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CORPORATION OF THE CITY OF VICTORIA

REQUEST FOR EXPRESSIONS OF INTEREST 23-167

DIRECT CURRENT FAST CHARGERS – SITE HOST

The City of Victoria (the “City”) invites Expressions of Interest (EOI) from landowners and managers of property located within the municipal boundary who are interested in discussing potential lease agreements that authorize City-owned Direct Current Fast Charging (DCFC) infrastructure to be hosted on privately held land (the “Respondents” or a “Respondent”). A short list of Respondents with whom the City will initiate such discussions will be established. The initiative may provide site hosts with potential opportunities for increased foot traffic and shared expenses on electrical upgrades.

Attached are the [Instructions](#) and [Terms of Reference](#) which are to be used as the basis for your submission.

Submissions will be received up to 4:00:00 p.m. Victoria time
Friday, January 19, 2024

Upload Electronic Proposals and Documents to:

[City of Victoria \(bonfirehub.ca\)](https://bonfirehub.ca)

or

Submit via email to:

purchasing@victoria.ca

Note: Response hardcopies will NOT be accepted at the City of Victoria.

December 14, 2023

CORPORATION OF THE CITY OF VICTORIA
EXPRESSION OF INTEREST 23-167
DIRECT CURRENT FAST CHARGERS – SITE HOST
INSTRUCTIONS

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1.0 SUBMISSION REQUIREMENTS

- 1.1 Submissions will be accepted up to 4:00:00 p.m., Victoria time, **Friday, January 19, 2024 (“Closing Time”)**. All Expressions of Interest and accompanying documents must be uploaded electronically at [City of Victoria \(bonfirehub.ca\)](https://bonfirehub.ca) or submitted via email to purchasing@victoria.ca, referring the RFEI 23-167. Expression hardcopies will **NOT** be accepted.

a) Requested Files:

If uploading at [City of Victoria \(bonfirehub.ca\)](https://bonfirehub.ca):

Organize your submission into the following individual files (note the required file types):

- Submission (Filetype: open) – Required
- Each file has a size of 50MB. You will and send each file individually

If submitting via email to purchasing@victoria.ca:

- Submission (Filetype: open) – Required
- Each email has a maximum size of 25MB.

b) Important Notes:

Uploading large documents may take significant time, depending on the size of the files(s) and your Internet connection speed. Allocate sufficient time for all uploads to complete prior to closing time.

The Respondent is solely responsible for ensuring that its complete electronic Expression of Interest, including all attachments, has been received before the Closing Time.

The City will not be liable for any delay for any reason including technological delays, or issues by either party’s network. The City will not be liable for any damages associated with submissions not received prior to the Closing Time.

While the City is allowing for email submissions, the Respondent acknowledges that email transmissions may be unreliable. If the City’s email system rejects an email Expression of Interest submission for any reason and the Respondent does not resubmit its Expression of Interest by the same or other permitted submission method before the Closing Time, the Respondent will not be permitted to resubmit its Expression of Interest after the Closing Time. If the Respondent receives any email confirmation from the City that is associated with an email Expression of Interest submission, despite the content of such email, any such email will not serve to confirm that a complete, sufficient or timely Expression of Interest has been made by the Respondent or received by the City.

In order to receive email notifications of any changes or additions to the Request for Expressions of Interest (“RFEI”), or of the Shortlist established through this RFEI, if any, Respondents must register with Bonfire. Information regarding changes, additions and status of the RFEI may also be found by visiting bonfirehub.ca.

c) **Technical Support:**

The City is using email and BonfireHub public portal for the submission process. Please contact Bonfire at [City of Victoria \(bonfirehub.ca\)](http://City of Victoria (bonfirehub.ca)) for technical questions related to submitting your documents via BonfireHub.

- 1.2 The City does not accept Expressions of Interest received in hardcopy, or via our facsimile machine.
- 1.3 Expressions of Interest received and not conforming to Item 1.1 and 1.2 above, will be rejected without consideration.
- 1.4 Respondents are solely responsible for their own expenses incurred in respect of any aspect of this RFEI process including, without limitation, expenses incurred in preparing a response, responding to further information requests from the City, and in conducting any negotiations with the City related to this RFEI or any subsequent lease or other contract.
- 1.5 Submissions should clearly show the following information about the Respondent submitting the Expression of Interest: name, street address, telephone number and email address; and those requirements set out in the Terms of Reference.

2.0 CONDITIONS OF RFEI

- 2.1 The Expressions of Interest are for information only. Submitting an Expression of Interest or inclusion in any resulting short list of Respondents does not entitle or obligate the Respondent to enter into negotiations with the City regarding a lease, nor to enter into a lease of the Respondent's property.
- 2.2 The Expression of Interest is non-binding.
- 2.3 The Respondent can withdraw its Expression of Interest at any time by contacting Purchasing@victoria.ca.
- 2.4 The City will not be liable to any Respondent for any claims relating to the RFEI, or for costs or damages of any type incurred by the Respondent in preparing and submitting its Expression of Interest, including but not limited to any loss of anticipated profit in connection with any lease or any failure to negotiate a lease, or any other matter whatsoever.
- 2.5 The Respondent shall not make any statement of fact or opinion regarding any aspect of the Expression of Interest or RFEI to the media or any member of the public without the prior written authorization of the City.
- 2.6 The City will not enter into any correspondence or discussion with any Respondent relating to a decision made by the City on the short list, nor on any decision to not lease a Respondent's property.
- 2.7 The City reserves the right to modify the terms of this RFEI at any time, or to cancel this RFEI in part or in whole at its sole discretion at any time without any liability to any Respondent.
- 2.8 It is the sole responsibility of each Respondent to make sure that it is in receipt of any changes or additions to the RFEI prior to the Closing Time.
- 2.9 The City reserves the right not to establish a short list, and not to enter into any lease with any Respondent pursuant to this RFEI.

3.0 EVALUATION

- 3.1 City staff will review submissions based on its operational requirements generally, and in particular on the criteria identified in the Terms of Reference. The City will establish a short list of Respondents with whom the City may initiate discussions regarding the potential lease of property to host DCFC infrastructure.

4.0 CONFIDENTIALITY

- 4.1 All Expressions of Interest will remain confidential, subject to the *Freedom of Information and Protection of Privacy Act*, B.C.

5.0 ENQUIRIES

- 5.1 All enquiries regarding this Request for Expressions of Interest should be directed in writing to Mai Phairin, Senior Buyer, via email to purchasing@victoria.ca.
- 5.2 All questions should be received at least 5 (five) working days prior to the Closing Time.
- 5.3 Any changes or additions to this Request for Expressions of Interest will be posted on the City's web site located at [City of Victoria \(bonfirehub.ca\)](http://City of Victoria (bonfirehub.ca)).

CORPORATION OF THE CITY OF VICTORIA
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DIRECT CURRENT FAST CHARGERS – SITE HOST
TERMS OF REFERENCE

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INTRODUCTION

The City of Victoria (the “City”) invites Expressions of Interest (EOI) from landowners and managers of land located within the municipal boundary who are interested in discussing potential lease agreements that authorize City-owned Direct Current Fast Charging (DCFC) infrastructure to be hosted on privately held land (the “Respondents” or a “Respondent”). The initiative may provide site hosts with potential opportunities for increased foot traffic and shared expenses on electrical upgrades.

In implementing the City of Victoria’s EV and E-Mobility Strategy, the City plans to install DC Fast Charging stations at up to 15 sites across the city. The City has identified an opportunity to place some of these sites on privately owned land.

Preferred sites on privately owned land will provide surface lot parking, either currently available or capable of being made accessible to the public 24/7¹. They should allocate dedicated space for a minimum of four vehicles to charge, accompanied by necessary ancillary infrastructure such as transformers and, if needed, lighting. Additionally, proximity to popular amenities such as grocery stores, shopping centres, hotels or apartment buildings is preferred to allow for convenient EV charging. The City seeks sites that offer superior amenity and construction cost advantages compared to the options, such as the public curb side locations, it currently has access to.

The City expects that all leases negotiated pursuant to this RFEI, if any, will include terms such as but not limited to the following:

- 10-year term
- option to renew if both parties agree
- circumstances in which the lease terminates
- City owns the DCFC equipment
- City holds its own BC Hydro electrical service account
- City or its agents are responsible for the operation and maintenance of the DCFC equipment.

The City expects that a lease entered into pursuant to this RFEI, if any, could also include site specific terms, such as but not limited to:

- installation and maintenance plans;
- price;
- expense sharing in relation to electrical upgrades where, in the City’s opinion, such upgrades are required; and
- any other site-specific factors that the City and Respondent agree are relevant.

Hosting a site may bring potential benefits, including increased foot traffic for local businesses, opportunities to share costs for electrical service upgrades and visible alignment with the City’s sustainability initiatives.

EXPRESSION OF INTEREST /SUBMISSION REQUIREMENTS

Submissions from Respondents should address the following items. If the response is a joint submission from more than one company or business, this information should be provided for each company or business participating in the submission.

1. Registered company or business name or full name, location of site, site description, contact person, telephone number and email address.
2. Details of your proposed sites should include, as a minimum, the following information:
 - Does your site have surface lot parking that is either currently available or can be made accessible to the public 24/7? (Note: 24/7 public access is an essential requirement.)
 - Can your site provide dedicated space for a minimum of four vehicles to charge in addition to the required ancillary infrastructure, including transformers and, if necessary, lighting?
 - Is your site close to popular amenities such as grocery stores, shopping centres, hotels or apartment buildings, allowing for convenient EV charging?
 - Can your site be available for installation of DCFC infrastructure in or around Summer and Fall 2024?

SCHEDULE OF PRICES

Pricing information is not mandatory and will not be used in evaluating Expressions of Interest for inclusion in the short list . Any pricing information provided by the Respondent is for general information purposes and is not binding on the Respondent. Any legally binding pricing or contractual commitments will only be established where specified by the express terms of a subsequent lease, if any.

ANTICIPATED TIMELINE

The City expects to initiate discussions regarding potential lease agreements with short-listed Respondents in Q1 2024. The City expects installations to occur in Q3/4 2024.

EVALUATION CRITERIA

Expressions of Interest shall be evaluated against the following criteria for inclusion in the short list of Respondents with whom the City will initiate discussions regarding potential leases:

- Compliance with RFEI
- City's operational needs
- Site location relative to:
 - Areas of Victoria where the City has identified a need for more DCFC infrastructure; and
 - the availability of suitable public lands for DCFC infrastructure in that identified area

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- Site readiness for installation of DCFC installation, including but not limited to the City's estimate of the cost of any upgrades the City believes are required
 - Whether site can provide dedicated space for a minimum of four vehicles to charge in addition to the required ancillary infrastructure, including transformers and, if necessary, lighting
 - 24 hours per day, seven days per week public accessibility (mandatory)
 - Visibility to the general public
 - Proximity to popular amenities such as grocery stores, shopping centres, hotels or apartment buildings

After establishing a shortlist of Respondents, the City will initiate discussions with short-listed Respondents. Next, the City may present lease offers to one, multiple, or to no short-listed Respondents. The City reserves the right to further negotiate with those Respondents to whom it has presented lease offers.