

**CITY OF OLEAN**  
**REQUEST FOR PROPOSAL**  
**ELECTRICAL VEHICLE CHARGING STATIONS**

The City of Olean Department of Public Works is accepting proposals from qualified companies for Design/Installation Services for Electrical Vehicle Charging Stations located along North Union Street at Delaware Avenue **and** at the City-owned parking lot located at North 1<sup>st</sup> Street and West Sullivan Street, Olean, NY 14760.

The RFP provides background information on the project, contact person for the project, general scope of services, scoring criteria, and the time and date to respond.

A company will be considered qualified by having experience with projects similar in size and nature.

**Proposals to be received at:**

City of Olean  
Department of Public Works  
101 East State Street, Rm 206  
P.O. Box 668  
Olean, NY 14760

Or Email:

Robert Thompson – [rthompson@cityofolean.org](mailto:rthompson@cityofolean.org)

DPW Admins – [dpwadmins@cityofolean.org](mailto:dpwadmins@cityofolean.org)

**Proposals to be received on December 15, 2023 by 4:00 p.m.**

- *If submitting by mail, please include 3 copies of the proposal.*
- *Proposals should touch on the most important elements of the project as described in the following criteria:*

**Project Background**

The City of Olean intends to provide (5) dual electric vehicle charging stations in the city right of way along North Union Street (NYS Route 16) at the intersection of Delaware Ave, and (5) dual electric vehicle charging stations in the City-owned parking lot located on the corner of N 1st Street and W Sullivan Street, for a total of 10 reserved EV parking spots. The location is close to many important landmarks in the City of Olean including our main downtown business district. The City in 2015 underwent a \$10,000,000 street reconstruction project along a 0.6 mile portion of North Union Street to

provide a more walkable/livable downtown and to help support downtown businesses. The EV parking spaces in the N 1st Street and Sullivan Street lot is a 350 walk to North Union Street and downtown. The EV parking spaces located in a parking bay along the North Union Street streetscape is walkable to many other important downtown amenities and attractions besides shops and restaurants including the Greater Olean Chamber of Commerce, the Olean Public Library, Jamestown Community College, the Olean Center Mall, the Olean Post Office and Olean Government offices, the Bartlett House/Olean Point Museum, the Allegheny River Valley recreation trail and several city parks.

The 1st Street and Sullivan Street parking lot has an existing electrical service that powers the street lighting in the lot, but the service will need to be upgraded to accommodate the power demands of the five new EV charging stations. The service will provide power for the lighting circuit as well as the charging stations – Power will be supplied from a nearby National Grid pole – The same power supply as the existing electric service. Construction will require excavation through sidewalk, grass areas and pavement to provide wire and conduit to the stations as well as reconnect the existing lighting circuit.

The City of Olean has chosen this location not only because of its proximity to many amenities and attractions but also because of the growing demand for parking downtown. Based on data collection from our Community Development office following the North Union Street project, the populations we are seeing significant growth and hope to continue to grow are tourism, commuters and residents choosing to live downtown. People choosing to live downtown is growing quickly in the City of Olean because of private investment in converting downtown buildings into apartments. Many apartments above shops and restaurants are being refurbished for rentals or as single family homes. Requests for parking spaces and access to EV charging stations has grown significantly. Secondly, the revitalization of downtown has led to increased job growth, leading to a growing demand for downtown parking spaces. As job growth continues, those who are interested in purchasing electric vehicles will have an available parking space. Lastly, our goal is to attract tourist who wish to visit Olean and walk through our beautiful downtown and through our beautiful parks and public spaces. There are not a lot of EV charging stations in the area geared towards traveler's driving along Interstate 86, which is also a target population. For those who need to recharge their vehicle, they will have a variety of choices of things to do in Olean.

### **Project Scope:**

The first component will be system design and planning for turnkey solution for EV charging stations including all necessary related infrastructure;

The second component will be installation of an upgraded electrical service to handle the additional power demand associated with the new EV charging stations. Engineering estimates indicate an additional 288 kwh/day demand, based on a full day usage for 50% of the units. The proposed units are network compatible and require the installation of approximately 1,250 linear feet of new fiber optic line from the City Central Fire Station located at 542 North Union Street to the on-street parking at 402 North Union Street, and approximately 2,250 linear feet of new fiber optic line from the City Building located at 101 East State Street to the Municipal Lot at 117 West Sullivan Street.

The third component will be the installation of the 5 dual port, networked recharging stations. It is proposed to install Chargepoint models CT4205 – Dual 8’ Bollard. These units will be available to the public 24 hours a day, 7 days a week, free of charge.

The fourth component involves the restoration and repair of any streets, pavement, curbing and topsoil/seeded areas that were disturbed during construction/installation. These activities will occur concurrent with the installation of all electric and network service and the charging stations.

The City of Olean has developed a comprehensive maintenance plan to maintain and upgrade the charging units as necessary. Furthermore, as part of the City’s demonstrated commitment to providing clean, renewable energy for electric-powered vehicles, electric service will be provided at all hours for no fee. The City’s Common Council and City Offices are supportive of this as a long-term solution to bringing clean energy vehicles into the area.

**Scoring Criteria:**

The following criteria will be used to award the project. The City may hold phone interviews with the top 3 scoring candidates in order to determine the award, if necessary.

A) Project Approach and Understanding	35%
B) Firm’s Proposed Staff and Resources	35%
C) Ability to Meet Project Schedule (include proposed schedule)	15%
D) References (please provide a minimum of 3 references)	15%

**Contract Terms:**

**City Reservation:**

The City of Olean reserves the right to waive irregularities or discrepancies in a proposal if the City determines that the waiver is in the best interest of the City.

**Addenda to the RFP:**

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by offerors raise issues that require clarification by the City, or the City decides to revise any part of this RFP addenda will be provided to all persons known to the contact person who have received or will subsequently receive the RFP. Receipt of addenda must be acknowledged by signing and returning it with the proposal.

*Contract:*

The consultant selected by the City will be expected to enter into a written contract with the City of Olean. Once selected, a final scope of services will be determined and a design fee will be proposed by the selected firm.

*Contract Term and payment:*

The consultant will be expected to be available to work on the project as soon as possible. The consultant should invoice the City monthly and include hours worked and employee rates. The maximum amount payable on this contract may only be exceeded upon prior written approval by the City through a contract amendment. No services under this amendment shall begin before the City, Contractor and other required signatures are obtained on the contract or contract amendment, and the City has issued a Notice to Proceed. The City of Olean may choose to award additional phases to the selected engineering firm without the need for an additional RFP.