



“Serving the Transportation Needs of the Southeast Missouri Region”

REQUEST FOR PROPOSALS PACKAGE
FOR
ELECTRIC VEHICLE READINESS PLAN
FOR
THE SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

CITY OF CAPE GIRARDEAU, MISSOURI
SOUTHEAST METROPOLITAN PLANNING ORGANIZATION EXECUTIVE DIRECTOR
401 INDEPENDENCE STREET
CAPE GIRARDEAU, MO 63703
(573) 339-6734

All responses are due September 29, 2021 by 4:00 pm CST.

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REQUEST FOR PROPOSALS

ELECTRIC VEHICLE READINESS PLAN

FOR

SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

PURPOSE

The Southeast Metropolitan Planning Organization (SEMPO) is soliciting interested consultant teams (Consultants) to submit proposals for a planning project that will develop an Electric Vehicle (EV) Readiness Plan (Plan) for the SEMPO Metropolitan Planning Area (MPA). The Plan will be developed through coordinated engagement with EV partners and stakeholders. SEMPO is seeking Consultant with: (1) recent applicable experience in developing zero emissions vehicle readiness plans, (2) knowledge of issues and concerns related to southeast Missouri and the SEMPO MPA, and (3) knowledge of electric vehicles and electric vehicle infrastructure. Consultant is expected to have expertise in utility data and forecasting tools on EVs including the ability to tailor these products to SEMPO and create mapped analysis of priorities for future EV infrastructure, particularly to increase equitable access to such infrastructure.

The goal of the project is to make the SEMPO MPA Plug-In Electric Vehicle (PEV) ready by developing a Plan that provides a vision for EV readiness, identifies key partnerships and actionable strategies needed to achieve the vision, and facilitates community support for electric vehicles.

SCOPE OF WORK

SEMPO anticipates a project scope that includes the activities outlined below; however, applicants should detail a clear project approach that will effectively assess the needs of the SEMPO MPA and meet SEMPO's purpose of creating a Plan with a vision, goals, and action-based strategies and recommendations. Specific elements of interest are called out within the anticipated tasks below and should be addressed within the proposed project approach. SEMPO staff will work with the successful Consultant to incorporate a mutually agreeable project scope into the contract. Regular, on-going communication with SEMPO staff will be expected throughout the project to coordinate efforts, including monthly invoices and progress reports. The Consultant should also expect meetings with stakeholders, and a final presentation before the SEMPO Board of Directors.

1. EV READINESS PLAN DEVELOPMENT

Development of a relevant, comprehensive strategic Plan that addresses the immediate needs as well as long-term planning objectives for the SEMPO planning area to become

a PEV destination, corridor, and gateway. The Plan will describe the planning region, status of PEVs and charging infrastructure in the area, identify opportunities, and provide strategies to reduce and resolve barriers to the widespread deployment of private and public PEV infrastructure.

The Plan will provide a comprehensive approach to increasing destination, gateway, workplace, residential, multi-family housing and corridor PEV by fleets and individuals in the SEMPO planning area, in addition to giving visitors the ability to travel to and within the region with their PEVs. Elements expected to be included in the Plan include:

- a. Stakeholder outreach across a variety of sectors
- b. Existing conditions including public, private, workplace, and residential PEV adoption, infrastructure and services
- c. Assessment and Gap Analysis
- d. Equity Analysis
- e. Recommendations
- f. Implementation (Strategies, Roles/Responsibilities, Timeline, and Cost Estimates)

2. STAKEHOLDER OUTREACH

Consultant will conduct outreach with stakeholders to identify existing conditions as well as obstacles to and opportunities for increasing use of EVs and EV infrastructure. Initial stakeholder outreach may include interviews/meetings with Cape Girardeau and Jackson city departments, transit agencies, local groups with EV interest and ownership, representatives of other stakeholder groups, and technical experts. Because the SEMPO area is a regional hub for vehicular travel, it is expected the Consultant will look within and outside the SEMPO MPA to develop the Plan. Surveys may be used to gather information from residents and businesses, if needed. To assist with this task, SEMPO staff will help identify stakeholders.

3. ASSESSMENT

Assessment is needed to outline existing conditions, identify critical barriers and gaps, identify key needs, identify potential programs and partnerships, and provide background for plan development. The Contractor's EV expertise including knowledge of EV infrastructure, trends, and research is critical to informing this assessment.

This task shall include the review of pertinent local and regional plans in order to provide a community context and description of how the Plan aligns with or connects to other community goals, plans, and priorities. State plans and goals should also be incorporated.

This task shall also include evaluation of existing conditions, including the collection and assessment of existing PEV data, forecasts and tools, and work to tailor them to the SEMPO MPA. It shall also include identification and description of current PEV charging infrastructure and existing PEV and EV services, available technologies, best practices, and other items.

Consultant will perform needs and gaps research to identify barriers to PEV usage, including barriers in the areas of policy, infrastructure, services, zoning, parking, building and development codes, permitting and inspection, procurement, training and education, coordination, funding, and other items.

Consultant shall identify opportunities to support PEV usage, including partnerships, procurement, incentives, electric rate structures, non-financial public sector incentives and programs, outreach to local businesses and residents, funding, market based and other approaches.

4. EQUITY ANALYSIS

Consultant shall assess equitable access to EV infrastructure and services. Opportunities to increase equitable access to such infrastructure and services for residents who have been traditionally underserved, such as multifamily housing residents, renters, lower-income residents, non-native English speakers, and communities of color, must be analyzed for incorporation into the vision, goals, and action-based strategies.

5. IDENTIFICATION OF NEEDED INFRASTRUCTURE

Consultant shall develop a SEMPO EV charging infrastructure plan that recommends upgrades, compiles and analyzes data and opportunities for EV charging station locations based on current demand, anticipated demand growth, and existing infrastructure, distinguishes between public and private opportunities, determines appropriate equipment types for each recommended location, i.e. Level 2 and/or Level 3 (DC fast chargers), and provides cost estimates for recommended improvements. The infrastructure plan should provide analysis of the potential grid impacts of EVs, considering ongoing efforts to also electrify energy use in buildings, address electricity rate structure and identify battery and other options needed to manage demand charge, and summarize predominant concerns and issues as well as preferred alternatives.

6. IDENTIFICATION OF NEEDED SERVICES

Consultant shall identify needed services, such as local EV sales and servicing, among other desirable services, to support widespread EV usage and recommend methods to

address, partner to provide, or incentivize solutions to ensure development of any missing key services.

7. IDENTIFICATION OF NEEDED PROGRAMS AND POLICIES

Consultant shall identify barriers to and methods of increasing EV usage by residents and in public and private fleets, identify opportunities such as smart charging, renewable energy, and battery storage to optimize grid capacity, analyze innovative charging options like curbside, streetlight, solar, wireless, and their applicability in the SEMPO MPA, and investigate opportunities to partner with neighboring communities and regional entities to increase EV usage and opportunities without encouraging increased vehicle usage in general.

8. STRATEGY AND RECOMMENDATIONS

Consultant shall make recommendations for implementation options by key stakeholders (such as state and local government entities and public-private partnerships) and other actions to further develop readiness and support for current and future implementation such as estimated deployment to meet increasing demand of traveling public and legislation/ordinances as needed to implement accordingly. Recommendations need to advance EV usage, leverage existing plans, efforts and data sources, and to lead to widespread deployment of public and private PEV infrastructure. Specific recommendations are expected in the areas of infrastructure, services, policies, programs, partnerships, leading by example, funding, and guidance.

9. FUNDING GUIDANCE

Consultant shall identify existing and potential funding opportunities, incentives, and rebates, including grants and funding sources for EV usage and EV Readiness Plan implementation. This may include local funds, private and public grants, and other funding mechanisms.

Consultant shall also research and recommend utility payment methods for PEV customer usage of public charger ports to recover costs and generate revenue. This includes developing guidance in regards to implementation of PEV related codes and ordinances. Consultant shall identify cost-effective strategies for the cities to support EV charging on municipal property and the public right of way for fleet and/or public use, analyzing factors such as ownership models, parking and charging fees, infrastructure costs, operations and maintenance costs, Low Carbon Fuel Standard credits, utility demand charges, synergies with other alternative transportation efforts, and new or complementary technologies including solar energy systems, battery storage, demand management systems, bidirectional charging, and possible integration with emerging autonomous vehicle (AV) technologies.

10. IMPLEMENTATION PLAN

Consultant shall develop timelines, estimated costs, and opportunities for funding, identify roles and responsibilities for SEMPO planning partners, stakeholders, potential partners, and the community, and metrics and/or performance targets to track performance.

11. COMPLETE DRAFT OF EV READINESS PLAN

Consultants shall submit to SEMPO staff a complete draft of the Plan, which will be a comprehensive, organized document that addresses the elements listed above and includes specific goals, visions, and strategies, developed in partnership with SEMPO members and stakeholders, to increase EV usage in the SEMPO MPA. The draft Plan will be presented to the SEMPO Technical Planning Committee and the public for review and feedback.

12. FINAL EV READINESS PLAN

Once the draft Plan has been refined based on feedback, a final version of the Plan will be prepared and presented to the SEMPO Board of Directors for adoption. Any changes directed by the SEMPO Board will be incorporated into the final Plan. In addition to being substantively strong, SEMPO expects that the final Plan will be an attractive and graphically-rich document. It should be visually appealing and written in a clear, accessible manner. SEMPO staff will be provided with electronic copies of the final version (both Word and PDF formats), including tables in Excel format and maps in GIS file format (as applicable).

PROPOSAL SUBMITTAL REQUIREMENTS

All proposals must include the following information:

1. **Cover Sheet:** The cover sheet shall list the name of the Consultant with names, email addresses and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how they can be reached including phone number and email address.
2. **Project Understanding:** Provide a brief narrative explaining the team's understanding of the project goals and scope. Highlight the perceived unique opportunities, challenges, and priorities of this project and how the team will address them.
3. **Project Team and Qualifications:** The Consultant qualification information shall include:
 - a. **Firm Information:** Provide information on firm size, years in business, locations, and primary services. Include the same information for any subcontractors on this project.

- b. **Project Team:** Provide a project organizational chart showing the proposed team structure for this contract. Identify the project manager, key personnel, and their roles and responsibilities on the project. Include short bios addressing knowledge and experience related to these roles and responsibilities. Clearly identify the roles of any subcontractors.
 - c. **Representative Projects:** Describe specific experience of both individuals and firms with projects of a similar type that demonstrate the knowledge and experience of the personnel proposed in the areas identified in the scope of work. Describe the client/community, project, location, common issues, and links to electronic versions of work products, if possible.
 - d. **References:** Identify at least three references for similar projects completed by the personnel proposed for this project. Include the client, contact person, mailing address, email address, and telephone number for each reference.
 - e. **Resume:** Provide professional resumes for all personnel proposed for work on this project in an appendix.
- 4. **Project Approach:** Describe the team’s approach to the project’s scope of work. Include information on methods, meetings, deliverables, and other project related information for the tasks. Include any project approaches or ideas not included in the scope of work that would be applied to this project to enhance the quality of the team’s services. The Consultant is encouraged to offer additional insights and may propose modifications to the scope of work identified above.
 - 5. **Project Management:** Describe the team’s project management approach including coordination across disciplines and managing the work of subcontractors, if applicable. Describe the methods and timeline of communication the team will use with SEMPO staff and other parties. Describe the team’s expectations and requirements of SEMPO and its partners in order to effectively perform the services outlined in the RFP.
 - 6. **Schedule:** Provide a project schedule identifying milestones and completion dates. Provide a summary of personnel workload and availability to complete this project within the desired schedule.
 - 7. **Cost Proposal:** Estimate the personnel hours and hourly rates for each of the tasks needed to complete the proposed scope of work. Include the hourly rates for all project personnel and the costs for each firm. Provide cost estimates for labor, materials, travel, overhead, and other cost elements expected to be incurred. Some tasks can be itemized as “optional” and be bid independently to allow flexibility in fee. The proposal should clearly state what is received for the base fee.

All responses are due September 29, 2021 by 4:00 pm CST. Proposals shall be submitted electronically in PDF format via email sent to amcelroy@cityofcape.org, uploaded to Consultant's FTP site with download access and instructions emailed, or placed on a USB drive and delivered to:

Southeast Metropolitan Planning Organization
C/O Alex McElroy, SEMPO Executive Director
City of Cape Girardeau
401 Independence St.
Cape Girardeau, MO 63703

SELECTION PROCESS

The selection process will be managed by the EV Readiness Plan Subcommittee, comprised of SEMPO members and staff. After the submission deadline has passed, the EV Readiness Plan Subcommittee will review the proposals and, if necessary, generate a short list of consultants for consideration. Consultants on the short list will be asked to give a presentation and participate in an interview with the Technical Planning Committee (TPC). The EV Readiness Plan Subcommittee will then solicit feedback from the Technical Planning Committee and evaluate each consultant using a standardized scoring system. The scoring criteria and weighting are as follows:

1. **Competence (30 points):** Substantive representations regarding the team's experience and competence to accomplish the required work as set forth in this RFP.
2. **Approach (25 points):** The team's approach to the project and basic scope of services.
3. **Experience (25 points):** The related project experience of the firm and/or individuals who will be assigned to the project.
4. **Local Knowledge (10 points):** An understanding of the SEMPO Metropolitan Planning Area.
5. **Completeness (10 points):** The preparation of a proposal consistent with this RFP.

The Consultant with the highest total score will be asked to enter into negotiations for a contract based on their proposal. If a contract cannot be successfully negotiated with the first selected Consultant, then negotiations with that Consultant will be terminated and SEMPO will ask the Consultant with the next highest score to enter into negotiations. This process will continue until a contract is successfully negotiated or said process is suspended by SEMPO.

The City of Cape Girardeau, Missouri (City) provides staffing and administrative services for SEMPO. By submitting a proposal, Consultants acknowledge and agree that if they are selected to enter into contract negotiations, such contract will be between that Consultant and the City, and all financial transactions will be conducted by the City on behalf of SEMPO.

SEMPO reserves the right to follow any of the below listed courses of action if an acceptable contract cannot be negotiated:

- To reject any and all proposals;
- To consider alternatives;
- To waive irregularities;
- To re-solicit proposals;
- To accept any proposals deemed most advantageous to SEMPO;
- To obtain information concerning any and all Consultants from any source;
- To request additional information and/or clarification from any and all proposers to this RFP;
- To approve any substitute personnel or terminate services at SEMPO's sole discretion if the selected Consultant undergoes a change of key personnel; and
- To seek new submissions when such a procedure is reasonable and in the best interests of SEMPO.

SEMPO operates its programs and services without regard to race, sex, religion, age, national origin, or disability, in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, as amended. The successful Consultant shall provide written assurance that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition, since federal funds will be used to finance this project, the successful Consultant shall comply with all civil rights and federal contracting requirements applicable to transportation-related projects. For more information, refer to the attached Federally Required Contract Terms.

The City and SEMPO are not liable for any cost incurred by any person or firm responding to this RFP or for any other cost incurred prior to the negotiation of the contract and the issuance of a Notice to Proceed.

The submission of a proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, quantity, and quality of work to be performed.

After the selection process, the SEMPO staff shall negotiate on behalf of SEMPO and the City, a contract based on the fees and fee structure as submitted in the proposal. SEMPO reserves the right to delete elements or expand the scope of the contract based on the negotiated fees at the time of contract letting.

Consultants submitting proposals are advised to include any information that is relevant to this project given the aforementioned criteria.

GENERAL INFORMATION

Minimum Effective Period of Proposal

All proposals are required to remain in effect for at least 120 days from the date submitted to SEMPO for review. This should be taken into account during budget preparations.

Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure in accordance with the Missouri Open Meetings and Records Law.

Lobbying Restriction

Consultant acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the City, it will not take any action, make any effort, or support or engage others on its behalf to take actions or efforts with attempt to influence the decision making process for this RFP in the favor of the Consultant. This includes direct contact with the City Council, City Manager, and City staff of the City of Cape Girardeau, members of the SEMPO Board of Directors, members of the Committee, sub-recipients, and others who may be engaged in the selection process, except for the point of contact, Alex McElroy. Additionally, the Consultant acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision-making process. Any Consultant violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

Acceptance of Evaluation Methodology

By submitting a proposal, Consultant accepts the evaluation process and acknowledges and accepts that the determination of the “most qualified” firm(s) will require subjective judgments by SEMPO.

Amendments to this RFP

Should it become necessary to amend this RFP for any reason, SEMPO reserves the right to re-issue this RFP as amended and to provide reasonable notification to parties of interest.

Public Records

All proposals submitted in response to this RFP become the property of SEMPO and as such, they will be public records in accordance with the Missouri Open Meetings and Records Law.

Debarment

By submitting a proposal, Consultant certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government.

Questions Regarding This RFP

Any questions concerning this RFP should be directed to Alex McElroy, SEMPO Executive Director, at (573) 339-6734 or email amcelroy@cityofcapegirardeau.org. If there are changes that might affect the preparation of the Consultants' submissions, all Consultants will be advised. Any Consultant that wishes to withdraw from consideration after submitting a proposal must submit a written notification to Alex McElroy via email at amcelroy@cityofcape.org or vial mail at the City of Cape Girardeau, 401 Independence St. Cape Girardeau, MO 63703.

Accommodations for Disabilities

For persons with disabilities requiring reasonable accommodations, please contact:

Southeast Metropolitan Planning Organization

C/O Alex McElroy, Executive Director

City of Cape Girardeau

401 Independence St.

Cape Girardeau, MO 63703

(573) 339-6734

amcelroy@cityofcape.org

Requests for accommodations should be made at least one week prior to the meeting, activity, or function.

Thank You For Your Interest In This Project!