



# SUNSHINE COAST REGIONAL DISTRICT

## Question and Answers #1 Request for Proposal No. 24312001 Corporate Fleet Strategy

**Date: May 13, 2024**

### Item No. 1

**Question:** Do you have a telematics solution in place to capture odometers and utilization metrics, or are you relying on employee odometer reports, odometer readings during maintenance, odometer values keyed in when refuelling, or otherwise?

**Answer:** The Regional District's Fleet uses Pro-Fuel software at the pump. For the majority of the vehicles, staff are prompted for the following information:

1. Swipe the Vehicle Card (to authenticate vehicle registration and fuel type required)
2. Prompts for the Odometer readings. Staff operating excavators and other such vehicles input "hours" instead of the ODO readings.
3. Swipe of Staff Card (to ID the staff and the affiliated department)
4. Fuelling authorized.

In addition to the Pro-Fuel reports, Fleet staff also manually checks and confirms vehicle's "mileage and hours" at their service / maintenance time and update the database.

Some Fire Departments have Superpass cards to fuel at Petro-Canada stations and thus limit travel distance. Data is per vehicle however data is limited beyond three months.

No data is being systematically collected on electric vehicles.

### Item No. 2

**Question:** What is your expected timeline for delivery? Do you have any deadlines for this work to be completed by (in part or in whole)?

**Answer:** November 2024.

### Item No. 3

**Question:** Do you have an anticipated budget?

**Answer:** \$75,000.

### Item No. 4

**Question:** Are you able to share a list of makes and models of the 104 assets?

**Answer:** Fleet Asset List added to RFP documents (see Appendix 1 - Fleet Asset List).

### Item No. 5

**Question:** What types of assets are accounted for in the 400 assets mentioned in the RFP? Presumably 104 of those assets are mobile assets which make up the fleet, but what about the rest of the assets? Please provide a list of makes and models where applicable.

**Answer:** See Fleet Asset List added to RFP documents (Appendix 1 - Fleet Asset List).

The others include buses, trailers, lifts/hoists, ice re-surfacers, generators, and parks equipment such as lawnmowers, skidoo, and cross-country ski groomer.

**Item No. 6**

**Question:** Are you able to share a list of where the vehicles are parked among the 12 locations and their addresses?

**Answer:** See “Stored at” column on Appendix 1 - Fleet Asset List

Addresses of sites are:

1. Mason Road: 5920 Mason Rd, Sechelt
2. Field Road: 1975 Field Rd, Sechelt,
3. HMBVFD: Halfmoon Bay Volunteer Fire Department:
  - a. Hall 1: 8972 Redrooffs Road, Halfmoon Bay.
  - b. Hal 2: Fawn Road of Halfmoon Bay but retired and new hall not planned yet. If it occurs, it would likely in the Welcome Woods Area of Halfmoon Bay.
4. GVFD: Gibsons & District Volunteer Fire Department:
  - a. Hall 1: 790 North Road, Gibsons.
  - b. Hall 2 (2 fire trucks): 1224 Chaster Road, Gibsons
5. RCVFD: Roberts Creek / xwesam Volunteer Fire Department: 1302 Roberts Creek Road, Roberts Creek.
6. EVFD: Egmont Volunteer Fire Department: 5592 Egmont Road, Egmont.
7. Protective Services and Emergency Management Manager: parked at the Manager's house.
8. Some vehicles are parked at private homes when on-call or shift runs overtime.

**Item No. 7**

**Question:** What is your timeline for delivery of this project?

**Answer:** November 2024.

**Item No. 8**

**Question:** Would the Regional District consider a two-week extension, due to the upcoming statutory holiday?

**Answer:** No.

**Item No. 9**

**Question:** Are the GHG emissions of the contractor fleet that performs garbage and compost collection included in the GHG emissions for the District? If yes, will the contractor fleet be part of the Corporate Fleet Strategy?

**Answer:** The contractor's fleet is beyond the scope of the Fleet Strategy (and yes, these GHG emissions are considered within the boundary of the Regional District Emissions).

**Item No. 10**

**Question:** Are all vehicles and equipment, including those that are domiciled/parked farther distances away from the Mason Road maintenance facility, maintained by the Fleet Management Division at the Mason Road Works Yard maintenance facility?

**Answer:** Yes.

**Item No. 11**

**Question:** Is fleet maintenance outsourced to local contractors or other resources for vehicles that are domiciled/parked in the outreaches and distant from the Mason Road Works Yard maintenance facility?

**Answer:** No.

**Item No. 12**

**Question:** We understand from the RFP that the Regional District operates the Sunshine Coast BC Transit – is the Regional District responsible for the drivers (such as recruiting, training, etc.)?

**Answer:** Yes.

**Item No. 13**

**Question:** Does the Regional District maintain the BC Transit buses that it operates for BC Transit?

**Answer:** Yes.

**Item No. 14**

**Question:** In Section 4b. Safety Management System of the RFP, we note that the successful proponent is to establish driver training programs focused on safe driving practices, defensive driving techniques, and adherence to the traffic laws and regulations. Does that mean that the Regional District requires the consultant to: (a) develop a new driver training program from the ground up, or does it mean (b) that the consultant should (for example) review all viable options for driver training programs that are currently available, develop recommendations and an implementation plan to establish the most suitable program in the Regional District's fleet, or (c) other?

**Answer:** b).

**Item No. 15**

**Question:** In Section 8d., Governance and management, Training Programs: The Regional District requires the consultant to develop training materials and conduct sessions for staff involved in Fleet management. For this requirement, we require additional details. Is the requirement to: a) develop fleet management training materials (such as a training course, a syllabus, training schedules, hard and e-copies of training documents etc.) from the ground up and directly conduct sessions for staff involved in Fleet management; meaning our team is required to attend your site and deliver the training session on fleet management or, b) does it mean that the consultant is required to conduct research into currently available fleet management training, and make recommendations into the optimal training sessions currently available, or c), other?

**Answer:** b), as well as training for any tools developed by the consultant.

**Item No. 16**

**Question:** Section 10. Reporting, Presentations and discussions re: a. Provide regular communications and updates to a Regional District Project Team, b. Prepare and deliver a presentation and engagement session for Fleet stakeholders to inform the final Fleet Strategy Report and c) prepare and deliver final presentations to Fleet stakeholders and to the Regional District Board. Are these (a, b, and c) to be delivered in-person or virtually?

**Answer:** a). They can be delivered in-person or virtually.

**Item No. 17**

**Question:** Regarding Section 11. Vendor and Supplier Supporting Documents: b. Develop purchasing templates, including specifications, requirements, and evaluation criteria, does “specifications” refer to a) detailed vehicle specifications, or b) does it mean a vehicle specification generic template that would facilitate assessment of competitive bids, or c) other? Please provide more details on this requirement.

**Answer:** b) A generic template for vehicle specification template for the assessment of competitive bids

**Item No. 18**

**Question:** Will the Regional District commit to the BC Hydro EV Ready requirement of 6 medium- and/or heavy-duty vehicles that could be switched to zero emission in the next three years?

**Answer:** Yes.

**Item No. 19**

**Question:** Regarding the EVSE (charging) electrical assessment that is underway for the main office and Mason Rd Works Yard, is the assessment being completed by either a certified, licensed electrical contractor or a licensed electrical engineer registered with the Engineers and Geoscientists of British Columbia? Or is the consultant expected to provide this professional accreditation for the project?

**Answer:** It is being completed by a licensed electrical engineer with EGBC.