



TOWN OF OCCOQUAN

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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Theo Daubresse
Cindy Fithian
Nancy Freeborne-Brinton
Eliot Perkins

TOWN MANAGER
Adam C. Linn, J.D.

REQUEST FOR PROPOSAL

ISSUE DATE: **Monday, July 15, 2024**
INQUIRES: **Monday, July 22, 2024**
DUE DATE: **Wednesday, July 31, 2024, at 12:00 p.m. EST**
RFP NO.: RFP2024-02
TITLE: Electric Vehicle: Construction-Operation-Maintenance

The Town of Occoquan, referenced hereafter as the Town, is accepting Proposals from qualified contractors to provide the work to be done and the materials to be furnished for the construction, operation and maintenance of EV Charging Stations, based on the specifics in the following documents.

All bid proposals are due to the Town of Occoquan electronically to TownManager@occoquanva.gov, by 12:00 p.m. on Wednesday, July 31, 2024. Proposals will not be accepted by any other means. Responses must include "RFP2024-02 - Electric Vehicle: Construction-Operation-Maintenance" in the subject line. Please see Section C, "Instructions to Bidders" for a full list of submission instructions and requirements.

All inquiries for information regarding Proposal submission requirements, procurement procedures, or site visits shall be directed to: TownManager@occoquanva.gov.

The Town of Occoquan does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

THIS INFORMATION, OR ANY PART THEREOF, MAY NOT BE RELEASED OR REPRODUCED IN ANY FORM WITHOUT THE PERMISSION OF THE TOWN OF OCCOQUAN, VA.

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A. REQUEST FOR PROPOSAL INFORMATION

The RFP is divided into many exhibits and forms. It is expected that the vendor follow the guidelines and direction provided in the documents. To ensure what is being provided, the below table is being shared that depicts the Exhibits and Forms that comprise the Occoquan RFP.

List of Exhibits and Forms:

Exhibit A	Form ADMIN A	Form TECH A	Form FIN A	Form AID A
Exhibit B	Form ADMIN B	Form TECH B	Form FIN A1	
Exhibit C	Form ADMIN C	Form TECH C	Form FIN B	
Exhibit D	Form ADMIN D	Form TECH D		
Exhibit E	Form ADMIN E	Form TECH E		
Exhibit F	Form ADMIN F	Form TECH F		
	Form ADMIN G			
	Form ADMIN H			
	Form ADMIN I			
	Form ADMIN J			
	Form ADMIN J-1			
	Form ADMIN J-2			
	Form ADMIN K			
	Form ADMIN L			
	Form ADMIN M			
	Form ADMIN N			

B. BID TIMELINE

Activity	Date
Issue Date of RFP	July 15, 2024
Questions Acceptance Period	July 15 - July 22, 2024
RFP Due Date	July 31, 2024, 12pm EST
Sealed Bids Open	Aug TBD
RFP Decision Analysis	Aug 1 - Aug 12, 2024
RFP Vendor Selection	Aug 15, 2024
Start Date	TBD - Based on Grant submission and subsequent award decision by U.S. Department of Transportation

C. INSTRUCTIONS TO BIDDERS

PROJECT DESCRIPTION

The bid and contract documents accompanying them describe the work to be done and the materials to be furnished for the construction, operation and maintenance of **EV Charging Stations**, for Occoquan.

METHOD OF RECEIVING BIDS

Bids will be received from Prime Contractors on a Lump Sum Amount for the Total project.

All phases of the work shall be bid to and through the Prime Contractors. Bids shall be submitted in the manner herein described and on the official Form of Proposal form and shall be subject to all the conditions as set forth and described in the Bid Documents. Bids shall be submitted only on the Official Forms herein. Failure to comply with the foregoing requirements shall be cause for invalidation of bid.

METHOD OF AWARD

Award shall be made to the most qualified responsive bidder for the lowest lump sum amount offering the best value indicated on the form of proposal for the entire project. In the case of multiple projects, this bid may be awarded to the qualified bidder via multiple purchase orders.

OBTAINING BID DOCUMENTS

All bid documents, including addenda may be downloaded from the Town of Occoquan's website: [Home - The Town of Occoquan \(occoquanva.gov\)](https://www.occoquanva.gov)

BID SUBMITTAL

All bid proposals are to be submitted electronically to the Town of Occoquan at townmanager@occoquanva.gov. Refer to attachment B for an overview of specifications. The bidder shall assume full responsibility for timely delivery.

Due to file size, it may be necessary to send via multiple emails – when sending multiple emails please designate each email as example:

- Should include Name of Vendor, Title of RFP, RFP #, 1 of X

Title of email example:

“RFP2024-02 – Electric Vehicle: Construction-Operation-Maintenance - Acme Incorporated”

Form and Style of Bids

1. Bids shall be submitted only on the proposal form provided herein.
2. Any interlineation, alteration, or erasure must be initialed by the signer of the Bid or by an official designee of the signer of the Bid.

Requirements and Format for Response

To be considered, Responses shall include:

- Form ADMIN N-Register Interest
- All other Information and Disclosure Forms
- Certificate of Insurance

BID WITHDRAWAL

No bidder may withdraw his bid for a period of thirty (30) days after the date set for the opening of bids.

RIGHT TO REJECT

Occoquan's Purchasing Office reserves the right to reject any and all bids and to waive all formalities and/or technicalities where the best interest of the city may be served.

POST BID INTERVIEW

Following the bid opening, the Owner and/or its appointed representatives may conduct a post-bid interview with apparent low bidders to review scope of work/bid details.

GENERAL INFORMATION

It is not necessary to have a representative present at the Bid Opening for any company submitting a Bid. The Town assumes no responsibility or liability for costs incurred by the respondents prior to the signing of any Contract resulting from this Bid.

BID 20% MATCH SECURITY

Where specified in the RFP, the Prime Bidder shall be responsible in providing the required 20% match if they are the winning vendor selected and if the Town of Occoquan was selected as one of the winners for the CFI Grant. Should the Prime Bidder refuse to enter into a contract or fail to furnish required 20% match performance at the time of contracting, then the amount of the 20% shall be forfeited to the city as liquidated damages, not as a penalty.

TIME FOR COMPLETION

The RFP is being issued on a project that is not yet funded by the Town of Occoquan. The project may never be funded as Occoquan is competing in the Charging & Fueling Infrastructure Grant issued by the US Department of Transportation. The grant is both discretionary and competitive, and there is no guarantee that the Town of Occoquan will be granted the award. As such, there is no timetable established for this project

other than to say that Occoquan should be notified around March or April of 2025 (or later) on whether they have been successful in their grant submission.

If Occoquan is successful, the town will need to negotiate an Agreement directly with the USDOT and only after completing the contract with the USDOT will the town have the ability to complete a contract with the selected vendor. The time for completion for the project will be determined at that point in time.

The Substantial Completion Date for this project has not been established as of this RFP.

DEFINITIONS

ADDENDA are written or graphic instructions issued by Occoquan, which modify or interpret the Bidding Documents by addition, deletions, clarification, or corrections.

An Alternate is an amount stated in the Bid Proposal to be added to or deducted from the amount of the base Bid if the corresponding change in project scope or materials or methods of construction described in the Bid Documents is accepted.

A Bid is the sum stated in the Bid Proposal for which the Prime Bidder offers to perform the work described in the bid and contract documents.

Bid Documents include the Advertisement, Invitation to Bid, Instruction to bidders, General Conditions, Special Conditions, Bid Proposal forms, and the bid and contract documents including any addenda issued prior to receipt of Bids.

A Bid Proposal is a complete and properly signed document, proposing to do the work or designated portion thereof for the sums stipulated therein supported by data called for by the Bidding Documents.

A Consultant shall be defined as the Owners' Design and/or Service Representative.

A Prime Bidder is one who submits a Bid for a contract with the Town of Occoquan for the Work described in the proposed contract documents.

Responsible Bidder shall mean a person who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder shall mean a person who has submitted a Bid which conforms in all material respects to the Invitation for Bids, so that all bidders may stand on equal

footing with respect to the method and timeliness of submission and as to the substance of any resulting contract.

PRIME BIDDER'S REPRESENTATION

Each Prime bidder by making his/Her Bid represents that:

1. They have visited the site (may be virtual) and has familiarized himself/herself with the local conditions under which the work is to be performed.
2. Their Bid is based upon, or equal, materials, systems, and equipment described in the Bid Documents without exception.

BIDDING DOCUMENTS

Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Town. One (1) copy of each proposal shall be retained for official files and will become a public record. These records will be available for public inspection after award of contract. It is understood that the proposal will become a part of the official file on this matter without obligation on the part of the Town except as to the disclosure restrictions contained in "Disclosure: Trade Secrets and Proprietary Information".

Disclosure-Trade Secretes and Proprietary Information

In compliance with the Virginia Public Procurement Act (the "VPPA"), all proposals will be available for public inspection. Trade secrets and proprietary information submitted by a Contractor in connection with a procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire proposal is proprietary is unacceptable. A statement indicating that costs are to be protected is unacceptable.

Interpretation or Correction of Bid Documents

1. All bidders shall, upon examination of Bid Documents promptly notify Town of Occoquan of any ambiguity, inconsistency, or error they may discover upon examination of the bid documents.
2. All questions regarding the bid documents should be sent to the Project Manager.
3. Any interpretation, correction or change of the Bid Documents will be made by addendum and posted to website. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding and bidders shall not rely upon such interpretations, corrections and changes.
4. Any Addenda will be issued using publicly on the website

"Or Equal" Clause

The materials, products and equipment detailed, described or referenced to manufacturers' or vendors' names, trade names, catalogue numbers, etc., are intended to establish a standard of required function, dimension, appearance and quality. Material, article or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article or equipment as proposed is, in the opinion and judgment of the Owner, of equal substance and function.

TAXES

Virginia sales and/or Use Tax

Refer to Virginia's tax guidelines.

PREVAILING WAGE REQUIREMENTS

All work performed by contractor/subcontractor work forces for Town of Occoquan shall be at current and applicable Commonwealth of Virginia prevailing wage rates.