



REQUEST FOR PROPOSALS

Supply and Installation of Electric Vehicle Charging Stations

June 2022

Project MOC-EV-2022

Issued: June 30, 2022

Deadline: July 14, 2022

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Request for Proposals
Municipality of the County of Colchester
Supply and Installation of Electric Vehicle Charging Stations

1.0 INTRODUCTION

1.1 Services Required

The Municipality of the County of Colchester (Municipality) requires the services of a qualified electrical contractor and/or EV technician to install six Level 2 EV charging stations at six locations across Colchester County. A detailed description of services required can be found in section 2.2 *Scope of Work*.

1.2 Background & Project Objectives

Colchester is a rural municipality with a population of about 36,000, spread between dozens of small communities. The towns of Truro and Stewiacke, both separate municipalities within Colchester County, serve as urban centres for the Municipality of Colchester.

The objective of this project is to reduce barriers for Colchester residents to switch to electric vehicles and help to facilitate the transition to zero-emissions vehicles in this region. Currently, EV charging stations in Colchester are few and far between. Over time, the Municipality expects that improved availability of chargers throughout the County will result in more residents and businesses opting to drive electric vehicles.

The Municipality's *Carbon-Free Colchester Community Energy & Emissions Plan* has a target for 100% of on-road vehicles to be electric or zero emissions by 2040, and for municipal vehicles to be electric by 2035. The Plan's implementation strategy includes the following low-carbon action: "Electrify personal, municipal, and commercial vehicles", and one of the initiatives identified to facilitate this action is to "Partner on the deployment of electric vehicle charging stations."

1.3 Project Management

This project is being coordinated by Colchester's Sustainability Planner, Joanna Burris. Please see section 3.8 *Inquiries* for contact info.

1.4 Funding Partners

This project is partially funded by Natural Resources Canada and the Nova Scotia Ministry of Energy & Mines through the *EV Boost* program, administered by the Clean Nova Scotia Foundation.

2.0 WORK DESCRIPTION

2.1 Project Deadline

The electric vehicle charging stations must be installed by October 17, 2022. Proposals must describe the strategies and resources that will be employed to ensure the project meets the deadline.

2.2 Scope of Work

- a) Source and supply six EV charging stations and all necessary auxiliary equipment and parts. The proposed equipment must meet the following requirements:
 - Must be new and purchased (not leased) Level 2 chargers with a SAE J1772 standard plug head;
 - Chargers must have the ability to communicate to other stations and/or to a server or the cloud through cellular/wireless signal or connected vehicle communications using software to report on usage and/or other capabilities such as providing real-time status of charging stations; and
 - Chargers will be commercially available and certified for use in Canada.
- b) Obtain Nova Scotia Power permits and any other required permits. Installation must be in compliance with all applicable local codes and by-laws;
- c) Install the EV charging stations at the proposed locations (Table 1). All dual-port charging stations will be located directly in front of two designated EV parking spaces, and the single-port station will have one designated space. Signage for the parking spaces is outside the scope of this project but may be added as a supplemental inclusion if desired.

Table 1: Tentative charging station locations and charger types.

Tentative Location & Address*	Coordinates	Approx. Distance from Power Pole	Proposed Charger Type**
Municipal Office 1 Church St, Truro, NS	45.365507, -63.275275	5 metres	Dual-port pedestal charging station (Level 2)
Tatamagouche Creamery Square 39 Creamery Rd, Tatamagouche, NS	45.710686, -63.285418	2 metres	Dual-port pedestal charging station (Level 2)
Fundy Discovery Site 103 Tidal Bore Rd, Lower Truro, NS	45.371508, -63.322068	5 metres	Dual-port pedestal charging station (Level 2)
Five Islands Lighthouse Park 140 Broderick Lane, Lower Five Islands, NS	45.405889, -64.088039	15 metres	Single-port pedestal charging station (Level 2)
Dieppe Ave Park 111 Dieppe Ave, Debert, NS	45.426338, -63.446433	3 metres	Dual-port pedestal charging station (Level 2)
Don Henderson Memorial Sportsplex 55 Carter Rd, Brookfield, NS B0N 1C0	45.257690, -63.274642	2-5 metres	Dual-port pedestal charging station (Level 2)

** Locations are subject to change. Please base project quote on the above locations and additional costs required to accommodate location changes may be negotiated after the contract is awarded.*

*** If desired, proponents may suggest alternative types of charging stations for the proposed locations (e.g. wall-mounted) and describe why the alternatives are superior.*

2.3 Project Cost

The project budget, including all materials, equipment, permits, and labour, shall not exceed \$120,000 plus HST. Should respondents to this RFP feel this budget requires an adjustment, explanation of any changes should be outlined and justified in the Proposal.

2.4 Project Schedule

Request for Proposals issued	June 30, 2022
Deadline for inquiries	July 12, 2022
Submission deadline	July 14, 2022
Award of contract	July 21, 2022
Start-up meeting	July 22-27, 2022
Project completion	October 17, 2022***

*** Includes two-week buffer to meet external funding deadline of October 31, 2022.

The proposal should outline how the proponent will ensure that the project is completed on time. External funding for the project is contingent on the above completion deadline being met.

3.0 PROPOSALS

3.1 Proposal Content

Proposals shall contain the following information:

Project Management & Team Experience

- Experience, training, and expertise of the project team, including a list of team members and sub-contractors
- Name and qualifications of project lead and examples of experience with similar projects
- Three (3) references from previous projects completed by the project team

Equipment & Labour

- The brand, model name and number, photos, and spec/sales sheets of proposed charging stations (5 x dual-head pedestal charging stations with cable management; 1 x single-head pedestal charging station with cable management)
- Description of proposed equipment, including quality, features, and advantages
- Equipment and workmanship warranties, description of services provided under warranty, and hourly rate charged to service warranted equipment
- Length of cable recommended
- The software included, its functionality, and subscription cost

- Any cloud-based features, mobile app connectivity, and payment options (credit or debit card access is preferred for accessibility; however, please describe and justify whichever payment method is included)
- Cost of equipment and labour. The project budget must be disaggregated to show the costs of each of the following components:
 - EV charging stations and accessory equipment or parts/balance of the system
 - Shipping and delivery
 - Labour
 - Excavation, trenching, and lawn repair costs (this work may be completed by municipal Public Works staff, but please include a cost estimate)
 - Permitting fees
 - Sub-contractor fees
 - Any optional or “à la carte” features or services (e.g. extended warranty, software or maintenance subscription, parking space signage)

Project Delivery

- Project schedule and key milestones
- Cost of delivery, lead times of equipment delivery, and how the proponent will ensure that the equipment arrives in time to be installed by the project deadline
- Supply chain details and availability of proposed equipment
- Any additional costs that may be required for express shipping to meet the deadline
- Description of any steps taken to reduce environmental impact of the project
- Proof of liability insurance, as per section 4.7 Insurance

On-going Support & Maintenance

- Please describe available technical support and maintenance plans available (outside of warranties), including contract/subscription options, flat and hourly rates, and list of services provided. These rates should not be included in the total project cost.

3.2 Proposal Submission

Proposals marked “EV Charging Stations Proposal” will be received at the Municipal Building, Community Development Department by July 14 at 3:00PM, local time at the following address:

Municipality of the County of Colchester
c/o Sustainability Planner
1 Church Street, Truro, NS, B2N 3Z5
Phone: (902) 897-3170

All applicants must submit *3 paper copies* and *1 digital PDF copy*. The digital copy must be submitted in an appropriately labeled USB drive. Late proposals will not be accepted and will be returned unopened. Faxed or emailed proposals will not be accepted. Incomplete proposals may be rejected.

The Municipality will proceed with private openings. Proponents will be advised of the results after the Contract has been awarded.

3.3 Proposal Evaluation Criteria

Responses to this “Request for Proposals” will be reviewed by the Selection Committee and other specialists as appropriate. All proposals must comply with all requirements outlined in this document and all submissions will be evaluated and ranked against the following criteria and associated weights:

Evaluation criteria

- 40% Suitability of equipment and approach to the scope of the services required, including:
 - understanding of project requirements and equipment specifications;
 - management of project and suitability of the proposed work plan; and
 - ability to meet all project timelines.
- 30% Experience of supplier and installer with similar projects and range of specified services (including results of reference checks for previous projects).
- 25% Proposed costs, value for money, and acceptance of terms and conditions.
- 5% Quality and completeness of proposal submission.

The Municipality of Colchester reserves the right to conduct interviews with potential proponents. The Sustainability Planner will be in touch to arrange a mutually convenient time and platform to conduct such interviews, if necessary.

3.4 Proposal Acceptance

The Municipality reserves the right to reject any or all proposals. The Municipality reserves the right to accept a proposal that is not the lowest price or to accept any proposal which it may consider to be in its best interests. The Municipality reserves the right to waive formality, informality, or technicality with the acceptance of proposals for this work. Any proposal not supported by the information requested in this RFP may be rejected. The Municipality reserves the right to negotiate with any proponent who has submitted a proposal or with other parties as deemed in the best interest of the Municipality. The proponent whose proposal is accepted by the Municipality is hereafter referred to as the “Accepted Contractor”.

This Request for Proposals is not to be construed as an offer. The Municipality reserves the right to not proceed with any or all aspects of this work without compensation for expenses to contractors.

3.5 Proposal Validity

Proposals shall be valid for acceptance for a period of sixty (60) days from the closing date or such additional time as may be mutually agreed upon in writing.

3.6 Fees, Expenses, & Disbursements

The Municipality wishes to firmly establish the total cost of the contract work prior to entering into a Contract. The Municipality requires that proponents supply a detailed estimate of the total cost including all fees, expenses, and disbursements. Actual costs that exceed the estimated total cost without prior written approval of the Municipality will not be paid.

3.7 Site Visits

Guided site visits will not be conducted for this Request for Proposals.

3.8 Inquiries

All questions related to this RFP should be directed to:

Joanna Burris, Sustainability Planner
Municipality of the County of Colchester
1 Church Street, Truro, NS, B2N 3Z5
Phone: (902) 897-3170
Email: jbarris@colchester.ca

An addendum will be issued if, in the opinion of the Municipality, it is warranted.

4.0 GENERAL CONDITIONS

4.1 Schedule & Cost

The Accepted Contractor shall promptly advise the Sustainability Planner of any differences or expected changes from the cost and schedule included in their proposal. No expenditures beyond the agreed amount will be permitted without prior written approval by the Municipality. If the Contractor is of the opinion that tasks being requested are outside the scope of the contract, they must immediately advise the Sustainability Planner in writing within five (5) working days of the request being made for costs associated therewith to be considered an additional expense.

4.2 Personnel

The Accepted Contractor is advised that the Municipality expects the project lead and key personnel (e.g. red seal electrician, sub-contracted or not) listed in the proposal to perform the work indicated and written permission must be obtained before changing any key member of the work team (labourers not included). In the case of personnel being changed, the Municipality requires that the new personnel being assigned have a similar length and breadth of experience relevant to this project as the personnel being replaced and otherwise be acceptable to the Municipality.

4.3 Sub-Contractors

The Accepted Contractor is advised that the listed sub-contractors and their work scope cannot be changed without the written permission of the Municipality. Failure to comply with this provision will be considered a breach of contract and may result in termination of the Contract.

4.4 Confidentiality

Information provided by the Municipality is to be treated as confidential and is not to be disclosed to any third party without the written permission of the Municipality except as necessary to perform the Contract.

4.5 Ownership of Information

The Accepted Contractor is advised that all information produced during this Contract, including but not limited to models, design notes, criteria, graphs, figures, maps, specifications, and drawings, is to be considered the property of the Municipality and a reproducible copy and an electronic copy of the material shall be turned over to the Municipality upon completion. This includes a soft copy of all reports in PDF format.

4.6 Accepted Contractor's Responsibility

The Accepted Contractor shall indemnify and save harmless the Municipality, its officers, and employees from and against all claims, demands, losses, damages, and costs of any kind based upon injury or death of a person or damage to or loss of property arising from any willful or negligent act, omission, or error on the part of the Contractor or their servants in carrying out this Contract.

4.7 Insurance

The Accepted Contractor shall, without limiting its obligations or liabilities, maintain commercial general liability insurance coverage to a minimum of \$2,000,000, and professional liability (errors and omissions) insurance coverage to a minimum of \$2,000,000 and shall include proof of coverage and level of coverage in their proposal submission.

4.8 Regulations

The Accepted Contractor shall comply with all existing Federal, Provincial and Municipal regulations, guidelines and standards and other authorities having jurisdiction.

4.9 Payments

Payments shall be based on invoices submitted by the Accepted Contractor and supported in such detail as the Municipality may request. Invoices shall indicate individual person hours, rate, and extended amount; individual mileage, rate, and extended amount; and expenses by category.

Payment will be made on a net thirty (30) days basis from receipt of invoice provided that the Municipality has approved the work that is being billed. Incomplete or unsatisfactory work will result in reduced compensation to the Accepted Contractor as deemed appropriate by the Municipality. No payment made by the Municipality under this Contract shall constitute acceptance of work or products that are not in accordance with the requirements of the Contract.