Photo Credit: Sugarpine Engineering

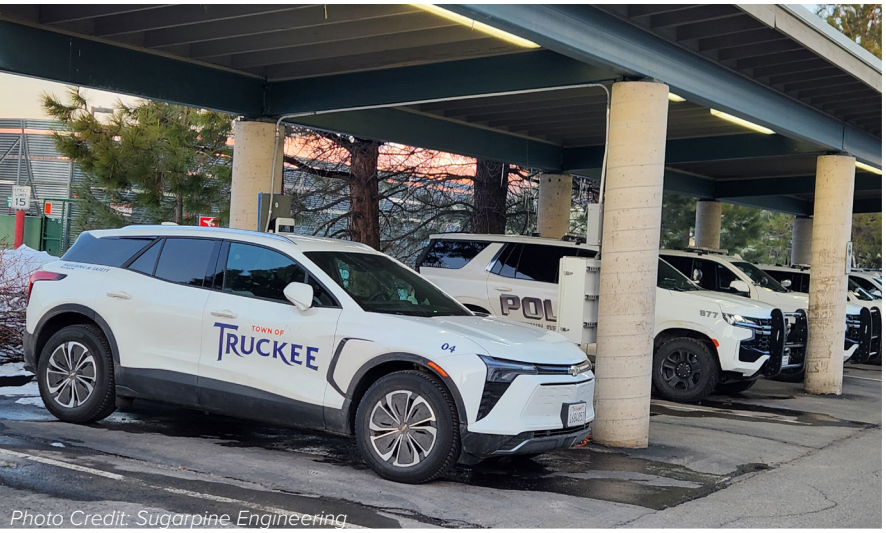


Photo Credit: Sugarpine Engineering

Photo Credit: CBS 8

TOWN OF TRUCKEE

MUNICIPAL ELECTRIC VEHICLE INFRASTRUCTURE MASTER PLAN

RFP# 2025-02

MARCH 21, 2025

DKS

SHAPING A SMARTER TRANSPORTATION EXPERIENCE™

PROUDLY PARTNERED WITH:

SUGARPINE ENGINEERING

mechanical : electrical : plumbing : energy : LEED

KITTELSON & ASSOCIATES

CONTENTS

MARCH 21, 2025

Scott Mathot
Town of Truckee
10183 Truckee Airport Road
Truckee, CA 96161

428 J STREET SUITE 340
SACRAMENTO, CA 95814
916.368.2000
P#25737-000

SUBJECT: PROPOSAL FOR MUNICIPAL ELECTRIC VEHICLE INFRASTRUCTURE MASTER PLAN (RFP# 2025-02)

Dear Mr. Mathot and Members of the Selection Committee,

Having worked together on a similar project for Nevada County, DKS Associates (DKS), Sugarpine Engineering (Sugarpine), and Kittelson & Associates (Kittelson) appreciate the opportunity to submit the attached proposal for preparing Truckee's Municipal Electric Vehicle Infrastructure Master Plan.

DKS is an employee-owned transportation engineering and planning firm specializing in planning EV charging infrastructure for municipalities including, fleet and workplace charging infrastructure. DKS has planned or is planning electrification of more than 70 public agency fleets over the last seven years, many of which include challenging vehicles to electrify such as snow plows and police vehicles. We have an exceptional understanding of fleet operations, particularly in rural and mountainous areas. We understand the concerns that municipal fleet managers face as they plan for and implement transition plans. We've developed a sophisticated and cost-effective approach to guiding our clients through the process, including how to comply with the Advanced Clean Fleets regulation. We are eager to provide Truckee with a seamless, efficient, and forward-thinking EV infrastructure plan tailored for the Town of Truckee.

DKS, Sugarpine, and Kittelson have a great working relationship and complementary skills and capabilities that benefit our Electric Vehicle infrastructure projects. DKS and Sugarpine worked together on the Zero Emission Vehicle Transition Plan for Nevada County under the leadership of Chris White at Frontier Energy before she joined Kittelson. This project included evaluating locations in Truckee that might be shared by the Town and County fleets. As on the Nevada County Zero Emission Vehicle Transition Plan, Sugarpine will provide boots on the ground (or possibly snow in this case) by inspecting Truckee's electrical systems and assessing its capacity to meet the electrical demands of EV charging in collaboration with PG&E. DKS will perform the EV fleet transition evaluation, prepare charger recommendations, preliminary installation designs, implementation phasing and funding evaluation.

KEY DIFFERENTIATORS:

- Industry-leading experience in fleet transition planning
- Recent experience planning fleet electrification for Nevada County
- Local presence with Sugarpine Engineering
- Online dashboard for fleet transition and ACF compliance
- Expertise in saving fleet clients CAPEX and OPEX

The DKS Team brings unmatched expertise in fleet electrification and EV infrastructure planning. We look forward to partnering with the Town of Truckee and exercising our technical knowledge, strategic planning capabilities, and funding expertise on this project. DKS acknowledges Addendum 1 issued on March 17, 2025. Please feel free to contact me at gurbir.antaal@dksassociates. com or 415.996.7419 with any questions or additional requirements.

Sincerely,

Gurbir Antaal

Gurbir Antaal, PE
Project Manager
gurbir.antaal@dksassociates.com I 415.996.7419

Mike Usen, AICP
Principal-in-Charge,
National Director for Electromobility
Mike.usen@dksassociates.com I 206.288.3174

SECTION I: ORGANIZATIONAL INFORMATION

DKS OVERVIEW

Founded in 1979, DKS Associates provides specialized transportation planning, design, and engineering services to public agencies across the country. One of the most measurable ways we help clients reduce greenhouse gas emissions (GHG) and environmental impacts is through our comprehensive suite of electromobility services. DKS is a nationally recognized leader in transportation electrification, specializing in the planning, design, and implementation of electric vehicle (EV) infrastructure projects, especially for municipal fleets. DKS plans municipal-scale EV charging programs and designs site-scale charging infrastructure, assisting clients with funding and permitting.

Our experience includes developing over 70 zero-emission vehicle (ZEV) transition plans, fleet electrification strategies, and EV charging infrastructure installation designs for public agencies and municipalities, many of which are located in California, as illustrated on the map below.

DKS is an S-Corporation with over 170 staff members across multiple offices, including Sacramento and Oakland, CA, which allows us to provide comprehensive support to the Town of Truckee. Our Sacramento office, located at 428 J Street, Suite 340, Sacramento, CA 95814, will conduct the work. They can be reached at 916-368-2000.

PROJECT TEAM OVERVIEW

DKS will be the Prime Consultant on this project and Gurbir Antaal will be the Project Manager and main point of contact. If civil engineering services are needed, David Mahama, PE, is available to deliver expert civil engineering support. His resume is included in Section V. We have a dynamic team of seasoned professionals who each wield extensive expertise in EV charger siting analysis, property suitability analysis, charging infrastructure, fleet transition analysis, economic funding analysis, implementation planning, and plan preparation. This team has a proven track record of successful collaboration on transportation projects for public agencies throughout California. Biographies and relevant project experience of key staff are included in this section, while full resumes are included in Section V.

Project Manager Gurbir Antaal, PE, combines his electrical engineering background with his transportation operations

DKS
Office Locations

expertise on every transportation electrification project. He uses his wide variety of skills to analyze EV charging requirements for municipal fleets, review electrical drawings, and calculate electrical loads for EV charging. Gurbir has worked on or managed every one of DKS's fleet electrification projects since 2019 and his relevant project experience includes work for both power providers and dozens of public agencies.

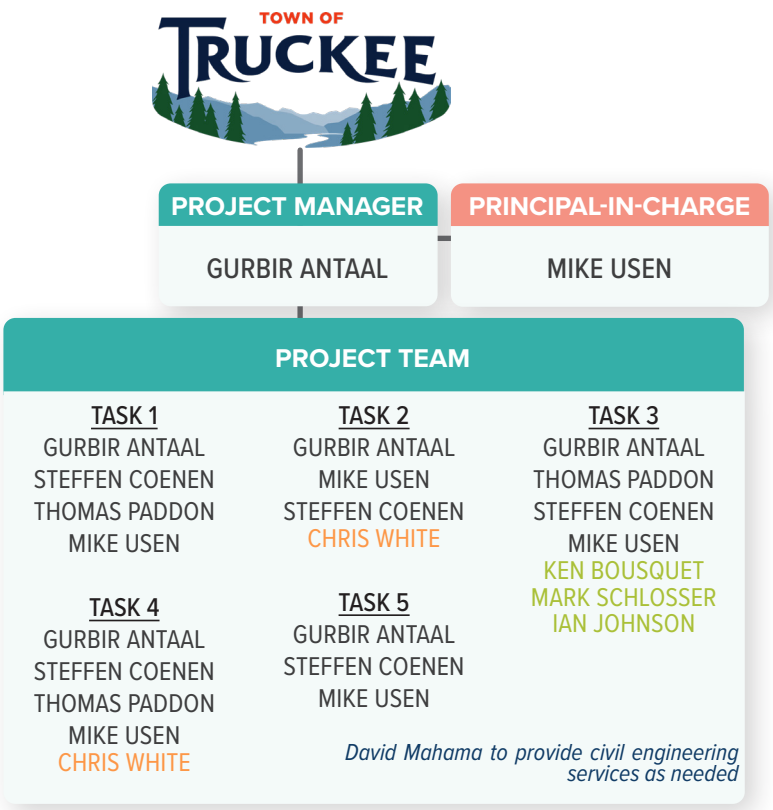
SUBSONSULTANTS

To ensure Truckee receives the specialized support needed for this exciting project, we are partnering with **Sugarpine Engineering** and **Kittelson & Associates.** DKS has worked with Sugarpine and Kittelson on multiple successful projects including the Zero Emission Vehicle Transition Plan for Nevada County.

Sugarpine Engineering, an S-Corporation, founded in 2012, is a professional consulting engineering firm located in Truckee, CA. Sugarpine will provide expertise in electrical load assessments, utility coordination, and scalable charging infrastructure design to ensure seamless integration with existing electrical grids. Sugarpine brings strong local expertise to the team with their office located at 12710 Northwoods Blvd., Suite 3, Truckee, CA 96161. Kenneth Bousquet is a California licensed electrical engineer, and Mark Schlosser is a California licensed mechanical engineer.

Kittelson specializes in transportation planning and engineering since 1985. They are an S Corporation, and have nearly 380 professionals in 28 offices across the U.S. Kittelson will staff this project from their offices in Sacramento and Oakland, with support from team members in Portland, OR. Kittelson will provide services in existing conditions and the final plan.

ORGANIZATION CHART



LEGEND
DKS | Sugarpine | Kittelson

KEY STAFF EXPERIENCE

GURBIR ANTAAL, PE | PROJECT MANAGER

Gurbir is DKS's most experienced electromobility engineer, particularly with fleet electrification projects. Gurbir combines his electrical engineering background with his transportation operations expertise on every transportation electrification project and uses his wide variety of skills to analyze electric vehicle charging requirements for municipal fleets. Gurbir has served as a trusted advisor for EV-focused projects to public agencies throughout California and Washington State. He can promptly communicate with his public agency clients and truly understand their needs. His relevant project experience includes work for both power providers and public agencies. He can also convey technical information to a broad audience in an understandable, approachable manner.

Registration PE: Nevada No. 031573; Texas No. 151842; Ontario, Canada No. 100502010

RELEVANT PROJECTS

- Nevada County ZEV Transition Plan, CA
- City of Davis EV Charging Infrastructure Phase 1, CA
- Elk Grove Infrastructure Plan for Fleet Electrification, CA
- City of Roseville Fleet Electrification, CA
- City of Bothell Fleet Electrification, WA
- City of Hayward Employee Charging Analysis, CA
- City of Redding Fleet Electrification, CA
- Ava Community Energy Municipal Fleet Electrification Studies, CA
- City of Fremont Fleet Electrification Study, CA
- SMUD EV Charging Technical Conditions, CA

MIKE USEN | PRINCIPAL-IN-CHARGE

Mike leads DKS's company-wide electric vehicle charging infrastructure planning and design practice, assisting sustainability directors, facilities managers, and fleet operators from multiple public agencies plan to smart electric vehicle charging infrastructure. Mike's relevant expertise includes multiple aspects of electric vehicle charging infrastructure master planning for light-,medium-, and heavy-duty electric vehicles. Fleet electrification clients include municipalities, ports, electric utilities, transit systems, regional transportation agencies, school districts, and universities. Mike has led electrification planning for dozens of agencies and over 65 separate fleets, addressing thousands of vehicles at hundreds of facilities.

RELEVANT PROJECTS

- Nevada County ZEV Transition Plan, CA
- East Bay Municipal Utility District, CA
- Anaheim Public Utilities, CA
- Orange County Waste & Recycling, CA
- Tacoma Public Utilities, WA
- Union Sanitary District, CA
- Ava Community Energy Fleet Electrification Study, Alameda County, CA
- Elk Grove Infrastructure Plan for Fleet Electrification, CA
- Antioch ZEV Assessment, Antioch, CA
- City of Fremont Fleet Electrification Study, CA

THOMAS PADDON, PMP | TASK 3, 4

Thomas is a seasoned leader in clean transportation, with over six years of experience leading fleet electrification and transition projects and programs across the US. He has led more than 30 successful fleet transition projects for government, utility and private clients. His expertise includes advanced modeling, total cost of ownership analyses across diverse fleet and market segments, and the creation of dynamic, interactive dashboards and planning tools customized for each client. Thomas also brings extensive knowledge of diverse vehicle types, classes, and duty cycles.

RELEVANT PROJECTS

- City of Davis Fleet Transition, CA
- City of Elk Grove Fleet Transition, CA
- City of Spokane Fleet Transition, WA
- City of Duluth Fleet Transition, MN
- City of Roseville Fleet Transition, CA
- City of Hayward Fleet Transition, CA
- City of Antioch Fleet Transition, CA
- City of San Jose Fleet Transition, CA
- City of Oakland Fleet Transition, CA

STEFFEN COENEN | TASK 3, 4

Steffen is a transportation electrification and decarbonization subject matter expert and data scientist. He leads the development of DKS's analytical tools for EV charging, specializing in technically challenging electrification use cases such as charging large fleets of heavy-duty specialized EVs with on-site power constraints, developing models for predicting EV adoption, charger utilization, and charging site selection prioritization. He studied electric vehicle adoption patterns and supported state-level charging infrastructure planning for WSDOT. He is experienced in data analysis, EV charging infrastructure planning, and carbon emission assessments, and is passionate about the overall need to decarbonize the transportation sector and how that challenge intersects with the energy sector.

RELEVANT PROJECTS

- Nevada County ZEV Transit Plan, CA
- East Bay Municipal Utility District, CA
- Anaheim Public Utilities, CA
- Orange County Waste & Recycling, CA
- Tacoma Public Utilities, WA
- Fleet Electrification Phase 2 for King County Facilities Management Division, WA
- City of San José Fleet Transition Plan, CA
- City of Elk Grove Fleet Electrification Plan, CA

DAVID MAHAMA, PE | CIVIL SUPPORT

David has over 26 years of transportation engineering experience. He is adept at identifying and selecting preferred design alternatives for local municipalities and state agencies. He has led many multidisciplinary engineering design teams and has extensive experience discussing projects and technical analysis in a way that is easy to understand.

Registration California Civil P.E. #69964

RELEVANT PROJECTS

- City of Sacramento Downtown Capitol Grand Tower Traffic Impact Study, Sacramento, CA
- City of Stockton Traffic Signal Controller Upgrades and Retiming Project, Stockton, CA
- EBMUD West of Hills Environmental Impact Report

MARK SCHLOSSER, LEED AP | TASK 3

Mark has 23 years of engineering experience and formed Sugarpine Engineering in January 2012. He is a Partner in charge of design services. Hi s prior 13 years of experience included Colorado to Montana to Manager/Owner a 90-person Colorado-based MEP firm. He has worked with airports, resorts, commercial, military, and government agencies, seismic, envelope and snow evaluations, civic interactions, industrial process, and net-zero projects.

Registration California P.E. #M33525

RELEVANT PROJECTS

- Truckee Tahoe Unified School District (TTUSD) Bus EV charging addition, CA
- TTUSD energy, HVAC, and controls upgrades District-wide, CA
- Truckee Rec and Parks District (TDRPD) indoor pools natatorium, CA
- Tahoe City Public Utility District (TCPUD) energy and HVAC upgrades, CA
- Truckee Donner Public Utility District (TDPUD) energy and HVAC upgrades, CA

SUGARPINE ENGINEERING

KENNETH BOUSQUET, PE | TASK 3

Ken has 13 years of engineering experience, holding both electrical and mechanical PE licenses with specialized knowledge in electrical infrastructure. Ken is primarily responsible for electrical engineering design for institutional, commercial, industrial, and large residential developments across the country. He is experienced with large switchgear, metering, EV charging, photovoltaics, battery energy storage, lighting, photometrics, load and utility calculations, device layouts, utility services, MEP coordination, circuiting, safety, ignition control systems, and electrical fire-life-safety systems.

Registration California Electrical P.E. #E21861

RELEVANT PROJECTS

- Truckee Tahoe Unified School District (TTUSD) Bus EV charging addition, CA
- Truckee Fire Protection District (TFPD) Station 90 conceptual design, CA
- Tahoe City Public Utility District (TCPUD) energy and HVAC upgrades, CA
- League to Save Lake Tahoe energy and EV upgrades, CA
- Truckee Donner Public Utility District (TDPUD) PV, energy and HVAC upgrades
- Truckee Tahoe Airport District Fleet EV Charging
- Truckee Tahoe Airport District Terminal Public EV Charging

SUGARPINE ENGINEERING

IAN JOHNSON, EIT | TASK 3

Ian is an Electrical Engineer with three years of experience in electrical design, lighting, data, and control systems. At Sugarpine, Ian designs electrical systems, lighting, data, and control systems. He works with resorts, mansions, hotels, commercial, and government agencies, and LEED credit compliance.

RELEVANT PROJECTS

- Truckee Tahoe Unified School District (TTUSD) Bus EV charging addition, CA
- TCPUD EV chargers and infrastructure, CA
- CA Energy Commission FDAS appliance standards development, CA
- Truckee Tahoe Airport District Fleet EV Charging
- Truckee Tahoe Airport District Terminal Public EV Charging

KITTELSON & ASSOCIATES

CHRIS WHITE | TASK 2, 4

Chris joined Kittelson in July 2024 after 20 years at Frontier Energy. Chris led or contributed to more than 50 public charging and fleet transition plans nationwide. In addition, Chris is the co-chair of ARB's Advanced Clean Fleets Implementation Working Group, and a steering committee member for two national freight electrification efforts. Chris has experience with hydrogen and battery electric vehicles.

RELEVANT PROJECTS

- Nevada County Zero Emission Fleet Transition Plan (at previous employer), CA
- Ava Community Energy Fleet Electrification Study, Alameda County, CA
- City of Redding Fleet Electrification, CA
- Jackson County Fleet Electrification Transition Plan
- Salt River Pima-Maricopa Indian Community EV Master Plan

STAFF NAME & REGISTRATION	RESPONSIBILITIES	ANTICIPATED TIME COMMITMENT
Gurbir Antaal, PE Nevada Professional Engineer No. 031573 Texas Professional Engineer No. 151842	Managing overall project development, coordinate communication, overseeing deliverables, scheduling, Preparing Conceptual Plans, CapEx Draft & final report, presentation	30%
Mike Usen, AICP	Project oversight, presentation of final plan	15%
Thomas Paddon, PMP	Fleet electrification, prepare online data visualizations, develop OPEX costs, draft & final report	25%
Steffen Coenen	Infrastructure planning, charger siting analysis, operational strategy development, draft & final report	30%
David Mahama, PE California Professional Engineer (Civil) No. 69964	Civil engineering support	5%
Ken Bousquet, PE California Electrical P.E. No. #E21861	Review electrical as-builts, field visits, evaluate back-up power options	10%
Mark Schlosser, PE, LEED AP California Mechanical P.E. No. #M33525	Evaluate back-up power options	5%
Ian Johnson, EIT	Electrical support	15%
Chris White	Existing conditions analysis, site assessments, draft & final report	25%

SECTION II: QUALIFICATIONS AND EXPERIENCE

WHAT SETS DKS APART

DEPTH OF EV AND ALTERNATIVE FUEL INDUSTRY KNOWLEDGE. DKS will draw from its extensive professional network of electric vehicle charging vendors and networks to recommend solutions that best fit fleet charging for Truckee. As part of our multiple ongoing electromobility projects, DKS is in frequent contact with EV charging vendors including ChargePoint, Blink, Shell Recharge Solutions, Flo, PowerFlex, and many others.

GRANTS AND INCENTIVES. DKS has had repeated success securing additional project funding on EV projects. For example, in December of 2024, the City of San Jose secured $12 million in funding to advance EV infrastructure in underserved communities across Santa Clara County. This initiative will establish 237 EV charging ports throughout San Jose and neighboring cities within the Silicon Valley Clean Energy service area.

Our South San Francisco EV Charging Master Plan helped the City win $1.5 million of in-kind contributions from multiple third-party EV charger providers allowing the City to achieve its vehicle electrification goals for a fraction of the infrastructure investment and realize a return equal to 15 times its investment in consulting services and infrastructure costs.

Another example is the Sacramento EV Implementation Blueprint which directly led to the City of Sacramento winning $2 million in Phase 2 funding from the California Energy Commission (CEC) to implement the EV Blueprint, one of only four projects statewide that were funded.

After completion and adoption of the San Joaquin COG Alternative Fuels Vision Plan (AFVP) by DKS San Joaquin COG was one of a limited number of agencies to be awarded a federal Charging and Fueling Infrastructure (CFI) program grant in the amount of $15 million. This grant, “Expanding Electrification for All in San Joaquin County,” will use the funding to provide charging infrastructure for traditionally underserved communities in San Joaquin County.

EFFICIENCY AND OPTIMIZATION. Transitioning fleet vehicles to EVs can be more expensive than continuing to operate a fleet of gas and diesel vehicles in the near-term. This is largely due to the costs associated with purchasing and installing charging infrastructure, especially the facility-specific electrical infrastructure upgrades needed to power the chargers. DKS is committed to identifying and recommending ways to minimize capital investments that will make this transition as easy and inexpensive as possible. Ten examples of methods we employed in past projects to optimize cost- effectiveness are

1. Careful analysis of fleet fueling operations in close collaboration with feet and facility managers.
2. Identify the most cost-effective fleet facilities for charging infrastructure installation by evaluating per EV charging costs.
3. Detailed operational analysis of vehicle energy use patterns to determine optimal charging strategies.
4. Use of load management technology to reduce peak power demand to reduce cost of electrical upgrades and utility demand charges.
5. Evaluation of multiple alternative charging strategies including shared use of charging infrastructure based on fleet vehicle energy demands.
6. Detailed fleet energy analysis to determine specific EV charger speeds most appropriate to each vehicle duty cycle.
7. Strategic siting of charging infrastructure to reduce cost and maximize charging convenience.
8. Use of expandable modular, charging infrastructure architecture.
9. Use of bidirectional DC chargers for resiliency and cost-effective HD EV charging.
10. ACF-compliant implementation phasing to spread investments over time and delay purchase of ZEVs until more cost-effective and mission-suitable ZEVs are available.

ONLINE DASHBOARD. Our online interactive dashboard empowers fleet managers to make data-driven decisions as they plan and manage their transition to EVs. It offers detailed insights and visualizations across several key areas:

- **Total Cost of Ownership (TCO):** Assess the financial implications of feet electrification, including associated costs and savings.
- **Charger Installation Recommendations:** Assess phased installation plans organized by facility to strategically deploy charging infrastructure.
- **Transition Planner:** Linked to our extensive EV database, this tool helps fleet managers fine tune their vehicle replacement schedules to match anticipated budgets, and maintain ACF compliance and ensure that chargers are installed when and where they are needed.
- **Fuel Cost Comparisons:** Compare cost savings between traditional fuels and EV alternatives.
- **EV Procurement Timeline:** Visualize and manage EV acquisitions to align with anticipated budgets and timelines effectively.

- **Charging Infrastructure Cost Assumptions:** Review detailed assumptions for all associated costs related to charger installations.
- **Interactivity:** Customize and simulate diverse transition strategies over specific timeframes to align with operational and sustainability goals. This dashboard serves as an invaluable resource for fleet and facilities managers, helping them navigate the complexities of transitioning their fleets.

DKS FLEELET (DKS's FLEET ELECTRIFICATION TOOL).

Leveraging the experience and best practices gained over the course of dozens of fleet transition plans, DKS developed an in-house, cloud-based tool called FLEELET that streamlines in-depth assessments of municipal and other vehicle fleets for electrification. The tool allows us to efficiently develop recommendations on appropriate fleet charging infrastructure and transition phasing based on vehicle data including odometer readings, VINs, model years, typical daily dwell times, and more. The tool is flexible with respect to its inputs and has proven successful in supporting the creation of multiple different fleet electrification plans by DKS. The tool's scope covers a multitude of vehicle types and operational needs, including light-, medium-, and heavy-duty ZEVs and off-road equipment.

CHARGING INFRASTRUCTURE COST ESTIMATING TOOL.

DKS has developed tools and best practices to efficiently and accurately estimate both capital expenses (CAPEX) as well as operational and maintenance expenses (OPEX) for operating charging infrastructure. Integrated with DKS's FLEELET workstream, our cost estimation tools generate reliable planning level estimates of EV charging infrastructure capital and operating costs. Due to specific site conditions and varying need for electrical capacity upgrades, the cost of installing and operating charging infrastructure can vary wildly between fleet depots. As part of our charging analysis, we consider the per-EV cost of installed chargers and recommend the most cost-effective charging strategies that meet each fleet's operational needs. We work with fleet and facilities managers to recommend the best locations for charging at each site.

COMMITMENT TO INNOVATION AND BEST PRACTICES.

We are dedicated to incorporating industry best practices and innovative solutions to enhance the efficiency and sustainability of the Truckee Municipal Electric Vehicle Infrastructure Master Plan. Our approach may include the integration of renewable energy sources, smart charging, adhering to the Town's Reach Codes and other innovations that can improve operational efficiencies and reduce costs.

DKS brings industry expertise, commitment, and motivation to prepare a cost-effective, realistic, and ambitious ZEV transition plan for the Town. DKS has close relationships with the companies that manufacture and sell EVs, charging stations, software, and training services.

WORK SAMPLES & REFERENCES

Each of the following projects are representative of DKS' fleet electrification plans with scopes of work similar to the Town of Truckee's. DKS is proud to have completed each of these on time and within budget. We encourage you to contact the listed references regarding their experience working with us on these projects.

NEVADA COUNTY TRANSPORTATION COMMISSION ZERO EMISSION VEHICLE TRANSITION PLAN

As subconsultants to Frontier Energy, DKS, and Sugarpine Engineering prepared this fleet zero emission vehicle transition plan to address the charging needs at 23 Nevada County facilities for fleets including the Sheriff's office, Roads, sanitation, motorpool and transit. In addition to the County itself, we also planned electrification for Grass Valley, Nevada City, and the Town of Truckee. This plan addresses the infrastructure needs for power delivery and charging, hydrogen storage and distribution, maintenance needs, and capital replacement considerations for each fleet. Our analysis and recommendations also include evaluating County-owned facilities for public charging needs. Tasks include establishing a Project Advisory

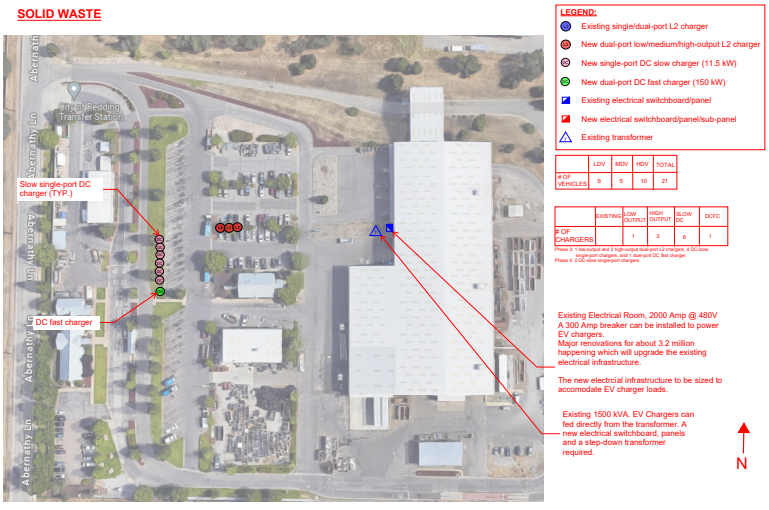
Committee, evaluation of existing conditions, preparation of a 20-year phased Vehicle and Equipment Replacement Plan, and presentation of the plan to Nevada County Board of Supervisors.

The chargers are recommended for installation in the parking spaces to the south of the facility closer to the main electrical panels. These chargers would provide charging capacity for up to 50 EVs to be charged simultaneously. A 350 kW ultra-fast charger is recommended at this site to supplement other recommended chargers to fulfill any additional or unplanned charging.

Key Personnel: *Gurbir Antaal, Mike Usen, Steffen Coenen, Chris White*
Client: *Nevada County*
Status: *2023 – Present*
Consultant Cost: *$71,651*
Client Contact: *Kena Sannar, Nevada County Transportation Commission; 101 Providence Mine Road | Suite 102, Nevada City, CA 95959; ksannar@nccn.net; (530) 265-3202*

CITY OF REDDING FLEET ELECTRIFICATION TRANSITION PLAN

The goal of this project was to develop a long-term master plan to transition the City of Redding's fleet vehicles to battery and fuel cell electric vehicles. The plan needed to meet Redding's needs to be fiscally prudent, enable Redding Electric Utility (REU) to meet projected electricity demand, and to comply with California's Advanced Clean Fleets regulation. DKS's role on this Frontier Energy-led team was to evaluate charging strategies for fleet vehicles at each domicile as well as opportunities for the fleet to use public charging. DKS also developed EV charging strategies for each domicile location that included take-home fleet vehicles, and provide conceptual layouts for EV charging stations with identified implementation phasing.

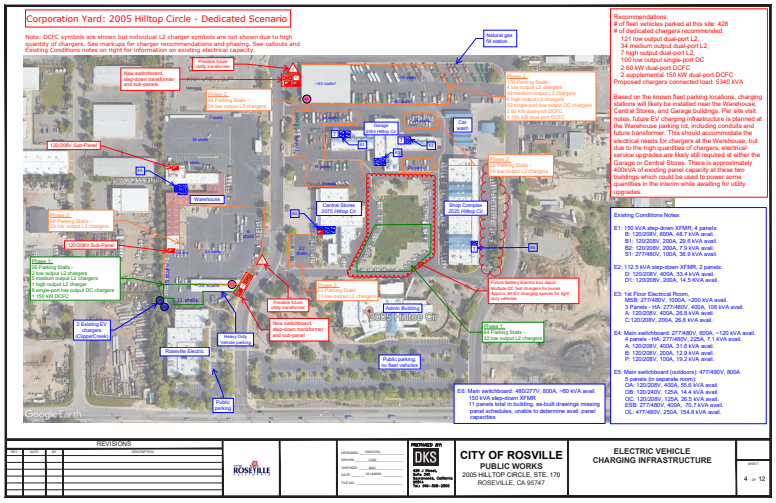


Key Personnel: *Mike Usen, Steffen Coenen, Gurbir Antaal, Chris White*
Client: *City of Redding, CA*
Status: *2023 – Present*
Consultant Cost: *$126,000*
Client Contact: *Lisa Casner; 777 Cypress Avenue Redding, CA 96001; lcasner@cityofredding.org; (530) 339-7263*

CITY OF ROSEVILLE FLEET ELECTRIFICATION

DKS helped the City of Roseville transition to an all-EV fleet by planning vehicle replacement and charger installation. This includes determining the fleet vehicle charging needs and resulting energy requirements in kWh. DKS modeled each of the City of Roseville's 661 light, medium and heavy-duty municipal fleet vehicles and determined the replacement schedule. DKS also performed site evaluation of all 13 fleet facilities including two large corporation yards and five fire stations to vet preliminary recommendations and recommend charger installation locations and estimate project costs by installation phase.

Key Personnel: *Gurbir Antaal, Mike Usen*



Client: *City of Roseville, CA*
Status: *Ongoing*
Consultant Cost: *$54,447*
Client Contact: *Brandy LeBeau, Fleet Manager; 311 Vernon St., Roseville, California 95678; blebeau@roseville.ca.us; (916) 774-5730*

SELECT DKS ELECTROMOBILITY PROJECT QUALIFICATIONS CHART

Client/Project Name	Assess Existing Conditions	Plan Fleet Transition	Determine Charging Needs	Prepare Preliminary Site Plans	Propose Phasing & Implementation Plan
Nevada County Transportation Commission Zero Emission Vehicle Transition Plan	●	●	●	●	●
Calaveras County Council of Governments EVCI Implementation Plan	●	●	●	●	●
City of Poway ZEV Transition Plan	●	●	●	●	●
City of Olympia Fleet Electrification Services	●	●	●	●	●
City of San Jose Fleet Electrification, Workplace and Public Charging Plan	●	●	●	●	●
City of Roseville Fleet Electrification	●	●	●	●	●
2024 OCWR ZEV Fleet Replacement Planning	●	●	●	●	●
California State University, East Bay Fleet Electrification Plan	●	●	●		●
City of Kirkland Fleet Electrification	●	●	●	●	●
City of Redding Fleet Electrification Transition Plan	●	●	●	●	●
Anaheim Union High School District Bus Fleet Electrification	●		●		●
Shasta County Fleet Electrification Transition Plan	●	●	●	●	●
King County Solid Waste Division Fleet Electrification	●	●	●	●	●
Lawrence Berkeley National Laboratory Fleet Electrification Consulting	●		●	●	●
City of SeaTac Fleet Electrification Strategy, WA	●	●	●	●	●
City of Elk Grove Infrastructure Plan for Fleet Electrification Electric Vehicle	●	●	●	●	●
City of Bothell Fleet Electrification Project	●	●	●	●	●
City of Bellevue Green Fleet Strategy	●	●	●	●	●
City of Spokane Green Fleet Plan, Spokane, WA	●	●	●		●
King County Assessment of Electric Vehicle Charging Infrastructure	●	●	●	●	●
Ava Community Energy Municipal Fleet Electrification Study (13 fleets)	●	●	●	●	●
South San Francisco Electric Vehicle Charging Station Master Plan	●	●	●		●
City of Fremont Fleet Electrification Study	●	●	●		●
SnoPUD Fleet Electrification Support	●	●	●	●	●
South Placer MUD Fleet Transition Master Plan (7 fleets)	●	●	●	●	●
City of San Pablo Electric Vehicle City Fleet Transition & Public Charging Hub Analysis	●	●	●	●	●
Burlingame Citywide EV Charging Infrastructure Plan	●	●	●	●	●
El Segundo EV Charging Masterplan	●	●	●	●	●
Inyo County Public Works, Electric Vehicle Charging Infrastructure Network Plan	●	●	●	●	●
City of Seattle Electric Vehicle Supply Equipment Systemwide Assessment	●	●	●	●	●
City of Davis EV Charging Infrastructure	●	●	●	●	●

SECTION III: PROJECT APPROACH AND WORK SCHEDULE

APPROACH

Our approach is based on best practices and lessons learned from similar projects. We know that fleet electrification is a daunting task that department staff must include in their already-overwhelmed schedules. The DKS Team has a streamlined process to make the best use of time and to minimize the requirements and resources of department staff.

As project manager, Gurbir will provide overall direction to the team and will be supported by Thomas Paddon, PMP who will lead the fleet electrification efforts, ensuring all fleet needs are met within the project's scope. Steffen Coenen will support Gurbir and Thomas by focusing on infrastructure planning, charger siting analysis, and operational strategy development, bringing a data-driven and practical approach.

Principal-in-Charge Mike Usen, AICP who leads DKS's electromobility practice, will oversee the project to provide an exceptional client experience and will personally review each deliverable to confirm quality and consistency.

Gurbir will maintain a clear line of communication with subconsultants Sugarpine and Kittelson, through regular check-ins, planning meetings, and shared project management tools to ensure alignment with project milestones, timely deliverables, and seamless coordination throughout the project.

The entire team has worked together on multiple similar projects and will meet regularly as part of this project to ensure collaboration and communication and track the progress of each task, subtask, deliverable, schedule, and budget using Smartsheet, our preferred online project management platform. The project team will use this tool to track tasks, deadlines, staff responsibilities, and other aspects of the project.

TASK 1: PROJECT MANAGEMENT AND COORDINATION

The goal of this task is to manage the project successfully, meaning on time and within budget with ample opportunity for effective collaboration between DKS and the Town of Truckee.

DKS will coordinate with the Town's project manager to schedule a project kick-off meeting to discuss the project's goals, scope and schedule and introduce the project team. This meeting will also resolve questions or concerns, discuss the future meeting schedule for regular communication, and establish the foundation of common expectations. DKS will prepare a meeting agenda for Town review and approval. We will take meeting notes and transcribe them into a short-term action list that will be used for future check-in meetings during the project.

The kick-off meeting will occur by late May 2025.

DKS has an established Project Management and Quality Control Process that we have implemented to successfully deliver numerous projects of this nature, on time and within budget. Elements of this process include:

- Weekly review of all project activity through DKS's accounting and management information platform (Vantagepoint), which summarizes all labor and expense charges every Monday of every week.
- Regular (bi-weekly or monthly) project team meetings between the consultant's collaborative leadership team and Town staff.
- Assignment of senior project staff experienced with the northern California region and local agencies to provide a quick start-up and efficient completion of tasks.
- Monthly project management review by independent staff to monitor contract performance.
- Consistent communication with clients through email, Basecamp, or SmartSheet (cloud-based project management tools), memos, meetings, or work sessions.
- Monthly project status memos accompanying each invoice over the course of the project.
- Strong leadership of the DKS project manager, who has a proven track record of completing tasks on time and within budget.
- Overall project oversight by DKS's Principal-in-Charge to ensure quality, client experience and appropriate resource allocation.

DELIVERABLES

- Meeting notes
- Short-term action lists
- Monthly invoicing and progress reports
- Project work plan and schedule

DKS has incorporated invoicing, project management, and administrative staff time into the overhead costs, and these will not be billed as separate line items.

TASK 1 ASSUMPTIONS

DKS will plan and facilitate up to eight virtual meetings over the course of the project with town staff and stakeholders.

TASK 2: EXISTING CONDITIONS

To ensure a comprehensive understanding of the Town's existing and future EV infrastructure needs, our team will conduct a thorough review of relevant documents and data, including GIS data that Kittelson has and is updating for projects in the region, including the Truckee Local Road

Safety Plan. This foundational assessment will provide insights into past and ongoing efforts related to municipal EV infrastructure, enabling a data-driven approach to planning and implementation. By analyzing GIS data, budget plans, and construction records, along with fleet and staffing information provided by the Town, the Consultant will develop a robust database that will inform strategic decisions for EV infrastructure development at both the Public Service Center and Town Hall. The DKS team will work with Kittelson to perform the following task items under Task 2.

SUBTASKS

SUBTASK 2.1 Review of existing reports and data: DKS will collaborate with Kittelson to review existing reports and data, including the fleet transition plan, and blend it with the data and recommendations that the project team made for Nevada County. Our Nevada County project included several County facilities in Truckee and identified the potential for the Town and County fleet to share infrastructure.

SUBTASK 2.2 Regulations, Policies and Funding: DKS and Kittelson staff closely follow State and Federal regulations, policies, and funding. We will summarize the status of regulations and policies in the Existing Conditions report and keep the Town apprised as these change and evolve throughout the project, including the impact to the cost, availability, and timelines of EVs and EV charging equipment.

DELIVERABLES

- Comprehensive database of current and future EV infrastructure needs
- Develop PowerPoint presentation of the database
- Two drafts reviewed by the Town
- Draft report

OPTIONAL TASK: FLEET TRANSITION PLAN

One of the first tasks in DKS' standard fleet electrification planning methodology is to evaluate the fleet's energy needs and replacement timeframe. According to the February 27 pre-proposal meeting, Truckee's Fleet Manager has developed a draft fleet transition plan that we expect to be able to use and have therefore not included developing a fleet plan as part of our scope. However, Truckee's response to question 2 addendum states "The Transit Division has a Zero-Emission Fleet Transition Plan that was developed in 2022/23." Therefore it is not clear to DKS whether the fleet plan is for the entire fleet or simply the transit division. While our proposed scope and budget assumes that we will need to do at least some transition plan updates, more work may be needed. If so, we would perform fleet analysis as part of either Task 2 or 3 ensuring a clear understanding of the vehicle fleets currently operated by each department to inform charger planning and implementation phasing for additional fees within the $150K total project budget cap.

TASK 3: EVALUATE FACILITY ELECTRICAL CAPACITY

As the Town of Truckee transitions toward a fully electrified municipal fleet, a data-driven strategic approach to EV infrastructure planning is essential. DKS will conduct a comprehensive assessment of current and future charging demands, evaluate electrical capacity, analyze costs, and explore opportunities for resilience measures such as on-site power production and integration of energy storage. This analysis will inform the draft Municipal Electric Vehicle Infrastructure Plan, which will include preliminary site designs and a phased implementation strategy. The three-phase plan will provide a structured roadmap to support the full electrification of the Town's fleet while ensuring that charging infrastructure meets the evolving needs of municipal staff at key facilities. Under this task, DKS proposes the following subtasks:

SUBTASKS

SUBTASK 3.1 Fleet ZEV Charging/Fueling Recommendations: The objective of this subtask is to evaluate the operational viability and economics of alternative charging strategies to determine the best fit by analyzing the following two alternative charging strategies for each facility:

1. Dedicated Level 2 (AC and DC) chargers with load management
2. Shared Level 2 (AC and DC) chargers with load management

DKS will perform charger analysis based on the fleet replacement plan prepared by the Town of Truckee, which we anticipate may need some minor updates which we'll provide if needed. DKS's EV charger recommendations are informed by the daily fleet vehicle energy requirements and nightly dwell times of the vehicles domiciled at both fleet facilities. In addition to these two charging strategy alternatives, we expect to recommend supplemental DC fast chargers (DCFCs) at one of the facilities to provide resilience and convenience when drivers forget to charge fleet EVs overnight or if Level 2 chargers are inoperable.

To determine the most cost-effective way to charge the fleet's future EVs, DKS developed FLEELET (introduced in Section II) that helps the team optimize EV charger quantities.

Based on the output of this analysis, DKS will develop an online digital dashboard (introduced in Section II) for use throughout the project to interactively display findings and recommendations, allowing Truckee staff and other stakeholders to filter recommendations. For example, the Public Works Department could choose to view only the Public Works fleet, the Sustainability Manager could track greenhouse gas

(GHG) reductions and the budgeting office could adjust the implementation timeline as needed to track investments needed over time.

SUBTASK 3.2 Facilities Review and Infrastructure Upgrades: The objective of this subtask is to ensure that electrical system upgrades are sized and configured to meet the energy needs of charging future fleet EVs. As on most of our fleet electrification strategy projects, a critical question we will answer for Town of Truckee is, *"What electrical system upgrades (if any) will be required to provide EV charging at each fleet facility?"* To answer this, we will evaluate existing facility electrical loads relative to projected EV charging demand. We review available electrical data including Truckee Donner Public utility District (TDPUD) utility bills from an appropriately representative timeframe, as-built drawings, electrical one-line drawings. Sugarpine will perform this subtask in close coordination with Town's electricians familiar with each fleet facility as well as with the local electrical utility (TDPUD) on connecting proposed EV chargers to existing, upgraded, or new electrical infrastructure.

Subtask 3.3 Resiliency and Back-Up Power: Many of our municipal fleet clients are increasingly concerned about how to charge fleet vehicles, and other mission critical assets during power outages. To address this concern for Town, DKS and Sugarpine will provide resiliency strategy options including:

- Backup generator options
- Mobile and stationary Battery Energy Storage Systems (BESS)
- Distributed energy using solar
- Bidirectional charging including vehicle-to-vehicle (V2V) and vehicle-to-building (V2B) and of course vehicle-to-grid (V2G) connectivity

DKS will provide an overview of each approach including high-level cost analysis and equipment recommendations.

SUBTASK 3.4 Prepare Conceptual Plans: Based on the findings and recommendations from Subtask 3.2, DKS will prepare conceptual plans that will show proposed locations for installing chargers at fleet facilities and employee charging locations. These conceptual plans will identify existing electrical panels as well as locations where electrical transformers would most likely be installed based on our experience and coordination with TDPUD. Conceptual designs will also ensure compliance with California's ADA Standards for EV chargers. **The DKS Team will collaborate with Town staff and potentially other stakeholders to include input on the charger locations by type and use.**

SUBTASK 3.5 Develop Project Costs: Based on the information gathered from site visits and charger analysis, DKS will calculate comparative project capital costs (capital expenditure, or CapEx) based on inputs including each facility's electrical capacity, charging make-ready infrastructure needs (as determined by TDPUD electrical equipment costs and/or other back-up power sources), and charger and infrastructure purchase and installation.

To be cost-efficient, DKS recommends installation of conduit systems, trenching and conduit stub-outs during an early implementation phase when electrical upgrades are implemented at each site. The appropriate wiring can be installed in later phases based on the quantity and type of the EV chargers to be installed.

Estimated annual OpEx will assess and quantify charger depreciation, maintenance needs, charger software licensing, networking fees, electricity expenses, and other possibly applicable expenses.

DKS will incorporate the estimated CapEx and OpEx along with site-specific recommendations into the interactive digital dashboard as outlined in Task 3.2. The dashboard's tools enable filtering by department and/or facility and allows adjustments to the implementation timeline as desired.

As illustrated by the Sample Dashboard, DKS recommends transition of ICE vehicles to ZEVs and charger installation in multiple phases. The initial phase (Phase 1) of the project focuses on the sites which have available electrical capacity and additional phases will follow based on the replacementtimeframe of the vehicles and the quantity of the EV chargers to be installed.

SUBTASK 3.6 Develop Draft Municipal EV Infrastructure Plan: The goal of this sub-task is to compile the deliverables from Tasks 2 and Sub-Tasks 3.1 to 3.5 into a comprehensive plan document intended to guide the transition to ZEV fleets and deploy chargers. The report will include images from the digital dashboard and is intended to supplement the interactive online information. The chargers and costs associated with the charger installation will be recommended in a phased implementation up to three phases.

DELIVERABLES

- Interactive online data visualization dashboard showing total quantity and type of EV chargers required, CAPEX, and OPEX per phase. Site specific recommendations
- Estimated CAPEX for each site per phase in PDF format
- Estimated OPEX for each site per phase in PDF format
- Conceptual Charger Layout Plans for up to three sites
- Draft report summarizing Task 2 and each sub-tasks listed in Task 3, finding and recommendations

ASSUMPTIONS:

- DKS to receive all as-builts and electric utility (TDPUD) bills per each site at one time before proceeding with the analysis. New or additional information is added after the

analysis reaches a defined milestone, it may be considered additional scope, effort and schedule, which can be negotiated between the consultant and the client.

- No vehicle analysis to performed. The charger recommendations will be based on the vehicle replacement plan the Town has put together.

TASK 4: FINAL PLAN

Once the Town staff reviews the draft plan and provides feedback, we will refine and finalize the Municipal EV Plan, incorporating a phased implementation strategy. We will plan to submit up to three draft versions for Truckee to review before completing the final report. The DKS team will work with Kittelson to perform the following task items under Task 4.

Kittelson staff have completed dozens fleet transition plans, regularly support Clean Cities Coalitions nationwide, and actively participate in working groups and committees about transitioning fleets to zero emission and alternative fuels. We provide each of our clients with a Best Practice Report that continues to evolve as lessons are learned. The report includes:

- Recommendations for EV fleet maintenance schedules, tools and equipment, and technician training
- Policies for using and driving EVs, which includes when to recharge, use of public and home charging stations, and guidelines for EV use on long trips
- Sample policies for sharing fleet charging stations with employees and/or the public
- Procurement processes for fleet EVs that include long lead times and upfitting ZV chassis
- Facilities processes for adding electrical capacity and supply during renovations, improvements, new construction, or lease agreements
- Data collection and analysis practices, integrating EVs and charging stations into existing fleet management systems
- The report will also include barriers and opportunities that are specific to Truckee and its unique needs

Kittelson carefully tracks grants, rebates, tax credits, and utility incentives. Immediately after the kick-off meeting Kittelson will deliver a summary of current and coming opportunities. During our check-in meetings or ad-hoc calls, we will follow up on these opportunities. We aim to ensure that the Town can apply for funding as soon as it is available.

We will summarize charging station ownership models, that include Town-owned-and-operated, shared owner/operator with a third-party, or outsourcing to a vendor (often called Charging as a Service). Kittelson will present an analysis of all options and with feedback, can recommend a model that seems best suited to the Town.

Kittelson will provide information about financing mechanisms the Town can use for the EV transition. These include:

- Pay-As-You-Go (PayGo), which is the common form of fleet replacement
- Debt, which includes bond measures, low- or no-interest loans, infrastructure financing districts, and lifecycle costs
- Public Private Partnerships, which include partnerships with private entities or selling GHG emission credits

Kittelson can also perform a revenue analysis that could include sharing charging stations with employees or the public for a fee, selling carbon credits, participating in utility demand management programs, and selling or leasing Town-owned land for public charging infrastructure. We include grants and incentives in the revenue analysis instead of being considered as a funding mechanism.

DELIVERABLES

- Final Municipal EV Infrastructure Plan, incorporating all Town feedback and final recommendations
- Executive summary highlighting critical findings and implementation roadmap

TASK 5: COUNCIL REVIEW/APPROVAL

To effectively communicate the Plan's key findings and recommendations, DKS will develop a comprehensive PowerPoint presentation tailored for the Town Council. This presentation will:

- Summarize the existing conditions assessment, EV charging demand projections, and electrical capacity evaluations
- Outline the three-phase implementation strategy, including charger placements, infrastructure upgrades, and estimated costs
- Highlight resilience measures
- Provide a clear timeline for implementation, ensuring a structured and achievable approach

During the Council meeting presentation, we will:

- Address any questions or concerns regarding feasibility, costs, and future scalability
- Provide justifications for recommended infrastructure improvements, funding strategies, and municipal fleet electrification goals
- Engage in a productive discussion to finalize the plan and secure Council approval

DELIVERABLES

- PowerPoint presentation for Town Council meeting
- Attendance and presentation at one Town Council meeting

PROJECT SCHEDULE

DKS has prepared a schedule to successfully deliver Truckee's EV Infrastructure Master Plan. Our schedule is based upon lessons learned from similar projects and tailored to meet the Truckees's 10-month delivery schedule.

Task / Title	2025								2026
	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan
Task 1 Project Management	KO	CI		CI	CI		CI		CI
Task 2 Existing Conditions									
2.1 Review of existing reports and data		1	2						
2.2 Regulations, Policies and Funding		1	2						
Task 3 Analysis and Draft Plan Development									
3.1 Fleet ZEV Charging/Fueling Recommendations				4					
3.2 Facilities Review and Infastructure Upgrades			3						
3.4 Prepare Conceptual Plans				5					
3.5 Develop Project Costs				5					
3.6 Develop Draft Municipal EV Infrastructure Plan					6				
Task 4 Final Plan						7	7	8	
Task 5 Council Review/Approval									9

Expected NTP to be received in May, 2025

Meetings/Milestones

KO Kick-Off Meeting May, 2025

CI Check In Meetings

1	Draft Review 1
2	Task 2 Draft Report 2 & PowerPoint Presentation
3	Field Visits
4	Charger recommendations
5	Prepare Conceptual Plans and Project Costs
6	Draft Municipal EV Infrastructure Plan
7	Review periods (1 to 3)
8	Final Municipal EV Infrastructure Plan
9	Final PowerPoint Presentation to Town Council

SECTION IV: IDENTIFICATION OF SUBCONTRACTORS

We are proud to partner with Sugarpine Engineering and Kittelson & Associates to give Truckee the specialized support needed for this project. DKS will coordinate and oversee all subcontractor activities to ensure seamless collaboration, timely completion, and adherence to project specifications.

SUGARPINE ENGINEERING

Sugarpine has over 12 years of experience in electrical engineering, specializing in the auditing, design, and commissioning of power distribution systems for public agencies, municipalities, and institutional clients. With a proven track record supporting agencies such as California State Parks, LA Metro, the California Energy Commission (CEC), and the CPUC, as well as institutions like the University of Nevada, Sierra College, and Truckee school districts, the firm is well-versed in delivering high-performance electrical solutions for critical facilities. Their experience designing infrastructure for transportation, mixed-use developments, and energy-efficient buildings highlights Sugarpine's ability to optimize EV charging systems for reliability, efficiency, and future growth, supporting Truckee's transition to zero-emission mobility.

Sugarpine is a locally rooted company with an in-depth understanding of the project, ensuring expert insight and tailored solutions. Sugarpine designed the electrical system to power Tahoe Truckee Unified School District (TTUSD) electric bus chargers.

KITTELSON & ASSOCIATES

Kittelson specializes in transportation planning and engineering. They have 40 years of experience in assisting agencies to assess current infrastructure, demographics, and demand with a focus on equity-centered improvements and strategies. Their transportation plans—bike/ped, transit, Safe Routes to School, Safe Streets for All, VisionZero, and EV infrastructure—reflect each community's culture, topology, and lived experiences. Their EV planning work ranges from national research to EV fleet deployment to public charging plans. Kittelson uses the following approaches to all their planning projects:

- **Using Big Data to Help Tell the Story.** We have more ways than ever to understand how and why people travel. Big data sources, like Replica, Strava, and Streetlight, combine with fleet operational data and other projects to identify opportunities and challenges with EV charging.
- **Visually Compelling Concept Drawings.** It can be hard for people to imagine what an EV charging station or hub might look like, and others may be concerned about impacts to their daily lives. We use state-of-the-art design and sketch tools to develop realistic renderings to help future EV drivers visualize when and where they will charge.
- **Stories from the Street.** We meet with department heads and everyday drivers to learn about their typical—and extraordinary—and recommend EV replacements and charging locations that help them do their jobs just as well (or better than) they do today.
- **Taking Advantage of Low Hanging Fruit.** "Low hanging fruit" projects often offer opportunities for lower cost or immediate projects which can have a big impact in usability. We will identify opportunities for simple, quick projects that can close gaps and unlock low stress networks.

Our subconsultants will provide the following services:

Firm	Services	Deliverables	Percentage of Overall Scope
Sugarpine Engineering	Task 3	Review of existing reports; facilities review and infrastructure upgrades;resiliency and back-up power; conceptual plans; draft Municipal EV Infrastructure Plan	21%
Kittelson & Associates	Task 2 Task 4	Existing conditions report and data review & report; Regulations, policy, and funding; final plan	14%

SECTION V: ADDITIONAL INFORMATION

SIMILAR PROJECT EXPERIENCE

As with the work samples on pages 5-7, each of the following projects are representative of DKS' fleet electrification plans. DKS is proud to have completed (or for active projects including SPMUD and San Jose, are completing) each of these on time and within budget. We encourage you to contact the listed references regarding their experience working with us on these projects.

SOUTH PLACER MUD FLEET TRANSITION MASTER PLAN

The purpose of this project is to provide actionable guidance to help SPMUD's fleet transition to all-EV operations. This will inform SPMUD's leadership regarding which existing fleet assets should be replaced by suitable EV replacement models along with a phased implementation plan that meets the District's operational needs and complies with the Advanced Clean Fleets (ACF) rule. It will provide SPMUD's facilities manager with the resulting electrical load at each fleet domicile facility, so that electrical upgrades can be coordinated with local utilities, and charging infrastructure can be deployed concurrent with EV acquisition in a way that minimizes peak loads to reduce demand charges and capital costs. Last but not least, SPMUD's budget office will know the estimated capital investments, operating costs, and total cost of ownership of future EV fleets as well as potential funding and financing options in order to request appropriate funding and be positioned for potential grant and financial incentive programs.

Key Personnel:*Gurbir Antaal, Mike Usen, Thomas Paddon, Steffen Coenen*
Client: *South Placer Municipal Utility District*
Status: *Ongoing*
Consultant Cost: *$99,905*
Client Contact: *Eric Nielsen, General Manager; 5807 Springview Drive, Rocklin, CA 95677; enielsen@spmud.ca.gov; (916) 786-8555*

CITY OF POWAY ZEV TRANSITION PLAN

As a sub-consultant to Frontier Energy, DKS completed a comprehensive fleet electrification assessment as part of the City's efforts to comply with California's Advanced Clean Fleet (ACF) regulation. Acting as the technical lead on electrical infrastructure and EV charging strategy, DKS conducted site visits at six City-owned facilities to assess the conditions for installing EVSE. DKS analyzed Poway's electric bills and fleet fuel consumption to determine the appropriate level of EV chargers needed under a full fleet conversion. DKS's deliverables consisted of detailed site assessments, fleet EV charger recommendations by type and quantity, installation and operating cost estimates, and support for the City's SDG&E Power Your Drive For Fleet application for funding.

Key Personnel: *Mike Usen, Thomas Paddon, Steffen Coenen*
Client: *City of Poway*
Status: *May – December 2024*
Consultant Cost: *$120,000 (DKS portion = $43,280)*
Client Contact: *Miguel Solano, Assistant Engineer; 13202 Poway Road, Poway, CA 92064; msolano@poway.org; (858) 668-4653*

CITY OF SAN JOSE FLEET ELECTRIFICATION, WORKPLACE AND PUBLIC CHARGING PLAN

DKS is planning EV charging infrastructure for the City's 1,572 vehicle fleet, as well as the general public, including addressing the charging needs of 5,006 employees at 43 prioritized sites around the city. As part of fleet electrification analysis, DKS is developing charging strategies and recommendations for each fleet site including the number and types of EV chargers needed at each facility and potential for stub-outs for future EVSE as well as identifying strategies to optimize charging to minimize electrical demand, and for back-up power and resiliency. DKS is also exploring opportunities to install public/employee charging at prioritized fleet facilities to optimize infrastructure investments. On the public charging side, DKS is evaluating 15 community sites for the parking lot configuration and turnover in the parking spaces. For both, DKS is identifying optimal locations for installing charging stations, coordinating with PG&E about electrical capacity and infrastructure for EV chargers. DKS also assisted the City of San Jose and its partner Silicon Valley Clean Energy with its successful CFI grant application, resulting in $12M award to fund project implementation of 120 charger ports at 12 City-owned public charging sites.

Key Personnel: *Mike Usen, Gurbir Antaal*
Client: *City of San Jose*
Status: *Ongoing*
Consultant Cost: *$161,596*
Client Contact: *Kate Ziemba, Programs Manager, San José Clean Energy; 200 E. Santa Clara Street, San Jose, CA 95113; kate.ziemba@sanjoseca.gov; (408) 535-4889*

CALAVERAS COUNTY COUNCIL OF GOVERNMENTS EVCI IMPLEMENTATION PLAN

DKS prepared this plan to guide deployment of EV charging stations for the City of Angels Camp, County of Calaveras, the County's public transit system, as well as chargers for public use. DKS identified electric vehicle charging infrastructure charging sites for each of these user groups, documenting recommendations in a roadmap for charger installation to facilitate fleet electrification and electrification of mobility throughout Calaveras County.

Key Personnel: *Mike Usen, Steffen Coenen, Gurbir Antaal, Chris White*
Client: *Calaveras County*
Status: *2023-2025*
Consultant Cost: *$130,858*
Client Contact: *Erin E. Kelly, Assistant Transportation Planner, Calaveras Council of Governments and Calaveras Transit Agency; 444 E. Saint Charles St, Suite A, San Andreas, CA 95249; ekelly@calacog.org; (209) 754-2094*

ANTIOCH ZEV ASSESSMENT

As subconsultants to Frontier Energy, DKS, and Sugarpine Engineering prepared this fleet zero emission vehicle transition plan to address the charging needs at 23 Nevada County facilities for fleets including the Sheriff's office, Roads, sanitation, motorpool and transit. In addition to the County itself, we also planned electrification for Grass Valley, Nevada City, and the Town of Truckee. This plan addresses the infrastructure needs for power delivery and charging, hydrogen storage and distribution, maintenance needs, and capital replacement considerations for each fleet. Our analysis and recommendations also include evaluating County-owned facilities for public charging needs. Tasks include establishing a Project Advisory Committee, evaluation of existing conditions, preparation of a 20-year phased Vehicle and Equipment Replacement Plan, and presentation of the plan to Nevada County Board of Supervisors.

Key Personnel: *Mike Usen, Gurbir Antaal,*
Client: *Antioch*
Status: *2023-2024*
Consultant Cost: *$70,000*
Client Contact: *John Samuelson, Public Works Director/ City Engineer; P.O. Box 5007, Antioch, CA 94531-5007; jsamuelson@antiochca.gov; (925) 779-6950*

AVA COMMUNITY ENERGY (FORMERLY EAST BAY COMMUNITY ENERGY) MUNICIPAL FLEET ELECTRIFICATION STUDY

DKS helped determine the vehicle energy requirements and charging needs for the municipal fleets for Alameda County California as well as every city in Alameda County. During the first two phases of this project, we completed fleet electrification planning for the cities of Oakland, Berkeley, Dublin and Albany, Hayward, Emeryville, Livermore, Newark, Piedmont, Pleasanton, Tracy, Union City, and San Leandro. Following adoption by CARB of the Advanced Clean Fleet (ACF) Rule, We were re-hired and are currently working on fleet analysis and facilities electrification planning for medium and heavy duty vehicles. In addition to electrification of each agency's fleet, this work includes 30 commercial fleets including drayage trucks, ready mix concrete trucks, freight delivery and other trucking operations. Tasks include estimation of fleet electrical load calculations and associated charging infrastructure requirements, and cost evaluations for infrastructure upgrades at each fleet facility. This evaluation includes recommended innovations such as dynamic load management, public charger sharing, mobile chargers and other technologies. Our work was leveraged by Oakland, Livermore and Alameda County to win $7m in implementation funding for EV charger procurement and installation. According to Tamara Baptista, City of Pleasanton's Assistant Director of Public Works – Operations and Maintenance "Our collaboration with EBCE (East Bay Community Energy), Ava, and the Frontier Energy/GNA/DKS Associates consultant team has been extremely positive. Their expertise in clean energy transition and infrastructure planning has greatly supported our sustainability goals. Working together, we've developed actionable plans that align with both state and federal regulations while optimizing our fleet's transition to Zero Emissions Vehicles (ZEVs). Their data-driven insights and hands-on support have enabled us to make informed decisions regarding energy procurement and fleet electrification."

Key Personnel: *Mike Usen, Steffen Coenen, Gurbir Antaal, Chris White*
Client: *Alameda County*
Status: *2019-Ongoing*
Consultant Cost: *$226,680*
Client Contact: *Zac Thompson, Sr. Associate, Transportation Electrification; 1999 Harrison St, Oakland, CA 94612; zthompson@ebce.org; (510) 480-5061*

SUGARPINE: TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT (TTUSD) – ELECTRIC BUS CHARGERS

TTUSD received a grant to purchase a handful of electric buses and hired Sugarpine to design the electrical system to power their new chargers. They ensured that the system installed today would be compatible with their plans for expanding the electric bus fleet. The installation included two Level 2 Chargers, one Dual Level 2 Charger, and one Level 3 Fast Charger.

Contact: Ron Larkins, WY Architects; (530) 587-3859
Status: October 2022 – December 2023

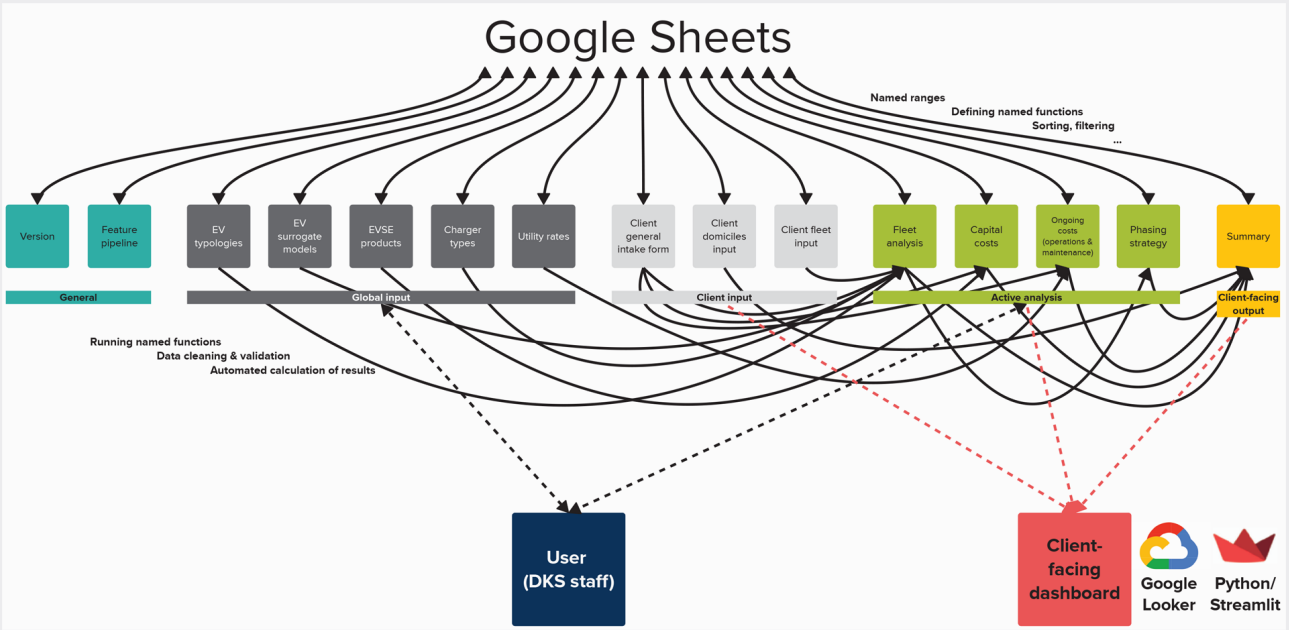
SUGARPINE: TRUCKEE TAHOE AIRPORT DISTRICT – VARIOUS PROJECTS

Mechanical, Electrical and Plumbing engineering assessments and design for various projects ranging from HVAC and Electrical investigations, several tenant improvements, hangar upgrades, deicing and snowmelt systems totaling over 100,000 square feet as well as a 12,000 square foot $4.7M new office building. System designs include Boilers, chillers, air handlers, industrial exhaust, vehicle wash bays, hanger de-icing, taxiway snowmelt, interior and site lighting, commercial refrigeration, and EV charging stations

Contact: Vince Wawrzynski, Truckee Tahoe Airport District; (530) 608-2028

Status: 2012 - Present

SCHEMATIC DIAGRAM OF FLEELET, DKS'S PROPRIETARY FLEET ELECTRIFICATION MODELING TOOL



GURBIR ANTAAL, PE

PROJECT MANAGER

Gurbir is DKS's most experienced electromobility engineer, especially for fleet electrification projects. Gurbir combines his electrical engineering background with his transportation operations expertise on every transportation electrification project and uses his wide variety of skills to analyze electric vehicle charging requirements for municipal fleets. Gurbir has served as a trusted advisor for EV-focused projects to public agencies throughout California and Washington State. He communicates promptly with his public agency clients and truly understands their needs. His relevant project experience includes work for both power providers and public agencies, including SMUD, East Bay Community Energy, California Department of Transportation, Berkeley, Fremont, Oakland, San Jose City, Mountainview, Dublin, Alameda County, Hayward, Albany, Davis, and Spokane, King County, and Tacoma, Washington. He can also convey technical information to a broad audience in an understandable, approachable manner. He makes sure all the deadlines are met well in time and within the overall budget of the projects.

PROFESSIONAL HIGHLIGHTS

EDUCATION

MS, Electrical & Computer Engineering, McMaster University, Canada

Bachelors in Electronics & Communication Engineering, Punjab Technical University, India

REGISTRATION

Nevada Professional Engineer No. 031573

Texas Professional Engineer No. 15184

Professional Engineer, Ontario, Canada #100502010

Traffic Signal Level-1 Supervisor, IMSA

YEARS OF EXPERIENCE

10 Total

SELECT RELEVANT PROJECT EXPERIENCE

Elk Grove Infrastructure Plan for Fleet Electrification, CA. Gurbir is the project manager of the fleet electrification project with the City of Elk Grove, which aims to reduce greenhouse gas and vehicle emissions by the City's fleet vehicles, City staff vehicles, and public vehicles at City facilities. DKS is supporting the City with a plan for a charging network sufficient to maintain fleet readiness and responsiveness. One that can grow as additional electric vehicles are added to the City fleet and are more prevalent among City staff and the public. DKS is working towards the transition of the City fleet to zero-emission vehicles, including analysis, policies, and guidelines updates.

Shasta County Fleet Transition Plan, CA. Gurbir is serving as a project manager on this project. Project includes planning efforts by evaluating fleet charging needs at various fleet facilities and proposed future charging hubs to serve the transition of Shasta County's fleet of more than 500 vehicles to zero emissions. Challenging aspects of this project include the provision of large amounts of power at currently undeveloped sites and facilities without sufficient electrical infrastructure as well as optimizing locations of and charging stations at charging hubs that will serve multiple dozens of vehicles each.

City of Redding Fleet Electrification, CA. Gurbir is a project manager for the northern California City of Redding in the development of a fleet and infrastructure transition plan toward zero-emission vehicles. The plan includes a phased implementation strategy for charging and refueling infrastructure for battery-electric and hydrogen fuel cell vehicles at over a dozen City facilities. Gurbir helped align the vehicle transition with a schedule for charging infrastructure buildout and supported the development of cost estimates for this multi-phase plan.

City of Roseville Fleet Electrification, CA. DKS is helping to determine the vehicle energy requirements and charging needs for the municipal fleet for the City of

Roseville. Gurbir is serving as a project manager on this project. His role also includes calculating fleet charging demand, performing field visit reviews to determine existing electrical demand and capacity, and creating preliminary design and quantity estimates for the EV charging stations.

AVA Community Energy Municipal Fleet Electrification Studies, CA. Gurbir is responsible for calculating the charging needs for each vehicle fleet site for the cities of Berkeley, Oakland, Dublin, Albany, Hayward, Emeryville, Livermore, Newark, Piedmont, Pleasanton, Tracy, Union City, San Leandro, and Alameda County California as well as electrification of numerous medium and heavy-duty vehicle fleets in compliance with CARB's Advanced Clean Fleets rule. As deputy project manager and subsequently project manager, his role includes field visits, evaluating fleet data, and calculating EV charger quantities required at each site based on electric load calculations, EV battery size, and power consumptions for Level 1, Level 2, and DC Fast Chargers. He is also responsible for estimating project costs for each site.

Kirkland Fleet Electrification, WA. Gurbir managed this recently completed project to electrify the City of Kirkland's municipal fleet conversion to EV operations. As with all aspects of this project, Gurbir oversaw feasibility evaluation of charging locations and charging strategies and estimation of anticipated electrical energy needs, implementation phasing, and cost estimates for each implementation phase. Gurbir conducted site visits and as-built drawing reviews for this project to determine existing facility conditions. He was also responsible for delivering the final report.

MIKE USEN, AICP

PRINCIPAL IN CHARGE

Mike Usen leads DKS' company-wide electric vehicle charging infrastructure planning and design practice assisting facilities managers, fleet managers and sustainability managers from multiple public agencies plan smart electric vehicle charging infrastructure. For the past 25+ years, Mike has worked at the intersection of transportation and sustainability for market-leading consulting firms and large public agencies including King County Metro Transit where he developed the agency's Sustainability Program and wrote its Sustainability Plan and the transportation chapter of the Strategic Climate Action Plan (SCAP). Mike's relevant expertise includes multiple aspects of electric vehicle charging infrastructure master planning for light, medium and heavy-duty electric vehicle fleets. Clients include municipalities, ports, electric utilities, transit systems, transportation agencies, school districts and universities. Project scopes typically includes fleet analysis, charging strategy selection, site evaluation, as well as operational considerations unique to public agency EV fleets. Mike's team has completed electrification planning for over 60 separate fleets, addressing thousands of vehicles at hundreds of facilities.

PROFESSIONAL HIGHLIGHTS

EDUCATION

Master of Urban Planning,
University of Washington

BA, Environmental Studies,
University of Vermont

YEARS OF EXPERIENCE

31 Total

SELECT RELEVANT PROJECT EXPERIENCE

San Jose EV Fleet Master Plan, CA. Mike serves as Principal-in-Charge on this Master Plan to guide the electrification of San Jose's 1,572-vehicle fleet and the installation of chargers by 2035. The project involves analyzing vehicle replacement needs, assessing infrastructure requirements at various sites, optimizing charging strategies, estimating costs, and identifying funding sources. Thanks in part to these efforts, the City of San Jose and its partner Silicon Valley Clean Energy recently won a $12M award to fund project implementation of 120 charger ports at 12 City-owned public charging sites.

South San Francisco Electric Vehicle Charging Master Plan | South San Francisco, CA. Mike led the development of a master plan for electrification of South San Francisco's vehicle fleet through location of electric vehicle charging infrastructure at City facilities and provide off-our charging for employees and the general public.

Ava (formerly East Bay) Community Energy Fleet Electrification Study | Alameda County CA. Mike led DKS' efforts to determine vehicle energy requirements and recommend appropriate charging strategies for the cities of Berkeley, Oakland, Dublin, Albany, Hayward, Emeryville, Livermore, Newark, Piedmont, Pleasanton, Tracy, Union City, San Leandro, and Alameda County California.

EBMUD Fleet Zero Emission Vehicle Master Plan, CA. Mike serves as Principal-in-Charge on this comprehensive Master Plan for transitioning the District's fleet to zero-emission vehicles (ZEVs) by 2043, including the need for mobile charging solutions and provide a phased approach for future investments.

Elk Grove Infrastructure Plan for Fleet Electrification Electric Vehicle, CA. Mike served as transportation electrification subject matter expert to help the City of Elk Grove plan the electrification of its fleet through new EV charger installation and City-owned facilities to charge fleet, employee and public EVs.

City of Roseville Fleet Transition Planning, CA. As Principal-in-Charge, Mike oversaw an assessment of the City's and Roseville Utility vehicles and fleet facilities and

development of a digital dashboard with interactive visualizations to display the analysis results and recommendations.

Nevada County ZEV Transition Plan, Nevada County, NV. Mike is DKS' technical lead for the Nevada County Zero Emission Vehicle Transition Plan that will provide a roadmap for supporting required fleet modifications to meet State requirements over the next 20 years and provide efficient implementation of necessary alternative fuel solutions at County facilities for the County's fleet, as well as providing charging infrastructure for use by staff and the public.

Antioch ZEV Assessment, Antioch CA. As leading charging subject matter expert, Mike advised the City on electric vehicle selection, charging strategy determination and charger selection and assist with infrastructure installation design and identification of grant funding opportunities and other implementation actions.

Lawrence Berkeley National Laboratory Fleet Electrification | Berkeley CA. Mike is overseeing Berkely Lab's fleet electrification planning efforts to replace existing vehicles with electric vehicles and install charging infrastructure at strategic locations on Berkely Lab's campus.

Transitioning Metro Non-Bus Fleets to Zero Emissions Feasibility Study | Seattle, WA. Mike served as Zero Emission Vehicle and Infrastructure Subject Matter Expert (SME) helping King County Metro Transit develop its strategic roadmap for transitioning King County Metro Transit's non-bus fleets including the nation's largest vanpool to electric vehicles.

City of Fremont Fleet Electrification Study | Fremont, CA. Mike's role on this project was to oversee evaluation of the fleet's existing energy demands and project the future energy requirements of an electrified fleet by conducting a systematic assessment of all current City-operated vehicles based on a detailed review of vehicle inventories provided by each departmental unit that operates vehicles

Other Fleet Electrification Project Experience: In addition to the projects listed above, Mike has led, is leading or will be leading electrification analysis and planning of each of the following:

- City of Walla Walla, WA
- City of Davis, CA
- City of Kirkland, WA
- King County, Fleet Division, WA
- City of Roseville, CA
- City of Marysville, OH
- City of Lynnwood, WA
- Snohomish County PUD, WA
- Snohomish County, WA
- City of Everett, WA
- Port of Everett, WA
- City of Bellevue, WA
- City of Redmond, WA
- City of Seattle, WA
- City of Olympia, WA
- City of Tacoma, WA
- City of Bainbridge Island, WA
- City of Spokane, WA
- King County, Solid Waste Division, WA
- Port of Long Beach (Pier J), CA
- City of Redding, CA
- Calaveras County, CA
- Nevada County, CA
- City of Bothell, WA
- City of Poway, CA
- Shasta County, CA
- City of San Ramon, CA
- California State University, East Bay (CSUEB) | Hayward, CA.
- SeaTac Fleet Electrification Strategy, WA

STEFFEN COENEN

Steffen is a transportation electrification and decarbonization subject matter expert and data scientist. Steffen leads development of DKS' analytical tools for EV charging, specializing in technically challenging electrification use cases such as charging large fleets of heavy-duty specialized EVs with on-site power constraints, developing models for predicting EV adoption, charger utilization and charging site selection prioritization. Originally from Germany with two degrees in physics, he has exceptionally strong quantitative and data analytical skills. He also has a Master's degree in Transportation Engineering from the University of Washington in Seattle where he studied electric vehicle adoption patterns and supported state-level charging infrastructure planning for WSDOT. He is experienced in data analysis, EV charging infrastructure planning, and carbon emission assessments, and is passionate about the overall need to decarbonize the transportation sector and how that challenge intersects with the energy sector.

PROFESSIONAL HIGHLIGHTS

EDUCATION

MS, Physics, RWTH Achen University

MS, Transportation Engineering, University of Washington, Seattle

BS, Physics, RWTH Achen University

YEARS OF EXPERIENCE

1 Total

SELECT RELEVANT PROJECT EXPERIENCE

Yolo County ZEV Action Plan and Municipal Fleet Transition Plans (Yolo County, CA). As Deputy Project Manager, Steffen helps oversee the development of a comprehensive planning project aimed at developing both a countywide zero-emission vehicle action plan as well as multiple fleet EV transition plans for Yolo County, the cities of Davis, West Sacramento, Winters, and Woodland, the Yocha Dehe Wintun Nation, and the University of California, Davis.

Nevada County ZEV Transition Plans (Nevada County, CA). This project provided a comprehensive transition plan to electrify Nevada County's fleet of more than 400 vehicles including multi-axle trucks, water and sander trucks, and cargo vans. Steffen led the analysis of appropriate charging infrastructure, including quantifying required charging stations by type, power output, and location. He also assessed anticipated operations and maintenance costs at the more than a dozen County facilities in Grass Valley, Nevada City, and Truckee. Finally, he provided the County's transit agency (Nevada County Connects) with guidance on potential charging schedules and load profiles based on a spatiotemporal analysis of select transit bus routes, energy requirements, and available dwell times.

City of San Ramon Fleet Electrification (San Ramon, CA). DKS helped the City of San Ramon electrify its Public Works and Police Department fleets totaling 150 light-, medium-, and heavy-duty vehicles combined. Steffen played a key role in advising the City on required charging infrastructure to serve the Public Works fleet's operational needs and unique mission requirements of the police fleet, which included a number of take-home vehicles and staggered shift schedules which require an optimized charging strategy to avoid overbuild.

Orange County Waste & Recycling Clean Fleet Replacement Plan (Orange County, CA). In this project, DKS evaluated necessary charging infrastructure and operations for the County's future all-electric Waste & Recycling fleet, which includes various vehicle types such as stakebed, dump, and water trucks with challenging duty cycles. Steffen leads the development of an optimal charging strategy that minimizes agency investment through operational and software-supported sharing of charging stations.

City of Poway Zero Emission Vehicle Transition Plan (Poway, CA). DKS completed a

comprehensive fleet electrification assessment to comply with California's Advanced Clean Fleet (ACF) regulation. Acting as fleet analyst and charging strategy development lead, Steffen helped the City understand necessary charging infrastructure installations to support fleetwide vehicle electrification at six City-owned facilities. Recommendations included optimal EV charging station quantities by type and location, cost estimates for installation, operations, and maintenance, as well as guidance on charging operations best practices.

Shasta County Fleet Transition Plan (Shasta County, CA). Steffen supported this planning effort by evaluating fleet charging needs at various fleet facilities and proposed future charging hubs to serve the transition of Shasta County's fleet of more than 500 vehicles to zero emissions. Challenging aspects of this project include the provision of large amounts of power at currently undeveloped sites and facilities without sufficient electrical infrastructure as well as optimizing locations of and charging stations at charging hubs that will serve multiple dozens of vehicles each.

City of Redding Fleet Electrification (Redding, CA). As part of this project's team, Steffen supports the City of Redding in the development of a fleet and infrastructure transition plan toward zero-emission vehicles. The plan includes a phased implementation strategy for charging and refueling infrastructure for battery-electric and hydrogen fuel cell vehicles at over a dozen City facilities. Steffen helped align the vehicle transition with a schedule for charging infrastructure buildout and supported the development of cost estimates for this multi-phase plan.

Anaheim Public Utilities EV Charging Infrastructure Consulting (Anaheim, CA). DKS is currently supporting the identification, assessment, and installation of EV charging stations at commercial, municipal, and multi-family properties in the Anaheim Public Utilities' (APU) service territory. Steffen is assisting the agency in its effort to electrify medium and heavy-duty vehicle fleets comprising school buses, delivery vans, work trucks, and Class-8 refuse haulers by modeling energy needs of suitable electric vehicles. He has also led the development of charging infrastructure recommendations for the APU's own service yard and the Police Department.

Calaveras COG EV Charging Infrastructure Implementation Plan (Calaveras County and Angels Camp, CA). Steffen supports the Calaveras Council of Governments (Calaveras COG) by helping develop an electric vehicle transition plan for the County's and City of Angels Camp's fleets across multiple facilities. The project involves prioritizing charging infrastructure installation locations, specifying the quantity and types of charging stations based on the County and City fleets' vehicle energy and operational needs, and supporting the two jurisdictions' unique needs to comply with California's Advanced Clean Fleets rule.

City of Elk Grove Fleet Electrification Plan (Elk Grove, CA). Steffen supported the development and delivery of the City's plan to electrify its vehicle fleet. He contributed to this project by developing a project schedule, identifying market-ready and soon-to-be market-ready EVs, providing recommendations for improving fleet data collection and analysis as well as options for back-up power and resiliency. Steffen also reviews the draft and final reports delivered to the City.

THOMAS PADDON, PMP

Thomas is a seasoned leader in clean transportation, with more than six years of experience leading fleet electrification and transition projects and programs across the US. Thomas has worked with DKS' electromobility as a teaming partner since 2021 and joined DKS as an employee in 2024. Thomas has brought his proven track record, successfully leading over 30 fleet transition projects for government, utility, and private clients. His expertise includes advanced modeling, total cost of ownership analyses across diverse fleet and market segments, and the creation of dynamic, interactive online dashboards and planning tools customized for each client. Thomas also brings extensive knowledge of diverse vehicle types, classes, and duty cycles.

PROFESSIONAL HIGHLIGHTS

EDUCATION

MA, Management, University of Redlands

BA, French/Int'l Business, University of South Florida

REGISTRATION

Project Management Institute, Project Management Professional No. 2770797

YEARS OF EXPERIENCE

30 Total (>1 with DKS)

SELECT RELEVANT PROJECT EXPERIENCE

Snohomish Public Utility District Fleet Transition Planning Program | Snohomish County, WA. Thomas was both the program and project manager for each fleet assessment. With the help of the DKS team, Thomas completed full fleet transition plans for the Port of Everett, the cities of Lynnwood and Everett, and Snohomish County. Thomas managed the data collection and analysis, developing energy demand profiles and fleet replacement schedules and then publishing our findings on interactive digital dashboards.

Ava Community Energy Fleet Transition Planning Program | Alameda County, CA. Thomas was the program manager and project manager for each fleet assessment for 11 cities (Berkeley, Dublin, Emeryville, Hayward, Livermore, Oakland, Piedmont, Pleasanton, San

Leandro, Tracy, and Union City) throughout Alameda County. During the first phase of this project, Thomas led light-duty fleet transition plans for the municipalities and then led assessments for several private fleets. A year later he followed that up with an evaluation of each municipality's medium- and heavy-duty fleets. Thomas managed data collection and analysis, developed energy demand profiles and fleet replacement schedules, and published the findings on interactive digital dashboards. Thomas also managed a digital marketing outreach campaign to obtain leads for the program. This work included assessing two drayage fleets servicing the Port of Oakland. Thomas and his team also evaluated sites in Alameda County and the City of Oakland, including the Port of Oakland.

San Jose EV Fleet Master Plan | San Jose, CA. Thomas is leading the development of an EV Fleet and Charging Master Plan for the City of San Jose to guide the electrification of its 2,100- vehicle fleet and the installation of chargers by 2035. The project involves analyzing vehicle replacement needs, assessing infrastructure requirements at various sites, optimizing charging strategies, estimating costs, and identifying funding sources. The plan will include recommendations for future-proofing, regulatory compliance, and resiliency benefits, emphasizing minimizing costs and maximizing benefits for low-income communities. Deliverables include a detailed phased master plan, conceptual site drawings, and interactive data dashboards. This project included an evaluation of vehicle charging at the San Jose Airport.

EBMUD (CA) Fleet Zero Emission Vehicle Master Plan | Bay Area, CA. Thomas is leading the development of a comprehensive Master Plan for transitioning the East Bay Municipal Utility District (EMMUD) fleet to zero-emission vehicles (ZEVs) by 2043. The plan will provide a detailed roadmap for replacing internal combustion engine vehicles with battery

electric and hydrogen fuel cell alternatives, including the necessary infrastructure upgrades for charging and fueling. It will also address the need for mobile charging solutions and provide a phased approach for future investments. In addition to managing this project, Thomas conducted a thorough assessment of existing conditions, evaluated alternative fuel vehicle options, and presented the results in an interactive digital dashboard.

San Joaquin Council of Governments (COG) Alternative Fuels Vision Plan | San Joaquin County, CA. Thomas served as an electric vehicle subject matter expert on this county-wide planning effort to site alternative fueling stations serving light-, medium-, and heavy-duty vehicles. Thomas' role was to assist in the development and implementation of siting methodologies, including the development of charging and fueling facilities accessible to all users, including traditionally underserved populations. The Port of Stockton was one of the areas considered for charging.

Marysville Electric Vehicle Infrastructure Master Plan | Marysville, OH. Thomas led the development of a fleet transition master plan. This included identifying the quantity and type of EV chargers needed to determine the maximum electrical loads at the facilities from fleet EV charging.

City of Davis Fleet Transition Planning | Davis, CA. Thomas managed this project, collected and cleaned the fleet data, developed the fleet energy profile, prepared the TCO analysis, combined the EVSE recommendations from DKS, and then published the results on an interactive digital dashboard.

City of Spokane Green Fleet Plan | Spokane, WA. Thomas led the development of the fleet energy demand analysis and EV replacement plan for Spokane's 1,600-unit vehicle fleet. The project will result in a site-by-site plan for charging stations, recommended charging strategy including the type of EV charging station, vehicle-to-charger ratio, load management options, estimated project cost per fleet facility, recommendations for shared charging with employees and the public, implementation phasing timeline for charging system installation, and potential sources of funding from state and federal grants utility incentives and other incentives.

City of Olympia Fleet Electrification Planning | Olympia, WA. Thomas is supporting the fleet assessment and planning services for the electrification of Olympia's municipal fleet to align with carbon reduction targets, infrastructure review for EV charging, and a needs assessment for alternative charging strategies. The project also involves evaluating the costs and barriers to fleet conversion, identifying financing mechanisms, and developing a phased implementation plan for EV replacement and charging infrastructure. Thomas will support the creation and delivery of detailed reports, presentations, and an interactive digital dashboard summarizing key findings and recommendations.

DAVID MAHAMA, PE

David has over 26 years of transportation engineering experience and leads the transportation design practice at DKS Oakland. He has extensive experience supervising the design for intersection and roadway improvements and identifying improvements for pedestrian and bicycle facilities. He is adept at identifying and selecting preferred design alternatives for local municipalities and state agencies. He has led many multidisciplinary engineering design teams and has extensive experience discussing projects and technical analysis in a way that is easy to understand, whether he is presenting to the City's project manager, a technical advisory committee, or at a public open house. He also has an excellent record of successfully managing and delivering projects on time and under budget.

David has served as both project manager and project engineer for numerous traffic impact studies for environmental impact reports. He has conducted transportation planning studies to identify project traffic impacts and determined solutions to mitigate both near term and long term traffic impacts. He has reviewed project site plans, made recommendations, and designed site access and circulation for traffic studies. He completed the long range traffic study for the East of 101 Area in the City of South San Francisco, where the City plans to create the leading biotechnology hub of the United States.

Some of the recent electrical design plans he has prepared include the installation of Rectangular Rapid Flashing Beacon (RRFB) at the Bancroft Avenue and Hass Ave intersection in the City of San Leandro and two other locations in the City of Dublin (Dublin Boulevard/Donlon Way and Amador Valley Boulevard/Wildwood Drive intersections). The Dublin projects have successfully been constructed with zero change orders. He has designed several other pedestrian safety improvement projects that involve the modification of traffic signals, installation of curb extensions and street lighting design.

PROFESSIONAL HIGHLIGHTS

EDUCATION

MS, Civil Engineering (Transportation), University of California, Berkeley

Honors BS, Civil Engineering, University of Science and Technology, Ghana

ITS Traffic Signal Academy Certificates, University of California, Berkeley

REGISTRATION

California Professional Civil Engineer No. 69964

YEARS OF EXPERIENCE

27 Total

SELECT RELEVANT PROJECT EXPERIENCE

City of Sacramento Downtown Capitol Grand Tower Traffic Impact Study, Sacramento CA. David led the traffic analysis for the proposed tallest building in downtown Sacramento. The proposed building contains 70 floors with 280 condominiums, 200 hotel rooms, and 50,000 square feet of office space. As part of the analysis, he helped identify parking measures including an innovative valet parking system to accommodate/provide adequate on-site parking. The valet system provides an opportunity for tandem parking to increase on-site parking supply.

City of Stockton Traffic Signal Controller Upgrades and Retiming Project, Stockton, CA. David provided technical assistance to City staff to replace 20 obsolete Traconex 390 controllers with 2070N controllers, and replace five traffic signal controller cabinets. David provided assistance during construction. After the construction of the project, David worked with City staff to convert the Traconex 390 signal timing database to the Siemens Tactics database at the traffic management center. David provided assistance with the bench testing of the uploaded signal timing database into the new controllers before installation in the field cabinets.

KENNETH BOUSQUET, PE

Ken is a multi-discipline engineer with specialized knowledge in the life-safety aspects of electrical and mechanical systems. As a long-time Truckee-Tahoe local, he also understands all aspects of alpine environments. Ken joined the Sugarpine Engineering team in 2016. At Sugarpine, Ken's primary duties include electrical engineering for commercial, industrial, and large-scale residential developments across the region.

He is experienced with large switchgear, metering, EV charging, photovoltaics, battery energy storage, lighting, photometrics, load and utility calculations, device layouts, utility services, MEP coordination, circuiting, safety, ignition control systems, and electrical fire-life-safety systems.

Additionally, Ken is a dual-licensed PE (Electrical and Mechanical), with a background in fire forensic engineering. He incorporates his experience with system failures to anticipate potential issues and address them through design before they become problems. He brings subrogation support, forensic investigation, and expert witness services to Sugarpine's already-strong service history.

PROFESSIONAL HIGHLIGHTS

EDUCATION

M.S. Aerospace Engineering; UC Los Angeles

B.S. Physics; UC Santa Barbara

REGISTRATION

Electrical California, P.E. #E21861

Electrical Nevada, P.E. #024568

Electrical Ohio, P.E. #80883

Electrical Michigan, P.E. #6201062139

Mechanical California, P.E. #M36834

Mechanical Ohio, P.E. #80883

Mechanical Michigan, P.E. #6201062139

YEARS OF EXPERIENCE

13 Total

SELECT RELEVANT PROJECT EXPERIENCE

- Truckee Tahoe Unified School District (TTUSD) Bus EV charging addition
- San Jose Sharks Arena EV infrastructure addition
- Sabin-Schellenberg Tech Center PV system addition
- Truckee Fire Protection District (TFPD) Station 90 conceptual design
- Tahoe City Public Utility District (TCPUD) energy and HVAC upgrades
- League to Save Lake Tahoe energy and EV upgrades
- Truckee Donner Public Utility District (TDPUD) PV, energy and HVAC upgrades

PROJECT ROLES & RESPONSIBILITIES:

- Energy auditing, consulting
- Field investigations
- Electrical coordination, utility coordination
- Electrical calculations and reports

MARK S. SCHLOSSER, PE, LEED AP

Mark has 23 years of engineering experience and formed Sugarpine Engineering in January 2012. He is a Partner in charge of design services. Prior 13 years of experience included Colorado to Montana to Manager/Owner a 90-person Colorado-based MEP firm. He has worked with airports, resorts, commercial, military, and government agencies, seismic, envelope and snow evaluations, civic interactions, industrial process, and net-zero projects.

PROFESSIONAL HIGHLIGHTS

EDUCATION

BS, Mechanical Engineering, Minor Environmental Law, Michigan Technological University

REGISTRATION

California P.E. #M33525

LEED Accredited Professional

NCEES Registered; NV, MT

YEARS OF EXPERIENCE

28 Total

SELECT RELEVANT PROJECT EXPERIENCE

ENERGY EVALUATION AND CXA EXPERTISE AND ACCOMPLISHMENTS:

- Energy Measurement and Verification of implemented energy-reduction measures for State incentive programs.
- Created and edited reports with findings, calculations, and evaluation results. Measuring effectiveness of each individual energy-reduction measure. For State use to formulate incentives.
- Data logging and verification of equipment up to 600V; facilities up to 500,000 square feet.
- Field commissioning and troubleshooting of systems to include hydronics, airflow, lighting controls, lighting levels and distribution. LEED and non-LEED commissioning reports and functional performance testing.
- 18-years of design experience, to “read” existing systems for original design intent without.
- Retro commissioning, adjust, and modify systems to bring them to modern levels of performance.
- Investigated and created as-builts of MEP systems for buildings larger than 200,000sf.
- Investigation with thermal imaging, to diagnose MEP and building envelope energy consumption.
- Use of data loggers, blower door, flow hoods, hot-tip and vane anemometers, fog generators, temperature probes and other tools to investigate potential energy and performance issues, before they turn into larger problems or expenses. Testing to spot-check TAB contractor’s work.
- Acted as expert witness on several projects, and provided reports that resulted in settlements and positive outcomes, avoiding construction defect litigation.
- BAS interface specifications and navigation for remote troubleshooting and energy metering.
- Interest in historical buildings and systems, relative to energy cost and technology timelines.

ENGINEERING EXPERTISE AND ACCOMPLISHMENTS:

- Thermal and performance investigations, expert witness, and systems functional testing.
- HVAC thermodynamics and energy expert. Reduced energy use an average of 25% on projects.
- LEED calculations, consulting and facilitation resulting in over a dozen LEED certified projects. Facilitated my own branch office LEED-CI Silver.
- Design reviews and evaluations including detailed LEED Enhanced Commissioning reviews. Resulted in hundreds of issues resolved before they became construction problems.
- Specifications manual writing, reviews, master documents. Created firm standard practices and templates for critical specification content, reducing firm risk.

- Construction assemblies, moisture, snow/ice, extreme climates. Reducing project risk on projects.
- Energy Cost-Benefit analysis, gap analysis, return-on-investment, net operating income evaluations on dozens of projects and systems. Early evaluation and assistance to design teams and owners to establish best integration and reduce change orders.
- Detailed understanding and knowledge of International and Uniform Codes, California Codes, SMACNA, ASHRAE, and ACCA guidelines, seismic details, energy compliance, systems and envelope standards. Code interpretations and legal terminology determinations.
- Solar, Wind and Geoexchange systems design and troubleshooting, to include direct use on multiple projects. Designs have reduced owner's energy bills by 60% and provided federal tax rebates.
- Cost estimating to include detailed engineer's estimates with RS Means spreadsheets and tabulations. Have provided accuracy to +/-10% and been able to peer review professional cost estimators and contractors.

CONSTRUCTION MANAGEMENT EXPERTISE AND ACCOMPLISHMENTS:

- Manage schedule, cost, construction process and successful stakeholder/owner outcomes. Dozens of positive project turnovers with no callbacks for MEP work.
- Using latest technology including Revit BIM platform to integrate and streamline project design, oversight and delivery: quantities, fabrication, conflict resolution, energy evaluations. Have saved owners $400k+ in contractor coordination and detailing in the past 12 months.
- Hundreds of on-site construction observations including written and photographic reporting. Thousands of issues and potential claims avoided.
- Generated successful LEED M&V plans based on as-built conditions

MANAGEMENT EXPERTISE AND ACCOMPLISHMENTS:

- Responsible for P&L, business development and expenses at BGCE and Sugarpine.
- Contract liability, especially as it pertains to design intent, contracted scopes, LEED and BIM. Contract edits became official company templates for contracts and liability releases.
- Trained and mentored new hires to grow office from 5 to 11 engineers and CxAs.
- Developed and managed processes and morale to achieve 3.5 multiplier on labor.
- Contract and proposal writing, cover letters, fee estimation, reviews, and master documents. Outside business development activities resulted in over 200 contacts with positive relationships. 80%+ contracts from referrals based on reputation.
- Correspondence Management: Litigation-appropriate written documentation, retention, and indexing of all relevant communication. Results in reliable retention to reduce future litigation.
- Risk and claims prevention: Thorough understanding of documentation retention, impacts of decisions on related/interconnected items, defect and contract law. Mitigated risks early on nearly all projects. No designs have gone to mediation or litigation for MEP work.
- Claims Negotiation: Focus on win-win outcomes based on contracts and early identification and refinement of potential issues. Change order review based on RS Means, prevailing wage and project history.

CHRIS WHITE

PROFESSIONAL HIGHLIGHTS

EDUCATION

BA, Communications, Union University

YEARS OF EXPERIENCE

21 Total

Chris White's career has focused on new technology introduction. Since 2004, she has been on the forefront of vehicle electrification strategies and roadmaps, fleet transition planning, and implementing community-based planning for mobility hubs. In her previous role as Transportation Division Director at Frontier Energy, Inc., staff under her supervision conducted extensive market research, led community and stakeholder outreach, implemented workforce development and training initiatives, and developed models for zero-emission vehicle (ZEV) adoption. Chris's clients include state and local governments, associations, utilities, and private companies. Chris was appointed to California Air Resources Board's Advanced Clean Fleets (ACF) Implementation Working Group, is co-chair of the ACF Outreach Committee, and is a member of the National Association of State Energy Officials (NASEO) Freight Electrification Advisory Committee and the U.S. EPA's West Coast Collaborative Steering Team.

Chris led a team of six people to successfully complete more than 50 fleet transition plans, public charging master plans, and hydrogen station deployment plans

SELECT RELEVANT PROJECT EXPERIENCE

Shasta County ZEV Fleet Transition Planning; Redding, CA. Chris led fleet transition planning for this large, rural county's light-, medium-, and heavy-duty fleet. This plan included building a central charging hub that will be shared with other municipal, transit, and school fleets. Chris is currently helping the County apply for a grant to fund the charging hub.

Nevada County ZEV Fleet Transition Planning; Grass Valley, CA. Chris led fleet transition planning for this rural county's public works, sheriff, and transit fleet with particular attention to back-up and emergency power due to frequent long-duration power outages that are part of the utility's wildfire prevention planning.

City of Redding ZEV Fleet Transition Planning; Redding, CA. Chris led fleet transition planning for the city's fleet, including off-road equipment and refuse vehicles. Redding's plan includes a focus on hydrogen fuel cell vehicles for transit, waste management, and refuse. Chris supported the City with a Department of Energy grant for grid capacity to support capacity from the municipal utility.

Plumas County EV Infrastructure Master Plan; Plumas County, CA. Kittelson is leading development of an public charging plan in this rural county that has fewer than 20,000 residents. The plan will center on locations in which EV charging can increase economic development, support residents to travel throughout the region, and support wildfire evacuation routes.

Towson University Electric Vehicle Readiness: Towson, MD. Kittelson is leading a university-wide infrastructure plan for the University's fleet and vendor vehicles, personally owned vehicles, and shuttle buses; and integrating micromobility. Chris is leading electric vehicle (EV) adoption analysis and optimizing charging to meet future needs.

Massachusetts Clean Energy Center Accelerating Clean Transportation (ACT) Electric School Bus Technical Services; Statewide, MA. In partnership with Frontier Energy and

Microgrid Labs, Chris will lead Kittelson's Boston-based team to support schools and school districts that received funding for electric school buses so that they will be successful in implementation.

Whatcom County EV Infrastructure Plan; Bellingham, WA. Chris is supporting this project by forecasting EV adoption through 2035 and recommending public infrastructure that can support this unique county that includes a growing urban city, a large rural area that does not have highways, three busy border crossings, and electrical infrastructure that is owned and operated by BC Hydro in Canada.

Portland Community College Electrification Strategy; Portland OR. Chris is supporting this project by forecasting EV adoption through 2035, identifying business models for charging stations for fleet and students/staff at five campuses, and identifying opportunities for the charging stations to serve neighborhoods around the campuses.

City of La Mesa EV Charging Master Plan; La Mesa, CA. Chris is forecasting EV adoption through 2035 and is working with the team to identify a plan for charging that integrates with the City's goals to reduce vehicle miles traveled. This plan is evaluating curbside charging and accessibility to TNC drivers.

T**own of Gilbert EV Charing Siting Plan; Gilbert, AZ.** Chris is leading this new project to assess properties that the Town of Gilbert that are suitable for changing hubs. Kittelson will then help Gilbert compete for local grant funding

RABA Zero Emission Bus Feasibility Study, Redding, CA. Chris is supporting this project with her expertise in hydrogen stations and hydrogen production. Her input is helping the Redding Area Bus Authority partner with the City of Redding, Shasta County, and private industry to create a business case for local renewable hydrogen production. Kittelson is also providing expertise in the role of alternative fuels in evacuation planning.

Jackson County EV Fleet Transition Plan, Medford, OR. Chis is project manager for this project that is helping a large, diverse fleet in a rural, mountainous county plan the infrastructure to support a mostly electric fleet by 2035. The plan includes fleet vehicles that support the county's growing commercial airport and equipment used for park maintenance.

Central Coast Community Energy EV Concierge, Monterey, CA. Chris provides outreach and education about EV charging infrastructure to commercial and agricultural customers in the Central Coast, including providing grant writing assistance, drafting and reviewing RFPs and bids, and implementation support.

Salt River Pima-Maricopa Indian Community EV Master Plan; Scottsdale, AZ. Chris is working with the two tribes to implement charging stations that were funded by a federal CPRG grant to support reservation residents and visiting tribal members, and a develop a master plan for DCFC in the large entertainment district. The later plan must show a return on investment that benefits tribal members through increased tourism and generating revenue from charging sessions.

Sacramento Area Council of Government ZEV Infrastructure Study ("Megaregion Study"); Sacramento, CA. Chris led extensive planning for public charging and hydrogen stations for highway truck travel within a 15-county region, as well as extensive stakeholder and community engagement, including focus groups with hundreds of freight operators. Chris started this project at her former employer and finished it while working at Kittelson.

SECTION VI: CONTRACT TERMS

DKS acknowledges that this project is funded through a Federal grant from the Energy Efficiency and Conservation Block Grant (EECBG) Program, administered by the California Energy Commission. As such, we understand and accept the requirement to comply with all applicable local, State, and Federal laws and regulations governing this program.

After careful review of the contract, we have identified specific exceptions that require further discussion. These exceptions for consideration are included in the appendix. We also suggest adding the below limitation of liability provision which ties liability to the greater of available insurance or total fees paid.

> *3.5.22 Limitation of Liability. To the fullest extent permitted by law, the total aggregate joint, several and individual liability of Consultant, including its officers, directors, partners, and employees, for any claims, losses, costs or damages whatsoever, arising out of, resulting from, or in any way related to this Agreement, from any cause or causes, including but not limited to negligence, professional negligence, malpractice, strict liability, vicarious liability, breach of contract, breach of warranty, indemnity, or contribution, shall be limited in the aggregate for any and all claims, to greater of: 1) The proceeds of any insurance policy or policies required by this Agreement that funds any settlement, award or verdict, up to the applicable required limit of coverage required , or 2) the total amount of compensation paid to Consultant pursuant to section 3.3.1 of this Agreement.*

APPENDIX

Addendum No. 1 Acknowledgement
Contract Terms Attachment

Addendum 1
Item 1 - Response to Questions
submitted through March 6, 2025 at 4:00PM

Municipal Electric Vehicle Infrastructure Master Plan
(RFP#2025-02)
Request for Proposals (RFP)

March 17, 2025

Item 1 – Response to Questions from Prospective Proposers:

Question 1 : How many total Fleet vehicles does the Town have utilizing each site (Town Hall and Public Service Center)?

Answer: At Town Hall (10183 Truckee Airport Road), there are approximately 50 fleet vehicles. Vehicles parked at Town Hall consist of the police fleet (approx. 34) and other light-duty SUVs and pick-up trucks. Currently, 9 of the EVs including the 2 Zero motorcycles are parked at Town Hall. At the Public Service Center/Corporation Yard (10969 Stevens Lane), there are approximately 100 vehicles. 16 of these vehicles are light-duty SUV or pick up trucks, with about 50 snow removal vehicles, 20 heavy-duty service trucks (including sweepers, sand trucks, etc.), 7 transit cutaway buses, and a few other vehicles such as tractors. The Town also utilizes our old Corporation Yard as a storage and charging location for the 6 new transit EVs. This is meant to be a short-term (5-7 year) solution, as an expansion to the Public Service Center is in the works, which will include the construction of a new facility specifically for the transit fleet.

Question 2: The RFP notes that Transit fleets are parked at the Public Service Center. Can the Town elaborate if transit buses are planned for inclusion in the Study and what type of analysis has been completed on the feasibility to transition these transit fleets?

Answer: The Town's fleet includes a small transit fleet of 5 diesel and 2 gasoline cutaway buses used by our contractor for transit service. Additionally, the 6 Ford E-Transit vans recently purchased by the Town (included in the overall fleet count), will be utilized for transit service and are expected to drive approximately 250 miles per day. There are currently no electric vehicles on the market that are comparable to the cutaway buses we currently use, however, when the technology becomes available, we would look to transition to battery-electric vehicles once our current fleet has reached it's useful life. The Transit Division has a Zero-Emission Fleet Transition Plan that was developed in 2022/23. The plan is slightly outdated, however it contains information that may be useful for potential consultants to review and will be discussed in further detail throughout the MuniEV plan development.

Question 3: Can the Town provide insight on any planning efforts the Town has completed to transition their fleet to fully electric (procurement timelines, expected daily electric consumption, etc.)?

Answer: The Town's Fleet and Facilities teams have developed a draft/preliminary transition plan based on the State's mandates. The Town's assumption would be that with this MuniEV plan, the chosen consultant would be able to utilize the draft plan and take that through completion. The MuniEV plan should be compliant with State mandates.

Question 4: Can the Town clarify the expected deliverables for Task 2? It seems the determination of charging needs would occur in Task 3?

Answer: No additional clarification is provided to destignuish between Task deliverables. However, once a consultant is chosen, Task deliverables may be shifted throughout the project to best align with specific methods of the consultant.

Question 5: What data does the Town have regarding their fleet vehicles (e.g., fleet inventory, odometer data, fuel usage/fuel card records, etc.)?

Answer: The Town uses Squarerigger (Vehicle Tracker) software for inventory and work order tracking. From this software, we can run various fleet inventory reports and limited reports on odometer data. Fuel usage/fuel card records will also be made available to the selected consultant.

Question 6: Does the Town have any targets for its EV transition?

Answer: See response to Question #3. The targets would be

Question 7: Has the Town evaluated the available electrical capacity at the facilities or had conversations with the electric utility?

Answer: No, that body of work is included withing the required Tasks of this RFP.

Question 8: What is the current breakdown of the municipal fleet? Specifically, the number of vehicles, and their types (light/medium/heavy-duty).

Answer: See response to Question #1.

Question 9: The Town has already initiated fleet electrification with seventeen EVs and two motorcycles with plans to purchase more. Can you provide details on the vehicles already purchased and what plans are already in place for additional purchases?

Answer: See responses to Questions #1 and #3.

Question 10: Have any EVs already been identified that will replace municipal vehicles?

Answer: See response to Questions #1 and #3.

Question 11: Are there any specific or preferred targets for each phase of the MuniEV plan (e.g., 50% fleet electrification by end oh Phase 2)?

Answer: See response to Question #3.

Question 12: Has a budget already been determined for the infrastructure upgrades, or will it be evaluated as the MuniEV plan develops?

Answer: The estimated costs for future implementation phases will be determined as part of the body of work outlined in this RFP. The Town has identified a placeholder budget amount for future implementation phases, that will need to be updated based on the MuniEV plan and adopted by Council prior to implementation.

Question 13: Is there any consideration or preference for more advanced charging infrastructure, such as smart charging, demand response, or V2G capabilities?

Answer: Not at this time, but a follow up discussion to that may occur as part of the MuniEV plan body of work.

Question 14: Will the EV chargers be accessible to the Town's residents for public charging at any point?

Answer: No, the EV chargers will be available to the Town's municipal fleet and Town employees only.

Question 15: Is there any preference for charger types, such as Level 2 AC and DC fast charging?

Answer: Level 2 chargers are expected to be the primary charger type. However, there should be consideration for DCFC chargers for those vehicles that may need to charge more frequently or have larger batteries, such as the police patrol vehicles, transit buses, and larger vehicles.

Question 16: Can the Town of Truckee provide a fleet list or the count of the number of vehicles/equipment in the town fleet with a breakdown of the types of vehicles/equipment along with a sense of which types of vehicles (i.e., light-duty, medium-and heavy-duty, nonroad, etc.) are being prioritized for electrification?

Answer: See response to Question #1.

Question 17: Are resumes excluded from the page count?

Answer: Yes, resumes are considered supplemental information and are therefore excluded from the page count.

Question 18: What are the design standard requirements for the preliminary site plans and proposed phasing plans?

Answer: The preliminary site plans deliverables should be provided consistent with typical Engineering preliminary site plans (often referred to as 30% design). The level of detail for both the preliminary site plans and proposed phasing plans should be at a place where engineer's estimates can be produced with a 10%-25% contingency can be assumed.

Question 19: Is there an expectation that the Council Review/Approval phase would include comments and resolution of comments from the Council?

Answer: Yes, it is expected that Council may provide comments that need to be resolved. However, it is anticipated that staff review and comments on the draft plan should put the final plan in a good place for approval by Council with minimal comments.

Question 20: Does the Town have fleet vehicle telematics data to share? If not, what info would be available to identify daily vehicle mileage per fleet vehicle?

Answer: See response to Question #5.

Question 21: Is the Town considering the deployment of hydrogen fuel cell electric vehicles and fueling infrastructure?

Answer: Not currently or as part of this MuniEV Plan.

Question 22: What is the current number of fleet vehicles and the vehicle type composition (i.e., 20 light-duty passenger vehicles (gas), 30 medium-duty trucks (diesel), etc.)?

Answer: See response to Question #1.

Question 23: Should respondents consider any additional charging locations (besides the two mentioned in the RFP) that vehicles need to travel to on a consistent/daily basis?

Answer: No, the selected consultant will focus on the two locations identified. The Town is currently in the process of installing 2 DCFC chargers at our Mobility Hub, primarily for on-route fast charging for the Transit fleet. However, it is expected that these chargers will remain available to all Town municipal vehicles (especially PD) in need of a fast charge.

Question 24: Can the Town confirm the vehicle-level fleet data that will be available to assess charging needs (e.g. telematics, fueling records, etc)?

Answer: See response to Question #5.

Question 25: Regarding resiliency measures, is the Town looking for a preliminary scoping of energy systems and a cost estimate, or should we also assume site plan drawings for resiliency elements

Answer: The resiliency component should be embedded in the MuniEV Plan as qualitative discussions and potentially preliminary options for consideration.

Question 26: Should we assume that cost estimates will be for infrastructure only? Or should we include scope for a Total Cost of Ownership (TCO) analysis, which would typically include vehicle and infrastructure capex/opex, compared against an internal combustion engine fleet baseline?

Answer: The cost estimates should be based on the proposed infrastructure during each phase of the MuniEV plan. Total Cost of Ownership does not necessarily need to be included, but could be an additional task considered during the process if the chosen consultant provides it.

Question 27: Has the Town already completed a fleet transition plan or is the fleet transition plan to be completed as part of this scope?

Answer: See response to Question #3.

Question 28: Please provide the number of vehicles in the Town fleet and a general composition (fuel/type).

Answer: See response to Question #1.

Question 29: What existing EV charging infrastructure does the Town have?

Answer: The Town currently has one (1) dual port and one (1) single port level 2 Chargepoint chargers at Town Hall (10183 Truckee Airport Road). These chargers are accessible by the public, at a rate determined by ChargePoint, which is paid for by the Town for the first 4 hours of use. Town Municipal vehicles can access these chargers with RFID cards assigned to each electric vehicle. There is also a single-port Ford 80A level 2 charger at Town Hall in the Police Department lot. This charger is accessible only to the municipal fleet vehicles via RFID cards assigned to each vehicle. There is also a charger for the Zero electric motorcycles at the Town Hall Police Department location. At the Public Service Center (10969 Stevens Lane), there are two (2) single-port Ford 80A level 2 chargers, accessible to the municipal fleet vehicles via RFID cards assigned to each vehicle. The max charging speed of these chargers is currently 6.4kwh, due to limited electrical capacity.

At the Town's old corporation yard (River View), there are an additional six (6) single-port Ford 80A level 2 chargers. These chargers are accessible to the municipal fleet vehicles via RFID cards assigned to each vehicle. However, they are primarily for the Transit Fleet, currently consisting of six 2024 Ford E-Transit vans. These chargers will be relocated to the Corporation Yard in the future and should be considered as such with this MuniEV Plan.

At the Town's new Mobility Hub, located at 10930 Church Street, the Town is in the process of installing two (2) dual-port Ford DCFC 240kW chargers. These chargers are expected to be installed in the spring/early summer of 2025 and will be accessible to the municipal fleet via RFID cards assigned to each vehicle. However, they are primarily for the Transit Fleet. It is expected that they will also be utilized by other municipal vehicles as needed.

Question 30: If allowable by the State of California, would the evaluation of resiliency solutions include fueled emergency generators? If so, would emissions/environmental/permitting analysis be needed for decision making? We recently worked with a client in San Diego and they were able to use them with their fleet. While CARB and the AQMD may have restrictions, we understand some conditions may allow them.

Answer: This is not currently part of the body of work in this MuniEV Plan. However, it may be considered as an additional task depending on the chosen consultant.

Question 31: For the employee EV analysis, is there any data available that Truckee owns related to car registrations, employee surveys, etc. or would we only rely on EV adoption rates from other sources (Census/ACS, etc.)?

Answer: The Town does not currently have any data related to employee EV ownership, but we could ask employees to complete a survey during the MuniEV plan development.

Question 32: Is this effort in response to the CARB ACF regulation?

Answer: Although this effort will serve as a guide to comply with the CARB ACF and other state regulations, our Town Council is committed to reducing GHG emissions and environmental impacts from our municipal operations.

Question 33: Based on our understanding, Task 3 is where most of the MuniEV Plan's efforts will reside (with a draft expected no later than January 2026). Task 4 focuses on finaling the MuniEV Plan, but shows a submission approximately four months later (May 2026). Is it expected that this entire quarter would be used primarily for Truckee's review? If so, if our team is able to deliver this project sooner, would that be a suitable and/or a preferred alternative?

Answer: The Town is committed to reviewing deliverables in a timely manner. If deliverables are provided sooner than outlined in the schedule outlined in the RFP, staff will work within their capacity to review documents sooner than outlined in an effort to complete the project sooner. However, there is no guarantee that staff will be able to accommodate the deliverable review sooner than outlined in the schedule.

Question 34: Power demand at each facility will be dictated by the needs of the fleet. If there isn't an EV replacement for a specific municipal vehicle, should the analysis go with the next best option (hybrid, for example), or should it assume there is an EV replacement so that the "worst case" (peak power demand) is utilized.

Answer: The Town anticipates assuming full EV transition, so the peak power demand in the out-year phases will need to be estimated. However, detailed discussions will occur during this project that will help inform the chosen consultant's process for analyzing and preparing the MuniEV Plan.

Question 35: Can you confirm that Liberty is the utility provider for both sites?

Answer: Truckee Donner Public Utility District is the utility provider for both sites.

Question 36: I have a question around the grant money. We are seeing many RFPs getting cancelled due to change in the grant funding landscape under new administration. Is the grant for your project fully approved and funded? Please let me know.

Answer: The Town has committed local funds for this project through its adopted annual budget, with an anticipated reimbursement by the grant. The project is planned to continue, regardless of the availability of grant funds.

Question 37: If we were selected to provide the consulting services, would it preclude us from being awarded a future construction contract identified in this RFP?

Answer: If selected to provide the consulting services, your firm would not be precluded from being awarded a future construction contract, provided you cooperate to make sure all bidders have the same preliminary information you have.

Government Code section 1097.6 states that if a consultant's participation during an initial stage of a project is limited to "conceptual, preliminary, or initial plans or specifications, and all bidders or proposers for the

subsequent contract have access to the same information, including all conceptual, preliminary, or initial plans or specifications," then the consultant may seek to enter into a subsequent contract for a later phase of the same project.

Per Government Code section 1097.6, the following clause will be included in the chosen consultant's contract:

"Contractor/consultant's duties and services under this agreement shall not include preparing or assisting the public entity with any portion of the public entity's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the public entity. The public entity entering this agreement shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Contractor/consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor/consultant shall cooperate with the public entity to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by contractor pursuant to this agreement."

Question 38: Will the Town clarify that this procurement is not governed by the Federal Cost Principles, but references them as result of their inclusion in federal grant documentation? The Federal Cost Principles are not applicable to this work, which only seeks fixed pricing or fixed labor rates inclusive of fees and expenses. The Town might increase competition by clarifying this ambiguity and clearly opening this competition to commercial firms, as many do not have pricing systems which permit a cost breakdown that would otherwise comply with Federal Cost Principles, and such compliance is not required where a cost analysis is not necessary or performed

Answer: After careful consideration, the Town is not comfortable issuing a blanket statement that the Federal Cost Principles are not applicable to this work. As stated in the RFP, the project is funded by a Federal grant from the Energy Efficiency and Conservation Block Grant (EECBG) Program, administered by the California Energy Commission, which requires the acknowledgment of provisions stipulated in the Federal Award Terms and Conditions. However, we understand your concern about the potential ambiguity surrounding the Federal Cost Principles. The Town will leave it to the proposing consultants to include a statement in their submission acknowledging their willingness to accept these provisions. If a firm is not willing to accept these provisions, we ask that they provide a clear explanation as to why. We hope this approach will ensure that the procurement process is open to all qualified firms, including those without pricing systems that comply with the Federal Cost Principles, while still adhering to the necessary requirements outlined by the funding agency.

CONTINUE TO THE NEXT PAGE FOR ACKNOWLEDGEMENT

The acknowledgment of this Addendum 1 is submitted prior to the opening of the proposal. It is requested that each bidder send a signed copy back to the Town immediately upon receipt via e-mail to smathot@townoftruckee.gov. The information provided in the attached responses are to be included in the Request for Proposals for Municipal Electric Vehicle Infrastructure Master Plan (RFP#2025-02). **Proposals are due by Friday, March 21, 2025 by 4:00PM to the Town Clerk, at truckee@townoftruckee.gov with the RFP Number and Title of RFP in the subject line**. This Addendum 1 is required to be submitted with, and made part of, each proposal tendered. The acknowledgment of this Addendum 1 by the Proposer is required prior to the opening of the Proposal.

Scott Mathot
Senior Engineer
Town of Truckee

Acknowledgement of Proposer:

Company: DKS Associates

Name: Mike Usen

Title: Principal, Electromobility and Resiliency Lead

Date: 3/18/2025

Signature:

Attachment !

TOWN OF TRUCKEE

PROFESSIONAL SERVICES AGREEMENT

1. PARTIES AND DATE

This Agreement is made and entered into this _____ day of _____, 20___, by and between the Town of Truckee, a municipal corporation, organized under the laws of the State of California, with its principal place of business at 10183 Truckee Airport Rd., Truckee, California, 96161 ("Town") and [INSERT NAME OF COMPANY], a [INSERT TYPE OF BUSINESS; I.E., CORPORATION (INCLUDE STATE OF INCORPORATION), LIMITED LIABILITY COMPANY, SOLE PROPRIETORSHIP, ETC.], with its principal place of business at [INSERT ADDRESS] ("Consultant"). Town and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain [INSERT TYPE] services required by the Town on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing professional [INSERT TYPE] consulting services to public clients, is licensed in the State of California, and is familiar with the plans of Town.

2.2 Project.

Town desires to engage Consultant to render such [INSERT TYPE] services for the [INSERT NAME OF PROJECT, AND CONTRACT NUMBER, IF APPLICABLE] project ("Project") as set forth in this Agreement.

3. TERMS

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the Town all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional [INSERT TYPE] consulting services necessary for the Project ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations. [INSERT IF FEDERAL FUNDS WILL BE USED; OTHERWISE ALWAYS DELETE: Additionally, Consultant shall comply with all Federal requirements applicable to the Services as set forth in Exhibit "A-I."]

3.1.2 Term. The term of this Agreement shall be from [INSERT DATE] to [INSERT DATE], unless earlier terminated as provided herein. [***INSERT THE FOLLOWING SENTENCE FOR MULTI-YEAR, DISCRETIONARY RENEWAL NOT TO EXCEED THREE CONSECUTIVE YEARS; OTHERWISE, ALWAYS DELETE: The Town shall have the unilateral option, at its sole discretion, to renew this Agreement for no more than [INSERT NUMBER] additional one-year terms.***] Consultant shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines.

3.2 Responsibilities of Consultant.

3.2.1 Independent Contractor; Control and Payment of Subordinates. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. Town retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of Town and shall at all times be under Consultant's exclusive direction and control. Neither Town, nor any of its officials, officers, directors, employees or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, Town shall respond to Consultant's submittals in a timely manner. Upon request of Town, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of Town.

[OPTIONAL: include the following section if there a person working for Consultant that we deem absolutely critical to the completion of the project. If no such person exists then substitute the text with [Reserved] so as to not throw off the numbering;]

3.2.4 Substitution of Key Personnel. Consultant has represented to Town that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of Town. In the event that Town and Consultant cannot agree as to the substitution of key personnel, Town shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the Town, or who are determined by the Town to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Consultant at the request of the Town. The key personnel for performance of this Agreement are as follows: [INSERT NAME AND TITLE].

3.2.5 Town's Representative. The Town hereby designates [INSERT NAME

AND TITLE], or his/her designee, to act as its representative in all matters pertaining to the administration and performance of this Agreement ("Town's Representative"). Town's Representative shall have the power to act on behalf of the Town for review and approval of all products submitted by Consultant but not the authority to enlarge the Scope of Work or change the total compensation due to Consultant under this Agreement. The Town Manager shall be authorized to act on Town's behalf and to execute all necessary documents which enlarge the Scope of Work or change Consultant's total compensation subject to the provisions contained in Section 3.3 of this Agreement. Consultant shall not accept direction or orders from any person other than the Town Manager, Town's Representative or his/her designee.

3.2.6 Consultant's Representative. Consultant hereby designates [INSERT NAME AND TITLE], or his/her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of Consultant for all purposes under this Agreement. Consultant's Representative shall supervise and direct the Services, using his/her best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with Town staff in the performance of Services and shall be available to Town's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the Town, any services necessary to correct errors or omissions which are caused by Consultant's failure to comply with the standard of care provided for herein. Any employee of Consultant or its sub-consultants who is determined by the Town to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the Town, shall be promptly removed from the Project by Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising

therefrom. Consultant shall defend, indemnify and hold Town, its officials, directors, officers, employees, agents, and volunteers free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

Nondiscrimination Statement of Compliance
During the performance of this Agreement, Consultant and any Subconsultants, shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition, age, marital status, or denial of family care leave. The Consultant and any Subconsultants will ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

The Consultant and any Subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Government Code Sections 12990 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 11000 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4.1 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part of it as if set forth in full. The Consultant and any Subconsultants shall give written notice of their obligations under this section to labor organizations with which they have a collective bargaining or other Agreement.

3.2.10 Insurance. [TOWN RISK MANAGER OR TOWN ATTORNEY TO REVIEW PRIOR TO EACH USE]

3.2.10.1 Time for Compliance. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to the Town that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has either: (i) provided evidence satisfactory to the Town that the subconsultant has secured all insurance required under this section; or (ii) procured insurance covering each subconsultant to the same extent as Consultant.

3.2.10.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder, and without limiting the indemnity provisions of the Agreement, Consultant, in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement the following policies of insurance. If the existing policies do not meet the insurance requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so. If Consultant maintains higher limits than the specified minimum limits, Town requires and shall be entitled to coverage for the higher limits maintained by Consultant.

(A) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 0001, or the exact equivalent, and shall be no less than $1,000,000 per occurrence and no less than $2,000,000 in the general aggregate. Defense costs shall be paid in addition to the

limits. The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) contain any other exclusion contrary to the Agreement.

(B) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1), or the exact equivalent, covering bodily injury and property damage for all activities shall be in an amount of not less than $1,000,000 combined limit for each occurrence.

(C) Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than $1,000,000 per accident for bodily injury and disease.

[OPTIONAL: include the following provision if there is a professional liability exposure; otherwise, always delete. If deleted, then also delete section 3.2.10.3(B) below.

(D) Professional Liability: Professional Liability insurance with minimum limits of $1,000,000. Covered professional services shall delete any exclusions that may potentially affect the work to be performed (for example, any exclusions relating to lead, asbestos, pollution, testing, underground storage tanks, laboratory analysis, soil work, etc.). If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

[OPTIONAL: include the following provision if there is a pollution liability exposure; otherwise, always delete.]

(E) Pollution Liability:

Pollution Liability Insurance covering all of Consultant's operations to include onsite and offsite coverage for bodily injury (including death and mental anguish), property damage, defense costs and cleanup costs with minimum limits of $5 million per loss and $10 million total all losses. The policy shall contain no endorsements or provisions limiting contractual liability or coverage for cross liability of claims or suits by one insured against another.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement. **[ALWAYS DELETE IF NOT USED]**

3.2.10.3 Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the Town for approval.

(A) The policy or policies of insurance required by Section 3.2.10.2(A), Commercial General Liability and 3.2.10.2(B), Automobile Liability Insurance [INSERT "and

3.2.10.2(E), Pollution Liability"; IF APPLICABLE, OTHERWISE, ALWAYS DELETE], shall be endorsed to provide the following:

(1) Additional Insured: Consultant agrees to endorse the third-party general liability coverage required herein to include as additional insureds Town, its officials, officers, employees and agents, using standard ISO endorsement No. CG 2010 with an edition date of 2010, or such other edition date as may be acceptable to Town. Consultant also agrees to require all contractors, subcontractors, and anyone else involved in any way with the Project contemplated by this Agreement to do likewise.

(2) Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased.

(B) **[ONLY INCLUDE IF PROFESSIONAL LIABILITY INSURANCE IS REQUIRED, OTHERWISE ALWAYS DELETE AND CHANGE C TO B BELOW]** The policy or policies of insurance required by Section 3.2.10.2(D) Professional Liability, shall be endorsed to provide the following:

(1) Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased.

(C) The policy or policies of insurance required by Section 3.2.10.2(C), Workers' Compensation, shall be endorsed to provide the following:

(1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

(2) Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased.

3.2.10.4 Primary and Non-Contributing Insurance. All insurance coverages shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

3.2.10.5 Waiver of Subrogation. Required insurance coverages shall not prohibit Consultant from waiving the right of subrogation prior to a loss. Consultant shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to

contain such provisions.

3.2.10.6 Deductible. Any deductible or self-insured retention must be approved in writing by the Town and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

3.2.10.7 Evidence of Insurance. Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the Town. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the Town. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the Town evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.2.10.8 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the Town. The Town shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement. In the event that Consultant's operations are suspended for failure to maintain required insurance coverage, Consultant shall not be entitled to an extension of time for completion of the Services because of production lost during suspension.

3.2.10.9 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

3.2.10.10 Insurance for Subconsultants. All subconsultants shall be included as additional insureds under Consultant's policies, or Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of these insurance requirements, including adding the Town as an additional insured to the subconsultant's policies. Consultant shall provide to Town satisfactory evidence as required under Section 3.2.10.1 of this Agreement.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

[NOTE: Delete all of 3.2.12 unless there is a potential stormwater or water quality issue.]

3.2.12 Water Quality Management and Compliance.

3.2.12.1 Storm Water Management. Storm, surface, nuisance, or other waters may be encountered at various times during the Services. Consultant hereby acknowledges that it has investigated the risk arising from such waters and assumes any and all risks and liabilities arising therefrom.

3.2.12.2 Compliance with Water Quality Laws, Ordinances and Regulations. Consultant shall keep itself and all subcontractors, staff, and employees fully informed of and in compliance with all local, state and federal laws, rules and regulations that may impact, or be implicated by the performance of the Services including, without limitation, all applicable provisions of the Town's ordinances regulating water quality and storm water; the Federal Water Pollution Control Act (33 U.S.C. §§ 1300); the California Porter-Cologne Water Quality Control Act (Cal Water Code §§ 13000-14950); and any and all regulations, policies, or permits issued pursuant to any such authority. Consultant shall additionally comply with the lawful requirements of the Town, and any other municipality, drainage district, or other local agency with jurisdiction over the location where the Services are to be conducted, regulating water quality and storm water discharges.

3.2.12.3 Standard of Care. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the work assigned to them without impacting water quality in violation of the laws, regulations and policies described in Section 3.2.12.2 of this Agreement. Consultant further warrants that it, its employees and subcontractors have or will receive adequate training, as determined by the Town, regarding these requirements as they may relate to the Services.

3.2.12.4 Liability for Non-compliance.

(A) Indemnity: Failure to comply with laws, regulations, and ordinances listed in Section 3.2.12.2 of this Agreement is a violation of federal and state law. Notwithstanding any other indemnity contained in this Agreement, Consultant agrees to indemnify and hold harmless the Town, its officials, officers, agents, employees and authorized volunteers from and against any and all claims, demands, losses or liabilities of any kind or nature which the Town, its officials, officers, agents, employees and authorized volunteers may sustain or incur for noncompliance with the laws, regulations, and ordinances listed above, arising out of or in connection with the Services, except for liability resulting from the sole established negligence, willful misconduct or active negligence of the Town, its officials, officers, agents, employees or authorized volunteers.

(B) Defense: Town reserves the right to defend any enforcement action or civil action brought against the Town for Consultant's failure to comply with any applicable water quality law, regulation, or policy. Consultant hereby agrees to be bound by, and to reimburse the Town for the costs associated with, any settlement reached between the Town and the relevant enforcement entity.

(C) Damages: Town may seek damages from Consultant for delay in completing the Services caused by Consultant's failure to comply with the laws, regulations and policies described in Section 3.2.12.2 of this Agreement, or any other relevant water quality law, regulation, or policy.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed [INSERT AMOUNT WRITTEN OUT] ($[INSERT NUMBER]) without written approval of the Town Council or Town Manager as applicable. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

[NOTE: If there will be only one invoice at the end of the project, and/or the compensation is a fixed fee revise the following paragraph accordingly.]

3.3.2 Payment of Compensation. Consultant shall submit to Town a monthly invoice which indicates work completed and hours of Services rendered by Consultant. The invoice shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the invoice. Town shall, within 30 days of receiving such invoice, review the invoice and pay all non-disputed and approved charges thereon. If the Town disputes any of Consultant's fees, the Town shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth therein.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by Town or included in Exhibit "C" of this Agreement.

3.3.4 Extra Work. At any time during the term of this Agreement, Town may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by Town to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from the Town.

[NOTE: Delete 3.3.5 and mark as RESERVED if renewal language is left out of section 3.1.2.]

3.3.5 Rate Increases. In the event that this Agreement is renewed pursuant to Section 3.1.2, the rate set forth in Exhibit “C” may be adjusted each year at the time of renewal as set forth in Exhibit “C.”

[OPTIONAL: Include the following provision if prevailing wages are required (INCLUDING ANY SCOPE WITH SURVEY IN THE SCOPE OF WORK); otherwise, always delete.]

3.3.6 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. Since the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, Consultant agrees to fully comply with such Prevailing Wage Laws. Town shall provide Consultant with a copy of the prevailing

rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request and shall post copies at Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the Town, its officials, officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. Consultant shall comply and shall require each subcontractor employed by Consultant to provide services pursuant to this Agreement to comply, with the requirements of Labor Code Section 1776, including without limitation the requirement to maintain certified payroll records. Consultant shall submit certified payroll records directly to the California Labor Commissioner. At all times during the course of Consultant's work, Consultant shall remain registered with the Department of Industrial Relations and qualified to perform public work pursuant to Labor Code Section 1725.5, and Consultant shall ensure that all subcontractors employed by Consultant also remain so registered. Pursuant to Labor Code Section 1771.1(a), a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal (subject to the requirements of Section 4104 of the Public Contract Code), or engage in the performance of any contract for public work, as defined in Chapter 1 of Part 7 of Division 2 of the Labor Code, unless currently registered with the Department of Industrial Relations and qualified to perform public work pursuant to Section 1725.5. However, an unregistered contractor may submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Sections 10164 or 20103.5 of the Public Contract Code, provided that the contractor is registered to perform public work at the time the contract is awarded. This project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of Town during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

3.5.1.1 Grounds for Termination. Town may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to Town, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, Town may require Consultant to provide all finished or unfinished Documents

and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, Town may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant: [INSERT BUSINESS NAME]
[INSERT STREET ADDRESS]
[INSERT TOWN STATE ZIP]
ATTN: [INSERT NAME AND TITLE]

Town: Town of Truckee
10183 Truckee Airport Road
Truckee, CA 96161
ATTN: Town Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for Town to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer USB drives, external hard drives, discs, or other means of electronic media storage, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subconsultants to agree in writing that Town is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the Town. Town shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at Town's sole risk.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written

information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of Town, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use Town's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of Town.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.6 Indemnification.

3.5.6.1 Scope of Indemnity. To the fullest extent permitted by law, Consultant shall ~~defend,~~ indemnify and hold the Town, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of Consultant's Services, the Project or this Agreement, including without limitation the payment of ~~all consequential damages~~, expert witness fees and attorney's fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the indemnity and defense obligations set forth herein and in Section 3.5.6.2 shall be limited to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, and defense costs shall not exceed Consultant's proportionate percentage of fault.

~~3.5.6.2 Additional Indemnity Obligations. Consultant shall defend, with counsel of Town's choosing and at Consultant's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 3.5.6.1 that may be brought or instituted against Town or its directors, officials, officers, employees, volunteers and agents. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against Town or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Consultant shall also reimburse Town for the cost of any settlement paid by Town or its directors, officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for Town's attorney's fees and costs, including expert witness fees. Consultant shall~~

~~reimburse Town and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Town, its directors, officials, officers, employees, agents, or volunteers~~.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Any action to interpret or enforce this Agreement shall be brought in the Truckee branch of the Nevada County Superior Court.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.10 Town's Right to Employ Other Consultants. Town reserves the right to employ other consultants in connection with this Project.

3.5.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.5.12 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the Town. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not workdays. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to Town include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any

contractual rights by custom, estoppel, or otherwise.

3.5.16 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid, nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, Town shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of Town, during the term of his or her service with Town, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer, and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

3.5.20 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.6 Subcontracting.

3.6.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of Town. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. [OPTIONAL: If subcontractors are not already listed in the scope of work (Exhibit A), then create a new Exhibit D to list the subcontractors and include

the following sentence: “The subcontractors and subcontracted work listed in Exhibit D attached hereto and incorporated herein by reference are hereby approved.” DELETE THIS NOTE BEFORE USING THIS TEMPLATE.]

TOWN OF TRUCKEE

Approved by:

_____	_____
Jen Callaway Town Manager	Date

Approved as to Form:

_____	_____
Andrew Morris Town Attorney	Date

CONSULTANT

Reviewed and Accepted by Consultant

_____	_____
Signature	Signature
_____	_____
Name	Name
_____	_____
Title: [Must be: Chairperson of the Board, President, or Vice President]	Title: [Must be Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer]
_____	_____
Date	Date

	Mike	Gurbir	Thomas	Steffen	Axel	Mark/Aaron	Ken	Ian	Chris W						
	DKS					Sugarpine			Kittelson						
	Principal-in-Charge	Project Manager	Senior Electromobility Planner	Junior Electromobility Engineer	Admin	Principal-in-Charge	Sr. Electrical Engineer	Electrical Engineer	Principal	Total DKS Hours by Task	DKS Labor Cost by Task	Total Sugarpine Hours by Task	Sugarpine Labor Cost by Task	Total Kittelson Hours by Task	Kittelson Labor Cost by Task	TOTAL Labor Cost by Task
Standard Billing Rates	$ 320.00	$ 250.00	$ 250.00	$ 185.00	$ 150.00	$ 285.00	$ 250.00	$ 210.00	$ 335.00							
Task 1 Project Management										58	$13,740.00	0	$0.00	5	$1,675.00	$15,415.00
1.1 Prepare project workplan and manage project progress	8	12	6	8						34	$8,540.00	0	$0.00	0	$0.00	$8,540.00
1.2 Prepare for and conduct regularly scheduled project team meetings, including preparation of meeting agendas and meeting summaries.		8							5	8	$2,000.00	0	$0.00	5	$1,675.00	$3,675.00
1.3 Provide monthly invoices and progress reports		8			8					16	$3,200.00	0	$0.00	0	$0.00	$3,200.00
Task 2 Existing Conditions										30	$7,010.00	6	$1,460.00	30	$10,050.00	$18,520.00
2.1 Review of existing reports and data	4	6		8			4		10	18	$4,260.00	4	$1,000.00	10	$3,350.00	$8,610.00
2.2 Regulations, Policies and Funding	2	4		6			1	1	20	12	$2,750.00	2	$460.00	20	$6,700.00	$9,910.00
Task 3 Analysis and Draft Plan Development										160	$37,280.00	100	$22,960.00	6	$2,010.00	$62,250.00
3.1 Fleet ZEV Charging/Fueling Recommendations	2	8		8					6	18	$4,120.00	0	$0.00	6	$2,010.00	$6,130.00
3.2 Facilities Review and Infastructure Upgrades	1	5				2	16	40		6	$1,570.00	58	$12,970.00	0	$0.00	$14,540.00
3.3 Resiliency and Back-Up Power	4	8		8		2	8	8		20	$4,760.00	18	$4,250.00	0	$0.00	$9,010.00
3.4 Prepare Conceptual Plans	2	18		6		2	4	8		26	$6,250.00	14	$3,250.00	0	$0.00	$9,500.00
3.5 Develop Project Costs	2	6		8			2			16	$3,620.00	2	$500.00	0	$0.00	$4,120.00
3.6 Develop Draft Municipal EV Infrastructure Plan	8	20	18	20	8	2	4	2		74	$16,960.00	8	$1,990.00	0	$0.00	$18,950.00
Task 4 Final Plan										50	$11,760.00	7	$1,705.00	10	$3,350.00	$16,815.00
Task 4 Final Plan	8	12	10	20		1	4	2	10	50	$11,760.00	7	$1,705.00	10	$3,350.00	$16,815.00
Task 5 Council Review/Approval										34	$9,230.00	2	$535.00	0	$0.00	$9,765.00
Task 5 Council Review/Approval	16	12		6		1	1			34	$9,230.00	2	$535.00	0	$0.00	$9,765.00
OPTIONAL TASK										112	$24,660.00	0	$0.00	0	$0.00	$24,660.00
Fleet Transition Plan	8	28	16	60						112	$24,660.00	0	$0.00	0	$0.00	$24,660.00
Sub-Total (each consultant) with Optional Task	65	155	50	158	16	10	44	61	51	444	$103,680.00	115	$26,660.00	51	$17,085.00	$147,425.00

Sub-Total	**$147,425.00**
Expenses	
Mileage, Lodging & Perdiem (per GSA)	**$2,500.00**
Grand Total with Optional Task	**$149,925.00**