



### **ADDENDUM I**

**SUBJECT:** Request for Proposals – Publicly-Accessible Electric Vehicle (EV) Charging Infrastructure on City of San Antonio Property (RFP 20-076,RFX# 6100012932), Scheduled to Open: Friday, July 31, 2020; Date of Issue: Wednesday, July 1, 2020

**FROM:** Denise D. Gómez, C.P.M., CPPB  
Procurement Administrator

**DATE:** July 21, 2020

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I TO THE ABOVE REFERENCED  
REQUEST FOR PROPOSALS**

### **THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:**

- 1. ADD: EXHIBIT 1 – Solicitation Language-Small Business Economic Development Advocacy (SBEDA) Program.** This document will be posted as separate document.
- 2. ADD: THE SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY PROGRAM (SBEDA).** Pre-Submittal Presentation will be posted as a separate document.
- 3. ADD: PRE-SUBMITTAL SIGN IN SHEET.** This document will be posted as a separate document.
- 4. ADD: Pages 2-4 Missing from Small Commercial Electric Vehicle Pilot Rate under Scope of Services.** This document will be posted as a separate document.

### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:**

On July 15, 2020, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for Publicly-Accessible Electric Vehicle (EV) Charging Infrastructure on city of San Antonio Property (RFP). Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

**Question 1:** Based on the TCEQ and TERP websites, the grant application process for the Alt Fueling Facilities Program (AFFP) has already passed, with applications due on 3/18/20. Are you anticipating that TCEQ will issue another round of grant funds in 2020 for an additional AFFP?

**Response:** The funding for the AFFP program is done for this biennium. The next time it would open up will be in fiscal years 2022/2023. However, the TxVEMP program for ZEV charging is in the process of opening. TCEQ has not released an exact date for this opportunity to open, but it will likely open before the fall. There will be documents and workshops available for the applicants to understand the funding levels and how to apply.

- Question 2:** This is listed as an RFP (proposal), and on Page 4, it mentions submitting a Project Budget. Will there eventually be an RFQ (quotation) released, where providers will be able to make site visits and confirm existing infrastructure at each site, so we can provide a detailed, firm estimate?
- Response:** The City does not currently plan to release an RFQ. Respondents should include proposed project budgets for the most likely scenario. Location and quantity of chargers can be negotiated after the contract is awarded.
- Question 3:** The City is looking for 3rd Party EVSE providers to install, own & operate charging stations. Who will be responsible for the EVSE usage pricing structure and ultimately collecting revenue?
- Response:** To be eligible to charge fees, EV stations need to be separately metered and on one of the CPS Energy EV Pilot Term Sheets released with this RFP. Respondents will be responsible for collecting their own revenues. Respondent's fees are not capped but the pricing structure needs to comply with state and local laws.
- Question 4:** Will the Provider be able to brand the EVSEs as per their own logo, or will the stations be branded with City of San Antonio?
- Response:** Respondents may propose a branding plan. Branding suggestions will require further vetting to align with City guidelines and regulations applicable at the suggested locations.
- Question 5:** The RFP is based on developing a partnership between the City and a 3rd Party EVSE provider. How will this partnership be structured and how will access to the sites be managed? Will it be a revenue sharing model between the City and the Provider, or will there be a "lease" agreement to allow Provider access to the sites and infrastructure?
- Response:** The City anticipates issuing an agreement which will allow the provider with access to the sites and infrastructure. Preferred and/or alternative revenue models should be described within the proposal for consideration by the Evaluation Committee.
- Question 6:** Will CPS Energy or the City be providing infrastructure to the EVSE (otherwise known as a "make-ready" project), or will the Provider be responsible for coordinating with CPS Energy to acquire the appropriate infrastructure at each site?
- Response:** Respondents should detail make-ready cost estimates as part of the proposed budget. Per the Customer Terms and Conditions noted in the link below, CPS Energy only provides electrical infrastructure to the point of delivery. That is, to the meter. Electric customers are responsible for electrical infrastructure on the customer's side of the meter on customer's property.  
[https://www.cpsenergy.com/content/dam/corporate/en/Documents/Customer\\_Terms\\_and\\_Conditions\\_FINAL\\_\(Board\\_Approved\).pdf](https://www.cpsenergy.com/content/dam/corporate/en/Documents/Customer_Terms_and_Conditions_FINAL_(Board_Approved).pdf)
- Question 7:** Are details available for the existing electrical infrastructure at each site? Not only available power, but also location onsite?
- Response:** Respondent is responsible for suggesting potential EV station locations at the suggested sites as part of this RFP, along with estimates of the make-ready costs. Resources, such as Google Maps, can be used to identify potential light poles, utility poles, or transformers to tap into.
- Question 8:** The Term of Contract is stated as 1 year, with "four (4) year renewal options". Is that (4) 1-year renewals or will it be increments of 4 years for the renewal?
- Response:** The contract term is for 1 year with options for (4) 1 – year renewals.
- Question 9:** If the City decides to not renew the contract, what happens to the EVSEs? Will they be removed from each site? If so, who is responsible for removal?

**Response:** The City does not intend to own the EVSE. Removal or transfer of assets would be the responsibility of the contractor, with the approval of the City.

**Question 10:** Which CPS Energy rate applies to publicly accessible EV charging network?

**Response:** The SCEVP Pilot Rate or the CEVP Pilot Rate applies to respondent's publicly accessible EV charging.

**Question 11:** How does the two CSP Energy pilot rates compare with standard rates?

**Response:** The pilot rates allow EV charger operators to sell charging services in the CPS Energy service territory. The experimental rate sends price signals to mitigate the impact EV charging has on the utility electric infrastructure.

**Question 12:** What CPS Energy rates will apply once this pilot program ends in May 31, 2022?

**Response:** The EVP Pilot Rates are experimental. Based on the data collected during the pilot, CPS will:

- a) Propose a permanent tariff to the CPS Energy Board of Trustees and the San Antonio City Council based on the pilot pricing or modified pricing, or
- b) Conduct a new pilot with modified pricing

**Question 13:** CPS Energy Program is limited to 40 participants – how many participants are currently in the program?

**Response:** The CEVP Pilot Rate is limited to 40 sites. The CEVP pilot can accept an additional 36 sites. The number of sites in the SCEVP pilot rate is limited to 500 participants.

**Question 14:** Will DC fast chargers and Level 2 chargers receive the same CSP Energy Rate?

**Response:** If the aggregated capacity of the DC fast chargers at the site exceeds 100 kW, these chargers will be on the CEVP Pilot Rate. If the aggregated capacity of the EV chargers at the site is equal to or less than 100 kW, DC fast chargers and Level 2 chargers will be on the SCEVP Pilot Rate.

**Question 15:** Does COSA contemplate that contractor will be installing new meters or going in behind the meter?

- a. If behind the meter will contractor be able to get the voltage and amperage of the main service panel?
- b. If behind the meter will contractor be able to get utility interval data or at least bills with peak demand?

**Response:** CPS Energy will be providing meters. If the charger cluster is behind the COSA master meter, contractor shall supply meter socket that is compatible with CPS Energy meter. Submetering is not allowed under the CEVP Pilot Rate. Per the SCEVP Pilot Rate, the EV chargers need to be metered separately from other loads. Depending upon the complexity of the current metering configurations, sites may or may not be eligible for submetered EV chargers. For example, if a site currently has a submetered solar array, a second submeter cannot be added. After the award is made, CPS Energy shall assist with metering options.

- a. Yes. COSA authorizes release of this data for any and all COSA locations.
- b. Yes. COSA authorizes release of this data for any and all COSA locations.

**Question 16:** Is there a requirement or guidelines regarding the number of parking spaces to target for EV per site?

**Response:** There is not currently a requirement or guidelines regarding the number of parking spaces to target for EV charging per site. Respondents should include their recommendations in their proposals.

- Question 17:** Does COSA have a preference for Level 2 vs. DCFC or do they want a mix of both per offeror' recommendation?
- Response:** CoSA is open to recommendations from the respondent
- Question 18:** Will COSA organize site visits at all/some of the location with prospective offerors?
- Response:** The City will not be able to provide access to sites during the solicitation process. Respondents should provide proposals and estimates to their best of their ability based upon online resources and most-likely scenarios.
- Question 19:** What level of accuracy does COSA expect for "cost estimates around site preparation, make-ready construction requirements and infrastructure requirements" in offerors response to this RFP? ADA requirements.
- Response:** Respondents should provide proposals and estimates to their best of their ability based upon online resources and most-likely scenarios.
- Question 20:** Can existing ADA compliant parking spots be converted to ADA compliant EV charging spots and still maintain the required ratio of accessible parking spots, or will contractor be required to create new additional ADA compliant charging spots from existing standard parking spots?
- Response:** The potential conversion of ADA compliant parking spots to ADA compliant EV charging spots will be evaluated on a case-by-case basis.
- Question 21:** Is COSA expecting to benefit financially from this program?
- Response:** The City's primary priority is cost-neutrality, rather than benefiting financially from the program.
- Question 22:** To provide detailed proposals and pricing, our team needs to conduct site walks of the proposed City owned sites, as well as evaluate additional potential City-owned sites. Can the City extend the bid deadline to September 15 to allow sufficient time to complete this?
- Response:** The City will not be able to provide access to sites during the solicitation process. Respondents should provide proposals and estimates to their best of their ability based upon online resources and most-likely scenarios.
- Question 23:** For the parking garage sites, we need to view the electrical rooms. Can the City provide access to the electrical rooms by appointment?
- Response:** The City will not be able to provide access to sites during the solicitation process. Respondents should provide proposals and estimates to their best of their ability based upon online resources and most-likely scenarios.
- Question 24:** Will bids be considered that would call for a responsibility share and revenue share i.e. City pays for the power, owner/operator pays for upkeep, but there is a revenue share that accounts for this split in responsibility?
- Response:** Respondents may propose revenue share models. The City's primary priority is cost-neutrality, rather than benefiting financially from the program.
- Question 25:** Does the City have a budget to contribute to this project or is the city only contributing the sites?
- Response:** The City does not have budget to contribute to this project.

**Question 26:** Does the City have particular needs or interests regarding network operations?


**Response:** The City does not intend to own or operate EVSE or any associated networks; however, the City requests access to data and training to run reports for updates and presentations.

**Question 27:** Is the grant money from TCEQ intended only for San Antonio EVSE equipment or can the money be used for other project costs such as software development and personnel?

**Response:** Labor for installations and some software cost may be eligible under the program. There will be some limitations. Details will follow at the time TCEQ opens solicitation.

**Question 28:** Does the city operate existing EV charging programs that are cost neutral, and if so which ones?

**Response:** The City does not currently operate any EV charging programs that are cost-neutral.

  
Denise D. Gómez, C.P.M., CPPB  
Procurement Administrator  
Finance Department – Purchasing Division