



SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

Request for Proposals for Electric Vehicle Charging Equipment

RFP Date: December 16, 2013

Response Deadline: December 31, 2013

I. Introduction

The Southern California Public Power Authority (SCPPA), on behalf of its Member Utilities, and potentially some or all of the remaining 36 publicly owned electric utilities (POUs) in the State of California (hereinafter referred to collectively as "Participants"), is hereby soliciting competitive proposals for the procurement of electric vehicles charging equipment, as described below in Section III.

SCPPA is interested in discovering all Respondent's capabilities related to specified Areas of Interest and associated pricing to enable informed decisions and potentially proceed to more specific negotiations on contract development with one or more qualified Respondents to this Request for Proposals (RFP).

Responses to this RFP are due on or before December 31, 2013.

II. Background

SCPPA is a joint powers authority and a public entity organized under the California Joint Exercise of Power Act found in Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, and through the SCPPA Joint Powers Agreement, for the purposes of planning, financing, developing, acquiring, constructing, operating and maintaining projects for the generation or transmission of electric energy. SCPPA also facilitates joint service contracts, at the request of its members, to aggregate like project efforts amongst its Members for the purposes of developing energy efficiency, demand response and resource procurement Programs or Projects to improve operating efficiencies and reduce costs.

Membership of SCPPA consists of eleven cities and one irrigation district, which supply electric energy within Southern California, including the municipal utilities of the cities of Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside, and Vernon, and the Imperial Irrigation District. SCPPA is governed by its Board of Directors, which consists of representatives from each of its Members. The management of SCPPA is under the direction of an Executive Director who is appointed by the Board.

Any goods and service agreement subsequently entered into by SCPPA pursuant to this RFP would be utilized directly by the interested Members to serve their respective utility customers' needs. The service and work products would be ordered and approved directly by the Members and the billing would be administered through SCPPA.

III. Areas of Interest

SCPPA Members have expressed interest in acquiring electric vehicle charging equipment and developing charging infrastructure in their respective service territories to facilitate the electrification of the transportation sector and meet the needs of their municipalities. Specifically, SCPPA and its Members are considering applying for grant funding under the California Energy Commission's existing solicitation (PON-13-606) for infrastructure development. CEC Grant Applications are due by January 28, 2014.

Participants are considering multiple options for applying for grants to help fund infrastructure development and other funding sources as well. Based on this, SCPPA is interested in acquiring proposals for the acquisition, installation and servicing of Level 2 and Level 3 chargers, as described below. In association with this potential equipment procurement, SCPPA is requesting proposals or bids for "back office" or support services to manage and maintain the operation and implementation of the charging infrastructure under an "open protocol", as required in PON 13-606. Respondents may propose any combination of: Level 2 chargers; Level 3 chargers; and/or Support Services, but Respondents are not required to offer all of these elements to be eligible for consideration and possible award of a contract. Suppliers may work in combination with one or more firms, in a contractor/sub-contractor relationship, to provide a comprehensive package or suite of equipment and services under one Proposal.

1) **LEVEL 2 COMMERCIAL-GRADE ELECTRIC VEHICLE CHARGING STATIONS ("EVSE")**

a) **The Level 2 EVSE shall meet all of the specifications contained in PON-13-606 as well as the following requirements:**

- i) UL Listed or approved NRTL Testing Agency and compliant with SAE J1772
- ii) Compliant with NEC article 625 and FCC Part 15 Class A.
- iii) Rated for outdoor usage, NEMA 3R or better.
- iv) AC Input (208 to 240VAC) @ 30 Amps per continuous
- v) ADA compliant
- vi) Charge connector shall be SAE J1772 with a minimum of 25 foot cable
- vii) Operating temperature range: 0 to 122 F
- viii) LED status indicators
- ix) If pedestal is required for mounting and installation, pedestal shall be provided and pricing specified
- x) Network Payment Enabled: see below for specific requirements per Specifications SAE J2847-3
- xi) Integrated cellular 3G router or better for communications
- xii) Extended warranty will start from the date of installation for a term of five years.

The successful Respondent shall identify any and all local contractor(s) who will be providing all warranty and service to the level 2 EVSE's.

b) **Network Communications Requirements for Level 2 EVSE**

All equipment shall be in accordance with Specifications SAE J2847-3. Specifically, all communications will be based on the Internet Protocol Suite which is the set of communications protocols used for the internet and similar networks, and is generally the most popular protocol stack for wide area networks. It is commonly known as TCP/IP, because of its most important protocols: Transmission Control Protocol (TCP) and Internet Protocol (IP). An alternative model is the Open Systems Interconnection (OSI) model which characterizes and standardizes the functions of a communications system in terms of seven abstraction layers.

The networked communications system shall monitor the EVSE's for any error or malfunction. The 'service provider' shall be notified of the malfunction and the provider will have the capability of notifying SCPPA and/or its Members of such malfunction or operating error within 30 minutes of the malfunction.

c) Service Provider(s) Requirements

The network communications, controls and back office support service, shall provide to Participants, at a minimum, the following information for each charging transaction, at each charging location:

- date and time of usage;
- total kWh; and
- total kW draw.

Additionally, SCPPA is requesting incremental pricing proposals to receive the following supplemental information for each charging transaction, at each charging location:

- Volts versus time;
- Amps versus time; and
- kWh versus time.

The supplier shall identify any and all local contractor(s) who will be providing all warranty and service to the level 2 EVSE's.

2) LEVEL 3 COMMERCIAL-GRADE ELECTRIC VEHICLE CHARGING STATIONS (“EVSE”)

a) The Level 3 EVSE shall meet all of the specifications contained in PON-13-606 as well as the following requirements:

- i) UL Listed or approved NRTL Testing Agency and compliant with SAE J1772
- ii) Compliant with NEC article 625 and FCC Part 15 Class A
- iii) Rated for outdoor usage, NEMA 3R or better
- iv) DC Output (300-600 V) w/ maximum 400 Amps
- v) ADA compliant
- vi) Dual charge connector is not required but could be considered favorably, recognizing that chargers should be equipped with a minimum capability of at least one of the following capabilities:
 - a) 1 Charge connector shall be CHAdEMO with a minimum of 25 foot cable; and
 - b) 1 Charge connector shall be SAE J1772 with a minimum of 25 foot cable or a stub must be available to add the potential SAEJ1772 “combo” standard
- vii) Operating temperature range: 0 to 122 F
- viii) LED status indicators
- ix) If pedestal is required for mounting and installation, pedestal shall be provided and pricing specified
- x) Network Payment Enabled: see below for specific requirements per Specifications SAE J2847-3
- xi) Integrated cellular 3G router or better for communications
- xii) Extended warranty will start from the date of installation for a term of five years.

The supplier shall identify any and all local contractor(s) who will be providing all warranty and service to the level 2 EVSE's.

b) Network Communications Requirements for Level 3 EVSE

All equipment shall be in accordance with Specifications SAE J2847-3. Specifically, all communications will be based on the Internet Protocol Suite which is the set of communications protocols used for the internet and similar networks, and is generally the most popular protocol stack for wide area networks. It is commonly known as TCP/IP, because of its most important protocols: Transmission Control Protocol (TCP) and Internet Protocol (IP). An alternative model is the Open Systems Interconnection (OSI) model which characterizes and standardizes the functions of a communications system in terms of seven abstraction layers.

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The networked communications system shall monitor the EVSE's for any error or malfunction. The 'service provider' shall be notified of the malfunction and the provider will have the capability of notifying SCPPA and/or its Members of such malfunction or operating error within 30 minutes of the malfunction.

c) Service Provider(s) Requirements

The network communications, controls and back office support service, shall provide to Participants, at a minimum, the following information for each charging transaction, at each charging location:

- date and time of usage;
- total kWh; and
- total kW draw.

Additionally, SCPPA is requesting incremental pricing proposals to receive the following supplemental information for each charging transaction, at each charging location:

- Volts versus time;
- Amps versus time; and
- kWh versus time.

The supplier shall identify any and all local contractor(s) who will be providing all warranty and service to the level 3 EVSE's.

Timeline / Schedule*

| SCPPA RFP for SCPPA Electric Vehicle Charging Equipment RFP Selection Process | |
|---|--------------------|
| Schedule of Requirements | Target Date(s) |
| Issue RFP | December 16, 2013 |
| Responses Due | December 31, 2013 |
| Review of Responses | January 2- 6, 2014 |
| Interviews (if necessary) | January 6-9, 2014 |
| Selection of Respondent(s) | January 6-10, 2014 |

*Timeline/Schedule is subject to change.

IV. Proposal Submission Required Elements

1. Transmittal Letter Content:

- a. A brief statement of the Respondent's understanding of the work to be done and commitment to perform the work as scheduled, including:
 - i) statement of work specifications; and
 - ii) reference to any proposed contractual terms and conditions required by the Respondent; and
 - iii) a summary of exceptions taken to the RFP requirements; and
 - iv) any and all expectations from SCPPA including, but not limited to: requirements definition, strategy refinement, and staffing requirements to support the proposed project or program implementation.
- b. An officer authorized to bind must sign the proposal on behalf of the Respondent and must include the following declarations on the Transmittal Letter:

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“This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the Respondent has not directly or indirectly induced or solicited any other Respondent to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the Respondent has not in any manner sought by collusion to secure for themselves an advantage over any other Respondent.”

2. **Respondent Information:** Provide legal name of Company or Individual, physical street address, the name(s) and title(s) of the individual(s) authorized to represent the Respondent, including telephone number(s) and email address(es).
3. **Proposal:** Proposals must include a description of the proposed project or program, how it meets each of the objectives of this RFP, and a detailed description addressing one or more of the Areas of Interest. Respondents may also include additional services, products, tasks, task elements and/or functions that may not be part of or included in the RFP, but are deemed by the Respondent to be pertinent and potentially valuable to SCPPA, its Members or other Participants. SCPPA will have full discretionary authority to consider, accept and/or reject without cause such supplemental information that is not directly requested, included in or made part of the RFP.
4. **Fees:** Pricing in all Proposals should be made based on good faith estimates of the requirements defined in this RFP. Respondents shall include all necessary details of specific examples or estimates of the equipment costs, fees, labor rates and service charges for all equipment purchases, installations and support services. Respondents shall also be prepared to provide a breakdown of the applicable overheads and fringe benefit costs that are part of any labor rates and other direct costs associated with the services to be performed.

SCPPA does not know the breadth or depth of Participants' interest or abilities in EVSE infrastructure development at this time. Because of this, this RFP could result in a joint-action purchase and/or service Agreement(s) of significant scope and volume. Therefore, to acquire the best available equipment and services, at the most cost-effective prices, Respondents should provide all pricing on a “scalable basis” such that volumetric discounts can be made available to SCPPA, its Members or other POUs.

Specifically, SCPPA requests price offerings for Level 2 and/or Level 3 chargers from Respondents to reflect the potential purchase of varying numbers of chargers. For example, a Proposal could be structured with the following breakdown or something of similar construct:

- a) 1 to 10 units of each Level 2 and/or Level 3 chargers;
- b) 11 to 20 units of each;
- c) 21 to 50 units of each; and
- d) 51 or more units of each

Similarly, all proposed price offerings for service support, as referenced in Sections III.1.c and II.2.c, should be prepared to account for the volume of activities for multiple Participants in diverse regions of the State.

5. **Experience:** Respondent shall clearly identify project participants and management team, including:
 - a. Describe your firm's experience as may be applicable to this RFP, your organizational structure, management qualifications, and other contract related qualifications, including number of years firm has been in business.
 - b. Specify key employees and describe their qualifications, experience and duties related to this RFP, including the office location(s) where work will be performed, in addition to the physical street address referenced above.

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- c. Provide a commitment statement for the retention and use of key employees as proposed, their availability to initiate and sustain the proposal, as well as planned supplemental employees if key personnel are not available to assure project delivery.
- d. State whether Respondent will use subcontractors to perform services pursuant to the contract. Should the use of subcontractors be offered, the Respondent shall provide the same assurances of competence for the subcontractor, plus the demonstrated ability to manage and supervise the subcontracted work. Subcontractors shall not be allowed to further subcontract with others for work. The provisions of any contract resulting from this RFP shall apply to all subcontractors in the same manner as to the Respondent.
- e. Respondent shall indicate any and all pending litigation that could affect the viability of Respondent's proposal, continuance of existing contracts, operation or financial stability.

6. References:

- a. Describe whether the Respondent has, within the last five (5) years, rendered any service to SCPPA or to any of SCPPA's Members, either as a contractor or subcontractor, either under the current Respondent's name or any other name or organization. If so, please provide details (status as prime or subcontractor, brief description of the contract, contract start and end dates, the contract administrator name, and total actual contract expenditures).
- b. If the Respondent has not rendered any service within the last five (5) years to SCPPA or to any of SCPPA's Members, then please provide references over that period with the details described above including the counterparty for which services were provided.
- c. Identify existing related or relevant projects or programs which Respondent developed and/or operates that would demonstrate Respondent's capabilities in this area.
- d. Describe relevant program development and implementation experience, approach, and provide a list of references for similar projects completed.

V. Proposal Submission Delivery Requirements

There will not be an initial Respondent's conference associated with this RFP. Clarification questions may be addressed to EVChargers@sccpa.org.

One (1) hard copy of your response, including a transmittal letter of authentic offer with wet-ink authority signature, and any supporting documentation should be delivered no later than 5:00 PM on December 31, 2013 to:

Southern California Public Power Authority
EVChargers@sccpa.org
1160 Nicole Court
Glendora, California 91740

One (1) electronic copy of your proposal should also be delivered to the address above, preferably on a CD or USB flash drive, or alternatively e-mailed to EVChargers@sccpa.org no later than the time and date referenced above.

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No contact should be made with the Board of Directors, committees or working group representatives, or SCPPA Participating Members concerning this RFP.

All information received by SCPPA in response to this RFP is subject to the California Public Records Act and may be subject to the California Brown Act and all submissions may be subject to review in the event of an audit.

VI. Proposal Terms and Conditions

1. SCPPA reserves the right to cancel this RFP at any time, reject any and all proposals and to waive irregularities.
2. SCPPA shall determine at its sole discretion the value of any and/or all proposals including price and non-price attributes.
3. Proposals may be sub-divided or combined with other proposals, at SCPPA's sole discretion.
4. SCPPA shall perform an initial screening evaluation to identify and eliminate any proposals that are not responsive to the RFP, do not meet the minimum requirements set forth in the RFP, are clearly not economically competitive with other proposals, or are submitted by Respondents that lack appropriate creditworthiness, sufficient financial resources, or qualifications to provide dependable and reliable services.
5. SCPPA reserves the right to submit follow up questions or inquiries to request clarification of information submitted and to request additional information from any one or more of the Respondents.
6. SCPPA reserves the right, without qualification and in its sole discretion, to accept or reject any or all proposals for any reason without explanation to the Respondent, or to make the award to that Respondent, who, in the opinion of SCPPA, will provide the most value to SCPPA and its customers.
7. SCPPA may decline to enter into any potential engagement agreement or contract with any Respondent, terminate negotiations with any Respondent, or to abandon the request for proposal process in its entirety.
8. SCPPA reserves the right to make an award, at its sole discretion, irrespective of price or technical ability, if SCPPA determines that to do so would result in the greatest value to SCPPA and its Members.
9. Those Respondents who submit proposals agree to do so without legal recourse against SCPPA, its Members, their directors, officers, employees and agents for rejection of their proposal(s) or for failure to execute or act on their proposal for any reason.
10. SCPPA shall not be liable to any Respondent or party in law or equity for any reason whatsoever for any acts or omissions arising out of or in connection with this RFP.
11. SCPPA shall not be liable for any costs incurred by any Respondents in preparing any information for submission in connection with this RFP process or any and all costs resulting from responding to this RFP. Any and all such costs whatsoever shall remain the sole responsibility of the Respondent
12. SCPPA may require certain performance assurances from Respondents prior to entering into negotiations for a proposed project. Such assurances may potentially include a requirement that Respondents provide some form of performance security.

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13. Prior to contract award, the successful Respondent shall supply a detailed breakdown of the applicable overheads and fringe benefit costs that are part of the labor rates and other direct costs associated with the services to be performed.
14. Either SCPPA collectively or Members individually may respond to, or enter into negotiations for a proposal. SCPPA is not responsible or liable for individual Members interactions with the Respondent which are not entirely conducted through SCPPA or at SCPPA's option or election to engage the Respondent as defined within the Terms and Conditions herein.
15. Submission of a Proposal constitutes acknowledgement that the Respondent has read and agrees to be bound by the terms and specifications of this RFP and any addenda subsequently issued prior to the due date for a Proposal.
16. Information in this RFP is accurate to the best of SCPPA's knowledge but is not guaranteed to be correct. Respondents are expected to complete all of their due diligence activities prior to entering into any final contract negotiations with SCPPA.
17. SCPPA reserves the right to reject any Proposal for any reason without cause. SCPPA reserves the right to enter into relationships with more than one Respondent, can choose not to proceed with any Respondent with respect to one or more categories of services, and can choose to suspend this RFP or to issue a new RFP that would supersede and replace this RFP.

VII. Additional Requirements for Proposal

1. **Consideration of Responses:** Submitted proposals should be prepared simply and economically, without the inclusion of unnecessary promotional materials. Proposals should be submitted on recycled paper that has a minimum of thirty percent (30%) post-consumer recycled content and duplex copied (double-sided pages) where possible.
2. **Insurance, Licensing, or other Certification:** If selected, the Respondent will be required to maintain sufficient insurance, licenses, or other required certifications for the type of work being performed. SCPPA or its Members may require specific insurance coverage to be established and maintained during the course of work and as a condition of award or continuation of contract.
3. **Non-Discrimination/Equal Employment Practices/Affirmative Action Plan:** If selected, the Respondent and each of its known subcontractors may be required to complete and file an acceptable Affirmative Action Plan. The Affirmative Action Plan may be set forth in the form required as a business practice by the Department of Water and Power of the City of Los Angeles which is SCPPA's largest Member.
4. **Living Wage Ordinance:** If selected, the Respondent may be required to comply with the applicable provisions of the City of Los Angeles Living Wage Ordinance and the City of Los Angeles Service Contract Workers Retention Ordinance. The Living Wage Ordinance provisions are found in Section 10.36 of the Los Angeles City Administrative Code; and the Service Contract Workers Retention Ordinance are found in Section 10.37 of the Los Angeles Administrative Code (SCWRO/LW0).
5. **Prevailing Wage Rates:** If selected, the Respondent will be required to conform to prevailing wage rates applicable to the location(s) where any work is being performed. Workers shall be paid not less than prevailing wages pursuant to determinations of the Director of Industrial Relations as applicable in accordance with the

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California Labor Code. To access the most current information on effective determination rates, Respondent shall contact:

Department of Industrial Relations
Division of Labor Statistics and Research
PO Box 420603, San Francisco, CA 94142-0603
Division Office Telephone: (415) 703-4780
Prevailing Wage Unit Telephone: (415) 703-4774
Web: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>

6. **Child Support Policy:** If selected, Respondent may be required to comply with the City of Los Angeles Ordinance No. 172401, which requires all contractors and subcontractors performing work to comply with all reporting requirements and wage earning assignments and wage earning assignments relative to court ordered child support.
7. **Supplier Diversity:** Respondents shall take reasonable steps to ensure that all available business enterprises, including Small Business Enterprises (SBEs) and Disabled Veteran Business Enterprises (DVBES) have an equal opportunity to compete for and participate in the work being requested by this RFP. Efforts to obtain participation of SBEs, DVBES, and other business enterprises may reasonably be expected to produce a twenty percent (20%) participation goal for SBEs and a three percent (3%) participation goal for DVBES. For the purpose of this RFP, SCPPA's Supplier Diversity program is modeled after that of the Los Angeles Department of Water and Power. Further information concerning the Supplier Diversity Program may be obtained from the Supply Chain Services Division of the Los Angeles Department of Water and Power.
8. **SCPPA-Furnished Property:** SCPPA or participating utility drawings, specifications, and other media furnished for the Contractor's use shall not be furnished to others without written authorization from the source agency.
9. **Contractor-Furnished Property:** Upon completion of all work under any agreement developed as a result of this RFP, ownership and title to reports, documents, drawings, specifications, estimates, and any other document produced as a result of the agreement shall automatically be vested to SCPPA and no further agreement will be necessary for the transfer of ownership to SCPPA. SCPPA has the sole right to distribute, reproduce, publish, license, or grant permission to use all or a portion of the deliverable documentation, work product or presentations as it determines fit in its sole discretion.