

Attachment 1
To
Contract B33513 Amendment 1

Addendum to Exhibit A – Statement of Work

Toolkit for Deployment of Alternative Vehicle and Fuel Technologies

Amendment Purpose:

The purpose of this amendment is to add the following Tasks to the Contract to be performed by the Consultant.

Task 7 - Build out Project Website, Planning Guide, Calculator, and Toolkits

Consultant shall:

- Build out the Project Website (<http://altfueltoolkit.org/>) to house the Alternate Fuel Vehicle (AFV) Planning Guide, AFV Payback Calculator, AFV Toolkits, and other information including an About page describing the overall initiative, and materials such as Alternative Fuels 101 primer.
- Develop an interactive online AFV Planning Guide to allow state Department of Transportations (DOTs), Metropolitan Planning Organizations (MPOs), and other agencies to assess current status of alternative fuel efforts, determine how to get started or make further progress, and help them plan their agency's AFV-related activities.
 - The AFV Planning Guide must be an action-oriented roadmap consisting of a series of sequential actions state and regional transportation agencies can take in support of AFVs, and that guides agencies through the stages of engagement on AFVs, from the early stages of learning ("Getting started") to advanced stages of engagement ("Leaders"), highlighting milestones along the way.
 - The AFV Planning Guide must be based in part on the 2013 PEV Action Tool developed by C2ES.
 - The AFV Planning Guide will be deeply integrated with the individual AFV Toolkits created for each workshop.
- Develop a simple AFV Payback Calculator that must:
 - Provide the user with the ability to select from a comprehensive range of alternative fuels to explore.
 - Provide means to collect required end-user inputs, i.e., a user interface.
 - Include an end-user interface such as a *Power BI* front end report and a computational engine such as an Excel spreadsheet back end.
 - Use an industry standard computational model such as discounted cash flow tables for each fuel type and should provide architectural extensibility such that additional model types could be readily added to the tool.
 - Include functionality such as a back-end database with look up tables to map user inputs (e.g., vehicle MPG and annual vehicle miles traveled) to calculator parameters.
 - Provide a summary of financial indicators (payback, return on investment, etc) for one or multiple vehicles.

- Utilize current industry data, such as fuel price forecasts, AFV station locations and vehicle costs without requiring end-user intervention. Real-time access is preferred. Administrative update tools for abstracting the required data are acceptable.
- Fuel price forecasts should be drawn from United States Energy Information Agency (EIA) and other data (such as AFV station locations and vehicle costs) drawn from standard federal agency reports and databases, to allow for future updates.
- Fully integrate into the Project Website the AFV Toolkits for state and local transportation agencies focused on specific topics including innovative finance, fleets, and corridors
 - Each toolkit must be developed to supplement a series of topic-specific, in-person AFV workshops.
 - Each toolkit must be comprised of the materials from the workshop, and an online library of resources.
- Provide deeper analytical support and additional toolkit materials development for workshops including, but not limited to, the ones covering Innovative Finance, Fleet, and Zero-Emission Vehicle (ZEV) workshops, based on participation by a greater number of participants than planned in the original scope (40- 50 non-contractor participants versus the 25 used for original planning and budgeting). The additional analytical support will result in deeper technical analysis, additional case studies, enhanced fact sheets, and other analytical resources that will be used by the additional workshop participants.
- Provide additional web developer support to fully develop the website functionality and ensure all the toolkit elements are integrated properly, as well as Subject Matter Expert (SME) support to fully incorporate the specific suggestions generated at the workshops.
- Provide website maintenance and updates as needed during contract Period of Performance (POP).
- Develop a plan in consultation with the pooled fund agencies to transfer the overall Project website to Volpe or an alternate government host agency. Plan must be completed before the Project website is completed.
- Complete the transfer the overall Project website prior to the conclusion of the contract.

Deliverable(s):

Consultant shall submit all deliverables prior to the conclusion of the Project. The following deliverables shall be provided to Agency in draft format for Agency review and comment. Consultant shall incorporate Agency comments and continue to provide updated drafts to Agency for review and comment until Agency approves final product.

- Overall Project website.
- AFV Planning Guide.
- AFV Payback Calculator.
- Integration of AFV Toolkits.

Task 8 – Oversee Pilots to Test Website, Planning Guide, Calculator, and Toolkits

Consultant shall:

- Manage the testing of the Website, Planning Guide, Calculator, and Toolkits by state and regional transportation agencies and integrate their feedback. Consultant shall:

- Target two (2) state DOTs and two (2) MPOs for pilot testing.
- Include at least two (2) agencies at “early stage” level of AFV experience.
- Provide training (e.g., one or more webinars or web-enabled conference calls), assist the agencies in identifying the relevant series of activities for them to undertake, and provide robust, one-on-one technical support in using the website, planning guide, calculator, and toolkits.
- Revise the Website, Planning Guide, Calculator, and Toolkits as needed to address feedback received during the pilot testing.

Deliverable(s):

Consultant shall produce the following deliverables in concurrence with the Task 7 deliverables.

- Training webinar.
- Technical support during pilot testing.
- Revised website, planning guide, calculator, and toolkits.

Task 9 – Provide funding to CALSTART to support the Northeast Clean Freight Corridors Workgroup and implement a clean corridors conference

Consultant shall:

- Fund CALSTART to:
 - Manage workgroup engagement.
 - Gather areas of interest and concern from the workgroup.
 - Undertake detailed planning and execution for clean corridor conference.
 - [Note, CALSTART will be overseen directly by ODOT and FHWA, not by Cadmus].
- Engage with the Northeast Clean Freight Corridors Workgroup by having 1-2 Cadmus team members join the workgroup calls and support conference planning and coordination.

Deliverable(s):

- Participate in Northeast Clean Freight Corridors Workgroup calls during the first week of November 2016

Task 10 – Provide additional workshop support

Consultant shall:

- Plan and implement a sixth workshop on a timely topic approved by the pooled fund participants involved in each workshop, the State DOT pooled fund lead, and FHWA representatives.
- Provide additional support for the Innovative Finance, Fleet, and ZEV workshops to facilitate participation from a greater number of participants than planned in the original scope. Consultant shall plan on 40-50 non-Consultant participants at these workshops rather than the 25 used for original planning and budgeting. This will require planning for and implementing additional breakout groups, increasing the volume of materials provided, producing additional case studies and other resources for the additional participants, and may require additional onsite Consultant support personnel.
- Develop a strategy/framework outlining the structure and content of the sixth workshop in consultation with the pooled fund participants involved in each workshop, the State DOT pooled fund lead, and FHWA representatives.
- Organize and implement the sixth workshop, including:
 - Identifying and invite 40-50 non-Consultant participants.
 - Securing a meeting location.
 - Organizing pre-workshop conference calls or webinars, if necessary.
 - Facilitating each workshop.

- Taking notes for each workshop.
- Reimbursing non-Consultant participant travel.
- Providing analytical support based on desired outcomes and goals of workshops.
- Develop summary report and Toolkit for the sixth workshop.

Deliverable(s):

- Strategy/framework for sixth workshop.
- Organization and implementation of sixth workshop.
- Draft summary report and Toolkit for sixth workshop.
- Final summary report and Toolkit for sixth workshop.
- All workshops must be completed within 24 months of NTP.

Task 11 – Implement a webinar to summarize the workshop and roll out the website resources

Consultant shall plan and implement a webinar to summarize the content presented and discussed in the workshops and roll out the website resources. The webinar must be approximately 1.5 hours in length and conducted towards the conclusion of the Project period of performance. The webinar will complement the virtual training and other outreach materials developed in the existing Task 6.

Deliverable(s):

- 1.5 hour webinar.