

**Request for Proposal (RFP) 2012-002
Plug-in Electric Vehicle (PEV) Readiness Plan Development
Pre-Bidder's Conference 1/20/2012 – Questions and Answer**

Following are the questions received at the pre-bid conference for the PEV Readiness Plan Development RFP and the corresponding Air District responses to those questions.

Q1: Do you anticipate there will be any complications (changes in direction) for the Plan Development during the term of the contract?

A1: The following are examples of processes that may affect either the project timeline or the deliverables during the project term.

- The Air District did not address potential CEQA requirements that may be identified at a later date which may affect the Plan Development.
- Advances in technology might alter the course of the Plan Development.
- The Plan should also address ARB's proposed Advanced Clean Cars regulations which will most likely be adopted after proposals are received.

If the Air District believes that the scope of work is significantly altered due to unforeseen circumstances it reserves the right to change the scope of work during the term of the contract.

Q2: Would it be advantageous for applicants to partner with other contractors?

A2: The RFP does allow applicants to form teams. The Air District is seeking one or more contractors to compliment the Air District's expertise; however, it is the Air District's preference to have a contract with one entity that can complete the work. Contractors that have sufficient in-house expertise may not find it necessary to team with another contractor. However, if a contractor believes that they would be more competitive in responding to the RFP then they may team with another firm.

Q3: Do the proposals need to adhere to the budget provided to in the RFP for specific tasks or is there flexibility to allow shifting of funds between tasks?

A3: The Air District highly recommends that proposals adhere to the budget provided in the RFP for the specific tasks. If during the work on the plan completed tasks come in under budget, the Air District may consider re-allocating those residual funds to subsequent tasks.

Q4: The RFP states that the selected contractor shall have an on-site presence at the Air District. What amount of time do you believe the contractor will have to spend on-site at the Air District for a typical week?

A4: The Air District prefers that the contractor (i.e. their staff) be on-site at the Air District full-time if possible to be more responsive to changes in the work load due to such factors as the CEQA analysis (and the others mentioned above in A1). Air District staff also anticipates working closely with the contractor to conduct the work and prepare documents. Having the contractor's staff on-site at the Air District is especially critical due to the aggressive time frame of the planning effort and it will make the process more efficient.

Q5: I understand that there are two parts to the contract. If one contractor is selected for both parts, will work on part two be contingent on the contractor's performance of the first part? How will the Air District gauge the performance of the contractor on the first part of the contract and when will the contractor be allowed to begin work on the second part of the contract?

A5: There is a one-month period before the plan submission for part one of the contract when the Air District will evaluate the performance of the contractor. We will look at their performance in working with Air District staff and other factors that are critical to producing a high quality product in the short time frame and within budget. The assessment period will be built into the timeframe for the work schedule.

Q6: It appears that there are different levels of detail being requested in different parts of the planning process although it is not quite clear how much detail will actually be required. Some areas of the work effort seem focus on the preparation of the plan and other areas are the implementation of a plan. Can you provide us with some direction on the level of detail we should provide in our proposals and whether the effort is in producing or implementing the plan?

A6: The contractor should propose for the different tasks an approach that will advance our current baseline understanding of the field. Some tasks will result in a plan and other tasks will contain implementation strategies. The Air District will negotiate the level of detail that the plan will contain with both the California Energy Commission (CEC) and Department of Energy (DOE). On certain issues, such as identifying where electric vehicle supply equipment (EVSE) will be located, we will need to negotiate the level of detail to be provided with the California Energy Commission, the agency funding this element of the work.

Q7: The solicitation is quite detailed so I presume your review of our proposals will be based on other factors?

A7: Yes. Please refer to the evaluation criteria in the solicitation for more information on scoring proposals.

A8: How much of public outreach will be required of the contractor?

The contractor will not have a major role in public outreach. Outreach will be conducted by the Clean Cities Coalition who will be on contract directly with the Air District for this component. The contractor will participate in public meetings organized by the Clean

Cities Coalitions and be required to record public comments, make recommendations, assist in answering questions, based on the parts of the plan you are developing. It will not be the contractor's responsibility to set up meetings or make presentations but they will be required to prepare materials and documents to be presented.

Q9: How many Air District staff will be working on this project?

A9: The Air District has assigned three staff to work on the project (part-time) initially and anticipates adding an additional one or two more staff during periods when the work load increases.

Q10: What is the maximum page limit for proposals?

A10: Proposals may not exceed 20 pages in length. Resumes and supporting documentation for staff qualifications do not count against the 20 page limit.