

Justin S. Greene
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

June 4, 2024

SANTA FE COUNTY
RFP No. 2024-0241-CDD/MB
Development of Electric Vehicle (EV) Infrastructure and Replace Plan
Addendum No. 1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Bidders to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Attachment A: Pre-Proposal Agenda and Sign-In Sheet

Question No. 1: On page 12 of the RFP, the deadline is stated to be June 28. In all other places in the RFP, it is referred to as June 18. Which is the correct deadline for submission?

Answer No. 1: Submittals are due June 18, 2024.

Question No. 2: On page 22, the RFP states “A cost sheet is provided as Appendix C”. Appendix C in the document is a sheet asking for basic proposer information (name, address, etc.), and briefly outlining (in narrative form) what information is needed regarding the budget. Should respondents use their own budget templates, provided all requested information is included, or is there a cost sheet template that was meant to be included in the solicitation package?

Answer No. 2: Proposers can use their own budget templates.

Question No. 3: The RFP references that the infrastructure plan should incorporate existing County parking and fueling locations. Can you provide the number of existing County parking locations and fueling locations, along with the addresses for each? Does the County have any plans to build new facilities in the near future?

Answer No. 3: The County maintains a portfolio of over 100 facilities and anticipates constructing approximately one new facility each year on average in the next 5 years. For the primary County fleet, fueling occurs almost entirely at the Public Works Complex located at 424 NM-599 Frontage Rd, Santa Fe, NM 87507. Public Safety vehicles to include the Sheriff’s office and Fire are fueled

as needed at traditional gas stations with the exception of light duty Fire vehicles which are fueled at the Public Works Complex. Primary County parking locations are detailed within the table below. In general, Fire vehicles are stored at their respective fire stations located across Santa Fe County and many Sheriff's Office vehicles are stored at the Public Safety Complex.

Location	Address
Public Works Complex	424 NM-599 Frontage Rd, Santa Fe, NM 87507
County Administrative Complex	100 Catron St, Santa Fe, NM 87501
Former Youth Development Facility	4250 Airport Road, Santa Fe, NM 87507
Montezuma Lodge Lot	431 Paseo De Peralta, Santa Fe, NM 87501
Old Public Works Building and Yard	2600 Galisteo Rd, Santa Fe, NM 87505
Public Safety Complex	35 Camino Justicia, Santa Fe, NM 87508

Question No. 4: What type (and approximate number) of vehicles will need to be included in the development of the plan? Will the plan be inclusive of fire department or municipal waste vehicles?

Answer No. 4: The plan is intended to encompass the entire county fleet excepting vehicles associated with the joint County and City managed Solid Waste Management Agency (SWMA) which is outside the scope of this plan. Public Safety vehicles including both Sheriff and Fire vehicles are separately managed yet included within the scope of this plan. The County fleet is made up of approximately 700 vehicles. See Table below.

County Department/Division	Approximate Number of Vehicles	Approximate % of Vehicles Within Class		
		Light	Medium	Heavy
Primary Fleet	300	65%	20%	15%
Public Safety (Sheriff)	200	99%	1%	0%
Public Safety (Fire)	200	50%	25%	25%
Total	700	70%	16%	14%

Question No. 5: Is there an expected budget range for this scope of work?

Answer No. 5: The budget for this project is \$120,000.00

Question No. 6: Does the County have a target project delivery/contract end date for this work that it can share?

Answer No. 6: The County anticipates a 6 month to 1-year project delivery date with the possibility for extension if required.

Question No. 7: How many total vehicle units are in the project?

Answer No. 7: Approximately 700 vehicles.

Question No. 8: Does the County have an estimate for the number of handheld vs non-handheld equipment pieces under Task 4?

Answer No. 8: The County maintains approximately 30 non-handheld equipment items to include items such as mowers, chippers, vacuum excavators, etc. In general, the County maintains

significantly more handheld equipment pieces which are managed by individual County employees.

Question No. 9: What is the approximate breakdown by class category (light-duty, medium-duty, and “equipment”)?

Answer No. 9: See Answer No. 4.

Question No. 10: Does the County have telematics data for the fleet? If yes, for which vehicles/percentage of the fleet and for how long of a period is data available? If yes, will this data be shared with the consultant?

Answer No. 10: Nearly all vehicles within the primary fleet are equipped with GPS and telematics data is available. Sherriff’s Office vehicles are equipped with GPS however the County does not currently pull telematics data.

Question No. 11: The RFP title and named tasks are electrification-focused. The RFP also mentions “low/no emission vehicles”. Task 3 (Development Santa Fe County EV Charging Infrastructure Plan) implies a single focus on EV Charging Infrastructure. Is fueling infrastructure planning required for non-electrical fuel options?

Answer No. 11: As noted within the question the primary focus of the scope of work including Task 3 is directed towards vehicle electrification and EV infrastructure. While current fueling infrastructure is sufficient to support the existing ICE fleet, the County invites applicants to consider existing non-electric fuel infrastructure when completing Task 3 and suggest fueling infrastructure improvements if current infrastructure is insufficient to support the proposed fleet makeup detailed in Task 2. If hybrid or alternative low/no emission vehicles are recommended within Task 2 it is important to ensure there is adequate fueling infrastructure to support fleet operations which may or may not be met by existing assets. If it is projected that future fueling needs can be met by existing assets, fueling infrastructure planning is not required for non-electrical fuel options.

Question No. 12: Does the County have detailed current electrical information for all potential sites with charging infrastructure? If yes, will it be share this information with the consultant?

Answer No. 12: Yes, for the majority of potential sites, the County has current electrical information.

Question No 13: For Task 4, what types of safety impacts is the County concerned with regarding equipment electrification?

Answer No. 13: The County requests contractors to utilize equipment safety as criteria when prioritizing equipment or equipment types for replacement. Example safety benefits could include reduced exposure to air pollutants, reduced noise exposure, reduced likelihood of fire and improved user comfort.

Question No. 14: Will Offerors be able to submit budget proposals on a time and materials basis or another basis (fixed price, cost plus fixed fee)?

Answer No. 14: Offerors should provide a fixed price reflecting the LOE needed to complete the scope of work.

Question No. 15: Would downloads or access be made to the asset management system?

Answer No. 15: Yes, the County can provide the selected consultant with access to County asset management systems. Some of the Department assets are managed by Department.

Question No. 16: Have there been or are there EV's in the fleet? If so, how many?

Answer No. 16: There are 5 EV's currently within the County fleet to include three (3) Chevrolet Bolts, one (1) Nissan Leaf and one (1) Ford F150 Lightning ordered for delivery.

Question No. 17: Are 11X17 sheets permissible?

Answer No 17: No

Question No. 18: Can smaller font be used in the graphics of the proposal?

Answer No. 18: Yes, small fonts can be used in graphics in the proposal.

Question No. 19: What is the intention on the timeline presented in the RFP (1 year + 3 extensions)? Could this lead to follow-up design (or other) work related to implementation?

Answer No. 19: It is intended that the bulk of project deliverables will be completed within 1 year however the contract can be extended as identified needs arise, up to a maximum of three years.

Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Amanda Patterson-Sanchez, Procurement Planner Analyst at apatterson-sanchez@santafecountynm.gov and Dani Koussa, Procurement Specialist Senior at dkoussa@santafecountynm.gov.



Pre-Proposal Conference
RFP No. 2024-0241-CDD/MB
Development of Electronic Vehicle (EV) Infrastructure and Replacement Plan
May 28, 2024 at 1:30pm

Contracting Agency: Santa Fe County

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|----------------------------|-------------------------------|-----------------------|
| • Amanda Patterson-Sanchez | Procurement Planner Analyst | Purchasing Division |
| • Dani Koussa | Procurement Specialist Senior | Purchasing Division |
| • William Donahoo | Sustainability Specialist | Community Development |

Project Information

Santa Fe County Community Development is requesting proposals from qualified consultant firms to develop an electronic vehicle (EV) infrastructure and equipment plan related to all Santa Fe County fleet operations.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 10.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 19 and 20.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 21-24) will be scored by a three to four-member evaluation committee.
- Please submit all questions via email to Amanda Patterson-Sanchez at apatterson-sanchez@santafecountynm.gov and Dani Koussa at dkoussa@santafecountynm.gov. The last day for questions will **Thursday, May 30, 2024**. (*Any contact with any other County staff member or persons other than the Purchasing Department may be grounds for disqualification.*)
- Addendum will be issued on **Tuesday, June 4, 2024**. (*Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.*)
- Proposal Submittal – **Due Date: Tuesday, June 18, 2024**
Time: 2:00 PM
Location: 102 Grant Avenue 1st Floor, Santa Fe, NM
Electronic submission also available via Dropbox utilizing
Dropbox link:
<https://www.dropbox.com/request/CQu4JkIOIXyQ2wGkIPHG>



SANTA FE COUNTY

PRE-PROPOSAL CONFERENCE

RFP No. 2024-0241-CDD/MB

DEVELOPMENT OF ELECTRIC VEHICLE (EV) INFRASTRUCTURE AND REPLACEMENT PLAN

May 28, 2024

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
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