

# Exhibit A – Statement of Work (SOW)

*Local Government EV Readiness Planning Grant – City of Fort Collins*

## I. Project Background and Description

The Colorado Energy Office (hereinafter called “CEO” or the “State”) agrees to provide grant funding to the City of Fort Collins (hereinafter called “Grantee”) to update the City’s Electric Vehicle (“EV”) Readiness Plan (hereinafter called “Plan”). The scope of this Plan is focused on supporting the current and future adoption of EVs, including on-road personal and fleet vehicles, and necessary EV and utility infrastructure. Reflecting the needs of the community and its stakeholders, the Plan shall be actionable and built on shared regional goals. The Plan developed shall include an assessment of the existing EV market, a description of key barriers (e.g., land use code and zoning, cost, access to information, etc.), stakeholder engagement, and an EV readiness roadmap covering community goals, infrastructure deployment, and cost analysis.

Local governments are uniquely positioned to advance emissions reduction strategies in buildings, energy generation, and transportation. The Polis Administration’s Roadmap to 100% Renewable Energy By 2040 and Bold Climate Action calls for local governments to lead by example, and for the State to support local government EV planning and investment in EV charging infrastructure. In developing these plans, local and regional governments can develop a common vision for EV readiness, identify key partnerships and actionable strategies needed to achieve the vision, and prepare for and stimulate community adoption of EVs. The Plan developed with this grant shall support the Colorado EV Plan of 2023 establishing a target of 940,000 EVs by 2030, as well as supporting numerous local, state, and federal climate action plans in preparing for and implementing actions that support increased use of EVs throughout the region.

## II. Work Tasks, Deliverables, and Timeline

Grantee shall hire an external consultant (hereinafter called “Consultant”) to update the City of Fort Collins’ EV Readiness Plan that was developed in 2017 (hereinafter called “EVRR”). As part of this grant, the City of Fort Collins shall issue a competitive Request for Proposal (hereinafter called “RFP”) and execute a contract with the successful bidder for the Consultant position. It is anticipated that the Grantee will begin work upon issuance of a Small Dollar Grant Award Purchase Order (PO) with CEO.

## Updated EV Readiness Plan

Existing sections of the Plan will be updated with current data, resources, best practices, and emerging technology information. Proposed supplementary content has been identified and added to the Plan outline tentatively, as this will be dependent on stakeholder and community input during the initial stages of the planning process. Newly introduced priority topics that have been included as part of the Plan’s update include equitable deployment of electric vehicle supply equipment (hereinafter called “EVSE”) infrastructure and EV programs, site

specific charging demand analysis (public, private, workplace, residential), smart grid operations to enhance community energy/climate goals and e-bike/micromobility infrastructure and policy needs. The Consultant will complete the following tasks:

## Task 1: Work Plan and Public Involvement Plan

- **Project Initiation.** Upon receiving the notice to proceed, the Consultant shall organize a kick-off meeting with the City project manager to discuss and refine project goals, expectations, tasks, approaches, and identify the timeline and milestones.
- **Project management.** City staff will be responsible for overall project management and a project management team will be established with representation from relevant City departments. The Consultant is expected to manage technical aspects of the Plan, and lead aspects as outlined in the scope of work. Recommendations regarding roles and responsibilities of City staff and the Consultant should be articulated in the response to this RFP. The Consultant is encouraged to propose innovative approaches to develop this Plan and should identify and emphasize those areas where their qualifications and expertise would most benefit this project.
- **Plan administration.** Dashiell Bubar-Hall, Transportation Planner, will serve as the City of Fort Collins project manager for the Plan update. The Consultant will confer/meet with the project manager on a bi-weekly basis (at a minimum) to provide updates on Plan status and progress made, and solicit direction as needed. The Consultant is responsible for preparing meeting agendas and minutes for the City's project manager. Agendas shall be submitted within three (3) business days prior to a project meeting, and the minutes shall include the meeting date and time, agenda, list of attendees, contact information and as summary of completed and open action items.
  - The Consultant shall prepare bi-weekly progress summary reports. These reports shall include:
    - Project progress to date
    - Work planned in the next bi-weekly period
    - Identification of open issues
    - Action item list with task status, identification of responsible party for each task, and target completion dates.
    - Draft material for review (more than three days may be required depending on the nature and amount of content)
- **Ad-hoc Technical Advisory Committee.** An ad-hoc Technical Advisory Committee (TAC) will be assembled to help inform the Plan's development, including, but not limited to, the existing conditions, strategies, community engagement, recommendations, and implementation. It is envisioned that this group will be comprised of various experts to be consulted and advised by on an as-needed basis. Below is a preliminary list of potential City departments and organizations to assemble as part of the TAC. This list can be expanded and modified as necessary.
  - City of Fort Collins
    - Utilities (Energy Services, Light & Power engineering)
    - Sustainability Services
    - FC Moves (Mobility Management and Planning, Active Modes)
    - Transfort
    - Engineering
    - Parking Services
    - Operation Services
    - Streets

- Planning
- Parks
- Office of Diversity, Equity, and Inclusion
- External
  - Colorado State University
  - North Front Range Metropolitan Planning Organization
  - Platte River Power Authority
  - Larimer County
  - Neighboring Municipalities
  - Northern Colorado Clean Cities Coalition (NCCC)
  - Drive Clean Colorado (DCC)
  - Electrification Coalition
- **Work Plan and Public Involvement Plan.** Following the initial kickoff meeting between the Consultant and City project manager, the Consultant will develop a detailed work plan, including public involvement to guide the Plan’s development. This will include (at minimum) the following elements:
  - Refined scope of work detailing study tasks, goals, objectives, and deliverables.
  - Detailed schedule identifying key milestones and deliverables.
  - Public Involvement Plan, including digital and in-person engagement.
    - Include strategies for reaching historically underrepresented groups, including non-English speaking communities.
    - Include outreach and communication mechanisms tailored to specific audiences to maximize the effectiveness of outreach and program goals.
    - Include strategy for community questionnaire development and deployment.

## Task 2: Existing Plan, Literature, and Best Practices Review

The purpose of this task is to 1) identify and document the existing plans, literature, and best practices related to EV adoption and EVSE deployment relevant to Fort Collins, and 2) conduct a comprehensive review of resources (provided below) to help inform the development of the plan vision and goals, gaps and opportunities, barriers to adoption/deployment, strategies, and recommendations for the Plan’s update.

- The following plans and reports should be reviewed as part of this task and be used in developing the content featured in the EVRR update. This is not an exhaustive list and further resources may be identified and added to a refined scope of work.
  - 2017 Electric Vehicle Readiness Roadmap
  - 2019 City Plan including the Transportation Master Plan
  - 2019 Municipal Sustainability and Adaptation Plan
  - 2021 Our Climate Future Plan
  - 2023 Zero-Emission Bus Transition Plan
  - Parking Plan
  - City Municipal Codes (especially recently updated building code)
  - Development Review Process (processes related to EVSE requirements and parking)
  - Fort Collins Utilities electric capacity fees and processes

### Task 3: Vision/Goal Refinement, Initiate Community Engagement

- The purpose of this task is to engage stakeholders and the community to revisit the goals, vision and objectives established in the 2017 EVRR and to update them to reflect the current state of the City.
  - Develop the community questionnaire that will be distributed based on the approach identified in the Public Involvement Plan
  - Conduct initial focus group and working group meeting to review content from task 2 and update goals, objectives, and vision
  - Review and finalize goals, objectives, and vision with the TAC

### Task 4: Existing Conditions and Community Context

- The purpose of this task is primarily to review the existing conditions and community context section within the 2017 EVRR and update it with current data and information. The Consultant should highlight how the City and the region have changed since 2017, highlighting how these changes are relevant to EV/EVSE infrastructure and adoption. This task, along with Task 5, will constitute an update to the “Introduction” section of the 2017 EVRR.
  - Develop a report identifying existing conditions related to EV and EVSE trends in and around Fort Collins, including:
    - Population, employment, transportation, housing, economic, permitting, zoning, utility application and energization, and other trends in Fort Collins and the region that impact EV adoption and EVSE deployment
    - Barriers to EV adoption and EVSE deployment
    - Utility distribution capacity, electric capacity fees and EV/EVSE implications
    - EV adoption data and trends
    - EVSE deployment and utilization data

### Task 5: EV Market Assessment

- This task will update the “EV Overview” section within the Introduction of the 2017 EVRR by providing general information about EVs and EVSE infrastructure, including:
  - EV vehicle types (plug-in electric vehicles, plug-in hybrid, hybrid)
    - Cost of ownership of EV vs. conventional engines
    - Medium- and heavy-duty vehicle information
    - Transit vehicle information
    - E-bikes and electric micromobility
  - EVSE categories (level 1, level 2, DCFC, vehicle to grid)
    - Charging capabilities and use cases
    - Cost of installation and maintenance
    - Interconnection requirements
  - State and National initiatives
    - Tax rebates for EV purchases
    - Funding sources for EVSE installation

- Vehicle Manufacturer information
  - Vehicle availability
  - Production and supply chain implications

## Task 6: Charging Demand Analysis

- The purpose of this task is to identify areas of the city that need additional charging capabilities, identify specific sites in the city that are suited or not-suited for EVSE installation (level 2 and level 3 EVSE), and provide a roadmap for increasing EVSE infrastructure within the city. This analysis will be used to help inform City investment decisions but will also allow the private sector to justify EVSE installations that fill a gap in charging access when applying for state and federal funding. This task will specifically address:
  - Public charging needs
    - City-owned property
    - Property of partners identified through the planning process
  - Private charging needs
  - Fleet Charging needs
    - Reference Zero-Emission Bus Study from Transfort, and ongoing SMART Grant effort from Operations
  - Workplace charging needs
    - City employees
    - General workforce
  - Residential charging needs
    - Multifamily units
    - Rental units
    - Older single-family units with outdated infrastructure
  - Smart grid operations and distribution grid utility systems based on charging types and levels

## Task 7: EV and EVSE Equity analysis

- The 2017 EVRR contained a brief section related to equity and EV/EVSE equity will be a point of emphasis within the updated plan. The content generated during this task will be featured in multiple sections of the Plan, including the community context/existing conditions as well as distinct equity-focused strategies. The following equity issues should be evaluated but additional topics may be added to the refined scope of work:
  - Vehicle acquisition assistance for low-income residents
  - EV ride share programs for disadvantaged populations
  - EVSE installation at multifamily units, especially at lower cost complexes
  - ADA accessibility of EVSE infrastructure
  - Solutions for EVSE access for individuals lacking access to smartphones and traditional banking/credit systems

## Task 8: Strategy Development and Implementation Plan

- This task will provide the City with a coherent set of strategies that achieve the goals and objectives of the EVRR and other established plans along with a prescribed approach for implementation of the strategies. The strategies from 2017 should be revisited to understand what worked, what failed to get off the ground, and why. This task will constitute an update to the “Readiness Strategies” and “Strategies” sections of the EVRR, including:
  - Update the methodology and data collection approaches that will be used to inform strategy development
  - Identify key partnerships and the role they will have in implementing strategies throughout the community and surrounding area
  - Develop categories that each strategy will fall under
  - Develop actionable strategies that are directly related to stakeholder and community input or derived from analysis conducted during the plan update
    - Short-, medium-, and long-term

## Task 9: Plan Adoption

- The Consultant will assist City Staff in presenting findings and recommendations from the Plan’s update to relevant boards and commissions, leading up to formal plan adoption from City Council. An initial list of boards and commissions to be engaged is featured below, but additional entities may be identified during the planning process.
  - Transportation Board
  - Senior Advisory Board
  - Bicycle Advisory Board
  - Disability Advisory Board
  - Air Quality Advisory Board
  - Planning and Zoning Commission

## III. Testing & Acceptance Criteria

CEO shall determine whether deliverables meet the Work Task requirements in this Statement of Work. At the conclusion of the project, the Grantee shall submit the final draft of the Plan update to CEO for review. CEO anticipates that prior to submission, the Plan shall go through an internal quality assurance process and as such, shall reflect the requirements of this Statement of Work.

## IV. Reporting

Written reporting is not required for this project; however, the Grantee shall coordinate and conduct monthly virtual meetings with CEO to provide progress updates and answer any questions from CEO in connection with the Plan.

## V. Budget

The maximum amount payable under this Agreement is \$40,000.00, as determined by the State from available funds. Satisfactory performance under the terms of this Agreement shall be a condition precedent to CEO's obligation to compensate the Grantee. CEO shall not be liable to pay or reimburse the Grantee for any performance hereunder prior to the Service From Date as shown on the face of the Small Dollar Grant Award. The Grantee shall provide a cash match of \$13,333.00. The program budget total is \$53,333.00.

## VI. Payment

Payment shall be made following successful completion of the project. The final draft of the Plan update (along with supporting documentation) shall be submitted to CEO with an invoice requesting reimbursement.

## VII. Small Dollar Grant Award Term

The Grantee shall begin work upon the later of the Service From Date as shown on the face of this Small Dollar Grant Award or upon Grantee's acceptance of this Agreement. This Small Dollar Grant Award shall terminate on June 30, 2024, unless sooner terminated or further extended as specified elsewhere herein.