

REQUEST FOR PROPOSAL

City of Dublin, Ohio Division of Transportation & Mobility

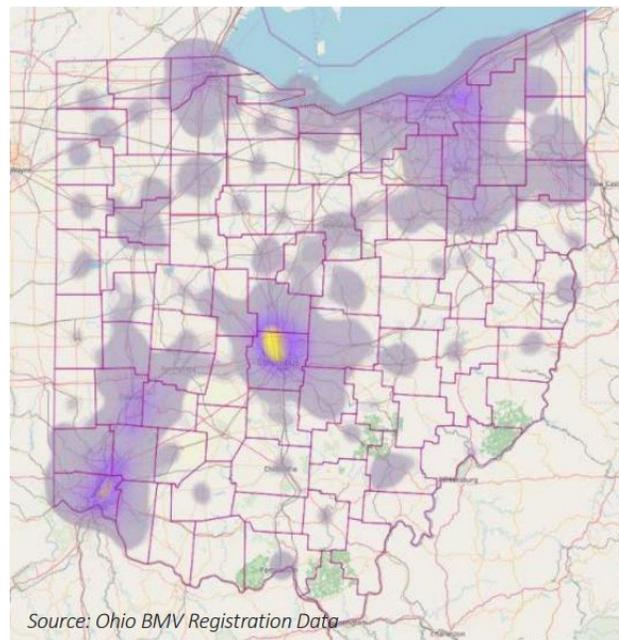
Electric Vehicle Infrastructure Comprehensive Plan

EXECUTIVE SUMMARY

The City of Dublin (the City) Division of Transportation & Mobility is requesting proposals to undertake a comprehensive plan for the future of electric vehicle charging in the City of Dublin, Ohio. The plan will serve as a resource for future land use and transportation planning by both the Public Works and Development Departments.

Dublin, Ohio, USA aspires to be most sustainable, most connected and most resilient global City of choice through state-of-the-art infrastructure, convenient transportation and expansive broadband access. With a 100-gigabit fiber transport network, strategic private and public partnerships and significant investments in innovation, Dublin is emerging as a global leader providing an ecosystem for companies to beta test new technologies. The City of Dublin is working to improve lives, drives and experiences.

Figure 1: Ohio Concentration of Plug-In Vehicles

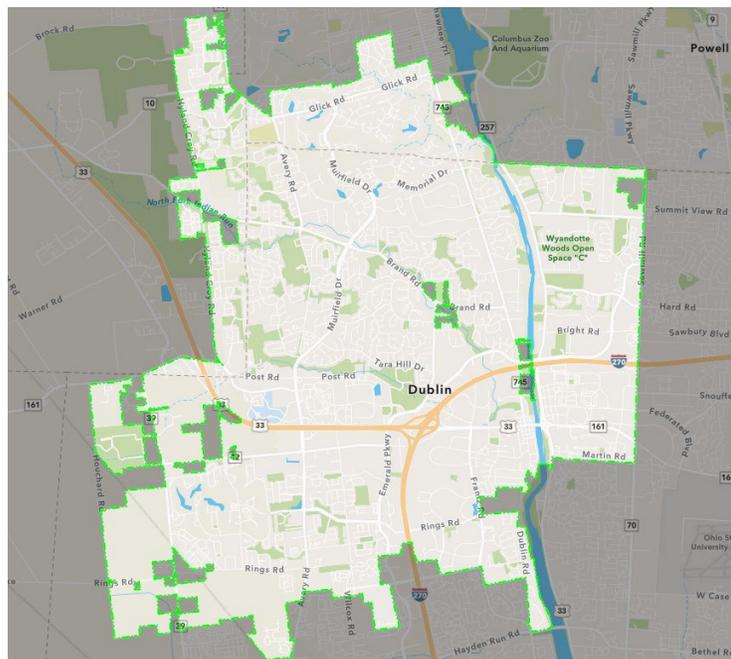


As such, the City is currently in the process of procuring the professional services of a consulting firm to develop a comprehensive plan researching and recommending the types and appropriate placement of electric vehicle charging infrastructure for both electric vehicles and e-bikes. The City of Dublin, Division of Transportation & Mobility is hereby requesting a PROPOSAL from multi-disciplined, professional consulting firms. The selected firm will provide the professional services for this project in accordance with the attached Project Description and Scope of Services.

1.0 PROJECT DESCRIPTION

Develop an overarching plan for electric vehicle charging infrastructure and complete a study on the existing conditions in the City of Dublin. The Dublin Electric Vehicle Infrastructure Comprehensive Plan should also integrate relevant existing planning documents, which can be found in the Coordination with Completed Planning and Studies section.

1.1 Study Area – the study area is citywide.



Step 1: Project Alignment

Purpose: Establish a shared team understanding of objectives, key ideas, challenges, and opportunities through discussion, research, and analysis to guide future project steps within the plan.

Key Tasks:

1. Establish the problem statement, study purpose, and key plan objectives.

Milestone Meetings and Deliverables:

2. Work Plan: Final project schedule, milestone meetings and deliverables.
3. Problem statement, study purpose, and key planning and transportation objectives.

Step 1: Existing Conditions

Purpose: Build on the existing inventory to document the current conditions and assess the needs of existing electric vehicle charging infrastructure.

Key Tasks:

4. Evaluate existing conditions including charging stations (public/private), the electric grid (AEP, URE, Ohio Edison, etc.) and current electric vehicles and infrastructure in the study area.
5. Describe how EV charging takes place in the study area, including safety issues, operational challenges, and street and sidewalk design issues.
6. Analyze which existing electric vehicle charging stations have high utilization rates and which ones need to be addressed to improve use rates.
7. Address frequency and needs of the user who is using electric vehicle charging.
8. Existing EV regulations shall be reviewed based on state law, the City's zoning code and other relevant ordinances. Land-use and zoning maps shall be gathered to understand how land-uses relate to the electric vehicle use trends.
9. Coordination with Completed Planning and Studies: The Consultant shall review previous studies related to this topic. This study will build on the conclusions and recommendations of these previous studies. Reference documents are provided in the RFP link. Study names, timeframes and main outcomes are listed below. [Full documents are included on the RFP webpage.]
 - A. Electric Vehicle Charging Study (DriveOhio, ODOT, June 2020)
 - Assesses the needs for electric vehicle (EV) charging, primarily along Ohio's highway corridors. This report identifies Direct Current Fast Charging (DCFC) gaps in Interstate, U.S. Highway and State Route corridors and identifies options to fill them. Most of these gaps should and will need to be filled by private commercial site hosts but can be supplemented by installing charging facilities at public sites.
 - B. Charging Electric Vehicles in Smart Cities: An EVI-Pro Analysis of Columbus, Ohio (National Renewable Energy Laboratory, February 2018)
 - A plan for the expansion of the region's network of charging stations to support increased adoption of plug-in electric vehicles (PEVs) in the local market. Potential sites

include multi-unit dwellings to support PEV ownership in urban environments, workplaces to maximize electric vehicle miles, and strategic locations along highway corridors to enable regional travel.

10. Identify and frame opportunities, challenges, and key concepts that provide a foundation for subsequent steps within the study.

Milestone Meetings and Deliverables:

11. Project Kick-off Meeting: Meeting with Staff to establish and align study objectives, coordination, and share information.
12. Create a map of Dublin with existing public and private EV charging locations, including manufacture/vendor name.
13. Summary memo for items 4 through 11.

Step 2: Potential Future Scenarios

Purpose: Develop a range of infrastructure expansion scenarios for the anticipated increase in EV adoption in Dublin.

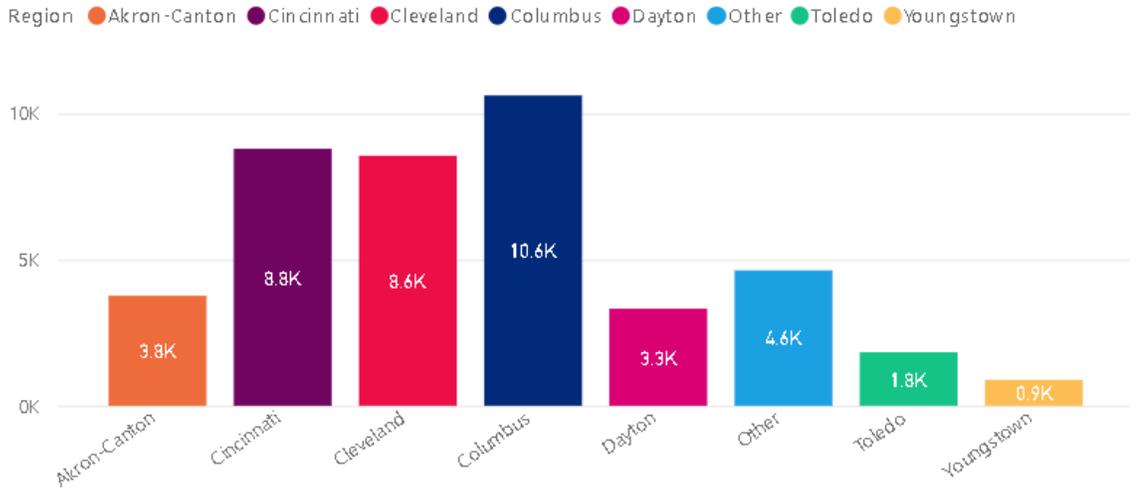
Key Tasks:

14. Explore low, medium and high future projection scenarios of electric vehicle charging infrastructure, including Level 1, Level2 and/or DC Fast Charging on both public and private property to understand future demand, and determine the feasibility of each. Include multi-family residential applications, ADA-compliant parking, future mobility hubs, electric transit buses and municipal fleet charging with a final recommendation of which projection scenario Dublin should anticipate.
15. Provide a comparative analysis between ownership structure types for electric vehicle charging to achieve federal requirements for uptime.

Milestone Meetings and Deliverables:

16. Working Group Meeting #1: Consultant facilitated meeting and presentation to provide overview of study and build consensus on the shared vision of EV charging in Dublin.
17. Recommendation of projection scenario
18. Create a map of Dublin using the recommended projection scenario identifying the public and private EV charging locations, including charging type (such as Level 1, Level 2 or DC Fast Charging) and vehicle type (such as cars, micro-transit shuttles, transit buses, e-bikes, etc.).
19. Draft Report: 30% Progress

Total Alternative Fuel Vehicle Registrations by Region & County



Step 3: Implementation Planning and Funding

Purpose: Explore and evaluate implementation strategies and Code/land use development language for expanding EV charging infrastructure to accommodate the anticipated growth of electric vehicles in Dublin.

Key Tasks:

20. Research and provide examples of zoning and land use policies to support and incentivize electric vehicle charging infrastructure, including safety and lighting considerations near commercial land uses to ultimately make a recommendation of needed code amendments.
21. Conduct a Best Practices Review for the Dublin Electric Vehicle Infrastructure Comprehensive Plan to provide direction for planning and implementation of the study. The Consultant shall review case studies and best practices in locations that are likely to be most applicable to the City of Dublin. The review shall identify trends, best practices and emerging technologies for operations, expansion and planning, and policy considerations for a successful electric vehicle infrastructure program as well as include lessons learned and next steps in the state of the art or practice of other electric vehicle infrastructure programs.
22. Explore the possible conflicts between electric vehicle charging infrastructure and possible conflicts with pedestrian and bicycle facilities. Impacts to parking facilities, pedestrian ways, public utilities, private utilities, etc. should be detailed for the plan.
23. Explain how to maintain and enhance the pedestrian realm and public spaces with electric vehicle charging infrastructure rather than sacrificing them.
24. Provide examples on how to effectively educate and communicate to the public on finding electric vehicle chargers.

Milestone Meetings and Deliverables:

25. Working Group Meeting #2: Consultant facilitated meeting to identify and frame EV charging opportunities, key trends, and stakeholder themes.
26. Draft a checklist for reviewing proposals for electric vehicle charging installations including concept design, site criteria definition, site assessment, traffic flow studies, due diligence (power, utilities, etc.), zoning and land use requirements, design and municipal permits, and construction administration.
27. Develop an implementation strategy for electric vehicle charging infrastructure at municipal buildings and community parks with existing parking facilities.
28. Preliminary programming level cost estimates shall be prepared for each potential solution. Estimates should include elements such as expected right-of-way acquisition, potential utility needs (including power, fiber optics/DubLink, etc.), design and construction, as well as any life cycle costs.
29. Draft Report: 60% Progress



Step 4: Final Plan and Documentation

Purpose: Finalize findings and recommendations.

Key Tasks:

30. Conclusions and final recommendations supported by the problem statement, study goals and objectives, needs assessment, and best practices will be prepared and incorporated into the final report.
31. Recommendations should be grouped into a minimum of three categories for short-term, intermediate and long-term action items listing potential projects and strategies to address EV charging challenges and opportunities. This list shall include infrastructure projects, design and operational strategies and policy recommendations. The Consultant shall describe how the recommended projects, policies, and actions were developed, evaluated, and prioritized.

Milestone Meetings and Deliverables:

32. Working Group Meeting #3: Consultant facilitated presentation of implementation recommendations and other plan highlights.
33. Draft Report: 90% Progress
34. Implementation Plan: Form an implementation plan with strategies, funding mechanisms and strategies, potential public and private partnerships, explore phasing, providing next steps and a critical path forward.
35. Final Report/Vision Plan and Executive Summary: Graphic-rich final report and executive summary which includes final Staff and City comments.
36. Technical Memorandum: Report, recommendations, and appendix of all of the data, calculation, analysis, and findings.
37. Technical Memorandum Review Meeting: Meeting with Staff to discuss the final technical memorandum and any revisions.

2.0 FINAL DELIVERABLES

- 2.1** The consultant shall prepare a final report that includes documentation from the various aspects of the project to create a cohesive and comprehensive account of the project. This report will be provided in both hard copy and an electronic PDF format.
 - 30, 60, and 90-percent progress drafts will be submitted to City Staff for review. Consultant must incorporate comments from Dublin and provide a disposition of comments in each subsequent submittal.
 - The final report and executive summary will be prepared in 8.5x11 format with graphics not exceeding 11x17. The due date of the final report is the **completion date provided in the proposal**.
 - The technical memorandum should include an appendix of all of the data, calculation, analysis, and findings.
 - Consultant must incorporate comments from Dublin and provide a disposition of comments in each subsequent submittal.
- 2.2** The consultant shall summarize, and format specifically, any and all recommendations and graphics for posting on the City's website.
- 2.3** Coordination with the City's DATA/GIS team for the project start up, existing conditions, potential solution evaluation and final data hand-off. To the extent possible, system inventory and assessment data, as well as the final project recommendations, should be mapped in ArcGIS, using the collection and distribution methods coordinated with the City's DATA/GIS team. Relevant Esri/shapefiles shall be provided to the City. Mapped information developed in other software, whether conceptual in nature or geographically accurate, shall also be provided, in either the original source format or exported into an intermediate format usable by the City.

3.0 MEETINGS

- **Project Kickoff Meeting:** Meeting with Staff to establish and align study objectives, coordination, share information, and coordinate final scope.
- **Bi-weekly Staff-Consultant Coordination Meetings:** Bi-weekly consultant-Staff coordination meetings and written progress updates, in a mixture of virtual and in-person formats, are anticipated during the life of this project. Bi-weekly meetings may be used to provide coordination with the future Community Plan Update and or coordination with regional and state mobility partners.
- **Working Group Meetings:** Consultant facilitated, graphic and succinct presentations. Presentation materials to be created by the consultant and provided at least one week in advance of meetings.
- **Technical Memorandum Review Meeting:** Meeting with Staff to discuss the final technical memorandum and any revisions.

4.0 TIME OF COMPLETION AND PROJECT SCHEDULE

- 4.1 A detailed project schedule is required with the response. The project schedule must include dates for key tasks including the 30%-60%-90% report submission dates, milestones, and the overall completion date. The consultant must demonstrate the ability to meet their proposed schedule. The consultant may assume an estimated authorization date of **December 1, 2022**.
- 4.2 The consultant affirms that time is of the essence regarding the execution of this project and furthermore accepts the City's commitment to have the final construction drawings completed according to the proposed schedule. Therefore, the consultant commits to work with the City to perform their professional services expeditiously.
- 4.3 Failure of the consultant to comply with the above-established deadline will jeopardize consideration of the consultant for providing professional planning and parking services on future City projects and may be used as cause to reject future proposals submitted by the consultant to the City.

5.0 PROPOSAL CONTENT

Evaluation of the Proposals and ultimate selection of the consultant shall be based on the following criteria:

5.1 Firm and Individual Qualifications

- The competence of the firm to perform the required services as indicated by its background and experience on similar projects. Consultant should list and describe no more than five (5) projects that best demonstrate their experience on similar projects and additionally provide the **Estimated Cost and the Final Cost of each project**.

- Technical qualification, training, education, and experience of the offerer's principals and key technical personnel who would be assigned to perform the work. Resumes shall only be included in the Proposal for those individuals who will actually be involved in the project and assisting in the performance of the work. No other resumes shall be included.
- Name and experience of principal responsible for the work.
- Name and experience of project manager who would be responsible for managing the project for the consultant and would be the primary contact with the City during the progress of the work.
- Name and experience of engineers and/or technicians who would be assisting in the performance of the work.
- Name and experience of key personnel from all subconsultants who would be assisting in the design and completion of this project.

5.2 Project Approach

- Consultant's statement of understanding and approach to the Project Description (approach needs to cover all elements through the final study) and other requirements relating to performance of their work.

5.3 Capacity to Perform the Work and Time of Completion

- The capacity of the firm to perform the required services competently and expeditiously to meet proposed schedules as indicated by the firm's size and availability of necessary personnel, subconsultant(s) availability, current workload, and equipment and facilities.
- The demonstrated commitment of the firm to perform the work expeditiously and without delay.
- The ability of the firm to meet the Time of Completion.
- The ability of the firm to meet the Time of Completion as outlined in Sections 2 and 3.

5.4 Compensation

- All professional services will be provided on a cost plus fixed fee basis. Fees for additional items, as requested and authorized, will be established separately. The proposed fee will be based on completion of the report no later than the **proposed completion date**. Failure to submit fee proposal may cause the City to reject the proposal for this project.

5.5 References

- Quality, responsiveness, timeliness, and cost of work previously performed and completed for the City or other municipalities.
- Completeness of thoroughness of work performed. Accuracy of previous estimates of professional fees and estimated construction costs relative to final construction costs.
- Capabilities of key technical personnel who were assigned to perform and complete the work.
- Capabilities of key technical personnel from all subconsultants who were assigned to perform and complete the work.
- The ability of the consulting firm to meet schedules and deadlines.
- The ability of the consulting firm to control costs and meets budgets.
- Overall communication and cooperation of the consulting firm and its principals and key technical personnel with the client.

6.0 PROPOSAL REQUIREMENTS

- 6.1** Responding firms shall include in their Proposals all the information that is requested in Section 4, Proposal Content. Firms are encouraged to provide any additional information they feel will further demonstrate the firm's qualifications and abilities to acceptably complete this project but are hereby instructed to limit such additional information to that which is directly relevant to the services being requested.
- 6.2** The Proposal shall not exceed twenty (20) pages. Any superfluous information included not relevant to the services being requested only lengthens the review of a Proposal and could certainly detract from the true merits of the Proposal. Three (3) hard copies shall be submitted.
- 6.3** The Proposal shall also be submitted electronically, via email or USB flash drive. The submission must be compatible with Adobe Acrobat, in a single file, and be formatted to print on standard office paper sizes. No pages shall be larger than 11x17. Fax submissions will not be accepted.
- 6.4** All material submitted in accordance with this Request for Proposal (RFP) becomes property of the City and will not be returned.

If you have any questions regarding this RFP, please contact Jeannie Willis, PE, jwillis@dublin.oh.us or 614.410.4633. Any other contact with City personnel related to this RFP, prior to the formal selection of the consultant, is expressly prohibited without the consent of the City's Project Manager.



The Proposal should be submitted to the following address no later than 2:00 PM on November 14, 2022. Proposals received after this deadline will NOT be considered.

Consultants should submit their Proposal to:

J.M. Rayburn

City of Dublin, Ohio
Division of Transportation & Mobility
6555 Shier Rings Road
Dublin, OH 43016

614.410.4653

jrayburn@dublin.oh.us