

The Pennsylvania State University  
Zero Emissions Fleet Plan  
00-09335.00  
RFP Questions & Answers  
February 7, 2023

1. The University identifies respondent responsibilities for this project to include “but are not limited to” the tasks/deliverables listed in the scope of work. Respondents will have difficulty pricing tasks/deliverables not expressly listed in the scope of work (i.e., those alluded to in the “but are not limited to” statement). We recommend removal of the “but not limited to” language to avoid ambiguity in what tasks are required and to ensure pricing is aligned with the defined scope of work. **Please prepare your proposal based on the scope of work specified in the RFP. If there are additional tasks that you feel would be beneficial to the study, please include these along with the associated costs as an alternate for the University’s consideration.**
2. The RFP states that the page limit is twenty-six (26) single sided pages. Are resumes to be included in the page limit or can they be excluded from the page limit. **Yes.**
3. In preparing our cost estimate, should we estimate one or multiple trips to State College to meet with the project team onsite? Is there any guidance you can provide on how much you anticipate the project team would like to meet in person? We see that regular working meetings will be conducted virtually. **At least one on-site meeting but otherwise we expect this to be mostly virtual.**
4. Is there a formal cost template that you request that we use? **No.**
5. We are not familiar with Penn State’s eBuilder project management information system. Are there any special requirements for us to create a non-PSU user log in? **If your team is selected and if your company is not a registered vendor with Penn State, we will help you get registered and your team members access to eBuilder.** Will this system be used for purposes other than invoice submission and electronic file storage? **It will also be used for the agreement and, if applicable, amendments to the agreement.**
6. Are we welcome to submit any follow-up questions as desired in advance of the February 5 cutoff date? **Yes.**
7. Will the answers provided to other service offerors be shared with all interested parties? **Yes.**
8. In our experience, scopes of this size and scale typically take 6+ months to complete. The current milestone schedule anticipates an approximate period of performance of 4 months. Is PSU amenable to receiving an alternative schedule to the one proposed in the RFP? **Yes.**
9. Does PSU have a budget target for this work that it can share? **The anticipated budget for the study is \$80,000.**
10. The solicitation states “...the primary focus is on the passenger and light-duty vehicles...” and “The plan primarily aims to: • Eliminate the emissions produced by University Park’s passenger and light duty vehicle fleet...”, and “Generating a comprehensive set of recommendations and strategies to transition passenger and light duty vehicles...”.
  - a. Are light-duty vehicles the sole focus? Or are medium-/heavy-duty vehicles, and other non-road equipment also included? **Light duty and passenger vehicles are the primary focus, but considerations for equipment or resources that are also compatible for other types of vehicles/equipment would be great.**
11. The solicitation states “The cover letter, table of contents, and divider pages will not count towards the page limitation.”
  - a. Is a cover page (either before or after the cover letter) also excluded from the page count? **No.**
12. The solicitation states “zero emission” and also mentions “...Exploring and evaluating various alternative fuels and technologies suitable for achieving zero emissions within the campus transportation system.”
  - a. What vehicle propulsion technologies does PSU include in “zero emission”? BEV, PHEV, FCEV, Renewable Diesel?, Renewable Gasoline?, Renewable LPG?, hydrogen internal combustion?, others? **Yes. Any and all.**

The Pennsylvania State University  
Zero Emissions Fleet Plan  
00-09335.00  
RFP Questions & Answers  
February 7, 2023

13. Regarding stakeholder engagement. With only 3-months from Notice to Proceed to preliminary report submission, all steps have to be done quickly and well. Stakeholder engagement can be a lengthy process.
  - a. Has PSU begun this process so has already identified/engaged with key stakeholder organizations/people? Or do they need to be identified/recruited? If this still needs to be done, will PSU do this? Or the awardee? **Key stakeholders are already engaged in this RFP process. PSU will provide introductions for the selected firm to take over further engagement.**
  - b. Does PSU see the stakeholder engagement as one of the initial steps and does not require updates throughout the project? **Yes. The draft and final deliverables will be shared with them but otherwise constant updates should only need to be provided to the key committee.**
14. Will PSU provide all required background information and University and fleet roadmaps, targets, plans, procurement requirements, etc. to the awardee to review to ensure the project follows/meets the guidance? **If we have the information, yes.**
15. Will the charging/fueling infrastructure support only PSU fleet vehicles? Or will students, staff, visitors, and/or external fleets also use the infrastructure? **Will likely be limited to PSU fleet vehicles unless there are cost savings/grants related to opening it up to the public.**
16. For site visit planning and costing
  - a. What is the anticipated number of facilities that may have charging infrastructure installed? **We currently have three main locations with EV chargers for our fleet, mostly centered around where the key stakeholders are based. We also have two parking decks that have public facing ChargePoint stations.**
  - b. Are all facilities on/nearby the University Park campus? **Yes**
17. Does PSU have detailed facility, parking area, and electrical diagrams and information to share electronically with the awardee to support the site evaluation, planning, and timing of infrastructure upgrades? If YES, is this information in a single repository (e.g., Master Plan) or will it need to be collected from each department/fleet/facility separately? **Yes. Can upload them all as part of the initial data request to the selected firm.**
18. Will PSU OPP lead/manage introductions to/coordination with the various departments/facilities if/when needed to secure information and access for site visits? **Yes. As well as PSU Transportation Services.**
19. Is PSU already engaged with the electric utility (West Penn Power) about this project? Will PSU provide an introduction to the awardee to initiate utility discussions? **No, PSU has not engaged with WPP about a potential conversion of its entire fleet to EV. All communication with WPP will be coordinated with and facilitated through our electrical utility engineer, Mike Lash. His contact information will be provided to the successful bidder.**
20. Are the insurance requirements called out in Form of Agreement 1-S in Article 6 on an applicable basis? As an example, if performing services property insurance would not be required? Please confirm. **Due to the scope of the study, Pollution Liability Insurance and Property Insurance will not be required for execution of the Form of Agreement 1-S.**
21. Can the awardee add material and handling fee to actual costs of ODC/travel? **No, as stated in 7.2.1 of the Form of Agreement 1-S, "no mark-up shall be permitted on reimbursable expenses by the Professional or their subconsultants".**
22. Does PSU solely purchase vehicles, equipment, and services from state contracts and cooperative purchasing agreements? **We can use a variety of contracts and do formal bids**

The Pennsylvania State University  
Zero Emissions Fleet Plan  
00-09335.00  
RFP Questions & Answers  
February 7, 2023

**for these items. We choose the best value option. We do our best to purchase motor vehicles (cars, trucks) that are manufactured or assembled in North America per the PA Motor Vehicle Procurement Act. We have no designated manufacturer that we must purchase from. That may change in the next few years. The current policy BS18 covers the need for a motor vehicle and BS21 for Electric Vehicles. The latter is expected to be updated due to changes in the market since it was written.**

23. Does PSU require/prefer major project meetings (Kickoff, Presentations of Preliminary Report, Presentations of Final Report) occur in-person? Or are virtual meetings acceptable? **Virtual Meetings are acceptable and encouraged. They're more emissions friendly!**
24. Can regular project meetings occur virtually (e.g., Zoom, Microsoft Teams)? (Site visits will be done in-person.) **Yes, virtual meetings are acceptable.**
25. The submission method details were not clearly stated in the solicitation.
  - a. How should the proposal be submitted (e.g., email, hard copy)? If hard copy, what is the address and point of contact to address the submission to? **As stated in section E – PROPOSAL REQUIREMENTS of the RFP, “please email the information requested below in PDF format suitable for electronic distribution to khc3@psu.edu...”.**
26. What does Penn State consider “Light Duty” vehicles? **See EPA Emissions Classifications**
27. Is the fleet list provided current? **1 year old. But more current list can be provided to the selected firm.**
28. Does Penn State have an allocated budget amount for this effort? **See answer to question #7 above.**
29. What is the evaluation criteria for the award? How will factors be weighted? **The responses will be evaluated based on the information requested in Section E – PROPOSAL REQUIREMENTS and as noted in Section F – RFP RESPONSE CONDITIONS.**
30. What studies, analysis, planning, decision-making have been completed around EV infrastructure and/or fleet transitions that are relevant to this assessment/plan? Can you provide materials? **We can provide material. Had a general fleet management study done within the past year that touched on EV fleet transition.**
31. Is there additional fleet data / sources of data (ie telematics, cost accounting systems) that will become available during the project? **Yes.**
32. Is additional data gathering expected to be part of the initial assessment stage? **We expect the awardee to ask for more data as part of the initial assessment stage.**
33. Are fleet management recommendations within the scope of this project? If so, fleet management questions:
  - a. Does PSU work with third parties (Fleet Management Companies, consultants, etc) to manage any fleet activities? **Not currently - we were working with Mercury Associates to assess our fleet and make better business decisions as a department and university.**
  - b. Does PSU utilize telematics tools of any type? **Only in our shuttles - and only the GPS function - so that our customers can track the shuttle so they know when to expect the shuttle to arrive at their stop.**
  - c. Does PSU utilize any software to manage and track fleet activity? **We only have the telematics on the shuttles and our FMIS (fleet management information system) to track reservations and maintenance items.**
  - d. What is the current approach to vehicle dispositions? **We currently dispose of vehicles every 4-6 years or 60-80k miles (whatever comes first) - but have some exceptions - and COVID impacts have shifted some of that to the right because it's harder to acquire vehicles.**

The Pennsylvania State University  
Zero Emissions Fleet Plan  
00-09335.00  
RFP Questions & Answers  
February 7, 2023

- e. How are expenses tracked / properly allocated to each department, vehicle, category today? **Through our FMIS - vehicle rentals are linked to budgets which are linked to our financial system SIMBA**
34. Will as-built engineering/site plans be provided to support design for ZEV fueling infrastructure? **Existing record drawings that are available will be provided to the selected firm. The engineering team shall trust but verify shared information.**
35. Can you provide insight into the utility service(s) that serves PSU? Are you able to provide electric bills with demand, usage, and rate tariff data? **PSU should be able to provide record information to the successful bidder. This is the current rate tariff: <https://firstenergycorp.com/content/dam/customer/Customer%20Choice/Files/PA/tariffs/WPP-PSU-Tariff-38-Supp-74.pdf>**
36. What information will be provided to perform the initial campus-wide electrical assessment? **PSU can provide to the selected firm campus one-line diagrams, existing SKM model, our MV Electrical Master Plan from 2021, current renewal and capital projects slated for MV infrastructure, GIS mapping of utilities, and limited trend information at the MV level.**
37. Will current GIS Utility files for the campus be made available? **Yes, the selected firm will be given access to the campus-wide utility layer in GIS.**
38. Does PSU have a preference on prioritization for EV Charging zones throughout the campus or will this information be captured during interview process? **The latter**
39. Is it planned for these zero emission vehicles to be leased, or will they be owned by Penn State and maintained by Penn State? **Owned and maintained is how we usually do it but we're open to other tactics.**
40. How does PSU define light duty vehicles? **See EPA Emissions Classifications**
41. Has the University worked with local energy utility to have an initial utility site assessment performed for vehicle electrification charging infrastructure? **No. The expectation is that the EVSE will be downstream of our POC with WPP, tied in to PSU MV distribution.**
42. Are you able to quantify the existing charging infrastructure in place on campus? **Yes. Locations, # of ports, and equipment information will be provided to awardee.**
43. Can you please provide more information about the role of the electric vehicle committee referenced on this page: <https://policy.psu.edu/policies/bs21> ? **The committee initiated this RFP and the representatives will be involved throughout the planning process.**
44. Can 11x17 pages be used for conveying detailed information that may be hard-to-read on an 8.5x11 page (i.e. detailed project schedule)? **Please adhere to the response requirements in the RFP.**
45. We are requesting a submission extension from noon on 12 February 2024 to noontime on Monday, 19 February 2024. **Responses are due by the deadline in the RFP.**

The Pennsylvania State University  
Zero Emissions Fleet Plan  
00-09335.00  
RFP Questions & Answers  
February 7, 2023