



---

DATE: September 16, 2024

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Bjorn Gripenburg – Project Manager, Public Works and Utilities (PW&U)  
Jared Hall – Transit Manager, PW&U  
Gina Benedetti-Petnic – PE, Interim Director, PW&U

SUBJECT: Resolution Authorizing the Purchase of ChargePoint Express Plus Battery-Electric Bus Charging Equipment through California Department of General Services Leveraged Procurement Agreements and Authorizing the City Manager to Execute all Documents Necessary to Complete the Purchase

---

### **RECOMMENDATION**

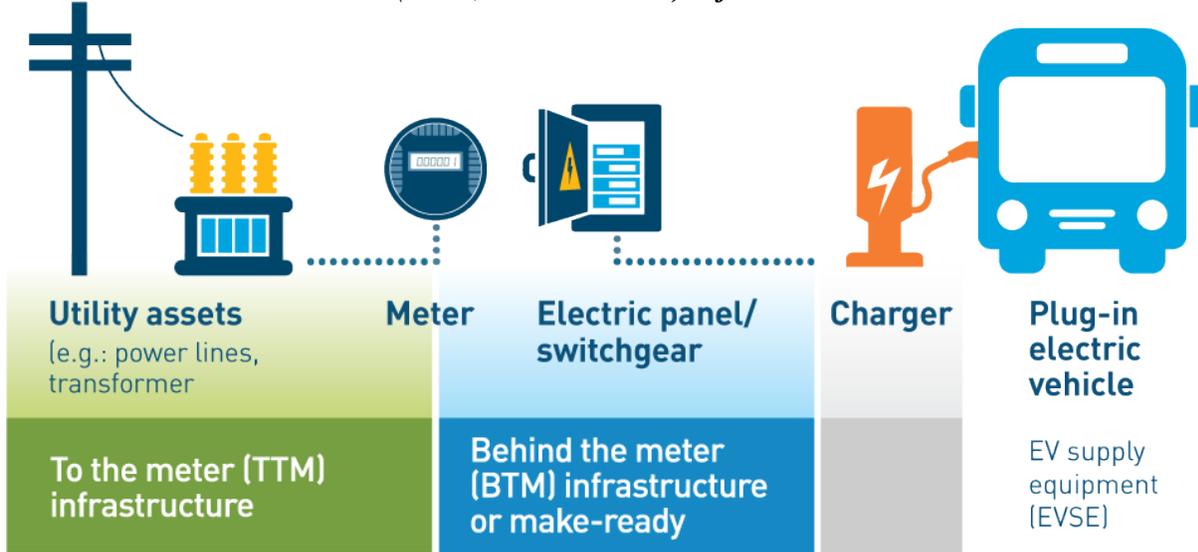
It is recommended that the City Council approve the attached resolution authorizing the purchase of ChargePoint Express Plus battery-electric bus charging equipment through a California Department of General Services Leveraged Procurement Agreement and authorizing the City Manager to execute all documents necessary to complete the purchase.

### **BACKGROUND**

On September 11, 2023, the City Council approved Resolution No. 2023-135 N.C.S. adopting the Petaluma Transit Zero-Emission Fleet Transition Plan, which formalizes Petaluma Transit's framework for the transition from its existing internal combustion fleet to zero-emission buses, and paratransit vans. The Zero-Emission Fleet Transition Plan meets Federal Transit Administration and California Air Resource Board requirements, the latter of which requires agencies to fully transition fixed-route buses to zero-emission fleets by 2040. In alignment with the City's Climate Emergency Framework, the Zero-Emission Fleet Transition Plan envisions transitioning the entire transit fleet to zero-emission by 2030.

In order to start this transition, the City of Petaluma first needs to install charging infrastructure at its transit facility located at 555 N. McDowell Blvd. This major project involves upgrades to both Pacific Gas & Electric's (PG&E) "to-the-meter" (TTM) infrastructure and the City's own "behind-the-meter" (BTM) and charging infrastructure (see Figure 1).

*Figure 1: Overview of to-the-meter (TTM, shown in green) and behind-the-meter (BTM, shown in blue) infrastructure. Source: PG&E*



The City has successfully applied for PG&E’s EV Fleet Program, which covers the construction, ownership, and maintenance of all TTM infrastructure at no cost to the City. In return, the City will design, build, own, operate, and maintain the BTM and charging infrastructure. PG&E will also provide up to \$600,000 in incentives and rebates to support the City’s efforts in designing, purchasing, and installing the BTM and charging infrastructure.

To qualify for these TTM upgrades and incentives for BTM and charging infrastructure, the City has committed to purchasing and deploying a total of 20 buses and paratransit vans, along with installing ten dual-port chargers capable of serving up to 20 vehicles by 2027. This Resolution pertains to the acquisition of the first five dual-port chargers (ten total charge ports), marking the beginning of this commitment. The procurement of the charging equipment will be split into two phases, allowing the City to address the immediate needs and providing additional time to secure supplemental grant funding for the remaining chargers.

On October 16, 2023, the City Council approved Resolution No. 2023-160 N.C.S., which authorized the City Manager to grant an easement to PG&E in order to install and maintain its TTM infrastructure at the transit facility, and Resolution No. 2023-161 N.C.S., which authorized the City Manager to purchase switchgear and busway infrastructure (BTM equipment with a long lead time).

## **DISCUSSION**

On March 24, 2023, the City Manager executed a Professional Services Agreement with NV5 to assist with the design of Petaluma Transit’s charging infrastructure. Staff worked closely with NV5 to explore charging equipment options, with an emphasis on 1) compatibility with the City’s authorized charging loads as determined by PG&E, 2) compatibility with the City’s preferred battery-electric bus makes and models, 3) eligibility for incentives and rebates from PG&E, 4) compatibility with the transit yard configuration, and 5) ease of use and customer support for the

operation and maintenance of charging equipment and software. Through this exercise and outreach to peer transit agencies, NV5 and staff agreed that ChargePoint's Express Plus equipment and software best met the above-mentioned criteria.

On January 22, 2024, the City Council approved Resolution No. 2024-007 N.C.S., which authorized the City Manager to purchase ChargePoint Express Plus equipment. However, staff learned shortly afterward that the switchgear would not arrive until February 2025, meaning charging equipment would need to be stored for nearly one year. Staff elected not to submit the purchase order and postpone the purchase of charging equipment until it would more closely align with the switchgear delivery.

In seeking a competitive and expedient purchasing option for charging equipment, the project team solicited new quotes and lead times through the Sourcewell Cooperative Purchasing Program (formerly National Joint Powers Alliance) and the California Department of General Services' Leveraged Procurement Agreements, both of which provide the City the opportunity to access competitively awarded, leveraged cooperative purchasing contracts and purchase items in a more expeditious and less time-intensive manner than inviting bids. Participating in this competitively bid and awarded purchasing program complies with the Petaluma Municipal Code, Section 4.04.100 (Cooperative purchasing programs), which supports the purchases of supplies and equipment made under a cooperative purchasing program with other public agencies that have been competitively bid and awarded.

Installation of the charging infrastructure would be completed as part of the construction phase of improvements to the Transit Facility Electrification project (C65502214), which is currently anticipated for early 2025 to coincide with the delivery of the switchgear and busway.

### **PUBLIC OUTREACH**

The Petaluma Transit Zero-Emission Transition Fleet Plan was discussed at the July 13, 2023, Transit Advisory Committee meeting and the September 11, 2023, City Council meeting. The purchase of charging equipment was discussed at the December 14, 2023, Transit Advisory Committee meeting, wherein a unanimous action was approved recommending City Council approval of the attached Resolution. As noted above, the City Council has approved three Resolutions related to this project (2023-160 N.C.S., 2023-161 N.C.S., and 2024-007 N.C.S.).

This item appeared in the tentative agenda for the September 16, 2024, City Council meeting in the September 9, 2024, City Council agenda packet. City Council and Transit Advisory Committee meetings are publicly-noticed.

### **COUNCIL GOAL ALIGNMENT**

The Capital Improvement Program serves as a comprehensive catalog of community needs. Each year, the Council adopts a budget for the fiscal year that allocates funds and resources to priority projects. The Transit Facility Electrification (C65502214) is included in the FY2024-2025 Adopted Budget under CIP-112. The full FY2024-2025 Adopted Operating and Capital

Improvement Program Budget can be found here: <https://cityofpetaluma.org/documents/fiscal-year-2025-adopted-budget/>

This action also supports City Council Workplan item #52 - Develop a framework to move the City and Transit vehicle fleet from fossil-fuel-based to hybrid, renewable compressed natural gas, and/ or electric vehicles; continue pursuing grant funding opportunities for electric vehicles.

### **CLIMATE ACTION/SUSTAINABILITY EFFORTS**

By transitioning from internal combustion vehicles to a zero-emission fleet, Petaluma Transit will eliminate tailpipe emissions and significantly reduce greenhouse gas emissions. This will help to achieve many of the goals outlined in the Petaluma Climate Action Framework, including assisting the City to achieve carbon neutrality by 2030.

### **ENVIRONMENTAL REVIEW**

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15301, as the purchase and installation of charging equipment would be made to an existing facility and Section 15303 (Minor Construction) as the installation of charging equipment would be deemed a small facility. Class 1 changes are exempt and consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features involving negligible or no expansion of existing or former use. Electrical infrastructure and improvements that convey negligible or no expansion of use are covered under this exemption.

### **FINANCIAL IMPACTS**

The cost of the charging equipment, including tax and shipping, is \$867,746.38. Once the budget carry-forwards from the prior fiscal year are completed, there will be sufficient budget to cover this cost in the FY25 Transit Facility Electrification project (#C65502214). The project is fully funded through grants, incentives, rebates, and transit capital to support the design, purchase, and installation of battery-electric bus charging infrastructure.

### **ALTERNATIVES**

Two alternatives are available to purchase the charging equipment:

1. Obtain formal bids for the purchase, or
2. Include the purchase of the charging equipment in the scope of work for the construction phase, which will go to bid later this year.

### **ATTACHMENTS**

1. Resolution
2. Quote