



**City of Pacific Grove  
Public Works Department**

**Request for Proposals for the Design and Installation of  
Electric Vehicle (EV) Charging Stations**

RFP Issue Date: February 28th, 2020

RFP Due Date & Time: March 27th, 2020 by 2:00 pm

**Purpose**

The City of Pacific Grove (City) is requesting proposals for the design and installation of a total of (4) four ChargePoint charging stations on City-owned property through a turnkey solution. Specifically, the project requires the design and installation of:

- Two (2) Express 250 DCFC charging stations
- Two (2) CT4000 ChargePoint Level Two Charging Stations

The work described requires that the Contractor be licensed by the State of California as a C10 Electrical Contractor and must be a certified ChargePoint installer or be certified prior to the start of construction.

**Project Locations and Equipment**

All charging stations will be installed on city owned property. All four (4) ChargePoint EV charging stations will be provided by the City. Below is the description of the general location:

## Location 1: 223 16th Street Pacific Grove, Ca 93950

Location 1 represents a public commercial parking lot owned and operated by the City of Pacific Grove. This parking lot is free to the public and open 24/7. The parking lot has a total of 96 parking stalls and services patrons of surrounding businesses and restaurants.

The proposed equipment to be installed at Location 1 includes the following:

- Two (2) Express 250 ChargePoint DCFC Charging Stations
- Two (2) CT4000 ChargePoint Level Two Charging Stations

### Map: Location 1 Parking Lot



## **Scope of Work**

### **Design and Infrastructure**

The selected contractor will install four (4) fully operational ChargePoint EV chargers:

- Two (2) Express 250 DCFC chargers
- Two (2) CT4000 ChargePoint Level Two Charging Stations Level

The 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 Contractor is also responsible for securing all related permits and coordinating with utility companies and permitting agencies. A building/encroachment permit will need to be obtained but at no cost. In addition, the Contractor will be fully responsible for the electric charging station units once provided to him/her. Any damage to the equipment prior to final approval by both ChargePoint representatives and City staff will be the sole responsibility of the Contractor and no additional compensation shall be provided by City.

### **Contractor Requirements**

The contractor must meet the following two requirements:

- Be licensed by the State of California as a C10 Electrical Contractor; AND
- Be a certified ChargePoint installer OR be certified prior to the start of construction. For certification requirements: <https://www.chargepoint.com/partners/installers/>

### **Project Deliverables**

The final project deliverables include a written report outlining management techniques for the following areas as noted in the scope of services:

- a. Assess power capabilities of both sites
- b. Choose exact EV Charger locations in collaboration with the City
- c. Apply for necessary permits to upgrade electrical infrastructure
- d. Upgrade electrical infrastructure as needed to supply power
- e. Install Electric Vehicle Chargers

## **Submittal Requirements & Instructions**

### Submittal Contents

All submissions must include:

- 1. Proposal Title Sheet** (Attachment 1)
- 2. Department of Industrial Relations (DIR)** contractor registration information. Registration should include the legal name of the business, registration number, county, city, registration date, and expiration date.
- 3. Reference List** (Attachment 2)
- 4. Project Cost** (Attachment 3)

One original paper and electronic version of files (USB) shall be submitted no later than 2:00 pm on March 27th, 2020, to the following in a sealed envelope:

Office of the City Clerk  
City of Pacific Grove  
300 Forest Avenue  
Pacific Grove CA 93950

Submittals shall be made in a sealed envelope or box marked **“Design and Installation of Electric Vehicle (EV) Charging Stations Project”**. The City will date and time stamp all envelopes or boxes when they are received. Envelope(s) shall show the Proposer’s name and address in the upper left-hand corner. Submittals will be opened immediately following the submittal closing time at the location mentioned above.

- Late or faxed RFPs may not be accepted.
- All statements, whether selected or rejected, shall become the property of the City.
- Cost of preparation of the RFP shall be borne by the submitting party.
- Statements shall be signed by an authorized employee in order to receive consideration.
- The City will not be responsible for RFPs delivered to a person/location other than specified above.

*The City reserves the right to reject any and all RFPs that do not comply with these submittal instructions.*

## **5.4 Additional RFP Information**

### Contract

The contracted firm will be required to sign a contract with the City relating to the work to be performed. A sample contract can be viewed at the following link:

[https://www.cityofpacificgrove.org/sites/default/files/forms/public-works/sample-contract\\_city-pacific-grove.pdf](https://www.cityofpacificgrove.org/sites/default/files/forms/public-works/sample-contract_city-pacific-grove.pdf)

#### Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Pacific Grove and will only be returned to the contracted firm at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Pacific Grove has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

#### Acceptance of Proposal Content

The contents of the proposal of the successful Consultant may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a contract may result in cancellation of the award and such Consultant may be removed from future solicitations.

#### Prevailing Wage

The Contractor must meet all Department of Industrial Relations Requirements. No contractor or subcontractor 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 contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) 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 on or after March 27th, 2020, the contractors and subcontractors must furnish electronic certified payroll records to the Labor Commissioner.

No contractor or subcontractor may work on a public works project unless registered with DIR.

#### Reference Checks

The City of Pacific Grove reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments

#### General Conditions of RFP

- The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Consultant(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- The Consultant shall guarantee to perform the services offered and the total price of the proposal for a period of no less than 60 days from the deadline for submission of proposals.
- The City reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Consultant.
- The Consultant shall provide all necessary personnel, materials, and equipment to perform and complete all work under this proposal.
- The Consultant shall be unbiased and vendor neutral.
- The City intends to recommend the award of a contract to the City Council for the requested services within one (1) month of receipt of the proposals. The Consultant shall be prepared to commence work immediately upon execution of a contract with the City.
- Unless otherwise stated, invoices are to be submitted to the Public Works Department division upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of invoice, whichever is later.
- This contract will be for the services described in the RFP response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- Unless otherwise specified all costs listed are firm for the term of the contract
- Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.

- Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposer's, bidders, or any person or firm responding to a Request for Information.

**ATTACHMENT 1**

***Proposal Title Sheet for Design and Installation of Electric Vehicle (EV) Charging Stations Project***

*Date:* \_\_\_\_\_

*I/We* \_\_\_\_\_ *the undersigned, do hereby propose to furnish the City of Pacific Grove, California, a Design and Installation of Electric Vehicle (EV) Charging Stations Proposal, in accordance with all terms and specifications contained herein:*

*Attach one (1) copy of your proposal package.*

*Name of Firm:* \_\_\_\_\_

*Signature & Title:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Telephone Number:* \_\_\_\_\_

*Fax Number:* \_\_\_\_\_

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*Contractor shall answer to the following questions by circling the appropriate response or completing the blank provided:*

**COMPANY PROFILE:**

Is your firm? (Please circle one)

- a) Sole Proprietorship      YES      NO
- b) Partnership              YES      NO
- c) Corporation              YES      NO

List Legal names of the Company: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

**ATTACHMENT 2**

*Reference List*

References: Please list 3 references of clients which you have completed work of similar size and complexity.

1. \_\_\_\_\_

Municipality Name

\_\_\_\_\_

Contact Person

Title

\_\_\_\_\_

Address/P.O. Box

City

State

Zip

\_\_\_\_\_

Phone Number

2. \_\_\_\_\_

Municipality Name

\_\_\_\_\_

Contact Person

Title

\_\_\_\_\_

Address

P.O. Box

City

State

Zip

\_\_\_\_\_

Phone Number

3. \_\_\_\_\_  
*Municipality Name*

\_\_\_\_\_  
*Contact Person* *Title*

\_\_\_\_\_  
*Address* *P.O. Box* *City* *State* *Zip*

\_\_\_\_\_  
*Phone Number*

**ATTACHMENT 3**  
**Cost Proposal**

<b>Task</b>	<b>Cost</b>
Production of Plans and Specifications for Installation of the Electrical Vehicle Charging Stations	\$
Installation of the Electrical Vehicle Charging Stations	\$
<b>Total Project Cost</b>	<b>\$</b>