



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 6/3/2025

To: Sonoma County Board of Supervisors

Department or Agency Name(s): County Administrator's Office

Staff Name and Phone Number: Christel Querijero and Yoan Vivas, (707)-565-2431

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Professional Services Agreement for Sonoma County Equitable Electric Vehicle Charging Plan funded by California Department of Transportation (Caltrans) Grant

Recommended Action:

Authorize the County Executive Officer, or designee, to execute a professional services agreement, in form approved by County Counsel, with Kittelson & Associates, Inc., in an amount not to exceed \$182,000, to develop the Equitable Electric Vehicle Charging Plan for Sonoma County, for the term beginning June 3, 2025, and ending September 30, 2026.

Executive Summary:

The Board accepted a \$247,000 Caltrans Sustainable Transportation Planning Grant on September 24, 2024. This item requests Board approval to execute a professional services agreement (PSA) with Kittelson & Associates, Inc. (Kittelson), to lead technical and planning support for the development of the Equitable Electric Vehicle (EV) Charging Plan for Sonoma County. The total project budget is \$275,331, including \$28,331 in in-kind staff time.

Kittelson will conduct an existing conditions assessment, infrastructure and siting analysis, regional EV gap assessment, and community-informed planning processes. The County Administrator's Office (CAO), Strategic Initiatives Division staff will manage the overall project in collaboration with grant partners, the Regional Climate Protection Authority (RCPA) and Latino Service Providers (LSP). Final deliverables will include a prioritized list of countywide charging locations, cost and permitting guidance, and a final report.

Discussion:

Background. As California advances toward its clean transportation and climate goals, Sonoma County is taking steps to ensure that electric vehicle (EV) infrastructure is deployed equitably. In 2024, the County was awarded a \$275,331 Caltrans Sustainable Transportation Planning Grant to support the development of an Equitable Electric Vehicle Charging Plan. The grant was proposed and awarded as a partnership with the Regional Climate Protection Authority (RCPA), which will provide regional coordination and technical expertise, and Latino Service Providers (LSP), a trusted community connections and outreach community-based organization. Under separate agreements also funded through the Caltrans grant, RCPA and LSP will receive \$25,000 and \$40,000, respectively. The project will emphasize outreach to Latinx, Spanish-speaking, and disadvantaged communities across both cities and unincorporated areas of Sonoma County.

Consultant Selection Process. In January 2025, the County released a Request for Proposals (RFP) to identify a qualified consultant to lead development of the Equitable EV Charging Plan for Sonoma County. The review panel comprised of CAO and Public Infrastructure staff, and representatives from the Regional Climate Protection Authority, Latino Service Providers, and Sonoma Clean Power evaluated seven proposals. The panel interviewed the top four scoring firms, and selected Kittelson based on the breadth of their experience conducting similar equity-focused transportation and infrastructure projects across California; understanding of the County's goals; robust and community-informed methodology; and references by past clients, including regional planning agencies and municipal governments.

Scope of Services. Kittelson will lead the technical development of the Equitable EV Charging Plan, including developing a GIS-based assessment of existing conditions, data analysis, planning, and implementation strategies. Their work will also include managing project logistics and supporting stakeholder and community engagement efforts led by RCPA and Latino Service Providers. Kittelson will identify and prioritize 25 EV charging sites through geospatial and feasibility analysis, coordinate with PG&E on engineering and infrastructure needs, estimate costs, explore funding opportunities, and produce a final implementation plan with visualizations and recommendations.

The Equitable EV Charging Plan is intended to support decision-making in the County regarding the location and implementation of EV charging stations. Kittelson will explore strategic locations for infrastructure as they relate to current and planned multimodal hubs, housing nodes and transportation network system improvements. The final plan will delineate the type, quantity, and prioritized locations for infrastructure deployment and serve as a foundational document to guide equitable investment in EV infrastructure throughout Sonoma County and support local jurisdictions in accessing future state and federal resources. The plan is projected to be delivered in June 2026.

Strategic Plan:

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Climate Action and Resiliency

Goal: Goal 2: Invest in the community to enhance resiliency and become carbon neutral by 2030

Objective: Objective 1: Support carbon eliminating microgrid technology in communities and energy grid resilience to reduce impact of power loss during power shutdowns and natural disasters (floods, fires, earthquakes) through education and legislative advocacy, prioritizing critical infrastructure and vulnerable populations.

Pillar: Climate Action and Resiliency

Goal: Goal 3: Make all County facilities carbon free, zero waste and resilient

Objective: Objective 2: Invest in electric power resiliency projects at County facilities, including Veteran's Buildings, used for evacuation sites, warming/cooling centers, or as alternate work facilities for delivery of critical services.

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Sonoma County is home to approximately 143,000 Latinx residents, with many living in communities with limited access to EV infrastructure. This project will elevate voices often excluded from infrastructure planning

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through targeted engagement strategies led by Latino Service Providers. While centered on Latinx communities, the project's inclusive outreach approach will also consider the needs of other underserved groups, ensuring that community input drives equitable siting recommendations and supports broader adoption of clean transportation technologies.

Prior Board Actions:

September 24, 2024 (Item No. 2024-0879): Execution of Caltrans Grant for Equitable Electric Vehicle Charging Plan for Sonoma County

[<https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=6866628&GUID=4E68A13F-8EC4-410B-B4E1-4E55FF15DA83&Options=&Search=>](https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=6866628&GUID=4E68A13F-8EC4-410B-B4E1-4E55FF15DA83&Options=&Search=>)

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses		\$275,331	
Additional Appropriation Requested			
Total Expenditures		\$275,331	
Funding Sources			
General Fund/WA GF		\$28,331	
State/Federal		\$247,000	
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources		\$275,331	

Narrative Explanation of Fiscal Impacts:

Kittelson's professional services agreement (\$182,000) and all project costs including the agreements with RCPA (\$25,000) and LSP (\$40,000.00), are fully funded by the \$247,331.00 Caltrans grant. Funds were appropriated in subsection 15020110-Climate Grants when the grant was accepted on September 24, 2024.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
N/A			

Narrative Explanation of Staffing Impacts (If Required):

There are no staffing items with this item.

Attachments:

Attachment 1: PSA with Kittelson and Associates - Draft

Related Items "On File" with the Clerk of the Board:

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N/A