

Town of Clifton Park, Saratoga County, NY
Request for Proposals

Electric Vehicle and Electric Bike Charging Infrastructure
Design and Installation Services

February 14, 2023

The Town of Clifton Park (Town) is now accepting proposals from qualified consultant firms to provide public use access and future municipal fleet access to electric vehicle charging stations and electric bike charging stations. The project calls for the engineering design and the construction/installation of electric vehicle charging stations that includes accommodations for electric vehicles and, additionally, provides charging accommodations on sites indicated, for electric bikes. The project includes project initiation to post-construction monitoring consulting services.

PROJECT GOALS: The proposed EV infrastructure would be available primarily for public use, as well as to accommodate future municipal (fleet) electric vehicle(s). Residents and visitors who travel long distances frequent Clifton Common. Once they arrive the typical time spent is a few hours or more. At Town Hall, visitors typically arrive for shorter durations, but the Town is anticipating future municipal fleet electric vehicles as the financing of these vehicles comes within reach of the community. Thus, the Town would like to be EV-ready for its inaugural EV fleet.

This EV project will help the Town start to meet Clean Fleets Certification under NYSERDA's Clean Energy Communities most current program. The consultant will deliver this project to meet all the requirements of NYSERDA's Clean Energy Communities program to ensure the Town of Clifton Park is able to submit an acceptable Clean Fleets Certification Form that meets NYSERDA's requirements.

Additionally, the proposed EV infrastructure project at the Town of Clifton Park is to be used to achieve climate protection and mitigation goals pursuant to ECL Article 54 Title 15 "Climate Smart Community Projects," e.g., reduction of greenhouse gas emissions from municipal and community transportation, throughout the anticipated life of the project, to assist the Town in documenting and meeting Climate Smart Community designation. The Town is undertaking two Climate Smart Community-funded projects: the Rt 146 Sidewalks project, and the Hubbs Road Multi-Use Path, as two examples of working to reduce greenhouse gas emissions. To document reduction of greenhouse gas emissions in the Town of Clifton Park, the EVSE infrastructure will be designed and installed to provide information and data to the Town of Clifton Park or will provide access to the Town of Clifton Park for the collection of data.

PROJECT LOCATIONS: The Town is interested in evaluating the Town's premier active recreation park, Clifton Common, located off Vischer Ferry Road (Saratoga County Route 90); and the Town Hall property, also located off Vischer Ferry Road (Saratoga County Route 90) and the intersection of Clifton Park Center Road, in the Town of Clifton Park, Saratoga County, NY. There is also interest in the new Town Center Park off Moe Road and Southside Drive/Maxwell Drive.

The consultant firm will deliver the design and specifications and develop construction documents and specifications and electrical design for the installation of the following locations and provide the Town with guidance on the number and type of EV chargers best suited for each location. Below is the anticipated EV charging infrastructure for each of the three potential sites:

- CLIFTON COMMON electric vehicle Charging Station. The concept is for a minimum of either:
 - Four (4) electric vehicle Level 2 charging ports; or
 - two (2) direct current fast charge DCFC ports; and
 - electric access for an electric bike.
 and
- TOWN HALL electric vehicle Charging Station for public or fleet use, for the concept of either:
 - two (2) electric vehicle Level 2 charging ports; or
 - one (1) direct current fast charge DCFC port.
 - and electric access for an electric bike.
 and
- TOWN CENTER PARK:
 - two (2) electric vehicle Level 2 charging ports; or
 - one (1) direct current fast charge DCFC port.
 - and electric access for an electric bike.

The selected consultant will provide guidance for the final siting on Town of Clifton Park public property in close consultation with the Town of Clifton Park staff (including the Department of Buildings and Grounds) with consideration of access to existing electric infrastructure; ease of access for use by the public; for ease of maintenance of the parking facility and any pedestrian facilities; and to ensure ADA accessibility for the parking spaces and access to the plug-in charging infrastructure. Please note that the installation of the electric vehicle infrastructure shall be coordinated and considered with parking and charging access to accommodate for at least two (2) E-bikes as well.

The selected consultant will be qualified, and experienced and able to provide the town: **plans, specifications and cost estimates** for the following types materials, labor and equipment that may likely be needed for the completion of this project, such as but not limited to the following: e.g., charging station equipment, cable management system, signage, paving materials, paint; hardware and software; labor in conducting site work, trenching, paving, wiring, installation of protective features such as wheel stops and bollards; and/or contractual services for installation of hardware, software, or electricity related to facility operation.

The selected consultant will evaluate the town's specific locations (Town Hall and Clifton Common) for electrical panel capacity and include any electrical panel upgrades as part of the design plans and specifications. As part of this current electric site capacity analysis, they will provide an assessment of what the needs would be for some level of future expansion and advise the town. Notably, National Grid's assessment of the "local grid" is available for the understanding of the neighborhood grid capacity.

The selected consultant also will assist the town in evaluation of and planning for the budget and cost of the direct cost of electricity for the EVSE for up to two years, including demand charges, if the municipality does not intend to charge users for electricity. The selected consultant will help the town evaluate the need for a separate meter or if the utility bill pricing and the amount of electricity used per month will be tracked on software and what the reporting will be to the Town. Likewise, the consultant will ensure the town is fully aware of the potential costs of the networking fees and warranty coverage for at least two years post construction.

Applicable Electric Vehicle Supply Equipment and Parameters for this Town Project:

Electric Vehicle Supply Equipment for this project is defined as including L2 electric vehicle charging stations with one or more SAE J1772 ports and DCFC pedestals with combined CHAdeMO/SAE or CCS/SAE ports.

The terms of **charging station ownership** or any equipment lease must be provided, reviewed and be acceptable to the Town of Clifton Park Town Attorney and approved by the Clifton Park Town Board.

A **shared-use plan** is needed if the public and municipal fleet share one or more of the charging stations.

Shared use Plan

All infrastructure must be available primarily for public use. Charging or fueling of municipal vehicles is acceptable if a shared-use plan is included. The shared-use plan must describe when the facility will be available for public use and when the facility will be used for the municipal fleet. To qualify as “primarily for public use” the infrastructure must be available to the public for a minimum of 13 hours per day and dedicated to fleet charging for a maximum of 11 hours per day. Alternatively, a majority of installed ports can be made available for public use and a smaller portion for fleet charging. The shared-use plan must be posted publicly onsite, with municipal parking information, and on the municipal website and provide a customer support number that is clearly visible and posted on or near the equipment to assist customers with difficulties accessing or operating the equipment at the facility.

All EVSE must meet the following requirements to qualify for this program:

- The equipment must be intended for installation following the National Electric Code (ANSI/NFPA 70) and be indoor/outdoor rated.
- The equipment must be **new** and designed to pass inspection per the National Electrical Code, Article 625.
- The equipment must be certified by a nationally recognized testing laboratory (e.g., UL Category FFWA).
- Equipment must be installed in publicly accessible sites primarily for public use. Charging of municipal vehicles is acceptable if a shared-use plan is included with the application.
- Equipment must be capable of collecting data on greenhouse gas (GHG) emission reductions or tracking usage data that allows the grantee to calculate GHG emissions reductions.
- Charging equipment and all accessories must include a base warranty of no less than 24 months. The warranty period must start the day the equipment is installed and ready for use.
- Equipment must include a cable management system, including a holster or similar feature for the connector to protect the connector from the elements and keep it off the ground.
- Type 2 listed surge protective devices shall be installed to protect EVSE.
- Each networked unit must be covered by a minimum 10-year in-service agreement with the service provider to guarantee the equipment will be functional at least 80 percent of the time.
- If the unit is not networked, the applicant must provide information on how the unit will be maintained by the equipment owner to guarantee availability to the public at least 80

percent of the time over the 10-year expected lifetime. This information must be included in the operations, maintenance, and mitigation monitoring plan.

- Non-networked units will only be allowed in areas of the state without access to a mobile broadband network that can support the unit. Applicants requesting a non-networked unit must upload a letter, signed by the municipal chief executive officer (CEO), detailing the lack of access to such a network within the municipality. This letter must be uploaded as part of the application in the Program Specific Questions. The need for repeaters to boost signal is not considered adequate justification for a non-networked unit.

All on-grid L2 EVSE must meet the following requirements:

- The equipment must be a L2 charging system with one or more SAE-J1772 standard compliant ports intended to provide alternating current (AC) power to an electric vehicle equipped with an onboard charger unit.
- The equipment must have a rated power output of 7.2kW (30A) or higher
- Equipment must use no more than 10 watts of power per port when not connected to a vehicle.
- Equipment must be listed either as qualified for the NYSERDA Charge Ready NY Program (<https://www.nyserda.ny.gov/All-Programs/ChargeNY/Charge-Electric/Charging-Station-Programs/Charge-Ready-NY/Qualified-Charging-Equipment-and-Networks>) or on the NYS Office of General Services EVSE and Network Services state contract (<https://online.ogs.ny.gov/purchase/spg/awards/4040423035CAN.HTM>).

All DCFC EVSE must meet the following requirements:

- The equipment must be a direct current fast charging system with CHAdeMO/SAE or CCS/SAE combo ports intended to provide direct current (DC) power to an electric vehicle equipped with an onboard charger unit.
- The equipment must supply at least 50kW charging capacity.

Operations, Maintenance, and Mitigation Monitoring Plan

As part of the scope of work, the consultant will draft a facility operations, maintenance, and mitigation monitoring plan (OMMM) for the Town Board and Town staff to review and accept. The plan must describe how the unit will be maintained to guarantee availability to the public at least 80 percent of the time. This plan must include, but is not limited to, physical access (e.g., snow plowing, parking enforcement), software functionality, port and cable maintenance (owner should check unit(s) weekly for physical needs/damage), a customer support number that is clearly visible and posted on or near the equipment to assist customers with difficulties accessing or operating the equipment at the facility, and public safety considerations.

This EVSE infrastructure should be designed and maintained for a minimum of **10-years** from date of installation.

The OMMM plan must also describe how **the Town** will be able will track usage of the station and estimate reductions in GHG emissions. For EVSE, tracking ability is often included with the software for networked units. The Town is interested in tracking this information for recording/inventorying its GHG emissions on a municipal- and in the future, community-wide basis.

HOW TO RESPOND TO THIS RFP:

- A copy of this RFP can be found on the Town of Clifton Park’s website at <https://cliftonpark.org/departments/town-clerk-s-office/town-clerk-bulletin-board.html>.
- Proposals must be submitted in **both** hard copy (**three (3) hard copies**) and a **digital PDF by 4 p.m. on Friday, March 17, 2023:**

Mail / Personal Delivery to:

Town of Clifton Park Town Clerk
Attn: Town Clerk Teresa Brobston
One Town Hall Plaza
Clifton Park, NY 12065

Email electronically to:

tbrobston@cliftonpark.org

The Town anticipates awarding the contract in April.

INTRODUCTION AND BACKGROUND

The objective of this RFP is to solicit statement of qualifications and scope of work with fee for the site design, electric utility design as needed, selection of EV charging products and materials and specifications, and installation of the Project. The successful firm will design and develop complete construction documents and specifications for the Project. The successful firm will plan and design ADA compliant electric vehicle (EV) and electric bike (E-Bike) charging infrastructure for public use and for future municipal fleet electric vehicle.

The consultant will ensure compliance with all federal, state and local laws, ordinances and regulations. The EV infrastructure will be designed to be accessible for public use, and therefore, the access to the EV charging infrastructure and the E-bikes should meet applicable ADA regulations.

The Town of Clifton Park is seeking full 200 Points for the “Charging Stations” action under the Clean Fleets category for the Clean Energy Communities certification through NYSERDA. The selected consultant will assist the town is completing its Clean Fleets Certification Form or providing comparable information to demonstrate the municipal provision of this category for Charging Stations. The selected consultant will also design for two locations for E-Bike charging infrastructure and E-bike parking also desired by the public.

This project is desired to be completed in 2023.

WORK TO BE PERFORMED and PERFORMANCE SCHEDULE

Survey, design, product specifications and construction documents (contractor)

1. Inventory of existing conditions and ownership and proposed detailed sitting/location of installation as they relate to construction for the Project. This must be completed and provided to the Town by or before approximately May 1, 2023.

2. Preliminary design scheme review report to complete the Project (finding conceptual design alternatives considering best location and potential barriers or issues and solutions, as well as estimated costs. This must be completed and provided to the Town by approximately June 1, 2023.
3. Final design and construction drawings with all necessary technical and engineering specifications to construct the Project, including recommended project phasing, if applicable. This must be completed and provided to the Town by approximately July 1, 2023.
4. Construction to be completed by approximately October 2023.

GENERAL INFORMATION

The Town requests proposals for the provision of services for surveys, design, licensed professional stamped construction documents, and all necessary specifications, and preparation of bidding documents for construction in compliance with all applicable federal, NYS, county, and town laws. The firm selected through this RFP process will have experience and knowledge of the various technical aspects including the following:

1. Survey of site conditions, as needed for site and electrical design, installation, and location.
2. Use of appropriate, most currently accepted, EV infrastructure industry design standards, Town of Clifton Park and ADA and other applicable design standards for the applicable infrastructure and materials for construction;
3. Cost estimating and analysis.
4. Identifying and coordinating with municipal entities, and utility agencies to include identification of sub-surface utilities.
5. Deliver public presentations or communications as part of the design phase of the project, only on an as needed basis;
6. Develop engineering design, construction plans and specifications, and prepare all necessary stamped construction documents certified by a professional engineer licensed to practice in the State of New York, that will permit the construction contractor (to be selected after the design process) to perform the work.
7. Assist the town with preparation and coordination of all required permitting and approvals needed to complete this project, including coordination with National Grid.
8. Construction and project management of infrastructure projects such as the Project.
9. Construction administration/support and construction inspection services, as needed, during the construction phase and preparation of final close-out documentation and reporting for such types of projects.

Right to Reject Responses to the RFP and Proposals

This RFP does not commit the Town to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The Town intends to select a qualified design consultant and negotiate an award for a contract based on the best interest and advantage to the Town and reserves the right to accept or reject any or all responses received from this request, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the Town to do so.

Confidentiality

The Contractors agree that they shall use and maintain personally identifiable information relating to individuals who may receive services, and their families pursuant to the Contract, or any other information, data or records marked as, or reasonably deemed, confidential by the State (Confidential Information) only for the limited purposes of the Contract and in conformity with applicable provisions of State and Federal law. The Contractors

(i) have an affirmative obligation to safeguard any such confidential Information from unnecessary or unauthorized disclosure and (ii) must comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

Publicity

Publicity includes but is not limited to news conferences; news releases; public announcements; advertising; brochures; reports; discussions or presentations at conferences or meetings; and/or the inclusion of Town materials, the Town’s name, or other such references to the Town in any document or forum. Publicity regarding this project may not be released without prior written approval from the Town. The Town will assist in any publicity efforts.

Non-discrimination Requirements

1. The Contractor shall not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, or marital status.
2. The Contractor shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts.
The Contractor shall undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
3. At the request of the State, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to give a written statement that such employment agency, labor union or representative shall not discriminate based on race, creed, color, national origin, sex, age, disability, or marital status and that such union or representative shall affirmatively cooperate in the implementation of the Contractor’s obligations here; and
4. The Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants shall be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

FOR CONTRACTOR RESPONSE

All proposals and questions should be directed in writing to:
Town of Clifton Planning Department
One Town Hall Plaza
Clifton Park, NY 12065
Attn: Jennifer Viggiani
email: planning@cliftonpark.org

RFP related questions will NOT be accepted after **4 PM March 15, 2023**. Please send all questions in writing.

Please supply three (3) hard copies, as well as a digital (PDF) copy of the response via email.
RFP responses are due Friday, March 17, 2023, no later than 4 PM. Late responses will be rejected and disqualified from further consideration.

Format Requirements:

Below are the items to include in your response:

A. General Firm Information (1 page maximum)

1. Type of Firm: Corporation, partnership, sole proprietorship, joint venture
2. Year Firm Established
3. Other Firm Names: Show all other names by which your organization has been known and the length of time known by each name.
4. Parent Company: If applicable, state name, address, former name if applicable, tax identification number.
5. Participating Division or Branch Offices: Name division or branch offices that will participate in the conduct of any services (office name, and address).
6. Identify the Use of Any Subconsultants: Identification of Subs to be used and their roles, if your firm is selected

B. Experience of Firm (2 pages maximum)

1. State the number of years your firm has been involved in design, specifications, and installation of EV infrastructure.
2. Full-Time Personnel: Show the number of full-time personnel employed by your firm.
3. Describe, briefly, **five (5)** projects that best exemplify the range of technical and professional services for a project like this one. Identify project references that involve projects similar in type, size, or scope to this Project and in similar locations. **Please provide comparable examples of assisting local governments through the transition to EV infrastructure.** Please identify projects that involve the utilization of sub consultants and success in working together, if proposing to use subs.

C. Scope of Services

1. **Types of Services:** Summarize the scope of services (research, analysis, design, engineering, construction, outreach, and project coordination, etc.) available from your firm that is applicable for the following:
 - a. survey and field inventory of existing conditions and ownership.
 - b. design alignment options with easement procurement needs for each option identified and located on parcel maps.
 - c. preliminary executive summary design report for Town to review alignment options and consider best easement approach to achieve complete sidewalks (identifying optimum location, potential barriers, issues, and solutions).
 - d. final stamped design and construction drawings with all necessary technical and engineering specifications, etc. needed for construction, based on Town pre-approval and with any needed public outreach presentation; and development of engineer’s estimate for construction.
 - e. development of bid documents.
 - f. construction administration/support services.
 - g. construction inspection services by qualified professional construction inspectors.
 - h. guidance to municipalities on EV infrastructure monitoring, maintenance and GHG mitigation analysis
2. **Expertise / capabilities in civil and electrical engineering & EV infrastructure design and product specifications for similar projects:** Describe your ability and experience in providing on time delivery of services to survey and inventory existing conditions, provide and communicate preliminary design options and recommendations, and develop complete and stamped construction documentation with all specifications, and see projects through to completion.

D. Insurance, Non-Discrimination, and MWBE: Generally, describe your capability to secure insurance policies, adhere to Non-Discrimination Requirements, and efforts to support adherence to NYS MWBE requirements, through the firm's own hiring and procurement of subcontractors.

E. Estimated Costs Summary: Please itemize the following costs:

- Cost for Preliminary and Final Engineering Design and Preparation of Plans, Specifications and Estimates
- Cost for review of Construction Bids on behalf of the Town and professional recommendation on qualified bidder
- Cost for Construction Administration and Construction Inspection Services
- And please summarize your GRAND TOTAL COST ESTIMATE.