

**TO:** Andrew P. Powers, City Manager

**FROM:** Clifford G. Finley, Public Works Director

**DATE:** September 27, 2022

**SUBJECT: Zero Emission Bus Plan Consulting Services Task Order**

**RECOMMENDATION:**

Approve Task Order No. 2 with Stantec Consulting Services, Inc, (Los Angeles, CA) on Contract No. 12500-2020 for a not-to-exceed amount of \$102,836, to prepare a State of California required Zero Emission Bus Transition Plan.

**FINANCIAL IMPACT:**

**No Additional Funding Requested.** Minimal staff time to prepare staff report and \$102,836 cost of Zero Emission Bus Transition Plan are included in the Adopted FY 2022-23 Transportation Fund Budget. Failure to comply with the State requirement may result in financial penalties and inability to apply for grant funds supporting investments in electric (EV) buses, vans, and infrastructure.

**BACKGROUND:**

Thousand Oaks Transit (TOT), established in 1981, provides fixed route bus service, Senior Dial-A-Ride (DAR), and Americans with Disabilities Act (ADA) paratransit services to the City's residents and services under contract to five other area agencies.

As of June 30, 2023, all public transit agencies are required by the State of California and the California Air Resources Board to adopt a Zero Emission Bus (ZEB) Transition Plan (Plan). The Plan is intended to provide each agency a road map to identify financial challenges, infrastructure, facility, and training needs each agency must address in order to comply with State regulations that all transit agencies begin a transition to only zero emission buses beginning in 2030.

In addition to State requirements, many Federal grant funding opportunities also require similar requirements as a condition of applying for available funds. With the substantial amount of funding available to local agencies in the coming years to support EV bus acquisition, development of a Federally compliant Plan is an essential component of transit program funding.

**DISCUSSION/ANALYSIS:**

To prepare the Plan, in accordance with Government Code section 4526 and Thousand Oaks Municipal Code section 3-10.401, staff solicited an informal Request for Proposals/Qualifications (RFP/Q) to existing on-call consulting firms. Unlike the low bid requirements of the Public Contract Code, contracts for professional, management, general, or special services should only be awarded to firms or persons who have demonstrated an adequate level of experience, competence, training, credentials, resources, staffing, and other professional qualifications necessary for more than a satisfactory performance of the services solicited. The award of an RFP/Q is based upon a variety of factors that demonstrate best value to the City for the solicited scope of service. The cost of the service may be considered as one of those factors; however, the lowest cost is not the sole factor in deciding who will be awarded the contract.

A total of three responses were received. Two firms responded with interest but could not meet the deadline for completion of the project (May 1, 2023). Only Stantec Consulting Services, Inc., (Stantec) submitted a completed proposal (Attachment #1) that met the requirements of the RFP/Q.

Stantec's proposal cost of \$102,836 is less than staff's estimate of \$120,000, and Stantec was also selected by the Ventura County Transportation Commission and the Gold Coast Transit District to complete their Plans. The cost is within the limits allowed for on-call consultant work with City Council approval (under \$125,000) and is within the limits of Stantec's existing on-call contract with the City. On-call Contract No.12500-2020 was approved on 9/27/20 and has a term from July 1, 2020, through June 30, 2023. The current amount available is \$474,860 with a balance remaining of \$372,074 after this scope of work is completed. Task Order #1 previously issued for \$25,140 is unrelated.

Staff recommends the award of contract as described. It is estimated that over the course of the next five years, up to \$8.0 million will be required to transition the City's bus and dial-a-ride fleets to EV. The City will have to rely substantially on available State and Federal funding to complete this transition. Without a Plan in place, the City will be ineligible to apply for available funding.

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goals:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

**Zero Emission Bus Plan Consulting Services Task Order**  
**September 27, 2022**  
**Page 3**

F. Provide and enhance essential infrastructure to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and that City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.

**PREPARED BY:** Mike Houser, Transit Program Manager

Attachment:

Attachment #1 – Stantec Task Order #2

DPW: 940-10\mh\ev\Council\2021\092722\ZEB PlanTask Order Award staff report.docx