October 2, 2024

**RFP-24-601**

**Technical Assistance for Medium- and Heavy-Duty (MDHD) Zero-Emission Vehicle (ZEV) Infrastructure Blueprint Development**

**Addendum 5**

The purpose of this fifth addendum is to notify potential applicants of changes that have been made to RFP-24-601.

The addendum includes the following revision to the Solicitation Manual and Attachments. Added language appears in **bold underline**, and deleted language appears in [~~strikethrough~~] and within square brackets.

**Solicitation Manual**

1. **SECTION I. Key Activities and Dates**  
     
   Key activities including dates and times for this RFP are presented below. An addendum will be released if the dates change for the asterisked (\*) activities.

|  |  |
| --- | --- |
| **ACTIVITY** | **ACTION DATE** |
| RFP Release | July 17, 2024 |
| Deadline for Written Questions\* | August 7, 2024 |
| Pre-Bid Conference\* | August 7, 2024 |
| Distribute Questions/Answers and Addenda (if any) to RFP | Week of August 26, 2024 |
| **Deadline to Submit Proposals by 11:59 p.m. \*** | [~~October 4, 2024~~]  **October 11, 2024** |
| Notice of Proposed Award | [~~Week of November 11, 2024~~]  **Week of November 18, 2024** |
| Commission Business Meeting | February 2025 |
| Contract Start Date | February 2025 |
| Contract Termination Date | June 30, 2028 |

1. **SECTION IV. Cost Criteria**Step 1

**For each job classification to be charged to this agreement, calculate** [~~Calculate]~~ each *Individual’s Loaded Hourly Rate* = DL + FB + Indirect + **G&A +** Profit [~~(for the Prime)~~] **(for the Prime and Subcontractors)**.  This is documented on Attachment 8a in each workbook.  

**Attachments**

1. **Attachment 8: Budget Forms - Category Budget**  
     
   Instructions:  
   4. [~~No other input is necessary on this page as other cells self-populate~~.] **Manually enter the totals for Direct Labor, Fringe Benefits, and Indirect Costs. Other cells will self-populate.**  
     
   Formulas in cells D7, D8, and D15 were removed to correct reference errors.
2. **Attachment 8: Budget Forms - Att 8a Loaded Rate Calculation**

Instructions:  
  
Row 61: in some solicitations for Cost Evaluation purposes but is otherwise just for the Bidder's Use. **The Bidder's Attachment 8a Loaded Rate Calculator sheet should include all job classifications for the contract including the Bidder and all the Subcontractors.**  
  
Row 62: The loaded rate is the sum of the unloaded hourly rate/ Direct Labor Rate (DL), plus Fringe Benefits (FB), plus Indirect Costs**, G&A, and Profit**.  
  
Row 64: 2. Insert the Hourly DL Rate for each classification. This is the rate that is actually paid to the employee (before FB, Indirect Costs, **G&A,** or Profit). For employees paid on a  
  
Row 69: 6. Complete steps 3 and 4 for Indirect Costs, **G&A,** and Profit.  
  
The formula in tab “Att 8a Loaded Rate Calculation” column O, beginning with row 2, has been corrected to include G&A costs.  
  
Row 58 of the spreadsheet has been updated to calculate Cumulative Totals for Direct Labor, Fringe Benefits, Indirect Costs, G&A, Profit, and Loaded Hourly Rate.

1. **Attachment 8: Budget Forms - Att 8b Total Exp Labor Cost tab**  
     
   Instructions:  
   Row 67: This form will be the labor cost bid for purposes of evaluation. This form is to be completed by the Bidder/Prime Contractor ONLY. This form is to be used to calculate the Total Expected Labor Cost **(including both Bidder and all Subcontractors Labor costs)** for the entirety of the contract.  
     
   A formula was added to column B “Expected Total Hours for Task” to sum the hours by classification for each task.  
     
   Sample Chief Executive Officer classifications were added to Column C.
2. **Attachment 8: Budget Forms - Indirect Costs & Profit tab**Cell B19 has been greyed out.  
     
   A formula was added to cell D19 to calculate the total Profit expenses.

**Lisa Linares**

**Commission Agreement Officer**