

## Questions and Answers – Pre-Bidders Conference – September 26, 2014

RFP 2014-012 Facilitation and Meeting Coordination for the Bay Area Plug-In Electric Vehicle Coordinating Council

1. Is the Council currently meeting?

*Yes, the Members have been meeting regularly since the establishment of the Council in 2011 on a schedule similar to the tentative schedule that is contained in the RFP.*

2. Who has been responsible for facilitating the group?

*Since its inception, the prime contractor has been the Bay Area Climate Collaborative, which is part of the Silicon Valley Leadership Group. Rafael Reyes is the lead staff and facilitator.*

3. The group has been growing over time. Since there is no policy or decision making role for the Council, what is the value for members to participate? Any responsibilities for updating the PEV Readiness Plan?

*The Council provides a forum for its Members to convene and to share expertise and PEV-related information to support accelerated PEV adoption in the region. The [Plan](#) was developed over a two-year period by BAAQMD, in partnership with the Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG). During this time, the public and Council Members were invited to review the Plan drafts and to provide input on a volunteer basis. Any updates or changes to the Plan will also be shared with the public and Council members for their input.*

4. Can you give an example of the topics discussed at the last meeting?

*The following are examples of topics that were discussed at Council Meetings:*

- *Status of PEV adoption rates in the Bay Area relative to the state, country, and other countries;*
- *Updates from auto manufacturers on new technologies and products;*
- *Summary of the results from the MTC sponsored Experience Electric Campaign and upcoming PEV related events;*
- *Proposed changes to state legislation that might impact PEV adoption, such as changes to building codes and requirements regarding installation of chargers at multi-family dwellings; and*
- *State and federal funding opportunities.*

5. In the minimum qualifications for Contractor, you list conflict management as one of the skillsets. Are there instances where people are in opposition in these meetings?

*The Council has been a collaborative and non-contentious group even though the members represent different viewpoints, business models, and stages of PEV readiness. We are seeking a facilitator experienced in conflict management to ensure that future meetings continue to be productive and well run, and that the discussions remain*

*cordial, even when there is a difference of opinion.*

6. Regarding the schedule, will there be interviews?

*Interviews are a possibility - interviews may be held to ask questions for clarification, if it's deemed necessary.*

7. Regarding the evaluation criteria, how will Task 4 be considered in the evaluation criteria?

*Bidders should respond to all aspects of the Scope of Work, including Task #4. Responses to this service (task) will be evaluated, even though we do not know at this time whether there will be a continued need for this service.*

8. In regards to expanding membership of the Council, is there a stakeholder or constituency not currently invited.

*The group has strong representation from all of the stakeholder groups, including representatives from local governments, PEV auto manufacturers, charging equipment providers, utilities, and PEV advocacy groups. We want to ensure that the membership continues to support the healthy exchange of PEV-related information and ideas.*

9. I couldn't find information on the Council on the website. Is there place to find information on members or past meetings?

*No – this information is not on our website or any other websites. A sample agenda and current membership are available below:*

<b>Current Membership</b>	
Association of Bay Area Governments	Kleiner Perkins
Bay Area Air Quality Management District	Monterey Bay Unified Air Pollution Control District
Bay Area Climate Collaborative	Nissan
California Energy Commission	NRG Energy
ChargePoint	PG&E
City and County of San Francisco	Plug In America
City CarShare	San Francisco County Transportation Authority
City of Berkeley	Schneider Electric
City of Oakland	Silicon Valley Leadership Group
City of San Jose	Sonoma County Transportation Authority
East Bay Clean Cities Coalition	Tesla
EV Communities Alliance	Transportation Authority of Marin
Metropolitan Transportation Commission	

**Agenda**

1:30	Introductions	R. Lowenthal, Co-Chair
1:33	Agenda Overview & Approval of Minutes	R. Lowenthal, Co-Chair
1:35	Nomination of New Co-Chair (action)	R. Lowenthal, Co-Chair
1:40	Current News & Metrics Updates	R. Reyes, Co-Facilitator
1:45	Governor Brown's EV Strategy and ADA (action) <ul style="list-style-type: none"><li>▪ Update on Governor's strategy and ADA</li><li>▪ EV Council Action on ADA</li></ul>	B. Rubin, OPR
2:00	Council MTC Investment Recommendations (action) <ul style="list-style-type: none"><li>▪ Review of Nov 26<sup>th</sup> Workshop Recommendations</li><li>▪ Determination of Final EV Council Recommendations</li><li>▪ Identification of Task Forces (if necessary)</li></ul>	All
3:10	"Go EV" Campaign Update (update) <ul style="list-style-type: none"><li>▪ Final Branding, Plan, and Launch</li><li>▪ Partnership Opportunities</li></ul>	J. DiGiorgio, CCSE
3:25	Statements of Appreciation (action)	R. Lowenthal, Co-Chair
3:30	Adjourn	

10. Is that a goal, to have more online presence?

*Yes. We are interested in having the contractor help to organize information electronically that could be accessed through a Members-login page instead of emailing documents out. Currently we are not looking for a contractor to develop a web page, but for a contractor to manage the information. The website would likely be sponsored by BAAQMD.*

11. How do you become a member?

*You send an email request and let us know that you are interested. The Council is an executive-level membership for stakeholders interested in accelerating the adoption of PEVs.*

12. Is the Plan available?

*Yes, it is available online here: <http://www.baaqmd.gov/Divisions/Strategic-Incentives/Bay-Area-EV-Ready/PEV-Ready.aspx>.*

13. Is the Plan referenced in meetings and how is the Council actively moving forward with the goals?

*This is what we will look for in your proposal; we are looking for proposals that identify and describe the best way for implementing the Scope of Work contained in the RFP.*

14. Is there a discrete plan to update the Plan?

*The funding to develop the Plan was provided by the DOE (Department of Energy) and CEC (California Energy Commission). While there is no plan to make future updates to the entire Plan, certain chapters and/or sections will be periodically updated as needed by BAAQMD.*

15. For the Subcommittee Meetings, are these meetings topic-specific? What's the connection to the Full Council?

*Subcommittee meetings provide a forum for interested Members to further focus on specific topics, such as ideas to improve opportunities to install charging stations at multi-family dwellings, and sharing permitting practices and building code information. They have also been used to prepare and vet topics for the executive meetings. For example, a cross section of the broader group with representatives from various aspects was formed to review the Plan chapters.*

#### **Questions and Answers – General – October 6, 2014**

16. I'm interested to know if the PEV Coordinating Council is currently operating/meeting, and if so, who is facilitating the process.

*Please refer to the responses to Questions 1 and 2.*

17. Will the Q & A be distributed to bidders and if so, when can I anticipate them?

*The Q&A will be distributed to bidders and will be posted online on October 7.*

18. Is there a list of current members of the Bay Area PEV Coordinating Council, past agendas and/or meeting summaries?

*Please refer to the response to Question 9.*