

**Whatcom County
Request for Proposals
RFP #23-81**

Notice is hereby given that sealed proposals will be received by Whatcom County Purchasing at its Office in the Administrative Services Finance Department located on the fifth floor of the Whatcom County Courthouse, 311 Grand Avenue, Suite 503, Bellingham WA 98225 for the following:

CONSULTANT SERVICES FOR: ELECTRIC VEHICLE INFRASTRUCTURE STUDY

UNTIL: 2:30 PM, Tuesday, November 7, 2023

At which time and place responses will be publicly opened (live/virtual via GoToMeeting), and the names of the submitters identified. All interested persons are invited to watch the virtual opening. Late submittals will not be considered. Whatcom County reserves the right to reject any or all proposals and to waive any irregularities. Whatcom County encourages disadvantaged, minority, and women-owned consultant firms to respond.

Whatcom County Public Works is seeking proposals from qualified consultants to prepare a comprehensive electric vehicle infrastructure study. Further information is contained in the solicitation, which can be downloaded at no charge from the Whatcom County Purchasing website at <https://www.co.whatcom.wa.us/Bids.aspx>, see “Related Documents” at the bottom of the solicitation posting page. If you are unable to download the pdf documents from this website, contact Purchasing at FN_Purchasing@co.whatcom.wa.us (preferred), or phone (360) 778-5330.

Whatcom County, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, 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, or national origin in consideration for award.

As required by law, the E-Verify System may be required.

Publication Date(s): October 11, 2023.

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Whatcom County Public Works Department (“County”) solicits Request for Proposal (RFP) for an Electric Vehicle Infrastructure Study. Whatcom County will review the proposals and select the top-rated firm(s) who may be invited for an interview. Whatcom County will award one (1) agreement. It is anticipated that the contract will be awarded to the successful consultant in December 2023, for services to begin in 2024. This work will be funded with local funds.

Project Background

Whatcom County, in cooperation with Whatcom Council of Governments, is seeking written proposals from qualified consultants to prepare a comprehensive electric vehicle infrastructure study for Whatcom County.

Whatcom County Climate Action Plan (Climate Action Plan)

Whatcom County adopted and has begun implementation of the [Whatcom County Climate Action Plan \(CAP\)](#). To achieve the plan’s goals, the CAP leverages both mitigation and adaptation strategies and actions, including a focus on increasing electric vehicle infrastructure. The CAP includes key actions that pertain to this project:

- Continue to advocate for the advancement of climate goals in the Whatcom Council of Governments’ (WCOG) Regional Transportation Planning efforts.
- Promote increased utilization of electric, hybrid, and alternative fuel vehicles.

This comprehensive electric vehicle infrastructure study will provide recommendations that will inform the WCOG’s Regional Transportation Planning efforts and Whatcom County electric vehicle policies and programs.

Whatcom Council of Governments (Way to Go, Whatcom)

As the state-designated regional transportation planning organization (RTPO) and the federally-designated metropolitan planning organization (MPO), the Whatcom Council of Governments is responsible for developing and maintaining a long-range regional and metropolitan transportation plan. [Way to Go, Whatcom](#) includes key actions that pertain to this project:

- Reducing greenhouse gas (GHG) emissions and more broadly advancing environmental mitigation and restoration (e.g., energy conservation, habitat preservation, and air and water quality) are outcomes of paramount importance in the region.
- Evaluating and applying data and standardized methods for optimizing locations of public charging infrastructure, public-private partnerships, and cost-sharing.
- Conducting planning and programming activities in alignment with the compatible elements of federal, state, and member jurisdiction’s electric vehicle infrastructure plans and initiatives.
- Working with member jurisdictions and agencies to prepare for new funding opportunities (WSDOT’s Zero Emission Vehicle Infrastructure Partnership (ZEVIP) Program, federal National Electric Vehicle Infrastructure (NEVI) Program, and federal Carbon Reduction Program).

Scope of Work

The scope of services is a general guide and is not intended to be an all-inclusive list of all the work necessary. It is the consultant’s responsibility to develop and provide a comprehensive proposal for all work involved in the following:

1. Review of local electric vehicle and charging infrastructure data
 - a. Determine sites of existing public charging infrastructure, as well as current pricing structure and charger type
 - b. Review trends in local and statewide electric vehicle registration or sales data and any applicable mapping tools developed by the WA State Electric Vehicle Coordinating Council or Washington Department of Transportation
 - c. Summarize existing state and federal financial incentives and relevant grant opportunities for public access charging infrastructure
 - d. Existing planned efforts to expand EV charging infrastructure (including utility investments, as applicable)

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2. Project future EV adoption demand by analyzing the following
 - a. Relevant codes and permitting processes, such as:
 - i. Building and County zoning codes and permits that impact electrical wiring, construction, and EV charging station installation
 - ii. Parking codes and design standards, such as ADA-accessibility design requirements
 - b. Current and projected population data to inform adoption projections
 - c. Community housing makeup and required private versus public charger percentage
 - d. Regional traffic data and anticipated high traffic locations
3. Assess infrastructure needs and prioritized site selection
 - a. Complete countywide electric vehicle adoption projections to determine the total number of EV charging sites and approximate locations needed across Whatcom County
 - b. Identify the level (Level 2, DCFC), number, and type (workplace, multifamily, and public) of electric vehicle charging sites needed to support community and visitor needs based on projected future demand
 - c. Determine a set of prioritized sites for public-access installations with consideration of proximity to underserved or disadvantaged communities
 - d. Determine energy source options, notably renewable sources, to power identified sites
 - e. Verify with Puget Sound Energy that the projected demand load can be supported in all top prioritized locations
4. Detailed site plans for top priority locations that will be determined through the course of this plan's development
 - a. In conjunction with project partners, determine the top priority locations to provide EV infrastructure site plans, including, number of chargers and recommended type, and site infrastructure capacity constraints, in conjunction with Puget Sound Energy. Total number of locations will be determined depending on site complexity and site plan cost.
 - b. Identify site and station estimated maintenance needs and monitoring system options for continuous data collection

Request for Proposals Submittal Requirements

Consultants that submit proposals in response to this RFP must have the capability of providing the products and services described in the Scope of Work section above. Joint ventures or sub-consultants may be used. **Responses to this RFP should be no more than twelve (12) pages in length double sided**, not including cover letter or resumes attached as an appendix.

Submit **one (1) unbound original** of the proposal in a sealed package, marked on the outside as follows:

- Name of Submitter
- RFP #23-81, Electric Vehicle Infrastructure Study

Send or deliver the proposal to:

Attn: Sara Winger, Senior Purchasing Coordinator
Whatcom County AS-Finance/Purchasing
311 Grand Ave., Suite #503
Bellingham, WA 98225

The proposal must be received no later than **2:30 PM, Tuesday, October 31, 2023**. Late submittals will not be considered. Responses transmitted directly to Whatcom County electronically or by fax will not be considered. It is the submitter's responsibility to deliver the document to the proper address by the assigned time. Whatcom County accepts no responsibility for lost or misdirected submittals.

Proposals shall be deposited at the designated location prior to the date and time for receipt of proposals as indicated in the Invitation, or such revised date as may be specified by an addendum.

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All proposals, received on time, will be opened in a public format via GoToMeeting, immediately following collection of all submittals received by the deadline time. All interested people are invited to attend the live solicitation opening via GoToMeeting as follows:

Please join my meeting from your computer, tablet, or smartphone.
<https://meet.goto.com/273232365>
You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)
United States: +1 (571) 317-3129
- One-touch: <tel:+15713173129,,273232365#>
Access Code: 273-232-365
Get the app now and be ready when your first meeting starts:
<https://meet.goto.com/install>

Evaluation and Selection

The selection of a consultant for this project will be made from the qualified consultants responding to this RFP. The top evaluated firms may be invited for an in-person interview with Whatcom County to select the most qualified firm.

All firms responding will be evaluated, scored, and ranked based on the following criteria:

- Qualifications and experience with similar projects (40)
- Project Approach (30)
- Cost-effectiveness of proposal (20)
- Quality and organization of proposal (10)

Total number of points possible = 100

For item 1 above, please provide a list of at least three clients, outside of Whatcom County staff, who may be contacted and for whom similar work has been completed in the past five years.

The County assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. If the RFP does not include these items, is not submitted on time, or exceeds the specified page length limit, it will be deemed non-responsive and will not be eligible for further consideration. All submittals become the property of Whatcom County and will not be returned.

Questions

All questions regarding this solicitation should be directed in writing via email to Lauren Clemens, Climate Action Manager at LClemens@co.whatcom.wa.us.