



## **Request for Proposal (RFP)**

### **Level 3 Electric Vehicle Charging Stations**

Bineshii Business Park, Lot 18

132 Osprey Miikan, North Bay, ON P1B 8G5

Proposal Submission Deadline: April 15<sup>th</sup>, 2024

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

***Late Submissions Will Not Be Accepted***

## I. INTRODUCTION

Nipissing First Nation (hereinafter “NFN”) invites sealed proposals for the turnkey design, procurement, and installation of two (2) Level 3 EV charging stations at the Bineshii Business Park (132 Osprey Miikan, North Bay, ON P1B 8G5). Applicants must submit one hard copy or one digital copy of their proposal. Hard copies must be delivered in a sealed envelope clearly marked “L3 Charging Station RFP” addressed to Cameron Welch, Director of Lands, Natural Resources and Economic Development. Digital copies must be emailed to [cameronw@nfn.ca](mailto:cameronw@nfn.ca) with the subject heading “L3 Charging Station RFP”.

Completed proposals, including those submitted by email, must be received no later than **12:00 PM EST, April 15<sup>th</sup>, 2024**. Hard copies can be delivered to the Lands, Natural Resources and Economic Development Department in the Band Administration building located at **36 Semo Road, Garden Village, Ontario P2B 3K2**. All proposals must be signed by the applicant with their full name, address and contact information included.

*Proposals submitted after the stated deadline will not be considered.*

All questions regarding this proposal should be directed to Cameron Welch, Director of Lands, Natural Resources and Economic Development at 705-753-2922 ex. 1225 or by email to [cameronw@nfn.ca](mailto:cameronw@nfn.ca)

Before commencing work under an NFN Services Agreement, the successful Applicant 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 1.

To protect Nipissing First Nation property and ensure safety, applicants must submit spill and emergency response policies. These documents should cover procedures for handling sudden releases of hazardous materials (e.g., oil, gas, hydraulic fluid) and other emergencies. A designated contact person must be included in the policy, responsible for overseeing incident responses and communication. This approach aims to minimize environmental impact and ensure a prompt, effective response to any situation. For more detailed information, please refer to the Spill Response Policy Guide in EXHIBIT 5.

Each Applicant 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 Applicant 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 Applicants, their agents, or others while examining the work site or at any other time. Applicants are responsible for all their costs in preparing and submitting proposals hereunder.*

## **II. SCOPE OF WORK**

The Scope of Work hereunder is described in Exhibit 2 Scope of Work.

## **III. SCHEDULE**

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

<b>Event</b>	<b>Date/Deadline</b>
RFP Published	Friday, March 1 <sup>st</sup> , 2024
Last Date for Questions	Monday, April 8 <sup>th</sup> , 2024
Submission Deadline	Monday, April 15 <sup>th</sup> , 2024
Contract Awarded	Friday, April 22 <sup>nd</sup> , 2024
Project Completion	Tuesday, October 1 <sup>st</sup> , 2024

## **IV. RFP SUBMISSION REQUIREMENTS**

All submissions must include the following:

- Submission Proposal Form (Exhibit 3).
- Understanding of the Project.
- All project requirements delineated in Exhibit 2, Scope of Work.
- Identification of project manager, staff who will undertake the proposed work, role and approximate percentage of work conducted by each staff member.
- 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.
- Compliance with/or proposed modification of specified schedule and conditions.
- The full name, telephone number and email of the applicant's designated Contact Person.

- The names, titles, mailing addresses, and telephone numbers of all subcontractors that will be used on this project; and
- 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.
- A clear and practical plan for making the charging stations easily discoverable and accessible across various digital platforms including popular EV charging applications and interactive map services. This plan should ensure an optimal and seamless charging experience for all EV drivers.
- A Spill Response Policy covering procedures for immediate action in case of accidental releases of hazardous materials. Policies must identify a designated contact person responsible for overseeing incident responses, ensuring effective communication and implementation of the response strategies.

*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 by Nipissing First Nation staff based on the following weighted criteria:

### **Understanding and familiarity with the project (20%)**

NFN seeks proposals demonstrating a deep understanding of the project's scope and the specific requirements for installing Level 3 EV charging stations at Bineshii Business Park.

Applicants should:

- Articulate a clear vision of how the project aligns with NFN's environmental sustainability goals and the practical needs of the Bineshii Business Park.
- Display familiarity with the site's specific logistical and technical considerations, reflecting insights gained from the encouraged site visit or thorough research.
- Identify potential challenges unique to the project's location or objectives, offering thought-out solutions or strategies to mitigate them.

### **Experience with similar projects (20%)**

Applicants are expected to showcase their experience with similar infrastructure projects, especially those involving EV charging stations. Demonstrations should include:

- Detailed case studies or descriptions of similar projects undertaken, especially those within similar climatic or geographical contexts.
- Evidence of successful project completions, particularly within communities with similar characteristics to NFN, to underscore cultural and environmental sensitivity.
- Lessons learned from past projects that are applicable to ensuring the success of the proposed work at Bineshii Business Park.

### **Qualifications and experience of assigned staff (25%)**

The expertise of the project team is paramount. Proposals must:

- Detail the qualifications, roles, and experience of key team members, highlighting specific skills relevant to the project.
- Provide information on any certifications or special training pertinent to EV charging station installation, project management, or environmental conservation.
- Explain the contribution of each team member to the project's success, ensuring a match between personnel capabilities and project requirements.

### **Proposed cost (20%)**

NFN values transparency and value for money. Proposals should:

- Present a comprehensive and itemized budget that accounts for all aspects of the project, from equipment costs to labour.
- Justify the proposed costs in the context of delivering maximum value, including any innovative approaches to cost saving without compromising quality.
- Clearly outline any assumptions or conditions that underpin the budget estimates, ensuring NFN understands the financial proposal.

### **Extent of First Nation ownership (10%)**

In line with NFN's commitment to supporting First Nation enterprises, proposals from entities with First Nation ownership or meaningful partnerships with First Nation communities will receive special consideration. Provide:

- Detailed information on the extent of First Nation ownership or partnerships, including the nature and benefits of these arrangements.

- Plans for engaging the local First Nation community in the project, through employment, training, or other economic opportunities.

### **Quality of references (10%)**

Strong references can significantly bolster a proposal. Include:

- Contact information for references from projects of similar scope and complexity, ideally within the last five years.
- Testimonials or reference letters that speak to the applicant's reliability, quality of work, and adherence to budget and timelines.
- Any awards, recognitions, or formal evaluations that attest to the applicant's excellence in similar projects.
- By addressing these additional criteria in their proposals, applicants will better align with the expectations and requirements laid out in the RFP, demonstrating their capability and readiness to fulfill NFN's needs for the Level 3 Electric Vehicle Charging Stations project at Bineshii Business Park.

## **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 Applicants before the award of a contract.

## EXHIBIT 1: SCOPE OF WORK

### Level 3 Electric Vehicle Charging Stations

#### Overview

Recently, NFN received funding from the Independent Electricity System Operator (IESO) to install two (2) level 3 charging stations, reinforcing its dedication to reducing greenhouse gas emissions and boosting traffic at the Bineshii Business Park. NFN is now inviting proposals to design, procure, and install these stations. The chosen contractor will be responsible for both installation and maintenance.

#### Objectives of the Project:

- **Convenient Charging Space:** Provide Park visitors with a convenient and efficient location to charge their vehicles.
- **Increased Traffic:** Enhance traffic flow within the Bineshii Business Park.
- **Environmental Sustainability:** Further Nipissing First Nation's commitment to environmental sustainability.
- **Promotion of EV Technology Adoption:** Encourage NFN members to adopt electric vehicle technology.

These charging stations will be accessible to the public and will operate on a pay-per-use basis.

The proposal selected will serve as the foundation for NFN's application to IESO for cost sharing. Consequently, the proposal must align with all requirements outlined in the IESO application.

**1. INSTALLATION:** The selected contractor is responsible for achieving the completed installation of (2) level 3 EV chargers including:

- a) Acquiring all necessary permits from local, provincial, and federal authorities for the installation and operation of EV charging stations.
- b) Ensuring that all installation work, such as site preparation, curbing, striping, signage, charging equipment, billing systems, and networking systems (if applicable), as well as electrical connections, adheres to the manufacturer's specifications and any project designs proposed in the bid. Additionally, all work must comply with relevant local, provincial, and federal zoning and code requirements.

c) Coordinating installation activities with the equipment manufacturer, NFN Department of Public Works, networking service (if applicable), electric utility, and any subcontractors involved in the project.

d) The charging stations will be situated in lot 18 of the Bineshii Business Park (Osprey Miikan, North Bay, ON P1B 8G5). Site visits can be arranged for applicants to gain a better understanding of the project site.

## **2. CONFIGURATION:**

a) Each charging station will operate as a Level 3 Fast Charging unit, equipped with connectors that meet all relevant regulations and standards. These stations are engineered for rapid charging, delivering up to a 1000 Volt DC maximum, derived from a 480 Volt AC 3 phase electrical service. For user convenience and accessibility, each station will come with a charging cable that is at least 12 feet long, allowing for easy positioning near the vehicle's charging port.

b) Each charging station will be universally compatible, and capable of charging electric vehicles (EVs) from a wide range of manufacturers.

c) Each charging station will have the capacity to service two vehicles simultaneously, maximizing efficiency and accessibility for users.

## **3. CHARGING EQUIPMENT REQUIREMENTS:**

a) The charging equipment must be new and unused, including all necessary components such as cables, connectors, interfaces, and documentation for full operation.

b) Products should be accompanied by a manufacturer's warranty.

c) Chargers must have built-in features to halt the flow of power when not in use and should include over-current protection to prevent vehicles from drawing excessive power.

d) The equipment should integrate a pay-for-use service that allows users to pay for charge time using various digital payment methods.

e) Certification by Underwriters Laboratories Canada, Inc. (ULC), or an equivalent safety standard is required.

f) Equipment should be capable of withstanding extreme weather conditions, including temperature variations, flooding, ice, heavy snow or rain, and high winds, and should be safeguarded against malfunctions due to condensation.



- g) The equipment must include barriers or other protective configurations to prevent damage from snow removal equipment.
- h) Installation of a protective canopy over the charging stations is mandatory to shield them from adverse weather conditions.
- i) Units should be tamper-proof to deter vandalism.
- j) Incorporation of a cord management system or method is necessary to minimize the risk of cable entanglement, user injury, or connector damage from being on the ground, in compliance with the rules and regulations of the Canadian Standard Association (CSA) and the Electrical Safety Authority (ESA).
- k) Compliance with all National Electrical Codes and Federal Communications Commission regulations for safety and operational requirements is essential.
- l) Access to the charger should not be restricted by requiring users to have membership in a specific network, club, employment relationship, or landlord-tenant relationship.

#### **4. NETWORKING:**

- a) The applicant must include a comprehensive solution for locating charging stations in their proposal to ensure easy access and convenience for electric vehicle (EV) drivers. This solution should consist of:
  - **Mobile Application Compatibility:** The charging stations should be listed and easily findable on popular EV charging station mobile applications like PlugShare, ChargePoint, and Electrify Canada. The application should offer real-time information on location, availability, charging speeds, and fees.
  - **Online Mapping Services:** Charging station details should be integrated into well-known online mapping platforms such as Google and Apple Maps. This integration will facilitate effortless discovery and route planning for EV drivers using smartphones or other GPS-enabled devices.
- b) The applicant must present a clear and practical plan for making the charging stations easily discoverable and accessible across various digital platforms. This plan should ensure an optimal and seamless charging experience for all EV drivers.

#### **5. SIGNAGE:**

- a) General Requirements: Signage must adhere to all relevant local, provincial, and/or federal laws, ordinances, regulations, and standards.
- b) On-Site: Signage should clearly indicate the location(s) of the EV Charger(s) and specify that parking is reserved for electric vehicles only.
- c) Additional signage to assist customers in locating the EV Charger(s) is recommended.

## **6. OPERATIONS AND MAINTENANCE:**

- a) The contractor shall operate and maintain each EV Charging Station for a minimum of six (6) months from the date the stations developed under this RFP are fully operational.
- b) Maintenance tasks include servicing the chargers, cables, ancillary equipment, and information display kiosks for signage associated with the charging station.
- c) The contractor is responsible for addressing any issues, including but not limited to malfunctions and repairs, that may arise during the operation of the charging stations.
- d) In case of service interruptions, the contractor must promptly notify the appropriate contacts, such as the NFN Communications Officer or Economic Development Officer.

**7. PROJECT COST:** All Applicants shall provide a fixed price, not to be exceeded, quotation for the total project. A cost estimate for each of the following items must be provided:

- a) Two (2) Level 3 charging units.
- b) Required utility improvements, including transformers and extensions. Note that if the expenses for these utility upgrades exceed \$10,000, the Economic Development Department will cover the additional costs.
- c) Direct installation-related expenses including concrete, conduit, wire, signage, canopy, etc.
- d) Other equipment and non-labour project costs like charger design and engineering, permitting, and project management.
- e) Shipping costs for equipment.
- f) Personnel expenses for site design, preparation, and installation.

- g) Labour costs for installation, including site preparation.
- h) Equipment and materials essential for constructing and operating the charging stations.
- i) Maintenance and warranty expenses for all charging equipment for a period of six (6) months after the installation.
- j) Hardware, software, and associated services needed to network the chargers. All clarifications and exceptions should be clearly outlined in the proposal.

*All clarifications and exceptions must be clearly stated in the proposal.*

## **8. SCHEDULE**

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

<b>Event</b>	<b>Date/Deadline</b>
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## **9. QUALIFICATIONS**

a) All applicants are required to maintain an insurance policy with a minimum coverage of 5 million dollars, with Nipissing First Nation listed as an additional insured party on the policy. Documentary evidence of this insurance coverage must be furnished along with the proposal submission.

b) Provide a comprehensive list of all communities within the local utility territory where the applicant has installed and maintained publicly available Electric Vehicle Supply Equipment (EVSE) over the past five years, if applicable. Include the following details for each community:

- Name and telephone number of the organization that contracted the applicant for EVSE sites.
- Specify if the contract/franchise was exclusive or nonexclusive.
- Number of EVSE provided.
- Duration of EVSE installation.

- Reporting on sales and usage (sample reports).

b) Additionally, list any other communities where the vendor has installed and maintained publicly available EVSE over the past five years, including the information outlined in the previous bullet point.

c) Provide a list of the ten most recent projects completed by the applicant, along with a brief description of the scope of work for each project.

d) Identify any public agencies that have chosen to cancel or not renew EVSE contracts with the applicant's firm in the last five years. Include the names of organizations and the contact information of individuals who can be reached for verification.

e) Applicants are strongly encouraged to present innovative solutions or technologies that not only align with the project's objectives but also contribute additional value to the project.

f) Clearly state any exceptions taken from this RFP in the vendor's proposal, such as modifications to the schedule or scope of work.

**EXHIBIT 2: INSTRUCTIONS FOR PROPOSAL SUBMISSION**  
Level 3 Electric Vehicle Charging Stations

1. **Proposal Requirements:** Ensure your submission includes a comprehensive understanding of the project, all project requirements as outlined in Exhibit 2, team identification, total cost, and a detailed plan for the digital discoverability of the charging stations.
2. **Submission Deadline:** Proposals must be submitted no later than 12:00 PM EST, April 1st, 2024. Late submissions will not be considered.
3. **Delivery Instructions:** Submit one hard copy in a sealed envelope marked “L3 Charging Station RFP” to the address above or email a digital copy to [cameronw@nfn.ca](mailto:cameronw@nfn.ca) with the subject “L3 Charging Station RFP”.
4. **Contact Information:** For any inquiries regarding the RFP, contact Cameron Welch at the phone number provided or email address.

**EXHIBIT 3: PROPOSAL SUBMISSION FORM**  
Level 3 Electric Vehicle Charging Stations

**To:** Cameron Welch, Director of Lands, Natural Resources, and Economic Development  
Nipissing First Nation  
36 Semo Road, Garden Village, ON,  
P2B 3K2

**Attention:** Mr. Cameron Welch,

I/We have reviewed the Request for Proposals (RFP) for Level 3 Electric Vehicle Charging Stations, including all specifications and requirements. Hereby, I/we submit our proposal, which, if accepted, signifies our commitment to deliver the services as detailed in the proposed Services Agreement. We agree to accept the negotiated contract price as complete compensation for the project's completion.

I/We declare that the individuals and entities listed below are the sole principals involved in this proposal. We confirm that no one associated with or employed by Nipissing First Nation (NFN) has any direct or indirect interest in this proposal, potential contract, or resulting profits, except as outlined in the NFN Gichi-Naaknigewin (Constitution).

- **Principal(s) Name and Address:**

(Provide detailed information for each principal involved, including full names and addresses. For corporations, including the President, Treasurer, and Manager. For partnerships, list all partners.)

Signature:

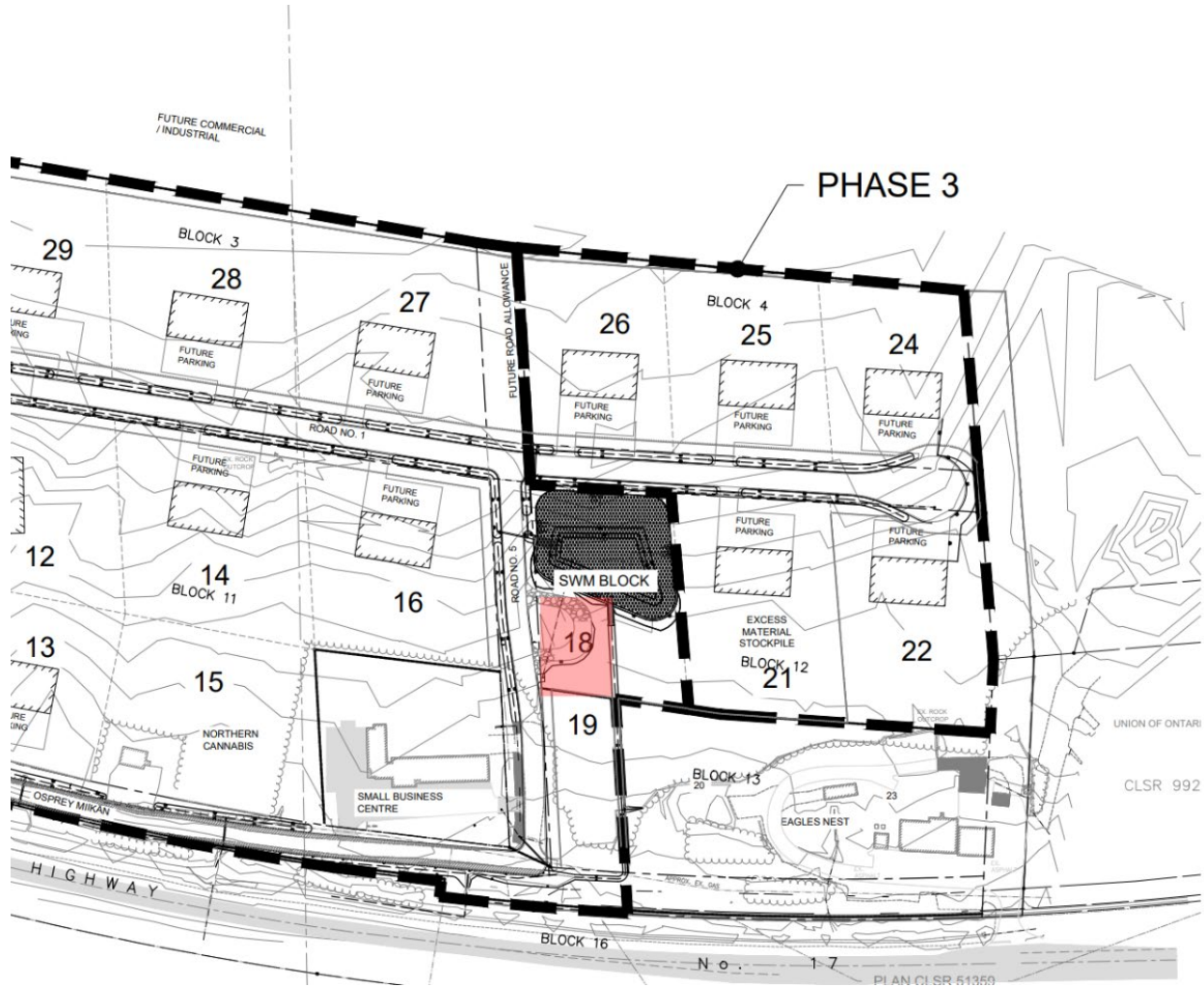
Printed Name:

Title:

Date:

# EXHIBIT 4: SITE MAP

## Level 3 Electric Vehicle Charging Stations



## **EXHIBIT 5: SPILL RESPONSE POLICY GUIDE**

### **Level 3 Electric Vehicle Charging Stations**

*This simplified guide will help you put together a basic Spill Response Policy for your project or organization.*

#### Basic Information

**Organization Name:** Please provide the formal designation of your entity.

**Project Location:** Lot 18, Bineshii Business Park.

**Purpose:** This section articulates the rationale behind the policy, primarily to safeguard environmental integrity and ensure the safety of all stakeholders.

**Effective Date:** Specify the commencement date of this policy's applicability.

#### Spill Team Composition

Identify the personnel assigned to manage spill incidents, including a description of their qualifications that enable them to undertake their respective roles effectively:

- **Incident Leader:** The primary authority responsible for overseeing spill response operations.
- **Safety Manager:** Ensures the health and safety of all personnel during the spill response process.
- **Environmental Advisor:** Provides expertise on mitigating the spill's impact on the environment.

#### Procedural Steps for Spill Response

Outline the sequential actions to be executed in the event of a spill:

- **Initial Response:** Immediate measures to be taken following the detection of a spill.
- **Notification Protocol:** A comprehensive list of internal and external stakeholders to be informed about the incident.
- **Impact Assessment:** Procedures for evaluating the extent of the spill's effects.
- **Containment and Remediation:** Strategies for confining and effectively cleaning up the spill.



- **Post-Incident Analysis and Documentation:** A review of the incident's handling and the formal recording of all relevant details.

### Policy Maintenance

**Review Frequency:** The interval at which this policy will be reevaluated and updated as necessary to ensure its continued relevance and effectiveness.

**Appendices:** Supplementary materials that support the policy, including but not limited to emergency contact lists and spill response toolkits.