



REQUEST FOR (PRE)-QUALIFICATION

NWRFQU-22-02

Supply and Delivery of Electric Vehicle Charging Stations

Closing time:
Tuesday, February 15, 2022
3:00 P.M., Local Time

Closing location:
Main Information Desk
New Westminster City Hall
511 Royal Avenue,
New Westminster, BC, V3L 1H9
Or upload to: <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

All requests for further information must be made on or before Friday, February 11, 2022 in writing and only to

Purchasing Department:
City of New Westminster
Email: nwpurchasing@newwestcity.ca

COMPANY NAME	
Address	
Contact Name	
Telephone	Email
Signature	Dated

CORPORATION OF THE CITY OF NEW WESTMINSTER

A. Overview

As the City's fleet and public EV charging grows, the quantity of EV chargers will also need to grow. The purpose of this Request for Pre-Qualification (RFQU) is to identify and shortlist vendors who are experienced and qualified toward meeting the City of New Westminster's (City) anticipated electric vehicle (EV) charging needs. The City is therefore seeking vendors who are capable of supplying and delivering EV charging stations, and an online network management system. The City anticipates that EV chargers will be purchased on an as-need basis.

This is a request for Pre-Qualifications and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relations as part of this RFQU process and no obligations whatsoever will arise between the City and any organization who submits a response to the RFQU (a "Respondent") until and unless the City and a Respondent enter into a formal, written contract for the Respondent to undertake this service.

B. Scope - Basic Requirements and Preferences**BACKGROUND**

Recognizing the significance of the challenges posed by climate change, and the need to be proactive, Council adopted a Climate Emergency Declaration in 2019 committing to the reduction of greenhouse gas (GHG) emissions throughout the organization and community. In response to the climate emergency, Council endorsed 'Seven Bold Steps' to guide the City and the community towards a zero-carbon future by 2050.

The transition to a more sustainable transportation system is supported by the 'Seven Bold Steps', and objectives have been established to increase the adoption of EVs in the City. To achieve these objectives, the City has developed, and is developing, municipal planning and infrastructure strategies and plans, including: eMobility Strategy, Corporate Energy and Emissions Reduction Strategy, Green Fleet Action Plan, Community Energy and Emissions Plan. These strategies are further supported by regional and provincial objectives, strategies and plans.

The transition to EVs is an important part of achieving the objectives established under the 'Seven Bold Steps' and the City's broader vision for sustainable transportation systems and a livable community for all our residents. To support the increased adoption of EVs, an increase in EV charging infrastructure is also needed. As such, the City anticipates that it will need additional EV charging stations to support the electrification of its fleet and the community's adoption of electric vehicles.

REQUIREMENTS

The City anticipates that the following features and specifications will be required of each electric vehicle charging station and its online network management system.

A) General Features

1. A digital screen backlit for night-time use
2. LED status indicator

3. Certification to operate in temperatures ranging from -30°C to 50°C, including having a sturdy, weather resistant outer casing
4. Vandalism resistant features
5. User access provided with or without mobile-app registration and/or authentication as required by end user
6. RFID card and mobile-app based authentication and payment for iOS and Android devices
7. Ability to adjust charging fee, including free of charge or according to an adjustable usage fee as determined and required by the City of New Westminster
8. A data collection and management system via the internet
9. A communication gateway and interface that can relay real-time information back to a network management system and can be monitored via the internet
10. Ability to upgrade the communication gateway's cellular service
11. Ability to add the charger to a mapping system and/or EV charger network and provide real time information such as availability, in use, or under maintenance
12. Network compatibility with the City's existing EV charging network
13. Built-in energy management features
14. Over-current protection to prevent circuit breaker trips
15. Minimum cable length of 5.5 metres
16. Ability to retroactively add cable management features if desired
17. CSA certified for Canada and the United States

B) Technical Specifications

Level 2 EV Chargers

1. Minimum voltage rating of 208/240 Volts
2. Maximum rating of 40 Amps
3. Maximum adjustable charging power from 1.2kW to 7.2kW
4. SAE J-1772 charging connector

DC Fast Charger (Level 3)

5. Charging power output of 50kW
6. Connector compliance with Society of Automotive Engineers (SAE) Combined Charging System (CCS) and CHAdeMO

C) Online Network Management System

1. A transactional website/app enabling users to initiate or monitor their charging sessions and transfer funds required to pay for the charging service
2. Ability to manage City-owned RFID cards and accounts
3. Ability to issue the City different types of performance reports associated with the charging service
4. Data portal with real-time and historic consumption and usage trends
5. Capability to remotely configure the charging stations through the Owner's Web Portal, or through a customer service agent
6. Data storage in Canada is preferred

C. Content of Response

Respondents shall provide the information listed below in their submissions. **Submissions must be limited to six (6) pages, not including attachments.**

- a) **Cover Page:** The front page of this RFQU with the required Respondent information filled out and signed by an individual who is authorized to bind the Respondent to all statements contained in the RFQU. This page will not count towards the page limit.
- b) **Understanding of the Local Context:** Respondents will provide an overview of their familiarity with the City of New Westminster, its climate action objectives and goals, its existing EV charging network, and the intent of this RFQU.
- c) **Experience:** Include a brief history of the firm and its overall ability and expertise in providing EV charging solutions and an online network management system. Include a list of comparable projects/ clients.
- d) **Online Network Management System:** Outline the capabilities of the Respondent's online network management system and information, demonstrating its ability to meet the requirements outlined in this RFQU. In this section, the Respondent should include information related to the cellular service specifications of the communication gateways and any anticipated plans to upgrade them. During the evaluation, the City will also take into consideration the following:
 - a. Ease of use and management
 - b. Ease of integration with the City's current online management practices
 - c. Diversity and clarity of performance reports available to the City
 - d. Data privacy as required by the Privacy Impact Assessment outlined below
 - i. Preference will be given to data housed in Canada
- e) **EV Charging Stations:** Information that demonstrates that the Respondent's EV charging stations are capable of meeting the requirements outlined in this RFQU. The Respondent shall also include:
 - a. Installation guides for all Level 2 models outlined in this RFQU
 - b. A copy of the manufacturer's warranty and any other warranties offered for all EV charging stations outlined in this RFQU
- f) **Pricing Information:** Pricing information for each of the following items, including an estimated delivery turnaround.
 - a. Annual network subscription
 - b. Annual warranty fees (including warranty timeline)
 - c. Other recurring or optional fees and timeline (i.e. maintenance package)
 - d. Level 2 EV Charger – Wall Mount with 1 Charging Connector
 - e. Level 2 EV Charger – Wall Mount with 2 Charging Connectors
 - f. Level 2 EV Charger – Pedestal Mount with 1 Charging Connector
 - g. Level 2 EV Charger – Pedestal Mount with 2 Charging Connectors
 - h. Level 3 DC Fast Charger

The Respondent is also responsible for including pricing information related to the supply and delivery of any accompanying hardware (i.e. pedestal mount), separate to the cost of the charger.

- g) **Sustainability:** Explain how your organization promotes sustainability (locally and in your operations). For example, do you have a GHG Reduction Plan or Sustainability Plan?
- h) **Value Add and Innovation:** Provide a description of your organization's unique expertise and successes over-and-above what you have already provided in response to the previous questions; what sets your firm and products/service apart from other organizations with respect to this project?
- i) **Privacy Impact Assessment:** The City and any Respondent is required to comply with the Freedom of Information and Protection of Privacy Act (FOIPPA). As a condition of this RFQU and any tenders that may follow, the Respondent must provide evidence of their compliance.
1. Where is the data stored, include the backup and/or business continuity or disaster recovery sites?
 2. Will the data be accessed from outside of Canada at any time without the City's authorization? This includes maintenance on the systems by a third party.
 3. Describe your processes for managing personal information; include any industry certifications, such as ISO or others that you have in place.
 4. What physical security measures do you have in place?
 5. Describe how you track and manage who has access to personal information.
 6. What process do you have in place should a privacy breach occur?

D. Evaluation

The City will evaluate all valid submissions. The City will not necessarily accept any or all submissions. The object of the evaluation and selection process is to identify the submissions that, in the City's opinion, offer the best overall value for the products/ services requested. The City intends that an Evaluation Team, consisting of City staff, consultants, and/or other experts selected by the City, will review Responses to determine:

- a) A shortlist of Bidders that may be invited in a future invitation to tender.

The City intends to evaluate responses according to the following criteria:

Evaluation Criteria	Weighting
Understanding of the Local Context	5%
Related Experience	10%
Online Network Management System	25%
EV Charging Stations	25%
Pricing Information	25%
Sustainability	5%
Value Add and Innovation	5%
Total	100

E. Instructions for Responses

1. Response Instructions

- a) Respondents shall submit the following, either:
 - i) in an envelope clearly marked “**Request for Pre-Qualification Supply of Electric Vehicle Charging Stations** Error! Reference source not found.**NWRFQU-22-02**, one (1) hard copy of the response; and one (1) soft copy of the response, in Adobe (PDF) format on a USB drive **OR**
 - ii) by electronic upload in one (1) Adobe (PDF) file to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>
- b) The City may reproduce any of the responses and supporting documents for internal use or for any other purpose required by law.
- c) Responses must be submitted to the Closing Location noted on page 1 of this document on or before the stated Closing Time
- d) The clock at the Main Information Desk, or the City’s FTP site is the official clock.
- e) Responses received after the deadline will be returned unopened and will not be considered.

2. Contacts

- a) Except for the contacts stated herein, Respondents shall not contact City officers, City employees, or elected officials directly or indirectly regarding this Request for Pre-Qualification.

3. Addenda

- a) During the course of this Request for Pre-Qualifications process, the City may choose to provide additional information and clarifications or to make modifications to this process. The City intends to post these addenda on the City’s website and to reference them on BC Bid as being available for download on the City’s website. It is the sole responsibility of the Respondent to monitor the website regularly to check for updates.

4. Signatures

- a) All responses should be signed by the Respondent and contain the Respondent’s full name and address. All responses should contain the completed cover page to the RFQU document.

F. General

1. Ownership of responses and Freedom of Information

- a) All documents submitted to the City of New Westminster in response to this RFQU will become the property of the City, and will not be returned. Respondents should be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. A Respondent may stipulate in their response that portions of the response contain confidential information and are supplied to the City in confidence. However, under FOIPPA the City may

nevertheless be obligated to disclose all or part of a response pursuant to a request made under that Act, even if the Respondent has stipulated that part of the response is supplied in confidence. Respondents should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under that Act.

2. Respondent's Expenses

- a) Respondents shall be solely responsible for their own expenses in preparing and submitting a response to this Request for Pre-Qualification.

3. Conflict of Interest

- a) Respondents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure. The City may reject a submission from any Respondent that the City judges would be in a conflict of interest if the Respondent is awarded a Contract. Failure to disclose, or false or insufficient disclosure of the nature and extent of any relationship the Respondent may have with any employee, officer or director of the City shall be grounds for immediate termination of any agreement or contract with the City, in the City's sole discretion, without further liability of notice.

4. Changes in a Respondent

- a) Respondents are requested to notify promptly the City's above-named contact person in writing if there is an addition, deletion or change from time to time in the members comprising a Respondent, in the key personnel positions of the Respondent or a change of effective control in any Respondent member.

5. Living Wage Employer

- a) Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a Living Wage Policy that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$20.52 per hour, assuming the employer provides no benefits.

In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility
<http://www.livingwageforfamilies.ca/calculator>

The City will include with any future tender calls relating to this project, a Declaration referencing the City's expectations with regards to compliance of the Policy. Completion and submission of the Declaration is required prior to any contract award.

Please review the City's [Living Wage Page](#) for further information.