

**The Philadelphia Parking Authority**  
**701 Market Street, Suite 5400**  
**Philadelphia, PA 19106**

**Request for Information No. 24-19**  
**Electrical Vehicle Supply Equipment**

**Introduction:**

The Philadelphia Parking Authority (“Authority”) is requesting information to gain knowledge of potential qualified sources and types of EV Charging units available to assist the Authority in understanding existing services offered and business models available in our region. This Request for Information (“RFI”) is for preliminary market research purposes only. THIS IS NOT A SOLICITATION FOR PROPOSALS AND NO CONTRACT SHALL BE AWARDED FROM THIS NOTICE. Although no contract award will be made as a result of this RFI, the Authority’s eventual goal is to install EV charging units based on information gathered in this RFI. No reimbursement will be made for any costs associated with providing information in response to this notice or any follow up information requests. The Authority may purchase electric vehicle charging infrastructure in the future for both fleet use and public use. The RFI method is not intended to result in a contract award but is designed to allow for the collection of industry information that may be used to assist the Authority in developing a subsequent Request for Proposal.

**Background Information:**

The Authority is considering expansion of its current EV charging infrastructure via funding through various State and Federal granting resources. The purpose of this RFI is to gauge capabilities, and qualifications of businesses to compete and perform service under a contract for the installation, operation, maintenance, and/or management of self-service electric vehicle charging stations at various Authority facilities. Information gathered will include unit functionality, unit management, and operation and maintenance.

**Scope:**

The purpose of this RFI is to understand available services and business models of electric vehicle charging station distributor/operator/manufacturer for the installation, operation, and/or maintenance of Direct Current (DC) Level 3 Fast Charger stations, and Alternating Current (AC) Level 2 electric vehicle charging stations for fleet and/or public use at various Authority parking lots and facilities.

Provide in your response details about the product and services offered to include at a minimum the following items (this list is not exhaustive):

- A. **General Specifications:** Subscription service requirements, web-based station locating method, security design, ADA compliance, payment methods and payment software, revenue collection and distribution methods, etc.
- B. **Equipment Specifications:** Metering, Network/Non-Network, port connection types, pedestal or wall mounted options, equipment future proofing, User Interface details, cloud service monitoring, etc.
- C. **Maintenance Program Details:** Inspection and preventative maintenance programs, maintenance and repair programs, service/repair response times, etc.
- D. **Reporting Capabilities:** Availability of reporting software, electric usage data collection, Green House Emission reduction calculations, revenue collection reporting, etc.

- E. **Federal/State Granting Compliance:** Product and software compliance with Federal and State funding requirements for grant programs such as U.S Department of Transportation NEVI program.
- F. **Revenue Control:** Describe the revenue collection process (including payment options) and detail how and when the funds are transferred to the owner. Explain the method of payment workflow for the citizen and the Authority.

**Registration:** Respondents must register for this RFI using the link below:

<https://app.smartsheet.com/b/form/a2585c9dae82404eb29ec1905c2a2198>

**The Philadelphia Parking Authority anticipates the following schedule for review of the responses:**

Activity	Date
Opportunity Posted	Monday, July 15, 2024
Question Deadline	Monday, July 29, 2024 at 12:00 PM
Response Submission Deadline	Friday, August 9, 2024 at 12:00 PM

Responses must be sealed and delivered via certified mail, return receipt requested (to include commercial delivery services) or by hand-delivery. Whether mailed or hand-delivered, all envelopes must display the vendor name and must be boldly and clearly marked (not typewritten) “Electrical Vehicle Supply Equipment” - RFI No. 24-19. All responses must be presented with one (1) original and an electronic version consisting of (1) one PDF file to the address below:

**The Philadelphia Parking Authority**  
**701 Market Street, Suite 5400**  
**Philadelphia, Pa 19106**  
**Attn: Chynah Grabe**  
**Coordinator of Contract Administration**

The Authority may request additional information, clarification, presentations or a product demonstration from any of the vendors who submit a response to the RFI after the initial review is complete.

**Questions Regarding this RFI:**

Respondents are encouraged to submit questions concerning the RFI in writing no later than **Monday, July 29, 2024 at 12:00 PM.**

Questions concerning this RFI are to be submitted via the Question Submission Form using the link below:

<https://app.smartsheet.com/b/form/59c987b3accf431bb668c4a24cecc7e1>

Questions must be in Word format and uploaded using the Question Submission Form.

If you are having issues accessing or completing the Question Submission Form, please contact Chynah Grabe, Coordinator of Contract Administration via email at [cgrabe@philapark.org](mailto:cgrabe@philapark.org).

Only questions submitted via the Question Submission Form will be addressed.

Responses to all questions and clarification requests will be provided through a written addendum that will be emailed to all registered Respondents and posted to the Authority’s website, [www.philapark.org](http://www.philapark.org).

## Response Content:

Responses are to follow the tabbed format below:

### **A. Cover Letter**

Please include a signed cover letter of no more than one page indicating the name, title, location, telephone number, and email address of the party responsible for responding to this RFI.

### **B. Qualifications of the Vendor**

1. Provide a brief overview of company.
2. All vendors must provide documentation of their stability and ability to support the Scope as requested in the RFI.
  - Documentation of longevity in the business.
  - Evidence of financial stability.
  - Records of satisfactory performance.
  - Effective and efficient methods to respond to faults and failures within the system.
  - Confirm the availability of a Project Team committed to the assignment to complete the purchase and installation. Be sure to identify if all work will be self-performed or if subcontractors will be utilized.
  - Proven ability to provide the type of technology for a company this size.
  - Proven records of performance and completion schedules.
  - Interest and knowledge in new technology conducive to this RFI.
  - Training modules with varying levels of instruction.

### **C. Proposed Solution**

- Vendor shall provide a complete description of their proposed solution. Vendor shall provide information to assist the authority in achieving all goals identified in the Scope of this RFI. In the event that the proposed solution cannot meet any goal(s) outlined, please provide an alternative solution(s), if available.
- Vendor shall also provide a sample project schedule from a previous contract to complete the work identified in the Scope.
- Please describe the pros and cons of leasing vs. owning the electrical charging vehicle stations.

### **D. Information Security and Compliance Services Companies Qualifications i.e PCI DSS Certifications**

### **E. Additional Information**

Any additional information not specifically requested, but which the respondent deems important and relevant should also be submitted.

### **F. Experience**

Discuss your relevant experience within the public sector the over the past five years. Also, identify locations where your proposed solution is currently in use. Provide contact names, email addresses, mailing addresses, and phone numbers of three references. These references should include customers who are using similar products as are requested in this RFI. The Authority reserves the right to contact each reference listed and to request additional reference information after responses are received if necessary.

### **G. Request for Information Form**

Complete and attach the request for information form included in the RFI document. Extra pages may be attached as needed.

### **H. Where do you see the industry in 5-10 years?**

## Philadelphia Parking Authority Policies and Reservation of Rights

1. Joint responses will not be accepted.
2. The cost for developing a response to the RFI is entirely the obligation of the Respondent and shall not be charged in any manner to the Authority.
3. Oral communications from the Authority personnel or other persons shall not be binding and shall in no way materially modify the provisions of the RFI.
4. While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, all Respondents are advised to review such disclosure issues.
5. **Any proprietary information shall be marked as proprietary on each relevant page of the response.**
6. The Authority encourages submissions by small diverse businesses. The Authority requires that any vendor selected to participate in this process not to discriminate nor permit discrimination against any person because of race, color, religion, national origin, or sexual orientation. In the event of such discrimination, the Authority reserves the right to not consider the Respondent's response to this Request for Information.

**Request for Information Form  
(Additional Pages may be attached as needed)**

<b>Question:</b>	<b>Response:</b>
<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Company Web Page</b>	
<b>Main Product/Service</b>	
<b>Main Market/Customers</b>	
<b>Ownership Structure with ownership status in percentage</b>	
<b>Structure of mother corporation, joint ventures, subsidiaries, partnerships, etc.</b>	
<b>Number of years on the market</b>	
<b>Company location(s)</b>	
<b>Environmental Management System(s)</b>	
<b>Quality Management System(s)</b>	
<b>Describe your business Continuity Management</b>	
<b>Total Number of Employees:</b>	
<b>Production</b>	
<b>R&amp;D</b>	
<b>Marketing &amp; Sales</b>	
<b>Quality Department</b>	
<b>Financial Information:</b>	
<b>Last Year turnover</b>	
<b>Last Year Gross Margin</b>	
<b>Last Year Profit</b>	
<b>Stock Markets where your company is listed</b>	
<b>Anticipated Capacity conditions within 12 months</b>	
<b>Conditions in the RFI that cannot be met</b>	
<b>Availability of spare parts and support worldwide</b>	