



County of Fairfax, Virginia

ADDENDUM

DATE: November 5, 2019

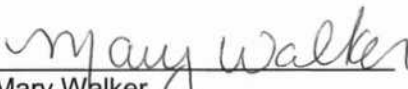
ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP2000002956
TITLE: Electric Vehicle Charging Stations
DUE DATE/TIME: November 13, 2019 @ 2:00 P.M. EDT

The referenced Request for Proposal is amended as follows:

Refer to Attachment 1 for responses to the questions received as of November 4, 2019.

All other terms and conditions remain the same.


Mary Walker
Contract Analyst III

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL. A SIGNED COPY OF ADDENDUM MUST BE RETURNED PRIOR TO DUE DATE/TIME OR MUST ACCOMPANY PROPOSAL. SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Name of Firm

(Signature)

(Date)

Department of Procurement & Material Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Website: www.fairfaxcounty.gov/dpmm
Phone (703) 324-3201, **TTY:** 711, **Fax:** (703) 324-3228

ATTACHMENT 1

- Q1. Sections 4.14 and 5.6 both address the topic of the contractor providing detailed input/approach to the infrastructure requirements for the installation of these EV chargers. Will the contractor be responsible for the site make-ready for the station implementation? If so, how would you like to see this priced in our Cost Proposal? Requirements can vary massively depending on station location and site conditions.
- A1. No, the contractor will not be responsible for the site make-ready. The County will want the contractor to provide input on the final electrical connections, so they can install their device.**
- Q2. Section 13.1 in the solicitation mentions changes to the bid may be made between the issue date and within (3) days before the due date. However, the solicitation website states all questions must be submitted in writing no later than November 4th. Are we permitted to ask questions up to 3 days prior to the submission date, Nov. 13, 2019 at 2:00 P.M.?
- A2. We requested that the questions be submitted by close of business, November 4th to give the County time to research and answer the questions. The County may post the answers to the question in an addendum up to 3 days prior to solicitation due date/time.**
- Q3. How will addendums be listed on the solicitations page as well as the Materials and Management page on the Fairfax County Government website?
- A3. Addenda will be posted at the following location:**
<https://www.fairfaxcounty.gov/solicitation/>, under the solicitation number.
- Q4. On Attachment B we are given the option to provide a response for "Purchase" or "Lease". On Attachment B where do we list the specific station description?
- A4. On tab 5 of Attachment B, you may add additional information as needed.**
- Q5. We also plan to complete separate Attachment B spreadsheets for each station we offer and recommend for both the Purchase and Leased station options. Can we provide a description for each station as additional notes for each charging station?
- A5. Yes, that would be acceptable.**
- Q6. Tab 2. Implementation Expenses. Can you please clarify each of the following in the One-Time Implementation Expenses - Implementation Services Section?
- Gap Analysis and Requirements Gathering
 - Physical Setup and Project Preparation
 - Cutover and Acceptance
- A6. These are all common phases in an IT project plan. We are hoping that the bidders will break down their cost estimate by project phase. If that is not possible, please indicate the reasons why and submit a total cost estimate.**
- Q7. Tab 3. Support Sched-Implementation / Supporting Schedule -Implementation Service Please Describe what is meant by the "Labor Category" column in this section.
- A7. The position of the person completing the work and whose rate and hours will correspond in the adjacent cells.**
- Q8. Please describe what is meant by the "Non-Labor Expenses" column in this section.
- A8. Cost to complete the requirements in cell A that do not involve staff time/labor.**

ATTACHMENT 1

Q9. Will Fairfax County Government prepare each electric vehicle site with the following regarding EV station implementation per our Specifications if selected Including but not limited to:

- All necessary power/electric including but not limited to electrical upgrades, control panel, conduit and wiring to accommodate the EV Station(s)
- Concrete and or concrete pad including necessary bolts to securely fasten each charging station to our station specifications.

A9. Yes.

Q10. Tab 6. Software License-Non-Recurr / Software Licensing Fees. Please provide further definition for the "Unit (#individual users, # concurrent users, # sites, enterprise, each, etc.) column.

A10. This is asking bidders to indicate how are they licensing, by user or concurrent user, etc.

Q11. Please provide further definition for the "Non-Recurring/One-Time Fee" column.

A11. This is asking bidders to state any one-time charges for the software licenses.

Q12. Tab 7. We plan to provide a quote for one (1) charging station per site [# Units Year 1]. As mentioned above we will provide pricing for "Purchase" and "Lease" options along with two (2) different charging station models we offer. Should Fairfax County Government decide to purchase additional charging stations the quoted pricing is for the first 365 days is applicable depending on which station and pricing that is selected. For each subsequent year pricing would not exceed the stated 3% if there are any increases. Is this acceptable or should the quote include more charging stations?

A12. We would prefer to see pricing for a single charging station as well as tiered pricing for higher volume purchases. We plan to install charging stations at 20 sites in the next five years.

Q13. My team's preferred EV charging equipment is ADA accessible, however the location of the station may be inaccessible (i.e., no grading, no curb cuts, not enough area for ADA van parking.). In cases such as this who will be responsible for meeting the reasonable accommodations to meet ADA codes?

A13. Fairfax County is responsible for meeting ADA requirements.

Q14. Are you procuring the contract on a task order basis? In other words, will you notify the winning Contractor with an SOW, and the date when to commence installation for each respective site. Then remit payment upon completion of each site, accordingly.

A14. Yes.