



Association of Monterey Bay Area Governments

Request for Proposals

Public Electric Vehicle Charging Stations

Not to Exceed \$25,000

Issued: January 13th, 2011

Response Due: Monday February 14th, 2011, by 5:00p.m., at
AMBAG, 445 Reservation Rd, Marina, CA 93933



MONTEREY BAY
Unified Air Pollution Control District

Funded by: Monterey Bay Unified Air Pollution Control District

Planning Excellence!

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1. Introduction & Background

The Association of Monterey Bay Area Governments (AMBAG) is seeking proposals for Public Electric Vehicle (EV) Charging Infrastructure and installation for local jurisdictions within the Monterey Bay Area. Transportation in the Monterey Bay Area is dominated by use of the personal automobile. A large mode shift, to biking or transit, is not expected to occur even as gas prices increase. Therefore, in order to both improve the region's air quality and reduce the cost of personal mobility, EVs will be an important part of the transportation needs in the Monterey Bay Area.

AMBAG obtained grant funding in 2010 for an EV infrastructure study and pilot project for the Monterey Bay Area from the Monterey Bay Unified Air Pollution Control District (MBUAPCD). AMBAG staff has completed an analysis to identify the best areas to place public charging stations. From this analysis, the best locations for infrastructure for each city in the region were identified and scored. This project constituted Phase I.

The second phase of the project is to install public charging stations in some of these priority areas. Installation will take place in at least three cities within the region, with the highest ranked areas taking priority for initial EV charging station deployment. The number of charging stations the bidding company will submit will be at a minimum of three stations – one per each city; however, the maximum number of stations is to be determined by the per unit cost as submitted by the bidding company.

Ideally, these demonstration areas, already carefully selected to coincide with where people already engage in 1-4 hour activities, will be excellent showcases for the latest Electrical Vehicle Supply Equipment (EVSE). The EVSE charging infrastructure will be considered a new infrastructure system, attached to both the existing electrical infrastructure and existing transportation infrastructure. As such, the system of public charging stations should function together in a networked capacity. The proposed networked system should allow both AMBAG and the unit owner to retrieve charging data, set appropriate prices, and the customer charging to pay via multiple methods.

2. Project Summary & Scope

The bidding company will supply and install a minimum of three network capable, publicly accessible, electric charging stations to sites designated by AMBAG and its partner jurisdictions. The local IBEW 234 has agreed to lend their services to help with each installation. The bidding company may choose to work with IBEW 234 to install the stations. This must be reflected in the bid response. Proposals resulting in more than three stations will result in a higher score in the RFP process. Networking capabilities must allow the stations to be monitored and controlled remotely. The bidding company will also include the networking fees for the first year (or more years) as part of the project bid, not to exceed \$25,000.

AMBAG will work with the local jurisdictions to select specific locations for multiple networked stations recognizing that charging stations are capable of having different networking relations (for example a primary/secondary, gateway/non-gateway, mother/drone relationship), where it would be beneficial to both the branding and marketing of the bidding company, and better visibility and customer knowledge of EV charging. Please clearly state in your bid response the type of station and how they are most effectively networked. At least three stations - one for each county - must be able to function independently of the other stations.

The network contract must be valid for a minimum of five years with possibility for renewal. Warranty and support for at least the first five years for all EVSE related equipment must be included in the project proposal. At the end of five years the contract can be renewed and warranty extensions will be paid for by the unit owners.

Installation will be provided by the bidding company, and if chosen, in coordination with local IBEW Local 234. The bidding company will provide construction drawings adequate to obtain local permits. All local permits will be obtained by the property owners and AMBAG. Installation must be done by qualified licensed contractors per California Building and Electrical Coding. It is expected that all bidding companies will work with both IBEW Local 234 and the property owners to ensure that each charging station is sited optimally.

3. Vendor Qualifications

The minimum vendor qualifications AMBAG will accept is:

- The bidding company must regularly and continuously be engaged in the business of providing EV charging station equipment (EVSE) for at least two (2) calendar years.
- The bidding company must possess all permits, licenses and professional credentials necessary to supply the products and perform the services as specified under the RFP.

4. Product Specifications

Applicants are to provide infrastructure that complies with standard technical, operating, and safety features for EVSE equipment. All features should comply with the most stringent SAE, NEC and UL standards, providing the greatest value and safety to the property owner and user. These minimally include:

- Level II connectors compliance with the Society of Automotive Engineers (SAE) J1772 standards and applicable NEC codes
- All EVSE equipment is compliant with SAE J2836 and 2847, and is upgradable for enhanced vehicle to grid (V2G) communication.
- The charging unit is validated and has been certified by Underwriters Laboratories (UL) or an equivalent certification.
- The enclosure is compliant with the International Electrotechnical Commission (IEC) 61851.
- The unit is compliant with National Electrical Code (NEC) 625.

Operating Environment Standards:

AC Level II charging will have:

- 208 to 240 VAC, 1-phase
- Maximum Current Input of ≤ 80 A
- Output of 30A
- Branch circuit Breaker rating to comply with NEC 625

Physical Specifications

- Exterior
 - Metal shell adequate to withstand indoor and outdoor environments
- Charging Cord and Connectors
 - Level II connectors with the J1772 Standard Connector

- Cords and connectors to be included in the EVSE package, with the ability to be replaced in the case of damage or technical upgrade.
- Ability to lock and release cord to avoid theft
- Authorization of Users
 - Users (customers) will interface with a secure method (e.g. RFID card reader) to authorize a charging session.
 - A phone number for user support is to be provided on the charging station for support.

Internal Technology

- Physical Hardware will include:
 - All wiring, hardware, circuitry and internal components necessary to charge an all electric vehicle (EV), plug-in hybrid (PHEV), neighborhood electric vehicle (NEV), and electric motorcycle or scooter.
 - A Circuit Card Interface Device (CCID) to recognize an RFID card
 - A Ground Fault Circuit Interrupter (GFCI) to prevent electrocutions
 - Utility grade metering – energy metering chip
 - National Electrical Manufacturers Association (NEMA) Type 4 enclosure; www.enclosures.com/NEMA-Type4.html
 - Capabilities to charge for parking
- Software will include or be designed for:
 - A wireless interface
 - An internal computer with sufficient memories for future upgradability
 - A distributed, connected environment
 - Data communications architecture that supports smart charge management applications
 - A firmware upgrade that can be performed remotely without disturbing the EVSE operations.
 - Interoperability with existing car navigation systems to display available stations
 - The necessary connectivity and software upgradability for impending V2G technology.
- User Interaction requirements will include:
 - The ability to be accessed by non-network subscribers (through a phone number, for example)
 - A notification of the level of charge (or if interruption has occurred)

Network Management

- Web Portal/Hand-Held Device will be designed to
 - Open charging units remotely
 - Manage subscription plans and policies, including billing and reconciliation for hosts and subscribers
 - Ability to set individual and group charging preferences/impose policies
 - Real-time control in case there is a need to override a charging profile
 - Generation of reports for users, owners, utilities, etc.
 - Communication to users via multimedia (text message, email, web portal, etc)
 - Remote system monitoring through the web portal and notification of events (in use; finished charging; interrupted charging; operational failure, etc)

- Network Data Security
 - The web portal operates on a secured network, for example AES-128/256 encryption meets the US Federal Information Processing Standardization (FIPS) PUB 197, csrc.nist.gov/publications/fips/fips197/fips-197.pdf.
- Load Management
 - The charging network will have the ability to work with utility programs such as demand response plans, off-peak plans, etc., to reduce energy costs
 - Remote load management will be possible
 - And the host can set policies including load limiting.

Product Safety

- All units will include:
 - The ability to stop flow of power through the unit when it is not in use
 - An over-current protection to prevent vehicles from drawing too much power

Data Collection Abilities

- Plug-in electric Vehicle (PEV) vehicle information, including:
 - Vehicle Identification Number (VIN)
 - State of charge before and after each charging session
- EVCS information, including:
 - Station utilization rate during various times of the day and days of the month
 - Authorization requests and responses
 - Charging data (subscriber, location, kWh used, and start and stop time) for each charging session.
 - Station status and health monitoring
 - Number of GFCI Trips and Resets
 - Plug out detection
 - Over-current detection and handling
 - Number of reboots due to power outage or circuit breaker tripping and resetting
 - Tampering information (e.g. Vandalism events – opening door, cutting cord)
 - Amount of fuel and greenhouse gas (GHG) savings
 - Number of times circuit loading and balancing were required
 - Inventory of stations (location, model, hardware/software versions, etc)
 - Revenue generated per station
 - Demand response events
- Usage Information to be collected per station will include:
 - Time
 - Energy consumption
 - Current stored energy load in the battery connected to the charging station
 - Maximum amount of energy that will be charged based on battery size
 - GHG emissions saved
- The system will collect time and dates of charging activities, demand response events, and vehicle information, and must comply with all State and Federal regulations.

5. RFP Timetable

January 13, 2011	Issue Request for Proposals
January 21, 2011	Deadline to email questions about the RFP to the Project Manager
January 28, 2011	Responses to questions will be posted on the AMBAG website
January 28, 2011	Any additions or amendments to the RFP will be posted on the AMBAG website
February 14, 2011	Closing date for receipt of proposals
February 18, 2011	Finalists contacted, if needed, interviews will be scheduled
March 9, 2011	Recommend consultant to the AMBAG Board
March 14, 2011	Contract award/execute contract - Purchase stations
April 1, 2011	Start of Project/Begin Work
August 30, 2011	Deadline for project completion
June 30, 2016	Possibility to Renew 5 year contract with Local Jurisdictions

6. Instructions for Bidders & Project Manager Contact Information

Contacts

Linda Meckel, Project Manager
Association of Monterey Bay Area Governments
445 Reservation Rd, Suite G, Marina, CA 93933
lmeckel@ambag.org (preferred communication)
(831)264-5084

Submittal of Questions & Bids

All questions on the RFP should be received no later than January 21th, 2011, at 5 p.m. by e-mail at lmeckel@ambag.org. Responses that require that an addendum be issued to the RFP will be posted on the AMBAG website no later than January 28th, 2011. It is the responsibility of proposers to check the AMBAG website to determine if addenda have been issued. Any addenda to the RFP will become part of the RFP.

AMBAG reserves the right to revise the RFP prior to the date that proposals are due. Revisions to the RFP will be in the form of an addendum and will be posted on the AMBAG website no later than January 28th, 2011 at 5 p.m.

Response Format

Proposals should be limited to specific discussion of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements, and which propose the best methods to accomplish the work within the stated budget.

The organization of the proposal should follow the general outline below. Each proposal should consist of a (items 1-7 below) and a cost proposal (item 8).

1. Transmittal Letter

The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant or consulting firm, and who may be contacted during the period of proposal evaluation. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals.

2. Table of Contents

This section should provide a listing of the major sections in the proposal and the associated page numbers.

3. Introduction

In this section, the proposer should demonstrate an adequate understanding of the role and relationships of each agency constituting AMBAG.

4. Methodology and overall Network Vision & Technical Criteria

This should include:

- A summary of the proposed approach and overall regional EV charging network vision including installation Process
- A thorough explanation of the consultant's proposed course of action. References should be made to RFP requirements and the consultant's plans for meeting those requirements. If the consultant proposes major changes to the RFP approach, those changes should be specified clearly. The consultant should specify the number of chargers, electrical output of each charger, and all annual costs that will be incurred for the first five years.
- An itemized description of the proposed project schedule and the final deliverables.
- Technical Criteria:
 - System Design
 - Software Design and Deployment
 - Life-cycle Support
 - Ancillary Services

Consultant will identify expectations of AMBAG and AMBAG staff, our in-house resources, and other agency staff and resources that are assumed or needed by consultant.

5. Project Management

The proposer must prepare an explanation of the project management system and practices to be used to assure that the project is completed within the scheduled time frame and that the quality of the required products will meet AMBAG requirements.

6. Consultant and Subcontractor Staff

The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the consultant team. If the firm is submitting a joint proposal summarize the history of how the different firms have worked together in the past. A project manager must be designated, and an organizational chart showing the manager and all project staff must be included. A matrix must be presented indicating the effort, either in percentage of the total project or in person-hours, which will be contributed by each professional, during each phase or task making up the project. If a subcontractor will be used, the proposer must include a letter from the subcontractor committing to perform at least the work shown for subcontractor professional in the above-described matrix. Any staffing changes to the consultant team after the contract has been awarded must be approved, in writing, by the AMBAG Project Manager.

7. Consultant Qualifications and References

The proposal must describe the nature and outcome of projects previously conducted by the consultant which are related to the work described within the RFP. Descriptions should include client contact names, address, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a subcontractor is proposed, two to three similar qualifications and references should be provided for the subcontractor. Up to two samples of the consultant's work on closely related projects can also be included with the proposal, if available.

8. Cost Proposal (\$25,000)

Proposals are not to exceed \$25,000 for the combined cost of charging equipment, construction drawings, installation, five year warranty, and one year of network fees. The costs must be explicitly explained.

Please provide an estimated installation price, including, if necessary, the amount required in support from IBEW.

The consultant should specify the number of chargers, electrical output of each charger, and all annual costs that will be incurred for the first five years.

Evaluation Criteria/Selection Committee

The proposal should be structured in three components:

1. Units and warranty
2. Service that will be provided
3. Installation - this section should consist of a standard estimation or range for installation of the public charging station.

The Contract Selection Committee will rank the bidding companies. The Project Manager will prepare a memo on the ranking of the bidding companies, and submit the recommendation to the Executive Director for approval.

The Executive Director or his/her designee will review the Contract Selection Committee's recommendation and select the consultant. If the selected consultant is not the consultant recommended by the Contract Selection Committee, the Executive Director or his/her designee will prepare a memo explaining the selection.

The Project Manager will notify all unsuccessful bidding companies that their proposals have not been selected for award.

Upon request, the Project Manager will notify an unsuccessful bidding company of the reason for rejection. The unsuccessful bidding companies may also talk to the Executive Director about any questions regarding the consultant selection process.

A proposal review panel will evaluate the proposals. Proposers may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews. Previous clients may also be called. The panel will make recommendations to the AMBAG Executive Director on the basis of the proposal, oral interview, and reference check. AMBAG reserves the right to select a consultant based solely on written proposals and not convene oral interviews.

Upon receipt of the proposals, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation criteria will include such considerations as:

- Completeness of response
- Financial Stability
- Qualifications and experience
- Number of charging stations provided to the region
- Methodology and overall Regional Network vision including Installation Process
- Technical Criteria:
 - System Design
 - Software Design and Deployment
 - Life-cycle Support
 - Ancillary Services
- Cost meeting but not exceeding \$25,000

In addition, conformance with AMBAG policies; and the participation of qualified disadvantaged and minority-owned firms in this project is strongly encouraged.

Points	Criterion
Pass/Fail	Completeness of response
Pass/Fail	Financial Stability
5	Qualifications and experience
25	Number of charging stations provided
15	Methodology and overall Regional Network vision including Installation Process
50	Technical Criteria:
(15)	• System Design
(15)	• Software Design and Deployment
(10)	• Life-cycle Support
(10)	• Ancillary Services
5	Cost meeting but not exceeding \$25,000
100	Total

Notice of Award

The successful bidder shall be informed by phone by February 18, 2011.

7. Terms & Conditions

A. Limitations

This request for proposal (RFP) does not commit AMBAG to award a contract, to pay any costs incurred in the preparation of proposals in response to this request, or to procure or contract for services or supplies. AMBAG expressly reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. AMBAG reserves the right to withdraw this RFP at any time without prior notice. Further, AMBAG reserves the right to modify the RFP schedule described above.

B. Award

AMBAG may ask RFP finalists to present oral briefings of their proposals. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. AMBAG also reserves the right to award the contract without oral briefings or discussion, based upon the initial written proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

C. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of AMBAG shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

D. Pre-contractual Expenses

Pre-contractual expenses include any expenses incurred by proposers and selected contractor in:

- Preparing proposals in response to this RFP
- Submitting proposals to AMBAG
- Negotiations with AMBAG on any matter related to proposals.
- Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, AMBAG shall not be liable for any pre-contractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. AMBAG and AMBAG shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP. Failure to follow these instructions will result in the proposal rejection as unresponsive.

E. Signature

The proposal will also provide the following information: name, title, address, and telephone number of individual with authority to bind the consultant or consultant firm and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the consultant or consulting firm and shall contain a statement to the effect that the proposal is a firm offer for at least a sixty (60) day period. Execution of the contract is expected by March 14, 2011.

F. Conflict of Interest Statement

Consultants and consultant firms submitting proposals in response to this RFP must disclose to AMBAG any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFP.

If the consultant or firm has no conflict of interest, a statement to that effect shall be included in the proposal. The selected consultant shall refrain from and disclose subsequent potential conflicts during this contract.

G. Contract Arrangements

The successful consultant is expected to utilize the AMBAG Standard Contractual Agreement, which meets the requirements of SAFETEA-LU. The Standard Agreement is found in Attachment A. While \$1 million per occurrence in commercial general liability coverage is required, under special circumstances AMBAG may consider a lesser amount of insurance coverage, but not an amount less than \$1,000,000 per occurrence.

G1. Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the U.S. Department of Transportation that minority- and women-owned business enterprises (hereby referred to as DBEs) as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

G2. DBE Obligation: The recipient or its subcontractor agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Recipients and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

G3. Title VI of the Civil Rights Act of 1964: The contractor agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued there under in 49 CFR Part 21.

G4. Equal Employment Opportunity: In connection with the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Each proposal, to be considered responsive, must include the following:

- (1) A copy of the consultant's affirmative action policy (applicable for firms with 50 or more employees)
- (2) Discussion of the consultant's program for use of DBEs in the performance of this work, including the following:
 - The names and addresses of DBE firms that will participate
 - The description of the work each named firm will perform
 - The dollar amount of participation by each DBE firm

8. Payment Schedule

The consultant will be paid upon completion of the installation and initiation of the network. The consultant should forward a copy of all invoices for payment for work performed and associated expenses by the 15th day of the following month.

9. Disadvantaged Business Enterprise, Title XI and Equal Opportunity

1. Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the U.S. Department of Transportation that minority- and women-owned business enterprises (hereby referred to as DBEs) as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.
2. DBE Obligation: The recipient or its subcontractor agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Recipients and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.
3. Title VI of the Civil Rights Act of 1964: The contractor agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued there under in 49 CFR Part 21.
4. Equal Employment Opportunity: In connection with the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

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A copy of the consultant's affirmative action policy (applicable for firms with 50 or more employees)

Discussion of the consultant's program for use of DBEs in the performance of this work, including the following:

- The names and addresses of DBE firms that will participate
- The description of the work each named firm will perform
- The dollar amount of participation by each DBE firm

Conflict of Interest: Consultants and consultant firms submitting proposals in response to this RFP must disclose to the Project Team any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFP. If the consultant or firm has no conflict of interest, a statement to that effect shall be included in the proposal.

10. Americans with Disabilities Act Provisions

To comply with the nondiscrimination requirements of the Americans with Disabilities Act (ADA), it is the policy of the AMBAG to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. For persons with a disability needing a reasonable modification to participate in the procurement process, or for persons having questions regarding reasonable modifications of the procurement process, you may contact the AMBAG representative listed in this RFP.

IMPORTANT: To ensure that we can meet your need, it is best that we receive your request for reasonable modification at least 10 working days before the scheduled event (i.e., meeting, conference, workshop, etc.) or deadlines due date for procurement documents. Rideshare Month must meet Federal ADA guidelines. In order to ensure the proposal is in compliance with Federal ADA guidelines, bidders should review the Federal ADA guidelines at <http://www.ada.gov/>.

11. Alternative Protest Process

This procurement is being conducted under the provisions of the Alternative Protest Process. By submitting a bid to this solicitation conducted under the Alternative Protest Process, the Bidder agrees that all protests of the proposed award shall be resolved by binding arbitration.

During the protest period, any participating Bidder may protest the proposed award on the following grounds:

- For major information technology acquisitions – that there was a violation of the solicitation procedure(s) and that the protesting Bidder’s proposal should have been selected; or
- For any other acquisition – that the protesting Bidder’s proposal should have been selected in accordance with the selection criteria in the solicitation document.

A written notice of intent to protest the proposed award of this solicitation must be received (facsimile acceptable) by the project manager before the close of business 5 p.m. PST/PDT on the third (3rd) day after notifying the Bidder of intent to award, as specified in the solicitation timeline. Failure to submit a timely, written notice of intent to protest waives the Bidder’s right to protest. The Bidder is to send the notice of intent to protest to the project manager at the following address:

Association of Monterey Bay Area Governments
P.O. Box 809
Marina, CA 93933
Fax: 831-883-3755

Within seven (7) business days after the last day to submit a notice of intent to protest, the AMBAG project manager must receive from the protesting Bidder the complete protest filing including the signed, written, detailed statement of protest including exhibits, filing fee and deposit or small business certification, as applicable. Untimely submission of the complete protest filing waives the Bidder’s right to protest.

Protest bond amount for this Alternative Protest Process shall be ten percent (10%) of the contract amount as specified in the solicitation.

Requirements Protests

Protests regarding any issue other than selection of the successful Bidder are “requirements protests” and will be heard and resolved by the Executive Committee of the Association of Monterey Bay Area Governments, whose decision will be final. Before a requirements protest is submitted, the Bidder must make full and timely use of the procedures described in Clarification of Specifications section. This procurement procedure is designed to give the Bidder and AMBAG adequate opportunity to submit questions and discuss the requirements, proposals and counter proposals before the Final Proposal is due. The protest procedure is made available in the event that a Bidder cannot reach a fair agreement with AMBAG after exhausting these procedures.

All protests to the RFP requirements must be received by the Executive Committee as promptly as possible, but not later than the respective time and date in the Key Action Dates Section for such protests.

Requirements protests must be mailed or delivered to:

AMBAG Executive Committee

P.O. Box 809

Marina, CA 93933