

MSRC Contract # ML18019

Final Report

Purchase of Electric Vehicles

and

Construction of EV Charging Stations

April 10, 2020

Prepared for the Mobile Source Air Pollution Review Committee (MSRC)

under the AB 2766 Discretionary Fund Work Program

Prepared by City of Hidden Hills

Acknowledgements

City of Hidden Hills would like to acknowledge the following for their contributions to successful completion of this project:

- City of Hidden Hills City Council Members
- Kerry Kallman, City Manager
- Dirk Lovett, City Engineer
- Abel Becerra, Associate City Engineer & Project Manager
- Deana Graybill, City Clerk
- Theresa Folk, Accounting Specialist
- Southern California Edison
- ChargePoint, Inc.
- NoHo Contractors

This report was submitted in fulfillment of MSRC Contract # ML18019 and the Purchase of Electric Vehicles and Construction of Electric Vehicle Charging Stations by the City of Hidden Hills under the partial sponsorship of the Mobile Source Air Pollution Reduction Review Committee (MSRC). Work was completed as of February 18, 2020.

Disclaimer

The statement and conclusions in this report are those of the contractor and not necessarily those of the Mobile Source Air Pollution Reduction Review Committee (MSRC) or the South Coast Air Quality Management District (SCAQMD). The mention of commercial products, their sources or their uses in connection with material reported is not to be construed as either an actual or implied endorsement of such products.

Background

Back in October 2017, City of Hidden Hills applied for a grant with South Coast Air Quality Management District (SCAQMD) under Mobile Source Air Pollution Reduction Review Committee (MSRC) Jumpstart program. The grant is intended to be used in conjunction with the City's AQMD AB2766 funds and other matching fund to complete the City's project to purchase Electric Vehicles and install Electric Vehicle Charging Stations within the City. The MSRC grant guidelines require the purchase of all electric vehicle when using the "Jumpstart" grant fund.

Project Description & Work Performed

Electric Vehicle Procurement

In anticipation of the grant approval, City staff began researching various Electric Vehicle options for City Staff use as early as January 2018. In conjunction with the SCAQMD buying guide, staff reviewed the specifications for the following vehicles: Ford Fusion, Volkswagen Golf, Chevrolet Bolt, Hyundai Ionic, Honda Clarity and Nissan Leaf. After careful research and test drives, 2018 Nissan Leaf was recommended for several reasons including mileage (150 miles per charge), design, space and cost.

Upon the grant approval, City Staff seek City Council approval to purchase the vehicle during the February 12, 2018 City Council Meeting. On February 15, the new vehicle was purchased from Nissan of Mission Hills for \$34,271.60 (\$10,000 was reimbursed by the grant). Vehicle performance has been evaluated (safety checks and functions tested) prior to being placed into regular service.

The City has partnered with the Hidden Hills Community Association (HHCA) to purchase an electric utility vehicle using part of the MSRC grant (\$6,572). However, HHCA decided to buy the vehicle without using the grant.

On July 18, 2019, the City submitted a request for contract extension to be able to plan and purchase another Electric Vehicle using the remaining MSRC grant of \$6,572. The additional City vehicle will be used by public staff and safety personnel to reach trail sections within the City. Preparation has been initiated and staff started to research various vehicle options and initial discussion was made during August 12, 2019 Council meeting.

During the last quarter of 2019, City staff continued to research the best vehicle suitable for the City's needs to complete the purchase of second electric vehicle. Finally, on February 18, 2020, after careful research and City Council approval, the city purchased 2020 Polaris Ranger from a local dealer (Tri-County Powersports). Total cost of the purchase was \$13,790.98 (\$6,572 will reimbursed by the grant).

Car Charging Stations Installation

The second part of the project is the installation of Electric Vehicle (EV) chargers. The process began by the third quarter of 2018. During the planning phase, City staff worked with Southern California Edison (SCE) and several charging station vendors to identify options, costs and best location. It was determined that the best location for two EV chargers would be next to an existing gazebo on the City Hall parking lot at 6165 Spring Valley Road. In addition to one EV Charging parking spot, one additional parking spot was added by relocating infrastructure and landscape. An application to install new meter and service on the project site was submitted to SCE on July 2018.

Design for the car charger involved the use of existing survey and the use of computer aided drafting. Plans and specifications were completed and reviewed by the City Engineer and staff. Project cost estimate and budget was also completed. EV Car Charging Station project was presented and approved during August 13, 2018 Council Meeting. During this time, City staff recommended dual charging station that best facilitates the City's electric vehicle along with residents needing a quick charge. It was also suggested that the City purchase car charging equipment in advance prior to soliciting contractor bids in order to expedite delivery and reduce contractor overhead cost. City staff ordered the specified car charging equipment from Charge Point and was shipped on October 12, 2018.

Construction documents were advertised for bidding on September 14, 2018. Invitation for Bid (IFB) package was issued to online public works project solicitors. Two bidders submitted proposals in person to City Hall by October 11, 2018 (bid closing date). M.W. Lloyd (sub-contractor) was awarded the construction contract as the lowest responsible bidder. However, the sub-contractor withdrew its bid the following day due to a clerical error on the computation of the numbers.

The approved plans and specifications were re-opened for public bid November 30, 2018. Only one bid was received during the second bid invitation. Bid was awarded to NoHo Contractors (sub-contractor). The contract documents, licenses, and insurances were verified and a notice to proceed was given to the contractor to begin construction on January 18, 2019.

A pre-construction meeting was held on February 7, 2019 at the City Hall. Both the Contractor (City staff) and sub-contractor (NoHo Contractors) were present.

Construction of the EV charging station started on February 20, 2019. It involved demolition of existing landscaping and asphalt, trenching for electrical conduit and installation of new electrical meter. Construction continued until the second quarter of 2019. Installation of new asphalt and concrete completed the heavy construction. Power was turned on to the meter on June 7, 2019.

The last phase of construction included installation of the EV charging equipment and programing the unit remotely by cellular service. An online application was set up by City staff to remotely manage the use and operation of the EV charger. Notice of Completion was approved on June 14, 2019.

City staff did a final walk after the completion of construction on June 18, 2019 to determine any deficiencies, flaws or defects. The City signed off on the completed construction project by then.

The EV charger has been originally set up to be open to the public and free of charge. However, by the last quarter of 2019, City staff noticed a spike in usage and billing costs. Staff started to research different types of car charger fees and submitted recommendations. Staff determined it is appropriate to add fees for the use of the EV Car Charger to recover some cost and avoid public to leave their cars charging overnight. City Council approved the recommendation and fees will be implemented soon.

Problems Encountered

M.W. Lloyd who was originally selected for the car charging station construction withdrew its bid due to "clerical error in the numbers" and another Invitation to Bid was issued. This caused minor delay in starting the construction.

During the construction, there was also delays in project schedule due to an unusual heavy rainy season. There were multiple significant rain events during a two-month span (January and February 2019) that caused weeks of delay. Some solutions that were implemented during rain events were, pumping water out of the utility trenches, and covering dirt piles with plastic sheathing.

The City of Hidden Hills also encountered minor issues regarding the compaction of the trench backfill. After the utility trench was inspected and backfilled, the compaction test revealed less than optimum relative compaction. The solution was to remove the natural backfill soil and replace with a sand and cement slurry mix.

Additionally, car charging unit purchased was defective but was replaced with a new unit at no additional cost.

Emissions Benefits

The City of Hidden Hills electric vehicle will reduce emissions that contribute to smog, reduce ecological damage, and improve public health. The cost of operation and maintenance for the electric vehicle will be reduced considerably. It is estimated that the fuel savings value will be approximately \$500 per year. During the first 100,000 miles of operation, the electric vehicle will spend zero dollars on oil changes, automatic transmission fluid, spark plugs and wires, and exhaust muffler, this is a savings of approximately \$1,400.¹

The City of Hidden Hills purchased the EV charger from ChargePoint, the world's largest network of electric vehicle chargers. From the day the EV charger was turned on, 327 kg of greenhouse gas emissions have been avoided, that is comparable to planting 8 trees and letting them grow for 10 years.²

¹ Malmgren, I 2016, 'Quantifying the Societal Benefits of Electric Vehicles', World Electric Vehicle Journal, Vol. 8

² ChargePoint, Inc. (2019, July). ChargePoint Dashboard webpage. Retrieved from https://na.chargepoint.com/admin/dashboard

Project Photos

EV Car Charging Stations











Purchase of Electric Vehicles



Nissan Leaf 2018





Polaris Ranger 2020



Public Outreach

Proof public outreach is available in the City Newsletter on page 3 published on the month of August 2019.

Calendar

DATE EVENT

8/1	Landscape Committee	8:30 a.m.*
8/1	" Retro Arcade" Thursday BBQ	5:00 p.m.*
8/5	Theater Committee	10:00 a.m.*
8/5	Architectural Committee	7:30 p.m.*
8/8	"An Evening in Spain" Thursday BBQ	5:00 p.m.*
8/12	City Council	6:30 p.m.
8/12	Gate Committee	6:30 p.m.*
8/13	Parks and Recreation Committee	11:00 a.m.
8/18	Senior Mixer	3:00 p.m.*
8/20	HHCA Board of Directors	7:30 p.m.*
8/26	City Council	6:30 p.m.
9/2	Architectural Committee	7:30 p.m.*
9/5	Landscape Committee	8:30 a.m.*
9/9	Theater Committee	10:00 a.m.*
9/9	Gate Committee	6:30 p.m.*
9/10	Parks and Recreation Committee	11:00 a.m.
9/11	Equestrian Services Committee	6:30 p.m.*
9/14	and 9/15 HIDDEN HILLS FIESTA	
9/17	HHCA Board of Directors	7:30 p.m.*
9/23	City Council	6:30 p.m.
9/24	Public Safety Commission	7:30 p.m.
-	en Hills Community Conter (24549 Long V	alley Read

Non asterisk meetings held at City Hall, 6165 Spring Valley Road

City Council

Mayor Mayor Pro Term Council Member Council Member **Council Member**

City Staff

City Manager City Clerk Accounting Specialist City At orial Coun **City Eng** a inspecto vices Coordinator Larry G. Weber **Bret Katz** diane Steve Free Laura McCorkindale Stuart E. Siegel

TIME

Kerry Kallman na L. Gravbill, CMC Theresa Folk ne Diaz **Dirk Lovett** Greg Re Steve O'Hara **Mike Wooda**

ROUND MEADOW ELEMENTARY CHOOL TRAFF

AUGUST 2019

NEWSLETTER

As construction of a new student drop/off pick/up lane nears completion at Round Meadow Elementary School, students, parents, and residents should familiarize themselves with the new layout. Students will now be dropped off/picked up on the grass ballfield. This project was undertaken in an effort to ease congestion caused by the previous drop-off circle near the Round Meadow gate.

Hidden Hills residents are still urged to park inside the City gates and walk to the school to pick up their student. The parking lot is for parking only and not to be used to pick up students. Students will not be allowed to walk across Round Meadow Road without a parent.

Please see the following rules surrounding drop-off/pick-up at Round Meadow school: **Parking Lot**

- · Parking lot is for parking only
- · Hidden Hills Residents should park inside the gates
- · Vehicles entering from Mureau Road must use right lane only and enter the first driveway into the parking lot
- Through traffic from the parking lot to the front of school drop-off area is PROHIBITED.

New Drop-off/Pick-Up Circle

- · All vehicles must enter from the Round Meadow left lane downstream from the gate
- · Vehicles must travel in a counter
- · Students and parents should be
- · No waiting or parking

circulation procedures are underway and will be reviewed once school starts. Any changes or updates will be sent home to Round Meadow families.





Hidden Hills CERT Trained and Ready to Respond

The Woolsey Fire placed a spotlight on the importance of trained volunteers willing and able to assist first responders in a large-scale emergency. Earlier this year nearly 40 residents undertook the 7-week Community Emergency Response Training (CERT) and joined the City team. CERT team members attend monthly training/meetings at City Hall.

The next local CERT training is being offered at the City of Agoura Hills. The free training begins on September 3 and ends October 16. If you are interested in taking training you can sign up via the Los Angeles County Fire Department website at https://www.fire.lacounty.gov/lacofd-cert-program/. For more information on CERT and the Hidden Hills team, contact Mike Woodard, Emergency Services Coordinator at 818-888-9281 or via e-mail at <u>EOC@hiddenhillscity.org</u>.



Sheriff's Blotter June 2019

	CURRENT MONTH	YTD 2019	YTD 2018	CHANGE
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery				
Armed	0	0	0	0
Strong-arm	0	0	0	0
Assault	0	0	0	0
Burglary				
Residential	0	10	3	7
Business	0	0	0	0
Garage/Out Bldg.	0	0	0	0
Vehicle (locked)	0	0	0	0
Theft				
Grand (\$950+)	1	4	2	1
Petty	1	1	0	0
Vehicle (unlocked)	0	1	0	1
Grand Theft Vehicle	0	0	0	0
Arson	0	0	0	0
Domestic Violence /				
Misdemeanor	0	1	1	0
Trespassing Calls for Servio	æ 2	34	31	3

All residents are encouraged to remain alert and to report any and all suspicious activity directly to the Sheriff's Department by calling 911 or 818-878-1808.

Noteworthy Incidents:

- A theft occurred in the 24300 block of John Fremont Road. The victim's jewelry was in a jewelry bag in the master bedroom when it was stolen.
- A theft was reported in the 24900 block of Jim Bridger Road. The victim had taken an Uber to her residence and left her cell phone in the Uber vehicle. The driver did not return the phone.
- A resident of Los Angeles was arrested for a traffic violation in the area of Round Meadow Road and Long Valley Road.
- A Los Angeles resident was arrested for traffic violations in the area of Long Valley Road and Saddle Creek Road.

CITY HALL ELECTRIC VEHICLE CHARGING STATION UP AND RUNNING

Utilizing a combination of both grant funds and restricted funds, a new dual electric vehicle charging station was recently installed in the City Hall parking lot. This Level 2 charger uses the ChargePoint network and is open to the public. Funding for the project was provided by a combination of a Mobile Source Air Pollution Reduction Review Committee grant, Air Quality Management District funds along with Measure R local funds and Transportation Development Act funds.



Summary and Conclusions

In conclusion, the overall project was completed on a timely manner. The car charger was constructed on time, considering some delays, and was completed within budget. This EV charging station was built to accommodate the recently purchased electric vehicles and is open to the public. The use of the electric vehicle will have positive impacts on the environment and provide cost savings for the City. Use of the off-road electric vehicle will enhance security presence along City trails.

The City appreciates all involved in facilitation of this grant and projects.