



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**August 6, 2024**

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**TOPIC:** Fleet Electrification and Electric Vehicle Charging Master Plan

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**AGENDA TITLE**

Agreement with ICF Incorporated, LLC to Develop a Fleet Electrification & EV Charging Master Plan and City Fleet Policies (RFP No. 24-002) (General Fund and Non-General Fund)

**RECOMMENDED ACTION**

1. Approve an appropriation adjustment recognizing \$73,179 of prior-year fund balance in the Equipment Replacement Fund, Prior Year Carry Forward revenue account and appropriate the same amount into the Equipment Replacement Fund, Contract Services-Professional expenditure account. *(Requires five affirmative votes)*
2. Authorize the City Manager to execute an agreement with ICF Incorporated, LLC to develop a Fleet Electrification and EV Charging Master Plan and City Fleet Policies in the amount of \$150,590, plus a contingency of \$22,589, for a three-year period beginning August 6, 2024 and expiring August 5, 2027, with provisions for two one-year extensions (Agreement No. A-2024-XXX).

**GOVERNMENT CODE §84308 APPLIES:** Yes

**DISCUSSION**

The Public Works Agency's Parks, Fleet, and Facilities Services Division is responsible for the acquisition, maintenance, repair, and replacement of vehicles, trucks, and maintenance equipment. Fleet Services strives to stay abreast of fleet regulations and fleet trends that embrace alternative fuel and reduction of greenhouse emissions.

The Advanced Clean Fleets (ACF) Regulation, a mandate developed by the California Air Resources Board (CARB), aims to improve air quality to protect the public health and welfare of Californians. The latest ACF regulation is one of several regulations that contribute towards meeting the goals in Governor Newsom's Executive Order N-79-20. The ACF regulation requires fleets to phase-in the use of Zero-Emission Vehicles (ZEVs). The City of Santa Ana is subject to this regulation. Beginning January 1, 2024, affected fleets must comply with the ACF regulation by ensuring that 50% of their annual vehicle purchases per calendar year with a gross vehicle weight rating greater

than 8,500 are ZEVs. Beginning January 1, 2027, 100% of vehicle purchases must be ZEVs.

To navigate the transition, staff recommends approving an agreement with ICF Incorporated, LLC. Their experience in fleet electrification assessments, vehicle acquisition plans, charging infrastructure plans, understanding of complex fleet regulations, and knowledge of California's EV market makes them a leader in fleet electrification. ICF Incorporated, LLC will assess the City's existing fleet composition, infrastructure, and policies to develop a comprehensive Fleet Electrification and Electric Vehicle Charging Master Plan, a roadmap towards fleet electrification.

The Request for Proposals (RFP) No. 24-002 was issued on January 11, 2024 on the City's online bid management publication system, PlanetBids. A summary of vendor participation is as follows:

271	Vendors notified
1	Santa Ana vendors notified
64	Vendors downloaded the bid packet
9	Bids received
0	Bids received from Santa Ana vendors

Proposals were solicited, opened on February 27, 2024, and evaluated. Nine proposals were submitted by the RFP deadline and eight were determined to be responsible, responsive to the specifications, and met the City's requirements. An evaluation committee with experience in fleet management, engineering, and facilities evaluated all responsive proposals according to the RFP criteria. The following summarizes the results of the evaluation.

<b>Firm</b>	<b>Location</b>	<b>Rank</b>
ICF Incorporated, LLC	Irvine, CA	1
AECOM Technical Services, Inc	Orange, CA	2
Black & Veatch Corporation	Irvine, CA	3
Frontier Energy, Inc	Pleasanton, CA	4
Mercury Associates, Inc	Charleston, SC	5
Makers Architecture and Urban Design, LLP	San Diego, CA	6
Matrix Consulting Group, LTD	San Mateo, CA	7
Jones Lang LaSalle Americas, Inc	Washington, DC	8

Staff recommends awarding an agreement to the highest ranked firm, ICF Incorporated, LLC, whom has the expert skills, knowledge, and experience to accomplish the City's objective to comply with State regulations toward fleet electrification and development of City fleet policies (Exhibit 1).

**ENVIRONMENTAL IMPACT**

There is no environmental impact associated with the action.

**FISCAL IMPACT**

With the approval of the requested appropriation adjustment, \$73,179 will be recognized in prior-year fund balance in the Equipment Replacement Fund, Prior Year Carry Forward revenue account (No. 07017002-50001) and appropriate the same amount into the Equipment Replacement Fund, Contract Services-Professional expenditure account (No. 07017100-62300). Funds will be available for this expenditure in the accounts below. Any remaining balances not expended by the end of FY 2024-25 will be presented to the City Council for approval of carry-overs to FY 2025-26.

<b>Fiscal Year</b>	<b>Accounting Unit-Account #</b>	<b>Fund Description</b>	<b>Accounting Unit, Account Description</b>	<b>Amount</b>
2024-25	01117017-62300	General Fund	PWA – Service Enhancement, Contract Services-Professional	\$100,000
2024-25	07017100-62300	Equipment Replacement	Equipment Replacement, Contract Services-Professional	\$73,179
<b>TOTAL</b>				<b>\$173,179</b>

**EXHIBIT(S)**

1. Agreement with ICF Incorporated, LLC

Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Approved By: Alvaro Nuñez, Acting City Manager