



SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

Request for Qualifications to Develop and Operate Electric Vehicle Fast Charging Plazas

Issuance Date: January 15, 2019
Response Deadline: February 14, 2019

I. Introduction

The Southern California Public Power Authority (SCPPA), on behalf of its Member Utilities (Members), is hereby requesting information regarding the interest, capabilities and qualifications of Respondents to this Request for Qualifications (RFQ) to lease or license parcels of land for the purpose of developing, constructing, and operating electric vehicle (EV) fast charging “plazas”, as described below in Section III.

SCPPA is interested in 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 Request for Qualifications (RFQ).

Responses to this RFQ are due as soon as is practicable but no later **4:00pm (PDT), February 14, 2019**, 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 among 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.

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III. Areas of Interest

Certain SCPPA Members have expressed interest in identifying qualified firms who possess the necessary qualifications and experience to rent Member-owned property or properties for the purposes of designing, developing, constructing, installing, operating, and maintaining electric vehicle fast charging plazas in Members' respective service territories. Such plazas could include one or more of any particular type of EV charger with a minimum 50kW rating, including but not limited to Direct Current Fast Chargers (DCFC).

Because there may be multiple sites and opportunities to develop fast charging plazas, Members desire to establish a known set of qualified contractors that are willing to submit formal bids for some or all of these potential sites – subsequent to the finalization of the list or pool of qualified contractors. Ultimately any or all selected contractor(s) must be willing, and may be required, to execute a lease or license agreement with the Member or the respective municipality for any associated property. In addition, the selected developer will be responsible all expenses related to design, development, permitting, construction, installation, maintenance (including landscaping that is mutually agreed upon with the Member/municipality), repair, replacement, operation, and marketing of the charging plaza, including electricity costs, signage, property maintenance, security, and ancillary equipment as needed.

The specific, detailed information that SCPPA is requesting from Respondents to this RFQ, and by which submittals will be evaluated, is as follows:

SCPPA EV Charging Plaza RFQ Evaluation Criteria	
	Weight
Financial Stability <i>Statement of financial condition and annual revenues for the previous 3 years, or audited annual report or financial statement for businesses less than 3 years old</i>	Pass / Fail
Demonstrated Experience in Areas of Interest <i>Specific examples of managing the design, development, construction, installation and subsequent maintenance and operation of public EV Charging Stations, with specific attention given to Fast Charging Infrastructure.</i>	30%
Qualifications of Management and Key Personnel	25%
Organizational/Management Approach to Work	20%
Sample Operational Plan <i>Marketing, Maintenance, Repair, Parking Enforcement, Security, etc.</i>	20%
Experience Managing Projects Involving Land Development <i>Including any experience with various permitting and environmental requirements such as CEQA compliance, Storm Water Pollution Prevention, and Low Impact Development</i>	5%

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Timeline / Schedule*

SCPPA EV Charging Plaza RFQ Selection Process	
Schedule of Requirements	Target Date(s)
Issue RFQ	January 15, 2019
Inquiries Due	January 29, 2019
Responses Due	February 14, 2019
Review of Responses	Upon Receipt
Interviews (if necessary)	As needed
Selection of Respondent(s)	As soon as practicable

*Timeline/Schedule is subject to change.

IV. Information 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 RFQ requirements; and
 - iv) any and all expectations from SCPPA including, but not limited to: requirements definitions, strategy refinement, and staffing requirements to support the proposed program implementation.
- b. An officer authorized to bind must sign the submittal on behalf of the Respondent and **must include the following declarations** in the transmittal letter:

“This submittal 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 submittal; 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. **Information Statement:** Submittals must include a description of the Respondent's qualifications, how they meet (or do not meet) each of the objectives of this RFQ, and a detailed description addressing all of the Areas of Interest. Respondents' entire submittals shall contain no more than 30, double-sided, pages.

Respondents may also include additional information or offerings for services, products, tasks, task elements and/or functions that may not be part of or included in the RFQ but are deemed by the

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Respondent to be pertinent and potentially valuable to SCPPA or its Members. Any additional information provided to supplement the Respondent's Submittal, as defined directly above, shall be clearly marked as "Supplemental Information". 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 RFQ.

4. Experience: Respondent shall clearly identify project participants and management team, including:

- a. Describe your firm's experience as may be applicable to this RFQ, 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 RFQ, including the office location(s) where work will be performed, in addition to the physical street address referenced above.
- c. Provide a commitment statement for the retention and use of key employees as proposed, their availability to initiate and sustain the submittal, 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 RFQ 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 submittal, continuance of existing contracts, operation or financial stability.

5. 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 date, 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.

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V. Information Submission Delivery Requirements

The deadline to submit questions on this RFQ will be 4:00PM (PDT) on **January 29, 2019**. All questions should be submitted electronically via e-mail to: bcope@scppa.org, referencing **Fast Charging Plaza RFQ** in the subject line. Answers to all questions will be provided to inquisitor via e-mail as soon as a practicable after 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> as soon as a practicable after the date received, but no later than **February 5, 2019**. It is the responsibility of potential Respondents to review this website for any and all postings.

One (1) electronic copy of your response and any supporting documentation must be delivered no later than 4:00 pm PST on February 14, 2019 via e-mail to bcope@scppa.org.

Additionally, one (1) hard copy of the submittal may be, but is not required to be, submitted with the electronic copy of your submittal, no later than the time and date referenced above, to:

Southern California Public Power Authority
Charging Plaza RFP
Attention: Bryan Cope
1160 Nicole Court
Glendora, California 91740

No contact should be made with the Board of Directors, committees or working group representatives, or SCPPA 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.

VI. 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 including price and non-price attributes.
3. Submittals may be sub-divided or combined with other submittals, at SCPPA's sole discretion.
4. SCPPA shall perform an initial screening evaluation to identify and eliminate any submittals that are, for example, not responsive to the RFQ, do not meet the minimum requirements set forth in the RFQ, or are submitted by Respondents that lack appropriate creditworthiness, sufficient financial resources, or qualifications to provide dependable and reliable services for this RFQ.

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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 submittals for any reason without explanation to the Respondent, or to make any award to that Respondent, who, in the opinion of SCPPA, will provide the most value 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 request for qualification 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 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.
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 RFQ.
11. 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.
12. SCPPA may require certain performance assurances from Respondents prior to entering into negotiations for work that may result from this RFQ. Such assurances may potentially include a requirement that Respondents provide some form of performance security.
13. SCPPA Members, either collectively or individually may contact Respondents to discuss or enter into negotiations regarding 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 RFQ.
14. Submission of 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 by SCPPA.
15. Information in this RFQ is accurate to the best of SCPPA's and its Members' 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.
16. 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.

VII. Additional Considerations for Submittal

1. **Consideration of Responses:** 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 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 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), 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

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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.

8. **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).

9. **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.