Public Notice

REQUEST FOR PROPOSALS
FOR PUBLIC ELECTRIC VEHICLE CHARGING STATION INSTALLERS

Introduction

Forth is a nonprofit organization with a mission to accelerate the growth and use of electric and smart transportation. We bring companies and communities together to test smart transportation technologies and business models. Our demonstration programs explore the benefits, practicality, and viability of introducing these technologies to stakeholders, with an emphasis on increasing access to underserved communities.

1. Forth is requesting proposals from qualified electrical contractors to design and install five (5) Level 2 electric vehicle (EV) charging stations at five (5) distinct locations in Hood River, Oregon.
2. The work requires that the contractor or electrician provide proof of a C1 contractor's license or necessary specialty license to prove their ability to legally accomplish the installation of the EV charging stations.
3. Proposals are due by 5:00 pm Pacific Daylight Time on Friday, May 1st, 2020 and should be submitted to Kelly Yearick (kellyy@forthmobility.org).
4. Project Schedule and Contractor Selection

Request for Proposals Published	April 10th, 2020
End of Questions Period	April 17th, 2020
Proposals Due	5:00 PM Pacific May 1st, 2020
Contractor Selected	May 8th, 2020
Project Completion	July 31st, 2020

5. The right is reserved to reject any or all proposals, to waive any informality in proposals, and to accept, modify, or reject and items of the proposal.
6. It is Forth's intention to review and rank proposals based upon criteria identified in the RFP and then recommend awarding a contract to the most qualified contractor.

Project Overview

The Clean Rural Shared Electric Mobility Project (The CRuSE Project) is an electric vehicle car share project, led by Forth, which seeks to deploy five (5) electric vehicles and five (5) electric vehicle charging stations throughout Hood River for use by community members, City employees, and visitors. The vendor for these charging stations, OpConnect, will deliver the charging stations to the appropriate location(s) in advance of their anticipated installation.

This project is funded by the U.S. Department of Energy's Vehicle Technologies Office and Forth, the prime recipient of the Federal Award, is now pursuing a competitive procurement process to secure a contractor to carry-out the services described in this request for proposals.

Questions

Any questions concerning the solicitations and specifications shall be submitted in writing via e-mail to kellyy@forthmobility.org by the end of the day on April 10th, 2020.

Scope of Work

The scope of work includes all aspects related to the installation of charging stations at various locations throughout the City of Hood River. This includes, but may not be limited to the following:

- Working with Forth, site hosts, Hood River County, and Pacific Power to finalize specifications and plans for each of the proposed locations
- Securing the proper permits from County of Hood River
- Working with Pacific Power as needed to ensure proper service connection to the charging station
- Furnish all labor and materials minus the charging stations themselves necessary to install and bring into service the EV charging stations
- Completing installation and related safety protocols of five (5) OpConnect 40-amp Level 2 charging stations

Location of Work

All five charging stations will be installed in the City of Hood River. At the time of this notice, four of the five sites have been identified. The fifth site is still being finalized. Forth wishes to secure a contractor to facilitate installations at the following four known sites and be available for the fifth installation, once the site location in determined:

1. City Hall, 211 Second St., Hood River, OR 97031
2. Columbia Parking Lot, Columbia St. and 7th Street, Hood River OR 97031
3. Wyeast Vista Apartments, 1800 8th St., Hood River, OR 97031
4. Upper Rio Bella Apartments, 1585 9th St., Hood River, OR 97031

Drawings entailing where at each location the charging station would be installed are included in Attachment 1 to this notice.

Subcontractors

Should the bidder for this request utilize the services of subcontractors, the bidder shall furnish the subcontractor company name, function that the subcontractor will perform and percent of the proposed amount for each subcontractor that the bidder intends to use. Only subcontractors identified in the bidder's bid submittal shall be allowed to perform any work on the installation unless written approval for a new or substituted subcontractor is provided.

Compensation

Payment shall be received through check within 30 days of receiving an invoice of services performed to complete the scope of work.

Elements of proposal

1. Company profile:
    a. Name of the business, contact person, and contact information: Provide address, telephone, mobile telephone number, fax number, e-mail address, and web address, as applicable.
    b. Statement of ownership: Describe the type of business entity (sole proprietorship, corporation, LLC, or other), and list the majority and minority owners.
    c. List of subcontractors. If applicable, provide company name, contact person, address, and telephone number, and intended percentage of work to be performed by any subcontractor.
2. Experience and ability to perform this work:
    a. Describe the approach your firm would undertake to successfully complete the tasks described in the Scope of Work.
    b. Provide examples of relevant work.
3. Pricing:
    a. Provide a schedule of fees for all relevant services described in the Scope of Work.

Evaluation Criteria

Forth will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. Forth may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. Additional information may be requested from Firms at any time prior to final approval of a selected Firm.

Criteria:

- Background & Qualifications
- Relevant Experience
- Cost
- Alignment with Forth Brand and values
- Portland-area-based preferred but not required

Attachment 1

1. City Hall: 211 Second St. Hood River, OR 97031

PROJECT SUMMARY

THE PROJECT INCLUDES THE LOCATION OF ONE (1) EV STALL GROUPING AREA CONSISTING OF (1) STANDARD STALL. THE STALL IS LOCATED IN THE SOUTH SIDE OF THE PROJECT SITE. THE EV STALLS WILL BE SERVICED FROM AN EXISTING PANEL 'M' AS DETAILED IN SITE LAYOUT HEREIN.

1. TOTAL PROPOSED EV STALLS = 0
   A. STANDARD STALL = 1
   B. TOTAL EXISTING STALL REMOVED = 0

2. TOTAL EV CHARGING STATIONS = 1
   A. SINGLE PORT (PEDESTAL MOUNT) = 1

3. ELECTRICAL EQUIPMENT TO BE INSTALLED:
   A. INSTALL BREAKER ON EXISTING 400A BREAKER PANEL 'M'.

4. TOTAL LENGTH OF TRENCH / CONDUIT
   A. LENGTH OF ABOVE GRADE CONDUIT TO THE METER (TtM)= 0 FT
   B. LENGTH OF ABOVE GRADE CONDUIT BEHIND THE METER (BtM)= 85 FT

5. SITE WORK IMPACTS INCLUDE:
   A. REMOVAL & REPLACEMENT OF EXISTING PAVEMENT.
   B. IMPACTS TO EXISTING UTILITIES TO BE VERIFIED DURING FINAL ENGINEERING.

LEGEND

- (1) EV STANDARD PARKING STALL
- OPCONNECT (7.7 KW) SINGLE PORT CHARGER (USED FOR CHARGER CALCULATION PURPOSES)
- E PROPOSED ELECTRICAL CONDUIT & OVERHEAD LINE
- E PROPOSED ELECTRICAL CONDUIT & TRENCH LINE
- EXISTING TRANSFORMER
- E EXISTING ELECTRICAL CONDUIT
- EXISTING IRON FENCE
- EXISTING CHAINLINK FENCE
- EXISTING LIGHT POST

2. Columbia Parking Lot: Columbia Street and 7th Street, Hood River OR 97031

PROJECT SUMMARY

THE PROJECT INCLUDES THE LOCATION OF ONE (1) EV STALL GROUPING AREA CONSISTING OF (1) STANDARD STALL. THE STALL IS LOCATED IN THE WEST SIDE OF THE PROJECT SITE. THE EV STALLS WILL BE SERVICED FROM AN EXISTING METER & BREAKER PANEL AS DETAILED IN SITE LAYOUT HEREIN.

1. TOTAL PROPOSED EV STALLS = 1
   A. STANDARD STALL = 1
   B. TOTAL EXISTING STALL REMOVED = 0

2. TOTAL EV CHARGING STATIONS = 1
   A. SINGLE PORT (PEDESTAL MOUNT) = 1

3. ELECTRICAL EQUIPMENT TO BE INSTALLED: NONE

4. TOTAL LENGTH OF TRENCH / CONDUIT
   A. LENGTH OF BELOW GRADE CONDUIT TO THE METER (TtM)= 0 FT
   B. LENGTH OF BELOW GRADE CONDUIT BEHIND THE METER (BtM)= 50 FT
   C. LENGTH OF TRENCH TO THE METER (TtM)= 0 FT
   D. LENGTH OF TRENCH BEHIND THE METER (BtM)= 42 FT

5. SITE WORK IMPACTS INCLUDE:
   A. REMOVAL & REPLACEMENT OF EXISTING CURB, PAVEMENT & LANDSCAPE.
   B. IMPACTS TO EXISTING UTILITIES TO BE VERIFIED DURING FINAL ENGINEERING.

LEGEND

- (1) EV STANDARD PARKING STALL
- OPCONNECT (7.7KW) SINGLE PORT CHARGER (USED FOR CHARGER CALCULATION PURPOSES)
- E PROPOSED ELECTRICAL CONDUIT & TRENCH LINE
- EXISTING TRANSFORMER
- EXISTING METER & BREAKER PANEL
- EXISTING IRON FENCE
- EXISTING RETAINING WALL
- EXISTING LIGHT POST
- EXISTING STREET LIGHT

3. Wyeast Vista Apartments: 1800 8th St., Hood River, OR 97031

PROJECT SUMMARY

THE PROJECT INCLUDES THE LOCATION OF ONE (1) EV STALL GROUPING AREA CONSISTING OF (1) STANDARD STALL. THE STALL IS LOCATED IN THE NORTH SIDE OF THE PROJECT SITE. THE EV STALLS WILL BE SERVICED FROM AN EXISTING BREAKER PANEL AS DETAILED IN SITE LAYOUT HEREIN.

1. TOTAL PROPOSED EV STALLS = 1
   A. STANDARD STALL = 1
   B. TOTAL EXISTING STALL REMOVED = 0

2. TOTAL EV CHARGING STATIONS = 1
   A. SINGLE PORT (PEDESTAL MOUNT) = 1

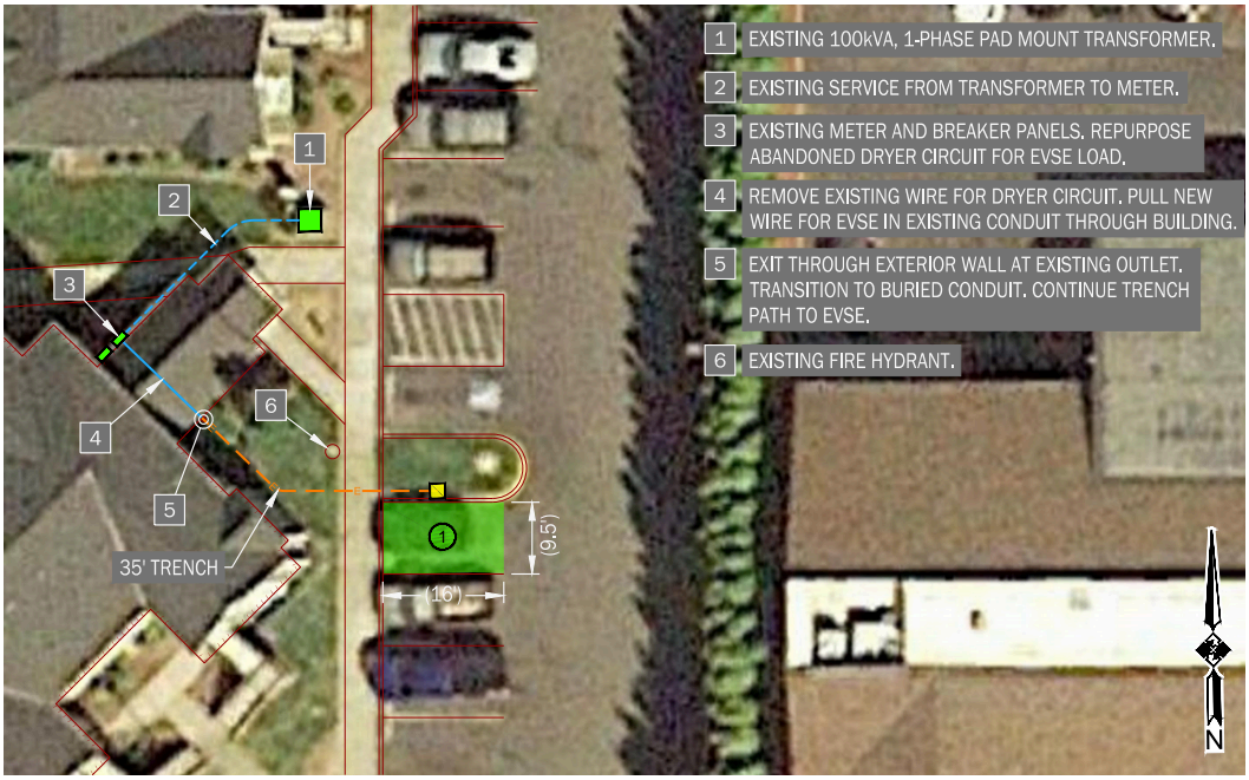
3. ELECTRICAL EQUIPMENT TO BE INSTALLED: NONE

4. TOTAL LENGTH OF TRENCH / CONDUIT
   A. LENGTH OF BELOW GRADE CONDUIT TO THE METER (TtM)= 0 FT
   B. LENGTH OF BELOW GRADE CONDUIT BEHIND THE METER (BtM)= 22 FT
   C. LENGTH OF TRENCH TO THE METER (TtM)= 0 FT
   D. LENGTH OF TRENCH BEHIND THE METER (BtM)= 14 FT
   E. LENGTH OF ABOVE GRADE CONDUIT TO THE METER (TtM)= 0 FT
   F. LENGTH OF ABOVE GRADE CONDUIT BEHIND THE METER (BtM)= 25 FT

LEGEND

- (1) EV STANDARD PARKING STALL
- OPCONNECT (7.7 KW) SINGLE PORT CHARGER (USED FOR CHARGER CALCULATION PURPOSES)
- —E— PROPOSED ELECTRICAL CONDUIT & TRENCH LINE
- —E— EXISTING ELECTRICAL CONDUIT & TRENCH LINE
- EXISTING TRANSFORMER
- EXISTING METER & BREAKER PANEL
- EXISTING WOOD FENCE
- EXISTING CHAINLINK FENCE

4. Upper Rio Bella Apartments: 1585 9th St., Hood River, OR 97031



PROJECT SUMMARY

THE PROJECT INCLUDES THE LOCATION OF ONE (1) EV STALL GROUPING AREA CONSISTING OF (1) STANDARD STALL. THE STALL IS LOCATED IN THE EAST SIDE OF THE PROJECT SITE. THE EV STALLS WILL BE SERVICED FROM AN EXISTING METER & BREAKER PANEL AS DETAILED IN SITE LAYOUT HEREIN.

1. TOTAL PROPOSED EV STALLS = 1
   A. STANDARD STALL = 1
   B. TOTAL EXISTING STALL REMOVED = 0
2. TOTAL EV CHARGING STATIONS = 1
   A. SINGLE PORT (PEDESTAL MOUNT) = 1
3. ELECTRICAL EQUIPMENT TO BE INSTALLED: NONE
4. TOTAL LENGTH OF TRENCH / CONDUIT
   A. LENGTH OF BELOW GRADE CONDUIT TO THE METER (TtM)= 0 FT
   B. LENGTH OF BELOW GRADE CONDUIT BEHIND THE METER (BtM)= 43 FT
   C. LENGTH OF TRENCH TO THE METER (TtM)= 0 FT
   D. LENGTH OF TRENCH BEHIND THE METER (BtM)= 35 FT
5. SITE WORK IMPACTS INCLUDE:
   A. REMOVAL & REPLACEMENT OF EXISTING CURB, PAVEMENT & LANDSCAPE.
   B. IMPACTS TO EXISTING UTILITIES TO BE VERIFIED DURING FINAL ENGINEERING.

LEGEND

- (1) EV STANDARD PARKING STALL
- OPCONNECT (7.7KW) SINGLE PORT CHARGER (USED FOR CHARGER CALCULATION PURPOSES)
- E PROPOSED ELECTRICAL CONDUIT & TRENCH LINE
- EXISTING TRANSFORMER
- EXISTING METER & BREAKER PANEL