



CITY OF PHILADELPHIA

Office of Innovation and Technology
on behalf of
Office of Transportation, Infrastructure and Sustainability

REQUEST FOR INFORMATION FOR **NETWORKED EV CHARGING STATIONS**

OCTOBER 14, 2021

DEADLINE FOR QUESTIONS	October 25, 2021 before 5 pm (Local Philadelphia Time)
CITY RESPONDS TO QUESTIONS	November 15, 2021
RESPONSES TO RFI DUE	November 29, 2021, before 5 pm (Local Philadelphia Time)

James F. Kenney, Mayor
Mark Wheeler, CIO, Office of Innovation and Technology

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NETWORKED EV CHARGING STATIONS REQUEST FOR INFORMATION

I. RESPONSE CALENDAR

Post Request for Information	October 14, 2021
Deadline for questions, requests for clarification, or requests for additional information (email akshay.malik@phila.gov and Gayle.Ruggeri@phila.gov)	October 25, 2021 before 5 pm (Local Philadelphia Time)
City Responds to Questions (http://www.phila.gov/rfp)	November 15, 2021
Responses to RFI Due (email akshay.malik@phila.gov and Gayle.Ruggeri@phila.gov)	November 29, 2021 or before 5 pm (Local Philadelphia Time)

II. PURPOSE OF REQUEST FOR INFORMATION

The City of Philadelphia's Municipal Clean Fleet Plan lays out a strategy to transition the City's fleet- which represents around 13% of the municipal government's carbon footprint- to clean and electric vehicles. This transition will allow the City to lead by example in reducing carbon pollution. Additionally, it will enable the City to achieve cost savings, support local job creation, and enhance Philadelphia's competitiveness among peer cities.

The City's Office of Fleet Management buys and maintains vehicles for all departments of the City of Philadelphia. It also operates several refueling sites across the City. To support a transition of the City's fleet to electric vehicles, the City intends to install **Networked EV (electric vehicle) Charging Stations** at these refueling sites and in City parking areas. The City, through the Office of Innovation and Technology (OIT), has issued this Request for Information (RFI) to solicit statements of interest, capabilities, and Rough Order of Magnitude (ROM) cost estimates from all Respondents interested in and capable of, providing **Networked EV Charging Stations**.

In the context of this RFI, a **Networked EV Charging Station** should consist of hardware, software, and communications capabilities to connect with other charging stations on a web-enabled networked infrastructure made up of several similar **Networked EV Charging Stations**. The City asks the Respondents to provide information about available

Level-2 and Level-3 (Fast or DC Chargers) Networked EV Charging Stations where the networked system of stations can:

- Monitor the electric load on the system
- Use artificial intelligence to balance it and avoid overloading
- Provide a user-friendly web-based dashboard for managing the system remotely
- Provide detailed, customizable reports on energy use, costs, and avoided emissions
- Enhance visibility into fleet operations in real-time.
- Support high standards of network security and detect break or network failure
- Allow controlling user access using RFIDs that are tied to vehicles, not people
- Allow metering of usage per vehicle
- Support all commonly used payment types
- Provide the ability to differentiate between electricity used to charge vehicles and building electricity use
- Has the ability to integrate into or work with an existing fleet asset management system

At the City's discretion, Respondents may be invited to engage in discussions with the City's project team and/or demonstrate their products, services, and solutions.

No contract will be awarded pursuant to this RFI. Anyone who does not respond to this RFI is not precluded from responding to any future solicitation issued by the City. The City intends to procure solutions for this project as soon as reasonably possible, in accordance with the City's procurement laws and practices for software purchases, which may include, but are not limited to, the use of existing City contracts or certified cooperative purchase agreements. Respondents will not be bound by the ROM cost estimates provided in their responses to this RFI in future procurement. The City also reserves the right not to procure any solution.

III. RFI CONTACT INFORMATION FOR QUESTIONS, REQUESTS FOR CLARIFICATION

All questions (see RFI Question Template Exhibit) and requests for clarification concerning this RFI must be in writing and submitted via email no later than 5:00 pm, Local Philadelphia Time, on October 25, 2021 to:

Akshay Malik
Office of Innovation and Technology
Akshay.malik@phila.gov

Gayle Ruggeri
Office of Innovation and Technology
Gayle.Ruggeri@phila.gov

Responses to questions and requests for additional information shall be at the sole discretion of the City. Any additional information and/or responses to questions will be posted only on the City's website at <https://www.phila.gov/departments/office-of-the-chief-administrative-officer/contracts-legislation-unit/contract-opportunities-with-special-application-processes/>. No additional information and/or responses to questions will be sent by email. Nothing in this RFI shall create an obligation on the City to respond to a Respondent submitting a response.

The City may, in its sole discretion, issue addenda to this RFI containing responses to questions, clarifications of the RFI, revisions to the RFI or any other matters that the City deems appropriate. Addenda, if any, will be posted on the City's website at <https://www.phila.gov/departments/office-of-the-chief-administrative-officer/contracts-legislation-unit/contract-opportunities-with-special-application-processes/>. It is the Respondent's responsibility to monitor this site for Addenda and to comply with any new information.

Oral responses made by any City employee or agent of the City in response to questions or requests for information or clarification related to this RFI are not binding and shall not in any way be considered as a commitment by the City.

If a Respondent finds any inconsistency or ambiguity in the RFI or an addendum to the RFI issued by the City, the Respondent is requested to notify the City in writing by the above deadline for questions and requests for information or clarification.

IV. ABOUT THE CITY OF PHILADELPHIA AND OIT

The City of Philadelphia is the largest city in the Commonwealth of Pennsylvania and the sixth-most populous city in the United States with over 1.5 million residents. Additionally, due to its rich historical and cultural heritage, the region is visited by more than 40 million people each year.

Philadelphia is located in the southeastern section of Pennsylvania, and the coterminous city/county covers 143 square miles. The City is bordered by the following counties: Bucks, Montgomery and Delaware in Pennsylvania, and Burlington, Camden and Gloucester in New Jersey.

As an operating department of the City, OIT provides technology and telecommunication services to the City, its employees, and the community. There are over 25,000 city employees in Philadelphia.

V. SUBMISSION GUIDELINES

The City expects each Respondent to include in their response to this RFI the following items in the order listed:

Company Overview:

Include company name, physical address, phone number, fax number, and web address, a brief description of the company, its services, business size (total revenue and number of employees), and point(s) of contact, including name, address, phone, and email address. Note the company's operations, including the number of years the company has been supporting this solution, the location of the company's headquarters and all other office locations, and three years of financial data to ensure company stability.

If applicable, please describe any subcontractors or partners with which you have worked. Resumes need not be included.

Experience:

When applicable, describe your company/organization's relevant experience (and that of partners) with installing and managing **Networked EV Charging Stations**. Identify your experience with clients of similar size and scope to the City of Philadelphia, including client name, engagement title, description of engagement, the solution implemented, and the methodology used, cost, the start and completion dates of the project, as well as, the name, address and telephone number of a contact person.

Product Overview:

Identify how your product meets the City's requirements. A primary goal of this RFI is to provide Respondent with an opportunity to inform the City about their respective product's interoperability and operational requirements. Respondents are encouraged to include in their response diagrams and images of the product and its networked ecosystem with detailed descriptions of how the network is managed and leveraged for efficient use of energy. Respondents are also encouraged to list out key features of their product. Please ensure the following topics are covered in the response:

- Equipment – Technical specifications and available features
- Network – Connectivity options and types of web-enabled management tools
- Payment Options
- Installation – Process and special requirements
- Metering – Technology and operations

Support and Maintenance Model:

Provide the anticipated ongoing software and hardware maintenance and support services required to sustain the product, including frequency of upgrades and system security protocols. Outline the services in your support model, including available service level agreements.

Reporting and Key Performance Indicators (KPIs):

Provide the standard and custom reporting included in your solution and the available KPIs. Include information on data input and export capabilities, security and auditing, and dashboards and metrics.

Pricing/Licensing Model:

Include a general pricing model and costs for the solution based upon the information provided in this RFI. This pricing should also indicate the licensing model and type of financing models available. Include cost estimates for ongoing support and maintenance for three years, and when those support and maintenance costs begin (i.e. at time of purchase, after implementation, etc.). If applicable, include a list of additional items or services/software needed to operate the system that are not included and must be provided/purchased by the City.

Respondents will not be bound by any cost estimates included in responses to this RFI.

VI. USE OF RESPONSES

Responses to this RFI may be used by the City to select a provider for Networked Electric Vehicle Charging Infrastructure. Responses may also be used to assist OIT in gathering information for planning purposes, and for purposes of identifying sufficient resources for an implementation initiative.

The City does not intend to announce any further actions taken pursuant to this RFI. If any such announcements are made, at the sole discretion of the City, those announcements will be posted with the original RFI. In some cases, at the City's sole discretion, the City may issue an RFP. The City will notify Respondents to this RFI once the RFP has been posted on the City's website.

The City will notify you if additional information is required in order to evaluate your response to this RFI. Absent such follow up from the City, we respectfully request that respondents refrain from requesting additional information on the status of this RFI. In order to protect the integrity of the City procurement process, City personnel will not

respond to requests for additional information on the status or outcome of this RFI, other than as described above.

VII. HOW TO SUBMIT RESPONSES

Respondents should submit their responses electronically (hard copies are unacceptable) in MS Word or Adobe PDF format, as a single document (see note below), to:

Akshay Malik

Office of Innovation & Technology

Akshay.malik@phila.gov

Gayle Ruggeri@phila.gov

Office of Innovation & Technology

Gayle.Ruggeri@phila.gov

Responses are due November 29th 2021, before 5:00 pm, Local Philadelphia Time.

Note: Response document(s) are limited to 15 MB; if necessary, please submit multiple files or zip/compress the file(s)

VIII. CONFIDENTIALITY AND PUBLIC DISCLOSURE

Respondents shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. Respondents shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. No other party, including any Respondent, is intended to be granted any rights hereunder.

IX. RIGHTS AND OPTIONS RESERVED

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise any or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City:

1. Decline to consider any response to this RFI ("response"); cancel the RFI at any time; elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondent and with firms that do not respond to the RFI; to reissue the RFI or to issue a new RFI (with the same, similar or different terms);
2. Select a COTS package from a vendor that does not respond to this RFI, or elect not to proceed with any procurement;

3. Waive, for any response, any defect, deficiency or failure to comply with the RFI if, in the City's sole judgment, such defect is not material to the response;
4. Extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted;
5. Require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to responses by some or all Respondents at any time before or after the Submission Date/Time;
6. Require, request or permit, in discussion with any Respondent, any information relating to the subject matter of this RFI that the City deems appropriate, whether it was described in the response to this RFI;
7. Discontinue, at any time determined by the City, discussions with any Respondent or all Respondents regarding the subject matter of this RFI, and/or initiate discussions with any other Respondent or with vendors that did not respond to the RFI;
8. To conduct such investigations with respect to the financial, technical, and other qualifications of the Respondent as the City, in its sole discretion, deems necessary or appropriate;
9. Do any of the foregoing without notice to Respondents or others, except such notice as the City, in its sole discretion, may elect to post on the City web page(s) where this RFI is posted.

This RFI and the process described are proprietary to the City and are for exclusive benefit of the City. Upon submission, responses to this RFI shall become the property of the City, which shall have unrestricted use thereof.

X. PUBLIC DISCLOSURE

By submitting a response to this RFI, Respondent acknowledges and agrees i) that the City is a "local agency" under and subject to the Pennsylvania Right-to-Know Law (the "Act"), 65 P.S. §§ 67.101-67.3104, as the Act may be amended from time to time; and ii) responses

may be subject to public disclosure under the Act. In the event the City receives a request under the Act for information that a Respondent has marked as confidential, the City will use reasonable efforts to consult with Respondent regarding the response and, to the extent reasonably practicable, will give Respondent the opportunity to identify information that Respondent believes to be confidential proprietary information, a trade secret, or otherwise exempt from access under Section 708 of the Act.

Notwithstanding anything to the contrary contained in this RFI, nothing in this RFI shall supersede, modify, or diminish in any respect whatsoever any of the City's rights, obligations, and defenses under the Act, nor will the City be held liable for any disclosure of records, including information that the City determines in its sole discretion is a public record and/or information required to be disclosed under the Act.

NETWORKED EV CHARGING STATIONS – RFI QUESTION TEMPLATE EXHIBIT

Respondent Name:		
Question Number	RFI Section # (If applicable)	Question(s)
1.		
2.		
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