

## 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) Dual Level 2 electric vehicle (EV) charging stations at two (2) distinct locations in St. Louis, MO.
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 7:00 pm CT on April 15th, 2021 and should be submitted to Erin Galiger ([ering@forthmobility.org](mailto:ering@forthmobility.org)), with subject line "SiLVERS EVSE RFP Submittal".
4. Project Schedule and Contractor Selection

Request for Proposals Published	March 10th, 2021
End of Questions Period	March 17th, 2021
Site Walks	March 23rd, 2021
Answers to Questions Published	March 24th, 2021
Proposals Due	7:00 PM CT April 15th, 2021
Contractor Selected	April 23rd, 2021
Project Completion Estimation	June 15th, 2021

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 St. Louis Vehicle Electrification Rides for Seniors (SiLVERS) project will demonstrate a fleet of five light duty electric vehicles (EVs) and supporting infrastructure (EVSE) for use by social service agencies in a low-income community in the St. Louis area that have no or little experience with these technologies. The program will deploy five (5) dual electric vehicle charging stations between two Social Service agencies for use by fleet drivers and community

members. The vendor for these charging stations, EVBox, 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. All work is subject to approval by the site hosts, Forth, Ameren, and the City of St. Louis.

### Questions

Any questions concerning the solicitations and specifications shall be submitted in writing via e-mail to [SabrinaC@forthmobility.org](mailto:SabrinaC@forthmobility.org) by the end of the day on March 17<sup>th</sup>, 2021. Please use subject line "SiLVERS EVSE RFP". Answers will be posted by March 24<sup>th</sup>, 2021.

### Site Visits

Interested firms will have the ability to attend a site visit on March 23<sup>rd</sup>, 2021 at each site. It is highly recommended that interested firms attend. Each site visit will allow for 1 hour of review and Q&A.

#### **3/23/21, 9am-10am CT**

Northside Youth and Senior Service Center Inc  
4120 Maffitt Ave  
St. Louis, MO  
63113

#### **3/23/21, 11am-12pm CT**

City Seniors Inc  
4705 Ridgewood Ave  
St. Louis, MO  
63116

### Scope of Work

The scope of work includes all aspects related to the installation of charging stations at two (2) locations within the City of St. Louis. This includes, but may not be limited to the following:

#### **Site Feasibility and Consulting activities**

- Working with Forth, site hosts, City of St. Louis, contractors, and Ameren to finalize specifications and plans for each of the proposed locations
  - Provide draft site layout for each location and include quantity of charging equipment
  - Provide site plan including electrical diagram and pictures
  - Provide utility specifications

#### **Construction, Maintenance, and other activities**

- Project Management for EV Charging Station Installations
- Securing the proper permits from City of St. Louis Building Division
- Working with Ameren as needed to ensure proper service connection to the charging station

- Complete application for Ameren’s Charge Ahead EV Program
- Site preparation (utility infrastructure, boring/trenching, asphalt or concrete removal/repair, etc.)
- 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) EVBox Dual 40-amp Level 2 charging stations
- Commissioning/Testing of new EV charging equipment to ensure proper installation and operational settings
- Coordinate access with property owner

Location of Work

All five charging stations will be installed in the City of St. Louis. Forth wishes to secure a contractor to facilitate installations at the following two sites:

1. Northside Youth and Senior Service Center, 4120 Maffitt Ave, St. Louis, MO 63113.
2. City Seniors, Inc., 4705 Ridgewood St., Louis, MO 63116.

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

**Note: The parking lot of Northside Youth and Senior Service Center is owned by neighboring organization, Northside Community Housing, at 4102 Maffitt Ave, St. Louis, MO, 63113. An access agreement is already in place for the installation of the charging stations to commence.**

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. Identify MBE/WBE Participation
  - d. 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. Description of ability and staff expertise to provide services including customer service, site evaluation, and installation.
  - c. Provide examples of relevant work and references. Provide the names of the organizations that contracted with you for EVSE sites. Please include the name of a contact person and phone number.
  - d. Provide examples of work within the City of St. Louis jurisdiction.
- 3. Pricing:
  - a. Provide a schedule of fees for all relevant services described in the Scope of Work. This should take into account Ameren's Charge Ahead EV incentive program.
- 4. Schedule:
  - a. Provide a tentative work plan and schedule for work for be completed.

## Evaluation Criteria

Forth will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. 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. A 50-point scale will be used to evaluate eligible proposal applications. Scores will be used to develop final recommendations. Proposal applications will be evaluated and ranked according to the following criteria:

<b>Criteria</b>	<b>Points available</b>
Financial viability: Cost effectiveness is based on applicant provided budget	20
Conformance to Scope <ul style="list-style-type: none"><li>• Shown ability to complete requested scope of consulting and installation</li><li>• Ability to complete work within provided schedule</li></ul>	15
Project Team Experience and Qualifications <ul style="list-style-type: none"><li>• Current and past vendor performance in customer service, commercial acumen, public service</li><li>• Experience within the St. Louis jurisdiction</li><li>• MBE/WBE vendors and subcontractors – priority given</li></ul>	15
<b>Total</b>	<b>50</b>

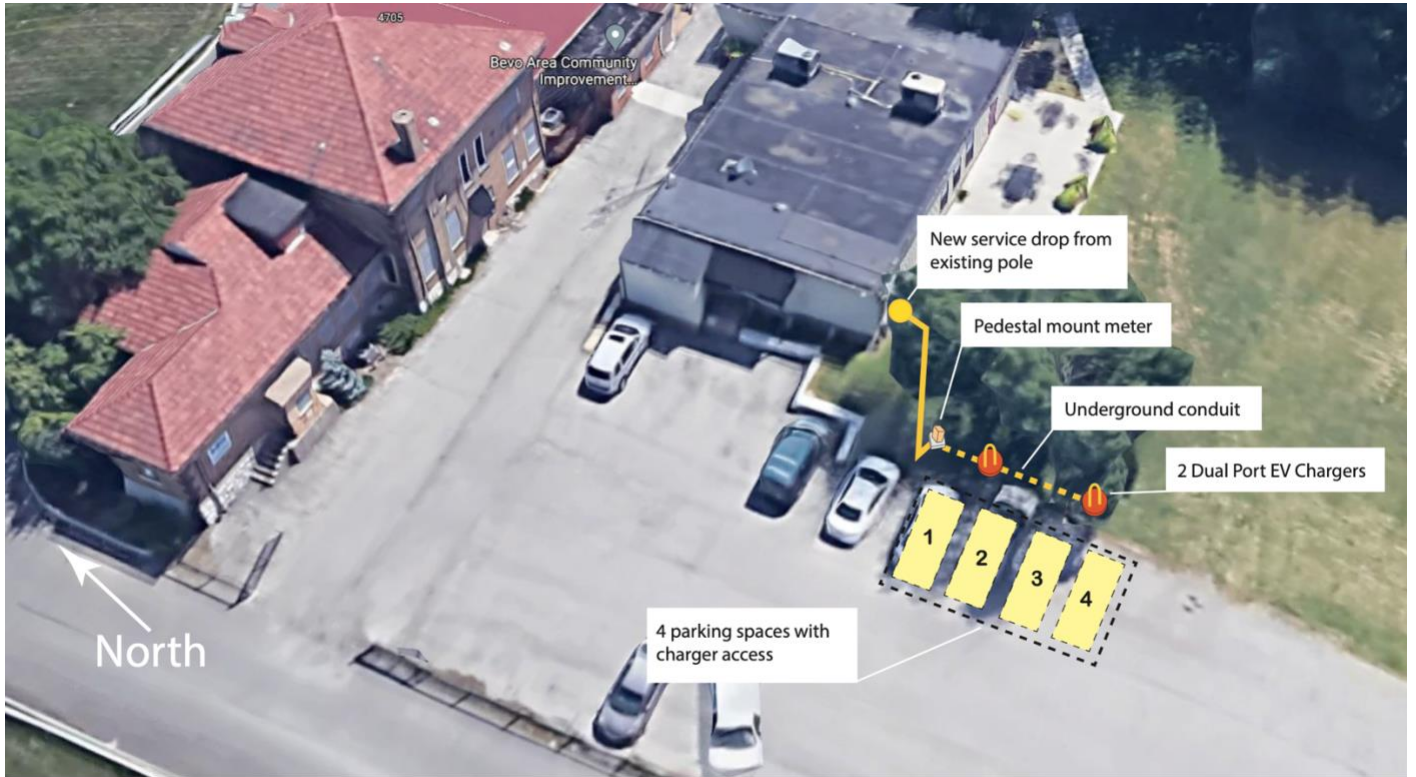
Attachment 1

- 1. Northside Senior Center, 4120 Maffitt Ave, St. Louis, MO 63113.



Nortside Youth and Senior Services Center  
4120 Maffit, St. Louis, MO 63113

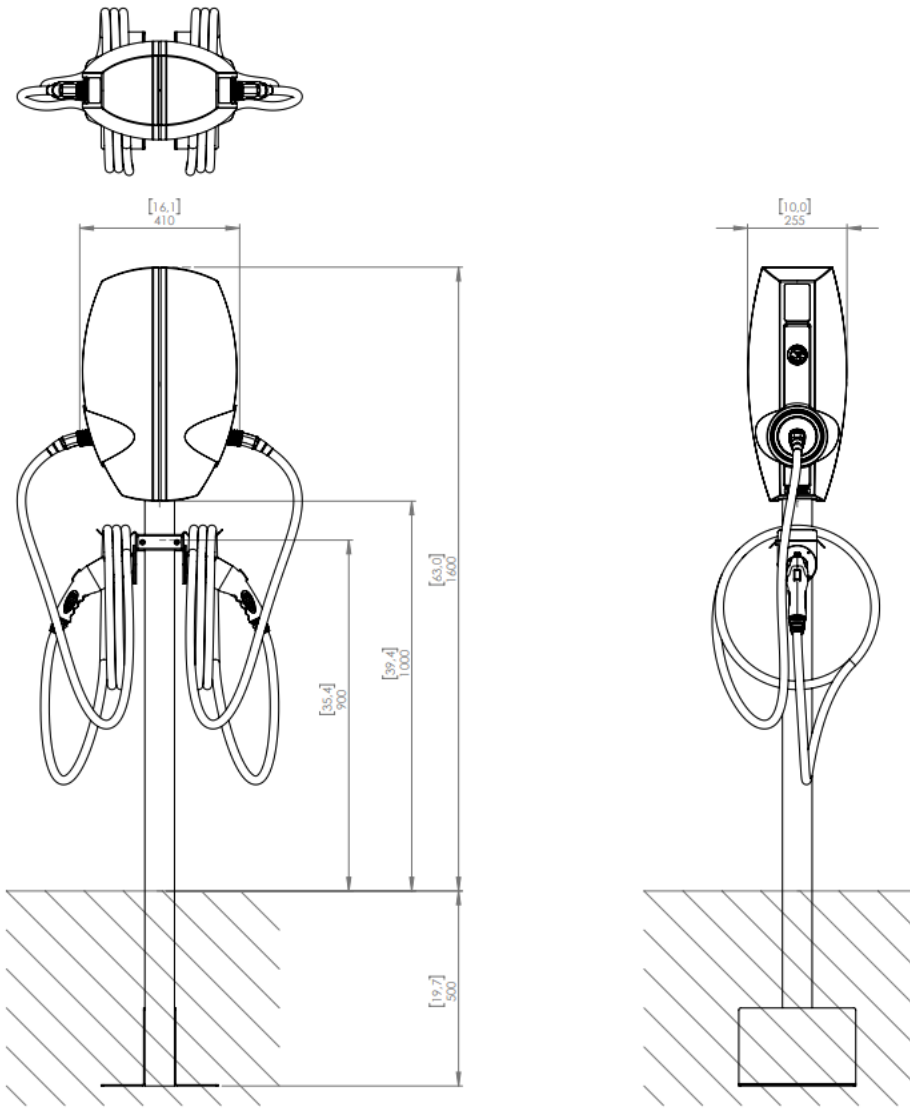
2. City Seniors, Inc., 4705 Ridgewood St., Louis, MO 63116.



City Seniors, Inc.  
4705 Ridgewood Ave, St. Louis, MO 63116

Attachment 2

EVB-BLC-0001017 **EVBOX**



Dual Level 2 Charger from EVBox BusinessLine  
Datasheet available here: <https://evbox.com/us-en/businessline>