



Amendment to RFP

Section 3.

In the CALENDAR OF EVENTS table on page 3, **the correct deadline for written questions is January 23, 2026, 5:00 PM PST.**

CALENDAR OF EVENTS

Issue RFP	January 12, 2026
Deadline for written questions	January 23, 2026, 5:00 PM PST
3CE responds to questions on 3CE's website	February 4, 2026
Deadline to submit proposals	February 23, 2026, 5:00 PM PST
Possible virtual interviews of top-scoring proposals	March 9 - March 18, 2026
Possible Notice of Intent to Award	March 27, 2026
Anticipated award of contract	May 13, 2026
Anticipated launch	October 1, 2026



Central Coast Community Energy

**70 GARDEN CT
MONTEREY, CA 93940
1 (877) 455-2223**

REQUEST FOR PROPOSALS

Technical Assistance Provider for EV Planning and EVSE Development

**Proposals are due by 5:00 PM (PST) on February
23, 2026**

Contents

1. INTENT	2
2. BACKGROUND	2
3. CALENDAR OF EVENTS	3
4. POINTS OF CONTACT & SUBMISSION	4
5. SCOPE OF WORK.....	5
6. Additional / Alternative Scope of Work	11
7. CONTRACT TERM.....	12
8. QUALIFICATION REQUIREMENTS	12
9. PROPOSAL PACKAGE REQUIREMENTS	12
10. SUBMITTAL INSTRUCTIONS & CONDITIONS	16
11. SELECTION & SCORING CRITERIA.....	17
12. FEE SCHEDULE	17
13. PREVAILING WAGE COMPLIANCE & DOCUMENTATION	18
14. SMALL AND LOCAL PREFERENCE	18
15. INSURANCE REQUIREMENTS.....	19
16. RESERVATION OF RIGHTS	21
17. SIMULTANEOUS CONTRACT NEGOTIATION	22
18. AGREEMENT TO TERMS & CONDITIONS	22
19. CONFLICT OF INTEREST & COLLUSION	22
20. RIGHTS TO PERTINENT MATERIALS & PUBLIC RECORDS ACT	23
21. PIGGYBACK CLAUSE.....	23
22. SAMPLE AGREEMENT SECTION.....	23

1. INTENT

1.1 Central Coast Community Energy, hereinafter referred to as 3CE, is requesting proposals from qualified parties to serve as a technical assistance provider for fleet planning and EV charger infrastructure development for 3CE's energy programs and pilots. The technical assistance provider, hereinafter referred to as CONTRACTOR, will provide a full suite of vehicle and charging technical assistance services to 3CE's multifamily, commercial, and public agency customers. Scope of services for customers will range from electric fleet vehicle planning to electric vehicle charging infrastructure design and engineering. This Request for Proposals (RFP) is expected to result in a contract with a term of up to two fiscal years.

2. BACKGROUND

2.1 3CE is a Community Choice Aggregator ("CCA") established in 2017 pursuant to Public Utilities Code Section 366.2 and operates as a joint powers authority pursuant to Government Code section 6500 et seq. 3CE currently serves residential, commercial, and agricultural/industrial customers in cities and unincorporated communities in Monterey, San Benito, Santa Cruz, Santa Barbara, and San Luis Obispo counties.

2.2 Transportation electrification is a key component to decarbonization. 3CE is committed to reducing greenhouse gas emissions through the implementation of innovative energy programs that facilitate the electrification of transportation and built environments. As part of these energy programs, 3CE is interested in enhancing technical assistance offerings available through 3CE's transportation electrification energy programs.

2.3 Vehicle fleets represent a significant component of local cities and counties' Climate Action Plans, and fleet electrification is a core strategy to reduce emissions. In addition, public agency fleets can be assets that are highly visible to the community, and the electrification of these vehicles is a visual testimony to the agency's emissions-reduction efforts. Local public agency fleet managers face the challenge of electrifying their fleets timely and comprehensively. Electric vehicles require new charging infrastructure, often have a much higher purchase price than their internal-combustion engine counterparts, require new technician training, may involve navigating and applying to various state and local rebate programs, and require understanding of new fuel management practices to avoid costly demand and on-peak energy charges.

2.4 Electric Vehicle Service Equipment (EVSE) infrastructure buildout is a key barrier to the widespread adoption of EVs throughout the California central coast. To address this barrier, 3CE has launched several key Energy Programs that provide rebates and technical assistance to incentivize Level 2 and DC Fast Charging projects.

2.5 3CE seeks a CONTRACTOR to provide comprehensive technical assistance for eligible multifamily, commercial and public agency customers. 3CE may incorporate the

CONTRACTOR's services as a new element to 3CE's existing transportation electrification programs, such as Electrify Your Ride and/or Plan Your Fleet programs.

2.6 In addition/alternatively, 3CE seeks a CONTRACTOR to provide comprehensive technical assistance for EV charger projects owned and operated by 3CE. The selected CONTRACTOR will deliver site assessments, preliminary and detailed engineering design, technical review, construction administration, and other engineering related services needed to advance projects from early development through construction. The scope of work may include site visits, load and capacity analysis, equipment evaluations, permitting support, preparation of stamped engineering drawing and specification, and coordination with utilities and local authorities as required. See "Section 6. Additional / Alternative Scope of Work" for additional/alternative scope of work. Providing a proposal for these additional services will not impact the total scoring of the proposal.

3. CALENDAR OF EVENTS

Anticipated Dates

Issue RFP	January 12, 2026
Deadline for written questions	January 20, 2026, 5:00 PM PST
3CE responds to questions on 3CE's website	February 4, 2026
Deadline to submit proposals	February 23, 2026, 5:00 PM PST
Possible virtual interviews of top-scoring proposals	March 9 - March 18, 2026
Possible Notice of Intent to Award	March 27, 2026
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Anticipated launch	October 1, 2026

This contract may be subject to approval by 3CE's Operations Board of Directors. This schedule is subject to change as necessary.

3.1 **Future Addenda:** CONTRACTORS who received notification of this solicitation by means other than through a Central Coast Community Energy email shall contact the person designated in Central Coast Community Energy herein in section 4.1 to request to be added to the mailing list. Inclusion on the email contact list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date.

IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ALL ADDENDA FOR THIS RFP by either informing Central Coast Community Energy of their contact information or by regularly checking Central Coast Community Energy's Solicitations webpage at: [Central Coast Community Energy Solicitations](#). Addenda will be posted on the website as well.

3.2 Description of Calendar of Events

- **Issue RFP.** The Request for Proposal Packet may be obtained from 3CE's [website](#). 3CE

will not be responsible for the completeness or accuracy of the Request for Proposal Packet retrieved from any other source than directly from 3CE.

- **Deadline for Written Questions.** Submit all written questions by the deadline to epRFP@3ce.org. Questions submitted in any other manner or format are not acceptable. All questions must be received via e-mail by 5:00 PM PST January 23, 2025 (see CALENDAR OF EVENTS). Questions will be responded to in writing. Written summaries of all questions and answers will be published on 3CE's website. Anonymity of the source of specific written questions will be maintained in the written responses. A clarification addendum will be issued if necessary.
- **3CE responds to questions on 3CE's website.** Any material change to the RFP will be listed in an addendum to the RFP and posted on 3CE's website by February 4, 2025. Additional written questions must be received by 3CE no later than two (2) business days after an addendum is posted. 3CE reserves the right to post additional addenda until the RFP closing date and time. The Proposer is responsible for indicating acknowledgment, signing, and returning addendums with their response. 3CE reserves the right to reject any responses deemed to be non-responsive.
- **Deadline to submit proposals.** Proposals must be received no later than the deadline specified above.
- **Possible virtual interviews of top-scoring proposals.** 3CE will have the option to interview top proposer(s). Interview meetings will be virtual.
- **Anticipated award of contract.** A formal written notice of intent to award the contract will be sent to the selected proposer, also referred to as CONTRACTOR. The notice will include the anticipated date of the Operations Board meeting when the item will be presented.

4. POINTS OF CONTACT & SUBMISSION

4.1 Questions and correspondence regarding this solicitation shall be directed to the Primary Contact for Central Coast Community Energy:

Christopher Cook, PE
Director of Energy Programs
70 Garden Ct, Suite 300
Monterey, CA 93940
Email: epRFP@3ce.org

4.2 All questions regarding this solicitation shall be submitted digitally via email to epRFP@3ce.org. The questions will be researched, and the answers will be communicated to all known and interested proposers after the deadline for receipt of questions. Proposers should include the title of this solicitation in the subject line. For copies of this RFP or its related materials in

alternative formats for persons with disabilities, please email: epRFP@3ce.org.

4.3 Prospective Proposers shall not contact 3CE employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. Any unauthorized contact may be considered undue pressure and cause for disqualification.

5. SCOPE OF WORK

5.1 Assistance to transition vehicles includes:

- fleet assessments,
- vehicle replacement and procurement planning, including long-term timeline,
- vehicle recommendations
- identifying funding opportunities.

5.2 EV charging planning technical assistance includes:

- evaluate their site
- design a charging station plan,
- evaluate bids from potential installers and contractors,
- provide guidance through construction,
- help apply for available incentives.

5.3 This RFP seeks a CONTRACTOR to provide technical assistance to eligible 3CE customers who are requesting support to transition their existing and planned fleet vehicles with all-electric vehicles, and who are planning workplace, fleet, and publicly accessible EV charging projects. Interested customers will interact directly with the CONTRACTOR to learn about and implement technical assistance support available from CONTRACTOR.

While 3CE intends to select one CONTRACTOR for the scope of work, the CONTRACTOR may employ subcontractors as necessary to fulfill the scope of work and goals of the program.

5.4 Comprehensive Technical Assistance Goals:

- Provide comprehensive technical assistance to 3CE's customers. For purposes of this RFP, engagement with CONTRACTOR is estimated as follows:
 - Approximately 10 multifamily customers per fiscal year (multifamily customers include housing developers with properties consisting of five or more residential units)
 - Approximately 10 commercial and public agency customers per fiscal year (commercial and public agency customers include non-residential customers that are not 3CE joint powers authority member agencies. Examples include

businesses, nonprofits, community-based organizations, agricultural or industrial businesses, etc.)

- Approximately 10 cities and counties per fiscal year
- Add/Alt Scope: Approximately 5-10 project sites across multiple fiscal years
- Enable deployment of fleet electrification and associated EVSE infrastructure projects for 3CE's commercial, multifamily, public agency, and member agency customers. Support 3CE's cities and counties in planning for and complying with state public fleet electrification targets, including education on best practices and case studies in support of state public fleet electrification targets and established agency goals.
- **EV Charging Infrastructure:** Provide eligible 3CE customers with comprehensive technical assistance for EV charger infrastructure planning for workplace, fleet, and publicly available charger projects. This includes site assessments, engineering drawings / design services, and evaluating contractor bids.
- **EV Fleet Analysis:** Provide eligible 3CE customers with comprehensive technical assistance for fleet transition planning. This includes fleet analysis, funding availability, and recommendations for EV procurement.
- Minimize out of pocket costs for 3CE customers by identifying and facilitating available funding resources that support electrification projects.
- Facilitate maximum operational cost savings to fleet managers with guidance, analysis, and trial use of charge management solutions.
- Assist customers with design and procurement of EVSEs across the service area. Promote adoption of EVSEs, particularly in LIC and DAC communities.

5.5 CONTRACTOR TASKS

Program Administration (Tasks 5.6..1 – Tasks 5.6..3)

5.6..1 Meetings and Budget Tracking Schedule:

- CONTRACTOR will work with 3CE program manager to set up initial and recurring meetings for the duration of the contract term. Unless determined otherwise by both 3CE and the CONTRACTOR, meetings will occur twice a month and will be used to track program performance and customer feedback, coordinate on reporting needs, discuss current engagements, and complete administrative tasks.
- CONTRACTOR to collaborate with 3CE staff to create processes and reports to track budget spend for program. CONTRACTOR to provide monthly budget status report.

Task 5.6..1 Deliverables: meeting scheduling, meeting agenda, budget reporting template, and status reports

5.6..2 Annual Program Planning and Report

- CONTRACTOR will participate in annual program planning review meeting with 3CE to review objectives, budget, timeline, administrative processes, and contract.

CONTRACTOR will provide a report at the close of each 3CE fiscal year that includes executive summary, major accomplishments, lessons learned and recommendations. This will include an overview and assessment of fleet plans delivered to date.

Task 5.6..2 Deliverables: Annual technical assistance report

5.6..3 Customer and Project Data Collection

- CONTRACTOR will collaborate with 3CE to establish a process that allows CONTRACTOR to deliver relevant customer data to 3CE. This information should be in a format compatible with 3CE's internal software including 3CE's customer relationship management "CRM" software, Salesforce, and should enable 3CE to aggregate customer/assessment information collected through the assessment.
- CONTRACTOR will adhere to 3CE's privacy and confidentiality policies and will execute a separate Non-Disclosure Agreement as part of providing any services to 3CE or its customers.

Task 5.6..3 Deliverables: Customer data process

Technical Assistance Development and Improvement (Tasks 5.6..4 - 5.6..5)

5.6..4 Resource Creation & Management

- CONTRACTOR will support 3CE by providing best practices and guidance for the success of the assistance programs. This will include tasks such as creating data collection tools and templates.
- Provide relevant updates as requested by 3CE on federal, state, and local policies that impact customers supported through technical assistance.

Task 5.6..4 Deliverables: Best practices, data collection tools and templates

5.6..5 EV Technology Research

- CONTRACTOR will support 3CE by conducting research on relevant new EVSE and EV technologies when requested, including but not limited to:
 - Portable EVSE solutions, temporary charging infrastructure.
 - EV market conditions, new electric vehicle releases.

Task 5.6..5 Deliverables: Market research

Customer Engagement (Tasks 5.6..6-5.6..7)

5.6..6 Outreach

- CONTRACTOR will support 3CE to develop and conduct outreach strategies and materials, including but not limited to:
 - Coordination with 3CE for timeline, strategy and outline for outreach plan for commercial, multifamily and public agency customers.
 - Creation of educational resources to support understanding of electrification opportunities for commercial, multifamily and public agency customers; may include flyers, memos, presentations, webinars, and case studies.

Task 5.6..6 Deliverables: Outreach strategy, materials

5.6..7 Education & Training

- CONTRACTOR will provide education to property owners regarding EVSE and EVs (technology, benefits, costs, etc.), available incentives, and potential financing options. This task may include the development of printed and digital 3CE branded educational resources and collateral focused on EV electrification for public agencies, multifamily and commercial property owners and tenants
- CONTRACTOR will develop best practices for different customers involved in managing and using EVs and EVSE. This may include drivers, fleet managers, and maintenance staff.
- CONTRACTOR will provide guidance on best charging practices for charging infrastructure to maximize efficiency and lifespan of EVs. This will be based on industry standards and experience in EV infrastructure management.

Task 5.6..7 Deliverables: Education materials, technology best practices

Technical Assistance- EVSE Infrastructure Planning (Tasks 5.6..8 - 5.6..10)

5.6..8 Site Assessment of Potential EVSE Infrastructure

- Assist 3CE with identifying potential EVSE infrastructure project sites on multifamily residential properties and publicly accessible commercial properties in 3CE's service area, with an emphasis on sites located in low-income ("LIC") and disadvantaged communities ("DAC"). This may include the following:
 - Utilize California Energy Commission data on EVSE infrastructure needs and other sources of data to strategically identify and target 3CE customer sites.

Task 5.6..8 Deliverables: Service area site assessment

5.6..9 Participant Enrollment

- Perform site assessment and recommend system design for approximately 15 multifamily participating sites throughout the 3CE service area.

- Perform site assessment and recommended system design for approximately 15 publicly accessible commercial participating sites in the service area.
- Perform site assessment and recommended system design for approximately 15 public agency sites in the service area.
- Provide in-depth site analysis for customers interested in immediately installing EVSE infrastructure. Deliverables may include:
 - Recommendations for specific EVSE infrastructure.
 - Project cost estimates.
 - Construction engineering documents that the customer can use to hire external contractors for installation services. These documents may include:
 - Project description and any relevant specifications
 - Architectural renderings (a.k.a. “as-builts”) of the parking areas and other facilities, as relevant
 - Electrical single-line diagrams
 - Other documents, as requested by the customer, to bid these charging station installation projects or receive permits
 - Electrical load analyses, as needed.

Task 5.6..9 Deliverables: Engineering design, site recommendation, project cost estimates

5.6..10 Produce Charging Infrastructure Project Plans

- CONTRACTOR will produce up to 30 complete project plans per year for the installation of EVSE infrastructure. Project plans should seek to include other utility programs as relevant. These plans shall include but are not limited to:
 - Recommendations for specific charging infrastructure for the vehicle replacements identified.
 - Project cost estimate.
 - Construction engineering documents that the agency can use in a public bid to hire CONTRACTORS for installation services. These documents may include:
 - Project description and any relevant specifications
 - Relevant specifications for public charging projects, such as ADA compliance.
 - Architectural renderings (a.k.a. “as-builts”) of the parking areas and other facilities, as relevant
 - Electrical single-line diagrams
 - Other documents, as required by the public agency, to bid these charging station installation projects or receive permits.
 - Electrical load analyses, including existing grid and panel capacity, as needed
 - A charging optimization plan that incorporates the vehicles’ duty cycles and recommends charging schedules that minimize operating costs through off-peak charging and reduction in energy demand charges.

Task 5.6..10 Deliverables: EVSE project plan

Technical Assistance- Fleet Planning (Task 5.6..11)

5.6..11 Develop Vehicle Replacement Recommendations and Procurement Plans

- CONTRACTOR shall develop vehicle replacement and procurement plans to outline a 10-year plan for participating customers. The plans should include:
 - an analysis of their total vehicle fleet composition, duty cycles, and vehicle use
 - Consideration of applicable state and local emissions-reduction requirements (e.g. the California Air Resources Board Advanced Clean Fleet rules)
 - Identification of 1 for 1 electric vehicle alternative options for each vehicle in the fleet, noting market availability, limitations, and cooperative purchasing options.
 - High-level replacement schedule that outlines with the fleet's typical replacement cycle and regulations.
 - Estimated purchase price and total cost of ownership compared to the internal-combustion engine equivalent.
 - Calculation of each vehicle replacement's estimated annual electricity needs.
 - Recommended charging infrastructure types for each vehicle, which factors in estimated daily duty cycles and vehicle charging needs.
 - Detailed overview of currently available funding options for both the vehicles and charging infrastructure from relevant state and local agencies. CONTRACTORS should seek opportunities to stack funding.

Task 5.6..11 Deliverables: Fleet analysis, vehicle replacement and procurement plan

Technical Assistance- Procurement (Tasks 5.6..12)

5.6..12 Procurement Support

- CONTRACTOR will assist with the procurement of equipment and installation from licensed and qualified installers for EVSE buildout or EV purchasing for interested participating customers. Review relevant procurement materials as requested, including but not limited to:
 - Vendor quotations
 - Consultations regarding Agency Requests for Proposals
 - Vendor selection
 - This task may include leveraging existing networks, industry contacts and local installers registered with 3CE.

Task 5.6..12 Deliverables: Procurement review

Technical Assistance- Facilitate Participation in 3CE's Energy Programs (Task 5.6..13)

5.6..13 Program Eligibility Evaluation and Application Support

- CONTRACTOR will provide transition roadmap for implementation related to other 3CE program offerings. This includes:
 - Performing needs assessments for each engaged customer to identify potential applications for follow-on 3CE programs.
 - Assisting all customers moving forward with EVSE plans or EV purchases with potential follow-on 3CE program applications. Program applications may include Electrify Your Ride, Member Agency Electrification Programs, and future Demand Response programs.

Task 5.6..13 Deliverables: Customer assistance for 3CE program application

6. Additional / Alternative Scope of Work

6.1 In addition/alternatively, 3CE seeks a CONTRACTOR to provide comprehensive technical assistance for EV charger projects owned and operated by 3CE. 3CE is actively working on an EV Masterplan that will identify potential sites for future 3CE-owned EV charger projects. The EV Masterplan will include approximately 5-10 potential project sites. The services provided by the CONTRACTOR will be for sites identified in the EV Masterplan. Providing a proposal for these additional services will not impact the total scoring of the proposal.

Technical Assistance-3CE Owned Infrastructure Projects (Task 6.2)

6.2 The CONTRACTOR will develop comprehensive infrastructure plans to support 3CE's owned-and-operated EVSE projects. The plans must address the needs of each project type and include, at a minimum, the following:

- Recommendations for EV charging systems consistent with the project locations designated by 3CE, including workplace charging and public EVSE installations across the 3CE service area. 3CE is actively working on an EV Recommendations should reflect site-specific needs, electrical capacity, usage profiles, and long-term expansion considerations.
- Detailed cost estimates covering equipment, materials, construction, interconnection, commissioning, and permitting.
- Available grants and rebates to reduce cost
- Construction-ready engineering documents for use in public bid packages. These documents may include, but are not limited to:
 - Project descriptions, technical specifications, and installation requirements.
 - ADA and accessibility compliance details for workplace and public charging installations.
 - Architectural drawings or as-builts of parking areas and associated facilities.
 - Electrical single-line diagrams, conduit and trenching layouts, and detailed engineering drawings.
 - Load studies, capacity analyses, and assessments of required panel or service upgrades.

- Documentation required for regulatory and permitting applications, including utility service applications and submittals.
- Additional documents required by 3CE to support public bidding, utility coordination, or permitting.

Task 6.2 Deliverables: comprehensive infrastructure plans

7. CONTRACT TERM

- 7.1 The term of the services requested is anticipated to be a period of two (2) years, with the option to extend for an additional (1) year. 3CE is not required to state a reason if 3CE chooses not to renew.
- 7.2 If the final service AGREEMENT awarded pursuant to this RFP includes options for renewal or extension, the CONTRACTOR must commence negotiations for any desired rate changes a minimum of ninety days (90) prior to the expiration of the AGREEMENT. Both parties shall agree upon rate extension(s) or changes in writing.
- 7.3 The AGREEMENT shall contain a clause that provides that 3CE reserves the right to cancel the AGREEMENT, or any extension of the AGREEMENT, without cause, with a thirty-day (30) written notice, or immediately with cause.

8. QUALIFICATION REQUIREMENTS

- 8.1 Qualified CONTRACTORS must demonstrate their expertise and experience in the following:
- Delivering high quality project plans which include the elements described in the “Scope of Work” section
 - Delivering final reports for customers based on analysis results
- 8.2 CONTRACTOR is required to ensure that all services, costs, and materials must, at minimum, meet the specifications for the State of California and CAL/OSHA regulations, as applicable.
- 8.3 CONTRACTOR is to ensure that the insurance, liability, professional errors and omissions insurance and licensing, qualifications, prevailing wage, and requirements herein are current during the full term of the AGREEMENT.

9. PROPOSAL PACKAGE REQUIREMENTS

- 9.1 **CONTENT AND LAYOUT:** CONTRACTOR should provide the information as requested and as applicable to the proposed goods and services. The proposal package shall be organized as per the table below; headings and section numbering utilized in the proposal package shall be the

same as those identified in the table. Proposal packages shall include, at a minimum, but not limited to, the following information in the format indicated:

<u>Proposal Package Layout:</u> Organize and Number Sections as Follows:	
Section 1	COVER LETTER (INCLUDING CONTACT INFO)
Section 2	TABLE OF CONTENTS
Section 3	LICENSING & QUALIFICATION REQUIREMENTS
Section 4	PROJECT EXPERIENCE AND REFERENCES
Section 5	PROPOSED SCOPE-OF-WORK
Section 6	ADDITIONAL QUESTIONS
Section 7	FEE SCHEDULE
Section 8	EXCEPTIONS
Section 9	APPENDIX

Section 1 – Cover Letter & Table of Contents Requirements:

- **Cover Letter:** All proposals must be accompanied by a cover letter not exceeding two pages and should provide firm information and contact information as follows:
- **Contact Info:** The name, address, telephone number, and email address of CONTRACTOR'S primary contact person during the solicitation process through to potential contract award.
- **Firm Info:** Description of the type of organization (e.g., corporation, partnership, including joint venture teams and subcontractors) and how many years it's been in existence. If applicable, indicate Small and Local Vendor status (see Section 12 of this RFP).
- **Table of Contents:** include section headers for each section and page numbers

Section 2 - Licensing & Qualification Requirements:

- CONTRACTOR must acknowledge that they meet the qualifications required as set forth in Section 8.0 herein; indicating all licenses, degrees and certifications held. Copies of License, Degree, and/or Certificates must be included in this section.

Section 3 - Project Experience & References:

- **Key Staff Persons:** CONTRACTOR shall identify all key staff and subcontractors and include their titles, qualifications, and a summary of their experience as it is relevant to the services identified herein.
- **Experience & References:** CONTRACTOR shall describe up to three similar projects or contracts for which it provided services like the scope of work described herein. Please include phone numbers (and email addresses, if possible) of key contacts from these job experiences, as 3CE may conduct reference checks using this information.

Section 4 – Proposed Scope of Work:

- CONTRACTOR shall include the proposed SCOPE OF WORK as outlined in Section 5.0 of this RFP. The SCOPE OF WORK should clearly detail project plans, timelines, and staffing.
- CONTRACTOR may include additional/alternative scope of work in this section, as outlined in Section 6.0 of this RFP. The additional / alternative SCOPE OF WORK should clearly detail project plans, timelines, and staffing.

Section 5 – Additional Questions:

- CONTRACTOR shall include responses to all of the following questions as outlined in section. The ADDITIONAL QUESTIONS should be clearly answered, with the question indicated.
 - A. What type of customer service do you offer?
 - B. What information does your fleet reporting and analyses contain? Please provide a sample fleet report or plan that customers would receive.
 - C. What information does your charging needs reports contain? Please provide a sample report or plan that customers would receive.
 - D. What types of nonresidential customers have you supported? Please provides references to projects you have worked on, if applicable.
 - E. Do you support charging plans for publicly accessible, private, and mixed use site types? Please provide examples of projects you have worked on, if applicable.
 - F. What experience do you have working with public agencies? Please provide references to other public agency projects you have worked on, if applicable.
 - G. What marketing, outreach, and education experience do you have in educating customers on the benefits of transitioning to EVs and associated infrastructure?
 - H. In what ways would 3CE be able to include branded information in customer reports and deliverables?
 - I. How would you host forms for enrollment or interest in services? Can you integrate with 3CE's Customer Relation Management software?
 - J. Do you intend to employ any Subcontractors? If yes, what purpose will they serve and how will you ensure Subcontractors are performing in accordance with 3CE and CONTRACTOR contractual agreement?
- If CONTRACTOR includes additional/alternative scope of work proposal, CONTRACTOR shall include responses to all of the following ADD/ALT QUESTIONS as outlined below. The ADD/ALT QUESTIONS should be answered clearly, with the question indicated.
 - K. What experience do you have in developing infrastructure planning, electrical design, and permitting/regulatory documentation for EVSE projects? Please provide examples or sample deliverables.
 - L. What engineering design capabilities do you provide, including development of stamped drawings, electrical single-line diagrams, trenching/conduit plans, load

studies, system architecture diagrams, and construction-ready bid documents?
Please include sample engineering drawings or design packages.

- M. Describe your quality assurance and quality control process, including internal review, engineering checks, and procedures to ensure accuracy of drawings, specifications, and cost estimates.
- N. How do you support commissioning and post-installation validation, including QA testing, system functionality checks, and documentation for project close-out?

Section 6 – Fee Schedule:

- CONTRACTOR shall submit an all-inclusive fee schedule for a two (2) year term of the AGREEMENT. The proposed fee shall represent the total cost to deliver all services described in the Scope of Work (SOW), including time, materials for units outlined in scope. The fee should encompass, but is not limited to:
 - Development of fleet replacement and charging infrastructure plans for up to 30 customers per year (as outlined in the scope of work)
 - All administrative duties, including project management, meetings with 3CE staff, data collection, and reporting
 - Customer service and support for plan development
 - Labor Rates for key staff
- If CONTRACTOR includes additional/alternative scope of work proposal, CONTRACTOR should submit an additional all-inclusive fee schedule for a two (2) year term of the AGREEMENT for the additional/alternative scope of work. The fee should encompass, but is not limited to:
 - Development of infrastructure planning and electrical design for 5-10 3CE-owned EVSE projects, including site assessments, engineering drawings, cost estimates, and permitting/regulatory support.

Section 7 - EXCEPTIONS:

- Submit all exceptions to this solicitation on separate pages and clearly identify the top of each page with “EXCEPTION TO CENTRAL COAST COMMUNITY ENERGY SOLICITATION.” Each Exception shall reference the RFP page number and section number, as appropriate. CONTRACTOR should note that the submittal of an Exception does not obligate Central Coast Community Energy to revise the terms of the RFP or AGREEMENT. Items not excepted will not be open to later negotiation.

Section 8 - APPENDIX:

- CONTRACTOR may provide any additional information that it believes to be applicable to this proposal package and include such information in an Appendix section, such as:
 - Current and audited Financial statements;

- Current client list;
- Sample fleet replacement or EVSE infrastructure plans tailored to a real or hypothetical property owner/manager

10. SUBMITTAL INSTRUCTIONS & CONDITIONS

- 10.1 Electronic Submission. All proposals must be submitted electronically through email form with the appropriate attached documents combined into a single PDF document not to exceed 150 MB to the following email address: epRFP@3ce.org. CONTRACTOR should include the title of this solicitation and the organization's name in the email's subject line.
- 10.2 Proposal information not properly addressed to and not timely received by the Primary Contact will be considered undelivered. Proposals failing to provide complete responses as required may be considered non-conforming. CONTRACTOR should not send, and 3CE will not accept, paper copies of electronic proposals.
- 10.3 Acceptance. Proposals are subject to acceptance at any time within 90 days after opening. Central Coast Community Energy reserves the right to reject all proposal packages, or part of any proposal package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsive proposal package and that would not affect a CONTRACTOR'S ability to perform the work adequately as specified.
- 10.4 Ownership: All submittals in response to this solicitation become the property of 3CE.
- 10.5 Public Disclosure: All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq. Public disclosure may be made regardless of whether the RFP Materials are marked "confidential," "proprietary," "Copyright ©" or otherwise, and regardless of any statement purporting to limit the 3CE's right to disclose information, or requiring 3CE to inform or obtain the consent of the applicant prior to the disclosure of the RFP Materials. Submission of any proposal or communication pursuant to the RFP constitutes acknowledgment and consent by the applicant to the potential public disclosure of its RFP Materials.
- 10.6 Financial Responsibility: 3CE accepts no financial responsibility for any costs incurred by a proposal in responding to this RFP.
- 10.7 Compliance: Proposal packages that do not follow the format, content, and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores or be deemed non-responsive.
- 10.8 CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administration Act of 1973 (CAL-OSHA).
- 10.9 Expenses: Expenses incurred in the preparation of this proposal, or any other action

responding to this RFP shall be the sole responsibility of the CONTRACTOR.

- 10.10 Time: Time when stated as a number of days shall include Sundays and Saturdays, excluding legal holidays.

11. SELECTION & SCORING CRITERIA

- 11.1 The selection of CONTRACTOR and subsequent contract award(s) will be based on the criteria contained in this RFP, as demonstrated in the submitted proposal. CONTRACTOR should submit information sufficient for 3CE to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the Proposal to be deemed non-responsive and may be cause for rejection.

- 11.2 The Scoring criteria include the following: **(100 points total)**.

SCORING CRITERIA	MAXIMUM POSSIBLE SCORE
Qualifications	20
Experience	20
Pricing	30
Demonstrated capacity to fulfill the Scope of Work as outlined	25
Local Preference	5
TOTAL	100

- 11.3 AGREEMENT award(s) will not be based on cost alone.
- 11.4 The award(s) resulting from this RFP will be made to the CONTRACTOR(S) that submit(s) a response that, in the sole opinion of Central Coast Community Energy, best serves the overall interest of Central Coast Community Energy.
- 11.5 The award made from this RFP may be subject to approval by Central Coast Community Energy Operations Board of Directors or Policy Board of Directors.

12. FEE SCHEDULE

- 12.1 CONTRACTOR shall provide a detailed and transparent fee schedule using the structure in attached EV and EVSE Fee Schedule for an initial two (2) year term of the AGREEMENT. Please refer to the Section 9 Proposal Package Requirements subsection 6 – FEE SCHEDULE for more details on items to include. Applicable tax and travel expenses should be billed and shown as a separate line item.
- 12.2 CONTRACTOR prices and terms stated in the proposal package shall be effective from the date the proposal is submitted to the day any AGREEMENT is awarded and through the initial term of any AGREEMENT.
- 12.3 Prior to the start of the work, 3CE and CONTRACTOR(S) will mutually agree upon the payment terms.

12.4 3CE will provide a defined scope.

12.5 Pricing may include an hourly rate and audit services flat fee, based upon the direction of 3CE staff.

12.6 Prices quoted for Services must remain in effect for a minimum of sixty (60) days of receipt by 3CE.

12.7 Proposals should include any discounts and/or incentives offered.

13. PREVAILING WAGE COMPLIANCE & DOCUMENTATION

13.1 CONTRACTOR shall be responsible for all prevailing wage compliance, including all subcontractors. This includes articulating to 3CE what obligations exist, meeting obligations, providing all necessary documentation to DIR or other entities. If any materials are renewed or subcontractors change, updated documents must be provided immediately.

14. SMALL AND LOCAL PREFERENCE

14.1 3CE desires, whenever possible, to contract with qualified small and local vendors to provide goods and services to the agency. Each local CONTRACTOR providing goods, supplies, or services funded in whole or in part by 3CE funds, or funds which 3CE expends or administers, shall be eligible for local preference points or percentages as provided in this section.

14.2 3CE's Small and Local Preference Policy ("Policy") establishes a preference for qualified small, local, and diverse businesses in non-power services contract opportunities. This policy requires 3CE to directly identify and solicit small, local, and diverse businesses; reduce barriers to contracting with small, local, and diverse businesses; and incentivize small, local, and diverse businesses to engage with 3CE's contracting process. To view 3CE's Local Preference Policy, in its entirety, use the following link: [Central Coast Community Energy Local Preference Policy](#).

14.3 Any vendor seeking to be recognized as a small, local, and diverse business by 3CE shall be required to certify they meet the definition of small and local as set out in the Policy, and to register as a small, local, and diverse business with 3CE. Registering through the vendor registry enables 3CE to track the effectiveness of the Policy and allow 3CE to provide future notifications to its small, local, and diverse businesses concerning other bidding opportunities. To access the 3CE Local Vendor Registration Form, use the following link: [Local Vendor Registry](#).

14.4 When 3CE evaluates the responses to a solicitation for goods or services, where best value is the determining basis for the contract award, a five (5) points preference will be applied to the

scoring evaluation for qualified small, local, and diverse businesses.

- 14.5 When 3CE evaluates the responses to a solicitation for goods or services, where lowest price is the determining basis for the contract award, a five percent (5%) preference will be subtracted from the bid price of qualified small, local, and diverse businesses. If application of the five percent (5%) preference results in a qualified small, local, and diverse business' bid being lower than all other bids, the contract shall be awarded to the qualified small, local, and diverse business at that vendor's bid price.
- 14.6 Whenever a responsive qualified small, local, and diverse businesses and a responsive non-small, non-local business have both submitted matching lowest responsive bids, the qualified small, local, and diverse business shall be awarded the contract.
- 14.7 When a contract requires subcontractors or sub-consultants, the selected CONTRACTOR shall solicit proposals from qualified small, local, and diverse businesses whenever possible. No contract awarded to a small and local business shall be assigned or subcontracted in any manner that permits more than fifty percent (50%) or more of the dollar value of the contract to be performed by an entity that is not a small and local business.

15. INSURANCE REQUIREMENTS

- 15.1 Evidence of Coverage:
- Prior to commencement of an AGREEMENT with 3CE, CONTRACTOR shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the CONTRACTOR upon request shall provide a certified copy of the policy or policies. This verification of coverage shall be sent to 3CE.
 - This verification of coverage shall be sent to 3CE, unless otherwise directed. CONTRACTOR shall not receive a "Notice to Proceed" with the work under any AGREEMENT until it has obtained all insurance required and such insurance has been approved by 3CE. This approval of insurance shall neither relieve nor decrease the liability of CONTRACTOR.
- 15.2 Qualifying Insurers: All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by 3CE.
- 15.3 Insurance Coverage Requirements: Without limiting CONTRACTOR'S duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this AGREEMENT a policy or policies of insurance with the following minimum limits of liability:
- Commercial General Liability Insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, and cross liability with a combined single limit for Bodily

Injury and Property Damage of not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate. (Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in red. All proposed modifications are subject to 3CE approval.)

- Cyber Liability Insurance, covering information security and privacy liability, including privacy notification costs, in the amount of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- Automobile Insurance Threshold: Business Automobile Liability Insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this AGREEMENT, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence. (Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in red. All proposed modifications are subject to 3CE approval.)
- Workers' Compensation Insurance, if CONTRACTOR employs others in the performance of this AGREEMENT, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease. (Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in red. All proposed modifications are subject to 3CE approval.)
- Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this AGREEMENT, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this AGREEMENT.
- Sexual Misconduct Insurance, is required if CONTRACTOR provides services to persons with disabilities, or minors, with minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Such coverage shall cover virtual or online incidents and/or occurrences. (Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in red. All proposed modifications are subject to 3CE approval.)

15.4 Other Insurance Requirements

- Unless otherwise specified by this AGREEMENT, all such insurance shall be written on an

occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

- Commercial general liability and automobile liability policies shall provide an endorsement naming 3CE, its Directors, Board members, officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self -insurance maintained by 3CE and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance.
- CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in an AGREEMENT, which shall continue in full force and effect.
- CONTRACTOR shall always during the term of an AGREEMENT maintain in force the insurance coverage required under an AGREEMENT and shall send, without demand by 3CE, annual certificates to 3CE. If the certificate is not received by the expiration date, CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of an AGREEMENT, which entitles 3CE, at its sole discretion, to terminate an AGREEMENT immediately.
- CONTRACTOR agrees to include within their subcontract(s) with any and all subcontractors the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, to the extent they apply to the scope of the subcontractor's work. Subcontractors hired by CONTRACTOR shall agree to be bound to CONTRACTOR and 3CE in the same manner and to the same extent as CONTRACTOR is bound to 3CE under this Agreement. Subcontractors shall agree to include these same provisions within any sub-subcontract. CONTRACTOR shall provide a copy of the Indemnity and Insurance provisions of this Agreement to any subcontractor. CONTRACTOR shall require all subcontractors to provide valid certificates of insurance and the required endorsements prior to commencement of any work and will provide proof of compliance to 3CE.

16. RESERVATION OF RIGHTS

16.1 No Guaranteed Value: 3CE does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.

16.2 Board Approval: The award(s) made from this solicitation may be subject to approval by Central Coast Community Energy Operations Board.

16.3 Interview: 3CE reserves the right to interview selected CONTRACTOR before a contract is awarded. The costs of attending any interview are the CONTRACTOR'S responsibility.

16.4 Incurred Costs: 3CE is not liable for any cost incurred by CONTRACTOR in response to this

solicitation.

- 16.5 Notification: All CONTRACTORS who have submitted a Proposal Package will be notified of the final decision as soon as it has been determined.
- 16.6 In 3CE's Best Interest: The award(s) resulting from this solicitation will be made to the CONTRACTOR that submit(s) a response that, in the sole opinion of 3CE, best serves the overall interest of 3CE.
- 16.7 Multiple Award(s): 3CE has the option to award a portion or portions of this contract to multiple successful CONTRACTORS at the sole discretion of and benefit to 3CE.

17. SIMULTANEOUS CONTRACT NEGOTIATION

- 17.1 3CE will pursue contract negotiations with the CONTRACTOR(S) who submit(s) the best Proposal or is deemed the most qualified in the sole opinion of 3CE, and which is in accordance with the criteria as described within this solicitation. Suppose the contract negotiations are unsuccessful, in the opinion of 3CE. In that case, 3CE may pursue contract negotiations with the entity that submitted a Proposal which 3CE deems to be the next best qualified to provide the services, or 3CE may issue a new solicitation, or take any other action which it deems to be in its best interest.

18. AGREEMENT TO TERMS & CONDITIONS

- 18.1 CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with 3CE for the provision of the requested service. The AGREEMENT shall be written by 3CE in a standard format approved by 3CE's General Counsel.
- 18.2 CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with 3CE for the provision of the requested service. The AGREEMENT shall be written by 3CE in a standard format approved by 3CE's General Counsel. CONTRACTOR shall indicate any proposed changes to the Standard Services Agreement, which may be viewed as a separate attachment accompanying this RFP found on the 3CE Solicitations Webpage, in the EXCEPTIONS section of CONTRACTOR'S proposal.
- 18.3 3CE may but is not required to consider including language from the CONTRACTOR'S proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of CONTRACTOR'S proposal.

19. CONFLICT OF INTEREST & COLLUSION

- 19.1 CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair

conditions.

- 19.2 CONTRACTOR shall disclose the name of any officer, director, or agent who is also an officer, board member or employee of 3CE. Further, CONTRACTOR shall disclose the name of any 3CE officer, board member or officer who owns, directly, or indirectly, an interest in 5% or more of the CONTRACTOR's business or any of its branches or affiliates.

20. RIGHTS TO PERTINENT MATERIALS & PUBLIC RECORDS ACT

- 20.1 All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the CONTRACTOR that are submitted as part of the submittal will become the property of Central Coast Community Energy when received by Central Coast Community Energy and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION", in strict conformity with the specific requirements set forth in section 8.2 above. Central Coast Community Energy will not disclose proprietary information to the public, unless required by law; however, Central Coast Community Energy cannot guarantee that such information will be held confidential. As a California government entity, 3CE is subject to the California Public Records Act and other public transparency laws and, as such, cannot guarantee the confidentiality of information marked confidential or proprietary. 3CE will respond to requests for disclosure of records related to this solicitation in accordance with applicable law on disclosure requirements and exemptions to disclosure.

21. PIGGYBACK CLAUSE

- 21.1 CONTRACTOR shall indicate in their fee schedule if CONTRACTOR agrees to extend the same prices, terms, and conditions of their proposal to other public agencies that have delivery locations within the State of California limits. CONTRACTOR'S response to this question will not be considered in award of the Agreement resulting from this solicitation. If and when CONTRACTOR extends the prices, terms, and conditions of their proposal to other public agencies, any resulting agreement shall be between CONTRACTOR and the other public agencies and 3CE shall bear no responsibility or liability for any agreements between CONTRACTOR and the other public agencies.

22. SAMPLE AGREEMENT SECTION

- 22.1 Awardee will be required to enter into a contract with 3CE using 3CE STANDARD SERVICE AGREEMENT and execute a Non-Disclosure Agreement. All terms and conditions (which are hereby incorporated by reference as though set forth entirely herein) may be viewed as a separate attachment accompanying this RFP, Standard Services Agreement, found on the 3CE Solicitations Webpage. Modifications of the contract terms may be proposed by the applicant for consideration by 3CE but are not guaranteed to be accepted. Rejection of the final terms from 3CE may be grounds for disqualification.