



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

September 25, 2013  
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Request for Proposals 2013-009

DC Quick Charger Deployment Program

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## **SECTION I – SUMMARY**

The Bay Area Air Quality Management District (Air District) seeks to accelerate the deployment of Plug-in Electric Vehicles (PEVs) because of their potential to lower the emissions of criteria pollutants and greenhouse gases by displacing higher polluting internal combustion engine vehicles in the Bay Area’s transportation fleet. In support of this goal, this Request for Proposals (RFP) solicits formal proposals from property owners or tenants that would, under contract (“contractor”) with the Air District, expand the availability of Direct Current (DC) quick chargers in the nine county Bay Area.

To respond to this Request for Proposals (RFP), an interested bidder should submit two hard (2) copies and one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format) of its proposal to:

Mailing Address:  
Rebekah Davies, Purchasing Agent  
Bay Area Air Quality Management District  
939 Ellis Street; San Francisco, CA 94109

Email Address:  
rdavies@baaqmd.gov

**Proposals must be received at the Air District offices at  
939 Ellis Street; San Francisco, California, 94109  
by 4:00 p.m. on Wednesday, October 16, 2013 for first consideration.  
Proposals received after the time and date specified will be evaluated on a first-  
come, first-serve basis, through June 30, 2014, or until funds are exhausted.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be directed to Rebekah Davies at: [rdavies@baaqmd.gov](mailto:rdavies@baaqmd.gov).**

## **SECTION II – BACKGROUND**

### **A. Air District Overview**

The Bay Area Air Quality Management District (Air District) was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures.

The Air District is governed by a twenty-two member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The chief executive officer of the Air District is the Air Pollution Control Officer (APCO), a position currently held by Jack Broadbent.

### **B. DC Quick Charger Deployment Program**

On June 5, 2013, the Air District's Board of Directors allocated \$2.5 million to support the deployment of electrical vehicle charging infrastructure. Of that amount, \$1 million is allocated for the DC Quick Charger Program to support the expansion of the Bay Area's publicly available network of DC quick chargers. Up to \$20,000 in Air District funds is available per DC quick charger installed that meets the program requirements; this includes a base award amount of \$10,000 per qualifying charger installed and a bonus award of up to \$10,000 during the first two or three years of operation for any station that meets or exceeds minimum usage requirements. Proposals for this program will be accepted on a first-come first-served basis through June 30, 2014, or until funds are exhausted, whichever comes first.

In addition to Air District funding, contractors who are determined to meet all eligibility requirements by January 27, 2014, and who can obtain and provide a copy of all required permits within 60 days from the date of contract execution and no later than March 28, 2014, may also be eligible to receive one or more free DC quick chargers provided by Nissan North America, Inc. (Nissan). Due to the competitive nature of these

free chargers, the Air District will prioritize these chargers based on the criteria set forth in Section IV (A).

### **SECTION III – INSTRUCTIONS TO BIDDERS**

#### **A. General**

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates prior to the due date.
5. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the District, but proposals may be withdrawn.
6. The District reserves the right to reject any and all proposals.
7. The total quotation for this project should not exceed one million dollars, (\$1,000,000).
8. All questions must be in written form and emailed directly to Rebekah Davies, Purchasing Agent, and arrive no later than 4:00 p.m. on Tuesday, October 8, 2013. All questions will be answered in writing and posted on the BAAQMD RFP webpage by close of business Friday, October 11, 2013.
9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.
10. At the Air District's discretion, the offering price and other program requirements may be changed to extend or increase participation in the DC Quick Charger Deployment Program.
11. The Air District reserves the right to select more than one contractor for this program and the right to cancel this solicitation.
12. Awards that are \$70,000 or greater require approval by the Air District Board of Directors.

#### **B. Submittal of Proposals**

All proposals must be submitted according to the specifications set forth in

Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – For first consideration, all proposals are due no later **4:00 p.m. on Wednesday, October 16, 2013** and should be directed to:

Mailing Address:  
Rebekah Davies, Purchasing Agent  
Bay Area Air Quality Management District  
939 Ellis Street; San Francisco, CA 94109

Email Address:  
rdavies@baaqmd.gov

2. Proposals received after the time and date provided previously specified will be evaluated on a first-come first-serve basis, through June 30, 2014, or until funds are exhausted, whichever comes first.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit two hard (2) copies of the proposal in a sealed envelope to the mailing address above, plus one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format). Electronic submissions submitted via email will be acknowledged with a return email. Hard copies of the proposal shall plainly mark the upper, left-hand corner of the submission with the name and address of the bidder and the RFP number. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date. Proposals are not to exceed **eight double-sided pages** including proposal letters, table of contents, and any attachments.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the firm.
6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its

officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys' fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District's non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, cannot be altered without prior written consent of the Air District. All proposals shall constitute firm offers valid for ninety (90) days from the due date.

**C. Interviews**

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

**D. Pre-Bidders Conference**

1. A pre-bidders conference will be held on Tuesday, October 8, 2013 at 11:00 a.m. via webinar. Bidders are encouraged, but not required, to attend. Schedule and registration for the pre-bidders workshop will be made available at: <http://www.bayareapevready.org/funding/>.

**SECTION IV – SCOPE OF WORK**

Contractor(s) will be responsible for deploying DC quick chargers that meet either Society of Automotive Engineers (SAE) and/or CHAdeMO standards within the Air District jurisdiction. Interested bidders can either: (1) apply for Air District funds (up to \$20,000) or (2) apply for Air District funds **AND** one or more free DC quick charger(s) provided by Nissan.

Up to \$20,000 in Air District funds is available per DC quick charger installed that meets the program requirements; this includes a base award amount of \$10,000 per qualifying charger installed and incremental bonus awards of up to \$5,000 each year for the first two years of operation. Specifically, \$5,000 is awarded per charger that meets a cumulative usage of 46,458 kWh or more and an additional \$5,000 is awarded per charger that meets a cumulative usage of 61,944 kWh or more (see table below). Bonuses will be pro-rated and awarded to qualifying contractors on an annual basis, after a charger has delivered at least 30,972 kWh. DC quick chargers that have not met the minimum usage of 30,972 kWh within the first two years of operation are required to operate and comply with program requirements for an additional year, for a total of three years of operation. If a contractor's charger did not achieve the usage required to receive the maximum \$5,000 bonus in either the first and/or second year, they are still eligible for remaining bonuses in their second or third year of operation. The third year of operation is optional to contractors' whose chargers have met the minimum usage requirement, but have not qualified for the full award of \$20,000.

<b>Payment Schedule</b>	<b>Award per charger</b>	<b>Milestone (cumulative electricity usage in kwh)</b>
Base Award	\$10,000	Installation
1 <sup>st</sup> Bonus Award	\$5,000	46,458 kwh
2 <sup>nd</sup> and Final Bonus Award	\$5,000	61,944 kwh
<b>Total Maximum Award</b>	<b>\$20,000</b>	<b>61,944 kwh or greater</b>

In addition to Air District funding, contractors who are determined to meet all eligibility requirements by January 27, 2014, and can obtain and provide a copy of all required permits to install the charger within 60 days from the date of contract execution with the Air District and no later than March 28, 2014, may also be eligible to receive one or more free DC quick chargers provided by Nissan.

All contractors must obtain permits within 60 days of contract execution, and complete all work within four months of contract execution. Contractors who are awarded free DC quick chargers, provided by Nissan, must also obtain permits within 60 days of contract execution but no later than March 28, 2014, and complete all work within 45 days of contractor's receipt of the chargers but no later than four months of contract execution.

Failure to comply with program requirements will result in the forfeiture of Air District funds and applicable free charger(s) provided by Nissan.

The Air District will only reimburse contractors for eligible costs that are incurred following execution of a contract. All work that is performed for this contract must be completed by December 31, 2014.

Funding will also be prioritized for stations that are proposed to be located in Air District designated Community Air Risk Evaluation (CARE) areas (see Appendix A-Map of Existing Stations and CARE Areas).

The following is a summary of the minimum contractor and project eligibility requirements:

**A. Eligible Contractors**

1. The contractor must be a property owner, tenant, or company licensed to operate in the State of California who has authorization to apply for and obtain necessary electrical/building permits to install equipment on the property. If the contractor is not a property owner, applications must include a letter from the property owner granting the contractor authorization to conduct work on their behalf.
2. Contractors that are able to financially frontload all project costs and who demonstrate the ability to fund the ongoing costs associated with operation and maintenance of the equipment for a **minimum of two years** from the date that the equipment is placed into service.
3. Any party that is required to install DC quick charger(s) by settlement, or has either received or plans to receive funds from a source that is required to install DC quick charger(s) by settlement is an **ineligible** contractor (e.g., NRG, eVgo).

**B. DC Quick Charger Equipment**

1. Must have the ability to communicate with vehicle battery management systems.
2. DC quick chargers must be configured at a minimum for 20kW, 30kW, 40kW, or 50kW with a SAE and/or CHAdeMO connector. The charger requires a three-phase 208 Volt AC input power.
3. Acceptable forms of payment for customers to use equipment include, but are not limited to, pay-by-phone, credit card, pre-paid card, and subscription service. Payment **shall not** be limited to subscription service.
4. Shall be certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard.

**C. Eligible Costs for Reimbursement**

1. Air District funds may be used to cover the following eligible project costs:
  - a. Labor and material construction costs to install equipment (e.g., trenching, wiring, and conduit) at the approved location,
  - b. Labor and fees associated with cost to obtain permits, and
  - c. Equipment and/or equipment shipping costs; including DC quick chargers.
2. Air District funds will be available on a reimbursement basis only. Funding is contingent upon receipt of an executed contract, successful completion of the project, and compliance with all project requirements.
3. Ineligible uses of Air District funds include, but are not limited to, the following:
  - a. Operational costs (e.g., network access fees, utility costs, insurance),
  - b. Maintenance cost (e.g., repairs, replacement of parts), and
  - c. Cost of developing proposals and any costs incurred prior to contract execution.

**D. Eligible Station Locations and Other Station Requirements**

1. Equipment must be installed at approved sites (“stations”) that are located within the boundaries of the Air District’s jurisdiction (<http://baaqmd.gov/The-Air-District/Jurisdiction.aspx>).
2. Stations must be located outside a two-mile radius around the nearest existing station location (see Appendix A). Contractors that propose to install equipment closer than the two-mile limit must provide evidence that the nearest existing location is in use at least an average of five hours per day during the previous three months.
3. Station locations must be one or more of the following (identify proposed station locations using the form in Appendix B – Station Form):
  - a. Within 0.25 miles from heavy volume highway transportation corridors (and/or densely populated residential areas);
  - b. Along main arterials with high traffic volumes;

- c. Within 0.25 miles of at least one major activity center or commercial establishment;
- d. At a place of strategic importance to extend the range and reach of fully electric drive vehicles along Bay Area priority transportation corridors.
4. Stations and equipment must be accessible to the public, at a minimum, during peak traffic periods and be installed in a well-lit, secured area.
5. Station locations must be consistent with criteria identified in Bay Area strategic plans as specified by the Air District.

**E. Records, Auditing and Enforcement**

1. The contractor will be responsible for obtaining, submitting to the Air District, and retaining the following information for each funded DC quick charger:
  - a. Manufacturer name, make, and model,
  - b. Location address,
  - c. Geographical Information System (GIS) Coordinates,
  - d. Date the DC quick charger was placed into service,
  - e. All financial information and copies of detailed invoices related to the purchase and installation of a DC quick charger,
  - f. Local agency permit and any other required federal, state, and/or local approvals,
  - g. Utilization data by station to be submitted on a monthly basis:
    - i) Frequency and time of day use,
    - ii) Charging demand and energy usage, and
    - iii) Charge event date, start time and duration.
  - h. Financial information regarding the revenue collected by fees and subscription, by station, and
  - i. Status of operation (i.e., maintenance or reliability issues) by station.
2. The data contained in records required in Section IV E.1 a. through i. shall be transmitted to the Air District in an electronic database format and retained in both electronic and paper format. In addition, items g. through i. shall be updated and transmitted to the Air District **monthly** in an electronic database format and retained in both electronic and paper format.
3. The contractor will maintain copies of the information listed in Section IV E.1 a. through i. for a minimum period of five (5) years (after installation), and shall make those records available to the Air District upon request.
4. The Air District may conduct announced and unannounced audits and on-site inspections of the contractors' operations to ensure operations are being conducted according to all applicable rules and regulations. The Air District shall notify any noncompliant contractor of the nature of the violation and shall initiate any enforcement or remedial action necessary.



- a. The contractor and their subcontractors shall allow the Air District to conduct announced and unannounced audits and inspections and shall cooperate fully in such situations.
  - b. Violation of any provision of these regulations, including falsification of any information or data, shall constitute a citable violation making the violator subject to all applicable penalties specified in the California Health and Safety Code.
5. During the period between contract execution and the date that a station is placed into service, selected contractors will submit a monthly status report by the 15<sup>th</sup> day of each month to the Air District reporting on the progress of the DC quick charger installation.

**F. Other Project Requirements**

1. The contractor(s) will be responsible for securing all required permit(s) issued by State or local permitting authorities for the DC quick charger installation(s) including easements, right of way access to property as necessary, and will provide a copy of permits to the Air District within 60 days after contract execution.
2. DC quick chargers must be installed, pass all inspections and testing, and be operating properly within four months from the date of contract execution.
3. The maximum rate that a customer may be charged for use of equipment that received funding from the Air District is \$12 per session.
4. The contractor(s) shall be responsible for station operation, data collection and reporting to the Air District for a minimum of two (2) years after installation. Contractors shall also agree to the condition that usage data can be shared publicly.
5. The contractor(s) shall be responsible in notifying the local power utilities about the prospective DC quick charge installation prior to construction.

**G. Nissan Free DC Quick Charger Specifications, Eligibility Requirements and Additional Information**

The following are additional requirements to bidders who request and are awarded a free DC quick charger provided by Nissan. These chargers are configured for 20kW, 30kW, 40kW, or 50kW with a CHAdeMO connector. The charger requires a three-phase 208 Volt AC input power. The charger will be delivered to a location identified by the contractor, which must be within Air District's jurisdiction. Delivery of the charger is subject to Air District's receipt of permit copies. Contractors can request that either (a) a credit card point of sale device (not compatible with contactless credit cards) or (b) a ChargePoint Network point of sale device be installed on the charger by the manufacturer prior to delivery. Nissan will also provide contractor with the manufacturer's contact information for support and Form 1099 for tax purposes. In order to be eligible for consideration and award of the DC Quick charger(s) provided by Nissan, all of the following additional requirements apply:

1. Selected contractors must obtain all required permit(s) issued by State or local permitting authorities for the DC quick charger installation(s) and provide a copy of permits to the Air District within 60 days after contract execution and no later than March 28, 2014.

2. DC quick chargers must be installed, pass all inspections and testing, and be operating properly within 45 days of contractor's receipt of the chargers.
3. Any Nissan LEAF-certified Nissan dealer who has received and installed, or is planning to receive and install, a DC quick charger under any Nissan dealer program is ineligible for a free DC quick charger, unless the DC quick charger is incremental to the number of DC quick chargers provided under any Nissan dealer program.
4. Any party to whom Nissan has provided funding or DC quick charging equipment (either a full or partial discount of retail price) for the sole purpose of installing DC quick charging equipment is ineligible for a free DC quick charger, unless the DC quick charger is incremental to the number of DC quick chargers provided by Nissan, or incremental to the number of DC quick chargers for which Nissan provided funding.
5. Contractors will be required to indemnify, defend and hold Nissan, its officers, directors, employees, parent, subsidiaries and affiliates, harmless from and against any and all claims, demands, losses, liabilities, costs and expenses, including attorneys' fees and in-house counsel fees, to the extent arising from or alleged to arise from the installation or use of the DC quick charger.
6. Nissan may require certain additional agreements from contractors as a condition to receiving free DC quick charger.

## **SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL**

### **A. Contents of Proposal**

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal
  - a. Cover Letter (Section I) – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
  - b. Firm Contact Information – Provide the following information about the firm:
    - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
    - Name of firm's representative designated as the contact and email address
    - Name of project manager, if different from the individual designated as the contact
  - c. Table of Contents – Clearly identify material contained in the proposal by section

- d. Summary (Section II) – State overall approach to DC Quick Charger Deployment Program, including the objectives and scope of work. In addition, describe the procedures to be followed in the installation of each DC quick charger.
- e. Program Schedule (Section III) – Provide projected milestones or benchmarks for completing the project within the total time allowed, after the contract has been awarded. **Please note that permits for DC quick charger installations that can be obtained prior to March 28, 2014 may be eligible for a no cost DC Quick charger provided by Nissan.**
- f. Firm Organization (Section IV) – Provide a statement of your firm’s background and related experience in providing similar services to governmental organizations, if any. Describe the technical capabilities of the firm and, in particular, the firm’s exposure with working with environmental regulations, if any. Provide references of other, similar projects including contact name, title, and telephone number for all references listed.
- g. Project Organization (Section V) – Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically addressing the firm’s ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed schedule.
- h. Assigned Personnel (Section VI) – Provide the following information about the staff to be assigned to the project:
  - List all key personnel assigned to the project by level and name. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the Air District’s assigned program manager.
  - Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project.
  - Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project. Make particular mention of with reference to experience dealing with governmental agencies, procedures, and environmental regulations.
- i. Retention of Working Papers (Section VII) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.

- j. Subcontractors (Section VIII) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
  
- k. Conflict of Interest (Section IX) – Address possible conflicts of interest with other clients affected by contractors' actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
  
- l. Additional Data (Section X) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).
  
- m. Program Contents (XI) – The proposal must contain information demonstrating the ability to perform the work identified in Section IV of this RFP. In addition the proposal must contain:
  - 1. Where the proposal involves more than one company or entity, a **letter of support or memorandum of understanding from all entities involved.**
  - 2. If you are applying for a free DC quick charger provided by Nissan, a description of how you meet the eligibility requirements under Section IV (G).
  - 3. Documentation (e.g., letter) from the site owner authorizing the charger installation.
  - 4. A listing of the representative(s) who will be responsible for the maintenance and operation of the DC Quick charger for the first two years of operation.
  - 5. The DC quick charger's make, model, model, and information to demonstrate that the proposed charger meets all of the program requirements.
  - 6. A listing of the proposed station hours of operation.
  - 7. A description of the availability of station on-site assistance, security and lighting.
  - 8. A listing of the proposed minimum and maximum charge to the consumer/public for the use of the DC quick charger, and acceptable forms of payment to access the station. Indicate whether the fee is a flat fee per session, whether the fee varies based on session duration, and/or time of use.
  - 9. Using the map included in Appendix A indicate the proposed locations for the DC quick charger(s) showing their proximity to existing DC quick chargers by marking directly on the map.
  - 10. A description of any additional data that will be collected in addition to the required data.
  - 11. A statement acknowledging that the Air District has the right to share the usage data from this project

12. A description of how data will be collected from each DC quick charger (i.e. smart metering.)
  13. A description on how you plan to promote the station to encourage use.
  14. A description of record keeping practices to be followed for the records specified for the program.
  15. Provide a listing of proposed station sites and indicate sites that have had electricity Load Factor studies completed in Appendix B.
- n. Exceptions (XII) – In the event that the contractor is unable to meet any of the above mentioned proposal requirements, they may request an exemption for the proposal requirement. The request should be made in writing as part of the application and clearly identified as an exception to the proposals requirements. Any such requests should identify the nature of exception and any mitigating or alternative approaches to the project that may not have been considered by the Air District as part of this RFP. The Air Districts reserves the right to determine if the proposed approach or mitigation can substitute any of the requirements listed in this RFP.
2. Cost Proposal
- a. Name and Address – The Cost Proposal must have the name and complete address of the bidder in the upper, left hand corner.
  - b. Cost Proposal – The Cost Proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. In addition, costs should be estimated for each of the components of the Scope of Work. Please include a detail cost estimate of the DC Quick charger to be used and secured matching funds by source and amount.
  - c. The Cost Proposal does not need to be a separate, sealed document.

## **SECTION VI – PROPOSAL EVALUATION**

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors for any award of \$70,000 or more. For these amounts, the Air District Board of Directors must approve the contract to carry out the work described in this RFP. An example of a typical contract used by the Air District is included in Section VII.

[Proposals requesting funding for more than one charger will be evaluated on a charger-by-charger basis.](#)

[Proposals must receive a minimum score of 70% in order to be eligible for funding.](#)

Proposals will be evaluated on the following criteria:

<b>Project Implementation Timeline/Available Resources:</b> Depth and quality of responses, an extent to which contractor demonstrates ability to meet or exceed the program requirements and complete the work identified in the RFP. The time needed for the Contractor to implement and complete the project. Demonstration that Contractor has the ability including sufficient resources available to start and successfully implement the project.	35%
<b>Location/Scope:</b> Size and regional breadth of the deployment; location readiness; proximity to transit corridors, major arterials, activity centers; significance of location status of project implementation (i.e. prepared estimates, completed MOU's); business model; hours of operation (e.g. 24-hour public access). Stations that are proposed to be sited within an Air District designated CARE area will receive a minimum of 10 percent in this category.	30%
<b>Past Experience/Ability:</b> Knowledge/past experience with successfully implementing similar projects.	20%
<b>Understanding of the Program and Thoroughness/Responsiveness of the Proposal:</b> Extent to which proposal demonstrates an understanding of the program and responds thoroughly to the RFP.	15%
<b>Total</b>	<b>100%</b>

The Air District reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time. Interviews may involve a presentation and/or a question-and-answer format or any combination of these.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

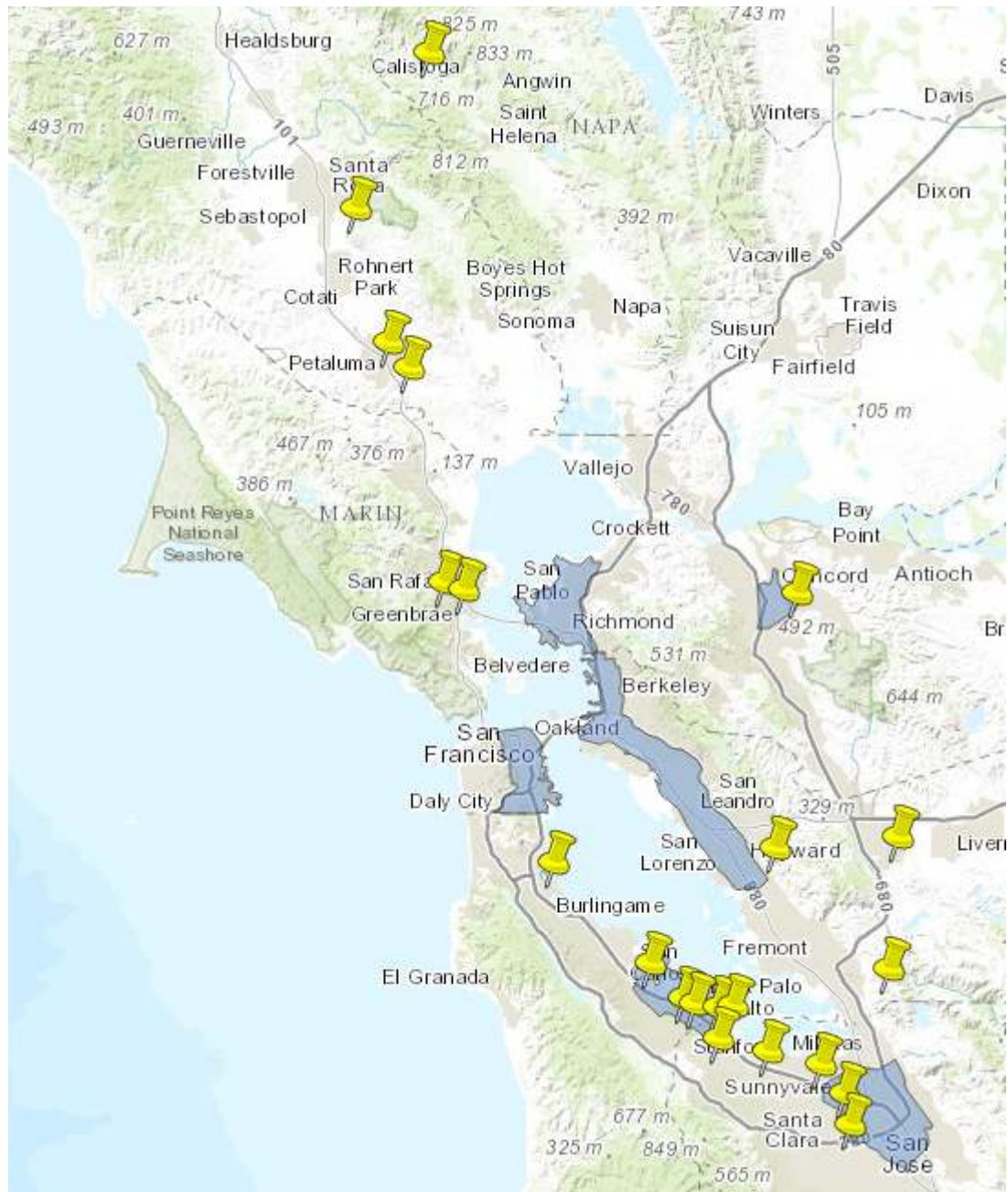
The Air District may also divide the award of the contract between one or more contractors to ensure that the DC Quick Charger Deployment Program provides essential services, such as experience and costs to the end user.

## **SECTION VII – SAMPLE CONTRACT**

A sample contract to carry out the work described in this RFP is available on the District's website at <http://www.baaqmd.gov/Divisions/Administration/RFP-RFQ/Sample-Documents.aspx>

## APPENDIX A – MAP OF EXISTING STATIONS AND CARE AREAS

This map shows the current CARE Areas and existing DC quick chargers as of September 3, 2013 and can be viewed [online](#). Please note that CARE Areas may change and additional DC quick chargers may be installed at the time of Air District's evaluation. For the most updated CARE map, please visit [www.baaqmd.gov/Divisions/Planning-and-Research/CARE-Program.aspx](http://www.baaqmd.gov/Divisions/Planning-and-Research/CARE-Program.aspx).



**APPENDIX B – STATION FORM**

Indicate station eligibility, listed under Section IV. D.3, by completing the following information, for each proposed DC Quick Charge Location below:

Station Street Address	City	Name of Closest major Highway/ Corridor	Distance to closest Highway/ Corridor (in miles)	If located along main arterial, specify arterial name	Name(s) of Nearest Activity Center(s)	Distance to Nearest Activity Center (in miles)	*Strategic Importance to Extend Range (yes/no)	Load Factor Study Completed (yes/no)

Add additional lines as needed if applying for multiple station locations and/or chargers.

\* For those locations that are identified as “Strategic Importance to Extend Range,” provide a brief explanation of the importance (i.e. proximity to other DC quick chargers, destination charging).