



## REQUEST FOR PROPOSAL

### Electric Vehicle Charging Stations

Proposal Submission Deadline:

November 11th, 2022 at 12:00 PM EST

Emailed to:

[cameronw@nfn.ca](mailto:cameronw@nfn.ca)

*LATE SUBMISSIONS WILL **NOT** BE ACCEPTED.*

## **I. INTRODUCTION**

Nipissing First Nation (hereinafter, "NFN") is seeking sealed proposals for the turnkey design, engineering, procurement, and installation of five (5) level 2 electric vehicle charging stations. Proposers must submit one hard copy or one digital copy of their proposal. All hard copies of the proposal are to be delivered in a sealed envelope clearly marked on the outside "Electric Vehicle Charging Stations." All pdfs of the proposal are to be submitted either via email with the subject heading " Electric Vehicle Charging Station "or in a sealed envelope clearly marked on the outside " Electric Vehicle Charging Stations."

"Completed proposals, including those emailed to cameronw@nfn.ca, must be received at NFN Lands and Natural Resources Office in the Band Administration building, at 36 Semo Road, Garden Village ON P2B 3K2, by **12:00 PM EST, November 11<sup>th</sup>, 2022**, and will be opened at that time. The proposal must be signed by the Proposer with their full name and address included in the sealed envelope or with the pdf submission. Any proposal received after the deadline stated above shall not be considered.

Questions regarding this Request for Proposal should be directed to Cameron Welch, Director of Lands & Natural Resources, at the address above or by email at: cameronw@nfn.ca. Proposers shall acknowledge receipt of all Addenda in the space provided therefore in the Proposal Form, whether the Addenda are in response to questions or otherwise issued by NFN.

Before commencing work under NFN Services Agreement, the successful Proposer shall produce evidence satisfactory to NFN that it and its subcontractors, if any, have secured public liability, automobile, and workers' compensation coverage as outlined in Exhibit 3.

Each Proposer is encouraged to visit the service sites and inform themselves of the conditions relating to the area where the services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material, and labour necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration outlined in this Request for proposals. NFN disclaims all responsibility for injury to Proposers, their agents, or others while examining the work site or at any other time. Proposers are responsible for all their costs in preparing and submitting proposals hereunder.

Proposal forms prepared by NFN in Exhibit 2 shall be used and strict compliance with the requirements of this Request for proposals is necessary.

## **II. SCOPE OF SERVICES**

The Scope of Services hereunder is described in the Specifications attached hereto (hereinafter, the "Services") as Exhibit 1.

## **III. SCHEDULE**

All proposals shall conform to the following schedule to complete the proposed work:

- 1. Last date for questions November 4th, 2022**
- 2. Last date for submittal November 11th, 2022**
- 3. Award on or about November 16th, 2022**

#### **IV. PROPOSAL SUBMISSION REQUIREMENTS**

The proposal must include the following descriptions:

1. Proposal Form (Exhibit 2).
2. Understanding of the Project.
3. All submissions delineated in Exhibit 1, Specifications
4. Identification of project manager, staff who will undertake the proposed work, role and approximate percentage of work conducted by each staff member.
5. Total cost and cost of specified components of the proposed work and a clear description of all clarifications and exceptions. Warranty details shall be specified.
6. Compliance with or proposed modification of specified schedule and conditions.
7. The name, telephone number, and email address for its Contact Person.
8. The names, titles, mailing address, and telephone numbers for all subcontractors that will be used on this project; and
9. A statement that no person acting for or employed by NFN is directly or indirectly interested in the proposal or any agreement which may be entered to which the proposal relates or in any portion of the profits here from.

All Services to be performed for NFN shall be done so with equipment, methods, and use of personnel in accordance with pertinent professional standards and with the Occupational and Safety and Health Act requirements of the Province of Ontario and Canada.

#### **V. SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria:

1. Understanding of and familiarity with the project (20%)
2. Prior experience with similar projects (20%)
3. Qualifications and experience of assigned staff (25%)
4. Cost (20%)
5. Extent of First Nation ownership (10%)
6. References (10%)

#### **VI. ACCEPTANCE/REJECTION**

NFN reserves the right to waive any informalities in proposals, to accept any proposal, and to reject any or all proposals, should it be deemed in the best interest of NFN to do so.

Proposals may be held by NFN for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Proposers prior to the award of a contract.

October 7<sup>th</sup>, 2022

Zack Lafleur, Economic Development Officer

## EXHIBIT 1

### Electric Vehicle Charging Stations

#### Specifications

**Overview:** NFN is committed to reducing its greenhouse gas emissions. One element of this initiative is encouraging the adoption of electric vehicle technology in our community. NFN is seeking proposals to complete the installation of publicly available level 2 electric vehicle charging stations. The selected bidder(s) or bid team(s) is expected to host, install, operate, maintain, and promote the use of the charging stations.

NFN has several objectives:

- To further develop NFN's destination charging infrastructure through the addition of level 2 chargers at workplaces and other public sites.
- To select level 2 charging sites that maximize the probability of usage.
- To engage NFN consumers and the community by mitigating "Range Anxiety" for local EV travellers and reducing energy costs for NFN drivers.
- To support the transformation of the marketplace toward lower cost, lower emission vehicles.

NFN has secured funding from the Independent Electricity System Operator (IESO) for five (5) level 2 charging stations. NFN is seeking a vendor to design, procure, install, operate, and maintain five (5) electrical vehicle (EV) charging stations for public use.

**Scope:** The selected proposal will form the basis for NFN's submittal to IESO for cost sharing. The scope of this proposal shall comply with the various elements in the IESO application for funds, summarized as follows:

1. Installation: The Awardee is responsible for achieving a completed installation at the EV Charging Sites, including:

a. Obtaining all applicable local, provincial, and federal permits required for installation and operation of the EV charging stations.

b. Ensuring that all installation work as it pertains to site preparation, curbing, striping, signage, charging equipment, billing, and networking systems (if applicable), and electrical interconnections are installed:

I. Consistent with the manufacturers' specifications.

II. Consistent with any project design proposed in the bid.

III. In accordance with all applicable local, provincial, and federal zoning and code requirements, and is working properly.

c. Coordinating the installation activities, as needed and applicable, with the equipment manufacturer, NFN Department of Public Works, networking service (if applicable), electric utility, and any subcontractors required to complete the work.

d. EV charging station stations will be located at various administration buildings in the Garden Village and Duschesnay communities of NFN. A site visit for bidders can be scheduled to understand the detailed project scope.

2. Configuration: Each charging station will be configured as follows:

a. Hard-wired level 2 EV 208/240-volt charging station with a cord connector that meets the SAE J1772 standard. Minimum charging cable length of 18 feet.

b. Able to charge EVs produced by multiple manufacturers.

c. Able to service 2 (two) vehicles simultaneously.

3. Charging Equipment Requirements:

a. New and unused (not refurbished / remanufactured); warranty items and scope shall be specified

b. Includes all cables, connectors, interfaces, documentation for all components, and any other items necessary for full operation.

c. Includes all standard manufacturer accessories.

d. Has the ability to stop the flow of power when not in use; and should have over-current protection to prevent vehicles from drawing too much power.

e. Is certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard.

f. Able to withstand extreme weather conditions, including extreme temperatures, flooding, ice, heavy snow or rain, and high winds, and is protected from malfunctions due to condensation.

g. Includes barriers or other configurations to prevent damage from equipment used for snow removal.

h. Is tamper-proof and deters vandalism.

i. Incorporates a cord management system or method to minimize the potential for cable entanglement, user injury, or connector damage from lying on the ground, complying with rules and regulations of the Canadian Standard Association (CSA) and the Electrical Safety Authority (ESA).

j. Complies with all National Electrical Codes and Federal Communications Commission regulations for safety and operation requirements; and,

k. Does not limit access to the use of the charger by requiring the individual to have membership in a specific network, club, employment relationship, or landlord-tenant relationship.

4. Networking: The charger must connect to a network via Wi-Fi, cellular or other connection using multiple carriers.

5. Signage:

a. General Requirements: Signage complies with all applicable local, provincial, and/or federal laws, ordinances, regulations, and standards.

b. On-Site: Clearly identifies the location(s) of the EV Charger(s). On-site signage should identify parking is reserved for electric vehicles only.

c. Signage to help navigate customers to the EV Charger(s) is encouraged.

6. Operations and Maintenance:

a. Operate and maintain each EV Charging Station for at least four (4) years from the date the stations developed under this RFP become fully operational.

b. Maintain the chargers, including cables, ancillary equipment, and information display kiosks for signage associated with the charging station.

c. Address any issues such as, but not limited to, malfunctions and repairs.

d. In the event of an interruption of service, notify appropriate sources including our Communications Officer or Economic Development Officer.

7. Project Cost: All Proposers shall provide a fixed price, not to exceed, quotation for the total project. Cost estimate for each of the following items will be provided:

a. Level 2 chargers

b. Utility upgrades such as transformers and extensions

c. Other hard costs (concrete, conduit, wire, signage, etc.) directly related to the installation of the chargers

d. Other equipment and non-labour project costs, including charger design and engineering, permitting, and project management

e. Shipping of equipment

f. Personnel costs for site design, site preparation, and installation

g. Installation labour including grounds preparation

h. Equipment and materials necessary to construct and operate the proposed charging stations

i. Maintenance and warranty costs for the charging equipment

j. Hardware, software, and associated services that are required to make the chargers “networked”.

All clarifications and exceptions shall be clearly described in the proposal.

**Schedule:**

<b>Event</b>	<b>Date/Deadline</b>
RFP Issued	October 7 <sup>th</sup> , 2022
Question Period Closes	November 4 <sup>th</sup> , 2022
Proposals Due	November 11 <sup>th</sup> , 2022
Anticipated Award	November 16 <sup>th</sup> , 2022
Project Completion Date	April 2023

**Qualifications:** The Proposer shall provide:

a. A list of all communities within the local utility (Hydro One, etc.) territory where the proponent has provided and maintained publicly available EVSE during the last five years, if applicable. Please list communities with active EVSE and communities where EVSE have been removed. Also include the following information for each community:

i) Name of the organization that contracted with you for EVSE sites. Please include the name of a contact person and phone number.

ii) Was the contract/franchise exclusive or nonexclusive?

iii) Number of EVSE provided.

iv) Time period that the EVSE were installed.

v) Reporting sales & usage (sample reports).

b. A list with additional communities in which the vendor has provided and maintained publicly available EVSE during the last five years, if applicable. Include all the information identified in the previous bullet.

c. A list of the proponents ten most recent projects with a short description of the scope of work.

d. Please list any public agencies that have chosen to cancel or not renew EVSE contracts with your firm during the last five years. Show names of organizations and names and phone numbers of persons who can be contacted.

e. Exceptions being taken from this RFP in the vendor's proposal.





Name:

Job Title:

Signature:

Business Name:

Address:

Please provide the address to which all correspondence and notifications to Proposer are to be sent:

Telephone Number: