



September 6, 2024

Patrick Sage
City of Glendale
Glendale, AZ

Re: *Proposal for Phase 1 Electric Vehicle Charging Station Study in Glendale, Arizona*

Dear Mr. Sage:

Lee Engineering is pleased to submit this proposal in response to the city's request to identify potential locations and sizes of electric vehicle (EV) charging stations. The Lee Engineering team includes a subconsultant, Silsync, which has highly capable staff in this arena. We understand that Glendale has received a grant from the Maricopa Association of Governments (MAG) intended to support planning for EV charging locations (Phase 1). We further understand that the city intends to pursue funding for installation of EV charging stations (Phase 2). This study is intended to address Phase 1, and its results are intended for the city to use in the future Phase 2.

The Phase 1 scope of work includes the following tasks:

1. **Project Management and Coordination.** Lee Engineering will manage the project and ensure it is completed on schedule and on budget with the high level of quality that Lee Engineering is known for. The Lee Engineering team will conduct up to four meetings with the city of Glendale and/or other stakeholders, including the following:
 - a. A kickoff meeting upon receipt of Notice to Proceed to confirm scope, schedule, process, deliverables, and milestones
 - b. Monthly progress meetings during the course of the project to clarify progress and identify areas where additional city assistance might be needed
 - c. A comment-resolution meeting during which the Lee Engineering team will review the city's comments on the draft report to reach consensus on how the comments should be addressed in the final report

Appropriate members of the Lee Engineering team will participate in each meeting according to the anticipated agenda. All meetings are assumed to be virtual.

2. **Potential Locations.** We understand that the city of Glendale will provide a GIS inventory of city-owned parcels to be investigated for potential EV charging stations. Lee Engineering will use our GIS expertise to create a "long list" of potential EV charging stations that are within city limits and are on city-owned property. Parcels will be excluded from further consideration if they fail to meet a set of established criteria, such as minimum size, reasonable access, and logical access to a power source. It is likely that most or all of the long-list sites will be within existing parking lots where one

or more parking spaces could be designated for EV charging equipment. This scope of work includes identification of a long list that contains up to 20 potential locations.

3. **Quantitative Analysis of Potential Locations.** The Lee Engineering team will evaluate each of the potential locations on the “long list” according to the following criteria, adapted from MAG’s *Electric Vehicle Charging Infrastructure Program Guidelines* dated May 22, 2024:
 - a. Estimate of population density within a ½-mile radius
 - b. Estimate of employment density within a ½-mile radius
 - c. Estimate of multi-family housing density within a ½-mile radius
 - d. Estimate of percentage of population living in poverty within a ½-mile radius
 - e. Estimate of percentage of minority population within a ½-mile radius
 - f. Distance to nearest existing Level 3 charger
 - g. Distance to the nearest high-capacity transportation facility

The size of the radius is not specified in the MAG Guidelines; however, Lee Engineering recommends using ½ mile to provide a reasonable snapshot of the site and its surroundings. For instance, a radius too small might capture commercial land use immediately surrounding the charging station site but fail to capture residential usage beyond.

The quantitative analysis will use publicly available data, including GIS data from MAG and the U.S. Census Bureau, which is already available to the Lee Engineering Team. The study team will also use any additional GIS data provided by the city of Glendale if the city has access to data with greater resolution than other sources.

4. **Recommended Locations.** The Lee Engineering team, in cooperation with the city, will narrow the long list to a “short list” of up to 5 recommended locations for EV chargers. For each recommended location, the study team will recommend the appropriate number and type of charging stations. (The attached Silsync scope of work provides additional details about the technical recommendations for EV charging locations.)
5. **Field Visit.** The Lee Engineering team will conduct a field visit to each of the recommended locations, identifying any constraints or real-world field conditions that would impact the installation of EV charging equipment. The field visit will include taking photographs of each site and identifying the optimal locations within the site for EV charging equipment.
6. **Draft Report.** The Lee Engineering team will prepare a draft report outlining the study methodology and results. The report will include the following components:
 - a. A one-page site plan for each site on the recommended short list. The site plan will use an aerial photograph base annotated with the location(s) of recommended EV charging stations and other infrastructure recommendations.
 - b. A cost estimate for each site on the recommended short list.
 - c. Data attributes (as determined in Task 3) about each site on the recommended short list, which will be used by MAG in the future for project prioritization.

- d. Photographs, maps, and other graphics will be used to communicate the recommendations as appropriate.

7. **Final Report.** We will incorporate the city’s comments and the outcome of our comment-resolution meeting and prepare a final version of the report for the city’s ongoing use.

Schedule

We understand that the project is required to be completed prior to the end of calendar year 2024. Assuming notice to proceed on September 30, 2024, we anticipate completion of the project by the week of December 16, 2024, which allows a two-week buffer in case of unanticipated delays. Following is our study schedule:

		Weeks from NTP														
		0	1	2	3	4	5	6	7	8	9	10	11	12		
		9/30/2024	10/7/2024	10/14/2024	10/21/2024	10/28/2024	11/4/2024	11/11/2024	11/18/2024	11/25/2024	12/2/2024	12/9/2024	12/16/2024	12/23/2024		
	Notice to proceed															
Task 1	Project management															
	Coordination meetings															
Task 2	Potential Locations															
Task 3	Quantitative analysis															
Task 4	Recommended Locations															
Task 5	Field visit															
Task 6	Draft report															
	Receipt of comments															
Task 7	Final report															

Fee

The Lee Engineering team will complete the tasks outlined above for a lump-sum fee of \$75,000. This lump-sum fee includes labor, direct costs, and subconsultant costs.

Closure

If you have any questions or comments concerning this proposal, please contact me or Randy Dittberner, our team's project manager, at 602-955-7206. We truly appreciate the opportunity to submit this proposal and look forward to working with you on this effort.

Sincerely,



Dave Bruggeman, P.E., PTOE
Principal

Fee Proposal

9/6/2024

PRIME CONSULTANT		Hours by Personnel and Task Description									
Lee Engineering Personnel Heading	Standard Rate	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Total Hours	Total Cost	
		Coordination	Potential Locations	Analysis	Short List	Field Visit	Draft Report	Final Report			
Senior Project Manager	\$270.00	8	8	4	4	16	12	4	56.00	\$ 15,120.00	
Project Manager	\$220.00	4	8	8	8		8	5	41.00	\$ 9,020.00	
Senior Engineering Designer	\$135.00	8	20	20	10	16	20	8	102.00	\$ 13,770.00	
Total Task Hours		20	36	32	22	32	40	17	199.00		
Total Labor		\$ 4,120.00	\$ 6,620.00	\$ 5,540.00	\$ 4,190.00	\$ 6,480.00	\$ 7,700.00	\$ 3,260.00		\$ 37,910.00	

Total Costs By Task									
TOTAL COST SUMMARY	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7		Total Cost
	Coordination	Potential Locations	Analysis	Short List	Field Visit	Draft Report	Final Report		
Total Labor	\$4,120.00	\$6,620.00	\$5,540.00	\$4,190.00	\$6,480.00	\$7,700.00	\$3,260.00		\$37,910.00
Total Reimbursable Expenses					\$ 90.00				\$ 90.00
Total Subconsultant Costs				\$ 37,000.00			\$ -		\$ 37,000.00
TOTAL	\$ 4,120.00	\$ 6,620.00	\$ 5,540.00	\$ 41,190.00	\$ 6,570.00	\$ 7,700.00	\$ 3,260.00		\$ 75,000.00

Statement of Work

Project: City of Glendale EV Charger Study

Prepared for: Lee Engineering

Prepared on: Thursday, September 5, 2024

THIS STATEMENT OF WORK (“SOW”) dated _____ is entered into by and between Lee Engineering, a _____ (“Company”) and SILSYNC, Inc., a Delaware Corporation (“Contractor”). Company’s purchase of Services from Contractor shall be governed by this SOW and the Master Services Agreement between the parties dated _____ (“Agreement”). If there is any inconsistency between a term in this SOW and the Agreement, the inconsistency shall be resolved in the following order of precedence: (i) the Agreement; then, (ii) this SOW.

1. Project Summary.

The City of Glendale recently received funding from Maricopa Association of Governments (MAG) to develop an Electric Vehicle (EV) Charging Infrastructure Siting Plan, which can inform the city’s application for implementation funding. The city is interested in developing a siting plan in accordance with MAG’s *Electric Vehicle Charging Infrastructure Program Guidelines* (May 22, 2024) to implement EV chargers in response to the increasing number of EVs in the city and across the region. The siting plan will focus on city-owned properties and will highlight opportunities to implement EV charging infrastructure, prioritize locations, and gather critical information for implementation. The purpose of the study is to:

- Identify areas within the city that need publicly accessible EV chargers
- Identify city-owned sites that can accommodate Level 2 and Level 3 EV chargers
- Prioritize the identified sites
- Gather additional information needed for implementation and compete for funding

2. Deliverables.

Task 1: Project Management

- Attend kickoff meeting
- Provide monthly invoices and progress reports
- Prepare for and attend all progress meetings

Deliverables: Invoices, progress reports

Task 2: Site selection and prioritization

Identify locations, numbers and types (level 2 vs. level 3) of chargers needed to meet the current and projected needs. Develop prioritization criteria in consultation with the city and create an evaluation matrix of the selected sites. City-owned sites or sites needing temporary construction easement and sites that are aligned with the MAG implementation funding criteria should be prioritized. Areas of the city without adequate chargers and non-availability of city-owned sites should be identified. A map showing the sites for potential installation of EV chargers should be developed. The evaluation should consider the following parameters:

- Locations
- Charger number and type
- Electric service
- City-owned properties
- Justice40 areas and percentage of minority population and population living in poverty
- Electrical capacity reviews
- Population and employment density
- Charger density
- Multi-family housing density
- Parking details
- Access, safety and security

Deliverables: the prioritized list of recommended sites, numbers, and type of chargers and map of recommended sites

Task 3: Site Plan & Estimate

Collaborate with Lee Engineering on a one-page site plan for up to five of the top ranked sites. For each site, a preliminary cost estimate should be developed. All the information required to be successful in obtaining the implementation funding should be considered while developing the site plan and estimate.

Of the remaining up to 15 sites, collaborate with Lee Engineering to prioritize and develop a ranked list, which the city can use if additional funding becomes available.

Deliverables: details and estimates for up to five sites; ranked list for the remaining up to 15 sites

Task 4: Draft and Final Siting Plan

Add details to the draft report, such as data gathered, analysis, selected and prioritized sites, and the site plan and estimate. Address city comments and update the report. Assist in development of the final report.

Deliverables: add details to draft and final siting plans

3. Hourly Rate and Hours.

Below is SILSYNC's estimate of the number of hours required to complete Tasks 1-4 (as outlined in the above section) by resource type:

Resource	Hourly Rate	Hours
Project Manager	\$160.00	40
EV Expert	\$180.00	80
Senior Engineer	\$120.00	40
Analyst	\$90.00	100
Administrative Assistant	\$60.00	40
Total Hours		300

(Extended Fee Schedule, Next Page)

4. Extended Fee Schedule.

Below is an extended fee schedule based on the hourly rates and hours specified in the prior section:

Item	Fees
Project Manager	\$6,400.00
EV Expert	\$14,400.00
Senior Engineer	\$4,800.00
Analyst	\$9,000.00
Administrative Assistant	\$2,400.00
Total fees	\$37,000.00

5. Payment Terms.

The Client will be billed on a percentage complete basis at the end of each month under Pay. When Paid + 7 terms. SILSYNC will provide Lee Engineering with monthly statements.

[Signatures, Next Page]

Signatures

SILSYNC, INC.

LEE ENGINEERING

By: Daniel Stone

Title: CEO

Dated:

Address:

53 N Concord. St., Gilbert, AZ 85234

Email: daniel@silsync.com

By:

Title:

Date:

Address:

Email: