is encouraged.

An early deliverable of engagement and outreach activities will be to define the desired long-term and short-term goals of the study. The locally desired outcomes may be expressed in terms of a vision statement, goals, and objectives, or may use a different nomenclature which resonates more strongly with community members or commercial businesses.

Information on the process, schedule, draft and final deliverables, and opportunities for engagement will be accessible at all times throughout the study via a project website. Access to the site will be available through the Town Center CID's main website. This will be coordinated with the Town Center staff.

Deliverables:

- *Statement of Electrification Study Goals, and Objectives*
- *Stakeholder Engagement and Outreach Plan (Draft and Final)*
- *Project Website assistance and coordination*

Task 2: Plan Development

The goal of this task is to develop an EVCI plan. At a minimum, this study will evaluate and address the following:

- EVCI Needs Assessment
 - Prepare an analysis of existing EVCI located within the TCCID.
 - Examine the aggregate level of demand and feasibility of EVCI located within the district.
 - Evaluate potential sites for future EVCI within the district.
 - Determine any applicable development, building and/or zoning codes needed to accommodate the infrastructure in the County.
- EVCI Strategy Development
 - Develop strategies to address items identified in the Needs Assessment.
 - Identify case studies with current efforts that may be relatable to our effort.
 - Identify how other agencies/ municipalities have addressed zoning and code changes to accommodate EVCI.

- Identify industry standards or current practices for placement of signs for EVCI.
- Identify resources and funding for both public and private EVCI implementation.
- Implementation Identification
 - Phased implementation plans for strategies and investments. This plan should include a step-by-step process for identified responsible parties. Elements may include but are not limited to.
 - Public vs. Private Sector- Strategy, process, involvement, execution
 - Strategy, process, involvement, execution
 - Cost estimation based on recommended improvement
 - Policy recommendations/ Incentives
 - Best practices for implementation

Deliverables:

- *Needs Assessment Memo*
- *Summary of Plan Development with three categories identified (Draft and Final)*
- *Map of district and existing locations of EVCI*

Task 3: Prepare Project Deliverables

The goal of this task is to compile the results of the overall work effort, the process, relevant findings, and recommendations into a final study/ plan document that expands on the efforts needed for overall implementation. The final study document shall include the following (not necessarily in this order):

- Expanded information on the plan development process
 - Summary of the Needs Assessment
 - A description of the study process and methodology, data gatherings, techniques and findings and general outcomes.
 - A description and documentation of the public outreach process and findings.
 - A description and documentation of the stakeholder outreach process and findings.
- EVCI Strategies
 - Recommendations for locating EVCI and summary of strategies used towards this effort.
 - Maps, concept illustrations and other graphics to depict EVCI to educate about this element and support recommendations.
- Implementation Strategy
 - Establish a process to be used to prioritize recommended installations. Focus should be given to collaboration opportunities with other agencies and companies and strategies for continued support from local elected officials, community members and businesses.
 - Develop a 100-day action plan to include no-cost or very low-cost tasks to execute and move this overall effort forward. Identify organizational steps to keep the momentum moving forward. Identify stakeholders involved that may share responsibilities for the plan's success.
 - Provide a description of changes for consideration within current zoning and codes at the County level as well as development/ redevelopment regulations. Identify local adopted policies to support EVCI.
 - Identify an evaluation process to monitor plan implementation and update the action plan every five years (or as needed).
 - Compile information into an overall Implementation Plan.

Deliverables:

- *Overall plan report (Draft/ Final)*

Budget Estimate

The total budget for this project is \$150,000. Monthly progress reports will be required to be submitted along with monthly invoices for work completed. Reports and invoices will be due by the 5th of the month for the prior months’ work. All work must be completed by December 31st, 2023. Participation of a DBE/ MBE certified consultant is requested and should meet ARC’s goal of 17.6%. This is a goal and not a quota. DBE requirements are governed by 49 CFR Part 26 and apply to all federally funded projects.

SECTION 2: Review and Evaluation of Proposals

Proposals will be reviewed and evaluated by the CID. Proposals will be screened for technical merit and in accordance with the specific factors outlined in the RFP. Interviews with select teams may be conducted, at the discretion of the CID. Evaluation criteria will be scored based on the following:

Item	Max awarded points
Cover Letter	3
Company Information	2
Key Personnel	20
Organizational Chart	5
Understanding and Approach/ Schedule	25
Project Experience	20
References	10
Certifications	10
Fee	5
Total Possible Points	100

SECTION 3: Important Dates and Deadlines

- Pre-bid Meeting** Wednesday, September 7th, 11:00am EST.
The pre-bid meeting will be held in person at the TCCID office.
This meeting is NOT mandatory.
- Last Day for Questions** Monday, September 19th, 10:00am EST.
Questions must be submitted in writing via email to Alisha@towncentercid.com. No questions will be answered after the time stated above. Responses to questions will be compiled and distributed via email to those on the pre-bid meeting sign in sheet and be posted on the Town Center website. Follow the Vision tab to RFPs/ RFQs.
- RFP Due** Wednesday, October 5th, 10:00 am EST.
Submittals after this date/ time will not be accepted. All submittals are to be emailed in pdf format to Alisha@towncentercid.com.

SECTION 4: Request for proposal Submission Instructions

Proposal Format: All proposals should include the information outlined below and in the following order. Maximum number of pages are stated for each item.

1. Cover Letter (1 page)
2. Table of Contents (1 page)
3. Company Information (3 pages) – include primary firm and all sub-consultants. Identification of DBE/ MBE participants is required.
4. Key Personnel (3 pages) – Identify project manager/ primary contact. Identify responsibilities of team members as it relates to their specific role for this project.
5. Organizational Chart (1 page – This can be an 11 x 17 size if desired).
6. Understanding/ Approach (6 pages) – Communicate your team’s understanding of the project and how your approach will deliver the needs identified in the scope and support the overall efforts of the CID by providing an understanding of our regional position.
Schedule (1 page) – Provide a project schedule for tasks associated with the scope of work.
7. Project Experience (4 pages) – Provide information on projects that directly relate to this scope of work. Identify key personnel who worked on the project (current or previous employers acceptable) and highlight specific tasks that would benefit our study.
8. References (1 page) – Include a maximum of 3 references on similar projects. Provide main contacts name and title, address, phone number and email address along with referenced project.
9. Certifications (not included in page count) – The prime firm should provide proof of CCDOT or GDOT prequalification. Certification for DBE firm also required.
10. Fee proposal for Services (not included in page count) - Overall fee should be itemized per task and individual hourly rates included. The Fee Proposal should be submitted as a separate pdf attachment labeled, “ EVCI Plan Fee Proposal – Firm Name.” TCCID reserves the right to select the most qualified bidder.

Submittal Format

Only email submissions will be received. Submit proposal to Alisha@towncentercid.com. Information to include:

- 1 pdf attachment of proposal.
- 1 pdf attachment of fee proposal.

**All submissions must be received by 10:00 am EST, October 5th, 2022. Time stamps will be recorded.
LATE PROPOSALS WILL NOT BE ACCEPTED.**

SECTION 5: TCCID Information

This RFP does not commit the TCCID to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure a contract for services or supplies. The TCCID reserves the right to accept or reject any and all proposals received because of this request, to waive technicalities, informalities, and minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, any of the foregoing based upon the best interest of the TCCID and determined in its sole discretion. The TCCID may require the Firms selected to participate in

negotiations, and to submit additional pricing, technical information, or other revisions to their proposal. This study is contingent upon funding from the Atlanta Regional Commission.

SECTION 6: Map of District

The map below displays the TCCID boundary.

