



# **CITY OF RIO VISTA**

## **REQUEST FOR PROPOSAL**

**for**

## **EV CHARGING STATIONS INSTALLATION OPERATION AND MAINTENANCE SERVICES THE CITY OF RIO VISTA**

**CITY OF RIO VISTA CITY HALL  
1 Main Street Rio Vista, CA 94571**

# **CITY OF RIO VISTA**

## **REQUEST FOR PROPOSAL**

### **EV CHARGING STATIONS INSTALLATION OPERATION AND MAINTENANCE SERVICES**

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# **CITY OF RIO VISTA**

## **REQUEST FOR PROPOSAL (RFP): EV CHARGING STATIONS INSTALLATION OPERATION AND MAINTENANCE SERVICES**

### **I. INTRODUCTION**

The City of Rio Vista is soliciting proposals from qualified vendors to assist the City in the installation, operation and maintenance of EV Charging Stations.

Using the Identified Task List below, do the following:

1. Checkmark the tasks that can be performed and completed by your firm, or in cooperation with another firm as needed.
2. While check-marking the tasks, keep in mind that you are filling this out as to how your firm has been handling said tasks for at least the last five (5) years and counting:
  - a. Place a check mark under My Firm if your firm solely performs and completes the task without the aid of another firm, sub-contractor, or any other entity.
  - b. Place a check mark under Other Firm if another firm, sub-contractor, or any other entity solely performs and completes the task on behalf of your firm.
  - c. Place a check mark under Both if your firm secures the assistance of another firm, sub-contractor, or any other entity to complete tasks. Along with checking Both, also:
    - i. Check My Firm if at least fifty (50) percent of the shared tasks are handled by your firm, or
    - ii. Check Other Firm if at least fifty (50) percent of the shared tasks are handled by another firm, sub-contractor, or any other entity.
  - d. Note that certain tasks require more details, so it would greatly help your proposal to provide more information. These include:
3. Provide a tab in your Proposal for each task that has been check-marked. Various tasks require different levels of expertise and staff to perform the work. For each tab, include:
  - a. Appropriate experiences and/or projects where the task have been performed,
  - b. The job title(s) and credential(s) / certification(s) / license(s) (if applicable) of staff who would perform said task,

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- c. The rate schedule for the type of work to be performed. (submitted in separate sealed envelope).

The City does recognize that not all may be able to check-mark all tasks as identified as part of this RFP. The City reserves the right to hire one or more firms to provide services as needed.

Identified Task List			
Task Completed by:			
My Firm	Other Firm	Both	
			Site Assessment: Conduct site visits to assess potential installation locations, also evaluating feasibility of installing EV charging stations in certain areas of interest.
			Planning & Design: Develop comprehensive plan for the installation of EV charging stations. Design the layout and configuration of charging stations, including electrical connections and infrastructure requirements according to the number of stations City of Rio Vista is requesting.
			Equipment Procurement: Source and procure EV charging stations, cables, connectors, and any necessary infrastructure needed for the installation of EV charging stations. Including installation of all stations.
			Software Integration: Integrate the charging stations with back-end software systems for continuous monitoring, management, and payment/billing processing
			Testing and Commissioning: Conduct comprehensive testing of each station to ensure proper performance and functionality of installed EV charging stations. (Including testing charging speed, billing accuracy, and safety features)
			Training: Provide training for users on how to properly operate and use the charging stations. Also educate users on the safety guidelines, payment processes, and troubleshooting procedures.
			Guides: Prepare comprehensive user manuals and guides for charging station operation. Also, document system configurations, electrical schematics, and warranty information. Manuals and guides will need to be provided in PDF.
			Payment Processing and Management: Implement a secure and efficient payment processing system for charging sessions. Include a wide-accessible payment platform, allowing multiple payment options (credit card, mobile payment, etc.)
			Continued Maintenance (turnkey solution): Hold responsibility for total operation of EV charging station operations; including bill payment, repairs, routine expectations, necessary replacements, and servicing.

## II. EV CHARGING STATIONS INSTALLATION OPERATION AND MAINTENANCE SERVICES OVERVIEW

# **CITY OF RIO VISTA**

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The City is seeking a comprehensive "Turnkey Solution" service provider who will assume complete responsibility for the end-to-end development of Electric Vehicle (EV) charging stations. This includes not only the installation of the charging stations but also the ongoing maintenance, servicing, and operation of the EV charging infrastructure. The maintenance services provided should encompass all aspects, including qualified personnel, necessary repairs, and efficient operators to ensure uninterrupted and reliable service. The City has \$30,000 in grant funding to assist with the design and implementation of charging stations.

### **III. SCOPE OF WORK**

The proposals should include no more than 35 typed pages including proposed experience and tabs for each area of expertise as identified in the Task List, Fee Schedule for each task (included in a separate sealed envelope), Index/Table of Contents, any charts, graphs, and tables as needed. Resumes of key personnel are not counted toward the 35- page limitation if inserted under each tab, or at the end of the proposal. A 12-point Arial font size is required for typed portion of the proposal and sections double spaced, except smaller fonts are allowed for charts, exhibits, or tables as needed.

Each proposal will adhere to the following order and content of selections:

1. Proposals must be straightforward, concise and provide "layman" explanations of technical terms that are used.
2. Emphasis must be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the services to be provided.
3. Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected.

The following proposal sections are to be included in the Vendor's response:

#### **Cover Letter**

A cover letter, not to exceed two (2) pages in length, must summarize key elements of the proposal. An individual authorized to bind the Vendor must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least one hundred eighty (180) days from the proposed due date.

The cover letter must include the address and telephone number of the Vendor's Project Manager's office located nearest to Rio Vista that will provide the project deliverables directly to the City of Rio Vista.

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To qualify for the RFP, the vendor must completely comply with at least one (1) of the categories as identified in the previous "Task List" as provided. Proposer can respond to as many items listed as they can perform or can be performed by their subcontractors.

### **Background and Project Summary Section**

The Background and Project Summary sections must describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to Scope of Work section of this RFP.

### **Methodology Section**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work section of this RFP.

The Methodology Section of the Vendor's Proposal must include:

1. An implementation plan that describes in detail: (i) the methods, including controls by which your firm manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of external and internal stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
2. Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the Scope of Work section.
3. A typical project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
4. Detailed description of specific tasks you will require from City staff if any. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

### **Staffing**

1. Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual. The City can request different Staff at their discretion.
2. Upon award and during the contract period of five (5) years, if the vendor chooses to assign different personnel to the project, the vendor must submit their names and qualifications including information listed above to the City for approval before they begin work. All Staff must be approved.

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### **Qualifications**

The information requested in this section must describe the qualifications of the firm, key staff and sub-consultants/contractors/vendors performing projects within the past five years in Northern California that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

1. The key personnel that have participated on named projects and their specific responsibilities with respect to this scope of work.
2. Summarize the firm's demonstrated capabilities, including length of time that your firm has provided the services being requested in this Request for Proposal.
3. Provide at least three (3) separate current public agency references that have received similar services from your firm. The City of Rio Vista reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
4. Categories as listed in the Identified Task List.
5. Qualifying Project Types.
6. Northern California Public Agency, Primary Contact, e-mail, and telephone number.
7. Start / Finish (month and years).
8. Brief Project description (i.e., miles of street rehabilitation, construction, etc.)
9. Briefly describe change orders if any for the project and comparison of original contract and final contract amounts.

### **Fee Proposal**

The fee proposal/revenue generation must include the firm's schedule of hourly rates and rates for all sub-consultants/vendors/contractors in a separate sealed envelope. The percentage mark up of reimbursable expenses, if any, shall also be specified in the rate schedule.

### **Content of Proposal**

The proposal must be submitted using the format as indicated in the proposed format guidelines.

### **Preparation of Proposal**

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Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate, and reliable presentation.

**Number of Proposals**

Submit three (3) bound copies, plus one electronic copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis. All cost and fee information shall be in a separate sealed envelope.

**Submission of Proposals**

Complete written proposals must be submitted in sealed envelopes and received no later than 2:00 P.M. Pacific Standard Time (PST) on Thursday, November 2, 2023.

Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted. The City will not be responsible for late proposals, no matter the postmark or other delivery services, missing the deadline.

Submit your proposals to:

**City of Rio Vista**  
**Attention: Robin Borre, Director of PublicWorks**  
**One Main Street**  
**Rio Vista, CA. 94571**

**RE: EV CHARGING STATIONS INSTALLATION OPERATION**  
**AND MAINTENANCE SERVICES**

**Inquiries**

***Questions about this RFP must be directed in writing, via e-mail to:***

Robin Borre, [rborre@ci.rio-vista.ca.us](mailto:rborre@ci.rio-vista.ca.us) by **October 19, 2023 @ 5:00 PM.** All questions and answers will be compiled and posted on the City Website by **October 23, 2023.**

**Conditions for Proposal Acceptance**

This RFP does not commit the City to award a contract or to pay any costs incurred for any services to prepare the RFP. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received because of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

All proposals will become the property of the City of Rio Vista. Proposals are subject to the Freedom of Information Act.



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The City cannot and will not be held responsible for protecting proprietary data submitted in proposals.

### **IV. EVALUATION CRITERIA**

The City's evaluation and selection process is based on Qualifications Based on Selection (QBS) for professional services. The City of Rio Vista may use some or all the following criteria in its evaluation and comparison of proposals submitted.

The criteria listed are not necessarily an inclusive list. The order in which they appear is not intended to indicate their relative importance.

A maximum of sixty (60) points can be earned in this part of the process. The ranking will consist of the basic proposal (40 points maximum) score for background, clarity, methodology for the project and summary; and of the qualifications and staffing (20 points maximum) score in each category.

- A. Meets Minimum Qualifications** – No score assigned for this category. Vendors are expected to meet minimum qualifications. This will be a pass/fail. In the case of “fail” the proposal will not continue in the rating and will be deemed nonresponsive. Scoring “weight” for the preliminary phase will be dependent on **Categories B, C, D, and E** below)
- B. Proposal Clarity** – Use of terms and explanations throughout are understandable. Firm clearly communicates in a general sense how it plans to meet its service delivery goals as well as foster and maintain harmonious, productive, timely, responsive, and efficient working relationship with City staff **(10 points)**
- C. Background and Project Summary** – Firm understands the work to be done. **(10 points)**
- D. Methodology** – Firm clearly outlines its implementation plan(s), shows effort in completing projects efficiently and accurately. **(20 points)**
- E. Qualifications and Staff** – Experience of the firm, project manager, and other key individuals assigned to the project. Experience with projects of similar scope, complexity, and magnitude for other Northern California agencies. Experience with projects for Southern California and organizations outside California can be mentioned. Note that greater weight will be given to projects performed for Northern California agencies. **(20 points)**

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After the assessment as outlined above in **Categories A, B, C, D, and E**, only the top contenders will be participating in the next phase. There is a maximum of twenty-five (25 Points) to be earned for next phase, where the ranking will be performed using Categories F, G, H, and I noted below:

- F. Reference Check** – The City may also contact and evaluate the Vendors’ and sub-vendors/contractors/consultants’ references, contact any Vendor to clarify any response, contact any current users of a vendor’s services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process. **(10 points)**
  
- G. Local Preference Check** –The Vendor will earn 5-points for having a valid City of Rio Vista Business License. **(5 points)**
  
- H. Interview** – After written proposals have been reviewed, discussion with prospective firms may or not be required. If scheduled, the oral interview or video/ voice conference interview (at the City’s discretion) will be a question / answer format for clarifying the intent of any portions of the proposal. The individual from the firm who will be directly responsible for carrying out the contract, if awarded, must be present at the oral interview or video / voice conference interview. **(10 points)**
  
- I.** The final scoring criteria will be applied to the top proposers. The review will be based on the Cost Proposal/Revenues Generated of the firm. There is a maximum of fifteen (15) points to be earned for this section. **(15 points)**

A Notification of Intent to Award may be sent to the Vendor(s) selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City may negotiate a contract with the next highest scoring Vendor or withdraw the RFP.

## **V. STANDARD TERMS AND CONDITIONS**

### **Amendments**

The City reserves the right to amend this RFP prior to the proposal due date if needed. All amendments and additional information will be posted to the City of Rio Vista website:

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<http://riovistacity.com/> Vendors should check this web page daily for new information.

### **Cost for Preparing Proposal**

The cost for developing the proposal is the sole responsibility for the Vendor. All proposals submitted become the property of the City of Rio Vista.

### **Contract Discussions**

The apparent successful vendor will be required to sign a Professional Services contract. Prior to award, the apparent successful vendor(s) may be required to enter discussion with the City to resolve and contract differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected, and discussions will be initiated with the second highest scoring vendor. See attached Professional Services Contract.

### **Confidentiality Requirements**

Proposals are subject to the Freedom of Information Act. The City cannot protect proprietary data submitted in proposals.

### **Insurance Requirements**

The City requires that licenses, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) on file with the City for the issuance of a permit or contract. Within five (5) calendar days of award of contract by the City Council, the successful Vendor(s) must furnish the City with the Certificates of Insurance proving coverage. The contract must be executed by the vendor prior to Staff taking the award to Council. The tentative date for Council is in December 2023.

Carefully review the attached agreement and insurance requirements before responding to the Request for Proposal (RFP). The terms of the agreement, including insurance requirements, have been mandated by the City Attorney and City Council and can be modified only if extraordinary circumstances exist.

Your response to the RFP must include a stipulation indicating if you are unwilling or unable to execute the agreement as attached as well as providing the insurance requirements. The City will consider this in determining the Vendor's responsiveness to the RFP.

## **VI. VENDOR SELECTION**

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The City will review all proposals submitted and will rank proposals based upon the vendor's understanding of the work to be done, its experience with similar types of work, and the qualifications of its staff. Selection of the vendor will be based upon the proposal ranking. Proposals should provide information in sufficient detail to allow a complete evaluation.

The contract will be negotiated and awarded to the most qualified vendor whose proposal best conforms to the RFP and is, in the opinion of the City of Rio Vista, most appropriate and advantageous to the City.

The City reserves the right to reject any and all proposals and to negotiate terms with any qualified potential vendor. While evaluation and selection of vendor will be strictly based on qualifications, the City encourages the use of vendor who provide offices and project personnel located in Rio Vista or in adjacent communities.

<b>SELECTION PROCESS AND SCHEDULE</b>		
<b>Item</b>		<b>Date</b>
1.	Release of Requests for Proposals (RFPs)	September 21, 2023
2.	Deadline for submission of RPFs	November 2, 2023 Thursday, 2:00 P.M. Pacific Standard Time
3.	Selection of Vendor(s)	November 2023
4.	City Council consideration of Vendor Agreement(s)	December 2023
5.	Authorization to Proceed	5-15 working days after Council award