

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 23, 2023

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

Contract with Anser Advisory Consulting, LLC for Consultant Services and Budget Increase to the Electric Vehicle Charging Initiative Project

RECOMMENDATION(S)

1. Approve contract with Anser Advisory Consulting, LLC to analyze locations for the Countywide Electric Vehicle Charging Station Program for the Electric Vehicle Charging Initiative Project throughout San Bernardino County, for a contract total not-to-exceed \$83,740 for the period of May 23, 2023, through February 29, 2024.
2. Approve a budget increase to the Electric Vehicle Charging Initiative Project (WBSE 10.10.1412) in the amount of \$146,474, from \$100,000 to \$246,474, to allow for the procurement of professional services associated with the analysis of multiple County locations to determine feasibility and prioritization for future Electric Vehicle Charging Stations.
3. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary appropriation adjustments within the Capital Improvement Program, as detailed in the Financial Impact Section, increasing the total Electric Vehicle Charging Initiative Project by \$146,474, from \$100,000 to \$246,474 (Four votes required).

(Presenter: Don Day, Director, 387-5000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

FINANCIAL IMPACT

Approval of this item will result in the use of additional Discretionary General Funding (Net County Cost). The budget increase of \$146,474 will be funded with Discretionary General Funding for a total revised Electric Vehicle Charging Initiative Project (Project) budget of \$246,474 and will be part of the 2023-24 Capital Improvement Program (CIP). The contract with Anser Advisory Consulting, LLC (Anser) is for a total amount of \$83,740 to provide professional services, and \$162,734 for administrative services. The budget is comprised of the following components:

Description	Amount
Professional Services	\$83,740
Project Administration	\$152,734
Other Costs	\$10,000

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May 23, 2023**

Total Project Budget	\$246,474
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The following budget adjustments are necessary to increase the Project's budget:

Funding Center	Commitment Item/GL	Description	Action	Amount	WBSE
1280001000	56006000	Contingencies	Decrease	\$146,474	-
1161161000	55305030	Operating Transfers Out	Increase	\$146,474	-
7700003100	54104010	Improvements to Land	Increase	\$146,474	10.10.1412
7700003100	40909975	Operating Transfers In	Increase	\$146,474	10.10.1412

BACKGROUND INFORMATION

As part of the Countywide vision to provide sustainable infrastructure, the County is embarking on a Countywide program to install and operate Electric Vehicle (EV) Charging Stations in County owned public and employee parking lots.

Anser will assist the Project and Facilities Management Department (PFMD) in the necessary analysis and determination of recommendations on multiple factors for the Project including, but not limited to, prioritizing sites, charging rate analysis and recommendations, identifying site specific infrastructure requirements, cost estimates for prioritized sites, utility purveyor collaboration, and grant/rebate identification and submission support.

The Project was initially budgeted for \$100,000, which included efforts for a countywide EV charging station roll out, including determination of appropriate charging rate structure, negotiations with EV vendors, ordinance creation to allow enforcement for usage, and to move forward a Request for Proposal (RFP) process to engage a consultant to further guide this Project. Due to funding requirements needed to manage legal and technical matters associated with this initiative, and to contract with a consulting subject matter expert to further guide this Project, a budget adjustment of \$146,474 is necessary to facilitate a planned implementation of future EV charging stations throughout the County.

Approval of the budget adjustment is necessary due to the enhancement in the scope of work to include six more locations for a total of sixteen identified locations countywide to be evaluated for the EV charging stations, grant application assistance and other activities that support the County's initiative. This Project is consistent with County Administrative Office approved CIP Request No. 23-065.

PROCUREMENT

On January 10, 2023, PFMD released a RFP for analysis and assistance on the Countywide Electric Vehicle Charging Station Program for the Project. On February 14, 2023, PFMD released an addendum providing clarification, and responding to proposer's questions. On February 28, 2023, PFMD received the following nine proposals:

Name	Bid
Anser Advisory Consulting, LLC	\$83,740
CLEARResult	\$279,648

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May 23, 2023**

Energetics, a Division of VSE Corporation	\$91,065
Frontier Energy, Inc.	\$161,221
Gladstein, Neandross & Associates LLC	\$187,078
Glumac	\$315,620
Goss Engineering, Inc.	\$68,000
Kimley-Horn and Associates, Inc.	\$230,640
Walker Consultants	\$170,751

A County evaluation team independently reviewed the proposals and scored and evaluated them based on the evaluation criteria provided in the RFP. On March 24, 2023, denial of award and notice of intent to award (NOIA) letters were sent via the United States Postal Service. Proposers had 10 calendar days of the issuance date of the NOIA's to submit a formal protest in writing to the Purchasing Department. No protests were received.

After completion of the evaluation and ranking of the proposal responses, PFMD recommends the Board of Supervisors award a contract to Anser to provide consulting services for the Project for the period of May 23, 2023, through February 29, 2024.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on April 6, 2023; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, General Accounting Manager, 382-7022) on May 9, 2023; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on April 13, 2023; Project and Facilities Management (Robert Gilliam, Chief of Project Management, 387-5000) on April 6, 2023; Finance (Garrett Baker, Administrative Analyst, 387-3077, and Yael Verduzco, Principal Administrative Analyst, 387-5285) on May 10, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on May 10, 2023.

(KC: 601-2988)

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Record of Action of the Board of Supervisors
San Bernardino County

OFF CALENDAR

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 23, 2023



cc: File – Project and Facilities Management
CCM 05/31/2023