



MEMORANDUM

Council Agenda
Item No. IX. Y
1/28/2025

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Request for proposals to be advertised, Electric Vehicle Fleet and Facilities Study and Strategic Plan (RFP-OCITY-173).

Purpose:

To obtain proposals from interested and qualified Proposers to provide professional consulting services to conduct an Electric Vehicle Fleet and Facilities Study and Strategic Plan that will accomplish the following goals:

1. Develop a replicable suitability methodology and use to identify City and Trust fleet vehicles suitable for replacement with electric vehicles (EVs) or other alternative fuel vehicles.
2. Develop replicable suitability methodology and use to rank City and Trust properties where the City should prioritize the installation of electric vehicle supply equipment (EVSE), a.k.a. charging stations for both fleet and public vehicle charging.
3. Develop replicable suitability methodology and identify priority arterial corridors where the presence of publicly available EVSE would support equitable EV adoption.
4. Develop replicable policies, guidance, plans, and standards for fee structures, accessibility, procurement, operations and maintenance, safety training, and EVSE site design at City and Trust properties that are in accordance with applicable state and federal laws, including Oklahoma Corporation Commission Ch. 14 rules, Oklahoma Administrative Code 165:14-1-1 3 through 165:14-9-3 and all provisions of the U.S. Department of Transportation's National Electric Vehicle Infrastructure (NEVI) program requirements, 23 CFR 680.
5. Identify and establish critical cross-departmental roles in ongoing municipal management of EV fleet, contract administration, maintenance and training services related to fleet- and public-facing EVSE.
6. Create a program of action for future investments in electric vehicles, alternative fuel vehicles, EVSE, and alternative fuel infrastructure projects, ranked by priority and connected to potential funding opportunities.

7. Publish a guidebook created from strategies, standards, methodologies, policies, and lessons learned from the Project. The intended audiences for this guidebook include the City of Oklahoma City and surrounding communities, that stand to benefit by customizing and replicating the fundamental EV planning elements developed during this Project.

The City is seeking a Proposer with a proven history of success with electric vehicle and electric vehicle infrastructure studies and strategic planning, with specific expertise working concurrently with several municipal departments, leading Federally funded planning projects, and engaging numerous diverse stakeholders.

Background:

As electric vehicle manufacturing continues to increase and markets continue to grow, it is vital for The City and its' partners to take a deliberate and strategic approach to investments by assessing our current fleet for electrification potential, alternative fuel use, and by assessing current and future needs for electric vehicle supply equipment and alternative fuel supply infrastructure at our facilities.

One focus of the Project is on City of Oklahoma City operations (Fleet and Facilities Assessments) while another different – yet critical - focus is better understanding, supporting, and enhancing the broader landscape of public electric vehicle adoption by identifying barriers, roles, and priorities for charging infrastructure across the city.

Proposal Receipt Date:

March 19, 2025 – 4:00 p.m.

Estimated Cost:

\$306,125 (Reimbursement grant funding from the US Department of Energy)

Source of Funds:

Federal Award - Department of Energy (1917-2400112-G9998-44200015-G96023)

Review:

Planning Department

Recommendation: Request for Proposals be approved and the City Clerk be authorized to advertise for proposals.