



## **SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY**

### **Request for Qualifications related to Installation of Electric Vehicle Charging Equipment**

**Issuance Date: June 30, 2017**

**Response Deadline: July 27, 2017**

#### **I. Introduction**

The Southern California Public Power Authority (SCPPA), on behalf of its Member Utilities, is hereby requesting information regarding the capabilities and qualifications of Respondents to this Request for Qualifications (RFQ) to assist SCPPA and/or our Members in the evaluation of site selections for electric vehicle charging or service equipment (“EVSE”) and the installation of EVSE. More specific details on the information being requested are provided below in Section III – Areas of Interest.

SCPPA is interested in evaluating this information and discovering all Respondent’s capabilities related to the specified Areas of Interest to enable informed decisions and potentially proceed to more specific negotiations on contract development with one or more qualified Respondents to this RFQ.

Responses to this RFQ are due on or before 4:00pm PST, on July 27, 2017, as described below in Sections III and V.

#### **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. The management of SCPPA is under the direction of an Executive Director who is appointed by the Board.

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## III. Areas of Interest

SCPPA Members have expressed interest in gathering information from qualified individuals or firms who possess the necessary qualifications, certifications, licenses, and insurance or bonding capabilities to install and potentially service or maintain electric vehicle charging equipment for Members and/or their respective customers.

The specific, detailed information that SCPPA is requesting from Respondents to this RFQ includes, but is not limited to:

1. **Qualifications** (of all employees performing installation services)
  - Licenses
  - Certifications
  - Degrees
  - Training
  
2. **Experience**
  - Work experience in EVSE installation
  - Work with electric utilities
  - Work with publicly-owned utilities
  - Experience with prevailing wages and associated record-keeping requirements
  
3. **Labor Rates**
  - Standard hourly, fully-loaded, rates (not prevailing wage) for all job classifications potentially used for related installation and administrative services. Potential examples are listed below.
    - Owner/Principal
    - Senior Engineer
    - Engineer
    - Junior Engineer
    - Mechanic
    - Draftsman
    - Electrician
    - Technician
    - Groundsmen
    - Administrative Assistant
    - Clerk
    - Secretary

## IV. Timeline / Schedule\*

SCPPA RFQ on EVSE Installation Services Selection Process	
Schedule of Requirements	Target Date(s)
Issue RFQ	June 30, 2017
Questions for clarification Due	July 14, 2017
Responses Due	July 27, 2017
Review of Responses	August 2017
Interviews (if necessary)	August - September, if needed
Selection of Respondent(s)	As soon as is practicable and until sufficient number of contractors are available for SCPPA & Member needs

\*Timeline/Schedule is subject to change.

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The deadline to submit questions on this RFQ will be 4:00PM (PDT) on **July 14, 2017**. All questions should be submitted electronically via e-mail to: [bcope@scppa.org](mailto:bcope@scppa.org), referencing **EVSE Installation RFQ Questions** in the subject line. Answers to all questions will be provided to inquisitor via e-mail within 5 business days from the date received. Answers to questions that SCPPA, at its sole determination and discretion, deems to be substantive or that would place the inquisitor at a distinct and unfair advantage to other potential Respondents will be posted on SCPPA's website at: <http://www.scppa.org/pages/misc/RFQs.html> within 3 business days from the date delivered to inquisitor, but no later than **July 20, 2017**. It is the responsibility of potential Respondents to review this website for any and all postings.

### **V. Information Submission Required Elements**

#### **1. Transmittal Letter Content:**

- a) A brief statement of the Respondent's understanding of the services being requested and considered, as well as any physical or legal limitations or constraints that may exist in allowing the Respondent to provide such service and/or products.
- b) Legal name of Individual or Firm (Respondent) with physical street address, telephone and FAX numbers with the name(s), respective position(s)/title(s) and e-mail address(es) of all individuals authorized to represent the Respondent.

#### **2. Information Statement to describe your firm's:**

- a) experience in performing or providing the services and products within the Areas of Interest as referenced above and as may be applicable to this RFQ;
- b) organizational structure, management information, and other service or product related Information, including number of years firm or individual has been in the related business;
- c) list or table of key employees including a description of their Information, experience and duties related to the services and/or products referenced within this RFQ;
- d) a list of office locations where work will be performed, if different than the physical address referenced above;
- e) reliance on or use of subcontractors to perform services referenced within this RFQ; and
- f) describe whether the Respondent has, within the last five years, rendered any service to SCPPA or to any of SCPPA's Members, either as a contractor or subcontractor, either under the name presented in the Transmittal letter 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).
- g) If the Respondent has not rendered any service within the last five years to SCPPA or to any of SCPPA's Members, then please provide as many as five (5) references of similar or related work performed within the past 3 years with the requested details described above including the counterparty for which services were provided.
- h) Respondent shall indicate any and all pending litigation that could affect the viability of Respondent's submittal, continuance of existing contracts, operation or financial stability.

## **VI. Information Submission Delivery Requirements**

One (1) electronic copy of your submittal should be delivered no later than 4:00 pm PST on July 27, 2017 e-mailed to: [bcope@scppa.org](mailto:bcope@scppa.org) with Subject/Title as: **[Respondent Name] EVSE Installation RFQ Submittal**. One (1) hard copy of your submittal can or may also be delivered to the address below no later than the time and date referenced above, but hard-copy submittal is not required.

Southern California Public Power Authority  
**EVSE Installation RFQ**  
Attention: Bryan Cope  
1160 Nicole Court  
Glendora, California 91740

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

All information received by SCPPA in response to this RFQ 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.

## **VII. Submittal Terms and Conditions**

1. SCPPA reserves the right to cancel this RFQ at any time, reject any and all submittals and to waive irregularities.
2. SCPPA shall determine at its sole discretion the value of any and/or all submittals.
3. Submittals may be sub-divided or combined with other submittals, at SCPPA's sole discretion.
4. SCPPA shall perform an initial screening and evaluation to identify and eliminate any submittals that are not responsive to the request for qualifications, do not meet the minimum requirements set forth in the request for qualifications or are otherwise deemed, at SCPPA's sole discretion, unable to provide dependable and reliable services.
5. SCPPA reserves the right to submit supplementary 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 submittals for any reason without explanation to the Respondent, or to subsequently make an award to one or more Respondent(s), who, in the opinion of SCPPA, will provide valued service and/or products to SCPPA and its Members.
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 RFQ process in its entirety.

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8. Those Respondents who provide Qualification submittals agree to do so without legal recourse against SCPPA, its Members, their directors, officers, employees and agents for rejection of their submittal(s) or for failure to execute or act on their submittal for any reason.
9. 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 request for submittals.
10. SCPPA shall not be liable for any costs incurred by any Respondents in preparing any information for submission in connection with this RFQ process or any and all costs resulting from responding to this RFQ. Any and all such costs whatsoever shall remain the sole responsibility of the Respondent.
11. 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.
12. Either SCPPA collectively or Members individually may respond to, or enter into negotiations for services related to a submittal. 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.
13. Submission of a submittal constitutes acknowledgement that the Respondent has read and agrees to be bound by the terms and specifications of this RFQ and any addenda subsequently issued prior to the due date for a submittal.
14. Information in this RFQ 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.
15. SCPPA reserves the right to reject any submittal 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 RFQ or to issue a new RFQ that would supersede and replace this RFQ.

### **Additional Considerations for Submittal**

1. **Response Preparations:** Submittals should be prepared simply and economically, without the inclusion of unnecessary promotional materials. Information should be submitted on recycled paper that has a minimum of thirty percent (30%) post-consumer recycled content and duplex copied (double-sided sheets) where possible and applicable. The entire submittal should not exceed 50 pages (25 double-sided sheets).
2. **Insurance, Licensing, or other Certification:** If selected subsequently to provide service(s) and/or product(s) related to the Areas of Interest in this RFQ, the Respondent and each of its known subcontractors 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

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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 subsequently to provide service(s) and/or product(s) related to the Areas of Interest in this RFQ, 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, SCPPA's largest Member.
4. **Living Wage Ordinance:** If selected subsequently to provide service(s) and/or product(s) related to the Areas of Interest in this RFQ, 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.
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 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 subsequently to provide service(s) and/or product(s) related to the Areas of Interest in this RFQ, the 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), Disadvantaged Business Enterprises (DBEs), Women-Owned Business Enterprises (WBEs), Minority-Owned Business Enterprises (MBEs), Disabled Veteran Business Enterprises (DVBES), and other Business Enterprises (OBEs), have an equal opportunity to compete for and participate in the work being requested by this RFQ. Efforts to obtain participation of these business enterprises may reasonably be expected to produce a twenty-five percent (25%) participation goal for SBEs. For the purpose of this RFQ, 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.

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8. **Local Preference:** SCPPA's RFQ Review team will increase the final response rating or score up to 10 percent for Responses that demonstrate that the Respondent's primary business address is located in a Participating Member's service territory or that more than 50 percent of the work will be performed by sub-contractors with business addresses located within the Participating Members' service territory.
9. **SCPPA-Furnished Property:** SCPPA or a Member's utility drawings, specifications, and other media furnished for the Respondent's use shall not be furnished to others without written authorization from SCPPA or the applicable Member(s).
10. **Contractor-Furnished Property:** Upon completion of all work under any agreement developed as a result of this RFQ, 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 in its sole discretion.