



## **Request for Proposals for Electric Vehicle Charging Technical Assistance Program**

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

**UPDATED: April 29, 2019 (see highlighted text)**  
**Offers due Wed., June 5, 2019 at 5:00 pm Pacific Time**

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### **Attachments**

- Supplier Diversity Questionnaire (Optional) – completed by applicant

Peninsula Clean Energy (PCE), a California Joint Powers Authority, is seeking proposals from interested consultants 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 a Technical Assistance program for electric vehicle charging infrastructure.

**Multiple proposals may be selected to support the program. Not all tasks are required to be included in every proposal.**

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 principal 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., April 10, 2019	PCE publishes RFP
Fri., April 26, 2019	Deadline for Proposers to submit questions (see below)
Fri., May 3, 2019	PCE provides responses to questions on PCE's website
Wed., Jun. 5, 2019 5:00 pm Pacific Time	Deadline for Proposers to submit proposals
Wed. Jun. 12, Thurs. Jun. 13, 2019	Possible in-person interviews of top proposers
Mon., Jul. 1, 2019	Anticipated date PCE will notify awardee
Thurs. Jul. 25, 2019	Anticipated date for Board approval 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. Questions received in advance of the deadline will be responded to in advance of the response date where feasible.
- Proposal Review:** PCE may request clarifications by email or phone Thursday June 6 and Friday June 7, 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> EV Charging Technical Assistance Program".

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 consultants 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 consultant’s representative with respect to this RFP along with telephone number and email address.
  - A signature of an authorized individual.
  
2. Approach (10 pg. max. + see Appendix):
  - Goals and measurable objectives. This must include the market segments to be addressed and metrics on the program such as number of site assessments provided and number of charger installs projected to result from the services.
  - Recommendations regarding the goals, means and methods detailed in this RFP.
  - Specific market segment(s) the consultant aims to support and detail on how property owners and managers will be reached, considerations for that segment, capacities the proposer has which assists in reaching and serving that segment, and any other information which would aid in the successful execution of the services.
  - Explicitly identify tasks that are not included in the proposal
  - Staffing plan and project team structure
  - Key challenges and resolutions.
  
3. Qualifications and Experience (4 pg. max.): Submit the following information -
  - A brief summary of consultant’s history and background.
  - By market segment, a summary of similar projects completed or worked on within the last 4 years in California
  - A summary of project and/or program experience within San Mateo County
  - Existing relationships with potential EV infrastructure incentive participants such as school districts, apartment complex owners/ managers, condominium managers, commercial and retail property management companies, grocery stores, faith institutions, etc.
  - Existing relationships with union member electrical companies.
  - Identification of relevant licenses and certifications.

4. Proposed Schedule (table or chart, 1 pg. max.)
5. Cost Proposal (3 pg. max.) Consultant should include:
  - a. Budget with a breakout by major task (4.1, 4.2, etc.) detailing the costs by hours, individuals (or job classifications) and rates.
  - b. Budget for Section 3, Administration Tasks.
  - c. Equipment, supplies and other fixed costs by major task.
  - d. Match funding, if any, must be identified by value, type (cash, in-kind), source and use.
  - e. Consultant should omit tasks which are not included in the proposal.
  - f. Narrative justification for the budget.
6. Project staffing and credentials including a staff summary table (2 pgs. max) listing the specific individuals, titles, hourly rate, their roles plus associated resumes (no page limit)
7. 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
8. Confirmation of acceptance of contract terms or explanation of proposed contract modifications (see Agreement Terms)
9. Insurance: Confirm ability to comply with the following coverage (delivery of certificates of Insurance required at the time of contracting):
  - 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)
10. 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.

11. Commitment Letters: If match funding is included in the proposal, commitment letters from the source parties must be included specifying the form of the commitment.

12. Optional Appendix – Market Segment Detail (max. 2 pages per market segment): If additional detail will be provided on specific market segment(s) the proposal may include an appendix with up to 2 pages maximum per market segment. This may include detail on how property owners and managers will be reached, considerations for that segment, capacities the proposer has which assists in reaching and serving that segment, and any other information which would aid in the successful execution of the services.

## 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 and demonstrated capacity to reach selected market segments
4. Technical assistance cost effectiveness based on total site hosts approached and host installations
5. Adequacy of staffing plan
6. Past experience
7. Cost structure adequacy, cost effectiveness, and match, if any
8. Quality of references and commitment letters, if any
9. Exceptions to PCE's contract template or insurance requirements
10. Alignment with PCE's Sustainable Workforce Policy, especially use of union labor for electrical services, and local business benefit

## 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 by PCE is grounds for disqualification.

PCE's standard contract terms are available for review here:  
<http://tinyurl.com/pcecontract2019>

Note: This contract is subject to change.

PCE may modify the standard contract based on the specific needs of the specific scope of work. PCE also reserves the right to negotiate with awardees modifications to their scope of work.

## 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 consultants and suppliers who share its commitment to sustainable business and inclusionary practices.

To help ensure an inclusive set of consultants 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 consultant 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**

### **A. 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. PCE is currently supporting transportation electrification to reduce GHGs through marketing electric vehicles (EVs) via test drives as well as incentive programs for vehicles.

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 multi-unit dwellings (MUDs) or other residential scenarios with limited access to charging. To address this, PCE is developing an Electric Vehicle Charging Infrastructure Incentive Program that will provide rebates for the installation and operation of electric vehicle charging infrastructure within San Mateo County that addresses the needs of residents without current access to charging. The program will focus on supporting charging deployment at MUDs, workplaces and other public locations. However, facility managers and property owners often have limited knowledge of electric vehicles and limited bandwidth and funding to address EVCI installations. This RFP is for a technical assistance program to support the Electric Vehicle Charging Infrastructure Incentive Program by providing outreach and up-front technical assistance to facilitate project initiation.

Specific incentive program details are under development but will include:

1. Vendor-neutral electric vehicle supply equipment (EVSE) and EV service provider technical assistance services as detailed in this RFP
2. Installation of Level 1 (110/120 volt), Level 2 (220/240 volt), DC Fast Charge (100 kW or more) and non-grid tied EV charging systems (Level 1 or Level 2).
3. Installation of one or more ports at multi-unit residential, workplaces, and public residential serving locations within San Mateo County. The target is 3,500 ports over the four-year program life.
4. Adherence to networked grid ready standards for Level 2 and DCFC.
5. Installations implemented with C-10 licensed electricians.
6. Co-funding with other incentive program where feasible.
7. Expected incentive levels of \$1,000 to \$10,000 for Level 1 and Level 2; \$20,000 to \$25,000 for DC Fast Charge as noted in draft below.

**DRAFT - Proposed Incentive Levels – DRAFT**

The total incentive pool is \$12 million over 4 years.

**1. Multi-Unit Dwelling and Workplace**

	<b>PCE Standalone</b>
Schools and Community Colleges	Up to \$9,000/ L2 port (3 ports max/site), \$3,000 per L1 outlet (no more than 100% of equipment, installation, and 5-year networking fees net cost after other rebates)
Public agencies and non-profits	Up to \$5,000/ L2 port, \$3,000 per L1 outlet (no more than 100% of equipment and installation plus 5-year networking fees net cost after other rebates)
Multi-Unit Dwellings <sup>1</sup>	Up to \$5,000/ L2 port, \$2,000 per L1 outlet (\$500k max/entity, no more than 100% of equipment and installation net cost after other rebates)
Private Workplaces <sup>2</sup>	Up to \$4,000/ L2 port, \$2,000/ L1 outlet (\$250k max/entity, no more than 80% of equipment and installation net cost after other rebates)
100% Below Market Rate and Residential serving public locations	+\$1,000 per port bonus

Above applies to grid-tied and non-grid tied systems. It is anticipated that curbside charging will be added to the program at a later date after pilot development of relevant policies and strategies.

**2. DC Fast Charge:**

- Minimum 100kW new and upgrades, non-proprietary systems
- \$25,000 per port
- \$100,000 per site maximums
- For new sites, PCE provides no more than 25% of the net project cost. For existing DCFC sites, PCE provides no more than 50% of the net project cost for the upgrades. Net costs refers to the cost after other rebates.
- Rebates do not apply to legal settlement mandated projects.

**3. Make-Readies:**

- 10x20 amp make readies, \$15,000
- 10x40 amp make-readies, \$20,000
- Applicable after installing a minimum of 6 ports (L1 or L2)

**B. Specific Goals**

1. Within the identified market segment(s), conduct outreach to PCE-identified candidates and consultant-identified candidate sites (as approved by PCE) to encourage deployment of EV charging infrastructure;
2. Educate and evaluate sites for specific program applicability including existing electrical capacity and parking layout;

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<sup>1</sup> For profit MUDs are capped at \$1M per owner entity within program period (4 years)

<sup>2</sup> For profit workplaces are capped at \$0.5M per owner entity within program period (4 years)

3. Provide potential candidate sites with specific recommendations regarding EVCI type, count, layout make-ready(s) including capital and operational costs, ADA considerations, etc.
4. Support and encourage candidate sites to participate in PCE's EVCI Incentive Program and non-PCE incentives, including yet to be identified third-party EVCI incentive programs in a manner that maximizes site benefit while maximizing the leverage of PCE's investments;
5. Enhance PCE's relationship with each entity participating in the program;
6. Support PCE's load-shaping needs; and
7. Support PCE data management for programmatic and long-term needs.

## **1 Administrative Tasks**

Consultant shall provide the following:

### **1.1 Kickoff Meeting:**

Participate in a kickoff meeting with PCE to review objectives, budget, timeline, administrative processes and contract at a mutually determined time.

### **1.2 Monthly Progress Report and Call:**

Provide a short monthly progress report and associated call with the designated PCE contract administrator by the 5<sup>th</sup> of the following month. This report will outline project progress, challenges encountered, a description of additional funding or resources secured, and objectives for the following month. Major supplementary documentation developed in the course of work must be submitted with the Progress Report or its online repository as agreed with the PCE contract administrator. This supplementary documentation may include technical designs, permits, equipment specifications, photographs of installed equipment, and any materials developed for partner use.

### **1.3 Expense Report:**

Provide a quarterly expense report following the third month after the contract start date and every third month thereafter, submitted with the corresponding Monthly Progress Report, documenting expenses including: labor (hours, rate, total), subcontractor expenses (with invoices), and equipment (with invoices). The expense report must include the total expenditures for the quarter and running expense total.

### **1.4 Checkpoint Meeting:**

Participate at project review meetings with the designated PCE contract administrator anticipated to occur six months after the contract start and every six months thereafter, to review project progress. The Checkpoint Meeting will be used to evaluate progress and the necessity of any course corrections.

**1.5 6-Month Reports:**

Provide reports every six months (appropriate for public distribution) or such date as determined by PCE:

- Executive summary
- Itemized description of outcomes for each objective
- Itemized description of any additional accomplishments
- Evaluated conclusions drawn from the project including lessons learned and recommendations for future work
- Financial summary comparing actual expenditures to the project budget
- Supplemental documentation which must include, as appropriate, technical designs, permits, equipment specifications, photographs of installed equipment and participants, and materials developed for partner use.

**1.6 Final Report**

Provide a final report (appropriate for public distribution) at the conclusion of the program or contract synthesizing the issued 6-month reports (plus any remaining period) as detailed in 1.6 into a final report.

**1.7 Communication and Representation**

Ensure PCE is represented as the program provider including:

- In all communications, the program will be represented as a PCE program, including use of the PCE approved logo. Consultant may also use its logo as the consulting partner of the PCE program. PCE at its discretion may provide a program name.
- Initial outreach and broadcast communications will be coordinated with PCE. PCE may, at its discretion participate in any/all meetings as part of the program.

**2 Program Tasks**

Consultant shall provide one or more of the following tasks. Consultant may to propose coverage of all tasks for some or all market segments or only select sub-tasks for a subset of market segments. The proposal must be explicit about what tasks will be provided to which market segments. Task 2.8 Data Integration will be required in all cases. If necessary, PCE may make awards to multiple consultants, eliminate propose tasks, and/or require collaboration to deliver an integrated strategy.

**2.1 Prepare a Level 1 and 2 EVCI Incentive Program Outreach and Educational Campaign**

The consultant will prepare an outreach and educational campaign and associated materials (slides, handouts, etc.) addressing their market segment(s) to solicit applications from a wide and viable pool of potential MUD and workplace participants. The materials must be designed in a format and level of detail appropriate for the selected audiences. Consultant must utilize PCE design guidelines and templates and all materials will be reviewed by PCE.

The educational component is anticipated to consist of most or all of the following elements as mutually determined:

1. Introduction/ short overview of electric vehicles
2. EVCI benefits for MUD/ workplace managers, owners and tenants
3. Current estimates and projected future demand timeline for EVs
4. Charging levels (Levels 1 and 2 plus DCFC), time to charge, energy fees (existing and upcoming tariffs)
5. Electrical infrastructure requirements
6. Charging station business model (networked versus non-networked) and consultant/technology overview
7. Potential for make-ready(s)
8. Parking facility considerations including CA-ADA requirements
9. Construction considerations
10. Existing EVCI incentive programs (PCE's, PG&E's and other as yet to be identified programs)
11. EVCI user and owner guidance based on proposed charger type, count and location
12. Assist with property site policies, if needed
13. Metering options, utility rates, demand charges, and pricing policies to manage them.

### **2.2 Conduct Outreach, Education and Onboarding, Pre-Identified Candidate Sites**

1. Determine and contact appropriate individuals (decision makers) from PCE pre-identified lists and other lists consultant can make available by market segment(s) with a special emphasis on large or similar property owners including large apartment complexes, condominium home owner associations, large work place property owners; corporate campuses; non-profit and faith institutions; commercial sites; municipal sites and public schools in San Mateo County
2. Educate decision makers regarding program and onboard sites via PCE on-line forms and associated CRM
3. As needed with input from PCE and the site hosts, create and maintain market segment specific host facing materials in coordination with PCE.

### **2.3 Education and Onboarding, Self-Identified Candidates**

1. From existing PCE on-line onboarding forms educate self-identified potential sites regarding potential options within PCE's EVCI Incentive Program in preparation for site screening. Level of assistance should be proportional to property owner scale, site location, clientele and as determined by PCE.

### **2.4 Complete Site Screening & Recommendations**

1. Conduct coarse screening for potential participation in PCE and non-PCE programs if available;
2. As appropriate, further educate the decision maker regarding non-PCE programs outlining the economic benefits including PCE's incentives with the objective of their participation in non-PCE incentive programs;
3. If not addressed by non-PCE programs to be participated in, obtain site plans or photos noting locations and parking lot sizes plus electrical room locations;

4. Depending on the number of sites and associated complexity, schedule site walk(s) with the decision maker/designee and a Power-Parking Assessment (task 4.5). Should there be a large number of sites under single control, work with PCE and the decision maker to develop an appropriate Power-Parking Assessment plan that may / may not encompass all of the sites.

## 2.5 Power-Parking Assessment

1. With the decision maker or designee (preferably Facilities Manager) conduct site walk(s);
2. Evaluate potential spare electrical capacity (power & energy) and spare space for additional breakers (and their size) from each applicable panel and potentially recommend load study(s) by the union electrician;
3. Evaluate existing Level 2 EV infrastructure for potential expansion via load-sharing chargers or to a series of Level 1 outlets;
4. Identify existing 120v outlets that might be converted to Level 1 charging locations;
5. Explore the potential for least expensive / optimized to maximize port counts for Level 2 and or Level 1 installs particularly along building or parking garage walls or overhead versus those that would require significant trenching;
6. As applicable, identify, integrate and explain CA-ADA impacts;
7. Based on the above prepare a Power-Parking Assessment document detailing:
  - Recommendations for Level 1 and/or Level 2 EVSE plus any make-ready
  - The proposed parking/ EVSE conceptual drawing including any CA-ADA impacts;
  - Costs broken down by make ready, EVSE and installation, networking fees, etc.;
  - Summary costs integrating PCE and other incentives (for example PCE is currently applying for \$0.5M BAAQMD Charge! Grant on behalf of the ~170 public county schools);
  - Estimated maximum power demand based on cumulative maximum charger draw and plus expected weekend and weekday hourly load based on charger count, type and PCE provided EV adoption rates
  - As appropriate, a recommendation for participation in the PCE Stand-alone Incentive Program PG&E's Charge Network program, or other programs as available;
8. Submit the draft to PCE for review and potential feedback;
9. Review the assessment with the decision maker;
10. As appropriate, encourage, support and track participation in PCE's stand-alone program and in non-PCE incentive programs, if appropriate;
11. Create 2-4 case studies addressing MUD and or workplace installations and share with potential installation sites.
12. The Power Parking Assessment does not include:
  - Line drawings
  - Any construction
  - Permits
  - Equipment acquisition

## 2.6 Post Recommendation Management

Once a specific installation recommendation has been provided to the site, develop and implement a means to track implementation and construction progress at a high level. In addition, on an as needed basis, provide support with issues such as local permitting plus

potentially reiterate educational efforts from the EVCI Incentive Program Outreach and Educational Campaign.

**2.7 DCFC Facilitation Support**

As requested by third-party DCFC providers and approved by PCE, provide support/troubleshooting with DCFC issues such as local property manager approvals, permitting, land use, utility interconnection, etc. This will not include detailed technical analysis of any type (engineering power analysis, circuit requirements, etc.)

**2.8 Data Integration, PCE's CRM**

Either utilize PCE's soon to be identified CRM tool or the consultant's internal CRM to track sites throughout the process, including site contacts, the resulting recommendation, the Power Parking Assessment, the resulting port count, type, and vendor by site, maximum power demand, post recommendation management notes, etc. Should the consultant use their internal CRM, then it is the consultant's responsibility to transfer all the data into PCE's CRM on a frequent, on-going basis as mutually determined.

Assist with defining requirements for PCE's CRM, if needed, to enhance such system to ensure functionality for required tasks.

**2.9 New/ As Yet Identified EVCI Incentive Programs**

Consultant will integrate any new / as yet identified EVCI Incentive Program into this Scope of Work under direction from PCE on a time and materials basis.

**2.10 Other tasks which may be mutually determined.**

**3 Budget and Term**

PCE has expectations of spending between \$1M and \$2M on the Technical Assistance Program. This may include multiple consulting firms addressing different market segment(s). Further, one or more consultants may be selected just to conduct the Outreach, Education and Onboarding for specific market segments or as an umbrella outreach program.

Program term is 4 years and will include annual evaluations.

**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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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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