QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

Economic Development Administration

P. O. Box 1899
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REQUEST FOR PROPOSALS
ELECTRIC VEHICLE (EV) ELECTRIFICATION FEASIBILITY STUDY

Issue Date: December 20, 2023
Requests for Information Due Date: January 16, 2024, @ 4:00 pm Arizona Time
Proposal Due Date, Time, and Location: February 23, 2024, @ 4:00 pm Arizona Time, EDA Office

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The Quechan Indian Tribe (Tribe), through the Quechan Tribal Council and the Economic Development Administration (EDA), seeks proposals from qualified and experienced firms to provide electric vehicle (EV) electrification feasibility study services to the Tribe with the necessary information to understand the feasibility and potential impacts of EV adoption within its authority. The Tribe invites proposals to:

1. **Chart a Path to Sustainable Transportation:** Develop a comprehensive plan for Tribal and community EV adoption to achieve California Department of Transportation (Caltrans) environmental goals and reduce greenhouse gas (GHG) emissions.
2. **Unlock the Power of EVs:** Assess the potential of EVs to transform transportation, considering feasibility, infrastructure needs, and grid capacity.
3. **Build a Culture of Sustainability:** Craft a culturally sensitive plan for EV deployment, including infrastructure, incentives, and educational programs.
4. **Prioritize and Invest:** Identify strategic resource allocation, potential solutions, and costs to build a compelling case for implementation.
5. **Quantify the Benefits:** Estimate the economic, environmental, and social benefits of EV adoption for the Tribe and surrounding communities.
6. **Secure Funding:** Identify potential funding sources within the Tribe and partner with local, state, and federal agencies.
7. **Expand Charging Infrastructure:** Pinpoint areas for additional charging stations and formulate a strategic expansion plan.
8. **Fuel Affordability and Accessibility:** Enhance affordability and accessibility of EVs for the Reservation community.

This feasibility study, funded by a Caltrans Sustainable Transportation Planning Grant Program (STPGP) grant, will provide a roadmap for an electrified future, empowering the Tribe and surrounding communities to embrace sustainable transportation and reduce their environmental footprint.

Scope of Work:

Under the direction of the EDA, the successful firm will provide a written estimate for an EV electrification feasibility study consistent with the attached Scope of Work provided in Exhibit A.

The successful firm must begin all project work no later than thirty (30) calendar days after issuing the Notice to Proceed and complete the project within twelve (12) months thereafter. The Tribe reserves the right to award all, some, or a combination of project work.

Proposals shall contain the following information:

1. Statement of Qualifications (SOQ): The bidder shall detail its qualifications and capabilities to perform the EV electrification feasibility study in an SOQ not to exceed five (5) pages. The SOQ should also include information about the bidder's experience, skills, expertise, resources, and any relevant certifications, licenses, or awards it has received. The SOQ may also include case studies, references, and other supporting materials to demonstrate its qualifications and past performance. If the firm does not maintain all professional disciplines needed to complete the tasks described in the Scope of Work, then the SOQ must identify the subcontracting consultants that would make up the project team and describe the subcontractor's qualifications and experience on similar projects completed as a team. Prime contractors shall perform at least fifty percent of the work. Responsive firms will provide at least three references for which the firm or team successfully completed similar projects. The SOQ helps evaluate whether the bidder fits the requested services well.

2. Bid Schedule: Using the attached worksheet provided in Exhibit B, the bidder shall provide a line-item estimate of costs for each work activity.

3. Statement of Assumptions and Conditions Underlying the Pricing Detail: The bidder shall provide a description of the assumptions, conditions, and exclusions the bidder relied upon in developing its estimate of costs.

Bidder Instructions:

Requests for Information:

Prospective bidders may submit questions concerning this Request for Proposals and its attached Scope of Work in writing as a Request for Information (RFI). The EDA encourages submitting such questions to reduce uncertainty about the Scope of Work details by correcting mistakes or clarifying ambiguous descriptions. The EDA believes that the RFI process can reduce the information that would otherwise be presented in a bidder's Statement of Assumptions and Conditions underlying the Pricing Detail. Submissions must be made via email. Submissions must be received at the EDA Office no later than **January 16, 2024,** at **4:00 pm Arizona Time**. RFIs and their answers will be formatted, made anonymous, and shared with all prospective bidders within two (2) calendar days of the submission deadline. Please send RFIs to the attention of Alan Pruitt, EDA Specialist, at edaspecialist@quechantribe.com

Proposal Deadline and Submission Instructions:

Responsive bidders will submit (1) a paper copy and (1) a digital copy of their Proposal in a sealed envelope marked "*Proposal for EV Electrification Feasibility Study*" to the EDA Office by mail to the address listed above or hand-delivered to its office at 604 Picacho Road, Suite 4 (at the Quechan Community Center), Winterhaven, CA, on or before **February 23, 2024,** at **4:00 pm Arizona Time.** Late proposals and those received via fax or email will be rejected.

Other Information:

The lowest price, technical acceptability, and responsive bidders' experience will assist the Tribe in evaluating proposals, also:

1. Payment terms for this contract will be Net 30 days from the date of invoice. Invoicing must be done electronically via email to the designated point of contact listed in the RFP.
2. The scope of work for this contract includes a written estimate for an EV electrification feasibility study. Any work outside of this scope must be approved in writing by the Quechan Indian Tribe and may result in a change in pricing or contract terms.
3. The successful firm must provide all necessary resources to complete the work within the timelines specified in the RFP. Any delays or missed deadlines may result in penalties or termination of the contract.
4. This RFP is for a firm fixed-priced contract of a term ending twelve (12) months after issuance of the Notice to Proceed. Any extension or renewal of the contract will be subject to negotiation and approval by the Tribe.
5. The Quechan Indian Tribe reserves the right to reject any proposals, waive any irregularities or defects in any proposal, and award the contract to the prospective bidder vendor that is most advantageous to the Tribe.

Before beginning work, the successful firm must possess a Tribal Business Permit from the EDA for the Project's duration. All sub-contractors and service providers who conduct business within the exterior boundaries of the Fort Yuma Indian Reservation must also possess a Tribal Business Permit. Many service providers and material vendors already maintain valid permits; inquire to EDA for a list.

The successful firm must also complete and submit a TERO Compliance Plan to ensure that Tribal members are provided opportunities to work as employees of the firm or team. For more information, contact Robyn Waco, TERO/Safety Officer, at (760) 572-0213, ext. 231; terofficer@quechantribe.com.

Contact Information:

Project Coordinator Alan Pruitt, EDA Specialist (760) 572-5270 edaspecialist@quechantribe.com	**Business Permits** Eva Castro, EDA Assistant Planner (760) 572-5270 edaasstplanner@quechantribe.com
	TERO Compliance Robyn Waco, TERO Officer (760)-919-3600, x276 terofficer@quechantribe.com

The Tribe gives Indian preference in selecting a successful firm in the event of equally qualified firms. The Tribe reserves the right to decline to enter into an Agreement.

Exhibit A

Electric Vehicle (EV) Electrification Feasibility Study Scope of Work

Issue Date: December 20, 2023

Item 1: Existing Conditions – Understanding What Currently Exist

Needs Assessment Report and Fleet Transition Plan: The contractor will identify the current state of the Tribal government transportation fleet, including vehicle types, usage patterns, and annual mileage. It will also assess our infrastructure readiness for EV adoption by the Tribal government and encourage community EV adoption, including access to charging stations and grid capacity. The contractor will also outline a timeline and budget for transitioning our Tribal fleet to EVs. It will identify the specific EV models suitable for our needs and provide a detailed breakdown of the associated costs, including acquisition, installation of charging infrastructure, maintenance, and disposal of old vehicles. Based on the needs assessment, the contractor should recommend specific EV models best suited for our unique needs and provide justifications for the recommendations.

Utility Coordination: The contractor will comprehensively assess the existing electrical grid capacity to determine its ability to support the increased electricity demand from a growing fleet of electric vehicles (EVs). This assessment should identify potential bottlenecks or limitations hindering EV adoption and propose solutions for addressing them. The contractor will develop a detailed strategy for modernizing the electrical grid to ensure it can accommodate the future needs of EV charging infrastructure. This strategy should prioritize cost-effective solutions, including innovative grid technologies, energy storage systems, and renewable energy integration. The contractor will explore opportunities for public-private partnerships and grants to finance grid modernization projects and install EV charging infrastructure. This exploration should identify potential funding sources, develop compelling proposals, and navigate the application process.

Financial Analysis: The contractor will compare the Total Cost of Ownership (TCO) of EVs and traditional vehicles over a specified period, considering purchase costs, fuel and electricity costs, maintenance expenses, and potential resale value. The contractor will detail available federal, state, local, and utility incentives, rebates, and grant programs that support EV adoption and charging infrastructure installation. The report should outline eligibility requirements, application processes, and potential funding amounts. Based on the TCO comparison and identified incentives, proposals should provide a financial recommendation regarding the feasibility of transitioning our fleet to EVs. This report should include a cost-benefit analysis, potential payback periods, and a risk assessment.

EV Training and Workforce Development: The contractor will explore and propose partnerships with local educational institutions or vocational training centers to offer specialized EV-related training programs. This collaboration could lead to the development of certificate programs, apprenticeships, or other educational pathways that prepare individuals for careers in the EV industry.

Stakeholder Engagement Plan: The contractor will design a comprehensive outreach strategy to engage all stakeholders throughout the electrification process. This includes tailored communication channels, forums, and feedback mechanisms for each group. Openly acknowledging potential anxieties about EV adoption is critical. The contractor will also develop clear and accessible educational materials explaining the benefits and implications of EVs, addressing concerns, and fostering confidence in the transition. The contractor will craft meaningful participation opportunities for stakeholders to contribute their ideas, concerns, and expertise to shaping the EV rollout plan. This could involve advisory committees, pilot programs, and co-creation workshops. This plan will help build trust and transparency by regularly sharing progress updates, project milestones, and decision-making rationale with all stakeholders. The contractor's proposal should detail engaging and accessible informational sessions or workshops that educate the community about EV technology, charging infrastructure, and the broader benefits of sustainable transportation.

Monitoring and Evaluation: The contractor will define and establish key performance indicators (KPIs) that comprehensively track the program's progress across various categories. These could include:

- Fleet Transition: Number of EVs acquired and integrated into the Tribal fleet.
- Charging Infrastructure Utilization: Utilization rates of installed charging stations.
- Fuel and Emission Reduction: Fuel consumption and greenhouse gas emissions reductions compared to baseline data.
- Community Engagement: Participation in educational events and community satisfaction with the program.
- Economic Impact: Job creation and local business involvement in the EV transition.

The contractor will develop a system for collecting, analyzing, and reporting data on all established KPIs while ensuring data integrity and accessibility for informed decision-making. The contractor will create a framework for incorporating evaluation findings into program adaptations. This ensures continuous improvement and responsiveness to evolving circumstances.

Item 2: Analysis -

Technical Feasibility Analysis: Can our existing infrastructure support a fleet of electric vehicles (EVs)? The contractor will analyze power grid capacity, identify optimal charging station locations, and explore innovative solutions like solar energy integration. Are current EV battery ranges and performance adequate for our fleet's diverse needs and operational demands? The contractor should consider terrain, climate, and typical travel distances. Do EVs offer comparable or even superior performance and functionality compared to our current fleet vehicles? The contractor's evaluation should involve aspects like cargo capacity, towing capabilities, and overall durability.

Economic Feasibility Analysis: The contractor will assess the initial costs associated with EV adoption, including vehicle acquisition, charging infrastructure development, and potential training needs. The contractor will also consider various financing options to optimize budgeting and long-term financial sustainability. The contractor will analyze the ongoing operational costs of an EV fleet compared to our current vehicles. Factor in electricity expenses, maintenance needs, and potential insurance or registration differences to paint a clear picture of the ongoing financial landscape. The contractor will also quantify the projected savings on fuel and

maintenance associated with EVs. Consider factors like fuel prices, typical mileage, and reduced maintenance requirements to reveal the potential cost reductions this transition could offer. The contractor will calculate the projected return on investment (ROI) for transitioning to EVs. Weigh the initial investment against the anticipated savings, factoring in the lifespan of the vehicles and potential incentives or grants to determine the economic viability of this bold step.

Environmental Impact Analysis: The contractor will quantify the potential reduction in greenhouse gas (GHG) emissions achieved by swapping current fleet vehicles for EVs. The contractor will also estimate the impact on our Tribal carbon footprint and highlight the contribution to combating climate change. The contractor will assess the anticipated improvements in local air quality due to reduced tailpipe emissions from EVs. The contractor will also highlight tangible benefits like decreased respiratory illnesses and a healthier environment for our community. The contractor will also analyze the potential impact of the EV transition on the local ecosystem and explore how reduced pollution and noise could benefit wildlife, vegetation, and overall environmental health.

Infrastructure Assessment: The contractor will evaluate current and projected charging infrastructure requirements for our EV fleet and community. The contractor will also identify ideal locations for charging stations, consider diverse types and technologies, and ensure sufficient power accessibility. The contractor will analyze the capacity of our local power grid to manage the increased demand for EV charging. The contractor will also assess potential energy bottlenecks and explore solutions like load management or grid upgrades to ensure a stable and reliable electricity supply. The contractor will recommend any necessary infrastructure upgrades to support the EV transition. This could involve grid improvements and electrical network enhancements.

EV Charging Infrastructure Development Plan: The contractor will identify optimal locations for EV charging stations based on a comprehensive analysis of factors, including fleet usage data, Reservation employee residential distribution, visitor traffic patterns, and existing electrical infrastructure. The plan will prioritize locations that maximize accessibility and utilization of charging stations. Based on the charging station placement plan, proposals should recommend a comprehensive funding strategy that explores public-private partnerships and grant opportunities to support the installation of charging infrastructure. This strategy should include a detailed breakdown of potential funding sources, estimated costs, and anticipated timelines for project completion. The proposal should outline a detailed plan for implementing the recommended charging infrastructure, including timelines, construction specifications, and procurement of necessary equipment. This plan should also address any regulatory requirements and ensure compatibility with existing electrical infrastructure.

Risk Analysis: The contractor will uncover and analyze potential risks associated with EV adoption, including regulatory changes, supply chain disruptions, fluctuating fuel prices, evolving consumer preferences, and potential resistance within the community. The contractor will also evaluate the likelihood and severity of each identified risk, allowing us to prioritize and focus our mitigation efforts. The contractor will develop practical and cost-effective strategies to address each risk. This could involve policy advocacy, diversifying suppliers, alternative fuel hedging, communication campaigns, and community engagement initiatives. The contractor will

propose an initiative-taking risk management system to constantly monitor the evolving landscape, identify new risks, and adapt our mitigation strategies accordingly.

Implementation Plan: The contractor will develop a detailed timeline outlining key milestones and phases for our EV transition. This includes vehicle acquisition, infrastructure development, and community education campaigns. The contractor will also create a realistic budget breakdown, identifying resource requirements and financial allocations for each implementation phase. The contractor will specify the personnel and resources needed to execute the plan, including training and capacity building for relevant departments. The contractor will also identify potential funding sources and partnership opportunities to maximize resources and ensure financial sustainability. The contractor will develop engaging communication and outreach strategies to educate and build buy-in among community members, addressing concerns and fostering excitement for the EV transition. The contractor will also design a robust monitoring and evaluation framework to measure progress, track key metrics, and adapt the plan.

Policy and Regulatory Support: The contractor will continuously monitor and analyze relevant policies and regulations related to EV adoption, incentives, and infrastructure development at both the state and federal levels. This includes identifying potential funding opportunities, tracking regulation changes, and staying ahead of regulatory hurdles. The contractor will address regulatory challenges and roadblocks as they arise. Develop practical solutions, legal arguments, and communication strategies to advocate for changes or overcome regulatory hurdles that hamper our EV program's progress. The contractor will educate and empower Tribal leadership and staff on relevant policies and regulations to strengthen their understanding and ability to participate in policy discussions. This could involve training workshops, regular briefings, and readily accessible resources.

Sustainability Integration: The contractor will strategically connect our EV program with existing environmental and energy goals, highlighting how EV adoption strengthens our commitment to clean air, renewable energy, and resource conservation. The contractor will explore and outline feasible options for integrating renewable energy sources, such as solar panels or wind turbines, to power our EV charging infrastructure. This could involve direct on-site generation or grid-connected systems, maximizing our clean energy footprint. The contractor will also develop a comprehensive plan beyond vehicle electrification. Consider opportunities for carpooling, bike-sharing, public transportation integration, and intelligent charging technology to optimize overall energy efficiency and minimize environmental impact. The contractor will explore innovative models for community involvement in renewable energy generation and charging infrastructure development. This could involve microgrid creation, cooperative ownership structures, or educational initiatives promoting green energy solutions.

Training Plan: The contractor will identify the training needs of all employee groups involved in the EV transition, including drivers, fleet managers, mechanics, and administrative personnel. The contractor will also develop engaging and effective training modules on EV safety protocols, charging procedures, and emergency response procedures. The contractor will recommend direct training for drivers on operating EVs, maximizing range, and navigating charging infrastructure. The contractor will also recommend building the skills and knowledge of mechanics to service and maintain EVs, ensuring optimal performance and longevity. The

contractor will recommend a sustainable training program with ongoing refreshers, knowledge-sharing forums, and adaptation to evolving EV technology.

Procurement Strategy: The contractor will develop a structured process for vehicle selection, including needs assessment, performance evaluation, cost-benefit analysis, and alignment with our sustainability goals. The contractor will also design a flexible selection matrix that considers factors like vehicle range, functionality, charging compatibility, and budget allocations, allowing us to tailor choices to specific needs. The contractor will craft a robust strategy for negotiating contracts with suppliers, securing competitive pricing, favorable warranty terms, and reliable maintenance packages. The contractor will also explore and compare diverse financing options like leasing, purchasing, loan structures, and potential grant opportunities to optimize affordability and long-term fiscal sustainability.

Monitoring and Evaluation (M&E) Plan: The contractor will define and establish key performance indicators (KPIs) that comprehensively track the program's progress across various categories. These could include:

- Fleet Transition: Number of EVs acquired and integrated into the Tribal fleet.
- Charging Infrastructure Utilization: Utilization rates of installed charging stations.
- Fuel and Emission Reduction: Fuel consumption and greenhouse gas emissions reductions compared to baseline data.
- Community Engagement: Participation in educational events and community satisfaction with the program.
- Economic Impact: Job creation and local business involvement in the EV transition.

The contractor will develop a system for collecting, analyzing, and reporting data on all established KPIs while ensuring data integrity and accessibility for informed decision-making. The contractor will create a framework for incorporating evaluation findings into program adaptations. This ensures continuous improvement and responsiveness to evolving circumstances.

Partnerships and Funding: The contractor will continuously scout and secure financial support for our EV program. This includes actively recommending grants from public and private entities, exploring innovative public-private partnerships, and maximizing available incentives. The contractor will facilitate the exchange of best practices and lessons learned through workshops, conferences, and online platforms to achieve our EV goals.

Item 3: Public Outreach –

Public Meetings and Events: The contractor will identify key community groups, stakeholders, and decision-makers to engage based on the study's focus and potential impacts. The contractor will also plan two or three public meetings, community forums, workshops, and/or interactive events to cater to different preferences and accessibility needs. The contractor will develop informative presentations, FAQs, handouts, and online resources to communicate the study's scope, findings, and next steps. The contractor will also utilize moderators, panelists, and interactive activities to encourage participation, address concerns, and gather diverse

perspectives. The contractor will prepare reports and summaries of key findings, feedback, and next steps for public distribution and presentation to decision-makers.

Educational Workshops and Webinars: The contractor will identify target audiences and segment participants based on knowledge level, interests (e.g., residents, administrative departments, fleet managers), and potential barriers to EV adoption. The contractor will also design interactive and accessible workshops/webinars and utilize diverse formats like presentations, panel discussions, Q&A sessions, live demonstrations, and firsthand activities. The contractor will evaluate the impact and refine the approach by tracking attendance, evaluating engagement metrics, and seeking feedback to assess effectiveness and inform future educational initiatives.

Community Outreach: The contractor will conduct research and consultations to identify relevant organizations, leaders, and influencers within the Tribal community. The contractor will also create unique, culturally appropriate outreach plans for each identified stakeholder group, considering their interests, communication preferences, and needs. The contractor will employ traditional and modern communication methods, including Tribal news outlets, social media, community gatherings, and word-of-mouth communication. The contractor will also demonstrate respect for cultural traditions, values, and decision-making processes within the Tribal community. The contractor will utilize feedback mechanisms and participatory structures to ensure community concerns and perspectives are heard and incorporated into the project/initiative.

Public Comment Period: The contractor will define the specific EV topic(s) open for feedback, the duration of the period, and acceptable submission methods (e.g., online forms, written comments, public hearings). The contractor will also utilize diverse communication channels to publicize the comment period, including Tribal news outlets, social media, community meetings, and word-of-mouth communication. The contractor will offer multiple comment methods catering to different preferences and abilities, including online forms, email, written submissions, and in-person hearings. The contractor will also actively encourage participation and answer questions throughout the comment period, promptly addressing any barriers or concerns. The contractor will prepare a comprehensive report summarizing the feedback analysis and outlining how collected input will be addressed and incorporated into the project/initiative. The contractor will also share the feedback analysis and response plan with the Tribal community through accessible channels, demonstrating how comments inform decision-making.

Item 4: Advisory Committee Meeting -

Establish the Advisory Committee: The contractor will develop criteria for selecting committee members based on expertise, representativeness of Tribal interests, and potential contributions to the EV study. The contractor will also engage with Tribal communities and organizations to identify potential members, ensuring diverse representation across relevant sectors (e.g., environment, transportation, economics, community leaders). The contractor will share EV progress reports, data, and study findings with the committee to ensure informed feedback and guidance. The contractor will also analyze and incorporate committee feedback into the feasibility study analysis, decision-making, and final report.

Determine the Meeting Schedule: The contractor will collect calendar availability information from all committee members through surveys, questionnaires, or individual consultations. The contractor will also develop draft meeting schedules based on collected data, considering study milestones, meeting lengths, and frequency. The contractor will distribute the final schedule to all members via email, calendar invites, or preferred communication channels. To maintain committee engagement, the contractor will proactively address scheduling conflicts and requests for adjustments throughout the study period.

Develop an Agenda: The contractor will map agenda topics to key study milestones and deliverables, ensuring consistent progress and information exchange. The contractor will also organize agenda items logically, grouping related topics and allocating appropriate time limits for each discussion point. The contractor will distribute meeting agendas via preferred communication channels well in advance, allowing members to review, prepare, and raise questions beforehand. The contractor will also be prepared to adjust agenda items during the meeting based on committee needs, emerging issues, and real-time discussions.

Provide Relevant Information: The contractor will compile a comprehensive list of all existing and anticipated study-related documents, including technical reports, market analyses, data sets, and presentations. The contractor will also create a user-friendly online platform or dedicated section within an existing platform to house and categorize all listed documents accessible to authorized committee members. The contractor will utilize personalized notifications and emails to alert members about new documents or updates relevant to their specific focus areas or expertise. The contractor will also craft concise summaries or executive overviews of complex technical reports and data sets, translating jargon and simplifying information for broader understanding. The contractor will actively address and consider feedback received, utilizing it to improve the information provision system and adapt communication strategies for ongoing engagement.

Encourage Dialogue and Discussion: The contractor will set clear expectations and guidelines for respectful dialogue, active listening, and constructive participation. The contractor will also employ various facilitation methods, including brainstorming sessions, breakout groups, role-playing activities, and open forum discussions to cater to different learning styles and communication preferences. The contractor will implement regular surveys, informal discussions, or other feedback channels to gather member input on the effectiveness of communication and engagement, identifying areas for improvement. The contractor will continuously assess the effectiveness of the discussion environment and communication strategies, incorporating member feedback to adapt and refine approaches for optimal engagement and collaboration.

Seek Input and Feedback: The contractor will utilize formal and informal methods to gather input, catering to different communication styles and preferences (e.g., online surveys, in-person discussions, small group forums). The contractor will also tailor feedback requests to specific study milestones and focus areas, ensuring input is relevant to current research questions and decision points. The contractor will systematically collect and analyze all feedback received, identifying key themes, concerns, and suggestions for improvement. The contractor will also share feedback analysis results with committee members, outlining how their input has been incorporated into the study and how it will inform future decisions. The contractor will actively address member concerns and suggestions through feedback mechanisms, highlighting a commitment to incorporating community perspectives.

Evaluate Progress and Adjust as Needed: The contractor will compile all feedback received through discussions, surveys, or other channels, analyzing recurring themes, suggestions, and potential areas for improvement. The contractor will also assess the study's progress against established evaluation criteria, identify areas where adjustments are needed based on committee feedback and added information, and prioritize modifications aligned with Tribal community needs. The contractor will integrate approved adjustments into the study plan, update timelines and resources as needed, and transparently communicate changes to all stakeholders. The contractor will remain mindful of evolving community needs and emerging data throughout the study, maintaining an open-minded approach to further adjustments, as necessary.

Item 5: Draft and Final Plan

Draft Plan: The draft plan must include an overview of the project objectives, methodology, timeline, budget, and resource requirements. It must also include a detailed description of the analysis of existing conditions with the technical, economic, and environmental analysis conducted as part of the feasibility study.

Final Plan: The contractor will review and carefully address all draft plan feedback from the Advisory Committee and stakeholders, incorporating valuable insights and suggestions into the final plan. The contractor will also craft a dedicated section outlining concrete and actionable steps for implementing the study's recommendations, considering timelines, responsibilities, and resource allocation. The contractor will draft appropriate acknowledgments and credits recognizing the support of FHWA, FTA, and Caltrans on the final plan's cover page or title page. The contractor will utilize accessible formatting and design principles throughout the final document, employing screen readers and text-to-speech functionalities to guarantee inclusivity for disabled individuals. The contractor will also prepare an electronically finalized plan for Caltrans in the requested format, ensuring timely delivery and adherence to submission guidelines. The contractor will continue communicating and collaborating with the Advisory Committee and stakeholders, informing them of progress and implementation phases.

Exhibit B

BID SCHEDULE
EV ELECTRIFICATION FEASIBILITY STUDY

Issue Date: December 20, 2023

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT COST	TOTAL COST
1	Existing Conditions	1	LS	$	$
2	Analysis	1	LS	$	$
3	Public Outreach	1	LS	$	$
4	Advisory Committee Meeting	1	LS	$	$
5	Submission of Draft & Final Reports	1	LS	$	$
				TOTAL:	$

[1] – Contractor to provide the unit cost and multiply that by the number of units given to provide the unit cost and compute the total cost. The total cost then represents Contractor's bid price.