TACOMA POWER
POWER MANAGEMENT
ENERGY RESEARCH AND DEVELOPMENT

REQUEST FOR INFORMATION

ELECTRIC VEHICLE SUPPLY
EQUIPMENT (EV CHARGERS)

SPECIFICATION NO. PM20-0155F
REQUEST FOR INFORMATION PM20-0155F
ELECTRIC VEHICLE SUPPLY EQUIPMENT (EV CHARGERS)

Submittal Deadline:  11:00 a.m., Pacific Time, Tuesday, May 12, 2020
Submittal Delivery:  Electronic submittals will be received as follows:

By Email:  bids@cityoftacoma.org
Maximum file size: 35 MB. Multiple emails may be sent for each submittal

Until further notice, public Bid Opening meetings have been cancelled. Submittals in response to a RFB, RFP, RFQ, or RFI will be recorded as received. As soon as possible on the day of submittal deadline, preliminary results will be posted to www.TacomaPurchasing.org.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- Register for the Bid Holders List to receive notices of addenda, questions and answers and related updates.
- Click here to see a list of vendors registered for this solicitation.

Pre-Proposal Meeting: A pre-proposal meeting will not be held.

Project Scope: Requesting information for understanding the electric vehicle supply equipment (EVSE) products and services available in the commercial market.

Estimate: NA

Paid Leave and Minimum Wage: Effective February 1, 2016, the City of Tacoma requires all employers to provide paid leave and minimum wages, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit www.cityoftacoma.org/employmentstandards.

Americans with Disabilities Act (ADA Information): The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at ghimes@cityoftacoma.org, or by calling her collect at 253-591-5785.

The following is applicable to Federal Aid Projects:
The City of Tacoma in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR, part 26, will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Seth Hartz, Senior Buyer by email to shartz@cityoftacoma.org.

**Protest Policy:** City of Tacoma protest policy, located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org), specifies procedures for protests submitted prior to and after submittal deadline.

Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.
SECTION 1 – SCOPE

1.01 INTRODUCTION AND PURPOSE

A. Energy Research and Development (ER&D), a workgroup within Tacoma Power, is responsible for exploring new retail electric power markets. Electric vehicles (EVs) offer a unique opportunity to sell more retail electric power while reducing greenhouse gas emissions and lowering vehicle owner costs. Before building EV programs ER&D needs to understand electric vehicle supply equipment (EVSE) products and services available in the commercial market.

B. This Request for Information is issued to gather data that may be used to develop future solicitations. See Section 3 – Disclaimer. There will be no award from this RFI.

C. The following equipment features and functions are of particular interest:

1. Electric vehicle supply equipment specifications and features
2. Upfront and ongoing costs and contract terms
3. Billing services provided and terms for use
4. Reporting capabilities offered
5. Suitability for various program designs (e.g. multi-unit property, publicly available by business owner, utility owned, private ownership w/ public sharing)

1.02 QUESTIONS AND REQUESTS FOR CLARIFICATION

A. Questions and requests for clarification of these Specifications may be submitted in writing by 3:00 p.m., Pacific Time, April 30, 2020, to Seth Hartz, Purchasing Division, via email to shartz@cityoftacoma.org. Questions received after this date and time may not be answered.

1. Please indicate the RFI specification number and title in the email subject line.

2. Present your questions in MS Word format or directly in the body of the email message. If applicable, cross reference the specific section of the RFI.

3. Questions will not be accepted by telephone or fax.

4. Questions marked confidential will not be answered.

5. Individual answers will not be provided directly to Respondents.

6. Questions will be held until the deadline and answered collectively.

7. The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.

8. The City will not be responsible for unsuccessful submittal of questions.
B. Written answers to questions will be posted with the Specification on or about May 05, 2020, on the Purchasing website at www.TacomaPurchasing.org: Navigate to Contracting Opportunities / Services Solicitations, and scroll to this RFI. A notice will not be posted with the Specification if no questions are received.

C. To receive notice of the posted answers, you must register as “bid holder” for this solicitation. Notices will not be sent if no questions are received.

D. The answers are not typically considered an addendum.

1.03 CALENDAR OF EVENTS

A. The anticipated schedule of events concerning the RFI is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions due, 3:00 PM, Pacific Time</td>
<td>April 30, 2020</td>
</tr>
<tr>
<td>Questions and answers posted on or about</td>
<td>May 04, 2020</td>
</tr>
<tr>
<td>Submittal deadline, 11:00 AM, Pacific Time</td>
<td>May 12, 2020</td>
</tr>
</tbody>
</table>

B. These are tentative dates only. The City reserves the right to adjust these dates at its sole discretion.

1.04 FORMAT AND PRESENTATION

A. Provide complete and detailed responses to all items using the same numbering format as presented below. Organization of the submittal should follow the sequence of contents below so that essential information can be located easily during evaluation.

B. Submittals that are incomplete, conditioned in any way, contain alternatives or items not called for in this RFI, or not in conformity with law, may be rejected.

1.05 CONTENT TO BE SUBMITTED

A. Name of Firm

1. Main office address
2. Primary contact and position (name / telephone number / e-mail address)
3. Additional contacts and positions (name / telephone number / e-mail address)
4. Internet address

B. Provide information about your products (if applicable):

1. Equipment specifications and features for Level 2 and Level 3 (DCFC) EV chargers.
   a. Sizes and specifications available
   b. Ability to accept credit/debit and pre-paid card payments via onsite card reader
   c. Available for use in centralized utility distributed energy management systems
   d. Ability to set preferences (e.g. no charging after 10:00 PM or charging just for specific audiences)
   e. Ability of EV owners to pre-schedule available charging time for public use
   f. Ability to alter charging capacity based on time of day
   g. Visual ques for charger status (e.g. in use, not in use, non-functional.)
2. Cost and contract terms
   a. Equipment upfront purchase price
   b. Leasing options (including terms if applicable)
   c. Availability and cost of EVSE maintenance agreements
   d. Cost and terms of billing services
   e. Warranties

3. Billing services (cost to bill customers for charging their cars)
   a. Options for customers to pay for charging services
   b. Structure of billing (charges based on hours charged, energy used, etc.)
   c. Authority of site host/equipment owner to set cost of charging services
   d. Ability to share profit from charging, possibly using a distribution ratio between site hosts, equipment owners, and/or Tacoma Power
   e. Other information useful for designing programs

4. Reporting capabilities
   a. Hours, energy, and peak demand
   b. Format and customization options of reporting data
   c. Ability to share usage data with third parties
   d. How reporting is accessed by the site owner
   e. How reporting is access by the utility

5. Compatibility with web-based maps and service providers
   a. Current partnerships with web-based maps and service providers
   b. Planned future partnerships with web-based maps and service providers

C. Describe how your products could be used in the following programs (if applicable):

1. EVSE owned by and installed on utility property. Customer payments go to the utility.

2. EVSE owned by and installed on private property (commercial or multifamily). Customer payments go to private property owner.

3. EVSE owned by utility and installed on private property (commercial or multifamily). Utility owns and operates EVSE, property owner pays monthly fee to utility. Customer payments go to utility. Utility pays shares charging revenue with property owner.

4. EVSE installed in parking strips (public right-of-way in residential neighborhood with power from property owner’s residence). Property owner uses charger for personal use but allows the public to use charger (customers). Payments from customers go to property owner. Most commonly known as a peer-to-peer network. Utility possibly supports program through charger bulk buy, charger distribution, and/or supporting peer-to-peer network costs.

5. EVSE installed on street light poles in residential neighborhoods, owned by utility or municipal government. Charger needs to limit output based on time of day (100% output during the day, but only 50% output after dusk). Customer payments go to utility.
1.06 SUBMITTAL PACKAGE REQUIREMENTS

A. Provide one electronic copy in either Word or PDF format, arranged as indicated in Section 1.05 above), of your complete submittal with the following information:

1. Specification number
2. Specification title
3. Respondent name and address

B. Submittals must be received by the City of Tacoma Procurement & Payables Division by the date and time specified in the Request for Information page or subsequent addenda.

SECTION 2 – PROPRIETARY OR CONFIDENTIAL DESIGN INFORMATION

A. Washington State Public Disclosure Act (RCW 42.56 et seq.) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this Specification shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

A. Information that is confidential or proprietary must be clearly marked on each affected page. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release. See item 1.06 of the Standard Terms and Conditions (Appendix C).

B. Marking the entire submittal as “confidential” or “proprietary” or “trade secret” is not acceptable and is grounds to reject such submittal.

SECTION 3 – DISCLAIMER

A. There will be no award from this solicitation. This RFI is not a Request for Bids or a Request for Proposals, and there is no guarantee that either a RFB or RFP will be issued.

B. A Respondent’s decision to respond, or not to respond, to this RFI will NOT be a factor in evaluating any later RFB or RFP.

C. While the intent of this RFI is to help identify vendors who meet various requirements for a competitive solicitation, there is no guarantee that any specific information presented by any Respondent will ultimately be included in any future solicitation issued by the City.
D. Each Respondent shall bear all expenses incurred by the preparation and presentation of its RFI response. The City will therefore reject any claim made against them in this matter, regardless of the results of the subsequent processes, if any.