



## **ADDENDUM NO. 1**

### **Lassen County Electric Vehicle (EV) Charging Infrastructure Master Plan**

Request for Proposals (RFP)

#### **Issued By:**

Lassen County Transportation Commission (LCTC)

#### **Addendum Issue Date:**

March 11, 2026

#### **Purpose of Addendum**

This Addendum provides responses to questions received from prospective proposers regarding the **Lassen County Electric Vehicle (EV) Charging Infrastructure Master Plan RFP**.

These responses are intended to clarify elements of the Scope of Work and proposal requirements. Except as clarified herein, **all other terms and conditions of the RFP remain unchanged**.

## Questions and Responses

### Question 1

*How will project meetings and presentations be conducted, and how many presentations to councils, commissions, boards, or other governing bodies are anticipated?*

#### Response

**Project meetings and presentations may be conducted virtually unless otherwise determined during the course of the project. The number of presentations to councils, commissions, boards, or other governing bodies will be determined as needed in coordination with LCTC.**

### Question 2

*Are there any expectations for onsite work during the project, such as meetings, site visits, or other activities requiring the consultant team to be physically present? If so, could you clarify the expected frequency and any specific requirements for these onsite engagements?*

#### Response

**Onsite work is expected to be minimal, and the majority of project tasks may be completed remotely. The consultant team may conduct site visits as needed to evaluate potential locations and existing conditions; however, the frequency and scope of any onsite activities will be determined by the consultant based on the proposed methodology and project needs.**

### Question 3

*The RFP provides a list of stakeholders and indicates that LCTC will identify stakeholders. Should the consultant assume no additional stakeholders will need to be identified?*

#### Response

**The stakeholder list provided in the RFP is intended as an initial reference and is not exhaustive. LCTC will provide available contact information for identified stakeholders. The consultant may recommend additional stakeholders, subject to LCTC concurrence.**

### Question 4

*Will LCTC perform the activities described in Task 1: Stakeholder Coordination?*

#### Response

**No. The consultant will be responsible for completing Task 1 and its associated deliverables.**

### Question 5

*Will LCTC provide administrative or logistical support for meetings, workshops, or outreach events?*

#### Response

**The consultant will be responsible for organizing and facilitating meetings,**

**workshops, and outreach activities described in the Scope of Work. LCTC may assist with coordination as appropriate.**

**Question 6**

*Are there existing EV infrastructure plans associated with the stakeholders listed in the RFP?*

**Response**

**LCTC is not currently aware of existing EV infrastructure plans associated with the listed stakeholders.**

**Question 7**

*Which deliverables in Task 2: Stakeholder Advisory Committee are expected from the consultant team?*

**Response**

**The consultant will complete Task 2 and all associated deliverables. LCTC will provide an initial list of potential Stakeholder Advisory Committee contacts.**

**Question 8**

*Will the general public be invited to the workshops?*

**Response**

**Yes, public participation is anticipated. The consultant will support outreach activities necessary to facilitate public engagement.**

**Question 9**

*Should project workshops be conducted in person, virtually, or both?*

**Response**

**Workshop format may include in-person, virtual, or hybrid approaches. The consultant may recommend an appropriate format for LCTC review and approval.**

**Question 10**

*Will LCTC manage public outreach activities such as social media, community outreach, or promotional materials?*

**Response**

**The consultant will be responsible for implementing Task 3: Public Outreach, including preparation of outreach materials and coordination of engagement activities.**

**Question 11**

*Will translation services be required?*

**Response**

**Translation services are not anticipated at this time.**

**Question 12**

*Are there any major upcoming civic infrastructure projects or planning efforts that should be considered as part of this project?*

**Response**

**LCTC is not currently aware of any major upcoming civic infrastructure projects or related planning efforts that would affect this project.**

**Question 13**

*Will LCTC serve as the liaison to the Lassen Municipal Utility District?*

**Response**

**The consultant will be responsible for initiating and managing coordination with the Lassen Municipal Utility District as part of the infrastructure analysis. The Lassen County Transportation Commission (LCTC) will support coordination efforts as needed.**

**Question 14**

*Does the scope include assessments for medium- and heavy-duty vehicle charging infrastructure, or is the focus solely on light-duty vehicles?*

**Response**

**For the purposes of this project, the scope is limited to planning for light-duty electric vehicle (EV) charging infrastructure. Medium- and heavy-duty vehicle charging infrastructure is not included in the scope of work.**

**Question 15**

*Should proposers assume that all data required for the project will be provided by LCTC?*

**Response**

**No. While LCTC will provide available information relevant to the project, the consultant will be responsible for identifying and obtaining additional data necessary to complete the scope of work.**

**Question 16**

*Will geospatial datasets related to electrical infrastructure be provided?*

**Response**

**No specific datasets are currently identified. The consultant will obtain and utilize available data necessary to complete the analysis, including coordination with the Lassen Municipal Utility District as appropriate.**

**Question 17**

*Will data related to peak and off-peak electrical demand be provided?*

**Response**

**No. The consultant will coordinate with the Lassen Municipal Utility District and other relevant entities to obtain data needed to support the analysis.**

**Question 18**

*To assist with the economic analysis, does LCTC have existing estimates for EV utilization or throughput within the county?*

**Response**

**LCTC does not currently have these estimates. The consultant should utilize available data sources and appropriate analytical methods to support the economic analysis.**

**Question 19**

*Will electricity delivery cost information be provided?*

**Response**

**The consultant will develop cost assumptions and estimates necessary to complete the analysis and may coordinate with relevant utility providers as appropriate.**

**Question 20**

*Does LCTC have a preferred EV charging manufacturer or technology?*

**Response**

**No. The analysis should evaluate appropriate charging technologies based on project needs and industry practices.**

**Question 21**

*The document specifies that the final master plan must include a timeline for implementation plan. Does it mean a rollout schedule to prioritize infrastructure sites? Does implementation plan include timelines for site-specific actions such as installation, permitting processes, and coordination with landowners?*

**Response**

**The implementation plan should include timelines for site-specific actions such as installation, permitting, and coordination with property owners and other relevant stakeholders. The timeline should support the prioritization and rollout of recommended charging infrastructure sites.**

**Question 22**

*Is LCTC seeking a single consultant or a consultant team?*

**Response**

**Proposals may be submitted by a single consultant or by a consultant team with a designated prime consultant.**

**Question 23**

*If subconsultants are included, should firm overview information be provided for them?*

**Response**

**Yes. Proposals should include sufficient information to describe the role and qualifications of each proposed team member.**

#### **Question 24**

*Will additional tasks or analyses beyond those identified in the RFP Scope of Work be required as part of this contract?*

#### **Response**

**No additional tasks beyond those described in the RFP Scope of Work are currently anticipated. If additional services are required during the project, they will be addressed through contract amendments or task modifications consistent with applicable procurement requirements.**

#### **Question 25**

*Will costs associated with proposal preparation be reimbursed?*

#### **Response**

**No. All costs incurred in the preparation and submission of proposals are the sole responsibility of the proposer.**

#### **Question 26**

*The RFP states that the proposal should not exceed 30 single-sided pages, excluding covers and section dividers. Please clarify whether resumes are included in the page limit.*

#### **Response**

**Resumes are not included in the 30-page limit. The page limit applies to the main proposal content only and excludes covers, table of contents, section dividers, and resumes. Resumes should be concise and limited to key personnel proposed for the project.**

#### **Question 27**

*The RFP explicitly states that a fee schedule should not be submitted with the proposal. It also mentions that compensation will be based on the final negotiated Scope of Work. However, can you confirm the type of contract that will be used for this project? Specifically, will a Time and Materials (T&M) contract with a not-to-exceed amount be acceptable, or is a fixed-price contract required?*

#### **Response**

**A Time and Materials (T&M) contract with a not-to-exceed amount is anticipated for this project. Final contract terms, including the detailed scope of work and budget, will be negotiated with the selected consultant.**

#### **Question 28**

*Is there a specified project end date?*

#### **Response**

**Yes. The Lassen County Electric Vehicle (EV) Charging Infrastructure Master Plan must be completed by June 30, 2028.**

**Question 29**

*Will revisions to the Professional Services Agreement be considered?*

**Response**

**Minor revisions may be considered during contract negotiations.**

**Question 30**

*The Introduction to the Scope of Work references an Appendix A identifying the project area and communities.*

**Response**

**A map of Lassen County is included below for reference.**

