



DATE: October 16, 2023

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
Christopher J. Bolt, MPA, PE, ICMA-CM – Director of PW&U

SUBJECT: Resolution Authorizing the Purchase of Switchgear and Busway, Infrastructure to Support Transit Fleet Electrification, Through Sourcewell Cooperative Purchasing Program and Authorizing the City Manager to Execute All Documents Necessary to Complete the Purchase

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution authorizing the purchase of switchgear and busway, to support Transit Fleet electrification, through Sourcewell Cooperative Purchasing Program 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. 2023-136 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 battery-electric, zero-emission buses, and paratransit vans. The Zero-Emission Transition Fleet Plan meets Federal Transit Administration and California Air Resource Board requirements, the latter of which requires agencies to transition all fixed-route buses to zero-emission fleets by 2035. In alignment with the City's Climate Emergency Framework, the Emission Transition Fleet 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 (555 N. McDowell Blvd.), which is a significant undertaking requiring upgrades on Pacific Gas & Electric's (PG&E) "to-the-meter" (TTM) infrastructure, as well as the City's "behind-the-meter" (BTM) and charging infrastructure (Figure 1). The City successfully applied to PG&E's Electric Vehicle Fleet Program, through which PG&E will construct, own, and maintain all TTM infrastructure at no cost to the City. The City will design, build, own, operate, and maintain all BTM and charging infrastructure. Additionally, PG&E provides up to \$600,000

in incentives and rebates to support the City’s design, purchase, and installation of BTM and charging infrastructure. The City’s contract with PG&E commits to purchasing and deploying 20 buses and paratransit vans and installing ten dual-port chargers (with the capability to charge up to 20 vehicles) by 2027 in order to receive TTM upgrades and BTM and charging infrastructure incentives and rebates. The charging loads are restricted to off-peak hours only (9 PM-6 AM) and capped at 1800 kW.

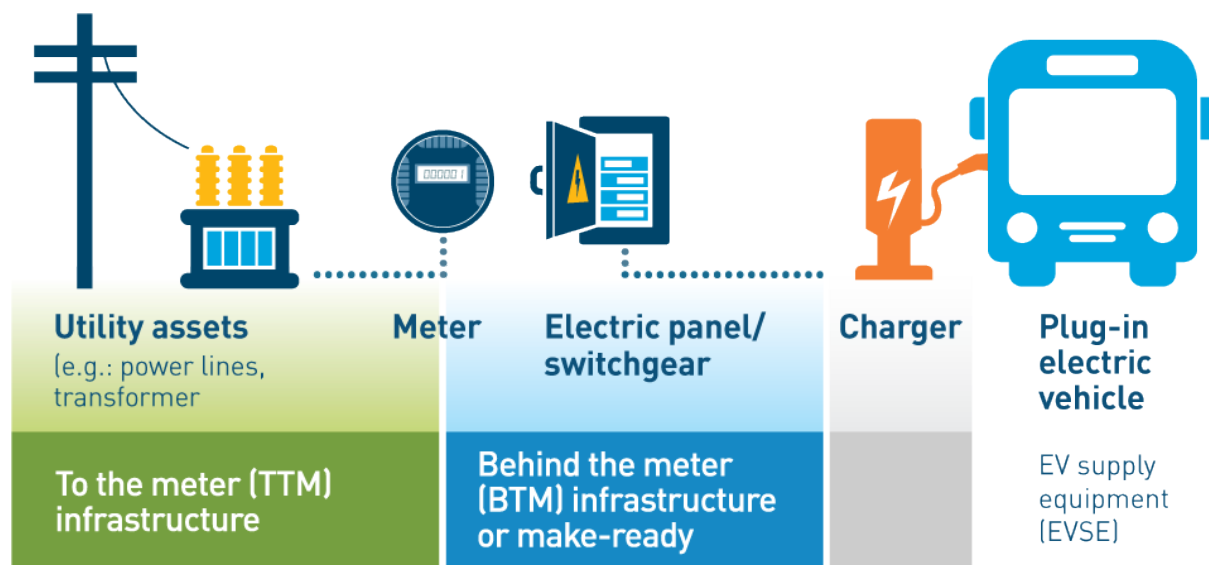


Figure 1: Overview of to-the-meter (TTM, shown in green) and behind-the-meter (BTM) infrastructure (BTM, shown in blue). Source: PG&E

DISCUSSION

City staff anticipates taking delivery of its first electric buses in late 2024. In order to install charging infrastructure by then, the most time-sensitive item is the procurement of electric switchgear and busway, which have a lead time of 60-70 weeks. Switchgear is a centralized collection of circuit breakers, switches, and fuses that help to control, protect, and isolate electrical equipment, acting as the intermediary between PG&E electric transformer hardware and bus chargers; busway is an electrical distribution system that transports electricity and connects to switchgear. Given the lengthy delivery time, staff recommends expediting the purchase of switchgear and busway to ensure timely receipt and operation of its first zero-emission buses.

The project team solicited quotes and lead times through the Sourcewell Cooperative Purchasing Program (Formerly National Joint Powers Alliance) to seek a competitive and expedient purchasing option for switchgear and busways. Sourcewell allows the City to access competitively awarded, nationally 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.

Working with a local distributor with a Sourcewell contract, staff extensively searched for potential manufacturers. Only two were identified, and both were asked to provide quotes and delivery estimates:

Staff identified Eaton as its preferred manufacturer based on pricing and delivery time. The project team is now coordinating between Eaton and PG&E to ensure the switchgear and busway designs receive PG&E approval. Depending on the changes requested by PG&E, the price could change, though any increase or decrease is expected to be minor.

Installation of the switchgear, busway, and all other BTM and charging infrastructure would be completed as part of the construction phase of improvements to the Petaluma Transit facility, currently anticipated for late 2024 following receipt 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 switchgear and busway was discussed at the September 14, 2023, Transit Advisory Committee meeting, wherein a unanimous action was approved recommending City Council approval of the attached Resolution. City Council and Transit Advisory Committee meetings are publicly noticed.

COUNCIL GOAL ALIGNMENT

This action supports the following City Council Goals:

- 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

Petaluma Transit will eliminate tailpipe emissions and significantly reduce greenhouse gas emissions by transitioning from internal combustion vehicles to a zero-emission fleet. 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 (existing facilities) and 15303 (new construction) as the purchase and installation of switchgear and busway would be made to an existing 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. Class 3 consists of the construction and location of a limited numbers of new

structures and the installation of small equipment. Electrical infrastructure and improvements that convey negligible or no development of service are covered under these exemptions.

FINANCIAL IMPACTS

The anticipated cost for the switchgear and busway is \$153,973.84, including tax and shipping. The adopted budget for the Transit Facility Electrification project (CIP #C65502214) in FY 24 is \$1,349,000. It is fully funded through outside funding sources, which include a \$180,000 incentive from PG&E for the design, purchase, and installation of BTM infrastructure.

ALTERNATIVES

Two alternatives are available as a means to purchase switchgear and busways:

1. Obtain formal bids for the purchase of switchgear and busway, or
2. Include the purchase of switchgear and busway in the scope of work for the construction phase, which will likely go to bid in early 2024.

Purchasing switchgear through either of these alternatives would further delay the project. Alternative one would delay the project by roughly three months, leading to the installation of the BTM infrastructure in early 2025 at the soonest, while alternative two would delay the project by over one year, leading to the installation of the BTM infrastructure in early 2026 at the soonest. The project team does not believe either alternative would result in cost savings.

ATTACHMENTS

1. Resolution
2. Quote for Switchgear and Busway