



CITY OF HARRISONBURG
FINANCE
& PURCHASING

409 SOUTH MAIN STREET, 3RD FLOOR
HARRISONBURG, VA 22801
FINANCE OFFICE (540) 432-7702 • FAX (540) 432-7779
PURCHASING OFFICE (540) 432-7794 • FAX (540) 432-7779

REQUEST FOR INFORMATION (RFI) COVER PAGE

ISSUE DATE: September 7, 2022	REQUEST FOR INFORMATION NUMBER: 2023008-PW-I	FOR: Electric Vehicle Charging Stations
DEPARTMENT: Public Works	DATE/TIME OF CLOSING: October 12, 2022 on or before 3:00pm local time	DATE/TIME LAST DAY FOR QUESTIONS: October 5, 2022 on or before 12:00pm (noon) local time

The City does not discriminate against small and minority businesses or faith-based organizations.

VENDOR INFORMATION

Name of Vendor: _____ Telephone #: _____

Address: _____ Federal Employer Identification #: _____

Contact Name: _____ Contact Email Address: _____

Please take a moment to let us know how you found out about this Request for Information (RFI) – Check one:

- eVA Website Bid Room (Please List) _____
- The Daily News Record Newspaper Notified by City Directly Other (Please List) _____

****Complete & return this document with RFI submission.***

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1.0 INTRODUCTION

The purpose of this Request for Information (RFI) announcement is to gain knowledge of potential qualified sources and types of EV Charging units available to assist the City of Harrisonburg, Virginia (City) understand the services offered and business models available in our region. This RFI is for preliminary market research purposes only. **THIS IS NOT A SOLICITATION FOR PROPOSALS AND NO CONTRACT SHALL BE AWARDED FROM THIS NOTICE.** Although no contract award will be made as a result of this RFI, the City's eventual goal is to install EV charging units based on information gathered in this RFI. No reimbursement will be made for any costs associated with providing information in response to this notice or any follow up information requests. The purpose of this RFI is to gain knowledge of interest, capabilities, and qualifications of businesses to compete and perform service under a contract for the installation, operation, maintenance, and/or management of self-service electric vehicle charging stations at various locations at City facilities. Information gathered will include unit functionality, unit management, and operation and maintenance. The City may purchase electric vehicle charging infrastructure in the future for both municipal fleet use and public use.

2.0 BACKGROUND

The City of Harrisonburg is an independent city located in the central Shenandoah Valley region of Virginia. It is the county seat of Rockingham County and encompasses 17.3 square miles, serving a population of approximately 55,000. Harrisonburg is located along Interstate 81 and is only two hours away from both Richmond, Virginia and Washington, D.C. Harrisonburg is home to two university campuses – James Madison University and Eastern Mennonite University – as well as numerous other businesses, non-profit organizations and a vibrant downtown.

3.0 RESPONSE CONTENTS

The purpose of this RFI is to understand available services and business models of electric vehicle charging station distributor/operator/manufacturer for the installation, operation, and/or maintenance of Alternating Current (AC) Level 2 electric vehicle charging stations for fleet and/or public use at various locations at City facilities.

3.1 GENERAL SPECIFICATIONS

Provide in your response details about the General Specifications offered to include at a minimum the following items:

- a. If subscription service is required for drivers to access the Electric Vehicle charging station infrastructure.
- b. Ability for drivers to find charging stations via web-enabled cell phones.
- c. Security designs and mechanisms used to eliminate energy theft.
- d. Safety information: system's safety measures; user instructions; user preventative safety measures; and user instructions in case of emergency.
- e. Ability for remote monitoring and diagnostic for quality of service.
- f. Equipment ability to meet compliance with ADA requirements.
- g. Screen display type and display quality.
- h. Equipment ability to withstand varying temperatures, weather conditions, and accommodate snow removal equipment and maintenance.

- i. Methods and forms of acceptable payment and if payment software is Payment Card Industry (PCI) compliant. The Vendor's approach to data security. Which type of Cybersecurity Insurance Policy does the Vendor carry, if any.
- j. The equipment/components can be listed by Underwriters Laboratories (UL) or any Nationally Recognized Testing Laboratory (NRTL) that meets the requirements of OSHA in 29CFR 1910.7 for the use of "Electric Vehicle Charging Stations"

3.2 EQUIPMENT CAPABILITIES

Provide in your response details about Level 2 equipment offered to include at a minimum the following items:

- a. Metering
- b. Network/Non-network
- c. How are customers notified that charge is complete?
- d. Port connection types
- e. Wall mounted options (only for fleet vehicles)
- f. Warranties and lifespan information
- g. Customer payment options
- h. Ability to allow fleet vehicles to charge at public locations without payment

3.3 MAINTENANCE PROGRAM DETAILS

If the respondent does not offer maintenance services respond to this section with a statement that maintenance services are not offered. Provide in your response details about maintenance services offered to cover at a minimum the following:

- a. General details
 - i. Nearest service department location
- b. Any applicable maintenance and network service plans
 - i. Typical inspection and preventative maintenance schedule
 - ii. Communication plan
 - iii. Customer service details
 - iv. Response time expected for issues with machine
 - v. What is covered under the standard maintenance agreement
- c. Upgrade Options
 - i. Amount of time it takes for unit to become outmodeled in terms of technology and/or functionality

1. Typically how often it makes sense to upgrade units
2. Are there any costs/credits associated with upgrading unit

3.4 REPORTING CAPABILITIES

Provide in your response details about reporting capabilities offered. If multiple level of reports are offered at different price levels, indicate what is offered at each level.

- a. What details are able to be included in a report
- b. How is report information accessed
- c. Provide a sample report
- d. If there is a report that the City needs the web to produce, are there programmers available to create a report? Would this be included in network fees or would this warrant extra charges?

3.5 BUSINESS MODEL DETAILS

Provide in your response details about equipment ownership, payment structures, and costs for the City.

- a. EVSE ownership type (vendor owns, City owns, etc.)
- b. User fees breakdown- how do the user fees create a revenue stream to pay for electricity, capital equipment, and any operation and maintenance
- c. Costs to the City of Harrisonburg
 - i. For units
 - ii. Service and maintenance plans
 - iii. Any incentive programs available to the City
- d. Preferred payment structure (lease space, percentage of revenue, etc.)

3.6 PRIOR EXPERIENCE DETAILS

Provide in your response additional details about prior clients

- a. 3 examples of existing AC Level 2 electric vehicle charging station under your control and operation with at least one being a government entity, ideally one of similar size

Name of locality/business	Size of locality/business	# of charging stations	Year first chargers were put in

- b. Please describe type of Maintenance and Network service and terms that were available to support the unit

4.0 SUBMISSIONS IN RESPONSE TO THE RFI

The Response shall provide information necessary for City of Harrisonburg to evaluate the qualifications, experience, and expertise of the proposing firm to provide AC Level 2 electric vehicle charging stations.

Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. All pages are to be 8 1/2" by 11", single spaced type no smaller than 10 fonts.

E-mail is the preferred method of delivery. Hardcopy responses and materials will also be accepted. Please respond by email to Purchasing@harrisonburgva.gov by the data and time indicated on the cover page.

or

Response documents may be mailed or hand-delivered to the Purchasing Office located at 409 South Main Street, Third Floor, Harrisonburg, VA 22801 by the date and time indicated on the cover page. Office hours are Monday through Friday, 8:00am to 5:00pm, except City holidays (www.harrisonburgva.gov/city-holidays).

The format of each response should contain the following elements organized into separate chapters and sections, as the Respondent(s) may deem appropriate:

TAB 1	<p>INTRODUCTION</p> <ul style="list-style-type: none"> • Cover Sheet (with RFI information); • Table of Contents – all pages are to be numbered; • Cover Letter/Executive Summary on company letterhead. • Business identification to include, but not limited to: parent company, age, size, number of customers, offices, number of employees, ownership structure, and the products and services offered, number of years of selling/supplying EV Charging Units (Level II)
TAB 2	<p>CONTACT INFORMATION & REFERENCES</p> <ul style="list-style-type: none"> • Contact Name(s) and information for questions the City might have concerning this information. • List of relevant websites for the respondent and its offerings, including if the respondent is a vendor, URL references for the reliability of EV units and a list of government/private entities for which the vendor currently supplies EV Charging units. • Attachment F. References List: The respondent should identify major customers who use its services and are willing to serve as a reference.
TAB 3	<p>RESPONSE CONTENT</p> <ul style="list-style-type: none"> • Submit detailed information addressing how the Respondent will achieve each portion outlined in Section 3 – Response Contents. Responses shall be in sufficient detail and include supporting documentation, as applicable.
TAB 4	<p>REQUIRED FORMS</p> <ul style="list-style-type: none"> • Attachment A. Proprietary/Confidential Information Identification Form
TAB 6	<p>OTHER SERVICES <i>(optional)</i></p> <p>The Respondent may provide information for other services or programs that are available to its clients that may not be specified in this RFI. Additional services should be provided with non-binding, general costs listed as well as details and description of the offering.</p>

5.0 NO OBLIGATION

The City of Harrisonburg may use the information gathered from this RFI process in a future procurement. The release of this RFI, however, in no way obligates the City to such course of action. The issuance of this RFI and Respondent’s preparation and submission of information does not commit the City to any contractual relation, directly or indirectly.

6.0 QUESTIONS

Questions related to the RFI or requests for clarification shall be directed to the Procurement Manager for the City of Harrisonburg, by email (Questions@harrisonburgva.gov) or by fax (540-432-7779). Oral questions will not be permitted. All responses to inquiries will be in writing and will be posted as addenda on the City’s website at www.harrisonburgva.gov/bids-proposals. All questions must be received by the date and time indicated on the cover page.

ATTACHMENT A. PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM

Code of Virginia 2.2-4342F (updated 07/01/18): “Trade secrets or proprietary information submitted by a bidder, Vendor, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, Vendor, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. A bidder, Vendor, or contractor shall not designate as trade secrets or proprietary information (a) an entire bid, proposal, or prequalification application; (b) any portion of a bid, proposal, or prequalification application that does not contain trade secrets or proprietary information; or (c) line item prices or total bid, proposal, or prequalification application prices.”

Trade secrets or proprietary information shall be identified in writing on this form, either before or at the time the data or other material is submitted. **Note: If proprietary/confidential information is identified, Bidder/Vendor must submit a redacted copy (in electronic PDF format) of their bid/proposal in addition to the required number of copies requested.** The proprietary or trade secret material must be clearly identified in the redacted bid/proposal copy by a distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Vendor refuses to withdraw such a classification designation, the proposal will be rejected.

Name of Bidder/Vendor: _____

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

*Bidder/Vendor may attach additional sheets if necessary

Check this box if there are none.

****Complete & return this document with proposal submission.***

ATTACHMENT B. REFERENCES LIST

Indicate below a listing of at least three (3) current or recent client references, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods or services.

Reference #1

Company: _____

Contact Person: _____

Phone #: _____

Email: _____

Project: _____

Dates of Service: _____

Reference #2

Company: _____

Contact Person: _____

Phone #: _____

Email: _____

Project: _____

Dates of Service: _____

Reference #3

Company: _____

Contact Person: _____

Phone #: _____

Email: _____

Project: _____

Dates of Service: _____

Terminated Reference *(if applicable)*

Indicate below a listing of at least one (1) recent client/account that has terminated your company's services within the last three (3) years. Account(s) are preferred to be government accounts of a similar size and nature.

Company: _____

Contact Person: _____

Phone #: _____

Email: _____

Project: _____

Dates of Service: _____

COMPANY BACKGROUND *(Attach additional sheets if necessary.)*

Number of Years in Business: _____

Overview of Work History, Experience & Background of Company: _____

****Complete & return this document with proposal submission.***