

# ELECTRIC VEHICLES FOR MUNICIPALITIES PROGRAM

## Pre-Qualified Consultant Requirements

September 2020

The following requirements detail the information, process and criteria involved in becoming a Pre-Qualified Consultant and delivering Feasibility Studies under the Electric Vehicles for Municipalities (EVM) program



Municipal  
Climate Change  
Action Centre

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## 1.0 Program Overview

The Electric Vehicles for Municipalities (“EVM”) program provides funding to municipalities to assist their transition to electrically-fueled Electric Vehicles (“EVs”). The EVM program supports more efficient and lower greenhouse gas (“GHG”) emitting vehicles, EV Charging Stations, and Feasibility Studies. This Pre-Qualified Consultant Requirements document provides detailed information on the process and the on-boarding criteria used by the Municipal Climate Change Action Centre (“MCCAC”) to identify Pre-Qualified Consultants endorsed to deliver Feasibility Studies as part of the EVM program.

## 2.0 Steps to Become a Pre-Qualified Consultant

### 2.1 Pre-Qualification Process

The MCCAC hosts a list of Pre-Qualified Consultants and their contact information on the EVM web page. Municipalities interested in completing a Feasibility Study through EVM are encouraged to contact the Pre-Qualified Consultants List to begin this work.

Municipalities qualify to receive EVM funding only if they complete their Feasibility Study with a Pre-Qualified Consultant. Municipalities must receive a quote and execute a Funding Agreement with the MCCAC to receive funding for the Feasibility Study.

The following steps outline the process required to become a Pre-Qualified Consultant in the EVM program:

1. **Review of Requirements** – Review the Pre-Qualified Consultants Requirements and the Electric Vehicle Feasibility Study Requirements documents.
2. **Submit a Response** – Submit a written response which demonstrates a strong understanding of the EV market, a proficiency in EV economics and GHG analysis, and other elements outlined in Section 3 below. Please submit all responses and any supporting documentation via email to [contact@mccac.ca](mailto:contact@mccac.ca). The submission acceptance window may close without notice. **Only one submission per consulting firm will be accepted.**
3. **MCCAC Review** – The MCCAC will review and follow up on responses on a first-come, first-served basis. The MCCAC may seek clarification on any component of the submission.
4. **Acceptance and Listing to Website** – The MCCAC will inform accepted Consultants and list their name and contact information on the EVM web page. At that time, Municipalities may engage the Consultant for Feasibility Study work.

## 3.0 Submission Requirements and Criteria

The MCCAC invites Consultants to prepare and send a written submission detailing their experience, expertise, approach, and ability to deliver high quality Feasibility Studies as aligned under Sections 3.1 through 3.6.

Each submission must include the following contact information that will be listed on the EVM web page after pre-qualification:

- Legal business name
- Office address, city, province, postal code
- Mailing address, city, province, postal code, if different than above
- Primary contact name, phone number, email address
- General business email address and phone number

Successful Consultants must demonstrate that they understand the objective of the EVM program, the EV market, the performance, cost-savings, and energy-savings of EVs, and are well-versed in the methods of auditing vehicle fleets.

### 3.1 Qualifications and Experience

- Provide a brief corporate profile description, including the corporation's name, address, office locations, and an organization chart, including sister companies or affiliated organizations that may be involved in Feasibility Study work.
- Provide corporate experience providing business case analysis, feasibility assessments, and recommendations. Examples may include energy audits and energy system retrofits as a replacement for direct electric vehicle feasibility experience, although a narrative is required to explain how this experience will be leveraged for EV Feasibility Studies.
- List the team members, their professional qualifications, and their role in delivering Feasibility Studies. Feasibility Studies must be completed by qualified professionals such as a Professional Engineer (P.Eng), a Certified Energy Manager (CEM), or a Certified Energy Auditor (CEA). A combination of equivalent experience and demonstrated knowledge may be considered in the absence of these designations and will be evaluated and approved on a case by case basis.
- Describe other key resources you intend to leverage to complete Feasibility Study projects.

### 3.2 Delivery Approach

- Provide an estimated Feasibility Study turnaround time and timeline with all required tasks.
- Describe your intended approach to initiating, planning, and completing EV Feasibility Studies. The approach should include the following components at a minimum:
  - Formulating and agreeing upon a Feasibility Study scope with the participating Municipality.
  - Recording an existing vehicle baseline inventory including information such as make, model, year, annual distance driven, fuel consumed, total fueling cost, and usage profile for each vehicle in scope.
  - Recommending EV replacement options based on the Municipalities' needs and other information from the vehicle baseline inventory.
  - Economic analysis comparing the existing vehicle inventory to the recommended EV replacements.
  - Greenhouse gas emission analysis comparing the existing vehicle inventory to the recommended EV replacements.
  - Logistical analysis of installing EV charging stations and consideration of on-site electrical capacity, demand charges, and electricity cost increases.
- List all additional assumptions and sources of data to be used beyond what is listed in the Electric Vehicle Feasibility Study Requirements, as applicable.

### 3.3 Client Satisfaction

- Describe your approach to achieving high customer satisfaction.
- Describe dispute resolution techniques used to solve customer complaints or issues.
- Describe how municipal-specific information will be protected and not used for any purposes other than completing the Feasibility Study.

### 3.4 Pricing

- Describe the approach, factors, values, and rationale used to quote a Feasibility Study.
- Provide a pricing narrative that demonstrates knowledge of the costs required to deliver Feasibility Study services.

### 3.5 References

Submissions should include a list of corporate references that accompany project examples and provide insight into the general reputation, skills, and qualifications of the Consultant. References are to be from clients for whom the Consultant has provided similar services to Feasibility Studies.

## 4.0 General Information

### 4.1 Payments

Successful Pre-Qualified Consultants will have their contact information listed on the MCCAC's EVM web page for interested Municipalities to contact when they wish to proceed with a Feasibility Study. The pre-qualification process does not constitute an agreement between the Consultant and the MCCAC. The Pre-Qualified Consultant is not guaranteed work or any payment if they are approved to be listed.

In all cases, the MCCAC will enter into a Funding Agreement with the Municipality, which upon execution will act as a pre-approval for Feasibility Study work. All funding will be issued to the participating Municipality after project completion. The MCCAC will not, in any scenario, directly pay Pre-Qualified Consultants for the completion of Feasibility Studies. All payments to Pre-Qualified Consultants must be completed by the participating Municipality.

No payment will be made by the MCCAC for the costs incurred in the preparation or submission of this pre-qualification submission.

### 4.2 Required Insurance

Submissions are required to include proof of Workers Compensation coverage in accordance with the Province of Alberta and local requirements, Commercial General Liability Insurance, including bodily injury, property damage, personal injury in an amount of \$1 million inclusive per occurrence.

### 4.3 Selection

MCCAC is not obligated to pre-qualify any Consultant. No obligations or legal relations shall exist between the MCCAC and successful or rejected Consultants.

MCCAC reserves the right, in its sole discretion, to accept or reject any or all applications in whole or in part, or to waive any minor irregularities or informalities in a submission.

### 4.4 Removal

The MCCAC at its sole discretion reserves the right to remove any Consultant from the Pre-Qualified Consultants List without notice. Non-compliance to the Electric Vehicle Feasibility Study Requirements may result in Consultants being removed from the Pre-Qualified Consultants List.

## Contact Us

Questions about the EVM program may be directed to:

Municipal Climate Change Action Centre  
300-8616 51 Avenue  
Edmonton, AB T6E 6E6  
780.433.4431  
contact@mccac.ca  
Twitter: @MCCAC\_Alberta