



GREEN MOBILITY PURCHASING ADVISORY COMMITTEE



Meeting Summary

*March 27, 2017, 10:00 - 11:30am
MAPC, 60 Temple Place, 3rd Floor Conference Room*

MEETING ATTENDEES

Ron Barron, CMRPC; Matt Bradley, City of Boston; Frank Duggan, National Grid; Philip Kreycik, Meister Consultants Group; Susan McPhee, Winchester/Woburn; Donald Pettey, MassDOT; Vithal Deshpande, Somerville; Joanne Bissetta, DOER; Ellen Tohn, Town of Wayland; Meg Aki, Alison Felix, Mark Fine, and Cammy Peterson, MAPC.

MEETING RESOURCES

- Advisory Committee Meeting PowerPoint
- Fleet Assessment Options Summary Chart
- Draft RFQ for Green Mobility Group Purchasing Program
- MAPC Clean Vehicle Projects webpage – www.mapc.org/cleanvehicleprojects

NEXT STEPS

- MAPC will redraft the RFQ and circulate with the Advisory Committee and contract vendors.
- MAPC will continue to investigate two fleet assessment opportunities: (1) a one page EV pitch tool, drawing from the calculator built into the AFLEET tool and (2) an EV suitability pilot project through the Electrification Coalition.
- MAPC will coordinate with the Green Communities Division to distribute information on the Group Purchasing Program to communities who applied for aftermarket conversion technology.
- MAPC will begin a preliminary investigation of the opportunities to assist municipalities in deploying cleaner school buses.
- Advisory Committee members can send MAPC questions they have about the group purchasing program to be incorporated in an FAQ.
- Advisory Committee members can let MAPC know if they would like to volunteer to host the next Advisory Committee meeting in June. *(Optional)*

The next Advisory Committee meeting is scheduled for June 19, 2017, from 10:00-11:30am, location TBD.

MEETING NOTES

Meeting Agenda

- Green Mobility Group Purchasing Program
 - RFQ Discussion
 - FAQ Discussion
- MAPC Updates and Committee Input
 - Fleet Assessments
 - Decision Making Guides
 - Boot Camp Planning

Member Announcements

- Susan McPhee reported that in their Green Communities applications, Winchester applied for three charging stations and Woburn applied for one charging station as well as a Chevrolet Bolt EV.
- Ron Barron reported that CMRPC assisted the towns of Hardwick and Dudley in their Green Communities applications for several charging stations.
- Donald Pettey reported that MassDOT, as part of the Alternative Fuels Corridors initiative, will be soon installing six fast charging stations on I-90 at service plazas (including sites in Natick, Framingham, and Charlton). There are also plans to install hydrogen fuel cell stations in Lexington and Newton.
- Frank Duggan reported that National Grid is working to establish contracts with end users for Level 2 and 3 charging stations. This work involves site selection and pre-site scoping.
- Matt Bradley reported that the City of Boston is currently up-fitting 25 pick-up trucks to run on Liquefied Petroleum Gas (LPG). The City also converted 10 vans with XL hybrid technology through a DOER grant.
- Ellen Tohn reported completing Wayland's Green Communities application for charging stations and a retrofit for a school bus.

Green Mobility Group Purchasing Program

To kick things off, MAPC provided an overview of the Group Purchasing program. Since the last Advisory Committee meeting, MAPC reviewed the Green Communities' 2015 vehicle inventories for 97 communities. Of about 10,000 vehicles, almost 50 percent are pick-up trucks, work trucks, vans, and buses. The introductory presentation also provided a review of the retrofit and up-fit opportunities currently available on VEH102 (see *attachment Advisory Committee Meeting PowerPoint*).

To date, MAPC has received responses from Cambridge, Melrose, Swampscott, Quincy, and Wayland. MAPC will take a closer look at the LOIs to determine where there may be opportunities to purchase off the VEH102 contract. **The deadline for communities to submit a Letter of Interest (LOI) has been extended to April 21, 2017.**

MAPC also provided an overview of the draft Request for Quotes (RFQ) for discussion with the Advisory Committee (See *attachment Draft RFQ for Green Mobility Group Purchasing Program*). The intent of the RFQ is to bring communities together to obtain a lower, bulk, price from the vendors. The draft RFQ lists the vehicle types with their specifications and the communities interested in participating. The vendor with the lowest price will receive the award and the terms and conditions of VEH102 will be built into the RFQ.

RFQ Discussion

RFQ Timing & Price Commitment: In discussing the duration that quote pricing should be held, the issue of summer vacations interfering post Green Communities grant announcement was brought up – potentially meaning that the quote should be held for at least 60 days. The need for communities to obtain confirmation that the funding has been allocated within their budgets prior to RFQ issuance was also discussed.

Rebate Option for Price: In figuring out the best approach to retaining the quoted price and a commitment from municipalities, the potential to solicit a rebate quote for the bulk discount price was discussed. Susan M. noted Solarize Mass as a potential model to look to with their tiered rebate program. Vithal D. suggested a rebate percentage associated with earlier purchases.

Emissions Reporting: MAPC is considering whether to include emissions reporting in the RFQ, and sees opportunities to request this information either in the RFQ or as follow up. Ron B. noted that XL Hybrids has their own process of monitoring and assessment – other vendors may offer similar services. Philip K. recommended that, while useful, emissions reporting may add too much unnecessary complication to the RFQ

Coordination with Green Communities Grants: Ellen T. recommended linking the Group Purchasing program to Green Communities in a more concrete way. Joanne B. mentioned that this program could be included in the Green Communities award letter and recommended that MAPC consider doing a webinar or targeted outreach specifically for Green Communities.

Solicit Vendor Input: Ron B. asked whether the RFQ had been run by the vendors yet. MAPC plans to run the revised RFQ by the Advisory Committee and also the vendors on the statewide contract for input on feasibility and appropriateness.

FAQ Discussion

MAPC is in the process of developing a program FAQ based on the questions from the launch webinar in February and common community inquiries. In the coming weeks, MAPC welcomes Committee member input and advice on what questions would be helpful to have answered up front about the program.

MAPC Updates and Committee Input

Fleet Assessments Opportunities

MAPC gave an overview of the different types of fleet assessments available to identify electric vehicle opportunities (see *attachment Fleet Assessment Options Summary Chart*). Currently, MAPC is exploring two fleet assessment opportunities: (1) development of a one page EV Pitch tool based on the analysis available within the AFLEET Tool and (2) the potential to implement a more in depth pilot with interested communities to assess electric vehicle suitability within their fleets. As these opportunities develop further, MAPC will reach out to Advisory Committee members for input and interest in participation.

Decision Making Guides

In response to the Committee's input at the last meeting, MAPC is also in the process of developing concise decision making guidance for municipalities interested in purchasing light duty electric

vehicles and electric vehicle charging stations. Once drafts have been put together, MAPC will circulate to the Advisory Committee for feedback.

Boot Camp Planning

The MAPC team announced that they are in the early stages of putting together a Boot Camp. It is anticipated that the Bootcamp would be a half day workshop with the VEH102 vendors as a follow up to the workshops held last fall. The Boot Camp would discuss the various technologies on the VEH102 contract in detail, potentially with presentations from the vendors. MAPC is currently considering late spring/early summer as the timeframe for the Boot Camp.

Advisory Committee Suggestions:

- Offer a simultaneous webinar option for those far away geographically.
- MassDOT facility in Hopkinton off of I-90 offered as a potential venue.
- Separate from the Boot Camp, MAPC should consider attending the New England Public Works Expo in September.
- Hold the Boot Camp midweek and early in the morning
- Have it as a standalone event, not piggy-backing on an event where attendee attention could be focused elsewhere.
- Investigate potential certification or continuing education credits available.

MAPC welcomes any additional feedback or suggestions from Committee members in the coming weeks as Boot Camp planning continues.

Other Topics Discussed

School Bus Options: Both Susan M. and Ellen T. indicated interested in technologies to reduce school bus idling or incorporate cleaner fuels into school bus fleets. MAPC will begin a preliminary investigation of the opportunities to assist municipalities in deploying cleaner school buses.