

REQUEST FOR PROPOSALS

**ELECTRIC VEHICLE CHARGING INFRASTRUCTURE
SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRICT**

#P2014-12-1

The San Joaquin Valley Air Pollution Control District (SJVAPCD) requests proposals for the following purpose according to terms and conditions attached. In the preparation of this Request for Proposals (RFP) the words "Proposer," "Contractor," and "Respondent," are used interchangeably.

PURPOSE

The purpose of this Request for Proposals (RFP) is to obtain bids from potential contractors who can supply and install electrical vehicle charging equipment (EVSE) for plug-in electric vehicles (PEVs) at three (3) SJVAPCD regional offices, located in Bakersfield, Fresno, and Modesto, California. Contractors will need to provide and install EVSE, according to specifications, at all three (3) District locations. The successful bidder will be required to enter into a formal agreement with the San Joaquin Valley Air Pollution Control for the purposes of completing the specified work according to this RFP.

INDEX - The following are contained in this RFP:

| | |
|--------------|---|
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Attachment A - SJVAPCD EV Charging Site Plan

SECTION I: BACKGROUND/INFORMATION

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is a special district operating under the provisions of Sections 40150 through 40162 of the California Health and Safety Code. The District exists to develop and implement programs on a local level to meet the requirements of state and federal air pollution control laws. The SJVAPCD is requesting bids for a qualified supplier and installer of EVSE. The purpose of this RFP is to expand EVSE capabilities at all SJVAPCD offices. This RFP includes the purchase and installation of five (5) Level 2 EVSE, including providing, installing or subcontracting, all required electrical infrastructure, services, and hookups at each charging site. Three (3) EVSE are to be installed at the District's Fresno office and one (1) each will be installed at both the Bakersfield and Modesto locations.

Other desirable characteristics, if available, is the ability to manage power loads to the EVSE, in each location, in order to help with demand charges and other energy management needs of each SJVAPCD building. EVSE equipment suppliers should include the cost and terms for a five year maintenance period.

SECTION II: CONTACTS

Questions regarding the content or intent of this RFP or on procedural matters should be addressed to:

Nai Saelee, Accountant
San Joaquin Valley APCD
1990 E. Gettysburg Avenue
Fresno, CA 93726
559-230-6128
nai.saelee@valleyair.org

Tom Martinez, General Services Foreman
San Joaquin Valley APCD
1990 E. Gettysburg Avenue
Fresno, CA 93726
559-230-6029
tom.martinez@valleyair.org

Bryan Wong, Supervising Accountant
San Joaquin Valley APCD
1990 E. Gettysburg Avenue
Fresno, CA 93726
559-230-6022
bryan.wong@valleyair.org

SECTION III: SCHEDULE OF EVENTS

| | |
|--------------------|--------------------------------|
| August 20, 2014 | RFP Released |
| August 28, 2014 | Bidder's Conference/ Site Walk |
| September 8, 2014 | Proposals Due – 5:00 pm |
| September 18, 2014 | Governing Board Approval |

The Bidder's Conference will be held at the SJVAPCD Fresno office at 1990 E. Gettysburg Avenue, Fresno, Ca, at 2:00 pm on Thursday, August 28, 2014. Interested bidders will also have the option of attending the meeting in either the Modesto or Bakersfield offices via the District's VTC system. For further questions on attending the Bidder's Conference/Site Walk, please contact Nai Saelee at (559) 230-6128 or nai.saelee@valleyair.org.

SECTION IV: STATEMENT OF WORK/SCHEDULE OF DELIVERABLES

Proposals for this project should address the information requested in the following scope of work in the format specified in Section VI Proposal Submittal Requirements. Applicants must bid on the entire scope of the project, including providing electrical service to each site location. Information provided should be specific enough for evaluation and for inclusion into a binding contract. Proposals should expand, and provide more complete details based on the requirements and available options in the statement of work outlined below. Please refer to Attachment A for the SJVAPCD's building parking lot map for the areas where new EVSE will be installed.

Currently, there are two (2) Level 2 EVSE installed at the SJVAPCD Fresno office location for employees, visitors, general public, and SJVAPCD Board members. In recent years the number of the PEVs has dramatically increased and the current number of EVSE is not adequate to meet PEV charging needs at the facility. This project will include the installation of three (3) additional chargers at the Fresno location. In addition, the District desires to install one (1) station each at both regional offices in Bakersfield and Modesto.

Proposer's responses need to include installation of chargers, including all necessary electrical services, in all three (3) District locations to be considered. Only one contractor will be hired to perform all specified work at all locations.

PART A: Specifications of Charging Stations

Proposer should purchase and provide EVSE at the following locations at each of the three SJVAPCD office locations. Please refer to Attachment A for a map of specific charger locations at each of these sites.

- **West Parking Lot - Fresno office**

Three (3) pedestal-mounted Level 2 EVSE to be installed in the parking spaces adjacent to the two (2) existing EVSE in the Fresno office west parking lot. The Level 2 charging in this area will have options for cost recovery so that employees and/or guests can be charged for their use of Level 2 charging if needed. SJVAPCD shall have the ability to turn payment systems on or off. Payment can occur through a pin code system, employee badge, parking app, or other payment options. Payment options can be combined with access control options. Other desirable characteristics include demand management capabilities that allow for charging to be ramped down or turned off to avoid demand charges and energy management characteristics that can react to power requirements of other chargers and the building's energy management system.

| | |
|-------------------------------------|--|
| Charger Type/Quantity: | (3) - Level 2 (30 amp max) |
| Cord Management System: | Desirable |
| Mounting Type: | Pedestal (single or dual) |
| Access Control/Payment System: | Required (keypad, credit card, and/or employee badge) |
| Energy Management Capabilities: | Desirable (demand response capability, communication between chargers) |
| Ability to Limit Charging Duration: | Yes |

- **Modesto Office Parking Area**

One (1) pedestal-mounted Level 2 EVSE to be installed in the side parking area at the Modesto office parking lot. The Level 2 charging in this area will have options for cost recovery so that employees and/or guests can be charged for their use of Level 2 charging if needed. SJVAPCD shall have the ability to turn payment systems on or off. Payment can occur through a pin code system, employee badge, parking app, or other payment options. Payment options can be combined with access control options. Other desirable characteristics include demand management capabilities that allow for charging to be ramped down or turned off to avoid demand charges and energy management characteristics that can react to power requirements of other chargers and the building's energy management system.

| | |
|--------------------------------|---|
| Charger Type/Quantity: | (1) - Level 2 (30 amp max) |
| Cord Management System: | Desirable |
| Mounting Type: | Pedestal (single) |
| Access Control/Payment System: | Required (keypad, credit card, and/or employee badge) |

| | |
|-------------------------------------|--|
| Energy Management Capabilities: | Desirable (demand response capability, communication between chargers) |
| Ability to Limit Charging Duration: | Yes |

- **Bakersfield Office Parking Area**

One (1) pedestal-mounted Level 2 EVSE to be installed in the side parking area at the Bakersfield office parking lot. The Level 2 charging in this area will have options for cost recovery so that employees and/or guests can be charged for their use of Level 2 charging if needed. SJVAPCD shall have the ability to turn payment systems on or off. Payment can occur through a pin code system, employee badge, parking app, or other payment options. Payment options can be combined with access control options. Other desirable characteristics include demand management capabilities that allow for charging to be ramped down or turned off to avoid demand charges and energy management characteristics that can react to power requirements of other chargers and the building's energy management system.

| | |
|-------------------------------------|--|
| Charger Type/Quantity: | (1) - Level 2 (30 amp max) |
| Cord Management System: | Desirable |
| Mounting Type: | Pedestal (single) |
| Access Control/Payment System: | Required (keypad, credit card, and/or employee badge) |
| Energy Management Capabilities: | Desirable (demand response capability, communication between chargers) |
| Ability to Limit Charging Duration: | Yes |

Required Performance Requirements:

1. EVSE should be UL listed and/or equivalent rating;
2. EVSE must utilize SAE J1772 connectors;
3. All EVSE must have cord sets that are at least 18 feet long, preferably 25 feet long to accommodate charging ports in the front, side, or back of the vehicle;
4. Installation of the EVSE will comply with universal charging access guidelines in PEVs: Universal Charging Access Guidelines and Best Practices published by the State of California Governor's Office of Planning and Research (OPR) and the Division of the State Architect
http://opr.ca.gov/docs/PEV_Access_Guidelines.pdf;
5. Installation of EVSE will comply with ZEV Community Readiness Guidebook published by OPR pertaining to best practices for installation of EVSE
http://opr.ca.gov/docs/ZEV_Guidebook.pdf;

6. EVSE vendors need to separate their hardware pricing from any installation costs;
7. Any recurring costs such as network fees must be clearly identified;
8. Access Control Options must provide at a minimum:
 - Ability for SJVAPCD to restrict access to EVSE, and
 - Easy to use interface that can be utilized by employees and guests with minimal instruction or assistance from SJVAPCD staff;
9. EVSE vendors should describe complete attributes of access control, payment, and energy management options, including all costs associated with these options;
10. Payment Options must provide at a minimum:
 - Ability for SJVAPCD to control if usage fees or per session fees are collected, and
 - Ability for SJVAPCD to set rates.
11. Include capacity for data collection and analysis reporting, allowing the District to collect and track usage and throughput regardless of whether we require payment or have the payment option turned off:
 - Collect a minimum of 6 months of throughput, usage, and operations data from the project including, but not limited to:
 - Capacity and actual use of the new charging system (including number of charging sessions and energy use in kilowatt-hours per given time period).

Desirable Performance Requirements:

1. EVSE network can be controlled and operated by SJVAPCD;
2. Options to set rates should include:
 - Ability for SJVAPCD to set rates either per session, per month or by electricity usage, and/or
 - Ability for SJVAPCD to set rates based on time of day or real time electricity pricing;
3. Energy management options:
 - Ability to adjust power to chargers or turn off or ramp down chargers when needed for demand response,
 - Ability to monitor energy usage of the EVSE,
 - Ability for chargers to adjust energy to vehicles based on overall power usage of EVSE, and
 - Ability to integrate with building energy management systems.

PART B: Site Preparation and Installation of Equipment

- Proposers will be required to obtain the necessary permits to install chargers specified in Part A.
- Proposers will be required to do all site preparation work, including but not limited to trenching, installation of conduit and electrical wire, potential upgrade of

existing electrical infrastructure including panel additions and transformer replacements, and installation of vehicle chargers. **Further details on electrical infrastructure requirements and site preparation work will be provided at the bidder's conference/site walk.**

- Proposers should ensure that the provisions for safety controls for the entire installed system will meet or exceed industry standards and will be compliant with all applicable building and electrical codes.
- Proposers are also required to understand and follow installation and accessibility specifications within the American Disabilities Act.

SECTION V: REQUIRED QUALIFICATIONS

Hardware providers should have the ability to provide timely delivery of hardware to meet the required deadlines of the project. Hardware providers can only provide pricing for EVSE which meets all of the required and desirable specifications and must be able to cooperatively work with the EVSE manufacturers for any necessary warranty, replacement, and/or repair issues that arise during installation and for up to five years post installation.

PREVAILING WAGES

CONTRACTOR shall comply with state prevailing wage law, Chapter 1 of Part 7 of Division 2 of the Labor Code, commencing with Section 1720; and Title 8, California Code of Regulations, Chapter 8, Subchapter 3, commencing with Section 16000, for all construction, alteration, demolition, installation, repair or maintenance work over \$1,000 performed under the Contract. CONTRACTOR's obligations under prevailing wage laws include without limitation: pay at least the applicable prevailing wage for public works activities performed on the Contract; comply with overtime and working hour requirements; comply with apprenticeship obligations; comply with payroll recordkeeping requirements; and comply with other obligations as required by law. CONTRACTOR shall submit to the SJVAPCD a certificate signed by CONTRACTOR and its subcontractors performing any of the work described in resultant contract, stating that prevailing wages were paid as required by law. CONTRACTOR shall indemnify, defend and hold harmless the San Joaquin Valley Air Pollution Control District against any and all claims, demands, damages, defense costs or liabilities based on failure to adhere to the above referenced statutes.

INSURANCE

If selected, the respondent will be required to maintain sufficient insurance, licenses, or other required certifications for the type of work being performed. SJVAPCD may require specific insurance coverage be established and maintained during the course of the work and as a condition of award or continuation of contract.

WARRANTY

1. **Specifications**: EVSE hardware providers shall include a written warranty that, for a period of at least five years following installation of EVSE, the hardware providers must work with the installer to meet the requirements listed above and will comply with the performance specifications listed hereinafter. If there is a failure of the EVSE during the warranty period, the hardware provider shall agree to replace such components or parts within 72 hours of notification of the installer. During the first two years following installation, the installer shall agree to make no charge for this service.
2. **Field Service**: In the event of an EVSE malfunction that cannot be resolved by routine servicing procedures, the installer shall agree to place EVSE into proper operating condition within seven days after the arrival of service personnel or to provide an operational, equivalent EVSE within the same seven-day period for use as a substitute until the original EVSE has been repaired. During the first two years following installation, the installer shall agree to make no charge for this service.

SECTION VI: PROPOSAL SUBMITTAL REQUIREMENTS

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in elimination from proposal evaluation.

Each proposal must be submitted in three separate volumes:

- Volume I - Technical Proposal
- Volume II - Cost Proposal
- Volume III - Certifications and Representations

A separate cover letter including the name, address, and telephone number of the contractor, and signed by the person or persons authorized to represent the firm should accompany the proposal submission. Firm contact information as follows should also be included in the cover letter:

1. Address and telephone number of office in, or nearest to, Fresno, California.
2. Name and title of firm's representative designated as contact.

VOLUME I - TECHNICAL PROPOSAL

DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL VOLUME

Summary (Section A) - State overall approach to meeting the objectives and satisfying the scope of work to be performed and the sequence of activities.

Program Schedule (Section B) - Provide projected milestones or benchmarks for installation and completion.

Project Organization (Section C) - Describe the proposed management structure, program monitoring procedures, and organization of the proposed team.

Qualifications (Section D) - Describe the technical capabilities of the firm. Provide references of other similar projects performed during the last five years demonstrating ability to successfully complete the project. Include contact name, title, and telephone number for any references listed. Provide a statement of your firm's background and experience in performing similar projects for other governmental organizations.

Assigned Personnel (Section E) - Provide the following information on the staff to be assigned to this project:

1. List all key personnel assigned to the project by level and name. Provide a resume or similar statement of the qualifications of the lead person and all persons assigned to the project. Substitution of project manager or lead personnel will not be permitted without prior written approval of SJVAPCD.
2. Provide a spreadsheet of the labor hours proposed for each labor category at the task level.
3. Provide a statement of the education and training program provided by, or required of, the staff identified for participation in the project, particularly with reference to management consulting, governmental practices and procedures, and technical matters.
4. Provide a summary of your firm's general qualifications to meet required qualifications and fulfill statement of work, including additional firm personnel and resources beyond those who may be assigned to the project.

Subcontractors (Section F) - This project may require expertise in multiple technical areas. List any subcontractors that may be used and the work to be performed by them.

Additional Data (Section H) - Provide other essential data that may assist in the evaluation of this proposal.

VOLUME II - COST PROPOSAL

Name and Address - The Cost Proposal must list the name and complete address of the Proposer in the upper left-hand corner.

Cost Proposal – SJVAPCD anticipates awarding a fixed price contract. Cost information must be provided as listed below:

Detail must be provided by the following categories:

- Labor - List the total number of hours and the hourly billing rate for each level of professional staff.
- Subcontractor Costs - List subcontractor costs and identify subcontractors by name.
- Travel Costs - Indicate amount of travel cost and basis of estimate to include trip destination, purpose of trip, length of trip, airline fare or mileage expense, per diem costs, lodging and car rental.
- Other Direct Costs -This category may include such items as postage and mailing expense, printing and reproduction costs, etc. Provide a basis of estimate for these costs.

VOLUME III - CERTIFICATIONS AND REPRESENTATIONS

Include in your proposal any EVSE-specified trainings or certifications that the proposer's electrical contractor and/or the contractor's electricians have completed, if applicable (e.g., Electric Vehicle Infrastructure Training Program (EVITP) or UL training). Include the number of EVSE installations completed to date by the vendor's electrical contractor and/or the contractor's electricians.

SECTION VII: PROPOSAL SUBMISSION

All proposals must be submitted according to specifications set forth in the section above. Failure to adhere to these specifications may be cause for rejection of proposal.

Signature - All proposals should be signed by an authorized representative of the Proposer.

Due Date - The Proposer shall submit three (3) complete copies of the proposal in a sealed envelope, plainly marked in the upper left-hand corner with the name and

address of the Proposer and the words "Request for Proposals #P2014-12-1."

All proposals are due no later than 5:00 p.m., September 8, 2014, and should be directed to:

Finance Section
San Joaquin Valley Air Pollution Control District
1990 E. Gettysburg
Fresno, CA 93726

Late bids/proposals will not be accepted under any circumstances.

Grounds for Rejection - A proposal may be immediately rejected if:

- It is not prepared in the format described, or
- It is signed by an individual not authorized to represent the firm.

Modification or Withdrawal - Once submitted, proposals cannot be altered without the prior written consent of SJVAPCD. All proposals shall constitute firm offers and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

SECTION VIII: PROPOSAL EVALUATION/CONTRACTOR SELECTION CRITERIA

- A. Proposals will be evaluated by SJVAPCD staff members familiar with the subject matter of the project. The panel will make a recommendation to the Executive Officer and/or the Governing Board of the SJVAPCD for final selection of a contractor and negotiation of a contract.
- B. During the selection process the District may wish to interview some proposers for clarification purposes only. No new material will be permitted at this time. Additional information provided during the bid review process is limited to clarification by the Proposer of information presented in his/her proposal, upon request by SJVAPCD.
- C. The Executive Officer or Governing Board may award the contract to a Proposer other than the Proposer receiving the highest rating in the event the Governing Board determines that another Proposer from among those technically qualified would provide the best value to SJVAPCD considering cost and technical factors. The determination shall be based solely on the Evaluation Criteria contained in the Request for Proposal (RFP), on evidence provided in the proposal and on any other evidence provided during the bid review process.
- D. The selection will be made by and is subject to Executive Officer or Governing

Board approval. Proposers may be notified of the results by letter.

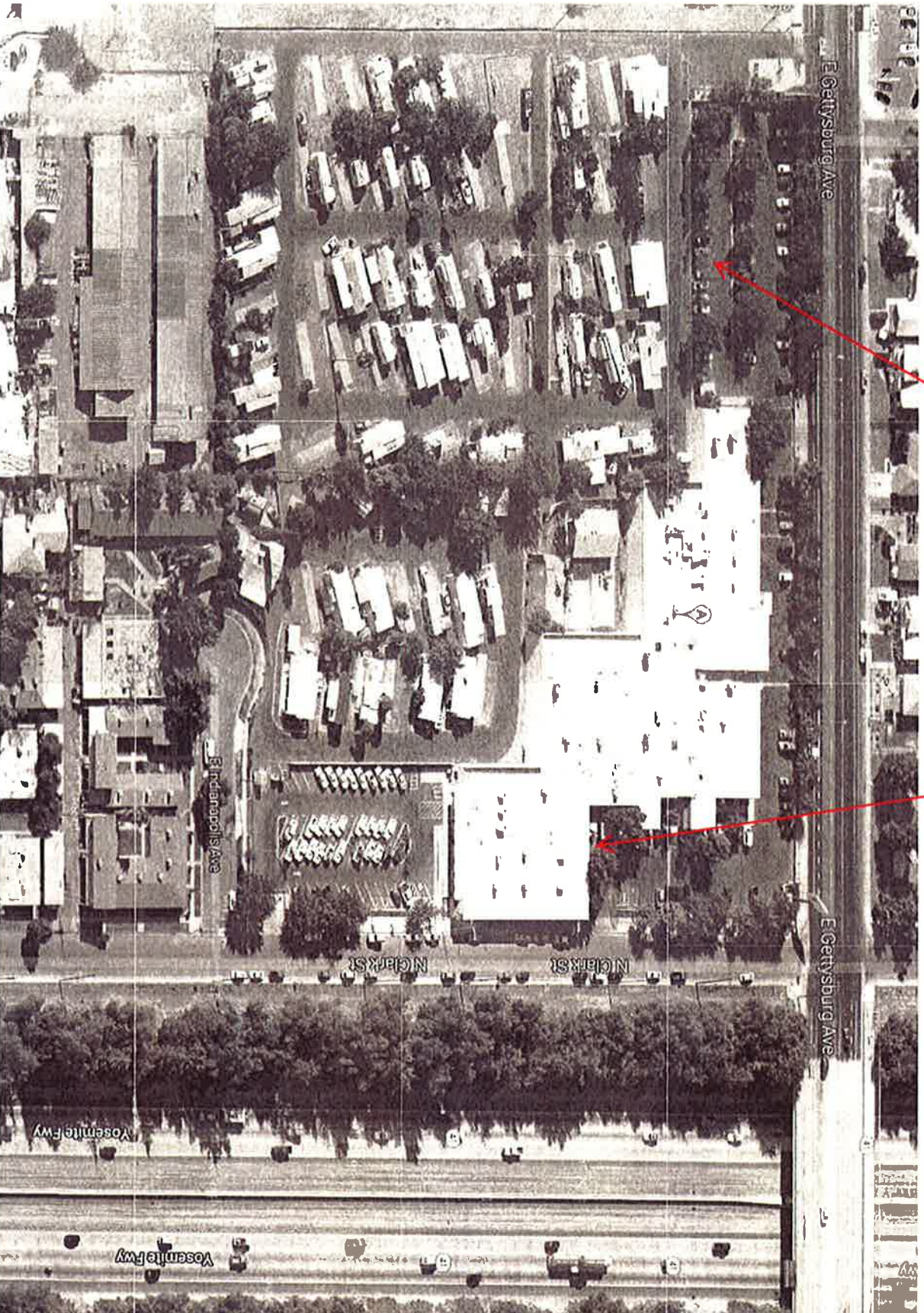
- E. Disposition of Proposals – Pursuant to the District’s Procurement Policy and Procedure, SJVAPCD reserves the right to reject any or all proposals. All proposals become the property of SJVAPCD, and are subject to the California Public Records Act. One copy of the proposal shall be retained for SJVAPCD files. Additional copies and materials will be returned only if requested and at the proposer’s expense.

Google

EV LOCATION

MAIN ELECTRICAL DISTRIBUTION

To see all the details that are visible on the screen, use the "Print" link next to the map.



ATTACHMENT A-1

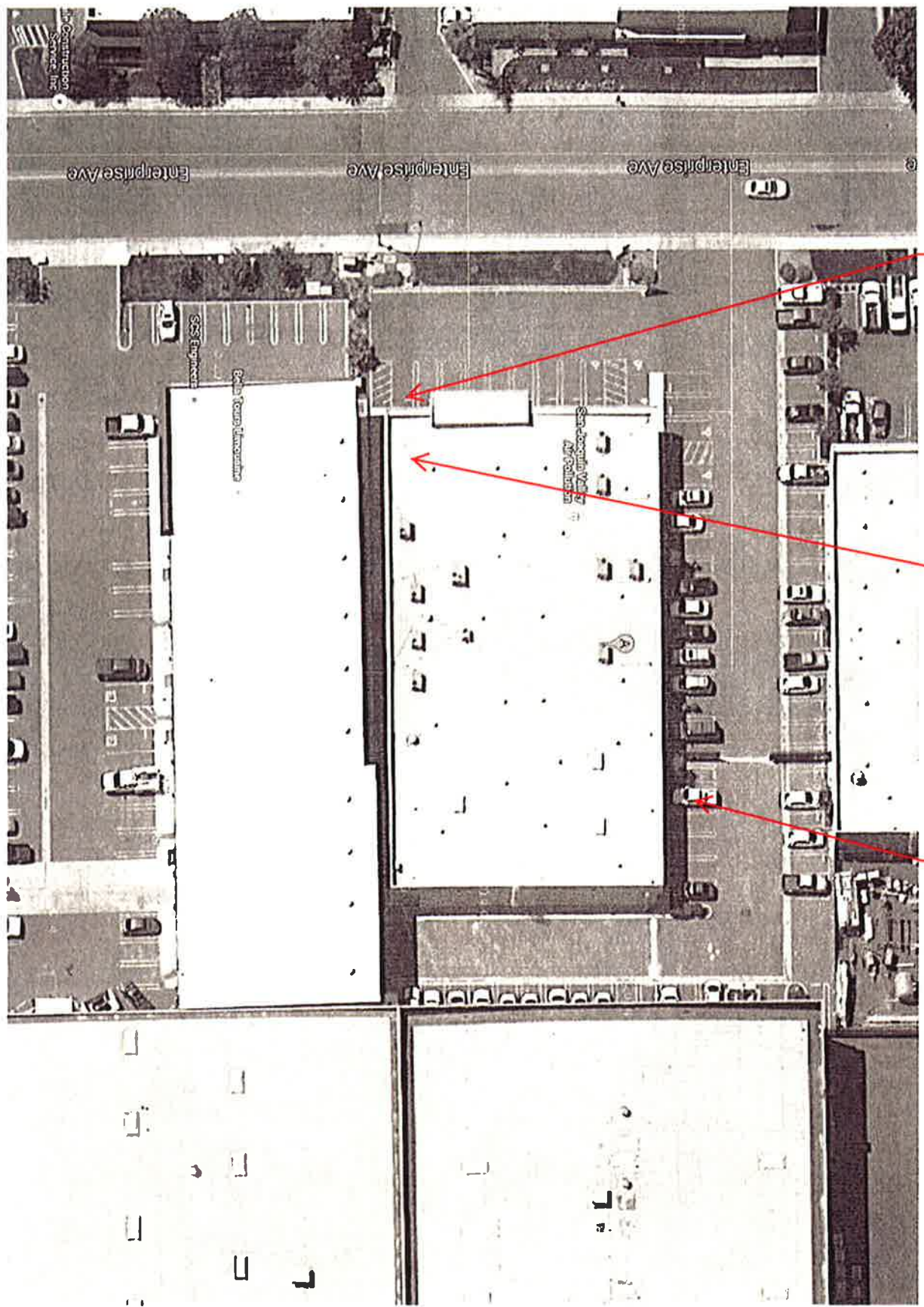
Google

EV LOCATION

MAIN ELECTRICAL DISTRIBUTION

OPTION 2 EV LOCATION

To see all the details that are visible on the screen, use the "Print" link next to the map.

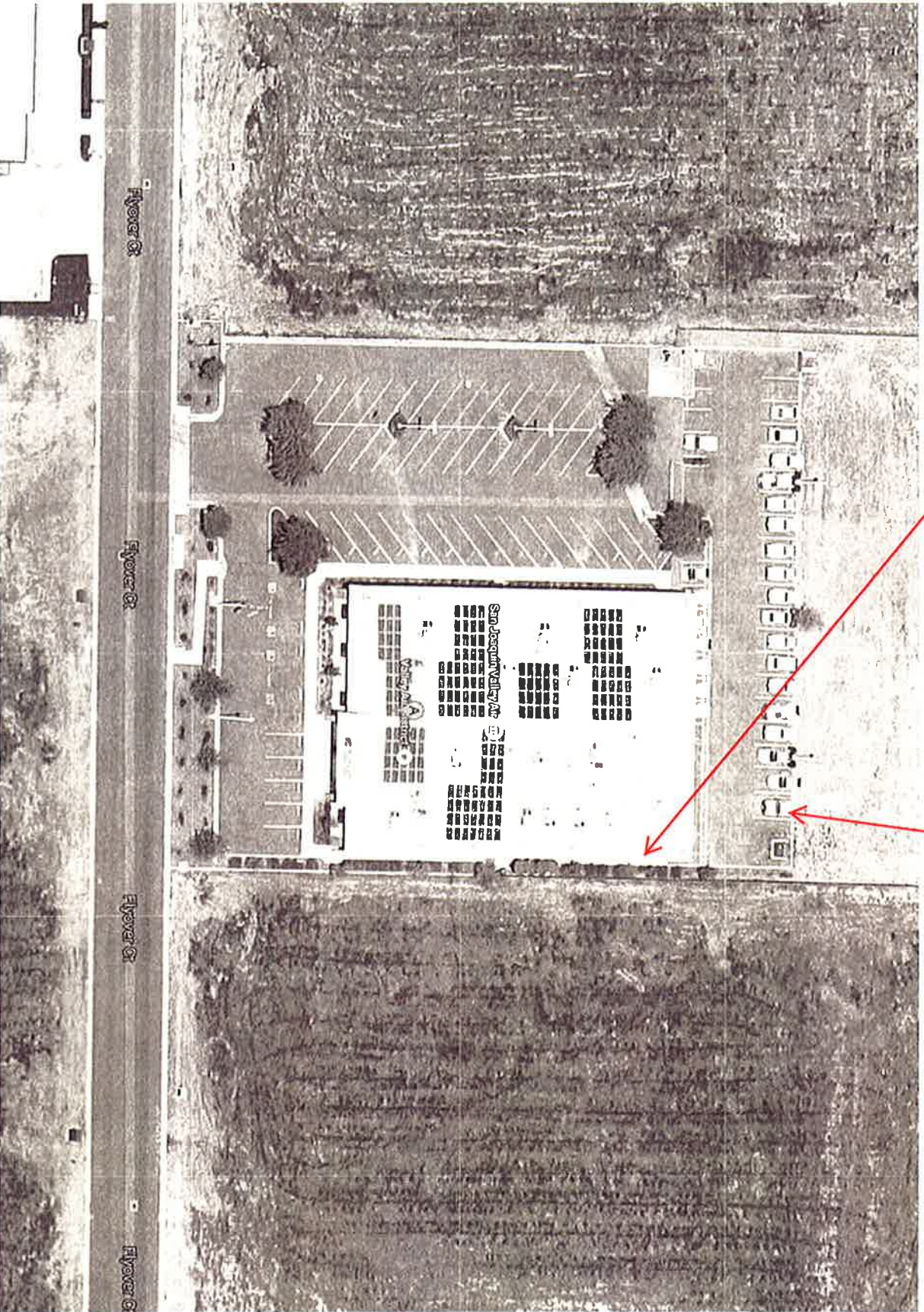


Google

MAIN ELECTRICAL DISTRIBUTION

EV LOCATION

To see all the details that are visible on the screen, use the "Print" link next to the map.



ATTACHMENT A-3