

Request for Proposals (RFP)
Electric Vehicle Charging Station Installation

Huntley Meadow Park-and-Ride
Town of Norwich, Vermont
June 2019

1. Purpose

- 1.1 The Town of Norwich (Town) is seeking bids for the installation of a partially grant-funded Electric Vehicle Charging Station (EVCS) in the park-and-ride lot at the Huntley Meadow Recreation Fields, 111 Turnpike Road, Norwich, VT, with electrical connection at the Green Mountain Power Corporation (GMP) pole labeled 12/72451.

2. Scope of Work

- 2.1 The project scope includes the furnishing of labor and materials for the installation of a complete and operating EVCS as detailed in the following attachments. The Town expects to provide the EVCS, but bidders are invited to submit two versions of their bid: one not including the EVSE, and another including the EVSE. Any other materials required for a complete and proper installation will be provided by the selected contractor (e.g., disconnects, circuit breaker panels, meter mountings, conduit, wiring bollards and all other necessary components). The Town will conduct any necessary excavation work and the installation of protective bollards and required signage.
- 2.2 Attachment A – Scope of Work.
- 2.3 Attachment B – Plan View of Project
- 2.4 Clarification of Scope of Work:
 - 2.4.1.1 GMP will provide and install the kWh meter.
 - 2.4.1.2 GMP will make the final connection to the existing service.

3. Codes and Standards

- 3.1 At a minimum the following codes, standards or regulations shall be used for this project:
 - 3.1.1 Applicable OSHA/VOSHA Regulations.
 - 3.1.2 Vermont Fire & Building Safety Code.
 - 3.1.3 National Electrical Safety Code

4. Pre-Proposal Meeting

- 4.1 A pre-proposal meeting will be held on **Thursday, June 13, 2019 at 9:00 a.m. at the project site** located at Huntley Meadow Park-and-Ride, 111 Turnpike Road, Norwich. The meeting is intended to clarify the bid requirements and provide an opportunity for questions and answers. If necessary, an addendum to this Request for Bids will issued following the pre-bid meeting. All questions related to this Request for Bids and addenda, if needed, shall be in writing and addressed to the Interim Town Manager.

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5. Indemnification and Insurance

5.1 The chosen contractor shall comply with the following requirements.

- 5.1.1 The contractor agrees to defend and save harmless the Town of Norwich, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of the Agreement, including a personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.
- 5.1.2 The contractor shall carry Comprehensive Broad Form General Liability Insurance in the amount shown below including protection for bodily injury and property damage.
- 5.1.3 The contractor shall also maintain Automobile Liability Insurance providing limits prescribed by the Town and Umbrella or Excess Liability Insurance in the amount shown below. The Workers' Compensation Insurance shall provide coverage pursuant to V. S. A. Title 21, Section 600 et seq.
- 5.1.4 Prior to the commencement of work, Certificates of Insurance shall be supplied to the Town by the contractor detailing the required coverage. These Certificates shall be issued by a carrier authorized to do business within the State of Vermont. The Town shall also be named as an additional insured.
- 5.1.5 The contractor shall have and require all sub-consultants to have and maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.

General Liability-\$1,000,000 per occurrence
Product Liability-\$1,000,000 per occurrence
Property Damage-\$1,000,000 per occurrence
Personal Injury-\$1,000,000 per occurrence
Automotive Liability-\$500,000 per occurrence
Workers' Compensation-Statutory Requirement

6. Instructions to Bidders

- 6.1 Proposals shall be typewritten or written in ink. Officials of corporations shall designate their official title; partners or sole owners shall so state giving the names of all interested parties. The person signing the bid shall initial all corrections or erasures.
- 6.2 Requested descriptive material shall be submitted with the bid.

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- 6.3 In submitting the bids the contractor agrees that acceptance of any bid by the Town of Norwich within 90 calendar days constitutes a contract. No work shall be started until a purchase order has been approved by the Town Manager and a Notice to Proceed in writing has been obtained from the Town Manager and the Director of Public Works.
- 6.4 The successful bidder shall indemnify and hold harmless the Town of Norwich against all claims for royalties, for patents, or suits for infringement thereon which may be involved in the manufacture or use of the material to be furnished.
- 6.5 All materials shall remain the property of the contractor until delivered to and accepted by the Town.
- 6.6 Selection criteria: This bid shall be awarded to the contractor whose bid represents the best value to the Town of Norwich.
- 6.7 All bids shall include the following:
- 6.7.1 Project cost for Items 1 and Item 2 as defined in Attachment A.
 - 6.7.2 Project schedule
 - 6.7.3 Itemization of all costs for services and materials provided by the contractor
- 6.8 The Town of Norwich reserves the right to accept and reject any and all bids for due cause to negotiate with any party, to waive informalities or defects in bids, to require test proving or to accept such bids or parts thereof as it shall deem in the best interests of the Town.
- 6.9 Questions relating to these specifications may be directed to the Town Manager's Office (802-649-1419 x1).
- 6.10 **No later than Friday, July 19th, 2019 at 4:30 p.m.**, interested firms shall submit their bid in a sealed envelope, marked "*EV Charging Station*" to:
- Town Manager
Town of Norwich
300 Main Street
PO Box 376
Norwich, VT 05055-0376

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Attachment A

Scope of Work to be Performed

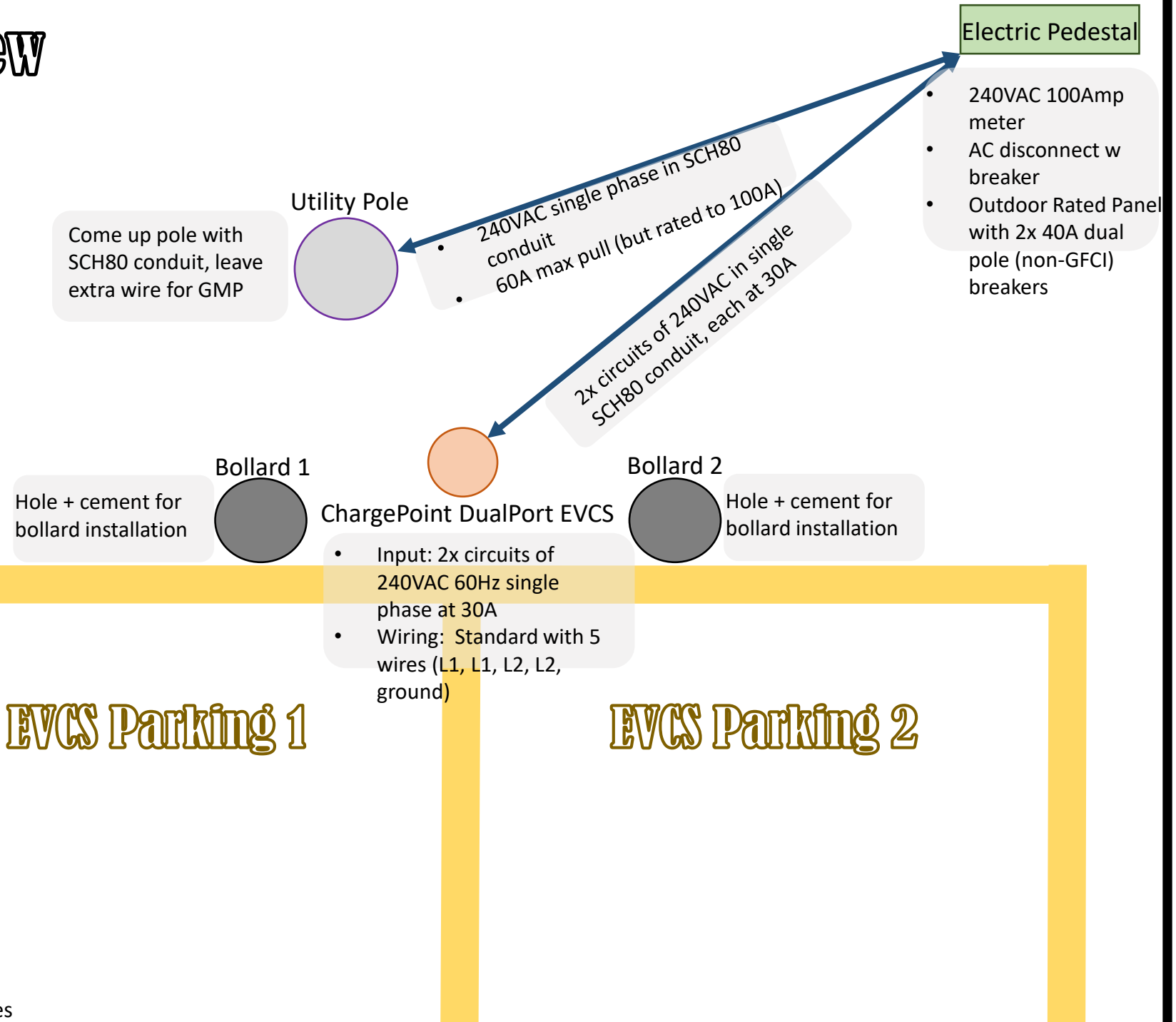
- 1. Project Description:** The Contractor shall complete the project in compliance with all of the terms and conditions of this Agreement and as a “designee” of the Town of Norwich, Vermont (Grantee) of the Agreement the Town has with the State of Vermont and relative provisions in the VW Environmental Mitigation Trust Agreement to complete the following “project”:

The project would install a networked dual-port Level 2 charging station in the parking lot at 111 Turnpike Road in Norwich. This lot is on the AOT Atlas and hosts a commuter bus stop for Advance Transit, the regional bus system. The lot also provides parking for actively-used Town playing fields. It is 0.5 miles from Main Street Norwich village, and 1.4 miles from Exit 13, Interstate 91. The lot already is lighted, plowed, and maintained.

2. Itemized Project Components:

Item Description	Quantity	Unit Cost	Total Cost
CT4021-Dual-GWn1 Gateway, Bollard, Retractable Cord Management, S&H, Activation 30 amp w/cord management, S&H, 1-year warranty, including activation and on-site validation.	1		
Software Plan Commercial: CPCLD-Commercial-5. 5-Year pre-pay (includes 24/7/365 network operation and driver support, station manager login, pricing control) per port	2		
CT4000 Assure -5-year extended warranty to include parts and labor with site certification, required to activate warranty	1		
Installation, materials and labor			
Utility service connection fee	Town will Pay		
Trenching and backfilling	Town to Provide		
Concrete pad			
Signs	Town to Provide		
Protective bollards	Town will Purchase		
Total			

Plan View



111 Turnpike Road, Norwich, VT

