



The City of Petaluma

NOTICE IS HEREBY GIVEN that the City of Petaluma is issuing a

REQUEST FOR PROPOSALS

EV Charging Infrastructure Master Plan

Date Released: October 10, 2022

City of Petaluma 11 English Street
Petaluma, CA 94952

Proposals are due prior to November 14, 2022 at 5pm
Late proposals submitted after the above time will *not* be accepted.

REQUEST FOR PROPOSALS

EV Charging Infrastructure Master Plan

Note regarding the Public Records Act:

Government Code Sections 7920.005 *et seq.*, formerly Sections 6250 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request For Proposals is a public record in its entirety. Also, all information submitted in response to this Request For Proposals is itself a public record without exception. Submission of any materials in response to this Request For Proposals constitutes a waiver by the submitting party of any claim that the information is protected from disclosure.

By submitting materials,

- (1) you are consenting to release of such materials by the City if requested under the Public Records Act without further notice to you and
- (2) you agree to indemnify and hold harmless the City for release of such information.

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SECTION I - INTRODUCTION

This Request for Proposals (RFP) seeks submittals for the development of an EV charging infrastructure master plan on City-owned properties, which would include utility coordination for grid capacity analysis and upgrades for all facilities, with follow-up activities related to conceptual and engineering designs for selected facilities.

Specifically, the project requires the design of an EV charging infrastructure master plan at these facilities:

- **Police Department:** 969 Petaluma Blvd. N
- **City Hall:** 11 English St. and 22 Bassett St.
- **Transit:** 555 N McDowell Blvd.
- **Corporation Yard:** 840 Hopper St.
- **Fire Departments**
 - 198 E D St.
 - 831 S McDowell Blvd.
 - 1001 N McDowell Blvd.
- **Water Field Office:** 202 N McDowell Blvd.
- **Ellis Creek Water Recycling Facility:** 3890 Cypress Dr.
- **Community Center:** 320 N McDowell Blvd.
- **Petaluma Municipal Airport:** 601 Sky Ranch Dr.
- **Petaluma Public Library and Kenilworth Teem Center:** 100 Fairgrounds Drive
- **Petaluma Swim Center:** 900 East Washington Street
- **Cavanagh Swim Center and McNear Park:** 426 8th Street
- **Senior Center:** 211 Novak Street
- **Petaluma Marina:** 781 Baywood St
- **Prince Park:** 2301 East Washington
- **Keller Street Public Parking Garage:** 114 Keller Street
- **Shollenberger Park:** 1400 Cader Ln.
- **Leghorn Park:** 690 Sonoma Mountain Pkwy.
- **Petaluma Community Sports Fields:** 3240 East Washington Street

The work described requires that the Consultant be licensed by the State of California as an Electrical Engineer. Engaging with an electrical consultant (C-10) and / or Electric Vehicle Infrastructure Training (EVIT) certified installer as part of this work may enhance the work product requested.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this Project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective proposer/consultant as part of the RFP process.

The proposer's attention is directed to Appendix A, "Proposal Requirements."

Submit an electronic copy in PDF format via email to rfrank@cityofpetaluma.org. The proposal shall be submitted to City of Petaluma, c/o Rhianna

Frank 11 English St., Petaluma, CA. 94952 prior to **November 14, 2022 at 5pm**. Proposals shall be submitted electronically as a pdf file format clearly marked **EV Charging Infrastructure Master Plan** and addressed as follows:

1. Cover Letter shall be addressed to:

Rhianna Frank
Climate Action Manager
City of Petaluma
11 English Street
Petaluma, CA 94952

2. RFP Response email shall be titled "EV Charging Infrastructure Master Plan-(insert firm name)". The body of the email will only include a short introduction related to the main RFP contact within the firm and the name(s) of the files attached to the email.

3. RFP Proposal email shall be a separate submittal from the RFP response and shall be titled "EV Charging Infrastructure Master Plan PROPOSAL-(insert firm name)" The body of the email will only include a short introduction related to the main RFP contact within the firm and the name(s) of the files attached to the email.

Proposals received after the time and date specified above will be considered **non-responsive** and will be returned to the proposer.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the proposer. To be considered, however, the modified **Proposal must be received prior to November 14, 2022 at 5pm**.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective proposer will be considered non-responsive and rejected.

Non-commitment of Agency

This RFP does not commit the City of Petaluma to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or the negotiation of a contract, or to procure or contract for services. The City of Petaluma reserves the right to accept or reject any or all proposals received or to waive any irregularity or informality in any proposal or in the RFP procedure, and to be the sole judge of the responsibility of any proposer and of the suitability of the services to be rendered. Further, the City of Petaluma reserves the right to negotiate with any qualified proposer, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the City of Petaluma to do so.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

Any questions related to this RFP shall be submitted in writing to Rhianna Frank, via email at rfrank@cityofpetaluma.org. Response to all questions submitted will be answered in accordance

with the Procurement Schedule for this RFP. Questions shall be submitted before XXX

No oral question or inquiry about this RFP shall be accepted.

SECTION II - PROJECT DESCRIPTION AND BACKGROUND

All site assessments and designs will be of city owned properties. Below is a general description of the facilities:

- **Police Department:** The police department is a twenty-four operation that provides emergency services throughout the city. The department currently has twenty-seven gas powered and five hybrid patrol vehicles, along with two plugin hybrids for administration. By the end of 2022 the department will be adding four all electric vehicles to the fleet. Currently this site does not have accommodations for EV's.
- The department will need EV chargers to accommodate the electrification of the expanding fleet over the next several years. There is a solar project planned for this site that will need to be considered in the site assessment and energy grid upgrade. This project will also reduce the number of parking spaces allocated for all employees in the rear lot and accommodations may be needed in the front public parking lot. A separate electric service for EVSE is one potential solution suggested by PG&E for this site.
- **City Hall:** City Hall would be an ideal facility for the installation of chargers that could be used by both staff and the public. There are multiple parking lots, some public, some reserved for employee and fleet vehicles. The City Hall campus also includes the Fire Prevention Bureau building and parking lot.
- **Transit:** Petaluma Transit runs its operations from the Transit facility where its vehicles are stored, charged, and maintained. From this site, Petaluma Transit operates a fleet of (11) fixed route transit buses ranging from 30-40' in length, (9) cutaway buses ranging in 18-24' in length, and six light duty support cars/vans/trucks, The Transit facility is also home to a small division of Public Works staff with two light duty trucks at this location. Transit will need to electrify its bus fleet by 2040 at the latest to conform with the California Innovative Clean Transit Regulation (and possibly by 2030 to fulfill the City Climate Emergency Framework). A preliminary Transit fleet and facility electrification plan was completed in 2019.
- **Corporation Yard:** The corporation yard houses most of the Public Works and Utilities fleet for both on-road and off-road equipment, and smaller equipment primarily for the Parks Department.

- **Fire Departments:** The fire department is researching the purchase of electric fire trucks which would need to be considered in this scope.
 - **Station 1:** This station is the Headquarters for the Fire Department and houses emergency vehicles and fleet vehicles.
 - **Station 2:** This station houses primarily emergency vehicles.
 - **Station 3:** This station houses primarily emergency vehicles.
- **PWU Field Office:** This location houses some of the larger utility vehicles, but primarily trucks and staff fleet vehicles. There is an opportunity for additional chargers for public and staff use.
- **Ellis Creek Water Recycling Facility:** This location houses additional large capacity vehicles as well as staff fleet vehicles. There is an opportunity for additional chargers for the public and staff use distributed across the site.
- **Community Center:** The Community Center would be an ideal facility for the installation of chargers that could be used by both staff and the public.
- **Petaluma Municipal Airport:** This location houses airport fleet vehicles and equipment
- **Petaluma Public Library and Kenilworth Teen Center:** This location would be ideal for the installation of public charging infrastructure.
- **Petaluma Swim Center:** This location would be ideal for the installation of public charging infrastructure. There would be minimal fleet charging at this location as well.
- **Cavanagh Swim Center and McNear Park:** This location would be ideal for the installation of public charging infrastructure. There would be minimal fleet charging at this location as well.
- **Senior Center: 211 Novak Street:** This location would be ideal for the installation of public charging infrastructure.
- **Petaluma Marina:** This location would be ideal for the installation of public charging infrastructure.
- **Prince Park:** This location would be ideal for the installation of public charging infrastructure.
- **Keller Street Public Parking Garage:** This location would be ideal for the installation of public charging infrastructure.
- **Shollenberger Park:** This location would be ideal for the installation of public charging infrastructure.
- **Leghorn Park:** This location would be ideal for the installation of public charging infrastructure.
- **Petaluma Community Sports Fields:** This location would be ideal for the installation of public charging infrastructure.

SECTION III - SCOPE OF WORK

Assessment, Design and Utility Coordination

The selected proposer will conduct site assessments of all listed facilities to draft an EV charging infrastructure master plan on City-owned properties. The master plan will include the following elements for each site:

- assess existing electrical infrastructure capacity,
- analyze historic electrical use data,
- provide energy modeling with utility study
- estimate fleet electrical use for current and future vehicles,
- determine EV charger capacity needed at each facility to meet current and future charging needs

- utility coordination for grid capacity analysis,
- recommended/required upgrades for all facilities,
- schedule estimates of utility-side improvements,
- and any other data relevant to planning the addition of electric load in support of EV chargers.

The master plan will include a conceptual layout of all listed facilities, and both inform the priority and recommended sequence of site improvements. The City and consultant will agree on the engineering designs to be developed for prioritized facilities.

This initial planning phase of work will also identify available Federal, State, and Local incentives and rebates for infrastructure upgrades and charger purchase and/or installation.

Some facilities will have conceptual designs developed by the PG&E Fleet Ready Program. The consultant will work with PG&E to incorporate the Fleet Ready conceptual designs into the EV Charging Infrastructure Master Plan. The consultant will provide conceptual designs for the facilities not participating in the Fleet Ready program.

The consultant will provide engineering designs and specifications for some facilities as prioritized in the master plan. This scope of work includes all work related to the development of plans and specifications for supplying power to the electric vehicle charging stations per PG&E standards and City requirements. The consultant may need to coordinate with utility to upgrade electrical infrastructure as needed to supply adequate power. The consultant may need to coordinate with PG&E to complete conceptual design for facilities participating in the Fleet Ready Program. The consultant is also responsible for identifying all related permits and coordinating with utility companies and permitting agencies, as needed, on behalf of the City. The City will pay the permit fees.

The City will develop the bid packages and advertise the bid for construction. The consultant will support the City during the bidding process by answering bidders' questions, reviewing the submitted bids and determining the lowest responsible and responsive bidder. The consultant will support the construction process with submittal review, RFI response, construction administration / management and the consultant will be fully responsible for coordinating with PG&E to complete the required upgrades and to manage the construction and installation project that will be following the completion of the designs.

Consultant Requirements

The consultant must be licensed by the State of California as an Electrical Engineer. Coordinating with an Electric Vehicle Infrastructure Training (EVIT) certified electrician may be advantageous to this scope of work.

SECTION IV - AWARD

In accordance with the City of Petaluma's Procurement Policies and Procedures Manual, the City of Petaluma will review and evaluate the proposals based on the criteria established in Appendix B. The City of Petaluma may interview proposers at its discretion and will enter negotiations with the highest ranked proposer. The City of Petaluma reserves the right to award without interviews, based only upon the initial proposals. Each initial proposal should be submitted with the most favorable terms from both price and experience. If interviews are held, each proposer's performance in the interview will be evaluated using the criteria in Appendix B. Performance in the interviews will be used to inform the final scoring on the criteria.

SECTION VI - INDEMNIFICATION, INSURANCE, LIVING WAGE ORDINANCE AND BONDING REQUIREMENTS

Indemnity

Selected consultant shall indemnify, defend, and hold harmless the City of Petaluma, its officers, agents, employees and volunteers against any and all suits, claims, or actions arising out of any injury, or death, persons or damage to third party property that may occur, or that may be alleged to have occurred, to the extent caused by consultant's use of City Property or the negligent acts or omissions of consultant, its agents, employees or contractors, except where caused by the negligence or willful misconduct of the City of Petaluma, its officers, agents, employees and volunteers. Consultant's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnification obligations of this agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained within this Agreement.

Minimum Insurance Coverage

Selected consultant shall acquire and maintain Workers' Compensation, commercial general liability, and owned and non-owned and hired automobile liability insurance coverage relating to consultant's use of the Premises covering the City's risks in form subject to the approval of the City Attorney and/or City's Risk Manager. The minimum amounts of coverage corresponding to the aforesaid categories of insurance per insurable event, shall be as follows:

Minimum Insurance Limits

- a. Workers' Compensation statutory minimum as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- b. Commercial General Liability \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage
- c. Automobile Liability \$1,000,000 per accident for bodily injury and property damage (coverage required to the extent applicable to consultant's vehicle usage in performing services hereunder)

Certificates of Insurance and Required Endorsements. Concurrently with the execution of this Agreement, consultant shall furnish City with certificates and copies of information or declaration pages of the insurance required hereunder and, with respect to evidence of commercial general liability and automobile liability insurance coverage, the following original endorsements:

- (1) Precluding cancellation or reduction in per occurrence limits before the expiration of thirty (30) days (10 days for nonpayment) after City shall have received written notification of cancellation in coverage or reduction in per occurrence limits by first class mail;
- (2) Naming the City of Petaluma, its officers, agents, employees and volunteers as additional insureds; and
- (3) Providing that consultant's insurance coverage shall be primary insurance with respect to City of Petaluma, its officers, agents, employees and volunteers, and any insurance or self-insurance maintained by City for itself, officers, agents, employees and volunteers shall be in excess of consultant's insurance and not contributory with it. Consultant and its insurer may not seek

contribution from City's insurance or self-insurance.

Umbrella Coverage and Self-Insured Retentions. The limits of insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City, to the extent required by this Agreement, before the City's insurance or self-insurance may be called upon to protect City as a named Insured. All self-insured retentions (SIR) must be disclosed to City for approval and shall not reduce the limits of liability coverage. Policies containing a SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named or City.

Limitation of Liability. In no event shall either party be liable (in contract or in tort, including negligence and strict liability) to such other party or its officers, agents, employees and volunteers for any special, indirect or consequential damages relating to this Agreement. The entire liability of each party for any and all claims of any kind arising from or relating to this Agreement will be subject in all cases to an affirmative obligation on the part of the other party to mitigate its damages. Except with respect to its consultant's indemnity obligations, consultant's total liability to the City on an aggregate basis arising out of or in connection with this Agreement, whether in contract or in tort, shall not exceed \$1,000,000.

Consultant will have to agree to and sign the City of Petaluma's Living Wage Ordinance—attachment 1.

SECTION VII - EVALUATION AND QUALIFICATIONS

Please develop a proposal based upon the conditions and requirements of this RFP. If your team chooses to provide an alternate proposal which amplifies the scope and provides additional information your firm is aware of that may not be expressly requested below, your team may do so, provided the base proposal is submitted.

Describe your firm's previous experience with utility coordination, site assessment, developing designs and EV charging infrastructure master plans, and overall project management of similar scale. Please describe the proposed personnel's qualifications for conducting the proposed work and why they were selected for the team. Include any project examples that reinforce your firm's experience with the same or similar project.

Responses shall be limited to a maximum of 10 pages, excluding resumes, and the Fee Proposal Sheet. Responses shall be organized and numbered in the order presented below and emailed as a PDF document.

Cover Letter
Introduction
Section 1: Project Management Approach
Section 2: Technical Approach/Scope of Work
Section 3: Experience and Qualifications
Section 4: Cost Proposal
Section 5: Living Wage Acknowledgment
Appendix A – Resumes

Separate PDF Submittal: Fee Proposal Sheet

The City of Petaluma is not responsible for responses that are delinquent, lost, mismarked, sent to

an address other than that given above, or sent by mail or courier service. The City of Petaluma reserves the right, after opening the requests for qualifications, to reject any or all responses or to accept the response(s) that is, in its sole judgment, in the best interest of the City of Petaluma.

APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Rhianna Frank
Climate Action Manager
City of Petaluma
11 English Street
Petaluma, CA 94452

The letter shall be on Consultant's letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter. The letter shall acknowledge the acceptance of the standard Construction Agreement and shall contain a statement that the proposal is valid for ninety (90) days.

The individual authorized to bind the Consultant to the proposal shall sign the letter.

2. Consultant Information, Qualifications & Experience, Required forms

Describe your firm's previous experience designing an EV charging infrastructure master plan. Please include the total scale of the project.

3. Project Management Approach

Describe your approach for managing projects, budgets, schedules, quality control, and maintaining communication with the City.

4. Prevailing wages

The Consultant must meet all Department of Industrial Relations Requirements. No consultant or subconsultant may be listed on a bid proposal for a public works project unless registered

with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No consultant or subconsultant may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. For all new projects awarded, the Consultants and subconsultants must furnish electronic certified payroll records to the Labor Commissioner.

5. Scope of Work

Include a detailed Scope of Work Statement describing all services to be provided.

6. Schedule of Work

Provide a detailed schedule for all phases of the Project.

7. Conflict of Interest Statement

The Consultant shall disclose any financial, business, or other relationship with the City of Petaluma that may have an impact upon the outcome of the contract or the construction Project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction Project that will follow. The Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction Project.

8. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior Projects. If yes, briefly describe the nature of the litigation and the result.

9. Contract Agreement

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal is due.

10. Resumes

Describe the proposed personnel's qualifications for conducting the proposed work. Identify the key personnel and why they were selected for your team. For each proposed key person, provide a brief description of three projects where that person provided similar services in the last three years. For each of the three projects referenced, provide the date when the service was provided, the client's name, contact name, address, and contact telephone number. These references will be contacted, so accurate and current phone numbers must be provided. Providing inaccurate information will adversely reflect on the quality of the response. Resume's may be attached as an additional appendix to your written response.

APPENDIX B – PROPOSAL EVALUATION

1. Evaluation Process

The City of Petaluma will review and evaluate all proposals deemed responsive to this RFP in accordance with the City of Petaluma's Procurement Policies and Procedures Manual. Each of the Consultants will be ranked based on the criteria listed in this section.

All proposals will be evaluated by a City of Petaluma Evaluation Review Committee (Committee). The Committee may be composed of City of Petaluma staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the Consultant's proposal shall be within the sole judgment and discretion of the Committee.

The Committee will review the submittals and will rank the Consultants based on the Evaluation Criteria. References will be used in evaluating the Consultant. A short list of top ranked Consultants will be compiled. All Consultants that submit proposals will be informed of the ranking.

If negotiations with the top ranked Consultant are unsuccessful, then negotiations will proceed to the next most qualified Consultant, and so on. The goal of negotiations is to agree on a final contract that delivers the services and products required at a fair and reasonable cost to the City of Petaluma.

Upon acceptance of a cost proposal and successful contract negotiations, the Committee will recommend a contract be awarded.

Consultant should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the City of Petaluma requirements as set forth in this RFP.

2. Evaluation Criteria

The following criteria will be used to evaluate the RFP:

Responsiveness to RFP

This will evaluate the comprehensive response given by the proposer. Proposals will also be scored for organization and adherence to the format described.

Project Understanding

This will evaluate the included detailed Scope of Work Statement describing all services to be provided.

- Responsiveness to requirements, terms, and conditions of this RFP;
- Understanding of the project and needs of the City;
- The thoroughness of the response;

Firm Experience and Qualifications

This includes a list of experience similar to this project.

- The quality and proven experience of the team;
- Expertise and familiarity with utility bill analysis, estimating and aggregating electrical usage, electrical design, modification of electrical facilities, electric vehicle charger maintenance and operation; financing; utility interconnection; environmental protection, mitigation and related requirements; and other qualifications that show competency for the scope of work.
- Proven ability to commence work immediately after execution of the contract and complete the required work within agreed contract time.

Thoroughness

This will evaluate the detail provided by the proposer related to the intended scope of work, the relevance of the example projects and related experience of the team assigned to the project.

Timeliness and Availability

This will evaluate the overall proposed schedule provided with the proposal and the availability of the project team to begin work immediately after contract award.

Cost Proposal

This will evaluate the overall costs proposed with the scope of work both for reasonableness and the City's available funding for this project.

Cost Proposal Template

Item	Item	Qty	Unit	Unit Cost	Total Cost
1	Use this template to detail scope tasks as line items with associated costs.	1	LS		
2		1	LS		
PROJECT TOTAL					

*Note: In case of error in extension of price into the total price column, the unit price will govern.

 Address of Bidder

 Signature of Bidder

 City

 Name of Bidder (Print)

 Telephone Number of Bidder

 Fax Number of Bidder

 Consultant's License Number

 License's Expiration Date

REQUIRED SUBMITTAL FORMS

FORMS		REQUIRED FOR CONSULTANT
Introductory Letter	✓	
Living Wage Ordinance	✓	
Cost Proposal	✓	

