

**THE PORT AUTHORITY** OF NY & NJ

**PROCUREMENT DEPARTMENT  
4 WORLD TRADE CENTER  
150 GREENWICH STREET, 21ST FLOOR  
NEW YORK, NEW YORK 10007**

**REQUEST FOR INFORMATION**

**ISSUE DATE: July 24, 2019**

**TITLE: ELECTRIC VEHICLES CHARGING INFRASTRUCTURE AT VARIOUS PORT  
AUTHORITY FACILITIES**

**NUMBER: 58232**

**SUBMIT RESPONSE BEFORE THE DUE DATE AND TIME TO THE ABOVE  
ADDRESS.**

**RESPONSE DUE DATE: AUGUST 15, 2019      TIME: 2:00 PM**

**QUESTIONS DUE DATE: AUGUST 1, 2019      TIME: 2:00 PM**

**BUYER NAME: SHANTA NELSON  
4 WORLD TRADE CENTER  
150 GREENWICH STREET, 21<sup>ST</sup> FLOOR  
NEW YORK, NEW YORK 10007**

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## **1. GENERAL INFORMATION: THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY**

John F. Kennedy International Airport (“JFK” and “Airport”) has been recognized for decades as the premier U.S. gateway for passengers and cargo. It is the busiest airport in the New York metropolitan area, and among the busiest in North America and the world. About 37,000 people are employed at the Airport. The Airport contributes to approximately \$37.7 billion in economic activity to the New York-New Jersey metropolitan region, generating about 256,000 total jobs and \$13.4 billion in annual wages.

The findings from this Request for Information (“RFI”) will potentially be used in guiding the design of a future Bid Specification or Request for Proposal (“RFP”) or other procurement solution. However, by issuing this RFI, the Authority is not committing to any particular course of action.

## **2. ABOUT THE PORT AUTHORITY**

The Port Authority of New York and New Jersey (the “Port Authority” or the “Authority”) is an agency of the States of New York and New Jersey, created and existing by virtue of the Compact of April 30, 1921, made by and between the two States, and thereafter consented to by the Congress of the United States. It is charged with providing transportation, terminals and other facilities of trade and commerce within the Port District. The Port District comprises an area of about 1,500 square miles in both States, centering about New York Harbor. The Port District includes the Cities of New York and Yonkers in the State of New York, and the cities of Newark, Jersey City, Bayonne, Hoboken and Elizabeth in the State of New Jersey, and over 200 other municipalities, including all or part of seventeen (17) counties, in the two States. For background with respect to The Port Authority, see [www.panynj.gov](http://www.panynj.gov). Additionally, an electronic version of the Authority’s most recent Annual Report is available at <http://www.panynj.gov/corporate-information/annual-reports.html>.

### *Embracing the Paris Climate Agreement*

In October 2018, the Port Authority became the first public transportation agency in the United States to embrace the Paris Climate Agreement, setting aggressive interim greenhouse gas (“GHG”) reduction targets that call for a 35-percent reduction in its direct emissions by 2025 and reaffirming the agency’s commitment to an 80-percent reduction in emissions related to its operations by 2050. To support achievement of its GHG reduction targets, the Port Authority identified, among other efforts, projects and programs around EVs and necessary EV Charging, hereinafter defined.

## **3. OVERVIEW**

The Port Authority seeks information for Electric Vehicle (“EV”) Charging infrastructure and services (“EV Charging”) at various Port Authority facilities that would support up to 1,500 Port Authority owned vehicles and potentially public usage from airport passengers and commuters. To this end, we are seeking responses to this RFI from firms interested in a

prospective EV Charging solution with the Port Authority via various business models (“Respondents”). Respondents should take this opportunity to share with us their experience, insights, ideas and preferred approach to siting, installing, financing, operating, maintaining, and planning EV Charging infrastructure and services over the next five years. Respondents should fully consider in their RFI responses (“Responses”) the needs outlined in Section 4 of this RFI. The feedback we receive from Respondents may assist us in shaping any future competitive procurement for EV Charging.

#### **4. RFI RESPONSE CONTENT**

Vehicle electrification is an important driver of the Port Authority’s GHG reduction objectives. Specific targets have been identified to help achieve the 35 percent reduction in emissions by 2025, including conversion to electric of 100 percent of the intra-airport bus fleets at JFK, LaGuardia and Newark Liberty International airports and conversion to electric of 50 percent of the Port Authority’s light duty fleet (600-750 vehicles) by 2025. At this time, among its three major airports, the Port Authority has installed twelve DC fast chargers (“DCFC”) to support 18 electric buses via on-site depot charging. The Authority has also installed 65 Level 2 chargers to support the Port Authority’s first 150 electric fleet vehicles. Further, Port Authority has installed 28 Level 2 chargers available to the public at various airport parking facilities – facilities which serviced over 7 million vehicles in 2017. The Port Authority is also partnering with the New York Power Authority on installing a hub of ten DC fast chargers for public and for-hire vehicles at JFK airport. Port Authority is interested in scalable EV Charging to meet fleet needs as it deploys additional electric buses and availability of more electric vehicle models enables it to expand light-duty vehicle electrification targets, as well as meet growing public demand for EV charging. Respondents should assume that Port Authority vehicles have 80kW batteries, although the exact fleet mix is not certain. Electric buses have 440kW batteries. Patrons will have a mix based on the market.

The Port Authority has identified for Respondents’ consideration, potential EV Charging infrastructure and services including but not limited to:

- a. EV Charging Hubs
- b. Mobile Charging Units
- c. Charging as a Service

##### *EV Charging Hubs*

Respondents may offer various charging hub solutions and configurations, including Level 2 and DCFC units, product costs, installation costs, installation requirements, lease costs, power, and energy usage specifications. Respondents may also offer pricing models for making this infrastructure available to the public to decrease the cost burden for Port Authority. Respondents may consider a variety of installed locations across all Port Authority facilities.

### *Mobile Charging Units*

Respondents may offer various mobile charging solutions, including Level 2 and DCFC, product costs, installation costs, installation requirements, lease costs, power, and energy capacity specifications. Respondents may also offer pricing models for making this infrastructure available to the public to decrease the cost burden for Port Authority. Port Authority is also interested in battery storage systems as they may offset demand charges or allow for DCFC without upgraded electrical infrastructure.

### *Charging-as-a-Service*

Respondents may offer charging-as-a-service solutions that require fees per unit time or power, separate fees for patron charging, revenue sharing for public charging, or other models. Any solutions should include information on capacity, scalability, terms of service, vehicle type, and infrastructure needs. Port Authority thinks that charging-as-a-service may be most applicable to airport parking, because airline passengers tend to remain in a parking spot for longer than needed to charge.

### *Other Models*

Port Authority understands there may be alternative solutions and business models for EV Charging that could help address the fleet and patron needs outlined above. The Port Authority is accepting submissions for pilot proposals in order to evaluate new and emerging technologies and business models that would help address the EV Charging needs.

## **5. RFI RESPONSE FORMAT**

The Respondent's Response to this RFI should take the form of a letter of no more than ten (10) pages. The Respondent is requested to organize the Response as follows:

- a. Cover page, including Respondent's name and the RFI number/title.
- b. Letter of Transmittal containing:
  - i. Name, address, company website URL.
  - ii. Contact information (name, title, email, telephone and fax numbers) of the individual who shall act as the Respondent's contact with the Port Authority for further information requests and future solicitations. In addition, at any time after the opening of the RFI submittals, the Port Authority may request additional information relating to the Respondent's qualifications and will use this individual as the point of contact for these queries.
- c. The Respondent shall submit an Executive Summary presenting the major features of its proposed solution or product(s) and how the response satisfies the requirements contained in this RFI, as well as the special competencies and expertise of the Respondent to meet the requirements of this RFI.
- d. Response to all items listed in Section 4, RFI Response Content, above.
- e. Any additional services and benefits that the Respondent can offer that are above and beyond those specified in this RFI.

- f. Attachments, including any work samples, product cut sheets, and/or other relevant information that the Respondent believes to be beneficial to include as part of the RFI Response.

The Response shall contain the following:

1. A brief description of the Respondent, its lines of business, organization, mission, affiliates, objectives, location, and years in business. This should include a description of the Respondent's strategy for providing uninterrupted support or services over the next 10 years.
2. Contact information (name, title, telephone number, email) of the individual who will act as the Respondent's contact for communications with the Port Authority. In addition, at any time after the opening of the Responses to this RFI, the Port Authority may request additional information relating to the Respondent's qualifications and will use this individual as the point of contact for these queries.
3. A description of the Respondent's experience in providing EV Charging. The Response should specifically note:
  - a. A list of Respondent's projects of comparable scale currently in place or secured during the past three years, including date completed, asset size, location, and client
  - b. A statement of technical expertise related to EV charging.
  - c. Any other experiences, insights, ideas and approaches to developing, financing, and operating and maintaining strategic energy assets.

## **6. AGREEMENT ON TERMS OF DISCUSSION**

The Respondent shall submit a copy of the "Agreement on Terms of Discussion," (Attachment A) signed by an authorized representative of the Respondent. The Agreement on Terms of Discussion format is included as Attachment A and shall be submitted by the Respondent without any alterations or deviations. Any Respondent who fails to sign the Port Authority's Agreement on Terms of Discussion will not have its response reviewed. If the Respondent is a joint venture, an authorized representative of each party must sign the Agreement on Terms of Discussion.

## **7. SUBMISSION OF INFORMATION**

Each Respondent shall submit seven (7) hard copies and seven (7) Compact Disc ("CD") copies of its RFI Response. The Response must be submitted to Shanta Nelson, Operations Manager, Procurement Department, 4 World Trade Center, 150 Greenwich Street, 21<sup>st</sup> Floor, New York, NY 10007, no later than 2:00 p.m. on August 15, 2019.

## **8. QUESTIONS AND COMMUNICATIONS REGARDING THIS RFI**

All communications concerning this RFI should be directed to the Buyer listed on the cover page. All questions regarding this RFI should be submitted by email to the Buyer at the email

address listed, and by the due date and time set forth, on the cover page. The Buyer is authorized only to direct the attention of prospective Respondents to various portions of this RFI so that they may read and interpret such portions themselves.

Neither the Buyer nor any other employee of the Port Authority is authorized to interpret the provisions of this RFI or give additional information as to its requirements. If interpretation or other information is required, it will be communicated to Respondents by written addenda and such writing shall form a part of this RFI.

## **9. PRESENTATION**

At any time after the receipt of Responses, Respondents may be asked to attend an informal discussion with staff of the Port Authority regarding further clarification of the Response and/or for additional information. Any such informal discussion may last for two (2) hours and consist of one (1) hour for a presentation and/or demonstration by the Respondent and one (1) hour for questions/answers. Selection of such firms, if any, will be at the sole discretion of the Port Authority based on review of submitted material and other information gathering. To facilitate the free flow and exchange of ideas and information, the Port Authority intends to meet with Respondents separately. The Port Authority will communicate the date, time, place and objectives of such conference in due course.

## **10. GENERAL**

The Port Authority reserves the right to conduct interviews with any Respondent, issue a solicitation for a proposal or bids, or to perform none of the above.

The Port Authority reserves the unqualified right in its sole and absolute discretion to choose to accept or reject any and all firms responding to this RFI on the basis of an evaluation of the responses to the RFI. The Port Authority also reserves the unqualified right to request further information from any Respondent.

The Port Authority may consult any reference familiar with the Respondent regarding its current or prior operations and projects, financial resources, reputation, performance, or other matters. Submission of a Response shall constitute permission by the Respondent for the Port Authority to make such inquiries and authorization to third parties to respond thereto.

Neither the expression of your organization's interest, nor the submission of your response to the RFI and any documents or other information supplied by you, nor any correspondence, discussions, meetings or other communications between your organization and the Port Authority, shall impose any obligation on the Port Authority. The Port Authority shall have no obligation to any Respondent. Costs of participation or information preparation are not compensable or reimbursable by the Port Authority.

**ATTACHMENT A: AGREEMENT ON TERMS OF DISCUSSION**

The Port Authority’s receipt or discussion of any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion (“Agreement”), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Public Records Access Policy adopted by the Port Authority’s Board of Commissioners, which may be found on the Port Authority website at: <http://corpinfo.panynj.gov/documents/Access-to-Port-Authority-Public-Records/>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

\_\_\_\_\_  
**(Company)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**(Date)**

**ORIGINAL AND PHOTOCOPIES OF THIS PAGE ONLY.**

**DO NOT RETYPE.**