



REQUEST FOR PROPOSALS

Curbside EV Charging Pilot

(PN: 15001021)

(Bid #: P19151131015)

Proposals Due
January 18, 2019 by 4:00PM

Pre-Proposal Meeting
(Attendance is highly recommended but not mandatory)

December 17, 2019 at 9:30 AM

'New' City Hall
915 I Street, 2nd Floor
Conference Room 2105
Sacramento, CA 95814

Issue Date: December 7, 2018

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Appendix C: Map of Streets in the Central City with Potential for Curbside Charging

Appendix D: Parking Permit Fees for Operators of Curbside EV Chargers

REQUEST FOR PROPOSALS

INTRODUCTION

This Request for Proposals (RFP) solicits Vendors to participate in the City's Curbside Electric Vehicle (EV) Charging Pilot Program. The City requests proposals from vendors that would construct, operate, and maintain EV charging infrastructure (EV supply equipment, or "chargers") in the right-of-way (i.e., to provide EV charging in on-street parking spaces) through the pilot, at no direct cost to the City. The City will consider reserved electric vehicle charging spaces for public use, primarily in commercial or mixed-use locations.

The objective of this pilot is to identify how the City can effectively accelerate EV adoption by providing access to third-party owner/operators of EV chargers in the right-of-way. This pilot will inform next steps for deployment of future EV chargers in the right-of-way, or curbside. Specifically, the City seeks to:

- Test multiple EV charging technologies and business models
- Target new EV users in a broader market by facilitating curbside EV charging
- Determine feasible options that minimize City investment and liability
- Identify approaches that best suit specific locations while minimizing any negative impacts to other assets in the right-of-way, adjacent land use, or to drivers, cyclists, or pedestrians
- Gather data and performance metrics on curbside charging to identify viable solutions

Although this is a no-cost contract to the City, the City is using this RFP to select competitive proposals for the pilot. At a minimum, a proposing Vendor or Vendor Team should have experience constructing and operating EV chargers for public charging use. In addition, vendor experience with public-private partnerships and operating chargers in the right-of-way is highly preferable.

Contract term will vary depending on proposed charging technology in successful proposals. The City will enter into three-year agreements for curbside Level 2 charging infrastructure, or up to five-year agreements for DC fast charging of 50-kilowatt capacity or more. Selected vendors will be responsible for ownership and operation of the infrastructure for the duration of the agreement term.

Written questions should be submitted via the PlanetBids website where the RFP has been posted under the "Q&A" tab. Questions will be answered as they are received. The deadline to submit questions is December 19, 2018 at 4:00 pm PST. Questions submitted after that time will not be addressed.

Qualified consulting firms are invited to submit proposals to provide professional services for the project. Firms responding to this RFP shall submit:

- One (1) electronic PDF copy of the Proposal (uploaded to PlanetBids).

The deadline to submit the Proposal is Friday, January 18, 2019 at 4:00 PM PST

- **Proposal must be posted to PlanetBids by 4:00 PM PST on January 18, 2019:**

<https://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

In the event it becomes necessary to revise any part of this RFP or provide additional information, a written electronic addendum will be issued. Any amendment to this RFP is valid only if in writing and issued by the City of Sacramento, Department of Public Works. Verbal conversations or agreements with any officer, agent, or employee of the City that modify any terms or obligations of this RFP are invalid.

All addenda for this RFP will be distributed via the PlanetBids website:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300#>

It is solely the proposer's responsibility to monitor this website for possible addenda to this RFP. Failure of proposer to retrieve addenda from the site shall not relieve him/her of the requirements contained therein. Additionally, failure of proposer to return a signed addendum, when required, may be cause for rejection of his/her proposal.

Please refer to "Attachment B - Proposal Submittal Requirements" for additional information regarding proposal requirements. Refer to "Attachment C - RFP Information" for specific details about the Consultant selection process and other City of Sacramento submission process requirements.

Related Documents--For more detailed background and information on the project, please refer to the following documents which are posted on PlanetBids along with this RFP:

- Appendix A: Guidance for EV Chargers in the Right-of-Way
- Appendix B: Sponsorship Sign Exemption & Digital Sign Guidelines for EV Chargers in the Right-of-Way
- Appendix C: Map of Streets in the Central City with Potential for Curbside Charging
- Appendix D: Parking Permit Fees for Operators of Curbside EV Chargers

TENTATIVE CONSULTANT SELECTION SCHEDULE

Release RFP	December 7, 2018
Pre-Proposal Meeting	December 17, 2018
Last Day to Submit Questions	December 19, 2018
Response to Questions Posted	December 20, 2018
Proposal Due Date	January 18, 2019
Interviews	Week of January 28, 2019 (tentative)
Notification of Results	February 1, 2019
Contract Execution	By March 29, 2019 (tentative)

BACKGROUND

The City is releasing this RFP based on the City's early efforts to test and develop a curbside EV charging program. Throughout 2018, the City of Sacramento explored curbside EV charging with a range of stakeholders. This background work has led to the approach and solicitation in this RFP.

In June 2017, the Sacramento City Council approved an agreement with [EVgo](#) to construct and operate the first curbside EV charging project in Sacramento. Under Sacramento's [Demonstration Partnerships Policy](#), EVgo is currently in the process of installing up to six high power, 150-kilowatt (kW) charging stations in angled on-street parking spaces at Southside Park. Completion of this project is anticipated by December 2018. The intent of this project is to test, evaluate, and demonstrate the feasibility of curbside EV charging, with the early intent of developing a city-wide permit process to accommodate additional curbside EV charging projects. The project serves as an early pilot for curbside charging siting and permit processes.

In December 2017, the Sacramento City Council adopted Sacramento's first [Electric Vehicle Strategy](#). As the City's first strategic EV plan, this document calls for the widespread EV adoption and seeks to establish Sacramento as a testbed for clean transportation technologies. Key performance targets for the strategy include attainment of 75,000 ZEVs and 3,800 public or workplace Level 2 and Direct Current Fast Chargers (DCFC) within city limits by 2025. Action 1.4 of the EV Strategy calls for the creation of guidance for permitting EV infrastructure in the public right-of-way.

In June 2018, the City released draft [policy guidance](#) for the Curbside Charging Pilot, outlining a proposed permitting process for operators seeking to construct and operate EV infrastructure in the right-of-way. City staff discussed the proposal and received input from a range of stakeholders including other public agencies, private EV charging companies, and local community stakeholders. Key criteria from this draft guidance document provides as the minimum standards that the City will require of proposers on this RFP (refer to **Appendix A**).

City staff convened a multi-city workshop with other West Coast cities implementing or exploring curbside EV charging. This meeting was convened in July 2018 and brought together leading cities in the EV space to share experiences and evaluate opportunities. Many of the cities implementing larger curbside EV programs are those that directly own the infrastructure, whereas programs that allow private curbside EV installations generally operate at a much smaller scale.

In 2018, the City also took steps to allow sponsorship signage on EV chargers in the right-of-way. On July 3, 2018, City Council adopted Ordinance No. 2018-0026 that exempted such signs from the City sign code, subject to restrictions such as size and number. City Council also adopted additional design guidelines (Resolution 2018-0449) that would apply to any digital sponsorship signage for EV chargers in the right-of-way.

Several emerging considerations have led the City to redirect its approach for curbside EV charging to support a more targeted approach to the right-of-way. Some considerations include the following:

- Competing demand between new mobility services and existing vehicle demand
- Limited space for supportive equipment in the right-of-way and potential conflicts between existing trees, utilities, and sidewalk space
- Challenges in accommodating van accessible widths and ramps
- Time required for evaluating and vetting opportunities site by site

PROJECT GOALS AND OBJECTIVES

The goal of this RFP is to select one or more vendors for the City's Curbside Pilot that will construct and operate up to 15 curbside EV supply equipment (EVSE) units in the right-of-way and potentially provide a path for rapid program expansion, based on project performance. This is a no-cost RFP, for the City to select competitive vendors that can successfully operate EV chargers without public investment. The City is seeking construction of no more than 15 curbside chargers in total for the pilot period. This pilot is intended to serve as a basis for expansion of the City's EV charging programs, based on successes and lessons learned.

As a result of this RFP, the City intends to enter into at least one agreement for curbside charger deployments. Depending on responses, the City may elect to enter into up to three contracts for multiple vendors to cumulatively provide a total of 15 curbside chargers (15 in total amongst all vendors). The City may determine more than one contract is appropriate, if it allows for greater testing of a range of charging technologies.

Pilot objectives:

- (Phase 1) Successful permitting, construction, and operation of 15 curbside chargers through a rapid deployment, at no direct cost to the City
- Evaluation of Phase 1 performance and development of an approach for an expanded Phase 2. Information on usage will need to be provided to the City to help evaluate the pilot technologies and locations
- (Phase 2) Implementation of expanded programs, dependent on achievement of City objectives and successful deployment in Phase 1

Proposals should provide recommended approaches to achieve the City's objectives for both Phase 1 and Phase 2.

BUDGET

This RFP solicits services at no cost to the City. Proposals should include an estimated project budget to allow the City to evaluate the cost-effectiveness and long-term financial viability of proposed services. Proposals shall identify anticipated budget for Phase 1 and Phase 2.

Projects with self-sustaining business models are highly preferred for this pilot. However, notwithstanding the foregoing, depending on pilot project performance, the City may elect to pursue grant funding to support Phase 2 expansions, at the City's discretion. Proposals should identify any anticipated funding needs for Phase 2. Proposers are strongly encouraged to present sustainable business models that do not require public funding support.

SCHEDULE

The anticipated project schedule follows. The City strongly encourages proposals that present a project schedule that is fast but feasible, with quick ramp-up for Phase 1. Vendors should demonstrate capacity and ability to meet the desired schedule outlined below. The following schedule presents the City's preferred timeline for the project:

- February 2019: execute agreements, confirm initial project sites
- March – April 2019: community engagement and stakeholder outreach, confirmation of preferred project sites for Phase 1
- April – May 2019: pre-application vetting with key City divisions and departments, application submission
- June – July 2019: Application review and revisions
- August 2019: Issuance of construction notice to proceed, project construction
- August – December 2019: Project operation
- By January 2020: Determination of next steps for Phase 2

SCOPE OF SERVICES

The Vendor shall be responsible for project management activities through completion of this project. Proposals should be phased and provide scopes that can be easily scaled. The following tasks should be itemized and incorporated into the proposal response.

1. Phase 1: construct and operate up to 15 curbside chargers
 - 1.1. Preliminary site identification
 - 1.2. Community and stakeholder engagement
 - 1.3. Pre-application vetting with City staff
 - 1.4. Community noticing
 - 1.5. Permitting
 - 1.6. Construction
 - 1.7. Evaluation and reporting

2. Phase 2: expanded program roll-out (optional task for the City)
 - 2.1 Identify approach, schedule, and proposed phasing for future installations
 - 2.2 Preliminary site identification
 - 2.3 Engagement and pre-application vetting
 - 2.4 Application and construction

PROPOSAL SUBMITTAL REQUIREMENTS

These guidelines were developed to standardize the preparation of proposals by Consultants. The purpose of these guidelines is to help assure consistency in format and content of proposals that are prepared by Consultants and submitted to the City. This process will reduce the time required for the Consultant to prepare a proposal and will simplify the review process by City staff.

Proposals must be received by the City of Sacramento no later than 4:00 pm PST on January 18, 2019. Late proposals will not be accepted. All proposals and documents submitted become the property of the City of Sacramento. Proposals shall contain the following information:

- 1) Cover Letter
- 2) Table of contents
- 3) Project Understanding
- 4) Qualifications and Experience of Project Manager and Team
- 5) Work Plan
- 6) Project Examples & References
- 7) Itemized Planning Budget
- 8) Statement of Project Commitment
- 9) Litigation
- 10) Conflict of Interest Statement
- 11) Insurance Coverage

RECOMMENDED DETAIL

All references to the maximum number of pages are to a single side, not including tabs or section dividers. The minimum font size for the body text shall be 12 point. The required page limit does not apply to items 8 through 12 above. Proposals should be no more than twenty (20) pages. Brevity is encouraged. The following items do not count towards the 20-page limit:

- Cover letter
- Cover page/proposal cover
- Table of contents
- The proposal signature page
- Itemized budget
- Resumes (2-page maximum per resume)
- All attachments required by this RFP
- Insurance Coverage

1. Cover Letter (Maximum 2-page limit)

This letter should be addressed to:

City of Sacramento
Department of Public Works
Jennifer Venema, Project Manager
915 I Street, Room 2000
Sacramento, CA 95814

Indicate the name of the firm submitting the proposal, its mailing address, telephone number, and the name of an individual to contact if further information is desired. In addition, any project partners should be clearly identified. This letter should reflect the consultant's project understanding and summarize critical issues, challenges, milestone tasks and appropriate resourcing. This should be based on existing information available in the Request for Proposals, available documents, and from applicable regulations or requirements. The letter should include a statement of the office location(s) at which work will primarily be performed. This letter should also contain an expression of the Consultant's interest in the work, a brief summary statement regarding the qualifications of the Consultant to do the work, and a brief summary of any information about the project team or the Consultant that may be useful or informative to the City.

NOTE: Along with the introductory letter, the Consultant should indicate his/her acceptability of the terms and conditions in Appendix A "Guidance for EV Chargers in the Right-of-Way." Any proposed deviations and modifications to the agreement should be noted, with reasons given, in the introductory letter for review by the City. **The City will not consider changes to the agreement terms in Appendix A once the selection process has been completed.**

2. Table of Contents

Identify all primary sections and page numbers that correspond to the required sections of this RFP.

3. Project Understanding

Provide a summary of the project issues. Include a short discussion of the intended approach which demonstrates that the proposer understands the issues and the team's ability to address them. Identify key elements of the project and what special approach your firm will use to develop these elements. Also, identify any information or assistance required from City staff to accomplish each step in the process.

4. Qualifications and Experience of Project Manager and Team

An organization chart for proposed team, including any subcontractors, must be included.

Describe how the Consultant team will be organized. Discuss the qualifications and experience of the Consultant firm, project manager, construction team, and project team on similar projects. Specific experience with City projects and public-private partnerships, in addition to experience with EV charger installations. Include all sub-consultants, individuals in those firms, and their qualifications and experience related to the specific services they are to provide. Resumes should be included as an attachment for all key staff, with a 2-page limit per resume. Resumes do not count towards the 20-page limit. NOTE: If there are any changes in key personnel after the award of a project, any changes shall require approval in writing from the City.

5. Work Plan

Identify key personnel that will be made available to this project and define their level of project involvement and time commitment. Describe the responsibilities of key team members and explain how they will interact with respect to delivery of critical tasks. The proposal should contain a brief listing of current work commitments to other projects or activities in sufficient detail to indicate that the organization and all of the individuals assigned to the proposed project will be able to meet the schedule outlined in the proposal. The work plan will ultimately become part of the contract by reference to the proposal. It should describe and define in a specific, concise and straightforward manner the proposed approach to achieving the objectives and accomplishing the tasks described in this Request for Proposal. It should be concise, yet include sufficient detail to completely describe the planned approach. Description of how the objectives will be achieved shall be presented in a logical, innovative and rational plan. THE PLAN SHOULD DESCRIBE TASKS TO BE UNDERAKEN FOR PHASE 1, WITH RECOMMENDED APPROACH TO SCOPE AND IMPLEMENT PHASE 2, INCLUDING THE ROLE FOR EACH CLASS OF PERSONNEL/AND FOR EACH SUBCONSULTANT.

In addition, the Work Plan should include the following:

1. Technical & Site Proposal: Summary of the proposed technology, general proposed site design, and curbside configuration that would be used for all installations, based on the guidance established in **Appendix A**. This may include graphic examples, concept-level site plan example, and/or narrative summary. This should also include details on proposed EV charging technology, including but not limited to the number, technology type, customer interface, proposed configuration (such as orientation to the street), and phasing. In addition, the proposal should include measures to minimize negative impacts and reduce conflicts with other assets in the right-of-way such as vehicles, cyclists, and pedestrians.

2. Performance Metrics, and Outreach & Monitoring Plan: Provide an outreach and monitoring plan, including methods to engage the community for input and proposed metrics to track and evaluate project success, such as the number of charging sessions, indicators of service to new EV drivers and low-income or underserved communities, etc. This section should identify performance metrics, evaluation techniques, reportable data types, customer surveys, and provide a sample of an online data dashboard or other data report. This section should include a proposed approach for sharing data and performance with the City. The outreach discussion should describe tactics and approach to engage a spectrum of local residents, businesses, and community members for input on the project and feedback on proposed sites.
3. Sponsorship Signage (If Applicable): Proposals that include sponsorship signage as part of the business model must be consistent with the sign code exemption adopted by City Council (City Code Section 15.148.600.G) and the adopted design guidelines for digital EV sponsorship signs (**Appendix B**). If the proposal includes digital signage, respondents should review the design guidelines in **Appendix B** and confirm project consistency or identify any questions or feedback related to the guidelines.
4. Proposed Service Map: Concept-level map identifying initial proposed locations, or priority areas, for proposed curbside installations, based on the City's map of potential areas identified in **Appendix C**. Sites should focus on commercial and mixed-use corridors. This map should be accompanied by a brief summary of methods and/or key criteria that informed site selection, such as adjacent uses, land use densities, or considerations based on the proposed service model. Note that once vendor(s) are selected, the City anticipates evaluating sites in greater detail and confirming sites in collaboration with the vendor and based on community input, prior to project permitting. Areas identified in the map in **Appendix C** have not yet been fully evaluated, but were screened based on available data such as suitable parking regulations, existing or planned bicycle improvements, and land use zoning. Potential sites may be suitable for curbside charging, pending additional site-specific analysis.
5. Permit Fee Acknowledgement: Acknowledgement of the City's adopted parking permit fees, which establish annual parking fees for any operator of curbside EVSE as established in **Appendix D**.

6. Project Examples & References

Provide brief project summaries of up to 3 examples of previous projects of similar scale and scope, including any relevant partnerships with public agencies (if applicable), limited

to no more than 1 page per project. Include key contacts name(s) and phone numbers/addresses of references.

A minimum of three (3) references are required for each of the following: prime Consultant, any sub-Consultants, and Project Manager. Each will be contacted by City staff. References with incorrect contact information will not count toward the required minimum. References should know the key personal included in the project organization chart.

8. Itemized Planning Budget

In a separate electronic file, provide an itemized planning-level budget, including a breakdown of anticipated costs for the project. The intent of this budget is to allow for City evaluation of cost-benefit of the various types of curbside charging technologies and site configurations. The budget shall be used for evaluation purposes, but is understood to be an anticipated, conceptual budget prior to confirmation of site-specific considerations and cost factors.

9. Statement of Project Commitment

Include a statement that the firm (s) has sufficient staff resources and capability to perform the work contained with the Request for Proposal within the specified time frame.

10. Litigation

List any lawsuit or litigation and its outcome resulting from any public agency project undertaken by your firm within the last five (5) years or any project where a claim or settlement was paid by your firm or its insurers within the last five (5) years.

11. Conflict of Interest Statement

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

- a. Under the California Political Reform Act, Government Code §§ 81000 et seq., designated employees of the City are required to comply with the City's Conflict of Interest Code. The term "designated employees" is a term of art and includes individuals working for contractors providing services or performing work for the City, if such individuals are considered to be "consultants" under the Political Reform Act. The term "consultant" generally includes individuals who make, or participate in making, governmental decisions or who serve in a staff capacity. Individuals who

perform work that is solely clerical, ministerial, manual or secretarial are not “consultants.”

The City’s Conflict of Interest Code requires individuals who qualify as “consultants” to file the following statements of economic interests with the City:

- An “assuming office” statement of economic interests to be filed within 30 days after execution of the agreement between the City and the contractor;
- Annual statements of economic interests while the agreement remains in effect, to be filed not later than April 30 of each year; and
- A “leaving office” statement of economic interests to be filed within 30 days of completion of the contract.

The above statements of economic interests are public records subject to public disclosure under the California Public Records Act.

The City’s Conflict of Interest Code also requires individuals who qualify as “consultants” under the Political Reform Act to comply with the conflict of interest provisions of the Political Reform Act, which generally prohibit individuals from making or participating in the making of decisions that will have a material financial effect on their economic interests.

- b. Conflict of Interest Statements. The standard agreement attached to this RFP indicates whether or not the individual(s) who will provide services or perform work pursuant to the agreement will be considered “consultants” within the meaning of the Political Reform Act and the City’s Conflict of Interest Code. The submission of a proposal in response to this RFP constitutes the proposer’s acknowledgement and agreement that, if the proposer is awarded the agreement by City, the individuals who will provide services or perform work pursuant to the agreement will not have a conflict of interest under the City’s Conflict of Interest Code.

In addition, if the proposer is awarded the agreement by City, such proposer shall cause the following to occur within 30 days after execution of the agreement:

- The proposer shall identify the individuals who will provide services or perform work under the agreement as “consultants” within the meaning of the Political Reform Act and the City’s Conflict of Interest Code;
- The proposer shall cause these individuals to file with the City Representative identified in the agreement the “assuming office” statements of economic interests required by the City’s Conflict of Interest Code.
- Thereafter, throughout the term of the agreement, the proposer shall cause these individuals to file with the City Representative annual statements of

economic interests, and “leaving office” statements of economic interests, as required by the City’s Conflict of Interest Code. The City may withhold all or a portion of any payment due under the agreement until all required statements are filed.

12. Insurance Coverage

The prospective Consultant shall provide a summary of the firm's insurance coverage for Comprehensive General Liability Insurance, Automotive Liability Insurance, Professional Liability Insurance, and Worker's Compensation Insurance.

For additional information regarding insurance requirements, see “General Information” section 6 of this RFP.

13. Local Business Enterprise (LBE)

Firms should submit all applicable forms shown in Attachment 2. There is a 5% LBE preference for this RFP.

GENERAL INFORMATION

1. Selection Process

The selection process is described below.

- A. After the period has closed for receipt of Request for Proposals (RFP), each will be examined to determine compliance with the format requirements specified in the RFP. Any proposal that does not meet the format requirements may be eliminated from competition and returned to the Consultant. The City may reject any proposal if it is conditional, incomplete, or contains irregularities.
- B. A Selection Panel (SP) will review each proposal that meets the format requirements. SP members will individually evaluate and score each in accordance with the scoring system shown in Attachment 1.
- C. Following independent evaluation of the proposal, the top candidates **may** be requested to participate in an interview, which will be scored in accordance with part 2 of the evaluation criteria, contained in Attachment 1. However, **the City reserves the right to determine the qualifications of the firm on the basis of the written proposal only.**
- D. All competitors will be notified of the results via email.

2. Late Submittal

A proposal is late if received at any time after the required submittal date and time. A proposal received after the specified time will not be considered and will be returned to the proposer.

3. Modification or Withdrawal of Submittal
Any proposal received prior to the date and time specified above for receipt of proposal may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified proposal must be received by the required time and date specified.

4. Written Questions
Written questions should be submitted via the PlanetBids website where the RFP has been posted under the "Q&A" tab. Questions will be answered as they are received.

The deadline to submit questions is Wednesday December 19, 2018 at 4:00PM PST. Questions submitted after that time will not be addressed.

5. Signature
The proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the prospective Consultant contractually.

The signed cover letter constitutes certification by the prospective firm, under penalty of perjury, of the debarment and suspension certificate required under Part 29, Title 49, CFR, and also constitutes certification under penalty of perjury, that the prospective Consultant complies with non-discrimination requirements of the State and the Federal Government.

An unsigned proposal or one signed by an individual not authorized to bind the prospective firm will be rejected.

6. Insurance
The firm shall provide a summary of the firm's present and proposed insurance coverage (comprehensive general liability, professional errors and omissions (if required), automotive liability, and workers' compensation) for this project. Minimum limits of coverage are as follows:

- Statutory Worker's Compensation Insurance, and Employer's Liability limits of \$1,000,000 per accident per employee (the Workers' compensation policy shall include a waiver of subrogation in favor the City); and
- Commercial General Liability Insurance, written on an occurrence basis, covering bodily injury (including death), personal injury, and property damage, with limits of not less than \$2,000,000 per occurrence, \$4,000,000 aggregate; and
- Automobile Liability with a combined single limit of \$1,000,000.
- Removal Bond: Prior to permitting of construction for any EV charging site developed pursuant to this RFP, the vendor provider shall hold a third-party removal bond with a penal sum of bond no less than \$30,000 for each site for the duration . The City of Sacramento shall be the designated payee. In the event the vendor fails to meet the obligations for site surrender at the conclusion of the

agreement or otherwise violates the terms of agreement, the City will use the Removal Bond to pay for decommissioning of the site.

Prior to commencement of the work described in Scope of Services, a certificate of insurance shall be furnished stating the following:

1. That the insurer will not cancel the insured's coverage without 30 days prior written notice to the City.
2. That the City will not be responsible for any premiums or assessments on the policy.

The firm agrees that the bodily injury liability insurance herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, the firm agrees to provide, at least thirty (30) calendar days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to approval by the City. In the event the firm fails to keep in effect at all times insurance coverage as herein provided, the City may in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

7. Property Rights

A proposal received within the prescribed deadline becomes the property of the City and all rights to the contents therein become those of the City.

8. Confidentiality

Prior to award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract, or if not awarded, after rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the proposal confidential will be regarded as non-effective and will be disregarded.

9. Amendments to Request for Proposals

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date. The City also reserves the right to extend the due date, or to cancel this RFP at any time.

10. Non-Commitment of City

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the City to do so.

11. Award of Contract

It is anticipated that there shall be no compensation under any contract resulting from this Request for Proposals (RFP).

Any contract awarded as a result of this RFP will be awarded without discrimination based on race, color, religion, age sex, or national origin.

The prospective Consultant will be required to adhere to the provisions of a fully executed agreement. Provisions of the agreement shall be based on the terms and conditions for curbside charging established in **Appendix A** and other relevant attachments of this RFP . **Please include a statement in your cover letter that you agree to the terms and conditions set forth in this RFP and identify any concerns or proposed deviations.**

12. Execution of Contract

The prospective firm is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City.

13. Public Domain

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.

14. Coordination

Coordination of Vendor and City activities will be accomplished through a Firm Project Manager and the City Project Manager. The Firm Project Manager shall not be removed from the project during the course of work without City approval.

The firm shall carry out instructions as received from the City Project Manager and shall cooperate with the City and any other contractors working on the project.

It is not the intent of the foregoing paragraph to relieve the firm of its professional responsibility during the performance of this contract. In those instances where the firm believes a better plan, methodology or solution to the problem is possible, it shall promptly notify the City Project Manager of these concerns, together with the reasons therefore.

15. Materials Provided by the City

All existing City codes, standards and other city documents related to the project will be available at the firm's request.

16. City Reserves the Right

The City reserves the right to modify this RFP at any time prior to the proposal due date, or to extend the proposal due date, or to cancel this RFP at any time.

17. Rejection of Proposals:

The City of Sacramento reserves the right to reject any and all proposals received in response to this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City of Sacramento may at its discretion determine not to award a contract solely on the basis of this request for proposals and will not pay for the information solicited or obtained.

It is recognized that each Proposer may have developed unique and typical methods of service delivery. It is not the City's intention to disqualify a Proposer due to variations in service delivery that do not adversely affect quality and performance. Any proposal offering services equivalent to or of better quality and performance than that requested, which provides the necessary service, will receive full consideration for award.

18. Business Operations Tax Certificate

Chapter 3.08 of the Sacramento City Code requires that anyone conducting business in the City of Sacramento obtain a Business Operations Tax Certificate and pay the applicable tax if necessary. The successful Proposer, and any subcontractors, will be required to show compliance with this requirement prior to award of the contract.

Information about the Business Operations Tax Certificate may be obtained the City of Sacramento, Revenue Division, 915 I Street, New City Hall First Floor, Sacramento, CA 95814, or by telephone at (916) 808-8500.

19. Other Information

Proposals may be withdrawn or modified before the due date of submission for proposals by delivering a written and signed request by the due date. A request for modification of the proposal after the due date will not be considered, including a representation that the proposer was not fully informed regarding any information pertinent to the proposal or the offer. The City shall not be responsible for or bound by any oral instructions, interpretations or information provided by the City or its employees other than the RFP contact.

Any agreement shall not be binding unless it is executed by authorized representatives of the City and the selected proposer. Proposing firms are solely responsible for any expenses incurred in preparing their proposals in response to this RFP.

Proposals should be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. The emphasis should be on completeness and clarity of content. To expedite proposal evaluations, it is essential that specifications and instructions contained in the proposal instructions are followed as outlined.

Responses to this RFP become the exclusive property of the City. At such time as City staff recommends a Proposer to the City Council, all proposals received in response to

this RFP become a matter of public record and shall be regarded as public records and will be disclosed upon receipt of a request for public disclosure pursuant to the California Public Records Act; provided, however, that if any information or elements of the proposal is set apart and clearly marked as "Trade Secret" or "Proprietary" when it is provided to the City, the City will give notice to the Proposer of the request for disclosure to allow the Proposer to seek judicial protection from disclosure.

Failure by the Proposer to take timely steps to seek judicial protection from disclosure shall constitute a complete waiver by the Proposer of any rights regarding the information designated as "Trade Secret" or "Proprietary" and such information may be disclosed by the City pursuant to applicable procedures under the California Public Records Act. Under no circumstances will City have any obligations to seek judicial protection from disclosure for any proposals or other materials submitted in response to this RFP.

City has no liability for any disclosure, unless such disclosure is made in violation of a court order obtained by a Proposer or pertains to materials marked as "Trade Secret" or "Proprietary" for which the City failed to give the above notice.

Any/all respondents responding to this RFP do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting responses, for providing additional information when requested by the City or for participating in any selection demonstrations or interviews, including pre-contract negotiations and contract negotiations.

The City reserves the right to decide that one proposer is more responsive than the others and to select that proposal based on review of the proposal only.

The City reserves the right to reject individual firm members, firms, and subcontractors and request substitution without indicating any reason.

A proposal is late if received at any time after the required submittal date and time. A proposal received after the specified time will not be considered and will be returned to the proposer.

Unauthorized conditions, limitations, or provisions attached to a proposal may be cause for its rejection. No oral, telegraphic or telephonic proposals or modifications will be considered. The proposal may be withdrawn upon request by the Proposer without prejudice to the Proposer prior to, but not after the time fixed for opening of proposals, provided that the request for withdrawal is in writing, has been executed by the Proposer or the proposal's duly authorized representative, and has been filed with the City.

ATTACHMENTS

Attachment 1 - SAMPLE EVALUATION CRITERIA WORKSHEET

WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE
Cover Letter – Reflects project understanding and summarizes critical issues, challenges, milestone tasks, and appropriate resourcing.	5	
Project Team – Team organization, qualifications and experience of the firm, project manager and team, construction team, team, and sub-consultants on similar projects. Experience with City projects and public-private partnerships, and EV infrastructure.	20	
Outreach, Reporting & Performance Metrics - Outreach and monitoring plan, methods for community engagement, clearly defined performance metrics, methods to evaluate and report utilization and performance metrics.	5	
Workplan – Assignment, understanding, and organization of tasks, understanding of interrelationship of critical tasks, approach, range of EV technologies, proposed EV site configuration and design, consistency with City guidance, proposed deliverables/milestones; measures to minimize any negative impacts to other assets in the right-of-way, including vehicles, pedestrians, and cyclists.	15	
Priority criteria - Project integrates one or more of the following key criteria: provides a financial incentive for EV charging to residents from low-income households or regulated affordable housing, such as a membership discount, incentive, or subsidy; includes a proposal to construct off-street EVSE at areas underserved by existing EVSE in addition to curbside charging units; constructs EVSE with connected charging infrastructure for electric-assist bike charging; participation in the City’s Local Business Enterprise Program or employs local area residents; integrates a partnership with a qualified EV car share operator or supports public transit or electric shuttle routes.	5	
Schedule – Adequacy and reasonableness of schedule and deadlines, in addition to responsiveness to the preferred project schedules presented in this RFP.	5	
Budget – Cost-effectiveness of the budget relative to proposed performance metrics	5	
SUBTOTAL FOR SHORTLISTING	60	
References	10	
SUBTOTAL TO INTERVIEWS	70	
INTERVIEW (if requested by City)		
Presentation by PM - Project understanding, critical issues, innovation, and solutions.	10	
Presentation by team – Experience, roles and responsibilities, communication and coordination between team members, agencies, and City.	10	
Q&A – Response to panel’s questions.	10	
SUBTOTAL WITH INTERVIEWS	30	
TOTAL	100	
RANKING OF CONSULTANT FIRM (assigned after completion of scoring)		
Name of Evaluator:	Date Evaluated:	

Appendix A

Guidance for EV Chargers in the Right-of-Way

Appendix A – Guidance for Chargers in the Right-of-Way

This document is based on draft guidance from the City’s Curbside EV Charging Pilot Program, released in June 2018. Criteria relevant to this RFP have been adapted from the June 2018 draft to inform responses to this RFP solicitation. Proposals are expected to meet the following minimum standards and criteria. Any proposed deviations to the standards established herein shall be clearly identified and justified in the proposal. These standards will be incorporated into any agreement award resulting from this RFP.

Definitions and Abbreviations

“Block face” means one side of a city block between two intersections.

“Direct Current Fast Charger” means a device used to recharge an electric vehicle that meets the definition of "DC Level 3" as defined in Standard J1772 of SAE International or an equivalent power output level and which is listed under the applicable UL Standards and requirements or the equivalent listing by a nationally-recognized testing laboratory.

“Encroachment” means the use of city rights-of-way to perform excavations, construction related work, window cleaning; to access overhead or underground public or private utilities; to pressure wash sidewalks or driveways; to place or store construction equipment, materials, trailers, containers, dumpsters, or bins; or for any other similar or related purposes pursuant to City Code Chapter 12.12.

“Electric vehicle” means a vehicle that is recharged by electricity; can include battery-electric vehicles and plug-in hybrid vehicles

“Electric vehicle charging space (EVCS)” means a parking space located within the public right-of-way served by electric vehicle supply equipment

“Electrical vehicle supply equipment (EVSE)” means a unit of fueling infrastructure that supplies electric energy for the recharging of plug-in electric vehicles, including battery electric vehicles and plug-in hybrid electric vehicles. EVSE is also referred to in this guidance as an electric vehicle charger and electric vehicle infrastructure.

“EVSE provider” means the person, entity, or organization under agreement with the City and authorized to install and operate EVSE in the public right-of-way.

“Level 2 Charger” means a device used to recharge an electric vehicle that meets the definition of “AC Level 2” as defined in Standard J1772 of SAE International or an equivalent power output level and which is listed under the applicable UL Standards and requirements or the equivalent listing by a nationally-recognized testing laboratory.

“License and Revocable Permit Agreement” means the terms and conditions under which the City of Sacramento authorizes an approved party to operate electric vehicle supply equipment within the public right-of-way for the specified term of agreement.

“Site” means the proposed or approved location on a site block face for the installation of one or more contiguous EVCS to be operated by a single EVSE provider.

“Real property” means land and anything permanently affixed to the site by EVSE provider or EVSE provider’s agents, employees, invitees, contractors, or subcontractors, including but not limited to any real property alterations, improvements, or additions that are permanently affixed to the project area, such as sidewalk flatwork or road improvements.

“Trade fixture” means a piece of equipment on or attached to the site which is used in a trade or business and is removable from real property at the conclusion of operations.

Appendix A – Guidance for Chargers in the Right-of-Way

Abbreviations

BOT – Business Operation Tax
DC – direct current
DCFC – direct current fast charger
EV – electric vehicle
EVCS – EV charging space
EVSE – EV supply equipment
L2 – level 2 charger
Public Works – Department of Public Works
SMUD – Sacramento Municipal Utility District

1. Project initiation

Upon selection by the City and execution of a contract agreement, the proposer, or EVSE provider, shall hold a kickoff meeting with City staff to conduct initial evaluation of proposed sites. City staff will provide preliminary direction on feasible sites that are appropriate for further vetting with the community and stakeholders.

2. Community and stakeholder engagement

The EVSE provider shall notify property owners, and/or residents (collectively referred to as “stakeholders”) nearby the proposed site(s) for EVSE installation of their intent to propose curbside charging in the area. Stakeholders along the block face, across the street of the block face, and each of the corner properties near the proposed site must be notified through one or more communication channels, such as written mail, door knob hangers, and in-person conversations. The EVSE provider shall attend at least one meeting of the local neighborhood association, and at least one meeting of the local business district. The purpose of attending these meetings shall be to present the project concept and seek input on sites. Letters of support from business districts and neighborhood associations at or near the proposed site(s) of installation are beneficial, but not required. The EVSE provider shall be required to submit documentation of outreach to the City.

3. Pre-application review

3.1 Initial City Review: Following community outreach, the EVSE provider shall confirm the proposed project sites. Key City staff will review and evaluate the proposals, including but not limited to the Sustainability Manager, Parking Services, Development Engineering, Traffic Engineering, Urban Forestry, and the current Planning/Urban Design Manager, in addition to SMUD. The City team will consider factors such as parking supply, traffic flow, design considerations, historic designations, and planned or existing transportation improvement projects. The City will review and provide direction for changes to the proposed sites, or approval to proceed to provide project noticing. The City may elect to convene community meeting(s) to review the proposals with stakeholders at the City’s sole discretion. Participation by the EVSE provider in any such meeting shall be required, up to three meetings.

3.2 4.2.4 Community Notice: The City shall post a public notice for the public at conditionally approved project site(s) indicating the number and type of curbside charging units proposed and the parking spaces to be impacted. Notices shall be posted for a period of 10 consecutive

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calendar days, and shall include contact information for the public to seek information, provide comments, or to protest the action. City staff will consider any comments or protests and refer the action to the Public Works Director or designee to make a final determination for the proposed project site.

4. Electric service and permits

Upon City approval of proposed sites, the EVSE provider may proceed to electric service and project permitting. To proceed, the EVSE provider must submit completed applications for each approved charging site within ninety (90) days. Projects will require electric service permits, or proof of electric service dedication. EVSE providers are responsible for providing and maintaining electric service to all permitted EVSE at their sole expense, including costs related to establish a new service account, obtain utility permits, and all demand and delivery charges for electric service. In addition, each proposed site shall require an encroachment permit application through a commercial plan check (CPC) process. Other permits may apply.

5. Fees

The EVSE provider shall be responsible for all permitting fees, which may include, but are not limited to, SMUD service fees, CPC encroachment permit fees, building permit fees (if electrical service is routed from private property), annual public-use EV charging parking permit fee, and annual business operations tax.

6. Data Sharing and Pilot Evaluation

The EVSE provider shall share anonymized, aggregate data specified by the City including EVSE performance, utilization and user demographics. Data-sharing is essential for the City to evaluate success of the pilot and develop future iterations of the Curbside EV Charging Program. The City may share this data with other public and/or non-profit entities for research purposes. Data provided to the City shall become public information, with very few exceptions.

7. Siting and Design

7.1. General Siting Summary: The City has identified opportunity areas where curbside EV charging may be appropriate in **Appendix C** of this RFP. These opportunity areas are based on available criteria such as appropriate on-street parking regulations and other relevant City data, such as planned road diets or bicycle network improvements as identified in the Central City Specific Plan or Bicycle Master Plan, or other special considerations where curbside chargers may be incompatible or infeasible uses. **Appendix C does not** identify preferred or approved spots for curbside charging. The map is intended for informational purposes, to show areas that may be suitable pending additional site-specific analysis.

7.2. Parking Supply: **Appendix C** accounts for all parking regulations where curbside charging may be considered, as identified in **Table 1** below. However, to ensure adequate parking turnover for EV drivers, only DCFC will be considered for parking spaces in 1+ zones or where certain restrictions exist. See **Table 1** below for site eligibility by level of charge. Generally, the City will not permit more than two EVSE per block face. On-street parking designations are periodically updated and may be viewed online using the weblink at the [Parking Service's webpage](#) or accessed via the City's [Open Data portal](#).

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Table 1. Site Eligibility

Time Limit or Zone	Allowable EVSE	
	DCFC	Level 2
White Zone, Yellow Zone, Green Zone, Commercial Loading Zone, or Passenger Loading Zone	No	No
Parking spaces with daily, weekly, or monthly parking restrictions	No	No
30-minute parking or less	No	No
1+ zone	Yes	No
2+, 3+, 4+, 6-hour, and 10-hour	Yes	Yes

7.3 Other Locational Considerations: Block-level characteristics must be considered when siting curbside EVSE. Based on a range of criteria, the City encourages thoughtful selection of sites and may choose to prohibit and/or limit the number of EVCS for a proposed location. Sites will be evaluated and decided through collaborative process with successful proposers, upon selection for participation in the pilot. In general, all curbside charging should avoid the following:

- Damage to or removal of a City tree as defined in Section 12.56 of the Sacramento City Code, or where the site would be at risk for root intrusion
- Where other major transit or active transportation improvements exist or are planned, such as areas immediately adjacent to bus stops or light rail routes
- Within areas characterized by unique cultural or design characteristics, potential factors that may limit the compatibility of infrastructure may include, but are not limited to, designated historic districts, areas adjacent to individually-listed landmarks, such as historic sites listed on the Sacramento Register of Historic and Cultural Resources
- Areas where the installation would be the first of such features, potentially resulting in an adverse change to the design setting (e.g., topographic separation, landscape separation, fencing, or other site features that obscure views from historic resources)
- Where the existing parking supply is heavily impacted
- Where EVSE and/or associated signage violate the requirements established by the California Manual on Uniform Traffic Control Devices, including Section 2A.18, providing a minimum height of 7' above a pedestrian sidewalk or pathway, or as otherwise identified therein
- Where the site causes obstruction to visibility at traffic intersections, pursuant to City Code Section 12.28.010

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7.4 EVSE Specifications, Payment, and Customer Support

7.4.1 Specifications: EVSE that provides a Level 2 charge must be compliant with SJ 1772 standards. DCFC or high-power charging is preferred and shall support both SAE Combined Charging System (CCS) and CHAdeMO charging standards. EVSE must also be listed by an approved product listing agency, rated for outdoor use, and installed in accordance with the manufacturer's specifications.

7.4.2 Payment Methods: Payment for the use of EVSE shall be convenient and strive to accommodate several transaction methods, including but not limited to universally accessible smartphone payment applications, contactless credit card payments, point-of-sale credit card terminals located on the EVSE unit; and/or toll-free phone payment services.

7.4.3 Fee Structure: To ensure parking turnover and availability of infrastructure for EV charging, EVSE shall also comply with at least one of the following requirements:

- Charging is provided as a paid service at a reasonable market rate; OR
- Active charging is free, provided that a reasonable idle fee is charged by minute or by hour for vehicles that remain parked after the battery is fully charged, or another similar method is using to ensure charging turnover

7.4.4 Customer Support: All EVSE in the right-of-way shall include information for real-time and convenient customer support for assistance with use of the equipment, reporting EVSE issues such as a lack of voltage, and reporting public safety issues.

7.4.5 State Regulations: All projects permitted pursuant to this pilot are subject to state-wide regulations for EV charging stations, including upcoming policies associated with Senate Bill (SB) 454 Open Access Charging Stations Act.

7.5 Design Requirements

The following criteria establish the minimum requirements for allowable EVSE considered for installation in the public right-of-way.

7.5.1 Minimum standards: All minimum standards for curbside structures shall apply. The following placement and design guidelines shall be adhered to when developing plans for the installation of EVSE:

- Maximum EVSE cabinet size of eight (8) feet tall, four (4) feet wide and two (2) feet deep, unless the City determines that deviations from these standards are appropriate for success and performance of the installation, based upon information submitted by the EVSE provider in the RFP response
- Maintain at least 6 feet of clearance from fire hydrants, and at least 18 inches from the face of the curb
- Position such that the EVSE supplier is stored at a height of 24 inches to 48 inches above the parking surface (National Electrical Code, Article 625.30(B)e)
- Proper distances should be maintained between the EVSE and features in the public right-of-way, including street trees, utility poles, and signs

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- Minimize the reduction of vegetation on sidewalks
- Minimize the physical footprint of electric service equipment in the public right-of-way
- Avoid impacts to trees or tree removals
- Any other relevant design requirements may apply, as provided by Development Engineering and SMUD
- Orient EVSE to minimize conflicts with other uses in the right-of-way and minimize negative impacts to safe travel, avoiding impacts to vehicles, drive-by traffic, cyclists, and pedestrians

7.5.2 ADA Standards for Accessible Design: On-street parking spaces are subject to compliance with Americans with Disabilities Act (ADA), including both parallel and angled on-street spaces. Newly altered parking spaces shall meet the minimum number of accessible EVCS as identified herein.

On-street EVCS shall be designed according to the following accessibility standards, consistent with relevant sections of the proposed Guidelines for Pedestrian Facilities in the Public Right of Way (United States Access Board 2011), the proposed California Department of Transportation (CADOT) 2010 Revised Standards Plan RSP A90B, 2016 California Building Code Chapter 11B, and Plug-In Electric Vehicles: Universal Charging Access Guidelines and Best Practices (Governor’s Office of Planning and Research 2013), unless more recent and/or restrictive standards are imposed by a superseding authority (e.g., state or federal court ruling or legislation). The City reserves the right to modify and add additional accessibility requirements as appropriate due to site-specific considerations. At a minimum, curbside EVCS shall meet the following requirements:

Accessible Parking Spaces:

- Each site shall include at least one van accessible EVCS
- Parallel van accessible EVCS shall be located at the end of the block face, to be usable by vans that have rear lifts and cars that have scooter platforms
- Accessible EVCS shall be located where the street has the least crown and grade close to key destinations

Ground Space:

- Clear ground space for access to operable controls
- 30” by 48” clear ground space provided adjacent to operable controls and equipment
- 36” clear width accessible route to operable controls
- Minimum of 6’ wide clear walking path behind the EVSE

Operable Parts:

- Operable controls located at 48” maximum height
- No reaching obstructions greater than 10” for any operable controls

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7.5.3 Public Safety: EVSE providers shall take measures to secure their investment and ensure public safety around the site. All EVSE shall be located safely and reasonably in the public right-of-way. Site designs must include the following safety requirements:

- To further maintain clear ground space, EVSE shall feature a single-head elevated or retractable charge cord technology to elevate the cord when not in use and ensure that cords do not lie on the ground
- EVSE placement shall not impede pedestrian and bicycle traffic
- Bollards shall be installed to protect EVSE from vehicular traffic while maintaining accessible ground space requirements
- EVSE shall be installed in a location with ample night-time lighting or new light fixtures must be installed at the expense of the EVSE provider to provide for overnight visibility

7.5.4 Parking Enforcement: Public Works shall provide and maintain parking signs for any approved EV charging site in the right-of-way. When new signage is required, the City may install poles for signs and invoice the EVSE provider for costs of any new signage. Installation of poles for signage should be included in project drawings. The EVSE provider shall not attach or erect any additional signs at the site. Parking Services enforce all parking regulations imposed by the City's parking signs. The Parking Services Manager shall also designate and enforce on-street spaces for active EV charging only.

7.5.5 Attached Signs: All EVSE units shall include attached signs or markings compliant with all current California Division of Measurements and Standards requirements, including manufacturer name or trademark, and model identifier. Other attached signs may include instructions on how to dispense electricity, pay for service, or other operating instructions. Such signs shall be limited to 4 square feet; signs larger than 4 square feet are subject to compliance with City Code Chapter 15.148.600.G. Guidance for digital sponsorship signage for curbside chargers is addressed separately in City Code Section 15.148.600.G, and **Appendix B** in this RFP.

8. Agreement Terms

8.1 Agreement Overview: License and Revocable Permit Agreements will be issued to each party who is permitted to construct one or more curbside EV charging stations through this RFP. The License and Revocable Permit Agreement will establish the terms and conditions of project including, but not limited to, requirements related to operation, maintenance, administration, enforcement, data sharing, and other criteria as identified in this RFP. The agreement will include an exhibit outlining the anticipated sites for construction. Upon entering into an agreement, the City will evaluate and confirm sites with the provider. City approval of sites shall be required prior to EVSE provider application for permits. In addition to the criteria specified elsewhere in this RFP and **Appendix A**, the following criteria shall apply in the Agreement:

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8.1.1 Term of Agreement: The initial term of Agreement is five years for DC Fast Charging equipment and three years for L2 Charging equipment following the date the EVSE is first operational. Agreements may be revoked at any time for sites not in compliance with the terms of the program, as outlined below.

8.1.2 Renewals: After successful completion of the initial Agreement term, the City may offer an Agreement renewal to the provider. If offered by the City and accepted by the vendor, the Agreement may be renewed for successive one-year periods upon satisfactory completion of an annual inspection unless terminated by either party after the initial term of agreement upon at least thirty (30) days prior written notice.

8.1.3 Annual Inspection: EVSE providers shall provide an inspection schedule for the EVSE according to manufacturer or supplier standards. The EVSE provider shall contract a third-party inspector to ensure EVSE is in proper conditions and safe working order. The entire site, including striping and signage improvements, shall receive an inspection on an annual basis by a designated City division with costs of the inspection to be paid by the EVSE provider. The City will determine annual inspection schedules, giving at least ten (10) days' notice to the EVSE provider before annual inspections take place. Invoices for the costs of City staff time for annual inspections will be calculated according to hourly rates in effect at time of the inspection.

8.2 Insurance and Bonds

8.2.1 Proof of Insurance: EVSE providers shall maintain the following coverages and amounts of insurance at all times:

- Statutory Worker's Compensation Insurance, and Employer's Liability limits of \$1,000,000 per accident per employee (the Workers' compensation policy shall include a waiver of subrogation in favor the City); and
- Commercial General Liability Insurance, written on an occurrence basis, covering bodily injury (including death), personal injury, and property damage, with limits of not less than \$2,000,000 per occurrence, \$4,000,000 aggregate; and
- Automobile Liability with a combined single limit of \$1,000,000.

8.2.2 Removal Bond: The EVSE provider shall hold a third-party removal bond with a penal sum of bond no less than \$30,000 for each site. The City of Sacramento shall be the designated payee. In the event the EVSE provider fails to meet the obligations for site surrender or otherwise violates the terms of agreement, the City will use the Removal Bond to pay for decommissioning of the site as stipulated herein.

8.3 Operational Requirements

8.3.1 Access: EVSE in the public right-of-way shall be accessible to customers twenty-four hours per day, seven days per week, and 365 days per year, excluding any prohibited parking hours for City services, or street closures for special events. Unless the EVCS is dedicated for use by a Qualified Car Share Operator per City guidelines,

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EVCS shall not be dedicated for any other user group. Notwithstanding the foregoing, access to the EVSE site may be prevented at times due to planned maintenance, City-sponsored events, or emergencies. If the City is aware of major closures on the street immediately shared with the site, the City shall make a reasonable effort to provide prior notice to the EVSE provider.

8.3.2 Data Sharing & Reporting: EVSE providers are required to provide transactional data and a summary of statistical data regarding use of the EVSE provider's charger(s). The daily transactional data will include, at a minimum, charging unit type, charging time and duration, and location information. The summary data will contain usage statistics such as charge sessions by hour, kilowatts consumed, number of charge events, and average charge times. All data shall be prepared according to a format prescribed by the City with the concurrence of the EVSE provider and furnished to the City on a quarterly basis or upon request. The EVSE provider is encouraged to provide information that surveys users to determine usage by existing versus new EV drivers, point of origin of customers, and impact on EV adoption and awareness. In addition, the provider is encouraged to provide climate and air quality performance metrics and related assumptions, such as pounds of carbon dioxide equivalent (CO₂e) offset by electric miles traveled. The City highly encourages a near-to real-time data dashboard which illustrates the status of all charger(s), as well as overall availability including charger location(s), number of stalls, and charger utilization information. The City will have the right to use and share data with partners for program evaluation and research purposes.

8.4 Site Access, Maintenance and Repairs

8.4.1 Site Access: The EVSE provider and EVSE provider's agents, including employees, contractors, and vendors, may access the site at any time to maintain, inspect, repair, upgrade or replace any portion of the charging equipment unless such actions will require a full or partial sidewalk closure or street closure. If this is the case, the EVSE provider must apply for a construction encroachment permit from Development Engineering to coordinate a traffic control plan. If the EVSE provider or its agents must close the sidewalk and/or street to respond to an emergency at the site, the EVSE provider or its agents must make best efforts to contact an appointed City staff member to communicate and coordinate the emergency response.

8.4.2 Maintenance and Repairs: The EVSE provider, at its sole expense, shall be responsible for maintaining improvements of the site and EVCS for the duration of the agreement including, but not limited to, the chargers, flatwork and accessibility improvements, and all supporting equipment and structures. The EVSE provider shall keep and maintain all improvements in a safe and clean condition, in good order and repair. Should the EVSE provider fail to maintain improvements according to these standards, the City shall provide notice of default to the EVSE provider. Should the EVSE provider fail to respond within thirty (30) days after receiving City notice and initiate remediation of conditions, the City may elect to conduct such maintenance at the EVSE provider's sole cost and expense, in which case, the EVSE provider shall

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reimburse the City for such costs on or before the 45th day following the applicable invoice due date.

8.5 Revocation and Site Decommissioning

8.5.1 Basis of Revocation: The City may revoke the agreement to operate EVSE in the right-of-way at any time, but generally shall do so pursuant to life and safety issues, or noncompliance with agreement terms. Potential rationale for revocation may include but is not limited to issues pertaining to life and safety such as failure to respond to written notices from the City due to unsafe conditions in the street or walking path due to the project, electrical parts that are unstable or unsecure; failure to repair EVSE units or safety enclosures where EVSE have been inoperable for more than sixty (60) consecutive days after written notice of default from the City, when such closure, removal, or failure to repairs results in the absence of functioning chargers and is solely the fault of the EVSE provider and not attributable to other causes such as utility outages, natural disasters, or other situations beyond the control of the EVSE provider or the City; failure to pay annual fees within 30 days' written notice of default; and failure to maintain appropriate amounts of insurance .

8.5.2 Decommissioning of EVSE: Unless otherwise directed by the City, within ninety (90) days of the expiration or earlier termination of an Agreement, the EVSE provider shall restore the site to its original condition, normal wear and tear excepted. If the site is damaged by the EVSE provider in the process of removal, such damage shall be repaired forthwith by the EVSE provider at its sole cost and expense. Should the EVSE provider fail to complete said removal within ninety (90) days, the City shall conduct the removal and disposal of improvements at the EVSE provider's sole cost and expense using the EVSE provider's removal bond. Any remaining trade fixtures shall become the property of the City, without the requirement of reimbursement to the EVSE providers.

8.5.3 Surrender of Real Property Improvements: Any real-property improvements shall become the property of the City upon termination of the Agreement or upon Agreement expiration, whichever occurs first, without the requirement of reimbursement to the EVSE provider.

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Checklist for Permit Process

The following checklist is intended to inform RFP proposers of the anticipated permit process, for full permitting of the project after selection of a successful vendor pursuant to the RFP.

A.2 City Permit Applications

A.2.1 Major Construction Encroachment Permit

- Completed “[Construction Encroachment Permit Application](#)” Form
- 8 ½” x 11” (or larger size) site plan – 4 copies
- Traffic Control Plan (also include pedestrian path of travel) – 4 copies
- List of active building permits for this location
- Proof of liability insurance on “Accord” Form AND “ADDITIONAL INSURED ENDORSEMENT” page
- Permit deposit/fee and Trench Cut Fee (if applicable)
- Submit application to Development Engineering, 300 Richards Blvd., 3rd Floor, Sacramento, CA 95811

A.2.3 Building Permit*

- Completed “[Application for Building Permit](#)” Form
- Submit application to the Building Division, 300 Richards Blvd, 3rd Floor, Sacramento, CA 95811

**Required ONLY if EVSE power supply will come from existing electrical components of a private building/property, or if the project involves other improvements on private property*

A.3 SMUD Electrical Permit

- Complete appropriate applications for service and/or construction with SMUD ([link](#)), OR
- Copy of executed agreement with property owner and any applicable SMUD documents, verifying consent of property owner to provide electrical service for the project (if applicable)

A.4 Business Operation Tax (BOT) Certificate

- Complete a “[BOT Application](#)” Form and pay BOT fees
- Submit your application [online](#), or in person or by mail to Revenue Division 915 I Street, Room 1214, Sacramento, CA 95814
- Renew BOT Certificate and pay fees annually

Appendix B

Sponsorship Sign Exemption & Digital Sign Guidelines for EV Chargers in the Right-of-Way

ORDINANCE NO. 2018-0026

Adopted by the Sacramento City Council

July 3, 2018

An Ordinance Amending Section 15.148.600 of the Sacramento City Code Relating to Signs

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1

The City Council finds as follows:

According to the Sacramento Metropolitan Air Quality Management District, air pollution is a serious public-health problem for the residents of Sacramento County. The Sacramento metropolitan area is classified as a severe nonattainment area for federal ozone levels, a moderate nonattainment area for federal 24-hour PM-2.5 levels, and a nonattainment area for state annual PM-10 levels (see <http://www.airquality.org/businesses/air-quality-plans/federal-planning>). In addition, the American Lung Association has ranked the Sacramento-Roseville metropolitan area as the fifth most polluted area in America for ozone in 2018 (see American Lung Association, *State of the Air 2018* (2018), at <http://www.lung.org/assets/documents/healthy-air/state-of-the-air/sota-2018-full.pdf>), representing a worsening score from the region's 2017 ranking as the eighth worst for ozone (see American Lung Association, *State of the Air 2018* (2017), at <http://www.lung.org/assets/documents/healthy-air/state-of-the-air/state-of-the-air-2017.pdf>).

During the summer months, the air pollutants in Sacramento, including ground-level ozone, come mostly from mobile sources powered by internal-combustion engines, such as the cars, trucks, and buses. Persons who suffer from heart disease (such as coronary artery disease or congestive heart failure) or from respiratory disease (such as asthma, emphysema, or chronic obstructive pulmonary disease) are most at risk from air pollution, as are children whose lungs are still developing and pregnant women. Even for healthy persons, polluted air can cause respiratory irritation or breathing difficulties during exercise or outdoor activities, resulting in wheezing, chest pain, dry throat, headache, nausea, reduced resistance to infection, increased fatigue, and weakened athletic performance.

To help counter the injurious effects of air pollution from mobile sources, the City Council desires to promote and facilitate the public's use of electric vehicles ("EVs") on city streets by attracting public and private sponsors who will underwrite the costs of providing EV charging at subsidized rates. This ordinance will encourage the sponsorship of EV-charging facilities, and thus will directly advance the City's goal of reducing air pollution while also maintaining a safe

and attractive public environment, by allowing the sponsors to place on the EV-charging stations a limited number of signs that inform EV users and the public of the sponsors' financial support. At the same time, this ordinance will advance several important City policies:

- The City's 2035 General Plan commits the City to continue to collaborate with state and regional partners to support rapid adoption of zero emission and low-emission vehicles, including public and private EV-charging stations (Policy M1.5.5).
- The City's 2035 General Plan establishes targets for the reduction of community-wide greenhouse-gas ("**GHG**") emissions, calling for a 15% reduction below 2005 baseline levels by 2020, and 49 and 83% reductions by 2035 and 2050, respectively (Policy Environmental Resources 6.1.5). Reducing vehicle emissions from transportation is a key strategy to achieving community GHG targets.
- The City's Electric Vehicle Strategy, which the City Council adopted on December 12, 2017, Motion No. 2017-0374 (see <http://www.cityofsacramento.org/Public-Works/Electric-Vehicle-Initiatives/EV-Strategy>), directs the City to "Advance the next generation of transformational and highly visible [zero-emission vehicle] mobility applications and programs" and to "Increase the visibility and awareness of [zero-emission vehicles] as a viable transportation option" (Goals 3 and 4).
- The Electric Vehicle Strategy also calls for the City to "Prioritize public charging for those without other charging options" (Action 1.4). Currently the City has about 430 EV-charging stations, far short of the City's 2025 goal of 3,800 EV-charging stations (Table 2). The ordinance will help attract the investment needed to achieve this goal.
- The City's 2012 Climate Action Plan ("**CAP**") documents that the transportation sector accounts for 48% of community-wide 2005 baseline GHG emissions. To reduce GHG emissions and thus improve air quality, the CAP calls for replacing internal-combustion vehicles with EVs.

SECTION 2

A. Subsection G is added to section 15.148.600 of the Sacramento City Code, to read as follows:

- G. Sponsorship signs for EV-charging stations. Signs affixed to a structure or apparatus that provides the public with access to subsidized, non-proprietary charging of electric vehicles and is located on city property, as defined in section 15.148.015, under an agreement between the city and the owner of the structure or apparatus.

1. Each such structure or apparatus (an “EV charging station”) may have up to two sponsorship signs that display instructions for use and identify the sponsor or sponsors of the EV charging station.
 2. Each sponsorship sign for an EV charging station must comply with all of the following:
 - a. the display area of each sign may not exceed eight square feet;
 - b. any illumination must be from a light source within the sign;
 - c. the sign may not use digital-display technology unless expressly allowed by the agreement between the city and the owner of the structure or apparatus;
 - d. the sign must comply with sections 15.148.570 (if applicable), 15.148.620, 15.148.640, 15.148.650, and 15.148.710;
 - e. general advertising may not be displayed;
 - f. the sign must not constitute a nuisance or hazard to vehicular traffic, pedestrians, or adjacent property; and
 - g. the sign must satisfy all requirements, conditions, and restrictions in the agreement between the City and the owner of the structure or apparatus.
- B. Except as amended by subsection A above, all provisions of section 15.148.600 remain unchanged and in effect.

Adopted by the City of Sacramento City Council on July 3, 2018, by the following vote:

Ayes: Members Ashby, Carr, Guerra, Hansen, Harris, Jennings and Mayor Steinberg

Noes: None

Abstain: None

Absent: Members Schenirer and Warren

Attest: **Mindy Cuppy** Digitally signed by Mindy Cuppy
Date: 2018.08.01 17:34:15
-07'00'

Mindy Cuppy, City Clerk

The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the Sacramento City Council.

Passed for Publication: June 26, 2018

Published: June 29, 2018

Effective: August 2, 2018

GUIDELINES FOR DIGITAL DISPLAYS ON EV-CHARGING STATIONS IN THE PUBLIC RIGHT-OF-WAY

Background and Purpose

The City has established a program to promote and facilitate the public's use of electric vehicles (“EVs”) by contracting with public and private companies that will install EV-charging stations in the City's rights-of-way and provide EV charging to the public without charge or at substantially subsidized rates (“Providers”). To attract Providers, the City will allow them to install, on the EV-charging stations, signs that identify the Provider and the financial sponsor or sponsors of the stations.

As a further inducement, the City will allow a Provider to install identification signs that use “**digital displays**”—i.e., signs that display still images using grid lights, cathode-ray projections, light-emitting diodes (LEDs), plasma screens, liquid-crystal displays (LCDs), fiber optics, or other electronic media or functionally equivalent technology—but only if the Provider and the digital displays comply with City Code § 15.148.600.G.2.b and these guidelines.

Among other things, § 15.148.600.G.2.b requires that each Provider who desires to install digital displays in the City's rights-of-way must enter into a written agreement with the City that specifies the requirements, conditions, and restrictions applicable to the displays (“**Display Agreement**”).

Guidelines

1. A Provider may not apply for or be issued encroachment permits for an EV-charging station that will include digital displays unless the City and the Provider have entered into a Display Agreement for station. Any encroachment permit issued before the City and the Provider enter into a Display Agreement is voidable at the City's discretion.
2. Each EV-charging station in the right-of-way may have up to two digital displays, each with a display area not exceeding eight square feet.
3. Only one EV-charging station with digital displays is allowed per block unless the City determines, in its sole discretion, that more than one station per block is consistent with the character, land uses, and density of the surrounding area.
4. Providers who install digital displays on EV-charging stations must comply with the following to avoid negatively affecting sensitive uses, such as residences:
 - 4.1 Before applying to the City for an encroachment permit covering the station, provide notice of the proposed digital displays to potentially affected residents and property owners and to business and neighborhood organizations, as required by the Display Agreement.

- 4.2 When the City notifies the Provider of any negative effects from a digital display—such as glare, vandalism, noise, or equipment malfunction—the Provider must promptly eliminate or mitigate the negative effects to the City’s satisfaction. If the Provider fails to do so within 30 days after receiving notice of the negative effects, then the City may give the Provider a written notice stating that the City proposes to terminate the Display Agreement for the digital display, explaining the reasons for the proposed termination, and advising the Provider that it has 15 days to respond to the notice. If the Provider does not timely respond, or if the Provider responds but the City determines, after considering the response, that termination is appropriate, then the City may notify the Provider in writing that the Display Agreement is terminated. Upon receiving notice of termination, the Provider must promptly deactivate and remove the digital display.
- 4.3 When an encroachment permit is issued for an EV-charging station that will include digital displays, the Provider must provide the residents, property owners, and organizations that were notified under § 4.1 with an ongoing phone number and email address for registering any concerns or complaints about the digital displays during construction and after installation. The EV-charging stations must also display this information.
5. Operation of digital displays.
- 5.1 A digital display must be permanently attached to the EV-charging station, integral to the station’s structure, and compatible with the station’s design.
- 5.2 A digital display must meet the following operating criteria:
- (A) It must NOT display general advertising. It may display only sponsor messages and government messages. “Sponsor messages” identify the Provider or the financial sponsor or sponsors of the subsidized EV-charging station and EV-charging services by displaying names, logos, web addresses, QR codes, phone numbers, and social-media contacts. “General advertising” is defined in City Code § 15.148.1170.
 - (B) It must not have any animation.
 - (C) Changing messages must use either an instant transition between messages or a fading transition with a transition time between messages of not less than 1 second and not more than 2 seconds.
 - (D) It must not go blank during a transition between messages.
 - (E) Messages must remain on the digital-display screen at least 8 seconds.
 - (F) It must not use a pixel pitch greater than 12 mm.
 - (G) It must be equipped with a sensor or other device that automatically adjusts the brightness of the display according to changes in ambient

lighting to comply with a brightness limitation of 0.3 foot-candles above ambient lighting. It must transition smoothly at a consistent rate from the allowed daytime brightness to the allowed nighttime brightness levels, beginning approximately 45 minutes before sunset and ending approximately 45 minutes after sunset. Upon the request of the public works director or his or her designee, the digital display owner must, at the owner's expense, have a City-approved testing agency measure the brightness of a digital display and adjust the brightness to comply with these brightness standards.

- (H) If installed on EV-charging stations in areas with residential uses or other sensitive uses such as assisted living facilities, hospitals, schools, or other uses that the City may identify during the process of developing a Display Agreement with the Provider, the digital display must comply with any additional standards the City establishes—such as mandatory dimming periods, restricted screen orientation, and screening—to avoid negatively affecting those uses.

5.3 Based on new or updated information or studies, the City Council may amend these guidelines by adding new requirements to mitigate effects on the visual environment or on residential properties or other sensitive receptors; to reduce driver distractions or other hazards to traffic; or to otherwise protect and promote the public health, safety, and welfare. Each Display Agreement will provide that such amendments to these guidelines will apply to the covered digital displays even if the amendments occur after the date of the Display Agreement.

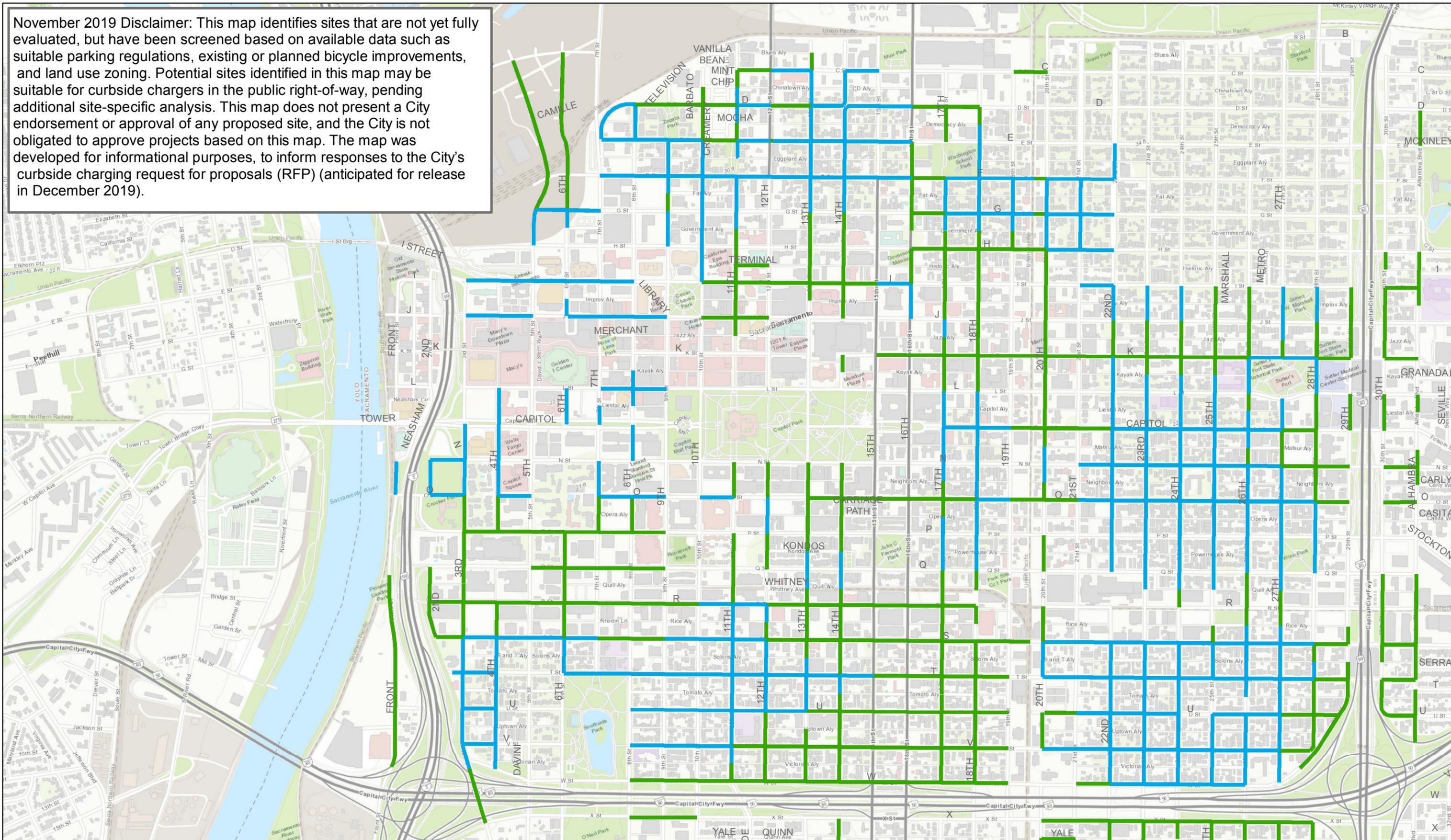
5.4 Each proposal for digital displays on EV-charging stations will also be reviewed during the approval process for an encroachment permit by either the design director (defined in City Code § 17.108.050) or the preservation director (defined in City Code § 17.108.170), as appropriate. When deciding whether to approve the plans and specifications for digital displays on EV-charging stations, the design director or preservation director will not consider the content or graphic design of messages other than to determine legality under federal or state law.

Appendix C

Map of Streets in the Central City with Potential for Curbside Charging

For a digital version of the map, refer to the City website: <http://www.cityofsacramento.org/Public-Works/Electric-Vehicle-Initiatives/Curbside-Charging>

November 2019 Disclaimer: This map identifies sites that are not yet fully evaluated, but have been screened based on available data such as suitable parking regulations, existing or planned bicycle improvements, and land use zoning. Potential sites identified in this map may be suitable for curbside chargers in the public right-of-way, pending additional site-specific analysis. This map does not present a City endorsement or approval of any proposed site, and the City is not obligated to approve projects based on this map. The map was developed for informational purposes, to inform responses to the City's curbside charging request for proposals (RFP) (anticipated for release in December 2019).



- Anticipated Opportunity
- Potential Opportunity (Lower Likelihood)

Streets with Potential for Curbside Charging

Appendix D

Parking Permit Fees for Operators of Curbside EV Chargers

DEDICATED SPACE PARKING PERMIT FEES

Fees to be paid by the operator of the curbside charging infrastructure

Parking Space Type	Annual Fee	
	Metered	Time Zone
Dedicated Public-Use EV Charging Space (Curbside Charging Space)	\$932	\$360

Adopted by the Sacramento City Council July 31, 2018 (Resolution 2018-0313)

More information available online: <https://www.cityofsacramento.org/Public-Works/Transportation/Programs-and-Services/Car-Share>