

RFP – COMMUNITY EV CHARGING

Questions & Responses

#	Question	Response
1	<p>On page 2 of the Agreement (PDF page 21 in the attached RFP) there are multiple references to Exhibit C – Compensation. But the Exhibit does not seem to be included in the RFP. Can Clean Power Alliance provide a copy of Exhibit C or confirm that it is only the clauses a) and b) under 4. Compensation on that page.</p>	<p>As noted in section 6.5 (Evaluation Process), a contract, including the compensation exhibit, will be negotiated with the selected Proposer during the contract negotiation process.</p>
2	<p>I noticed the following statement in the proposal: "The selected Proposer(s) for this RFP will not be eligible to bid for subsequent solicitation(s) resulting from the Community Charging Program."</p> <p>As a comprehensive EV service provider, we offer not only consulting, engineering, and design services but also charging software and hardware. Based on this language, does it mean that by pursuing this opportunity, we would be unable to recommend our charging equipment?</p>	<p>That is correct, as noted in Section 1 (Objective).</p>
3	<p>I'm writing to request clarification about the note in the Objective section of this RFP: "Please Note: The selected Proposer(s) for this RFP will not be eligible to bid for subsequent solicitation(s) resulting from the Community Charging program."</p> <p>Can you share more about what potential solicitations would result from the Community Charging program? For example, the Scope of Work notes light support of grant/rebate pursuits but should the program issue an RFP to provide full grant writing does this mean that bidders who were awarded the technical services RFP would be ineligible to bid on the hypothetical grant writing RFP?</p>	<p>Please see Attachment A (Scope of Services) Task #6, which details the requested RFP and Contracting Technical Support services, which include "technical assistance to support the development of a Participant request for construction or installation services (such as an RFP or construction bid).</p>

4	If 20 member agencies wanted to participate, would the \$250,000 per agency be cut in half? (RFP 2.1)	As described in Section 2.1 (Program Budget and Participation), each participating member agency can receive up to a total of \$250,000 in incentives split between direct funding (managed by CPA), and technical services (to be provided by the Proposer).
5	Will the program be marketed to member agencies before a proposer is selected, or does marketing commence after a proposer has been chosen? (Attachment A)	Yes, Member agencies are aware that a program is forthcoming.
6	Task #1 doesn't mention the member agency posting an RFP, but wouldn't that precede the steps in 3.2 Project review? (Attachment A, Task #1)	Member agencies may utilize Proposer services to support their internal RFP process.
7	Does CPA promote the idea of member agencies combining their RFPs to gain better response and pricing?	CPA does not promote or restrict this option.
8	Does CPA assume there would be any priority for SCE to support member agencies with EV Charging funding?	CPA cannot make assumptions regarding SCE's priorities.
9	Does CPA plan on requiring use of approved EV Charging Equipment in the way SCE does? (Task #4: Site Analysis and Design Plans)	No.
10	The Task #6 services do not include drafting RFPs or negotiating contracts on behalf of Participants. Does CPA endorse the idea of an RFP template that would promote congruity among member agencies?	The role of the selected Proposer will be to provide technical support based on their expertise.
11	2.1 "We expect a total of ten (10) member agencies to participate over the three (3) year program." If fewer than ten agencies express interest in owning public EV charging stations / receiving support via this program, what are the expected budget implications?	See CPA's response to question #4.



12	<p>2.2 “program goals and objectives for Community Charging include:… Increase public access to EV charging by leveraging member agency sites. “</p> <p>Does CPA anticipate funding for public charging sites being more weighted (cognizant CPA has said different charger types are permissible) towards fast charging or Level 2 charging? Or would it depend on the member agency’s priorities (as well as the specific characteristics of each site)?</p>	Individual member agencies will determine how to utilize their funding within the scope of the program.
13	<p>Attachment A, Task #1 “Upon CPA request, evaluate direct funding pre-approval requests from Participants…” Is it correct to assume that the Proposer will NOT be required to develop the form or content of the “pre-approval requests” noted?</p>	Correct. Please refer to Attachment A: Task 1.3 for more information.
14	<p>Attachment A, Task #2 ““Enrolled Participants” refers to those who have signed their participation agreement…” Is it correct to assume that the Proposer will NOT be required to develop the form or content of the “participation agreement” noted?</p>	Correct.
15	<p>Attachment A, Task #3 “Assess two (2) to five (5) potential Participant sites” Will CPA members be the ones to propose this down-selected list of sites to evaluate, or does CPA envision the Proposer assisting member agencies to narrow down a “long list” of a larger number of sites down to the 2-5 required for comparison?</p>	CPA expects the Proposer to discuss potential options with the member agencies if needed, prior to engaging in the analysis of the 2-5 sites selected by the member agency.
16	<p>Attachment A, Task #4, 2.1 “Provide engineering site design documents that the Participant can use in a public bid to hire contractors for installation services” Is the intent to have the requested set of design documents suitable for installation vendor bid, permitting with the AHJ, and also construction? Or only installation vendor bid and permitting with AHJ?</p>	Attachment A Task #4, 2.1 directs that Proposers will provide assistance required by the member agency in order to procure the recommended equipment and/or services as requested by the agency.

17	<p>Attachment A, Task #4, 2.2.5 “Equipment specifications and cutsheets.” Does CPA expect the Proposer to specify the hardware to be utilized by a site (i.e., specify a particular model of EV charger from a specific vendor) at this pre-bid design stage? Or would this be expected to be representative equipment (not yet locking in EV charger OEM, but acknowledging that this could modify design post-bid)?</p>	<p>Yes. Proposers should provide information on how they plan to provide this information and/or any alternative approach recommendations.</p>
18	<p>Attachment A, Task #5, 1.3 “Recommend scenarios for ownership based on Participant goals, such as charging as a service (“CaaS”). Recommend a payment structure (fee based, revenue share, etc.) for CaaS if necessary. ” Are there any statutory issues that member agencies may face in partnering with the private sector on CaaS options? Some public agencies have procurement rules that make difficult or even prohibit co-ownership of assets.</p>	<p>The selected Proposers is expected to coordinate with the member agencies to determine limitations in order to make a recommendation.</p>
19	<p>5.1 / 5.4 “The compensation structure can include (i) fixed price or (ii) hourly rates...” “For Task 1, Proposers should provide the expected hours to complete the task and specify the number of hours by role...” The RFP indicates that either fixed price or hourly pricing is acceptable. In the event that fixed pricing is provided, are anticipated hours still required to be included in the Pricing Matrix (given that hours are not relevant to CPA / member agency cost under this structure)?</p>	<p>Please refer to section 5.4 for requested pricing information.</p>
20	<p>Per Task #4 of the scope of work, what is the anticipated range of EV charging stations per site? Also, do these vary per Participant/Member Agency?</p>	<p>Please refer to Attachment A: Task 4.1 “Undertake a load analysis to determine the best type and number of chargers for the Participant at a chosen site. ” The Proposer will coordinate with the member agency to recommend the number of chargers at the site.</p>

21	<p>Section 2 Project Background: "...which will offer support to member agencies who wish to provide public EV charging at municipally owned sites, thereby increasing access to charging and adoption of electric vehicles in their communities. The public-facing program is expected to launch in early 2025 with technical support through the selected Proposer(s), starting in August 2025."</p> <p>Are there specific challenges or barriers that CPA member agencies have faced in previous EV charging installations that should be addressed in the proposal and are the reason for launching this technical service program?</p>	CPA will not be providing Proposers with specific challenges or barriers to address in the proposal.
22	<p>Section 2.1 Program Budget and Participation: "Each participating member agency can receive up to a total of \$250,000 in incentives split between direct funding (managed by CPA), and technical services (to be provided by the Proposer). Task 1 (administrative services) can be considered separate from the \$250,000 budget allocated"</p> <p>Could you tell us that split and what you mean by direct funding (will that be able to help cover the cost of infrastructure/chargers)? Can any of the allocated \$250,000 per agency be allocated to also maintaining and operating any public chargers that are built, especially if they choose to have a third-party charging network own/operate?</p>	See CPA's response to question #4.
23	<p>Section 2.2 Program Goals and Objectives: "Address barriers that member agencies face when installing publicly available charging."</p> <p>Have the participating agencies already conducted urban planning efforts to determine the public charging locations that are desired by the city/community as well as the pricing/policy for those chargers? Do some of the agencies have muni-owned sites in mind already or an approximate number of sites they need assessed?</p>	Participating member agencies will be in various stages of their EV charging planning and can choose from the technical assistance services provided by the Proposer to help them reach their goals.
24	<p>Task #4: Site Analysis and Design Plans: 2.3 "Schematic design document."</p> <p>Is this referring to CPA requiring PE-stamped drawings for the schematic design documents?</p>	Yes, if requested by the member agency.



25	<p>Administrative Services Funding. In section 2.1, you mention that funding for task 1 (administrative services) can be considered separate from the \$250k budget allocated to each member agency, but where does this funding come from and is there a dollar amount maximum for this administrative services portion of the work?</p>	<p>Proposers should indicate their competitive Task #1 pricing in the Sample Pricing Matrix provided in Attachment F. As noted in Section 6.4 (Proposal Evaluation Criteria) Proposer's Pricing will be considered in CPA's evaluation.</p>
26	<p>EV Charging Infrastructure Design. Can you provide more clarity on the extent of EV charging infrastructure design bidders are requested to provide as part of this RFP? In section 3, Qualifications and Experience, you note "Proposers much possess engineering qualifications and experience to provide site analysis and design for EV charging infrastructure..." then again in Attachment A, scope section 4.2, you state "that engineering site design documents that the Participant can use in a public bid to hire contractors for installation services" and "basis of design" and "schematic design documents". Are you expecting that bidders will be able to provide 100% CD, stamped drawings for Participants to bid directly or more along the lines of a design intent (30% design) to be picked up by a design-build contractor to finish engineering and installation?</p>	<p>Proposers should be able to provide the full scope of services requested in Attachment A.</p>
27	<p>With respect to the Construction engineering site design documents, Are the engineering documents required to be signed and sealed by registered professional engineers, and in which disciplines (electrical, civil, structural)? Are they expected to be suitable for direct permitting submission or only for bidding purposes?</p>	<p>Please see Attachment A, Task 4.2 for site plan requirements</p>
28	<p>Is permitting support included in the scope, or will the member agencies handle the permitting process separately once they receive the design documents?</p>	<p>Permitting support is not included in the technical service scope.</p>
29	<p>Does the scope include coordination with utilities for service upgrades, or is that handled separately by the member agencies?</p>	<p>Please refer to Attachment A, Task 3.1.2</p>

30	Are there specific EV charging levels (Level 2, DC Fast Charging) or technologies/manufacturers that CPA prefers or has found most suitable for municipal sites?	Proposer will work with the member agency to recommend suitable technologies, as referenced in Attachment A, Task 3. Please see CPA's response to question 17 for more information.
31	Section 2.1, Program Budget. "Task 1 (administrative services) can be considered separate from the \$250,000 budget allocated to each member agency." Do you have guidance on budget for Task 1 work, for example a budget cap for this task, or a budget target as percentage of the total proposal budget?	Please see CPA's response to question 25.
32	Section 6.4, Proposal Evaluation Criteria. What is the formula for scoring cost % points for submitted proposals? If an applicant includes an alternative pricing proposal with a different bottom line than the primary pricing proposal, how will this be reflected in the formula for calculating cost % points?	Proposers' pricing is scored by calculating the deviation of the provided pricing from the median proposal price. CPA will determine which pricing proposal it selects if a Proposer submits both a primary and alternative pricing proposal. CPA reserves the right, at its sole discretion, to reject or accept any alternative pricing proposal.
33	Attachment F: column 2 of the Attachment F table asks for expected hours by personnel to complete each sub task. Similarly, columns 3, 5, and 7 ask for expected hours by rate. This level of detail would be greater than the space allotted in the Attachment F form. Is CPA seeking a breakout table that shows the total hours and rate for each staff member/staff grade working on each subtask?	The Proposer may provide a separate table of personnel rates to supplement Attachment F.
34	Attachment D, section 11d, Professional Liability Insurance: The contract states "Contractor shall maintain a policy limit of not less than \$1,000,000.00 per incident." Does this "per incident" requirement means PLI is on a per-claim basis or occurrence basis?	The Professional Liability Insurance requirements outlined in Attachment D indicate that "Contractor shall maintain a policy limit of not less than \$1,000,000.00 per incident. " Proposers should confer with their insurance provider or legal counsel if they have additional questions regarding how to interpret those requirements.

35	Is it envisioned that the charging stations deployed through this program would be operated by an existing Charge Point Operator (e.g. Electrify America, EVgo), or does CPA and/or the member agencies plan to operate the network themselves utilizing a Charge Point Management System?	CPA does not prescribe a network operator.
36	Are there any hardware-related requirements / considerations (e.g. NACS vs CCS, minimum power levels, etc) that respondents should be aware of?	CPA does not prescribe hardware requirements
37	Question 1: What do you see as the key differences between this work and CPA's Fleet Transition Services program? How has that program been received by the member agencies? Do you expect the same member agency participants?	Proposers should review the Scope of Services outlined in Attachment A to ensure they have a full understanding of this program's scope. Member agencies can only select one Pathway to Electrification.
38	<p>RFP sections: 2.1 Program Budget and Participation states: " The program budget is dependent on how many agencies participate and what they elect to focus their efforts on. Each participating member agency can receive up to a total of \$250,000 in incentives split between direct funding (managed by CPA), and technical services (to be provided by the Proposer). Task 1 (administrative services) can be considered separate from the \$250,000 budget allocated to each member agency. We expect a total of ten (10) member agencies to participate over the three (3) year program. Some member agencies may elect to only receive direct funding, to only receive technical assistance, or to receive a combination of both</p> <p>And Attachment A, Task 1.3 Project Documentation Review states in 3.1: "Upon CPA request, evaluate direct funding pre-approval requests from Participants to confirm they meet program requirements. Potential allowable funding requests include charging equipment, installation costs, construction costs, and subsidized charging."</p> <p>Question 2: Are there any limitations on what the member agencies can spend their non-technical, direct fund on? Is it, for example, only to offset EV charging project costs?</p>	See CPA's response to question #4.

39	Our assumption of Community charging is all sites will be public charging. Can you confirm?	Yes, all sites will be available for public charging.
40	What level of detail will the participant location submittals be required to be at for determining/assessing project viability?	Please refer to Attachment A, Task 3, item 1.1 for details related to this question.
41	Who is responsible for charger selection and cost assessment of the chargers? Does that cost need to be considered in Task #5 Financial Plan?	Please refer to Attachment A, Task 4, items 1.1 and 1.7 for details on charger selection and cost assessments. Please refer to Task 5 for the detailed financial plan.
42	Participants will need a broad range of level of design services driven by incentives and grant requirements and the Participant requirements to issue bid packages and/or receive permits. How should the pricing structure reflect the design effort variability? Should we assume the highest level of design detail as the NTE price? Or would you prefer a tiered pricing schedule based on the incentive/grant requirements and Participant requirements?	Please see section 5 (Pricing) for pricing requirements.
43	Although survey is not specifically referenced in Task #4: Site Analysis and Design Plans, we anticipate it will be needed to develop the construction engineering site design documents. We can include the survey cost as an optional service. How would you like survey pricing reflected in the proposal?	Please see section 5 (Pricing) for pricing requirements.