



## **PORT OF OAKLAND**

### **INVITATION TO SUBMIT PROPOSAL**

## **Request for Proposals (RFP) for Design Services for Electric Infrastructure for Bus Charging Stations (SBE)**

The Port of Oakland ("Port") is soliciting proposals from qualified, certified Small Business Enterprise (SBE) consultants for the Design Services for Electric Infrastructure for Bus Charging Stations Project. The Electric Infrastructure for Bus Charging Stations Project is the extension of 12 kV power to the future shuttle bus parking depot and the installation of necessary electrical equipment to deliver 480 V to Electric Vehicle Charging Stations (EVCS) to be provided by others.

This contract is set aside for Port-certified Small Business Enterprises (SBEs). Only Proposals from Port-certified SBEs will be accepted. If a prospective respondent is not already certified as an SBE by the Port, the Port's Database Questionnaire and necessary support documents must be submitted to the Port's Social Responsibility Division at least 7 business days before the Proposal due date in order to qualify for SBE status. Only small businesses in Oakland, Alameda, Emeryville, and San Leandro qualify for Port certification as SBEs. In order to qualify as an SBE, the respondent must not exceed an average annual gross revenue of \$36,000,000 over the past three (3) consecutive years.

The Port intends to execute an agreement with a Port certified SBE firm, subject to the Port's Non-Discrimination and Small/Local Business Utilization Policy.

The Port has posted this Request for Proposals (RFP) in digital format on a hosting website that can be accessed via the 'Current RFP's/RFQ's: Engineering Consulting Services' link at the following URL: <http://www.portofoakland.com/business/bids-rfps/rfq-engineering/>. Proposing consultants should carefully review the requirements of this RFP to ensure that they meet all of the stated requirements.

Proposals will be received at the location, and until the time/date, specified under "RFP Schedule" and "Instructions for Submitting Proposals", below:

Consultants interested in submitting proposals for this work are strongly urged to attend a Pre-Proposal Meeting to be held at the time/date/location specified under the "RFP Schedule", below. At the Pre-Proposal Meeting, the Port will provide information related to the Port's insurance requirements and Non-Discrimination and Small/Local Business Utilization Policy, and will answer questions regarding the proposed project, submittal requirements, and the selection process.

A site visit will follow the Pre-Proposal Meeting. All consultants interested in viewing the proposed project site must contact the primary contact person listed under "RFP Contacts", below, on or before 4/15/2022 at 12:00 noon to register for the site visit.

Port policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. It is the policy of the Port of Oakland to encourage and facilitate full and equitable opportunities for small local businesses to participate in its contracts for the provision of goods and services. It is further the Port's policy that no discrimination shall be permitted in small local business participation in Port contracts or in the subcontracting of Port contracts. The successful Respondent shall comply with the Port's non-discrimination policy.

To the extent that the scope of services includes work that falls under the Labor Code definition of "public works" (Cal. Labor Code Section 1720 et seq), this project will be subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR). Consultants submitting a Proposal, and subcontractors or subconsultants performing any portion of the work that falls under the "public works" definition, must be registered with the DIR pursuant to DIR requirements prior to

submission of the Proposal, and the Prime Consultant must include in its Proposal its own DIR registration number and the DIR registration numbers of all listed subcontractors and subconsultants that will participate in the “public works” portion of the scope of services.

Qualified firms submitting Proposals will receive credit for utilizing businesses that satisfy the requirements of the Port’s Non-Discrimination and Small/Local Business Utilization Policy (NDSLBP), a summary of which is included herein as Attachment II (b). Prime consultants who wish to partner with small/local subconsultants can obtain information regarding Port-Certified SBE Professional and Engineering Firms from the Port’s website, by performing a search of the Social Responsibility Division’s on-line database at: <https://srd.portoakland.com>.

Questions regarding this RFP must be addressed in writing to the appropriate contact person listed under “RFP Contacts”, below. All questions not directed specifically to the primary contact person must be copied to said primary contact person. Proposers are advised that questions received less than seven (7) calendar days prior to the Proposal due date may not be answered. Where appropriate, the Port will respond in writing to proposer questions submitted in a timely fashion via an addendum or a ‘Log of Responses to Proposer Questions’; see “Port Responses to Proposer Questions”, below.

The Port reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of the Port.

## RFP Schedule

<b>RFP Issued</b>	<b>April 11, 2022</b>
<b>Pre-Proposal Meeting (Non-Mandatory)</b>	<b>April 21, 2022 @ 10:00 AM via videoconference</b> <a href="https://portoakland.zoom.us/j/99725820057?pwd=enRnOUhBMTFUSTR5YlBKaXMzbE5Qdz09">https://portoakland.zoom.us/j/99725820057?pwd=enRnOUhBMTFUSTR5YlBKaXMzbE5Qdz09</a> <b>After joining the meeting, please email your contact information to kyan@portoakland.com to confirm attendance</b>
<b>Site Visit Registration Deadline</b>	<b>April 18, 2022 @ 12:00 noon</b> <b>To register, email “Primary Contact” under “RFP Contacts” where will site visit attendees meet?</b>
<b>Site Visit</b>	<b>April 21, 2022 @ 11:30 AM at Project Site (Figure 1)</b>
<b>Deadline for Submission of Proposer Questions</b>	<b>Seven (7) calendar days prior to Proposal Due Date (listed below)</b>
<b>Proposal Due Date</b>	<b>May 12, 2022 @ 12:00 noon</b>
<b>Short List of Qualified Consultants *</b>	<b>May 24, 2022</b>
<b>Consultant Interviews/Presentations *</b>	<b>June 1, 2022</b>
<b>Final Selection Completed *</b>	<b>June 10, 2022</b>
<b>Board Approval of Consultant *</b>	<b>June 23, 2022</b>
<b>Contract Negotiations *</b>	<b>July 5, 2022</b>
<b>Execution of Agreement *</b>	<b>July 31, 2022</b>
* Note that all dates subsequent to the proposal due date are subject to change.	

## Instructions for Submitting Proposals

<b>Electronic Submission of Proposals</b>	The Port will receive proposals for this work <b>in electronic format only. No hard copy or faxed proposals will be accepted.</b>
<b>Proposal Format</b>	Each Proposal must be submitted in a single PDF file containing all of the items listed in Section II.D, Proposal Format and Contents, in the order specified therein.  Note that, as per Section II.D, properly executed copies of all forms contained in Attachment 3 must be included in the Proposal.  Submitted PDF must be unencrypted, universally viewable, printable, transferable, and enable copy.
<b>Submittal Email Requirements</b>	Send email with attached proposal or proposal download link to: Kor Yan, kyan@portoakland.com Subject line must contain: <ul style="list-style-type: none"> <li>• "RFP for Design Services for Electric Infrastructure for Bus Charging Stations"</li> <li>• Company name</li> <li>• Sent date</li> </ul> Email body must contain: <ul style="list-style-type: none"> <li>• Complete RFP Title</li> <li>• Company Name</li> <li>• Address</li> <li>• Primary contact: Name, Title, Email, Phone Number</li> </ul> Instructions for download link
<b>Late Submittals</b>	Proposals received after the time and date stated above will be disqualified.

## RFP Contacts

	<b>Name</b>	<b>Phone Number</b>	<b>E-mail Address</b>
<b>Primary Contact</b>	Kor Yan	510.627.1524	<a href="mailto:kyan@portoakland.com">kyan@portoakland.com</a>
<b>NDSLBP*</b>	Kimberly Wilson	510.627.1390	<a href="mailto:kwilson@portoakland.com">kwilson@portoakland.com</a>
<b>Living Wage Policy*</b>	Kimberly Wilson	510.627.1390	<a href="mailto:kwilson@portoakland.com">kwilson@portoakland.com</a>
<b>Insurance Requirements</b>	Josh Schultz	510.627.1535	<a href="mailto:jschulz@portoakland.com">jschulz@portoakland.com</a>

\* Questions submitted to NDSLBP, Living Wage Policy, and Insurance contact persons should be copied to Primary Contact.