



NATIONAL CAPITAL COMMISSION COMMISSION DE LA CAPITALE NATIONALE

REQUEST FOR INFORMATION

INSTALLATION OF ELECTRIC VEHICLE CHARGING STATIONS ON THE NATIONAL CAPITAL COMMISSION'S LAND

THIS IS NOT A SOLICITATION PROCESS

Suppliers are to note that this is not a tender process, nor a Request for Proposal. The issuance of this Request for Information does not create an obligation for the National Capital Commission (NCC) to issue or negotiate a subsequent contract, and does not bind the NCC legally or otherwise to enter into a contract or to accept any suggestions from suppliers.

CONTEXT

The NCC has a strong tradition of environmental stewardship, and we want to do more.

The NCC's Plan for Canada's Capital, 2017–2067 [\[LINK\]](#) presents a long-term vision for the future of the region. The Plan offers direction for the Capital's development and a framework for land use and projects that will be implemented on federal land, as well as provides a platform to leverage the NCC's commitment on sustainability, climate change adaptation, and mitigation. Under that Plan, various supporting strategies identify more detailed policies for specific areas of the NCC's mandate, such as the **Sustainable Development Strategy, 2018–2023** [\[LINK\]](#). This strategy provides a focused and innovative agenda for environmental leadership in Canada's Capital Region and serves as an overarching element to be included in all of the NCC's plans, strategies, policies and operations. The NCC is one of only two federal crown corporations to sign onto the Federal Sustainable Development Strategy (FSDS) and work with community partners for a green and inclusive region.

Transportation emissions pose one of the greatest challenges in achieving the Government of Canada's Greenhouse Gas (GHG) emission reduction targets. Contributing to the network of rechargeable stations enables electric vehicle drivers to contribute to tackling this challenge every time they plug in. The NCC promotes sustainable transportation and mobility in the National Capital Region and, consequently, wants to **install up to twenty (20) electric vehicle charging stations at NCC parking lots in Ontario and Quebec by end of 2021.**

This initiative will drive innovation to reduce carbon emissions, support renewable and low-carbon energies, and the development of clean technologies.

SPECIFICATIONS

Potential locations:

There are over 100 NCC parking lots potentially available for the installation of rechargeable stations. Below is a list of the most promising lots. Please note that some locations do not have electrical power and that the NCC electrical systems in its parking lots may vary in terms of condition and age. A condition assessment would have to be performed (Location marked with * indicate that electricity is available). For more information, please visit: <https://ncccn.maps.arcgis.com/apps/MapSeries/index.html?appid=e4ace0d0442c4d35b9a3e90f0c632450>

- **Gatineau:**
 - Jacques-Cartier South*
 - Hull Marina*
- **Gatineau Park:**
 - Visitor Center (33 Chemin Scott, Chelsea)*
 - Mackenzie King Estate parking lot*
 - O'Brien Beach
 - Leamy Lake*
- **Ottawa:**
 - P1 to P8 along the Sir George-Étienne Cartier Parkway
 - Remic Rapids
 - Kitchissippi Lookout
 - Champlain
 - Dows Lake*
 - Rideau Hall*
 - Vincent Massey Park*
 - Fifth Avenue by Canal Ritz*
 - 7 Lady Grey Drive*

Level of charging required: Level 2 or Level 3

- **Level 2** - Using a 220/240 volt electric vehicle charging station outlet, most electric vehicle models will fully charge in 5 to 10 hours. These level 2 stations all have a standard wand that plugs into all electric vehicles (J1772), except for Tesla, which has its own.
- **Level 3** - Fast chargers, typically 400 volts, will charge from empty to 80% in 30 to 45 minutes. These chargers can be found along major highways and travel routes throughout Canada. Possible connectors for level 3:
 - **CHAdEMO**
 - Developed and adopted by Japanese and Korean manufacturers.
 - Found on the Nissan LEAF, the Kia Soul Electric and the Mitsubishi Outlander PHEV. Tesla drivers can also purchase a CHAdEMO adapter.
 - **Combined Charging Systems (CCS)**
 - Used by almost all American and European manufacturers. Found on the BMW i3, Chevrolet BOLT, Ford Focus Electric, Hyundai Ioniq Electric, Hyundai Kona Electric, Jaguar I-PACE and Volkswagen e-Golf.

Types of partnerships available:

- 1) The selected partners pay the entire cost of the purchase and installation of the charging stations (including a rental fee for the land) and receive the income they generate plus visibility (except at Rideau Hall).
- 2) The selected partners pay the entire cost of the purchase and installation of the charging station (no rental fee). The income generated is distributed between the NCC and the partners. The selected partners also receive visibility (except at Rideau Hall).

Multiple partnerships are possible.

This RFI is being issued with the key objectives to:

- 1) Solicit detailed feedback from potential suppliers on operational, technical requirements and potential timeline;
- 2) Understand how vendors can assist the NCC with its Electric Vehicle Charging Stations project and any potential constraints the vendor may identify;
- 3) Solicit advice on industry capabilities to deliver a solution based on the types of partnerships available.

Responses to the RFI must address the above 3 objectives in detail.

PARTNER RESPONSIBILITIES

The partner shall possess the following expertise and capabilities:

1. Be fully cognizant of and have the demonstrated products and services knowledge;
2. Have a licensed electrical contractor to supervise the project;
3. Provide professional expertise to ensure that the NCC's needs are met;
4. Obtain engineering services;
5. Mandate one or more firms or a master electrician for design work;
6. Issue plans and servitudes required by Hydro-Québec and Hydro Ottawa in collaboration with the NCC;
7. Perform the work or Oversee the work if providing engineering services;
8. Regular inspection, maintenance and repair, as necessary;
9. Provide bilingual client service to users;
10. The proponent will be responsible for sub-metering, maintenance of electrical lines, kiosks and hydro consumption.

The contractor shall be able to complete the following tasks:

1. With the help of the NCC, go through the relevant city or Public Services and Procurement Canada (PSPC) to obtain the required permit;
2. Do a condition assessment of the electrical network, as our electrical systems vary in terms of condition and age;
3. Request confirmation of connection point(s);
4. Submit request to Hydro-Québec (in Quebec) and Hydro Ottawa (in Ontario);
5. Carry out the work in compliance with engineering plans;
6. Check connection facilities in collaboration with the NCC;
7. Contact Hydro-Québec and Hydro Ottawa to schedule a metering team site visit in collaboration with the NCC;
8. Connect the station to distribution system;
9. Contact Hydro-Québec and Hydro Ottawa to schedule a connection team site visit (connect the station to the grid);
10. Inspection of the connector (look for cracks, breaks or exposed metal);
11. Inspection of the holster (the connector must rest firmly in the holster);
12. Install bilingual signage, approved by the NCC;
13. Inspection of charging cable (look for signs of wear)

The NCC shall:

1. Determine potential sites;
2. Define the ten (10) strategic locations and advise Hydro-Québec and Hydro Ottawa;
3. Facilitate execution and issue resolution, where appropriate, as required;
4. Provide effective business relationship management;
5. Manage and monitor contractor performance.

General information:

The charging station is subject to the same rules as any other electrical devices, such as air conditioners and electric heating systems. The stations must therefore be certified under the Provincial Building Code, the National Building Code and the National Fire Code.

Any work that affects NCC lands is subject to a Federal Land Use, Design and Transaction Approval. For more details, please visit: <https://ncc-ccn.gc.ca/business/federal-land-use-design-and-transaction-approvals>.

RESPONSE COSTS

The NCC will not reimburse any organization for expenses incurred in responding to this RFI.

TREATMENT OF RESPONSES

Use of Responses: Responses will not be evaluated. However, the responses received may be used by the NCC to develop or modify the procurement approach. NCC will review all responses received.

Confidentiality: Respondents should mark any portions of their response that they consider proprietary or confidential.

Industry is invited to respond to this RFI and provide the following information no later than the specified response request date. Respondents are asked to consider the following in preparing their response:

- Cover Page: If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the RFI number, the volume number and the full legal name of the respondent.
- Title Page: The first page after the cover page should be the title page, which should contain the following information:

- 1) the title of the respondent's response and the volume number;
- 2) the name and address of the respondent;
- 3) the name, address and telephone number of the respondent's contact;
- 4) the date, and
- 5) the RFI's Solicitation Number

ENQUIRIES

All enquiries and other communications related to this RFI shall be directed exclusively to the NCC Contracting Authority. Since this is not a process of notifying qualified bidders, NCC will not necessarily respond to enquiries in writing or by circulating answers to all respondents; however, respondents with questions regarding this RFI may direct their enquiries to: Shawn.Jansen@ncc-ccn.ca.

Please ensure the subject line states: **SJ003 Electric Vehicle Charging Stations**

RFI DEADLINE

The closing date for this RFI is **11:59pm on February 18, 2021** EST, the NCC won't accept submissions shared after the fact.

Responses may be submitted in French or English, at the preference of the respondent.

PLEASE SUBMIT THE RFI RESPONSES TO: Shawn.Jansen@ncc-ccn.ca