TACOMA POWER
POWER MANAGEMENT
ENERGY RESEARCH AND DEVELOPMENT
REQUEST FOR INFORMATION
PUBLIC EV CHARGING PROGRAM LIST
SPECIFICATION NO. PE20-0206F
REQUEST FOR INFORMATION PE20-0206F
PUBLIC EV CHARGING PROGRAM LIST

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, August 04, 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 compiling a list of vendors that sell electric vehicle supply equipment (EVSE) that meets our public and multi-unit dwelling (MUD) charging pilots specifications.

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, 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. Tacoma Power is compiling a list of vendors that sell electric vehicle supply equipment (EVSE) that meets our public and multi-unit dwelling (MUD) charging pilots specifications. The vendor list will be provided as a convenience to site hosts interested in participating in the program. Site hosts may purchase qualifying equipment from any EVSE vendor (choice is not limited to those on the list). Purchase contracts will be between site hosts and vendors.

Public Charging Program: Tacoma Power will pay site hosts to install and manage public EV charging on their properties. Site hosts are expected to maintain and operate public charging for a minimum period of five years. Payments based on geography as follows:

- 80% of project cost for the first two EVSE ports, up to $16,000 in historically underinvested communities
  - Zip codes 98418, 98409, 98408, 98404, 98444, 98445
  - Partial zip codes 98465 east of S. Jackson Ave, 98405 east of Cedar, and 98402 south of Division
  - Located within the municipal boundaries of the City of Tacoma
- 60% of project cost for the first two EVSE ports, up to $12,000 elsewhere within the municipal boundaries of the City of Tacoma
- Utility side of the meter expenses, such as transformer upgrades, may qualify for an additional payment, up to $25,000 maximum
- $2,000 for each additional EVSE port installed
- Payments may be used for construction, EVSE equipment cost, and electrical system upgrades necessary to serve EVSE load (utility make ready costs).

Multi-Unit Dwelling Charging Program: Tacoma Power will pay site hosts to install and manage EV charging on their properties. Site hosts are expected to maintain and operate public charging for a minimum period of five years. Payments based on geography as follows:

- 100% of project cost for the first two EVSE ports, up to $20,000 in historically underinvested communities
  - Zip codes 98418, 98409, 98408, 98404, 98444, 98445
  - Partial zip codes 98465 east of S. Jackson Ave, 98405 east of Cedar, and 98402 south of Division
  - Located within the municipal boundaries of the City of Tacoma
- 80% of project cost for the first two EVSE ports, up to $16,000 elsewhere within the municipal boundaries of the City of Tacoma
- Utility side of the meter expenses, such as transformer upgrades, may qualify for an additional payment, up to $25,000 maximum
• $2,000 for each additional EVSE port installed

• Payments may be used for construction, EVSE equipment cost, and electrical system upgrades necessary to serve EVSE load (utility make ready costs).

B. Qualifying equipment must meet the following requirements:

1. Equipment requirements:
   a. Installable without specific manufacturer endorsement or certification
   b. Certified by the Underwriters Laboratories, Inc., ETL listed or equivalent
   c. Certified to operate outdoors and in extreme weather conditions
   d. Society of Automotive Engineers J-1772 standard charging plug connector
   e. Visual indicator of charger status easily discernable from 20 feet away
   f. Light up screen viable during day, night, and twilight hours
   g. Level 2 charging (minimum of 7.2 kW at 240/208 volts)

2. Reporting requirements:
   a. Provide event level data set of vehicle charging events via secure online portal accessible by Tacoma Power and property owners. Complete data set must be available in a downloadable *.csv or *.xls format. Session level data must include:
      i. Unique transaction #
      ii. Unique customer #
      iii. Payment method
      iv. Sales amount
      v. Fees charged
      vi. Start/End time stamp or start time and duration for each transaction
      vii. Start/End time stamp or start time and duration for charging
      viii. Peak session kW
      ix. Total session kWh

3. User payment requirements:
   a. Must accept the following payment options:
      i. Phone for credit/debit
      ii. Mobile app or virtual wallet
   b. Must be able to set charging fees by:
      i. Time used
      ii. kWh delivered
   c. Phone support for customers making payments

4. Other requirements:
   a. Phone support and remote troubleshooting for site hosts
   b. No advertising beyond charger manufacturer and/or utility name
   c. Open Charge Point Protocol 1.6 or Open ADR compliant

5. Procurement requirements:
   a. Accept payment directly from the utility via assignment of funds
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, July 21, 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 July 28, 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:

Questions due, 3:00 PM, Pacific Time                July 21, 2020
Questions and answers posted on or about          July 28, 2020
Submittal deadline, 11:00 AM, Pacific Time        Aug 04, 2020

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. Respondents are asked to complete the table in Appendix A per the sample entry in Section 1.05 for each product type they offer. Please do not alter or add any additional rows, columns, or tables to the Appendix A document. Select the best product suitable for public and MUD charging.

- **Company Name**: Name of respondent company and website.
- **Contact**: Name of employee respondent wants potential site hosts to contact.
- **Contact Phone + E-mail**: Phone number and e-mail address for your contact.
- **5 year total cost**: Cost of the EVSE plus five years of prepaid warranty and service fees. Only include if the respondent allows warranty and service fees to be prepaid. Do not include sales tax. Site hosts will be encouraged to pursue this option.
- **Equipment**: Initial EVSE purchase cost. Do not include sales taxes.
- **Annual Service**: Cost of annual service fees for connected billing. Do not include taxes.
- **Transaction Fees**: Cost charged to each transaction (maybe % of $). Do not include taxes.
- **Installation Services**: Indicate if your company offers EVSE installation services.

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

<table>
<thead>
<tr>
<th>Single head wall mount</th>
<th>Company Name</th>
<th>Contact</th>
<th>Contact Phone + E-mail</th>
<th>5 year total cost*</th>
<th>Equipment</th>
<th>Annual Service</th>
<th>Transaction Fees</th>
<th>Installation Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Entry</td>
<td>Sample</td>
<td>253.000.000 <a href="mailto:Sample.contact@anyemail.com">Sample.contact@anyemail.com</a></td>
<td>$20,000.00</td>
<td>$9,999.99</td>
<td>%500.00</td>
<td>10%</td>
<td>Yes/No</td>
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<tr>
<th>Single head pedestal</th>
<th>Company Name</th>
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<td>Yes/No</td>
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<tr>
<th>Double head pedestal</th>
<th>Company Name</th>
<th>Contact</th>
<th>Contact Phone + E-mail</th>
<th>5 year total cost*</th>
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[*] 5 year cost includes initial equipment purchase, five years of prepaid annual service, and five years prepaid warranty
1.06 SUBMITTAL PACKAGE REQUIREMENTS

A. Send and email to bids@cityoftacoma.org with one electronic document in either Word or PDF format, arranged as indicated in Section 1.4 above), labeled with the following:

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.
Appendix A

Specification Number: PE20-0206F

Specification Title: Public EV Charging Program List

Respondent Name and Address:

Sample

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