

REQUEST FOR PROPOSALS

FOR

Consulting Services to add

Electric Airside Equipment

to the

Low Carbon Fuel Standard Program

June 2020

Addendum -July 17, 2020



980 9th Street, Suite 2000, Sacramento, CA 95814

TABLE OF CONTENTS

- I. Invitation to Submit Proposal 1
 - RFP Schedule..... 2
 - Instructions for Submitting Proposals 2
 - RFP Contact..... 2

- II. Request for Proposals/Qualifications..... 3
 - A. BACKGROUND 3
 - B. SCOPE OF SERVICES 3
 - C. PROPOSER QUALIFICATIONS 4
 - D. FORMAT AND CONTENTS..... 5
 - E. PROPOSAL/SOQ EVALUATION CRITERIA AND CONSULTANT SELECTION PROCESS 7

Request for Proposals (RFP) for Consulting Services to add Electric Airside Equipment to the Low Carbon Fuel Standard Program

I. Invitation to Submit Proposal

The California Airports Council ("CAC") is soliciting proposals from qualified Consultants for technical consulting services to develop Energy Economy Ratios (EERs) for airside ground support equipment (GSE). California airports and operators seek to expand vehicles eligible to participate in the California's Low Carbon Fuel Standard (LCFS) program, administered by the California Air Resources Board (CARB). As such, the CAC seeks Consultants to provide help calculating EER values that will enable airside equipment and electric ground support equipment (eGSE) eligibility within the LCFS program.

It is the intent of the CAC to enter into one consulting contract, subject to approval by the CAC's Board of Directors (Board) for the delivery of the services outlined in Section B of this RFP. The contract will be for the consultant to conduct the services required to calculate EER values for entry of airside equipment and eGSE into the LCFS program. The CAC and its members will submit the formal application to CARB and advocate for its success; consultant will support this effort through preparing the EER values in an application in a form acceptable to CARB. Note that the contract scope and the timeline is subject to change until approved by the CAC's Board.

The CAC has posted this Request for Proposals (RFP) in digital format on the CAC's website, which can be accessed via link at the following URL: www.calairportscouncil.org. Proposing Consultants should carefully review the requirements of this RFP to ensure that they meet all the stated requirements.

Proposals will be received until the time/date, specified under "RFP Schedule" and "Instructions for Submitting Proposals," shared below.

Consultants interested in submitting proposals to complete this work are strongly urged to attend a Pre-Proposal Webinar to be held at the time/date specified under "RFP Schedule," below. During the Pre-Proposal Webinar, the CAC will provide information related to the scope of work and will answer questions regarding the proposed project, submittal requirements and the selection process.

Questions regarding this RFP must be emailed to the appropriate contact listed under "RFP Contacts," below. Proposers are advised that questions received after the date listed under "Deadline for Submission of Proposer Questions" may not be answered. Where appropriate, the CAC will respond to proposer questions submitted in a timely fashion. Questions and responses will be posted to the CAC's RFP page by the date specified in the "RFP Schedule."

The CAC reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal that best serves the interests of the CAC.

RFP Schedule

RFP Issued	June 15, 2020
Pre-Proposal Webinar	June 30th at 10:00 a.m.
Deadline for Submission of Proposer Questions	July 8, 2020 at 3:00PM PST
Responses Published	July 17, 2020
Proposal Due Date	July 31, 2020 @ 3:00PM PST

Instructions for Submitting Proposals

Submittal	Send final proposal via email to contact listed below by 3:00PM PST, July 31st.
Late Submittals	Proposals received after the time and date stated above will not be reviewed for consideration.

RFP Contact

Name	Phone	E-mail Address
Sarah Johnson	916.266.4575	sjohnson@calstrat.com
Omar Daaboul	707.565.7245	omar.daaboul@sonoma-county.org

II. Request for Proposals/Qualifications

B. BACKGROUND

The California Airports Council was founded in 2009 and is comprised of the 31 commercial service airports in the State with Part 139 certification from the Federal Aviation Administration (FAA). Combined, CAC airports move almost 220 million passengers annually. Each airport director sits on the Board of Directors and guides legislative and advocacy related work of the association. The mission of the CAC is to provide a unified voice on both State and Federal policy and regulatory issues. Over the last decade the CAC has developed subcommittees and working groups to assist with relevant issues, including the Environmental Working Group (EWG) that has supported the development of this RFP as one of its work products. The CAC EWG is a conglomeration of environmental directors and managers at California airports that work together on sustainability efforts relating to air quality, water quality, recycling and waste management, etc. The CAC is a 501(c)(6) non-profit organization managed by California Strategies and Advocacy, LLC.

B. SCOPE OF SERVICES

Airports and operators, including airlines and third-party providers, are starting to electrify airside equipment that has traditionally operated using diesel and gasoline fuels. At significant expense, California's airports are installing electrical infrastructure and charging equipment to support the demand of this new electrified vehicle fleet.

California's Low Carbon Fuel Standard (LCFS) program, adopted by the California Air Resources Board (CARB) in 2009 as a key measure of AB 32, seeks to reduce the carbon intensity of California's vehicles and fuel system over time in an effort to reduce related greenhouse gases and abate the problems associated with climate change. The LCFS program regulates fuel suppliers, not equipment owners or operators. As regulated entities, fuel suppliers are required to reduce the carbon intensity of their fuels, either by producing cleaner fuels or by purchasing credits from opt-in entities who are making the transition to cleaner fuels such as electricity.

California airports seek the opportunity to participate in the LCFS program as opt-in entities for Fueling Supply Equipment (FSE) that dispenses electricity to electric ground support equipment (eGSE), similar to how seaports, fleet operators, and parking providers already leverage LCFS to gain access to credits for electrification activities. Owners of FSE would generate revenue by earning credits in the LCFS program by metering electricity consumed by eGSE and other electric airside equipment (i.e. PCA and GPUs), for example, and subsequently selling the credits to regulated entities. This revenue could be reinvested at airports to further the goals of the LCFS program, including installing more airside charging equipment to service eGSE making the airports and the airport's transportation system even cleaner. Revenue streams like LCFS credit sales and zero-emission transportation grants often enable airport capital projects like EV charging stations, resulting in more near-term emissions reductions. This is especially important given the persistent use of diesel GSE on California airfields, which can represent a significant percentage of total airport GHGs.

CARB and the airports of San Diego and San Francisco initiated the conversation to allow electric airside equipment into the program in early 2018, but since there was no Energy Economy Ratio (EER) for electric airside equipment, the work stalled. CARB has since shown interest in including electric airside equipment at airports and has recommended that the best path forward is for the aviation sector to develop the EERs that will make electric airside equipment eligible for the program. Other aviation industries have successfully done the same including, most recently, the opt-in inclusion of Sustainable Aviation Fuel (SAF) in the LCFS.

Airports understand that in order to make the case for the opt-in inclusion of eGSE under LCFS, an EER needs to be established for each type of equipment. The EER value is needed for CARB to calculate the number of credits earned for a particular type of equipment that displaces a certain type of fuel (i.e., diesel or gasoline). As such, the CAC's EWG seeks consulting services to help calculate EER values that can be used to enter eGSE into the LCFS program. Consultant will advise CAC which

specific eGSE equipment types can be aggregated under a single EER, in order to streamline the number of EER value(s) applicable to eGSE and simplify the application and credit calculation process.

The scope of work includes, but is not limited to:

Task 1: Review & Summarize Background Materials

1. Review rulemaking schedule and process for adding equipment into the LCFS program.
2. Review CARB's Attachment D of typical equipment types in task 1.1, "Analyses Supporting the Addition or Revision of Energy Economy Ratio Values for the Proposed LCFS Amendments."¹ This gives two examples of how EER values were calculated (for ocean-going vessels and cargo handling equipment). The methodology and level of documentation will be very similar for this effort.
3. Review ACRP Report 149² to determine whether TRB methodology could be used to determine EER values of eGSE types.
4. Prepare a Memo summarizing key dates, schedules and methodologies for future CAC use.

Task 2: Evaluate and Determine Best Airside Equipment Types for Generating Credits

1. Assemble a list of GSE equipment used on CA airfields, denoting those currently available as electric models.
2. Develop an approach to categorize equipment types. Possible categories include:
 - a. Ground Support Equipment (baggage tugs, belt loaders, pushbacks, etc.)
 - b. Pre-Conditioned Air (PCA)
 - c. Ground Power Units (GPU) for gate electrification, and remote parking areas
 - d. Any additional equipment
3. Present results to CAC. Include a discussion of possible LCFS credit value based on fuel consumption and electrical usage to help CAC decide how best to categorize equipment types.

Task 3: Technical Evaluation

1. Develop aggregated EER values for each equipment category identified and agreed upon in Task 2.
 - a. Follow the calculation methodology in CARB's Attachment D as much as possible.
 - b. If the methodology in CARB's Attachment D is not applicable, generate an alternative methodology to match the level of detail and confirm with CARB that it is acceptable.
2. Review results with a predefined set of CAC airports. Assume two meetings; webinar format is fine if in-person is not convenient or practical.
3. Prepare Draft Final Report in a format similar to CARB's Attachment D. Assume two rounds of draft review with CAC prior to Draft Final Report.

Task 4: Manage Finalization with CARB (As-Needed Task)

1. Coordinate online video meeting with CARB and CAC airports to review the Draft Final Report.
2. Revise Draft Final Report to include any CARB comments before issuing Final Report.
3. Activities in this as-needed task will be activated by CAC in a written format that contains specific task order requests, and will be billed on an hourly, time-and-materials basis.

C. PROPOSER QUALIFICATIONS

The Consultant should be familiar with CARB, its rulemaking process generally. Knowledge and previous contact with the appropriate personnel at CARB is required. The Consultant should already be familiar with the LCFS program and have LCFS project experience. The Consultant will also have

¹ https://ww3.arb.ca.gov/regact/2018/lcfs18/15dayattd.pdf?_ga=2.84117017.1065755308.1579113203-1664894521.1547848726

² <https://crp.trb.org/acrp0267/acrp-report-149-improving-ground-support-equipment-operational-data-for-airport-emissions-modeling/>

aviation experience and knowledge of airside equipment (e.g. eGSE) and operations. California-based company is preferred. Please include resumes of key staff clearly indicating experience relevant to this project.

D. FORMAT AND CONTENTS

To be considered responsive to the CAC's Request for Proposals/Qualifications, all interested firms must submit the following information, in the format described below. Incomplete proposals, or proposals that do not follow the instructions may be considered non-responsive and rated accordingly.

D.1. FORMAT

Proposals should be prepared as follows:

- Font size Arial 12 point.
- Margins no less than one inch, excluding headers and footers.
- Table of contents, with pages and exhibits numbered in an organized manner.
- **Total pages of the proposal, including resumes, shall not exceed 25 pages. One double-sided sheet equals 2 pages.**
- Saved as a PDF file.

In order to facilitate the review process, statements should be arranged in the order listed below, with the maximum number of pages indicated.

D.2. CONTENTS

D.2.a. PROPOSER QUALIFICATIONS

Qualifications: The Summary of Qualifications (SOQs) shall include the following items to document the Respondent's qualifications:

1. A cover letter highlighting the prime consulting firm's qualifications and indicating: *(1 page maximum)*
 - (a) the primary location (office) from where the work will be performed,
 - (b) whether the Prime Consultant is a single entity, partnership, or corporation, and
 - (c) whether the proposing team is a joint venture or other legal entity recognized in the State of California.The cover letter shall be signed by an officer or employee having the authority to bind the company by his/her signature. Signatures by anyone other than the president, vice president or general partner should have accompanying documentation that the individual is empowered to bind the company or partnership.
2. A summary of each of the key personnel's professional expertise and experience, including but not limited to Consultant PM and designated Technical Leads. *(5 pages maximum)*

Each respondent shall explain why its team should be selected for this project. This section should include an organizational chart identifying the Prime Consultant's and any sub-Consultants' proposed key personnel that will be working on the project. Describe the team structure and each key member's roles and responsibilities, including how the Respondent anticipates each of its key members will interact on this project. Responses

shall highlight relevant experience working with airports, CARB and the LCFS.

Detailed resumes for the proposed staff shall be submitted under "Appendices," below, and not as part of this section.

3. Descriptions of relevant, recent experience (a minimum of one and maximum of three projects) of the Prime Consultant involving projects with critical Low Carbon Fuel Standard components, with preference toward airport-related projects. Include the following information for each referenced project:
 - (a) The client/owners' names, address and phone number for the owner/client's project manager. The person identified as a reference should have detailed knowledge about the Consultant's performance on the project.
 - (b) The project's name, location, a brief description of the project, duration, and its current status.
 - (c) Consultants role in the project.
 - (d) Airport sources studied in the project.
 - (e) Names and roles of the personnel assigned to the project.
 - (f) A description of the "value added" by the Consultant team. What particularly noteworthy challenges were encountered and how did the Consultant address them?
 - (g) Provide three references that can verify and speak to experience on project(s) listed above.

Please note that our ability to validate the information submitted as "relevant projects" is critical to the determination of whether the proposing firm's and their proposed staff's qualifications meet the needs of the project. It is therefore extremely important that the information submitted be as accurate as possible.

4. A project approach narrative that describes how the proposer will cost-effectively undertake and successfully complete the Scope of Services (Section B). Proposers are to include (at minimum) the following information:
 - (a) Overall scope of work tasks
 - (b) Approach for coordinating/managing all work activities to meet project milestones and deliverable due dates, including assignment of work within the firm's work team
 - (c) Project schedule and strategy to complete the project within the required time frame and within budget
 - (d) Processes/measures for controlling cost and schedule; tracking document/report delivery and quality, work performance, and effective QA/QC
 - (e) Processes for internal and external notification and resolution of technical issues and cost/schedule variances
 - (f) Understanding of CARB LCFS regulations, their applicability to eGSE equipment and the options for CAC to pursue and advocate for the adoption of these new types of equipment
 - (g) Technical approach to developing EER values for airside and eGSE equipment, including the development of work products that will be usable by CARB staff in the rulemaking process

D.2.c. FINANCIAL INFORMATION:

Proposer shall submit the following financial information:

- Direct hourly rates for the proposer's staff as listed in Section D.2.a.2. Costs and hours should be broken down by staff member and expected tasks;
- Proposed profit percentage to be applied to the direct rate costs and indirect rate costs only (Excludes application against sub-Consultants costs, other direct costs, and reimbursables).
- The estimated staff hours anticipated to complete this project, the direct and indirect rate costs, and the proposed profit percentages will be used to assess if scope of services will be performed at a fair and reasonable price.

E. PROPOSAL/SOQ EVALUATION CRITERIA AND CONSULTANT SELECTION PROCESS

All Proposals/SOQs received will be evaluated and ranked by an evaluation committee consisting of the CAC's EWG. The Proposals/SOQs will be rated on the following criteria, weighted as indicated below.

1. **Responsiveness (10 points).** The SOQ's responsiveness to the RFQ's format and content set forth in Section D of this document.
2. **Key Personnel (20 points).** This includes experience, education, knowledge, professional affiliations and degrees, professionalism, communication skills, and demonstrated leadership capabilities of key personnel, particularly of the individuals who will be in contact with the CAC during the term of the contract.
3. **Team Experience (25 points).** Demonstrated ability to work together as a team and to perform all aspects of the proposed work.
4. **Project Approach (40 points).** Demonstrated understanding of the project's scope of work and complexities, creativity in addressing challenges, assessment and design approach, estimated level of effort and quality assurance. Demonstrated ability to meet project timeline, maintain quality control, and adhere to proposed budget. This includes listing projects performed by the prime consultant that involve the LCFS Program or similar analyses. Experience with airports, GSE, the LCFS Program is preferred.
5. **Cost Effectiveness (5 points).**

At the discretion of the selection panel after review and paper scoring, the highest-rated respondents may be included on a short list to be invited to participate in an interview.