



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 20

Agenda Date: March 27, 2025

In Control: City Council A Session

DEPARTMENT: Office of Sustainability

DEPARTMENT HEAD: Douglas Melnick

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Ordinance approving a contract with Pedal Guerrero, Inc., to participate in the Low-Income E-bike Rebate Program for the City of San Antonio's Office of Sustainability for the term starting March 27, 2025, through December 31, 2026, with one additional one-year renewal option for an estimated total cost of up to \$244,000.00 for 244 E-bike vouchers. Funding is available from the U.S. Department of Energy (DOE) Energy Efficiency Conservation Block Grant (EECBG) . [David McCary, Assistant City Manager; Douglas Melnick, Chief Sustainability Officer]

SUMMARY:

This ordinance authorizes a contract with Pedal Guerrero, Inc., to participate in the Low-Income E-bike Rebate Program for the City of San Antonio's Office of Sustainability for an estimated total cost of up to \$244,000.00 for 244 E-bike vouchers for the term starting March 20, 2025 through December 31, 2026, with one additional, one-year renewal option. Funding is available from the U.S. Department of Energy (DOE) Energy Efficiency Conservation Block Grant (EECBG) .

BACKGROUND INFORMATION:

Submitted for City Council consideration is a proposal submitted by Pedal Guerrero, Inc. to participate in the Low-Income E-Bike Rebate Program. This pilot program will allow low-income

residents to utilize vouchers to assist in purchasing an e-bike from Pedal, Guerrero, Inc. The vendor will be reimbursed the voucher value after purchase.

In 2017, the City of San Antonio City Council set a goal to become carbon neutral by 2050, and after extensive community input, City Council passed the SA Climate Ready Climate Action and Adaptation Plan (CAAP) on October 17, 2019.

On July 1, 2024, the City of San Antonio was awarded a EECBG grant from the DOE. This grant is designed to assist states, local governments, and tribes in implementing strategies to reduce energy use, decrease fossil fuel emissions, and improve energy efficiency. The Low-Income E-bike Rebate Pilot Program will be subject to compliance with federal, state, and local laws and regulations, and administrative requirements pertaining to federal grants found in the Code of Federal Regulations.

The City issued a Request for Qualifications (RFQ) for “EECBG Low-Income E-bike Rebate Program” (RFQ 24-127, 6100018406) on August 19, 2024, with a submission deadline of October 3, 2024. The RFQ was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. Two proposals were received, and one proposal was deemed nonresponsive. The firm provided a substantially incomplete proposal. The remaining proposal was deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Office of Sustainability and Opportunity Home San Antonio. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 50 points allotted for experience, background and qualifications; 45 points allotted for proposed plan; and 5 preference points allotted for the Veteran-Owned Small Business Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on October 30, 2024, to discuss the sole responsive respondent’s proposal that was received. After committee review and evaluation, Pedal Guerrero, Inc. was recommended for award by the evaluation committee based on consensus scoring.

On January 8, 2025, OS submitted a work plan amendment to the DOE requesting to reallocate approved EECBG funds that were initially budgeted for personnel services, to allow for the purchase of an additional 181 E-bike vouchers, the additional funds for more E-bike vouchers would enhance the pilot programs impact. OS continues to monitor the federal discussions related to grants; however, OS has not received any notification regarding changes to the EECBG award. Additionally, on March 12, 2025, OS received written confirmation from U.S.D.O.E Program Staff that CoSA has approval to proceed with implementing approved EECBG activities.

The initial term of the agreement will be for the period beginning on March 27, 2025, through December 31, 2026, with one additional, one-year renewals at the City’s option which will also be authorized by this ordinance. The agreement is contingent upon the continued availability of

EECBG funds.

ISSUE:

This contract will provide e-bikes as part of the Low-Income E-bike Rebate Program for the Office of Sustainability.

The Office of Sustainability will partner with Neighborhood and Housing Services Department (NHSD) to target vouchers for income-qualified individuals. As NHSD administers several federal programs that have specific income requirements, OS will utilize past NHSD program recipients as a pool of candidates for this pilot program. OS will solicit applications from these individuals from all City Council Districts with voucher priority given to residents in Districts 2, 3, 4, and 5 based on San Antonio's climate and equity indicators.

As part of this application process, OS will provide numerous avenues for applicants to learn about the pilot program including web-based and in-person opportunities. Utilizing a lottery-based system, successful applicants will receive a \$1,000.00 voucher for the purchase of an e-bike that can be redeemed at the authorized bike shop. Recipients will be able to redeem the voucher for pre-approved models. Any costs above \$1,000.00 is the responsibility of the voucher recipient.

The City of San Antonio will also partner with the Alamo Area Metropolitan Planning Organization (AAMPO) and the National Renewable Energy Laboratory (NREL). AAMPO will host Street Skills training sessions, which are free, hour-long classes that cover important street riding information, and provides real-life examples of city bicycling scenarios and how best to handle them. Every Street Skills participant receives a free helmet and bike light set at the completion of the class. The City of San Antonio will also ask the e-bike rebate recipients to participate in a user survey and utilize an app from NREL to assess ridership and program impact.

The Low-Income E-bike Rebate Pilot Program will utilize up to \$244,000.00 in federal EECBG funds from the DOE. Funds will be utilized to provide income-qualified residents in priority communities with vouchers for the purchase of an e-bike. Pedal Guerrero, Inc. will work with the City of San Antonio to accept vouchers providing participating residents a point-of-sale rebate on an e-bike. The point-of-sale rebate system keeps the purchase price of an e-bike affordable for residents that might otherwise not be able to purchase an e-bike.

The Local Preference Program is not applicable to this contract, as The Energy Efficiency and Conservation Block Grant (EECBG) does not mandate or encourage a geographic preference.

The Veteran-Owned Small Business Preference Program was applicable to this solicitation; however, since only one responsive proposal was deemed eligible for evaluation, the program was not scored. Rather, the evaluation committee reviewed and scored the proposal via consensus evaluation.

ALTERNATIVES:

City Council could elect to not approve the contract with Pedal Guerrero, Inc. potentially adversely impacting the Office of Sustainability's ability to deliver project milestones for the EECBG grant. Furthermore, greenhouse gas emission reductions associated with this project would not be realized.

FISCAL IMPACT:

This ordinance will approve a contract with Pedal Guerrero, Inc, in an estimated amount up to \$244,000.00 for 244 E-bike vouchers for the term starting March 27, 2025, through December 31, 2026, with one additional one-year renewal option. Funding is available from the Energy Efficiency and Conservation Block Grant from the Department of Energy grant (EECBG).

RECOMMENDATION:

Staff recommends approval of this ordinance. In addition, the Chief Sustainability Officer or designee is authorized to accept reallocated EECBG funds without the need for further actions by the City Council, should the DOE approve reallocation of grant funds, pending an EECBG work plan amendment request. The funds shall be handled consistent with this ordinance.