



## **Request for Proposals for 2019 Low Power Electric Vehicle Charging Infrastructure Pilot Program**

*Peninsula Clean Energy is San Mateo County's locally-controlled electricity provider. We are reducing greenhouse gas emissions and offering customer choice at competitive rates.*

**Offers due Thurs., Feb. 14, 2019 at 5:00 pm Pacific Time**

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### **Attachments**

- Supplier Diversity Questionnaire (Optional) – completed by vendor

Peninsula Clean Energy (PCE), a California Joint Powers Authority, is seeking proposals from interested vendors to respond to this RFP.

## 1 RFP Overview

Peninsula Clean Energy (PCE) programs include advancing the adoption of electric vehicles and transitioning building fossil fuel uses to low-carbon electricity. With this request for proposals (RFP), PCE requests proposals to execute an emerging technology program to identify and pilot enhanced low-power electric vehicle charging solutions.

This RFP

- Provides general background on PCE
- Describes the service sought by PCE (scope of work)
- Provides an opportunity for Proposers to describe their qualifications and assets and explain how they could contribute to the program

## 2 About Peninsula Clean Energy (PCE)

Peninsula Clean Energy (PCE), a community choice energy (CCE) aggregator, is San Mateo County's official electricity provider. Formed in February 2016, PCE is a joint powers authority, consisting of the County of San Mateo and all twenty of its towns and cities. PCE provides cleaner and greener electricity, and at lower rates, than the incumbent investor-owned utility (IOU), Pacific Gas & Electric Company (PG&E). PCE plans for and secures commitments from a diverse portfolio of energy-generating resources to reliably serve the electric energy requirements of its customers over the near-, mid-, and long-term planning horizons. PCE's programs include advancing the adoption of electric vehicles and transitioning building fossil fuel uses to low-carbon electricity. For more information on PCE, please go to [www.peninsulacleanenergy.com](http://www.peninsulacleanenergy.com).

As part of its mission-driven, collaborative, not-for-profit, locally-focused roots, PCE is committed to the following set of strategic goals:

1. Design a diverse power portfolio that is greenhouse gas free.
  - 100% GHG free by 2021
  - sourced by 100% CA RPS eligible renewable energy by 2025 on a time coincident basis, provided it is economically viable
  - create a minimum of 20 MWs of new local power by 2025
2. Continually strive to offer ECOPlus at rates that are lower than PG&E rates provided it is economically viable.

3. Stimulate development of new renewable energy generation and storage projects in San Mateo County and California through PCE's procurement activities.
4. Demonstrate quantifiable economic and environmental justice benefits to the County/region including by placing a priority on local hiring and inclusionary workforce development practices with a goal of increasing diversity.
5. Implement programs to further reduce greenhouse gas emissions and support the county's community-wide efforts to be completely GHG-free by 2045 by investing in electric transportation, energy efficiency and demand response, and partnering effectively with municipalities, business, schools, and nonprofit/faith organizations.
6. Maximize and maintain customer participation in PCE.
  - Provide a superior customer experience
  - Develop PCE brand awareness and loyalty throughout the County.
  - Actively encourage voluntary participation in its ECO100 renewable energy product
  - Actively encourage participation in other programs PCE develops
  - Achieve recognition as an EPA Green Power Community for all cities and towns in San Mateo County and EPA Green Power Partnership for all cities with municipal accounts enrolled in ECO100 by 2018
7. Build a financially sustainable organization.
  - Build sufficient reserves in a rate stabilization fund
  - Achieve an investment grade credit rating by 2021
8. Foster a work environment that espouses sustainable business practices and cultivates a culture of innovation, diversity, transparency, integrity, and commitment to the organization's mission and the communities it serves.
9. Leverage Peninsula Clean Energy/Silicon Valley expertise and relationships to support innovation across all of PCE's programs and activities.
10. Assist in setting up CCAs in other areas of the state, including where PCE has utility scale generation.

### 3 RFP Schedule

<b>Date</b>	<b>Event</b>
Wed., Jan. 2, 2019	PCE launches RFP: publishes RFP Instructions.
Thurs., Jan. 17, 2019	Deadline for Proposers to submit questions (see below)
Tue., Jan. 22, 2019	PCE provides responses to questions on PCE's website
Thurs., Feb. 14, 2019	Deadline for Proposers to submit proposals
Tue., Feb. 26, 2019 and Wed., Feb. 27, 2019	Possible in-person interviews of top proposers
Wed., Mar. 6, 2019	Anticipated date PCE will notify awardee
Thurs., Mar. 28, 2019	Anticipated date for Board execution of contract

Questions:

- **Question & Answer:** Proposers may submit questions concerning the RFP at [programs@peninsulacleanenergy.com](mailto:programs@peninsulacleanenergy.com). All questions and answers will be shared with all Proposers and will be posted on PCE's website.
- **Proposal Review:** PCE may request clarifications by email or phone February 15, 2019, through February 22, 2019. Prompt responses will be requested.

### 4 Proposal Submittal

Proposals must be received on or before the above deadline and submittal must be by email to [programs@peninsulacleanenergy.com](mailto:programs@peninsulacleanenergy.com) with the subject "Proposal - <Organization> Low-Power EVI Pilot".

By participating in PCE's RFP process, a Proposer acknowledges that it has read, understands, and agrees to the terms and conditions set forth in these RFP Instructions. PCE reserves the right to reject any offer that does not comply with the requirements identified herein. Furthermore, PCE may, in its sole discretion and without notice, modify, suspend, or terminate the RFP without liability to any organization or individual. The RFP does not constitute an offer to buy or create an obligation for PCE to enter into an agreement with any party, and PCE shall not be bound by the terms of any offer until PCE has entered into a fully executed agreement.

Only electronic submittals will be accepted.

### 5 Content of Response

Interested vendors must submit the following documents (except those marked “Optional”) to be considered for awarding of this proposal:

1. Cover Letter with the following elements (1 page):
  - Reference to this RFP
  - Legal business name, address, telephone number, and business status (corporation, limited partnership, individual, etc.).
  - Name of vendor’s representative with respect to this RFP along with telephone number and email address.
  - A signature of an authorized individual.
2. Approach (6 pg. max.):
  - Goals and measurable objectives.
  - Technical approach.
  - Key challenges and resolutions.
3. Qualifications and Experience (4 pg. max.): Submit the following information -
  - A brief summary of vendor’s history and background.
  - A summary of similar projects completed or worked on within the last 2 years in California
  - A summary of project and/or program experience within San Mateo County
  - Strategies deployed to foster competitiveness and reduce customer pricing
  - Identification of relevant licenses and certifications.
4. References:
  - Contact information for three (3) references from work performed in the last three years. Please include scope of work, dates of contract, contract amount, contact person, telephone number, and email address
5. Certificates of Insurance for the following coverages:
  - Commercial General Liability – for bodily injury, property damage, and personal injury \$1,000,000 – each occurrence \$2,000,000 – in aggregate
  - Business Automobile Liability – “any auto” (Company Vehicles) – At least \$1,000,000
  - Personal Automobile Liability – “any auto” (Personal Vehicles) – At least \$500,000
  - Worker’s Compensation and Employer’s Liability (EPL)– injury or death, each accident At least \$1,000,000 (EPL not required for Sole Proprietor)
6. Supplier Diversity Questionnaire (Optional): PCE’s Supplier Diversity Questionnaire is attached to this RFP. Please note, your response (or lack

thereof) will have no impact on your contract status or eligibility to work with PCE in accordance with state law.

7. Proposed Schedule (table or chart, 1 pg. max)
8. Cost Proposal (2 pg. max, include rate schedule)
9. Confirmation of acceptance of contract terms or explanation of proposed contract modifications (see Agreement Terms)
10. Project staff credentials (no page limit)

## 6 Review and Selection Process

PCE staff will evaluate the proposals provided based on the following criteria:

1. Completeness of proposal
2. Qualifications of the firm and staff
3. Proposed approach to implement project including capacity to maximize impact through existing relationships and relevant experience
4. Past experience
5. Cost structure
6. Exceptions to PCE's contract template

## 7 Agreement Terms

Awardees will be required to enter into a contract using PCE's standard contract terms. Modification of the contract terms may be proposed by the Proposer for consideration by PCE but are not guaranteed to be accepted. Rejection of the final terms from PCE is grounds for disqualification.

PCE's standard contract terms are available for review here:

<https://tinyurl.com/pcecontracttemplate>

## 8 Supplier Diversity

Consistent with its strategic goals, PCE has a strong commitment to foster a work environment that espouses sustainable business practices and cultivates a culture of innovation, diversity, transparency, integrity, and commitment to the organization's mission and the communities it serves. As part of that goal, PCE strives to ensure its use of vendors and suppliers who share its commitment to sustainable business and inclusionary practices.

To help ensure an inclusive set of vendors and suppliers, PCE's policy requires it to:

1. Strive to use local businesses and provide fair compensation in the purchase of services and supplies;
2. Proactively seek services from local businesses and from businesses that have been Green Business certified and/or are taking steps to protect the environment; and
3. Engage in efforts to reach diverse communities to ensure an inclusive pool of potential suppliers.

General Order 156 (GO 156) is a California Public Utilities Commission ruling that requires utility entities to procure at least 21.5% of their contracts with majority women-owned, minority-owned, disabled veteran-owned and LGBT-owned business enterprises' (WMDVLGBTBEs) in all categories. Qualified businesses become GO 156 Certified through the CPUC and are then added to the GO 156 Clearinghouse database. The CPUC Clearinghouse can be found here: [www.thesupplierclearinghouse.com](http://www.thesupplierclearinghouse.com).

While PCE is not legally-required to comply with GO 156, PCE's policies and commitment to diversity are consistent with the principles of GO 156, and, therefore, respondents to this RFP are asked to voluntarily disclose their GO 156 certification status as well as their efforts to work with diverse business enterprises, including those owned or operated by women (WBE), minorities (MBE), disabled veterans (DVBE), and lesbian, gay, bisexual, or transgender people (LGBTBE).

As a public agency and consistent with state law, PCE will not use any such provided information in any part of its decision-making or selection process. Rather, PCE will use that information solely to help evaluate how well it is conforming to its own policies and goals.

***Pursuant to California Proposition 209, PCE does not give preferential treatment based on race, sex, color, ethnicity, or national origin.***

## 9 PCE Legal Obligations

PCE is not obligated to respond to any offer submitted as part of the RFP. All parties acknowledge that PCE is a public agency subject to the requirements of the California Public Records Act, Cal. Gov. Code section 6250 et seq. PCE acknowledges that another party may submit information to PCE that the other party considers confidential, proprietary, or trade secret information pursuant the Uniform Trade Secrets Act (Cal. Civ. Code section 3426 et seq.), or otherwise protected from disclosure pursuant to an exemption to the California Public Records Act (Government Code sections 6254 and 6255) ("Confidential Information"). Any such other party acknowledges that PCE may submit to the other party Confidential Information. Upon request or demand of any third person or entity not a party to this RFP ("Requestor") for production, inspection and/or

copying of information designated as Confidential Information by a party disclosing such information (“Disclosing Party”), the party receiving such information (“Receiving Party”), as soon as practical but within three (3) business days of receipt of the request, shall notify the Disclosing Party that such request has been made, by telephone call, letter sent via email and/or by US Mail to the address or email address listed on the cover page of the RFP. The Disclosing Party shall be solely responsible for taking whatever legal steps are necessary to protect information deemed by it to be Confidential Information and to prevent release of information to the Requestor by the Receiving Party. If the Disclosing Party takes no such action, after receiving the foregoing notice from the Receiving Party, the Receiving Party shall be permitted to comply with the Requestor's demand and is not required to defend against it.

## 10 General Terms and Conditions

1. PCE’s Reserved Rights: PCE may, at its sole discretion: withdraw this Request for Proposal at any time, and/or reject any or all materials submitted. Respondents are solely responsible for any costs or expenses incurred in connection with the preparation and submittal of the materials for this RFP.
2. Public Records: All documents submitted in response to this RFP will become the property of PCE upon submittal and will be subject to the provisions of the California Public Records Act and any other applicable disclosure laws.
3. No Guarantee of Contract: PCE makes no guarantee that a contractor and/ or firm added to the qualified vendor list will result in a contract.
4. Response is Genuine: By submitting a response pursuant to this RFP, Respondent certifies that this submission is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not named therein; the submitting firm has not directly or indirectly induced or solicited any other submitting firm to put in a sham bid, or any other person, firm or corporation to refrain from submitting a submission, and the submitting firm has not in any manner sought by collusion to secure for themselves an advantage over any other submitting firm.

## 11 Detailed Project Description

See following page.

## **Project Description**

### **1 Overview**

Peninsula Clean Energy's (PCE) mission is to reduce greenhouse gas (GHG) emissions in San Mateo County. Emissions from transportation and building natural gas use comprise the largest two sources of GHGs within the county. This project has the objective of reducing transportation emissions by piloting new solutions/technologies focused on low-power charging for residents of multi-unit dwellings (MUDs).

Residential charging is highly important to electric vehicle (EV) drivers. Yet, residential charging is currently readily available primarily to those who reside in single-family homes. Approximately half the population of San Mateo County lives in MUDs or other residential scenarios with limited access to charging. The majority of these MUDs were never designed to include charging capability. As such, retroactively installing and operating EV charging equipment in MUDs is generally difficult for multiple reasons including installation and operational costs (perceived and real), landlord/owner concerns, billing, lack of business models, etc. In addition, research indicates that the majority of these MUDs, especially apartments, are older and have highly constrained power availability. While service upgrades are possible, such upgrades can greatly increase the cost of installing EV charging infrastructure.

To address MUDs, most EV charging technologies have historically focused on 220/240 volt solutions, typically called "Level 2". These options provide higher charging rates but consume more power, limiting the number of vehicles that can be served in a capacity-constrained scenario. The average mileage for San Mateo County is 25-30 miles daily<sup>1</sup>. Given this daily mileage, most driving requirements can therefore be easily served by low power 110/120 volt charging, typically called "Level 1" charging. The objective of this project is to identify, pilot, and assess Level 1 charging solutions for multi-unit dwellings and similar residential scenarios.

### **2 Term and Budget Range**

The contract will be for up to 3 years and the maximum budget will not exceed \$400,000. This budget does not include acquiring or operating the solution/technology. Installation shall be billed on an actual cost basis as invoiced by the construction contractors. Proposals should include installation cost estimates recognizing that the installation costs will be finalized during the course of the project based on site and technology specifics.

### **3 Contractor Responsibilities**

#### **3.1 Project Administration**

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<sup>1</sup> See <http://www.vitalsigns.mtc.ca.gov/daily-miles-traveled>

Contractor will execute required project administration. Contractor activities will include:

1. Developing a detailed project plan,
2. Providing monthly progress reports,
3. Participating in regular meetings and calls with PCE as mutually determined,
4. Providing budget reporting,
5. Providing invoices for all major supplies and equipment purchased,
6. Providing subcontracts for all subcontractors, and
7. Documenting and providing any additional information as determined by PCE.

### **3.2 Business Needs Assessment & Requirements**

Contractor will identify and engage stakeholders to execute a needs assessment for low-power charging solutions. Contractor activities will include:

1. Working with PCE to define the universe of relevant stakeholders
2. Determining an outreach and engagement/ data collection strategy to gather information,
3. Executing the outreach and engagement/ data collection strategy in collaboration with PCE as mutually determined,
4. Prioritizing features by stakeholder in consultation with PCE, and
5. Documenting the features into formal requirements.

These business requirements to be defined will include:

1. Addressing vehicle charging requirements and maximize the number of vehicles served under power constrained conditions,
2. EV driver needs,
3. EVSE capital and operating costs,
4. Addressing the needs of property owners to manage the charging solution such as access control, payment management, and operational support,
5. Potentially including grid serving features as determined by PCE, and
6. Replicability/ scalability.

### **3.3 Solution/Technology Research**

Contractor will research promising solutions either in the market or that can be developed by private parties which meet the requirements identified in 3.2. The research and a summary of conclusions will be delivered in document form.

The research should identify:

1. Channels to utilize for the competitive procurement process (3.4),
2. The “market gap” between available technologies and the desired requirements,
3. Pros and cons of different solution approaches,
4. Feasibility of the gap being closed by suppliers,
5. The conditions under which suppliers may be able to provide the desired features, and
6. Least expensive (capital + operating) solution

7. Any additional conditions, services and support that prospective solutions would need to be successful in the market.

### **3.4 Solution/Technology Acquisition**

With Contractor, PCE proposes to pilot one or more solutions. Contractor will work with PCE to acquire technologies to pilot. PCE may execute RFPs and will purchase the technologies sufficient units for use in the pilot(s). Contractor activities will include:

1. Defining the final set of requirements to utilize for the pilots,
2. Develop a formal Request for Proposals utilizing those requirements,
3. Circulate the RFP to relevant channels, and
4. Assist in scoring the proposals.

### **3.5 Pilot Site Recruitment**

Contractor will recruit 3-5 suitable sites per pilot. Contractor activities will include:

1. Collaboratively defining the criteria for pilot site candidates,
2. Developing with PCE the site agreements to be executed between Contractor and the site owner for participation,
3. Recommending for participation specific sites meeting the criteria,
4. Recruiting the property owners of mutually agreed upon sites, and
5. Executing site agreements with the property owners.

### **3.6 Installation Management & Site Support**

Contractor will manage or assist in the coordination of the installation of the technologies and their ongoing operation. It is expected that the pilots will operate for 18 months. Contractor activities will include:

1. Working with property owners on site readiness including developing site policies, training and other needs for successful operation of the technologies,
2. Working with the property owners to execute communications to prospective users of the technologies,
3. Selecting appropriate construction contractors complying with the PCE Sustainable Workforce policy,
4. Directly managing the contractors throughout the installation process or assisting the property owner in managing the installation if the property owner wishes to manage the installation directly,
5. Validating the successful installation and completing any required technology configuration
6. Working with the property owners, recruit EV drivers to utilize the technology to charge vehicles, and
7. Once in operational mode, collect feedback on the technology performance from the property owners and residents plus respond as necessary.

### **3.7 Assessment and Disposition**

Contractor will assess the technology and address any final disposition required. Contractor activities will include:

1. Providing an assessment of the technical, financial and usability performance of the technology,
2. Work with the technology vendor and property owner to correct issues where possible, and
3. If deemed necessary by PCE and the property owner due to technology failure, remove the technology from site(s).

### **3.8 Final Report and Recommendations**

Contractor will develop a final report. The final report will include:

1. Executive summary,
2. Itemized description of outcomes for each project objective,
3. Itemized description of any additional accomplishments,
4. A matrix of technology effectiveness by pilot and readiness for scaled deployment including installation, usability, charging effectiveness, administrability, cost (installation & operation) and other targeted features,
5. Building load impacts,
6. Evaluated conclusions drawn from the project including lessons learned and recommendations for future work,
7. Financial summary comparing expenditures to the project budget, and
8. Supplemental documentation which must include, as appropriate, technical designs, permits, equipment specifications, photographs of installed equipment and participants, and materials developed for partner use.

**PCE Supplier Diversity Questionnaire (Optional)**

Providing information in this questionnaire is optional. As a public agency and consistent with state law, PCE will not use any such provided information in any part of its decision-making or selection process.

**Contact information:**

Business Name	
Email address	
Phone number	
Where is your business located/headquartered?	

**Labor Diversity:**

1. Is your business certified under General Order 156 (GO 156)?

- Yes
- No
- Qualified as WMDVLGBTBEs, but not GO 156 Certified

If you answered either “Yes” or “Qualified” above, please choose all categories that apply below.

- Woman-owned
- Minority-owned
- Disabled Veteran-owned
- LGBT-owned

2. Does your business use subcontractors that are certified under GO 156?

- Yes
- No
- Qualified as WMDVLGBTBEs, but not GO 156 Certified

If you answered either “Yes” or “Qualified” above, please choose all categories that apply below.

- Woman-owned
- Minority-owned
- Disabled Veteran-owned
- LGBT-owned

3. Does your business have hiring targets of minority-owned, women-owned, LGBTQ-owned, or disabled veteran-owned subcontractors?

- Yes
- No
- Not applicable

**Labor Agreements:**

This section of questions focuses on the labor agreements of your business. If your business/contract with PCE does not have a labor component, please answer "not applicable."

1. Does your business have history of using local-hires, union labor, or multi-trade project labor agreements?

- Yes, within PCE's service area of San Mateo County
- Yes, CA-based labor, but not local to PCE's service area of San Mateo County
- No
- Not applicable

If you answered "Yes, within PCE's service area of San Mateo County" above, please provide the percentage of labor agreements with local, union, and multi-trade labor (if available) and describe past efforts.

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If you answered "Yes, CA-based labor, but not local to PCE's service area of San Mateo County" above, from where in California is the labor sourced?

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2. In your proposed contract with PCE, does your business plan to use local hires, union labor, or multi-trade project labor agreements?

- Yes
- No
- Not applicable

If you answered "Yes" above, please quantify the number of such labor agreements and explain.

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3. Does your business pay workers prevailing wage rates or the equivalent?

Prevailing wage in California is required by state law for all workers employed on public works projects and determined by the California Department of Industrial Relations according to the type of work and location of the project. To see the latest prevailing wage rates, go to [www.dir.ca.gov/Public-Works/Prevailing-Wage.html](http://www.dir.ca.gov/Public-Works/Prevailing-Wage.html)

- Yes
- No
- Not applicable

4. In your proposed contract with PCE, does your business pay and/or plan to pay prevailing wages or the equivalent?

To see the latest prevailing wage rates, go to [www.dir.ca.gov/Public-Works/Prevailing-Wage.html](http://www.dir.ca.gov/Public-Works/Prevailing-Wage.html)

- Yes
- No
- Not applicable

5. Does your business support and/or use apprenticeship programs?

- Yes
- No
- Not applicable

If you answered “Yes” above, please describe the apprenticeship programs your business plans to use.

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6. Does your business employ workers and/or use businesses from PCE’s service area of San Mateo County?

- Yes
- No

If you answered “Yes” above, please quantify the number of workers/businesses, the businesses used, and in which communities the workers or business reside.

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**Equity, Diversity, Inclusion, and Environmental Justice:**

PCE is committed to equity, diversity, inclusion, and environmental justice both within our organization and within our communities.

1. Does your business have initiatives to promote workplace diversity?

- Yes
- No

If you answered “Yes” above, please describe such initiatives or provide any supporting statistics or documentation for diversity within the business.

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2. What other efforts related to equity, diversity, inclusion, or environmental justice does your business pursue?

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\_\_\_\_\_  
\_\_\_\_\_  
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3. If there is anything else related to supplier diversity that is not captured in your answers above, please describe below:

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