

Addendum #2:

3/6/2023

Responses to the Town of Clifton Park Electric Vehicle and Electric Bike Charging Infrastructure Design Services RFP Questions:

1. Can we utilize subconsultant project experience to meet the 5-project requirement listed in the Experience of the Firm section of the Proposal Format Requirements on page 8 of the RFP?

Yes. No issues with utilizing subconsultants to build out a consultant team.

2. Are we required to include a response in the proposal to siting and specifying charging infrastructure for electric bikes?

The Town is primarily seeking professional consultant guidance on the siting and specifications for charging infrastructure for electric vehicles but is looking for guidance on the matter of E-Bikes to try to address in a holistic way how to plan for and add this accommodation as well. If you will be able to provide some basic recommendations on E-bike accommodations, we are interested and will be asking you about this, if your firm is selected. If you don't have a response that includes guidance on e-bike charging, we will still accept your proposal.

3. Will Service-Disabled Veteran-Owned Businesses (SDVOB) be considered part of your budget and contractual approach?

The Town is using local funds for this professional design RFP. The selected consultant will guide us on any state or federal funding grant opportunities for construction/installation phase. To date, the Town has \$10,000 in NYSERDA CEC Action Grant funding to be used towards this project implementation.

4. Should a staffing plan and resumes be included in the submission with the other requirements already listed in the RFP?

Yes, please include a brief staffing plan of key personnel proposed for this project with their project titles, including experienced Project Manager and Key technical staff.

5. What is the scoring criteria or basis of award for this contract?

Evaluation Criteria	Points
Experience & Knowledge of Company & Demonstrated Results	35
Strategic Infrastructure Thinking/Site Design Planning Approach	40
Budget Approach/Cost Effectiveness	25
Total Points	100
MBE/WBE/SDVOB Participation (additional potential points)	6

6. Please clarify whether the hard copies should be delivered to the Town of Clifton Park, ATTN: Town Clerk (Teresa Brobston) at One Town Hall Plaza, Clifton Park, NY 12065 or Town of Clifton Park, Planning Department, ATTN: Jennifer Viggiani at One Town Hall Plaza, Clifton Park, NY 12065

Hard copies (three (3) please) should be delivered to Town of Clifton Park, ATTN: Town Clerk Teresa Brobston at One Town Hall Plaza, Clifton Park, NY 12065

7. Please clarify who should receive the e-mail of the electronic (PDF) copy of the proposal – tbrobston@cliftonpark.org or planning@cliftonpark.org

Please submit electronic (PDF) responses to tbrobston@cliftonpark.org

8. The anticipated EV charging infrastructure for each of the three potential sites is included in the RFP. There is an “or” between the Level 2 and DCFC scope items (see snipping below) interpreted as one or the other will be designed and installed – how will it be decided what scope will finally be the basis of the project? Will it be based on available capacity of existing infrastructure? Will it be based on cost? Level 2 charging stations may be easier to accommodate by existing infrastructure. DCFC charging stations may require service/equipment upgrades or new services entirely (with utility coordination) should the existing service be inadequate. This could have an impact on the submitted fee included in the proposal and clarification is requested.

- 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.

This Clifton Park EV RFP is for planning/design consulting services and a key deliverable will be helping the town think through the options and make decisions, and to deliver final plans, specifications and cost estimates ready to go for construction phase, so that the town could proceed to a separate construction phase. A critical part of the project design services is to work with the Town to analyze the town’s existing conditions, needs, and to recommend to the Town whether they should scope out Level 2 or Level 3 DCFC charging equipment. Another critical part of the design/consulting services, is for the consultant to review, analyze and advise the town on its site-level electrical capacity current

conditions and whether to “work with electric capacity on hand” or to proceed to make the investment now on any upgrades to electrical service at the building/site level.

9. What are the town’s thoughts on owning or leasing equipment?

The Town is looking for the consultant to help explain the most up-to-date information and market conditions, and all grant opportunities, and to layout recommendations on how the town should proceed based on immediate project scope, and future growth / potential expansion anticipated by the consultants, based on available information at the time of the project.

10. Question about ADA design.

The Town is looking for the consultant to advise on the most appropriate accessibility design that meets current standards.

11. Can you clarify if construction is included in this project?

No, this project is the planning/design project only, to bring the town to be ready to “go out for public bidding” for a construction contract.

Construction and actual installation of EV chargers will be a separate project.

For clarification, this RFP does not include construction inspection or construction administration. The Town will address any needs for these type of services in the future either as a separate solicitation or may choose to do a Supplemental Agreement.

12. Can a selected consultant for design phase, also bid on the Construction Phase?

Any entity can participate in public bidding as long as it meets all procurement protocols of the Town of Clifton Park, and any participating funding / grant resource secured, if at all, for the construction phase.

13. Note on Construction Schedule

If during the course of conducting the design project, it is determined that it is in the best interest of the town to delay the future, separate construction phase in any way to take advantage of grant opportunities, the town reserves the right to adjust the separate construction schedule.

14. Photos of electrical panels are requested.

The Town will attempt to provide panel information before the RFP is due. However, please know it is anticipated that most locations are likely at or close to their current capacity at the building level.

15. Request for copies of utility bills.

The Town will do the research and provide utility bills and all data relevant to the selected consultant.