



**CITY COUNCIL TRANSMITTAL**

  
Lisa Shaffer (Sép 19, 2022 13:31 MDT)

Lisa Shaffer, Chief Administrative Officer

**Date Received:** 9/19/2022

**Date Sent to Council:** 9/19/2022

**TO:** Salt Lake City Council  
Dan Dugan, Chair

**DATE:** September 16, 2022

**FROM:** Debbie Lyons, Sustainability Director



**SUBJECT:** FY23 Sustainability Holding Account Funds – Electrified Transportation

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**DOCUMENT TYPE:** Written Briefing

**RECOMMENDATION:** The Sustainability Department is providing additional information to satisfy budget conditions for the Electrified Transportation holding account. Attached is an approved as to form resolution the Council may consider adopting to recognize satisfaction of budget conditions. Council review of these proposed solicited contracts **prior to September 30** is critical if Council wishes to leverage federal funding for EV infrastructure projects, as described in further detail below.

**BUDGET IMPACT:** Projects proposed in FY23 budget include: 1) \$150,000 for the Internal Fleet electrification analysis; 2) \$150,000 for the evaluation of opportunities to improve public access to electric vehicles (EVs) and charging infrastructure; and 3) \$214,000 for the installation of additional electric vehicle charging stations on city property (to be used with the funding opportunities described below).

**BACKGROUND/DISCUSSION:**

**FY 2023 Sustainability Holding Accounts**

The Council-Adopted FY2023 City budget placed the following contingencies on funds allocated for: 1) Community Food Assessment; 2) New EV Charging station installations; and 3) Two separate Electric Vehicle charging studies to evaluate internal and public facing EV charging needs:

- a. *For all proposed expenditures of funds tied to a contract that requires a competitive bid process, the Department will not solicit bids or proposals, execute a contract, or*



*encumber such funds until the Department has provided a draft scope of work or draft request for proposals to the Council for review.*

- b. Any policy document or multi-year funding plan must be in compliance with [Resolution 14 of 2020](#), and the Department will not rely on other previously adopted resolutions or policy documents to authorize the administrative adoption of such policy documents or multi-year funding plans.*
- c. All policy documents will be adopted by the City Council before the Department relies on the policies for additional policy or budget plans.*

#### **A. Projects Requiring Competitive Bid Process**

##### **1. City Fleet and Assessment of Projected Internal EV Charging Needs (\$150,000)**

The Sustainability Department has been working with Public Services' internal Fleet Advisory Committee and has been leading an Electrified Fleet Subcommittee to support electrification of the City's fleet. The Sustainability Department, in collaboration with Public Services Department, have been working to develop the scope of work attached herein for the competitive solicitation of a consultant to assess the City's fleet, which will include: 1) evaluating the long-term fleet replacement strategy, including electrification; 2) analyzing current and planned fleet usage patterns and 3) identifying future electric infrastructure needs at City facilities to support a more electrified fleet. The Department expects this evaluation to take one year to complete. This assessment is a necessary information-gathering tool to help the City meet its fleet electrification goals that were established in [Joint Resolution 45 of 2020](#). The assessment will be shared with the Council to inform future policy discussions and budget decisions.

##### **2. Evaluating Opportunities to Incentivize Public Adoption of Electric Vehicles (\$150,000)**

Federal grant funding opportunities are beginning to roll out related to the 2021 Infrastructure Investment and Jobs Act (IIJA) to incentivize EV adoption. Prior to accessing such funding, the City Council will need to evaluate opportunities and potential strategies, and subsequently determine priorities and policies for the City. The Sustainability Department's request for \$150,000 is intended to engage a consultant who will survey and assess the City's charging infrastructure, resulting in a report that will lay out a framework of options and recommend priorities for the installation of publicly-available EV charging stations, with a goal to provide equitable access to clean transportation options. The scope of work for the study is in process of being drafted, and will likely include: 1) evaluating where publicly-accessible charging infrastructure is needed in the city; 2) identifying potential strategies to advance private installation of EV stations at homes and buildings; 3) benchmarking best management practices on local government providing EV charging infrastructure and subsidizing usage fees; and 4) identifying opportunities for potential installation and on-going management of EV stations on public property, including City right-of-way. The report will be shared with the Council to inform future policy discussions and budget decisions.

##### **3. Installing Publicly Accessible EV Chargers on City Property and Right-of-Way (\$214,000)**

The City currently has several opportunities to access grant funding from several sources to expand public EV charging infrastructure, including the installation and maintenance of 38 Level 2 chargers



throughout the city for public and fleet use, and 45 additional chargers at the Salt Lake City Airport. These grants require either upfront funding commitments before applying for the grants or City supplementation of the grant funding before the City can access such funding.

This additional infrastructure will encourage wider adoption of electric vehicles, a goal established by Joint Resolution 45 of 2020. According to the Center for Sustainable Energy, most current EV owners charge at home or at work. However, to support mass adoption of EVs, including by people who do not have access to private EV chargers, publicly-accessible EV charging is essential. Placement of EV charging stations in public places, particularly high-trafficked areas, locations near higher-density housing, and places where people park for more than an hour (i.e. recreation facilities, parks, libraries) demonstrates availability of charging infrastructure and encourages EV adoption. The estimated cost of electricity to support charging at City-owned chargers, excluding the Salt Lake City Airport, was approximately \$21,000 in FY2022.

The City has the opportunity, with the federal infrastructure funds becoming available later this fall, and utility incentives currently available, to incorporate EV charging in existing City-owned parking lots and on public streets where parking is planned or already provided. Locations under current evaluation are:

- a. *200 South Street Reconstruction Project:* The Sustainability Department has been working closely with the Transportation Division on the 200 South Reconstruction project to facilitate the installation of electrical infrastructure needed to support EV chargers near 300 West and 200 East. Funding is available from Rocky Mountain Power to reimburse the City for a significant portion of the electrical infrastructure and charger installation costs, and has a **grant deadline of September 30, 2022**. These funds will be reimbursed upon completion of the project, which requires upfront commitment of funds before the grant application is submitted. The Transportation Division expects to release the design-build RFP for the 200 South project no later than November 2022, which will include installation of an EV station if funds are available.
- b. *City facilities, parking lots, and road projects:* Several City-owned locations are being evaluated as potential publicly-accessible EV charging sites, including the Regional Athletic Center, Jordan Park Golf Course, Liberty Park, and all City library branches. We are also evaluating opportunities along the Rights of Way as they align with upcoming roadway projects. Sustainability is evaluating these potential locations against environmental justice indicators to ensure that our efforts align with the [Justice40 initiative](#), which is an important consideration for upcoming federal funding opportunities. The findings from the evaluation of opportunities, discussed in the previous section, will be useful to inform the grant applications, while the funding for EV installations can be leveraged towards any match requirements. The Federal Highway Administration is expected to announce the Community Charging Grant Program this fall, which can support future EV charger installations on City property. A minimum non-federal cost share of 20% is anticipated.
- c. *Location TBD, partnership with Rocky Mountain Power.* Rocky Mountain Power has indicated they would like to partner with the City to install a publicly-accessible fast-charger (Level 3) in Salt Lake City. Rocky Mountain Power has funding to install 20-25 fast chargers throughout the State of Utah and would like some of those chargers to be installed in Salt Lake City.



Although the timeline and funding needs for this effort are not clear at this time, EV charging installation funding may be used towards these collaborative projects.

Releasing the EV charging installation funding from the holding account will enable the Sustainability Department to leverage City funds towards available grants and partner with other City departments and outside agencies to expand EV charging availability at a drastically reduced cost to the City, which encourages further public adoption of EVs.

**B. Policy (Contingencies b and c)**

Electrifying the City's transportation system (including personal vehicles, organizational fleets, and our public transportation system), is critical to meeting the City's goals to reduce greenhouse gas emissions, established in Joint Resolution 22 of 2016, as well as the City's electrified transportation goals established in Joint Resolution 45 of 2020. Transitioning the transportation sector to clean energy technologies, including electric vehicles, will provide a range of benefits including improved air quality, enhanced public health, and reduced reliance on finite resources.

Installation of EV stations (\$214,000) are construction projects in line with the goals established by the above-mentioned Joint Resolutions and will not result in any kind of policy document.

The internal fleet electrification analysis and the evaluation of public EV charging opportunities in the City are both studies that will not directly result in any new policy document. These technical studies will collect and compile data and produce reports that the Council may rely upon in considering future public processes, budget allocation, and policy development, including a discussion on the City's overall role in building out publicly-accessible EV charging.



Attachment A. DRAFT Scope of Work from the Draft Fleet Electrification Plan RFP

## EXHIBIT "A"

### SCOPE OF WORK

#### CONSULTANT TO DEVELOP FLEET ELECTRIFICATION PLAN

*NOTE: Exhibit "A" to be modified/completed by City after conditional selection based upon the selected offeror's proposal and any negotiated terms and conditions.*

#### I. GENERAL

- A. Consultant, if doing business under an assumed name, i.e. an individual, association, partnership, corporation, or otherwise, shall be registered with the Utah State Division of Corporations and Commercial Code.

*NOTE: Forms and information on how to get registered may be obtained by calling (801) 530-4849 or by accessing [www.corporations.utah.gov](http://www.corporations.utah.gov)*

- B. Consultant shall assume full responsibility for damage to City property caused by Consultant's employees or equipment as determined by designated City personnel.
- C. Consultant shall be solely responsible for the safety of Consultant's employees and others relative to Consultant's work, work procedures, material, equipment, transportation, signage, and related activities and equipment.
- D. Consultant shall possess and keep in force all licenses and permits required to perform services under this Agreement.
- E. No guarantee of the actual service requirement is implied or expressed by this Agreement. Service requirements shall be determined by actual need.

#### II. RESPONSIBILITIES OF CONTRACTOR

It is anticipated that the work plan will follow the major task headings stated hereunder. However, as provided in Paragraph D, below, these tasks may change as development of the work plan evolves and as the project progresses. The responsibilities of Consultant include, but shall not be limited to, the following tasks or items.



NOTE: Based upon the Tasks listed below, Bidder shall propose a milestone schedule it deems appropriate and achievable. City anticipates a 12 month period of performance.

## **Task 1: Project Management**

This task includes oversight of the consultant team and the administrative tasks required to support the overall project.

### ***1.1: Project Scope and Work Plan***

The consultant and City will hold a project kickoff to confirm project goals and objectives, methodology, and project schedule, and to establish:

- Communication protocols and methods
- Project objectives, priorities, timelines and deliverables
- Data requirements and sources, including telematics data, fuel consumption, other documents
- The composition of and work plans for project teams/committees

### ***1.2: Regular Project Management Team Meetings***

The consultant will arrange and facilitate regular project meetings between lead consultant staff and City management staff to address project progress, key milestones and deliverables, and any critical issues that arise during the project. Formal meetings should take place at least every two weeks with regular and frequent communication in between.

### ***1.3: Project Meetings and Briefings***

The consultant will attend Fleet Electrification Subcommittee meetings and Fleet Advisory Committee meetings. The consultant will be prepared to discuss project updates and collect and summarize relevant comments provided by these teams, as needed.

### ***Task 1 Deliverables:***

- Project scope and work plan, progress reports, schedule and budget updates
- Meeting summaries
- Monthly progress reports
- Production of presentation materials

## **Task 2: Fleet Electrification Plan**

### ***2.1 Fleet Assessment***

The consultant will evaluate usage patterns of the internal fleet and identify charging needs. The Fleet Division will provide telematics data for all vehicles. Salt Lake City uses Geotab telematics. Consultant must be able to integrate with our existing Geotab telematics data.



The assessment will include, but is not limited to the following tasks:

- Analyzing vehicle telematics data to evaluate usage patterns (daily mileage, overnight parking patterns, idling)
- Identify charging needs for EV replacements that will meet operational requirements of each vehicle.
- Incorporate information on operational changes and EV replacements projections.
- Recommend EVs based on market availability, state of technology, and vehicle-to-task assessment and develop a vehicle deployment schedule that minimizes fleet down-time

## ***2.2: EVSE Assessment***

The consultant will evaluate the electrical capacity at each City facility where vehicles park and recommend infrastructure upgrades needed to support vehicle charging demands of a fully electric fleet. The consultant will recommend the brand-neutral Electric Vehicle Supply Equipment (EVSE) needed to support operational needs of the vehicles at each City facility and optimizing charging of fleet vehicles.

The assessment will include, but is not limited to the following tasks:

- Evaluate electrical capacity at City facilities where fleet vehicles are parked.
- Identify alternative locations (City owned or third-party owned) that can be used as additional charging locations for fleet vehicles.
- Determine charger type (Level 1, Level 2, or Fast DC) needed to support vehicle operational demands and predict load profiles at each facility.
- Determine upgrades needed to the electrical infrastructure to support charging demand.
- Recommend smart charging approaches to minimize utility costs and vehicle down time.
- Recommend alternative approaches, including EV-ready parking construction, vehicle-to-grid, renewable energy sources, etc.
- EVSE recommendations must be brand neutral and general to allow for a competitive bidding process for the implementation phase.

## ***2.3: Off-Grid Charging and Energy Storage***

The City is responsible for providing many essential services to our residents, including public safety, firefighting, waste management, and public utilities. It is crucial that these services and operations are available during brownouts, blackouts, and other emergency situations, such as natural disasters, infrastructure damage, extended periods of power outage, or other unforeseen event.

The consultant will evaluate the charging needs for first responder and other critical vehicles and identify opportunities to improve the resiliency of the fleet's charging infrastructure.

The assessment will include, but is not limited to the following tasks:





- Determine charging needed to support operations during an emergency
- Recommend off-grid charging and energy storage solutions, removable batteries
- Evaluate feasibility of alternative fuel charging technologies (i.e. hydrogen chargers)

#### ***2.4: Fleet Electrification Plan Deliverable***

In addition to the evaluations described above, the Plan will also include:

- Develop phased-in approach for the long-term installation of infrastructure, taking into account vehicle deployment schedules, magnitude of upgrades needed at each facility, coordination with utility provider, and other criteria.
- Provide a cost estimate for fleet electrification, EVSE, and utility upgrades
- Identifying financing mechanisms to support fleet electrification, including grants and incentives.

### **Task 3: Final Report**

#### ***3.1: Prepare Final Report***

- Prepare final report detailing the analyses, findings, and recommendations from Tasks 2.1 – 2.4. Submit report to the City for review and approval. Present final report to Electrified Subcommittees members.

### **III. DELIVERABLES**

Consultant shall provide City with the following:

- A. The Final Plan document and all collected data and information shall be made available to City in common digital formats. Plans and reports shall be submitted via CD or flash drive in both Microsoft Word .docx and full-resolution Adobe .pdf formats. The final report and all attachments and addendums shall be submitted via duplicate CD or flash drives in both Microsoft Word .docx and full-resolution Adobe .pdf formats. All maps and graphics included in the final plan and attachments shall also be included as individual digital files for editing (for example, .xlsx, .INDD, and .ai) and for display (for example, .tiff, .jpeg, and .png) in common formats. If saving .tiff images, ensure the compression option is selected to avoid very large file sizes. Geographic information collected or produced for the report shall be submitted as a geodatabase or as individual shapefiles for ArcGIS, as appropriate. Photos collected during field research shall be submitted as low-resolution images for printing. Any photos used in the final report which are subject to copyright or are downloaded from the web must have appropriate permission. Any data collected using specialized software (for example via trail counters) shall be submitted in summary format in a common file type such as .xlsx. Finally, ten spiral-bound hard copies of the final plan and addendums or attachments shall be submitted with laminated front and back cover.





- B. The data used in compiling, and the results of, any tests, surveys or inspections, as well as all photographs, drawings, renderings, schedules, data processing output, computations, studies, audits, reports, models, and other items of like kind prepared by Consultant, its employees and consultants, shall be the property of City on which City shall own the copyright. Consultant may retain reproducible copies of all of the foregoing documents for information and reference and customary marketing and public relations. The originals of all of the foregoing documents shall be delivered to City upon completion of the work and before final payment is made. This provision may be enforced by an order of specific performance and is independent of any other provision of this Agreement.

#### **V. CHANGES TO TASKS AND DELIVERABLES**

1. City and Consultant may agree to changes to the tasks and deliverables in Section III provided that such changes do not increase the total not-to-exceed amount to be paid by the City as described in Paragraph A of Section II of Exhibit "B". Letters or emails may be used by the parties to document the parties' agreement to such changes.
2. If City obtains or allocates additional funds for other additional tasks and deliverables related to the Fleet Electrification Plan that it desires Consultant to perform for a separate or increased not-to-exceed amount, City and Consultant may only agree to such additional work and amount by executing a formal amendment to this Agreement. Any such increased not-to-exceed amount is to be determined through negotiation based on the same hourly rates, overhead rates, and fixed profit percentage described in Exhibit "B" for the original scope of work.

#### **VI. DISCLOSURE OF CITY RECORDS**

Because City shall own the documents generated by Consultant pursuant to this Agreement, Consultant shall not, without written approval by City, disclose publicly said records.

#### **VII. SAMPLES**

Upon request by the designated representative of City, Consultant shall provide samples of all materials intended for use for prior approval.



**Attachment B: Resolution**

## **RESOLUTION NO. \_\_ OF 2022**

(A Resolution Declaring Satisfaction of Budget Contingency for the Fiscal Year 2022-2023  
Budget Relating to the Department of Sustainability)

WHEREAS, on June 14, 2022, the Salt Lake City Council adopted Ordinance No. 32 of 2022, adopting the City budget, excluding the Library Fund, and adopting the employment staffing document, for fiscal year 2022-2023 (the “Budget Ordinance”); and

WHEREAS, the Budget Ordinance specified a contingency applying to, among other departments, the Department of Sustainability (the “Department”); and

WHEREAS, the budget contingency related to the Department’s fiscal year 2022-2023 budget specified that the Department must provide certain information to City Council and comply with Resolution 14 of 2020 in adopting any policy document or multi-year funding plan, when relevant (the “Budget Contingency”); and

WHEREAS, the City desires to support clean transportation, including electrified transportation, to reduce air pollution, combat climate change, and improve public health; and

WHEREAS, the Department seeks to engage a consultant to assess the City’s fleet, including evaluating the long-term fleet replacement strategy, including electrification, analyzing current and planned fleet usage patterns, and identifying future electric infrastructure needs at City facilities to support a more electrified fleet (“Internal Fleet Electrification Analysis”); and

WHEREAS, the Department also seeks to engage a consultant to evaluate the City’s EV infrastructure, including evaluating where publicly-accessible EV charging infrastructure is needed in Salt Lake City, identifying potential strategies to advance private installation of EV stations at homes and buildings, benchmarking best management practices on local government providing EV charging infrastructure and subsidizing usage fees, and identifying opportunities for potential installation and management of additional EV stations on City property, including right-of-way (“EV Infrastructure Study”); and

WHEREAS, the Department would like to leverage City funding to access federal grant funding and utility incentives to install EV charging stations in existing City-owned parking lots and on public streets where parking is planned or already provided (“Public EV Charging Installation Projects”); and

WHEREAS, the Department has provided to City Council the information requested to satisfy the Budget Contingency.

THEREFORE, BE IT RESOLVED by the City Council of Salt Lake City, Utah, as follows:

1. The City Council has determined the Department has met the Budget Contingency and hereby declares the Budget Contingency is satisfied with respect to the funding

allocated in the Budget Ordinance for the Internal Fleet Electrification Analysis, the EV Infrastructure Study, and the Public EV Charging Installation Projects.

Passed by the City Council of Salt Lake City, Utah, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

SALT LAKE CITY COUNCIL

By: \_\_\_\_\_  
Dan Dugan, Chair, Salt Lake City Council

Attest:

\_\_\_\_\_  
City Recorder

Salt Lake City Attorney's Office  
Approved as to Form:

*Sara Montoya*  
\_\_\_\_\_  
Senior City Attorney

Date: September 15, 2022