



**ADDENDUM NUMBER 1: CLARIFICATIONS,  
QUESTIONS AND ANSWERS**

**FOR**

**DEVELOPMENT OF ELECTRIC VEHICLE CHARGING  
INFRASTRUCTURE JOINT ACTION PLAN REQUEST  
FOR PROPOSALS**

**Issued: February 21st, 2019**

**Question #1:** *Will the consultant for this project be restricted from bidding on programs recommended as a result of this plan?*

**Answer #1:** Due to the high level, strategic planning nature of the work product that will be prepared in response to this competitive bid process, SVCE does not anticipate that Bidders will be prevented from bidding on future contracts for electric vehicle infrastructure implementation programs selected and administered by SVCE. However, whether the consultant selected in response to this competitive bid process will be able to bid on contracts for programs recommended by the implementation plan prepared by the consultant will depend on the nature of the subsequent contract and the future process for awarding these contracts.

**Question #2:** *Would Silicon Valley Clean Energy (SVCE) consider a fixed-fee contract model, rather than time and materials?*

**Answer #2:** SVCE is open to a fixed-fee contract model, although the time and materials contract model is preferred. If a fixed-fee contract model is proposed, it must be pay-as-you-go and include a milestone-based payment schedule. All cost proposals should include the detailed cost-by-task breakdown.

**Question #3:** *Would SVCE entertain a two-week delay in submitting proposals?*

**Answer #3:** Unfortunately, SVCE is not able to offer a delay in submitting proposals, as the timeline is very short to launch the planning efforts.

**Question #4:** *Is there a list of formal evaluation criteria for selecting the winning proposal?*

**Answer #4:** The non-exhaustive list of criteria that may be considered when evaluating proposals are provided in Section 6 of the Request For Proposals (RFP) document. No other list will be provided.

**Question #5:** *What is the "tactical community strategy" mentioned in Section 12.A of the RFP?*

**Answer #5:** The tactical community strategy refers to the Electric Vehicle Charging Infrastructure Strategy also mentioned in Section 12.A. This strategy should be detailed as a part of the final report in Section 12.B.8.1 and should incorporate requirements and actions identified through development of Sections 12.B.1, 12.B.2, 12.B.3, 12.B.4, 12.B.5, 12.B.6 and 12.B.7.

**Question #6:** *What is an acceptable schedule for the working group described in Section 12.B.4?*

**Answer #6:** While the working group is eventually envisioned as occurring on a monthly to semi-annual basis, the group may be required to meet on a faster timeline at the start to help with the development of the Joint Action Plan. SVCE anticipates that at least one working group meeting will need to occur to get sufficient feedback to guide CALeVIP program development efforts. To facilitate the selection of priority programs after the first meeting, SVCE is also open to other methods (e.g. online polling) for soliciting feedback from working group participants.

**Question #7:** *Can SVCE provide a limit on the number of priority program implementation plans it expects the proposer to develop as described in Section 12.B.7?*

**Answer #7:** SVCE intends there to be, at most, six priority program implementation plans developed.

**Question #8:** *When do the final presentations to staff and the Board of Directors, described Section 12.B.8, need to occur?*

**Answer #8:** SVCE is open to allowing the final presentations to take place after the June 30<sup>th</sup> deadline for work completion.

**Question #9:** *To what EV charging infrastructure and usage data can SVCE provide access to support Section 12.B.1.1?*

**Answer #9:** SVCE cannot guarantee access to specialized, service-area data beyond a 2017 inventory analysis, which can be found starting on slide 10 in the presentation at: <https://www.svcleanenergy.org/wp-content/uploads/2018/07/2018-0711-Presentations-Items-4-and-6.pdf>. Proposers may indicate what additional data sources could be leveraged to make appropriate estimates.

**Question #10:** *What is the rationale behind Section 12.B.1.2?*

**Answer #10:** The purpose of this section is to make sure SVCE understands how other similar areas are attempting to tackle the same issues and build off their experiences and efforts.

**Question #11:** *Will underlying data from the County of Santa Clara's 'Driving to Net Zero' project be made available?*

**Answer #11:** SVCE has not yet discussed acquiring this data from the County and does not know if it is shareable.

**Question #12:** *Can SVCE provide more information on the California Electric Vehicle Infrastructure Project (CALeVIP) and summarize the required elements of the funding proposal?*

**Answer #12:** Information on CALeVIP can be found at the following website: <https://calevip.org/>. SVCE does not have additional information about the required elements to share.

**Question #13:** *Is the Center for Sustainable Energy (CSE), the administrator of funds for the CALeVIP, eligible to respond to this RFP?*

**Answer #13:** SVCE is not prohibiting any potential Bidders from responding to the RFP, although the RFP does include a requirement to identify all possible conflicts of interest. Additionally, the scope of work sought by SVCE is much broader than just the CALeVIP component, although the associated funding discussions are driving the urgency of the timeline. SVCE will need to better understand the role that CSE plays for CALeVIP and whether that role conflicts with the services that CSE would provide to SVCE if hired for this project. SVCE reserves the right to not award the contract to any Bidder that has a conflict of interest in performing the services required by SVCE.

**Question #14:** *Can SVCE elaborate on the level of support that SVCE seeks with its CALeVIP proposal?*

**Answer #14:** The level of support required will become clearer as SVCE receives additional information on the CALeVIP process and next steps. A key component will be to ensure that SVCE's proposal to CALeVIP is in agreement with the Joint Action Plan. At the very least, SVCE will expect support in outlining the strategy and program specifications/requirements for its CALeVIP proposal.

**Question #15:** *Will the working group described in Section 12.B.4 be where SVCE intends to convene the CALeVIP coalition?*

**Answer #15:** No. The CALeVIP coalition, described in Section 12.B.6.1 and made up of SVCE, Peninsula Clean Energy, City of Palo Alto Utilities, City of Santa Clara/Silicon Valley Power, and San Jose Clean Energy, will convene separately.

**Question #16:** *How often does SVCE want to convene the CALeVIP coalition?*

**Answer #16:** SVCE is open to suggestions on the frequency of these meetings, but there must be sufficient communication to keep the coalition aligned.

**Question #17:** *How does the program synopsis described in Section 12.B.7.3 differ from the Program Implementation Plan described in Section 12.B.7?*

**Answer #17:** The program synopsis is a key part of the overall Program Implementation Plan. The program synopsis provides a summary of the program and describes how it could be run. The Program Implementation Plan includes other components, including a launch timeline and similar program review.

**Question #18:** *Does SVCE have any specific form in mind for the summary documentation described in Section 12.B.8?*

**Answer #18:** SVCE does not have a specific form in mind. Bidders should include in their proposal what type of summary and reporting documentation they suggest. SVCE is seeking documentation that is clear, concise, and yet sufficiently detailed.

**Question #19:** *Are bidders allowed to include an appendix, including full staff resumes or curriculum vitae, as an attachment to the proposal without it being counted towards the total page limit?*

**Answer #19:** SVCE will not review appendices. Key staff credentials should be incorporated in the proposal as outlined in Section 5.2.