



## **Attachment B**

### **Scope of Work and Schedule**

#### **Siting Analysis for North State Hydrogen Fueling Station Network**

##### **INTRODUCTION:**

This project will develop the Site Analysis for the North State Hydrogen Fueling Station Network that will interconnect the rural North State region to the Sacramento and San Francisco Bay Area metropolitan regions to support the transition to FCEVs in the region. A network of hydrogen fueling stations throughout the region is needed to make it practical for transit and fleet operators to transition to hydrogen fuel cell electric vehicles. The specific focus of the Site Analysis will be on creating a fueling network that can be used by transit and freight operators.

The Site Analysis will build on work already performed for the Humboldt Transit Authority's (HTA's) Transit and Intercity Rail Capital Program (TIRCP) grant, and the Schatz Energy Research Center at Cal Poly Humboldt Medium Duty/Heavy Duty Hydrogen Blueprint. The Schatz Energy Research Center has a graduate student developing a methodology for hydrogen fuel siting within Humboldt County. This will benefit in attracting future public-private partnerships and grant funds to support the build out of the network.

The Site Analysis will be prepared in collaboration with project stakeholders to promote coordinated solutions in engineering, education, evaluation, equity, and enforcement. Additionally, the stakeholder engagement and information sharing will serve to strengthen regional conversations related to this network and build awareness of regional needs and possibilities related to a hydrogen fueling network and transitioning fleets.

##### **1. Project Management and Reporting**

###### **Task 1.1: Project Kick-off Meeting**

Consultant will take the lead to organize a project kick-off meeting (virtual or in-person) with HCAOG and consultant. The meeting will be used to verify project goals, review the scope, project approach, schedule, and deliverables.

###### **Task 1.2: Project Coordination**

Consultant shall meet with HCAOG staff throughout the project. Meetings may be virtual or in-person, as needed. Consultant shall propose frequency and schedule of project management meetings and shall be responsible for all aspects of meetings. Meetings are intended to keep HCAOG up to date on project progress, track milestones, and discuss key decision points to keep project moving forward on budget and on schedule.

<b><u>Task</u></b>	<b><u>Deliverable</u></b>
1.1	<i>Meeting notes with action items; detailed project timeline and budget</i>
1.2	<i>Meeting notices, agendas and meeting minutes for project management meetings</i>

## 2. Stakeholder Engagement and Regional Project Kick-off

Stakeholder engagement is critical to this project. Contacts with project stakeholders to request and receive information needed to complete the deliverables described in Task 3 will be completed under this task. Consultant will develop a way to efficiently document these efforts (such as a spreadsheet indicating when stakeholders were contacted and what the response was).

### Task 2.1: Stakeholder Engagement Plan

Project stakeholders are listed in the Project Stakeholder section above. Initially the consultant, with input from HCAOG, will prepare a stakeholder engagement plan. The plan will list, in detail, contact information for the stakeholders (individuals and groups) that will be consulted, at what milestones of the project they will be consulted, method of outreach (i.e. presentation, meeting, email, etc.), the process for responding to feedback after it is received, and information needed from the various stakeholders. The Consultant may propose a mix of in-person and virtual activities that provide flexibility and allows for a diverse range of stakeholder engagement.

### Task 2.2: Regional Project Kick-off

After the stakeholder plan has been created there will be a regional project kick off at a North State Super Region meeting to discuss the stakeholder engagement plan, explain what type of information will be needed from the RTPAs/MPOs, and the general schedule of the project. Stakeholders will be asked for feedback on the methodology for the project, and the stakeholder outreach approach. Similar information will be presented to the North Coast Tribal Transportation Commission. The Consultant will take the lead in planning, preparing, facilitating, and hosting the North State Super Region meeting and North Coast Tribal Transportation Commission meeting. HCAOG agency staff will assist with providing venues and arranging logistics for these meetings.

### Task 2.3: Post-Regional Project Kick-off Revisions

As a result of stakeholder feedback appropriate revisions to approach or project methodology will be incorporated into the stakeholder engagement plan.

<b><u>Task</u></b>	<b><u>Deliverable</u></b>
2.1	<i>Draft stakeholder engagement plan.</i>
2.2	<i>Documentation of stakeholder outreach, slide decks for regional project kick off at North State Super Region and North Coast Tribal Transportation Commission, slide decks and/or meeting notes from updates provided to stakeholders at the project milestones identified in the Stakeholder Engagement Plan.</i>

<u>Task</u>	<u>Deliverable</u>
2.3	<i>Final stakeholder engagement plan document.</i>

### Task 3: Analysis

The analysis will be conducted in three major parts as described below. Consultant will lead all aspects for consulting with and information gathering from stakeholders that will occur throughout Task 3. Additionally, the Consultant’s analysis is to draw on work already completed such as the Schatz Energy Research Center’s Medium Duty/Heavy Duty Hydrogen Blueprint, analysis completed as part of Humboldt Transit Authority’s TIRCP (Transit and Intercity Rail Capital Program) grant, and Caltrans’ Freight Plan.

During the analysis the Consultant will provide monthly status updates on the analysis efforts and hold monthly meetings with HCAOG to evaluate progress, discuss information needs, and receive direction on decision points.

#### Part 1 – Determine the use case and the expected station size

The Consultant will work to gather information from the stakeholders to be able to answer the following questions: What sort of vehicles will be using these stations? How many of them will there be? How far will they be traveling? What level of fuel consumption will the stations need to support? What will be a typical station footprint? What size vehicles will access these stations and what will be required in the station footprint to ensure safe and practical vehicle access (ingress and egress)?

#### Part 2 – Determine the number of stations and where they will need to be placed

Based on the use case defined above, the Consultant will determine the number of stations needed and the general locations needed to provide adequate coverage and connectivity for the north state region.

#### Part 3 – Conduct a micrositing exercise and identify possible specific locations

For the areas identified where stations are needed, the consultant will conduct a micrositing exercise using Google Earth, Google Maps, and other mapping resources and GIS skills. The Consultant will examine the following criteria: adequate parcel size and footprint, flat topography, proper zoning, adequate clearances for safety, allowance of safe traffic flow, easy access to major highways, promising ownership status, lack of geologic hazards, within Federally defined “alternative fuels corridor,” within a disadvantaged community (for potential funding benefits), and other criteria as deemed important. The intent is to identify 2 to 3 favorable sites for hydrogen fueling stations in each general location.

<u>Task</u>	<u>Deliverable</u>
3	<i>Monthly status updates: brief monthly memo that succinctly indicates progress, questions and needs, notes from monthly check-in meetings.</i>

## Task 4: Draft and Final Technical Memorandum

### Task 4.1: Administrative Draft of the Technical Memorandum

To summarize efforts conducted under Tasks 2 and 3, Consultant will prepare a draft and final Technical Memorandum. HCAOG and Caltrans staff will complete the initial review of draft Technical Memorandum.

The Technical Memorandum prepared by Consultant will be in an ADA accessible format and shall include at minimum:

- Executive Summary
- Explanation of the methodology used to make use case assumptions and expected station size, including a spreadsheet with supporting calculations.
- A high-level map showing the regions where stations could optimally be located.
- Detailed maps for each high-level station location that identifies possible specific locations based on detailed criteria. Where possible, including information about land ownership, including contact information. The map will be accompanied by a narrative explaining the detailed criteria used to select the locations.
- Recommendations of next steps towards implementation of fueling network
- A high-level fact sheet that presents the overall concept for a hydrogen fueling network. This can be used to approach policy makers, potential funders, legislators, etc.
- Appendices documenting stakeholder outreach.

### Task 4.2: Draft Technical Memorandum

The Consultant shall create a public Draft Technical Memorandum based on one round of consolidated comments from HCAOG and Caltrans staff on the Administrative Draft of the Technical Memorandum. The Consultant will then present the Draft Technical Memorandum to the North State Super Region so that comments can be included in the Final Technical Memorandum. The Consultant will also create a public-facing summary presentation to be delivered to the North State Super Region.

### Task 4.3: Final Technical Memorandum

The Consultant shall create a Final Technical Memorandum, based on comments from the North State Super Region. The Final Technical Memorandum will have a highly visual and clean appearance that is concise and engaging. Upon final project completion, the Consultant will be responsible for providing a high-resolution document in PDF format and that is ADA accessible.

<b><u>Task</u></b>	<b><u>Deliverable</u></b>
4.1	<i>Administrative Draft Technical Memorandum</i>
4.2	<i>Draft Plan Technical Memorandum and Presentation to the North State Super Region</i>
4.3	<i>Final Plan Technical Memorandum</i>

## Task 5: Regional Presentations

Upon completion of the Final Technical Memorandum under Task 4, the Consultant will conduct up to six (6) virtual presentations to present findings. A presentation will be provided to the

North State Super Region, North Coast Tribal Transportation Commission, the HCAOG Board, and up to three other RTPA's, MPOs, or transit agencies that request a separate presentation for their Board. If there is a high demand for individual presentations, we may consider a virtual meeting that is open to multiple Boards and the public.

An in-person presentation at the Far North transit Symposium, will be included if timing is appropriate. These symposiums are conducted in either Eureka or Ukiah in June or July each year.

The Consultant will also recommend groups in the freight industry that may be interested in receiving a presentation and provide up to two virtual presentations to these groups.

<b><u>Task</u></b>	<b><u>Deliverable</u></b>
5	<i>Meeting agendas, presentation materials.</i>