

**Washington State Joint Transportation Committee
STUDY OF BUSINESS MODELS FOR FINANCIALLY SUSTAINABLE ELECTRIC VEHICLE CHARGING
NETWORKS**

April 11, 2014

The following questions were asked by potential bidders submitting letters of intent to bid, concerning the Joint Transportation Committee's RFP for a Study of Business Models for Financially Sustainable Electric Vehicle Charging Networks.

1. What are the JTC's insurance requirements for the consultant?

RESPONSE: **Section V. Qualifications** of the RFP says JTC shall examine Bidder for responsibility. Responsibility shall include such measures as insurance coverage that meets state requirements, references, prior experience and satisfaction of existing clients, and other information related to responsibility.

Exhibit A, General Terms and Conditions, p. 20 of the RFP, says INDUSTRIAL INSURANCE COVERAGE – The Contractor shall provide or purchase industrial insurance coverage prior to performing work under this contract. JTC will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this Contractor, or any Subcontractor or employee of the Contractor, which might arise under the industrial insurance laws during performance of duties and services under this contract.

In addition, the Contractor shall provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence. The Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

In addition, automobile liability insurance is required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

The insurance required shall be issued by an insurance company/ies authorized to do business within the state of Washington. All policies shall be primary to any other valid and collectable insurance. Contractor shall instruct the insurers to give JTC thirty calendar days advance notice of any insurance cancellation.

2. Is the \$225,000 budget a fixed fee, or would lower-cost proposals gain merit?

RESPONSE: **Section VIII. PROJECT BUDGET** of the RFP says the budget for this project shall not exceed a maximum of \$225,000. **Section X. EVALUATION CRITERIA** of the RFP states that written proposals will be evaluated and weighted as follows: Technical Approach (60%); Management Approach (30%); and Cost Approach (10%). Total project cost is one of three elements considered under Cost Approach.

3. What is the schedule of payments, ie: monthly based on progress; initial seed money and final lump sum, etc...?

RESPONSE: The Contractor shall submit invoices monthly for progress billings. Each invoice shall detail hours worked by staff/management, hourly rates and a brief description of services performed in the previous billing period to meet contract requirements. Payment for each progress billing shall be made upon JTC's satisfaction with the overall progress of the Contractor toward the Final Report. Final invoice payment will be based on the satisfactory acceptance of the Final Report by the JTC.

4. Will WSDOT provide access to data on charging station usage from the first two years of West Coast Electric Highway DC Fast Charger deployments?

RESPONSE: Yes, once the contract has been signed and the study is underway.

5. Are the funding amounts recently proposed by Governor Inslee (which did not pass the legislature but led to this study) to be considered as a starting point for state funding of further EV infrastructure deployments and incentives (including the allocation to different regions) or not relevant to the study?

RESPONSE: The Governor's proposed funding is not relevant to this study.

6. As EV Charging Infrastructure studies are a tiny consulting niche, how would the JTC rank bidders without similar previous work?

RESPONSE: **Section X. EVALUATION CRITERIA** of the RFP describes how written proposals will be evaluated.

X. EVALUATION CRITERIA

Proposals will be reviewed and evaluated by a panel selected by the JTC. After the initial evaluations, the JTC will select a small group of Bidders as finalists for oral interviews and presentations to the evaluation panel. Commitments made by the Bidder at the oral interview, if any, will be considered binding. The score from the oral presentation will be considered independently and will determine the apparently successful bidder.

Written proposals submitted in response to this RFP will be evaluated and weighted on the following three categories. This evaluation will be used solely for selecting Bidders to be invited to make an oral presentation.

- *Technical Approach (60%)*
 - *Proposed project approach and methodology*
 - *Quality of work plan*
 - *Feasibility of proposed schedule*
 - *Description of proposed deliverables*
- *Management Approach (30%)*
 - *Project team structure internal controls*

- *Staff qualifications & resumes*
- *Relevant experience with projects of similar complexity & type*
- *Other applicable experience*
- *Cost Approach (10%)*
 - *Quality of detailed budget*
 - *Reasonableness of cost approach*
 - *Total project cost*

7. Our firm was previously licensed (registered) to do business in the State of Washington; however, the license expired a number of years ago. Would it be acceptable for our firm to submit a proposal to the State of Washington JTC based on our intent to re-activate that license and registration upon our being notified that our firm is the successful bidder for this work or would it be necessary for us to re-activate the license/registration prior to proposal submission?

RESPONSE: It is acceptable for your firm to reactivate the license to do business in the State of Washington upon being notified that your firm is the successful bidder.

8. On Page 20, Industrial Insurance Coverage, the RFP indicates that “The Contractor shall provide or purchase industrial insurance coverage prior to performing work under this contract.” Our firm maintains the usual general, professional and umbrella liability coverages, as well as auto, statutory worker’s compensation and employer’s liability coverage. Please clarify what is meant by “industrial insurance coverage.”

Industrial insurance is for work related injuries and illnesses, and pays for approved medical, hospital, and related services essential to an injured worker’s treatment and recovery. It also provides partial wage replacement for injured workers who are temporarily unable to work. Employers are required by Washington State law to carry industrial insurance (also known as workers’ compensation) for employees. In return, the employer ordinarily cannot be sued for damages if a work-related injury or illness occurs.

The following web page explains what is required in the state of Washington.
<http://bls.dor.wa.gov/industrialinsurance.aspx>