



DATE: January 12, 2024

SUBJECT: RFP for Zero Emissions Fleet Plan
Penn State University Park
Penn State Project No. 00-09335.00

TO: Prospective Professional Services Provider

A. INTRODUCTION

The Pennsylvania State University is soliciting proposals for the creation of a Zero Emissions Fleet Plan for the University Park Campus.

Penn State will provide essential data and resources electronically to firms that confirm interest in submitting a proposal to aid in proposal preparation. If you are interested in responding to this RFP, please promptly notify Kurt Coduti, Penn State Project Manager, via email at khc3@psu.edu.

B. PROJECT OVERVIEW AND GOALS

Penn State owns and operates more than 3,100 motorized vehicles across the University Park campus. These vehicles are either managed through their lifecycle by the Transportation Services Department or by individual departments and units. The vehicle types range from small passenger vehicles to heavy specialized equipment. Notably, Penn State has already undertaken initiatives to reduce fleet emissions, including the incorporation of electric vehicles, clean fuel vehicles, and alternative-fueled vehicles.

Penn State is committed to a 100% reduction in greenhouse gas emissions by 2035. To support this goal, Penn State is exploring the implementation of a zero-emission fleet plan.

For the scope of this plan, the primary focus is on the passenger and light-duty vehicles, considering their feasibility and immediate impact due to the high volume and potential emission reductions.

The plan primarily aims to:

- Eliminate the emissions produced by University Park's passenger and light duty vehicle fleet by transitioning to zero-emission vehicles.
- Demonstrate Penn State's commitment to sustainability and raise awareness about sustainable practices.
- Enhance the efficiency of the Penn State's transportation system by adopting advanced technologies.
- Attain potential cost savings in the long run through reduced fuel and maintenance expenses.
- Understand the necessary infrastructure and cost implications to support the transition to a zero-emissions fleet.
- Initiate a cultural shift and increase awareness among Penn State's community about the benefits and adoption of alternative vehicles.

C. SCOPE OF WORK & DELIVERABLES

Penn State will issue a separate "Form of Agreement 1-S" for the professional services on this project. **In submitting a proposal for this project, the Professional is acknowledging that they concur with, without exceptions, the terms, conditions and provisions as contained in the latest version of Penn State's "Form of Agreement 1-S.** The agreement can be found at the following hyperlink under "00 52 00 Professional Agreements":

<https://oppwiki.atlassian.net/wiki/spaces/OPPDCS/pages/5409499/Division+00+--+Procurement+and+Contracting+Requirements>

In general, the Professional's responsibilities for this project include, but are not limited to, the following:

1. In accordance with Penn State's eBuilder User Manuals, utilize eBuilder for contracting, invoicing, and document storage, including adherence to the file naming convention.
2. (Initial Assessment): Conducting a thorough assessment of the existing fleet system, including vehicle types, vocations, milage, fuel consumption, emissions data, infrastructure, and operational processes.
3. (Stakeholder Engagement): Organizing, developing, and executing an inclusive engagement strategy, incorporating surveys, meetings, interviews, and other interactive methods to gather comprehensive input from diverse transportation stakeholders, including Fleet Services, Office of Physical Plant (OPP), Penn State Aviation Center, Housing & Food Services, Intercollegiate Athletics (ICA), and academic bodies like the Larson Transportation Institute.
4. (Research and Analysis): Exploring and evaluating various alternative fuels and technologies suitable for achieving zero emissions within the campus transportation system. Assess feasibility, cost-effectiveness, seasonal weather effects and environmental impact.
5. (Recommendations and Strategies): Generating a comprehensive set of recommendations and strategies to transition passenger and light duty vehicles within the fleet to zero emissions. This includes plans for vehicle replacement and/or retrofitting, refueling infrastructure development, and operational changes, along with identifying opportunities to incorporate staff training/education programs.
6. (Vehicle Acquisition Schedule): Providing a vehicle acquisition schedule for transitioning the fleet to various zero-emission technologies. Factoring in commercial availability, available incentives, and the existing fleet replacement schedule, with a target to achieve zero emissions fleet by 2035.
7. (Infrastructure Planning): Providing detailed recommendations for essential infrastructure, such as charging stations, fueling stations, maintenance facilities, and other necessary support systems for zero-emission transportation. This includes conducting projected additional load assessments and required additional energy generation.
8. (Future Considerations): Designing a plan that allows for scalability and potential expansion of the zero-emission fleet in the future, considering advancements in technology and evolving needs.
9. (Key Performance Indicators): Developing appropriate Key Performance Indicators (KPIs) to measure the success of the plan. Define quantifiable metrics and benchmarks to evaluate the plan's effectiveness.
10. (Financial Analysis): Conducting a thorough financial analysis detailing the costs associated with transitioning to a zero-emission fleet. Include initial investment, operational expenses, potential savings, funding opportunities, and financing options.
11. (Meetings): Provide an agenda in advance and conduct weekly progress meetings with Penn State's Core Committee virtually to provide progress updates, discuss findings, and ensure alignment with project objectives. Document and distribute meeting minutes to the Core Committee within three (3) business days of the meeting.
12. (Presentations): Prepare and conduct separate virtual PowerPoint presentations on the preliminary and final reports for the Penn State Core Committee and Executive Committee.
13. (Deliverables): The following deliverables shall be uploaded to the appropriate folder in eBuilder:
 - Progress Meeting minutes.
 - Quarterly progress reports.
 - Preliminary and Final Reports, including an executive summary and an appendix with all supporting documentation gathered for the study.
 - Core Committee and Executive Committee Presentations for the preliminary and final reports.

D. ANTICIPATED SCHEDULE MILESTONES

- Deadline for RFP Questions = by noon on February 5, 2024
- RFP Responses Due: = by noon on February 12, 2024
- Consultant Selection = week of February 26, 2024
- *Notice to Proceed = April 1, 2024
- Preliminary Report Submission = July 1, 2024
- Presentations of Preliminary Report = week of July 8, 2024

- Final Report Submission = August 5, 2024
- Presentations of Final Report = week of August 12, 2024

*The study is expected to start immediately following issuance of a fully executed professional agreement for these services in eBuilder or upon receipt of a written Notice to Proceed.

E. PROPOSAL REQUIREMENTS

If your firm is interested in pursuing this study, please email the information requested below in PDF format suitable for electronic distribution to khc3@psu.edu no later than **February 12, 2024, at Noon**. Please prepare your response in the order of the requested information to aid in the proposal review and selection process. Proposals shall be provided in an 8 ½ x 11-inch format, a minimum of 11-point font, and limited to a cover letter plus twenty-six (26) single sided pages or 13 double sided pages. The cover letter, table of contents, and divider pages will not count towards the page limitation.

The cover letter shall be a maximum of one-page and should include the following at a minimum:

- Penn State Project Number
- Contact information (mailing address, phone, and email) for the main point of contact
- A summary of why your team is best suited for this project.
- Statement of certification that all information provided in the proposal is accurate and that you concur with, without exception, the terms, conditions and provisions as contained in Penn State's most current version of "Form of Agreement 1-S" which will be utilized for this project.

Please provide a concise response that includes the following information:

1. Describe your approach to this study. Include a description of the proposed scope of work your firm will provide, including the various tasks, deliverables, and meetings that will be provided on this project.
2. Identify and discuss the issues that, in your opinion, are the key drivers of this type of project and illustrate these with examples of your previous work.
3. Experience of the firm and sub-consultants in the past five (5) years on projects similar to the one proposed. It is encouraged to list higher education experience. List for each the size and project duration.
4. Qualifications and experience of the lead team members to be assigned to this project. Provide an organizational chart and a clear indication of the roles to be performed by each individual.
5. A detailed project schedule depicting the various tasks and critical milestones. Allow two weeks for Penn State review of the preliminary and final reports.
6. Proposed not-to-exceed amount for Basic Services, including the proposed hours for each team member per task and the total number of hours for each team member and the entire team for the project.
7. Not-to-exceed amount for reimbursable expenses associated with fee above. Identify what type of expenses will be charged. Expenses, if applicable, shall be billed without markup. Please review

section 7.2 Reimbursable Expenses in the "Form of Agreement 1-S" to determine if the compensation for Reimbursable Expenses will be included with Basic Services.

8. Professional's billable hourly rates.

F. RFP RESPONSE CONDITIONS

Penn State does not obligate itself to make the selection for these Professional services based on lowest cost and reserves the right to reject all responses. PSU further reserves the right to waive any informality in any or all responses, and to reject or accept any response or portion thereof. Our intent is to identify the firm that provides the best fit with Penn State's perceived need. This firm will balance quality, cost, and service.

If it becomes necessary to revise any part of this RFP an amendment will be issued to all firms who confirm interest in responding to this RFP.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kurt Coduti". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kurt H. Coduti, P.E.
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Cc: R. Ward, C. Zhu, M. Hoskins, I. Al-Hinaai, X. Hu, N. Rodriguez