



Date: May 27, 2025

Honorable Mayor and Council Members

Author and title: Danielle McHugh, Transportation Program Analyst, and Scott Mathot, Senior Engineer

Title: Contract Award for Development of a Municipal Electric Vehicle Infrastructure Master Plan (C2407)

Jen Callaway, Town Manager

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**Recommended Action:**

Council to authorize the Town Manager to execute a contract with DKS Associates to develop a Municipal Electric Vehicle Infrastructure Master Plan with a total Not to Exceed amount of \$149,925.

**Discussion:**

The development of a Municipal Electric Vehicle Infrastructure Master Plan (MuniEV Plan) is the primary component of the Town's Electric Vehicle Charging Infrastructure Master Plan Project (C2407) identified in the FY24/25 Adopted Budget. This plan will serve as a guiding document to support the transition of the Town's municipal fleet to electric vehicles (EVs) as required by the State of California and Council direction, as well as provide EV charging infrastructure for Town employees at the Public Service Center and Town Hall.

In 2021, the Town purchased its first EV (other than electric motorcycles) for use by Town staff as a pool vehicle. Since then, efforts have been made towards converting the Town's municipal fleet to zero-emission vehicles, with current Town-ownership of 17 EVs and two electric motorcycles. The MuniEV Plan will serve as a comprehensive roadmap for planning and installing charging infrastructure at the two main Town facilities (Public Service Center and Town Hall), with the goal of meeting existing State of California regulations with flexibility for Town to make informed decisions as the EV landscape matures. The MuniEV Plan will include utility coordination for grid capacity analysis, necessary infrastructure upgrades, and preliminary site plans, along with a proposed phasing plan for the Town's fleet transition. The consultant will assess existing site conditions, evaluate current and future EV charging demands, and determine the number and types of chargers needed to accommodate fleet and employee needs over the phases. Additionally, the plan will explore the feasibility of integrating resiliency measures such as solar power and/or energy storage systems to enhance infrastructure sustainability and reliability.

By investing in this plan, the Town will position itself to reduce greenhouse gas emissions through fleet electrification while improving infrastructure to support long-term municipal operations. The MuniEV Plan will inform future capital improvements related to EV charging infrastructure and ensure that Truckee's municipal facilities are prepared to meet the growing demand for electric vehicle charging, aligning with the Town's broader climate and infrastructure goals, as well as State and Federal regulations.

On February 13, 2025, the Town issued a Request for Proposals (RFP) for the MuniEV Plan and held a pre-proposal meeting, which was attended by 20 firms, on February 27, 2025. The Town received a total of 14 proposals by the March 21, 2025 deadline, making this a highly competitive solicitation. A selection committee of Town staff from the Engineering, Fleet/Facilities, and Transportation Divisions reviewed all proposals individually, and evaluated them based on criteria included in the RFP. The committee interviewed four firms between April 30 and May 8, 2025.

Upon conclusion of the evaluation process, the selection committee identified DKS Associates and their team of subconsultants (Sugarpine Engineering and Kittelson & Associates) as the most qualified firm to complete the MuniEV Plan for the Town based on their extensive experience with similar projects and intimate knowledge of local conditions that must be taken into consideration throughout the development of the plan.

As a result of this solicitation and evaluation process, staff is recommending that Council authorize a contract with DKS Associates for a total not to exceed amount of \$149,925. The California Energy Commission (CEC) Building Decarbonization Grant, which will fund this project, requires that the CEC staff approve the selected consultant as an additional subrecipient under the grant prior to executing a contract. Therefore, the contract award would be contingent upon receiving the CEC approval. The proposed scope of work and cost proposal are provided in Attachment A.

**Priority:**

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| <input type="checkbox"/> Enhanced Communication               | <input checked="" type="checkbox"/> Climate and Greenhouse Gas Reduction | <input type="checkbox"/> Housing                 |
| <input checked="" type="checkbox"/> Infrastructure Investment | <input type="checkbox"/> Emergency and Wildfire Preparedness             | <input checked="" type="checkbox"/> Core Service |

**Fiscal Impact:**

The Town's adopted budget for FY24/25 includes \$25,000 in FY24/25 and \$125,000 in FY25/26 for C2407, funded by General Fund. The Town was awarded a California Energy Commission Building Decarbonization Grant in August 2024, which includes \$150,000 in funding for the MuniEV Plan. Therefore, although the current adopted budget is adequate to fund this contract, staff is proposing to replace the \$150,000 in General Fund for C2407 with the CEC grant funds as a part of the FY 25/26 CIP budget adoption.

**Public Communication:**

The Request for Proposals was posted on February 13, 2025, with an Addendum posted on March 17, 2025. No other public communication outside of this Staff Report and associated agenda.

**Attachments:**

Attachment A – Consultant Proposal and Cost Proposal