

January 29, 2025

Douglas Livermore  
Fleet Manager, Hernando County Fleet Management  
1525 E Jefferson St  
Brooksville, FL 34601

***RE: Hernando County EV Fleet Needs Assessment Report  
Draft Scope for Professional Consulting Services  
Hernando County, Florida***

Dear Douglas Livermore,

Kimley-Horn and Associates, Inc., is pleased to present this draft scope to Hernando County Fleet Management (HCFM) for professional planning and engineering consulting services. Our project understanding and proposed scope of services are below.

### **PROJECT UNDERSTANDING**

Hernando County is expected to grow significantly over the next decade. To meet increasing service demands, its vehicle fleet managed by Hernando County Fleet Management (HCFM) must expand accordingly for areas like code enforcement, emergency response, and infrastructure maintenance. Additionally, HCFM is interested in transitioning portions of its fleet to electric vehicles (EVs) to create a more efficient, cost-effective, and modern fleet.

Project objectives:

- Determine the required number and types of vehicles for current and future needs.
- Assess the staff required for current and future fleet services.
- Evaluate what portion of the existing and projected fleet can cost-effectively transition to EVs over the next ten years. This will include a lifecycle analysis for EV vehicles and the associated charging infrastructure to generate a cost-effective return on investment.
- Evaluate electrical capacity and infrastructure needs at three sites for fleet charging to meet the demands of HCFM's preferred EV scenario.

## **Task 1: Project Management**

### **1.1 Project Kick-Off Meeting**

Kimley-Horn will start the project by organizing a kick-off meeting. This session brings together essential members from both the Kimley-Horn and HCFM teams to clarify the project's purpose, scope, timeline, and to agree on how often and in what way they will communicate.

### **1.2 Coordination Meetings**

Kimley-Horn's project manager, along with other team members as necessary, will hold virtual meetings with HCFM staff at intervals set during the Kick-off Meeting. During these sessions, the team will review how the project is progressing and address any issues that may need to be resolved. Whenever challenges arise, we'll prepare potential solutions ahead of each discussion with HCFM.

#### **Task 1 Deliverables:**

- One project kickoff meeting
- Four coordination meetings

## **Task 2: Electric Vehicle (EV) Fleet Needs Assessment**

### **2.1 Data Collection**

For Task 2, Kimley-Horn will supply a template for HCFM to organize or export vehicle data, including VINs, make, model, year, and mileage. Additional records, such as annual miles, are encouraged. HCFM is responsible for compiling and sending this data to Kimley-Horn. The process will build on previous HCFM inventory and analysis related to project growth.

### **2.2 Site Visit and Workshop**

Kimley-Horn will facilitate a one-day site visit and workshop with HCFM to assess current operations, meet staff, and review needs for fleet locations. The morning will be dedicated to discussions with HCFM staff and stakeholders regarding existing operations and future fleet requirements. In the afternoon, technical site assessments and fleet scenario development will take place. Workshop insights will inform recommendations in Tasks 2.3 and 3.

### **2.3 Fleet Needs Assessment**

Kimley-Horn will conduct an analysis of baseline conditions to benchmark existing fleet operations against industry standards. This assessment will identify gaps and requirements pertaining to vehicle quantity and classification, staffing levels, and facility resources.

Upon completion of the baseline review, Kimley-Horn will develop two future scenario models. These scenarios will forecast necessary vehicles, personnel, and facilities in accordance with population projections for Hernando County as provided by HCFM. One scenario will examine fulfilling projected demands exclusively with Internal Combustion Engine (ICE) vehicles, while the other will evaluate partial conversion of the fleet to Electric Vehicles (EVs). A comprehensive

comparison of these scenarios will be made using full life cycle cost analysis and vehicle equivalent units (VEUs) to facilitate accurate vehicle assessments.

The findings will summarize both current and anticipated requirements for the Hernando County Fleet, addressing:

- Vehicle count and classification
- Staffing needs
- Facility requirements
- Associated costs for current and projected operational categories

This analysis will expand upon previous work estimating fleet requirements necessary to deliver County services over the next decade. The EV Needs Assessment will focus on a ten-year planning period.

**Task 2 Deliverables:**

- One site visit
- One EV fleet needs assessment report

**Task 3. Site EV Capacity Assessment**

**3.1 Site EV Capacity Assessment – No Utility Engagement**

Kimley-Horn will request and review client-provided information for the project prior to any field work. This information may consist of: As-Built Drawings, Existing Single Line Diagrams showing all existing panels, Site Plan showing utilities specifically transformer location (if available on dwg set or marked out on google earth), and existing Photometric/Luminaire Plan. The site assessments will be for three sites:

- Site 1: 15470 Flight Path Drive Brooksville, FL 34604 (Hernando County Administration Building)
- Site 2: 15365 Cortez Blvd. Brooksville FL 34613 (HCUD Administration building)
- Site 3: 1525 E. Jefferson Street, Brooksville, FL 34601 (Existing Fleet Facility)

Once information is received and reviewed, Kimley-Horn will make a single, one-day trip to the sites and meet with the on-site manager and representatives from the Client (if applicable) to discuss the proposed improvements and receive comments regarding operations of the site. Kimley-Horn will note existing conditions that do not show up on the Client-provided information.

Kimley-Horn will review and evaluate the site for constructability analysis and basis of design documents. The Site walk will be used to determine site conditions of charger locations.

This task does not include engagement with the local utility and recommendations for power upgrades or availability will be based upon site visit and publicly available information shared by the Client or property owner.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Brad Davis", is centered on the page.

Brad Davis, AICP