

Request for Expressions of Interest (RFI)

Installation of Plug-In Vehicle Charging Stations at Washington, D.C. Airports

Issue Date: June 12, 2009

Due Date for Submissions: 3:00 PM, July 13, 2009

Expressions of Interest Reference: "Plug-In Vehicle Charging Stations"

Issued by: Metropolitan Washington Airports Authority at <http://www.mwaa.com>

DESCRIPTION

The Metropolitan Washington Airports Authority (Airports Authority) is seeking Expressions of Interest and/or supporting information from potential partners concerning installation and operation of plug-in vehicle charging stations at Ronald Reagan Washington National (DCA) and/or Washington Dulles International (IAD) Airports. The Airports Authority's intent with this Request for Expressions of Interest (RFI) is to eventually implement a partnered plug-in vehicle infrastructure project that can be on-line as early as mid-year 2010. The Airports Authority also seeks information from vendors that may assist in the formulation of a Request for Proposal (RFP) and mutually beneficial partnership agreement.

OBJECTIVE

The Airports Authority seeks the expression of levels of interest from firms or groups of firms toward partnering with the Airports Authority to acquire, install, and operate one or several plug-in vehicle charging stations to be made available to the public. Respondents can include potential suppliers of charging station equipment, potential suppliers of electric or hybrid-electric vehicles, energy providers, rental car agencies, and other investors.

BACKGROUND

The Airports Authority operates and maintains Reagan National and Dulles International Airports. The Airports Authority is committed to protecting the environment and adopting practices that promote environmental stewardship. In 2008, the Airports Authority began to study a variety of short-term and long-term environmental initiatives to accomplish numerous goals that include: the generation of electricity from renewable sources, increasing efficiency of energy usage, reducing energy-related operating costs, and overall improvement in environmental stewardship. The Airport's Authority has chosen plug-in vehicle charging station projects at IAD and/or DCA as one means to satisfy some of these goals.

Technologies that could be supported in this initiative include plug-in hybrid and all-electric vehicles. Both vehicle types are currently on the market or nearing large-scale introduction, and vehicle charging stations are already in place in a number of locations, including airports. In February 2009, the Seattle-Tacoma (Sea-Tac) Airport in Washington installed six parking spaces that provide free electric charging for patrons, as part of a pilot program. Oakland International Airport offers a 4-6 charging stations to airport customers, also as part of a pilot program. The stations at both airports are located at the premier spots in normal airport parking facilities, and are offered at no additional cost to customers.

The Airports Authority's emphasis in this RFI is to identify feasible project concepts, scales, and configurations for plug-in vehicle charging station installations at IAD and/or DCA. The following are key factors of importance in developing the project:

1. Near-term implementation – The project's first phase should be on-line as early as mid-year 2010.

2. Minimum requirements for capital funds by the Airports Authority – The Airports Authority is willing to provide the land and the high visibility of the airport for a plug-in vehicle charging station project, and would like to minimize the Authority's costs by partnering with one or more vendors.
3. Scalability – To meet its goal for near-term implementation, the project may involve a small-scale pilot phase to demonstrate proof of concept. This could be expanded in additional phases of development.
4. Available space limitations- The Airports Authority may implement plug-in charging stations in currently constructed parking areas. IAD has 1 hourly parking lot, 2 daily garages, and 4 economy parking lots. DCA has 2 hourly/daily garages, and 1 economy lot. Cell-phone waiting areas and other appropriate space at the airports may also be available.
5. Financial capability – the submittal must demonstrate that it has the resources to develop and support the project in a timely fashion.

The information offered in responses to this RFI will be used for planning purposes and to potentially develop a RFP for plug-in vehicle charging stations at IAD and/or DCA.

PROJECT SCOPE AND SCALABILITY

At IAD the following locations under consideration as potential sites for charging stations: hourly/valet parking lot, daily garages, and/or economy parking lots. DCA has daily/hourly parking garages under consideration for charger installation. The charging location should be placed in areas that maximize visibility to airport patrons and will be clearly marked. In the event that a partnership with rental car companies is established, the stations may be best placed near rental car pick-up/drop-off locations.

There are three typical varieties of charging stations, pole-mounted, wall-mounted, or free standing stations. Pole and wall-mounted charging stations are ideal for garages or parking lots with light poles that the stations can be attached to. Free standing charging stations can be used in open parking lots lacking pre-existing structures to mount the charging stations on.

Charging stations can be set up as a “pay as you charge” system to repay the provider for electricity, operations, maintenance, investment capital, and other expenses. The Airports Authority would be open to other system ideas.

Other factors to be considered include the Airport Authority's desire to place stations as near as possible to existing electrical supplies and wiring for ease of installation, and also the possibility of installing solar power charging stations, which are a relatively new but quickly expanding technology.

The Airports Authority is interested in initially installing a limited number of charging stations at DCA and/or IAD as a pilot project, similar to other airports. As demand for plug-in vehicles and recharging stations increases, a larger plug-in system can be implemented at DCA and IAD in future development phases.

REQUESTED INFORMATION

For all information requested, respondents are encouraged to use existing literature or informational materials where appropriate. The Airports Authority does not expect respondents to this RFI to spend considerable time preparing or formatting information if material that already exists can address our information needs.

The Responder should submit an Expression of Interest (EI) responding separately to each of the following information needs:

1. Provide qualifications of your organization or team including:
 - a. Organization information: overview of company, services, and resumes for key individuals.

- b. Experience: respondent's past and current projects similar to the plug-in charging station project outlined in this RFI; including size of installation and details of funding mechanism used. If proposed as a team, past and current projects implemented by the team.
 - c. Capability: demonstrate your organization's or team's capacity to contribute towards accomplishment of the proposed tasks.
 - d. Financial viability: demonstrate your ability to responsibly enter into agreements of the size and duration required for this project
2. Explain past experience working with this type of project.
 3. Provide details concerning your interest in partnering with the Airports Authority in this project.
 4. What is the form and scope of the partnership you can envision forming with the Airports Authority and with other vendors for the purposes of this project?
 5. What information would your team need in order to prepare a specific proposal in response to the anticipated solicitation?
 6. Please provide any comments on other creative procurement options, technical considerations, or other information that we should take into consideration in development of the RFP.

TIMETABLE

<u>Activity</u>	<u>Date</u>
RFI Issued	June 12, 2009
RFI Closes	July 13, 2009

Response/Submissions to the RFI:

The above 'Requested Information' must be provided by the respondent in its RFI submission as an e-mail attachment in Adobe Acrobat PDF format addressed to contracting@mwa.com, with "Response to Plug-In Vehicle Charging Station RFI" in the subject line.

Email attachment submissions, in Adobe Acrobat PDF format, shall be no more than (25) 8-1/2" x 11" text pages (using a font not smaller than 12 pt.).

If respondent wishes to provide additional information, respondent, at its option, may provide additional information on a CD ROM by hand delivery or other delivery service to be received by the Airports Authority no later than the specified due date and time of this RFI. However, respondents should be aware that the Airports Authority will look first to the e-mail submission to determine whether a submission is of interest. Consequently, there can be no assurance that any or all of the material(s) provided on a CD ROM or otherwise will actually be viewed or considered by the Airports Authority.

Hand delivery or other delivery service used for submissions are to be addressed to the Metropolitan Washington Airports Authority, 1 Aviation Circle, Suite 154, Washington, DC 20001-6000, Attn: "Response to Plug-In Vehicle Charging Station RFI", and are subject to the same limitations as stated above with respect to size of submission, font and additional information. No facsimile submissions will be accepted.

All submittals must include the respondent's contact information, including company name, principal contact name and title, mailing address, phone number and an email address of respondent's principal contact.

By providing information as a response to this RFI, respondents are consenting to its use and consideration by the Airports Authority

All RFI responses must be submitted no later than Monday, July 13, 2009, by 3:00 PM.

Amendments to the RFI

In the event any substantive issues require clarification or change during the process, an Amendment to this RFI will be issued and posted on the RFI webpage. Respondents who have registered as a Planholder for the RFI will be automatically notified by e-mail that an Amendment or revision has been issued. No mailing of updates, question responses or Amendments will be performed by the Airports Authority for this RFI.

EVALUATION OF RESPONSE

Responses should provide enough information for the Airports Authority to make an initial evaluation of the project's viability. The Airports Authority does not guarantee that all or any information provided in the responses will be used for planning purposes or RFP development. Respondents with insufficient information may not be considered further.

The Airports Authority will review Responses to the RFI with the help of an independent consultant that will provide an analysis and make recommendations.

Pre-Submission Conference

A pre-submission conference will be held on June 24, 2009, at 1:00 PM at the Metropolitan Washington Airports Authority; Ronald Reagan Washington National Airport; 1 Aviation Circle; Conference Room 1A/1B.

All interested respondents are encouraged to attend the Pre-Submission Conference to enhance understanding of the RFI. During the Pre-Submission Conference there will be an opportunity for participants to ask questions. To the extent practicable, questions will be answered during the Pre-Submission Conference and recorded with results posted on the website. Questions that arise after the Pre-Submission Conference may be submitted not later than June 26, 2009.

Recommended parking location for the conference is the visitor's parking area adjacent to the office building. Other parking locations include the Daily Garage C adjacent to Terminal C. Parking will not be validated by the Airports Authority. More information about parking at Reagan National and parking rates can be found on the Airports Authority's website at www.mwaa.com.

QUESTIONS AND INQUIRIES

Questions regarding the RFI may be submitted via the Airports Authority website at http://www.mwaa.com/business_information/contracting_opportunities/op-pages/rfi-chargingstations-overview or by selecting 'Business Information', 'Current Opportunities', 'Services', 'RFI – Installation of Plug-In Vehicle Charging Stations', 'Project Overview'. Under 'Questions', select 'Click Here' to submit your questions. Questions will not be accepted by telephone, facsimile, mail or hand delivery. Questions must be made on behalf of a prospective respondent and must include the requestor's name, email or mailing address, telephone number, and the name of the prospective proposer. Questions submitted, along with responses, will be posted on the RFI webpage by July 1, 2009. Individual responses to questions will not be given.

Questions received after June 26, 2009 will not be answered except at the sole discretion of the Airports Authority, where it is in the best interest of the Airports Authority to allow a late question to be answered. The Airports Authority will not post questions that are not related to this RFI or are otherwise deemed inappropriate.

PROPRIETARY INFORMATION

The Airports Authority maintains a Freedom of Information Policy (FOIP) which applies to this RFI. All records of the Airports Authority are available to the public upon reasonable request, except those identified as "not

required to be disclosed” in this Policy, which can be viewed on the Authority’s website, www.mwaa.com, under ‘News and Publications’, select ‘Publications’.

Respondents who include in their submittals data that they do not want disclosed to the public for any purpose or use by the Airports Authority, except for review purposes, are required to mark their RFI submission with a legend that states:

“This response includes data that shall not be disclosed outside the Airports Authority without the permission of [insert firm’s name] and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this response. This restriction does not limit the Airports Authority’s right to use information contained in this data if it can be obtained from another source without restriction. The data subject to this restriction are contained in pages [insert numbers or other identification of pages];”

And mark only those pages containing restricted data with the following legend:

“Use or disclosure of data contained on this page is subject to the restriction on the title page of this Expression of Interest.”

A blanket restriction applicable to the entire RFI is not acceptable. Moreover, the inclusion of this provision regarding the restriction on disclosure and use of data should not be construed to protect against the Airports Authority’s use of generic concepts.

USE OF RESPONSES BY THE AIRPORTS AUTHORITY

The responses to this RFI will be used to assist the Airports Authority in making decisions regarding future development of plug-in vehicle charging stations at the airport.

DISCLAIMER

No warranties or representations of any kind are made by the Airports Authority, including a representation or warranty that vehicle recharging stations will be installed. The Airports Authority does not intend to award a contract on the basis of this RFI or to pay for the expressions of interest solicited. Submission of a response will in no way affect eligibility to respond to future solicitations for the potential development of electric vehicle infrastructure by the Airports Authority or for any other design, construction, finance, maintenance or operations opportunities offered by the Airports Authority. The Airports Authority reserves the right to cancel this RFI at any time with or without notice to proposers and without liability.

EQUAL OPPORTUNITY

No person or firm shall be discriminated against because of race, color, national origin, or sex in the award of an Airports Authority contract. Further, there shall be no discrimination on the basis of race, color, national origin or sex in the performance of contracts awarded by the Airports Authority.

The Airports Authority is committed to achieving participation in its contracting programs by disadvantage businesses, including those that are owned and operated by minorities and women. The Airports Authority may or may not impose requirements for participation by entities in any contract that is ultimately awarded.