

**REQUEST FOR PROPOSALS
(RFP 08-26)**

**For Installation and Commissioning of
Trenching, Conduits, Wiring, Switchboard,
and L2 Dual-Port Electric Vehicle Chargers
at three Montgomery County Office
Parking Lots**

Montgomery County, NY

113 Park Dr

Fultonville, NY 12072

Issue Date: May 13th 2026

Proposals Due By: June 5th 2026 at 12pm

1. Executive Summary

Montgomery County, NY (the “County”) seeks proposals from licensed electrical contractors (“Respondents”) that are certified to install ChargePoint electric vehicle (EV) chargers (or which subcontract to others holding that certification) to procure, install, and warranty (as indicated below) the trench, conduits, wiring, panelboard, and L2 EV chargers described below (the “System”) at three municipal building parking lots at 20 Park St. Fonda, NY 12068, 64 Broadway Fonda, NY 12068, and 1 Venner Road, Amsterdam, NY 12010

This Request for Proposals (RFP) is being issued to allow the County to evaluate options and determine the project and financial arrangements that best meet the County’s interest. The County is not seeking proposals for leasing the system, or for a system owned by others. It will instead own and manage the system after it has been fully commissioned by the winning bidder.

The goal of this RFP is to provide EV charging for those that park in the parking lot, provide new revenue for the County, and to reduce community Scope 1 greenhouse gas (GHG) emissions otherwise resulting from gasoline-powered vehicle use, within financial limitations delineated below. Proposals for other types of arrangements will not be considered.

All proposals prepared in response to this RFP are at the sole expense of the Respondent, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County shall not be liable for any expenses incurred by the Respondent in development of this proposal.

2. Background

The County wishes to bring this project to our community with the goals of expanding charging opportunities for residents and travelers and to create new revenue. The County has received financial grants from the New York State Department of Environmental Conservation (DEC) to cover costs for work described herein. This Infrastructure is being funded in part by Title 15 of the Environmental Protection Fund through the NYS Department of Environmental Conservation. The County has the following prioritized goals for the project:

1. Provide charging for EVs owned by the county and also the public.
2. Reduce Scope 1 GHG emissions by vehicles parking at County Buildings.
3. Produce new revenue for the County via sales of power delivered through the chargers.
4. Within financial limitations described below, advance the community’s environmental sustainability and leadership goals.

3. Project Scope of Work

Project Description

The County wishes to utilize the Sites described in the Executive Summary. The financial arrangement will include purchase of all electrical equipment needed to install and operate the System, along with the chargers, including a minimum 4-year warranty on all equipment and labor installed by the Respondent. The County will provide the power used by the System and charge users for it.

The selected Respondent will be responsible for the System's engineering, permitting, installation, testing, operation, including (without limitation) installation of a trench and appropriate conduits; procurement and installation of the wiring and panelboard; installation, commissioning and verification of full operation of EV chargers to be provided by the County; and securing utility service.

The Respondent will be solely responsible for commissioning, utility connection and metering, and for providing security for the system during installation and startup operation. The Respondent shall be responsible for all project costs including, but not limited to: the furnishing of all materials, services, labor, performance and payment bonds, insurance, and other costs incurred in the preparation of this response and the performance of the contract, as described herein.

4. SCOPE OF WORK

4.1 Site Evaluation & Design

Vendor shall provide:

- On-site evaluation of electrical capacity and panel availability
- Recommended charger placement for safety and usability
- ADA-accessible stall recommendations and compliance approach
- Load calculations and installation plan
- Final layout drawings for approval

4.2 EVSE Equipment Requirements (Level 2 Dual-Port)

All proposed EVSE must meet the following minimum requirements:

Charger Type

- **Level 2, 208/240V AC**
- **Dual-port** (two charging connectors per station)

Output

- Minimum output of **32 amps per port** (or higher), with load sharing acceptable if clearly stated

Connectors

- **J1772** required (NACS optional as an alternate if available)

Certification & Durability

- UL listed (or equivalent nationally recognized testing lab)
- Outdoor rated (minimum NEMA 3R)
- Operating temperature suitable for Upstate New York winter conditions
- Integrated cable management

Accessibility & Safety

- ADA-friendly configuration and mounting height
- Tamper-resistant design
- Emergency shutoff capability or lockout approach described

4.3 Networking & Software (Required / Optional)

[Choose one and delete the other]

Option A – Networked Chargers (Preferred)

Vendor shall provide:

- Cloud-based management platform
- Ability to assign access groups (fleet, staff, public)
- Usage reporting and exportable data
- Remote monitoring and fault alerts
- Software updates included
- Open standards preferred (OCPP 1.6 or higher)

4.4 Installation Requirements

Vendor shall provide all necessary installation services including, but not limited to:

- Electrical trenching, conduit, and wiring
- Panel upgrades and/or new circuits (if required)
- Concrete pads and equipment mounting
- Bollards for equipment protection where appropriate
- Signage and pavement markings
- Restoration of disturbed areas
- Final inspections and code compliance

4.5 Commissioning

Vendor shall:

- Verify charger operation for both ports
- Confirm network connectivity (if applicable)
- Test charging sessions with an EV or test device
- Provide commissioning documentation and final acceptance checklist

4.6 Training and Documentation

Vendor shall provide:

- Basic system admin training (1 session minimum)
- As-built drawings
- Equipment manuals and warranty documentation
- Contact information for support

4.7 Warranty & Maintenance

Vendor shall provide:

- Manufacturer warranty details (minimum 2 years preferred)
- Labor warranty (minimum 1 year preferred)
- Optional maintenance plan pricing including:
 - Preventative maintenance schedule
 - Remote monitoring
 - Service response times
 - Replacement part lead times

SUBMISSION OF PROPOSALS

Interested respondents must submit three (3) paper copies of their proposals and one (1) electronic versions of their proposal no later than 12:00pm Friday, June 5th, 2026 Proposals should be submitted to:

Montgomery County Purchasing Department

113 Park Dr
Fultonville, NY 12072

Proposals received after the scheduled time and date will not be accepted. Facsimile and E-mail proposals will not be accepted.

PROPOSAL CONTENT AND CONDITIONS

Each proposer must submit a complete proposal which addresses each component of the RFP.

- A description of how the Scope of Work will be completed along with a schedule detailing when the items
- A description of each staff member or sub-consultant who will be involved with this project and a description of their role in the project.
- Budget and expense information which details all costs including: Personnel expenses which state the name and title of each individual assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontractors.
- Administrative costs for travel, postage, photocopying, telephone, printing and other related expenses must be detailed. Also, estimates of expense for each of the tasks with assumptions.

CONDITIONS GOVERNING PROPOSALS

Only those proposals which contain complete information and are responsive to the RFP will be considered. Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the committee's attention.

Montgomery County reserves the following rights:

- To accept or reject any or all proposals;
- To waive or modify minor irregularities in proposals received;
- To negotiate with proposers, within the proposal requirements, to best serve the interests of the community and the Department of State;
- To amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
- To consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- To award a contract for any and all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s)
- By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
- Montgomery County will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The New York Department of Environmental Conservation must approve all consultants and subcontractors.

The Consultant must comply with all provisions in the Contract between the New York State Department of Environmental Conservation and Montgomery County, including all appendices. A copy of the contract is available upon request.

INQUIRIES

All inquiries regarding the RFP should be made in writing and sent either regular mail or e-mail, and must cite the RFP section in question. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to:

Alex Kuttesch, Senior Planner/GIS Specialist, Montgomery County Business Development Center
(518) 853-8202
akuttesch@montgomerycountyny.gov

LIABILITY

Montgomery County and the Project Advisory Committee are not liable for any cost incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and or submission of its proposal. Further, Montgomery County is not liable for any costs incurred prior to approval of the contract.

EVALUATION PROCESS

The County and the Project Advisory Committee and the DEC will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

SELECTION CRITERIA

The selection of a consultant for this effort will be based on the following criteria:

- 1) Technical Proposal: Proposals will be evaluated based on their quality, clarity, and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the Scope of Work will be addressed.
- 2) Relevant Experience: The Proposer must provide a list of all projects similar in scope and nature completed in the last five years. The Proposer must demonstrate experience with New York State- based land use and watershed planning, local laws and regulations. The projects listed will be used to determine the proposer's expertise, experience, and knowledge. Submission of sample reports or products from previous projects is encouraged.
- 3) Implementation schedule: Proposals will be evaluated based on their ability to complete the project within an eighteen-month time frame. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.

4) Cost Proposal: A Cost Proposal Outline organized to follow the outline of Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.

5) Team Composition and Resumes: The Proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and expertise.

a) Team members will be evaluated based on relevant education, work experience and professional accreditation.

b) The Proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization and provide their resume showing qualifications, educational background, training and experience. The project manager must have managed the implementation of at least one other project of similar scope and nature. A description of the project must be submitted with the resume.

6) Presentation Skills: The Proposer will be evaluated based on their knowledge of the subject material, their ability to relay the message in a clear, concise and timely fashion and their ability to field questions posed to them. The Proposer will also be evaluated on form and format of their presentation, its professional nature, and the ability to captivate the audience and keep their attention. The Proposer may be asked to demonstrate their presentation skills, both written and oral, by providing samples of previous presentations and written material.

7) Location of Office: The Proposer will be evaluated based on their proximity to the community to ensure a physical presence when necessary throughout the process of this project.

NOTIFICATION OF AWARD

Montgomery County will notify the successful bidder by phone, followed by written confirmation. Each bidder whose proposal is not accepted will be notified.

Montgomery County and the DEC must approve all consultants and subcontractors.