

Request for Proposals

EVenture

Issue Date: June 22, 2022

Closing Date & Time: July 13, 2022, 16:00 hrs
Local Time (MST)

Proposals will not be opened in public.



Contact Person for Questions:

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TABLE OF CONTENTS

TABLE OF CONTENTS	2
SECTION ONE About this Request for Proposals	4
SECTION TWO Background & Context	5
Eventure Objectives and Goals.....	6
SECTION THREE Scope of Work, Sepsifications	9
3.1 Definitions.....	9
3.2 Phase 1: NRCan Funding Application – Short-term and immediate contract.....	9
3.3 Phase 2: Implementation of Eventure.....	10
SECTION FOUR RFP Response and Evaluation	11
4.1 Proposals Must be Submitted at the Prescribed Location.....	12
4.2 Proposals Must be Submitted on Time	12
4.3 Proposals Must be Submitted in Prescribed Manner	12
4.4. Withdrawal of Proposals.....	13
4.5 Proposal Pricing.....	13
4.6 Proposal Content	13
4.7 Proposal Evaluation.....	14
Experience and Capacity	14

Specifications for EV Stations and Provision of Energy	15
Reliability of EV Stations	15
Financial Contribution.....	15
Pricing.....	15

SECTION FIVE RFP Terms and Conditions..... 16

5.1 Acknowledgement of Non-binding Procurement Process	16
5.2 Ability to Provide Deliverables	16
5.3 Non-binding Price Estimates	16
5.4 Addenda	16
5.5 No Prohibited Conduct.....	16
5.6 Conflict of Interest	16
5.7 Disclosure of Information.....	17

APPENDIX A – Readiness Assessment..... 18

Proposed Local Governments and sites for EVenture EV charging infrastrucutre.....	18
Results of desktop electrical analysis completed by the relevant wire companies for each proposed site (Fortis, ATCO, and EPCOR operate in the region).....	18
Letter of Approval from the Local Government confirming intent to enter into a long-term Licence of Occupation	20

APPENDIX B – CEA Standard Terms and Conditions..... 22

SECTION ONE About this Request for Proposals

To achieve the desired Electric Vehicle DC Fast Charging network (Eventure), the Partners are seeking a qualified organization, or a collaboration of qualified organizations to partner with on the preparation of an application to NRCan ZEVIP, and further, should funding be successful, that can facilitate the deployment, ownership, operations, and maintenance of the regional network. There are two phases of this RFP, which are detailed in the following section.

The Proponents response to this Request for Proposals (RFP) will address the two phases of the project described in Section 2.0:

1. Immediate short-term contract (max \$10,000) for the completion and submission of a [Natural Resources Canada \(NRCan\) Zero Emission Vehicle Infrastructure Program \(ZEVIP\)](#) application; and
2. Prequalification for the deployment of an EV charging network in northwest Alberta.

The purpose of this RFP is to **identify a turnkey partner** to address a significant EV charging infrastructure gap (DC Fast Charging) in central/north-western Alberta. The 'Eventure NW Alberta EV Charging Network' (Eventure) has preselected and preapproved 17 locations across the region. The Partners, along with their Consultant, are seeking to support the successful Proponent with an application to NRCan ZEVIP, due August 11, 2022.

SECTION TWO Background & Context

EVenture is an innovative regional approach to the deployment of a network of electric vehicle (EV) charging stations in the west side of the North and Central Alberta areas initiated by the Partners (Municipal District of Greenview, Town of Hinton, Town of Edson, Town of Drayton Valley, City of Grande Prairie, Town of Whitecourt, Town of Rocky Mountain House, and City of Edmonton). Addressing the gap in charging infrastructure (DC Fast Charging) across this region (Figure 1) will support the growing segment of EV tourism and provide diversified economic opportunities to our communities.

EVenture will maximize electric vehicle tourism and economic diversification. This will be achieved through the installation of DC Fast Charging (two stations per site, with at least one 100 kW or greater and a second no less than 50 kW). DC Fast Charging stations allow for a quick stop en route due to a short charging time, while Level 2 stations provide the opportunity to shop, dine or visit tourism attractions while vehicles charge for up to six hours. It is the intent of this project to focus on deployment of DC Fast Charging infrastructure, while municipalities independently seek funding for Level 2 stations at locations appropriate for that technology.

The Partners are poised to replicate and enhance the approach piloted by Southern Alberta ([Peaks to Prairies](#)) to electric vehicle charging infrastructure deployment. It is a unique approach to establishing a base network to support EV adoption and EV tourism throughout the region. Local Governments are interested in supporting this base network to spur investment and innovation in rural areas, while supporting the need for rural connectivity as an approach to accelerating EV adoption. EV charging infrastructure investments by surrounding jurisdictions including BC, Southern Alberta, and Territories necessitate a similar investment in our region to avoid lost economic development and tourism opportunities. While investments from private sector charging infrastructure providers are important in the development of charging



Figure 1. EVenture region (Note, Calgary is not in scope, it is identified as point of reference).

networks, they are unlikely to invest in small rural areas, tending to focus on major highway corridors such as the TransCanada Highway.

The Partners are at an advanced stage of readiness to support an application to the NRCan ZEVIP program and proceed to EV charging station installation. Preliminary sites were identified through a modeling exercise, and then vetted by each of the Local Governments. The following pre-approvals and verifications have been completed to expedite and simplify the opportunity to partner with a Proponent for the installation of the infrastructure:

- Modeling for station siting incorporating terrain, climate, and adherence with locally designed siting specifications (achieving optimal co-benefit for the Local Governments), ultimately identifying Local Governments and specific sites for EV charging station installation
- Desktop electrical capacity analysis completed by the relevant wire companies for each proposed site (Fortis, ATCO, and EPCOR operate in the region)
- Letter of approval confirming intent of the Local Government to enter into a long-term License of Occupation for the site
- Funding to prepare the NRCan ZEVIP application for the successful Proponent, with additional in-kind support available from the Partners' Consultant

Refer to Appendix A for a summary of this assessment.

EVenture Objectives and Goals

The goals of EVenture are:

- Increase electric vehicle adoption
- Facilitate regional travel by electric vehicle by addressing a significant EV charging infrastructure gap in Alberta
- Leverage public funding and private sector investment to maximize co-benefits for communities
- Partner with leading companies on the deployment of EV charging infrastructure in a rural, cold climate context

EVenture will deploy 34 DC fast chargers at 17 sites across the region (This translates to two DC Fast Chargers per site, with at least one of which being 100 kW. A primary objective of EVenture is to minimize the risk and operational burden on Local Governments. The Partners further recognize that investment by private sector is challenging in small communities, where siting and regional coordination is often a barrier. This project aims to remove barriers to investment with pre-selected and endorsed locations, and support from each of the proposed Local Governments to enter into a License of Occupation (LOO) with the owner/operator of DC Fast Charging equipment. Further, the Partners wish to

support access to funding for the capital costs of equipment and are therefore dedicating Consultant support to the preparation of funding applications.

Table 1. List of proposed local government site hosts and site locations.

	Local Government/Site Host	Site	GPS Coordinates
1	Crooked Creek	Donut Shop & General Store: 26145 AB-43	55°10'49" 117°53'12"
2	Drayton Valley	Parking lot downtown: 5136 52 Ave	53°13'24" 114°58'45"
3	Edmonton (1)	To be confirmed.	
4	Edmonton (2)	To be determined.	
5	Edson	Galloway Station Museum and Travel Centre: 223 55th Street	53°34'43" 116°26'34"
6	Fox Creek	Fox Creek Greenview Multiplex: 103 2a Ave	54°24'00" 116°48'00"
7	Grande Cache	305 Pine Plaza Road	53°53'17" 119°07'03"
8	Grande Prairie	Centre 2000: 11330 106 Street	55°10'57" 118°49'03"
9	Hinton	Athabasca Avenue Road right of way (near to 151 Athabasca Avenue)	53°25'26" 117°32'44"
10	Highway 40 between Grande Prairie and Grande Cache	To be determined.	
11	Hythe	10212 100 Ave	55°19'49" 119°33'31"
12	Jasper	To be determined.	
13	Little Smoky	Highway 43 service station at 54°44'18" 117°10'32"	54°44'18" 117°10'32"
14	Nordegg	New town centre under construction.	

15	Rocky Mountain House	Lou Soppit Community Centre: 4733 54 Ave	52°22'52" 114°54'57"
16	Whitecourt	South end of Parking lot located at 4923 52 Ave	54°08'31" 115°41'00"

In addition, another Indigenous community located in the region has expressed interest in potentially hosting a station, this would be site number 17. Their participation will be confirmed as soon as possible. If it is during the response period for this RFP, Proponents will be updated via an Addendum.

To achieve the desired network, the Partners are seeking a qualified organization, or a collaboration of qualified organizations to partner with on the preparation of an application to NRCan ZEVIP, and further, should funding be successful, that can facilitate the deployment, ownership, operations, and maintenance of the regional network. There are two phases of this RFP, which are detailed in the following section.

SECTION THREE Scope of Work, Specifications

There are two contractual phases to this RFP. The second phase will be dependent on the successful funding application and/or the demonstrated commitment from the Proponent to provide financial or in-kind support to the project. This RFP will prequalify the successful Proponent for the infrastructure deployment phase.

3.1 Definitions

Proponent:	The person or organization submitting a Proposal in response to this RFP.
Partners:	The Partners include City of Edmonton, Municipal District of Greenview, City of Grande Prairie, Town of Whitecourt, Town of Edson, Town of Hinton, Town of Rocky Mountain House, and Town of Drayton Valley. The Partners are the person or entity identified as the Owner in the Agreement.
Consultant:	The Consultant is Community Energy Association.
Contractor:	The Contractor is the person or entity identified as such in the Agreement, the successful Proponent.
Proposal:	The submission by a Proponent in response to this RFP.
Request for Proposal:	The request for Submissions for this project, including these Instructions to Proponents, the Proposal Form, any background information, drawings, specifications, addenda (if any) and any other documents specifically identified as forming part of this RFP.
Local Government:	The site host for the EV charging infrastructure.
Submission Deadline:	As per the cover page of this RFP.

3.2 Phase 1: NRCAN Funding Application – Short-term and immediate contract

The Partners are seeking proposals to a maximum of \$10,000 to support the preparation of an NRCAN ZEVIP application that will be applied to by the successful Proponent for the scope of EVenture.

The successful Proponent will be supported by the Partners' Consultant, who will serve as the coordinator for all sites across the region. CEA, the Consultant, has successfully applied for and received funding from NRCAN ZEVIP both for stakeholders and the organization itself multiple times to-date. CEA has initiated the NRCAN ZEVIP application and will support completion up to final submission, which must be completed by the Contractor.

The Consultant has completed network design, site selection and has facilitated the desktop feasibility analysis with both Fortis, ATCO and EPCOR, the wire companies that operate in the region. The Consultant is the contracting party for this scope of work, a template contract is attached in Appendix B with our standard Terms and Conditions. Please identify any amendments required and submit with the Proposal.

The primary tasks of Phase 1 include:

- Finalize and confirm site selection (may include a regional tour)
- Prepare preliminary site drawings
- Prepare budget for deployment phase
- Prepare operations and maintenance manual
- Draft License of Occupation
- Work with the Partners Consultant to finalize NRCan ZEVIP application
- Submit NRCan ZEVIP application (Deadline is August 11, 2022)

3.3 Phase 2: Implementation of EVenture

This RFP will prequalify a Contractor for the provision, ownership, operation, and maintenance of DC Fast Charging infrastructure. Upon the successful funding, the Partners will work with the proponent to finalize site host agreements, including License of Occupation for 10 years, as well as agreed upon service level agreements.

Proponents will provide the following details as part of their response to this RFP, and as detailed in Section Four.

- Technical specifications of proposed equipment
- Approach to station deployment that will streamline and simplify the construction phase
- Confirmation on networkability, interoperability, and performance record (downtime and response time)
- Approach for operations and maintenance for a 10-year period
- Proposed service level agreement

The intent of this two-phase approach is to minimize the risk to participating Local Governments as well as charging infrastructure providers by ensuring barriers are removed for installation of charging infrastructure in each of the Local Government communities.

SECTION FOUR RFP Response and Evaluation

Please provide the following information to the Partners via the email listed on the cover page to confirm your intent to submit by July 4, 2022.

Table 2. General Profile of Company Intending to Respond

Legal name of organization ("Organization")	
Mailing address	
Phone number	
Website address	
Contact name	
Contact title	
Contact e-mail address	
Areas of expertise within the electric vehicle charging station market. e.g., equipment provider, energy provider, utility	

The key dates for this RFP are summarized below:

Table 3. Key Dates for RFP

Issue Date of RFP	June 22, 2022
Deadline for Table 2	July 4, 2022
Deadline for Questions	July 6, 2022
Deadline for Issuing Addenda	July 8, 2022
Submission Deadline	July 13, 2022
Notification of RFP Award	July 15, 2022

The Partners may, in its sole discretion, amend any date or time in the schedule, including the Submission Deadline. Any amendment to the Submission Deadline will be communicated to Proponents through the issuance of an addendum to all Proponents that have provided Table 2 by the indicated date. The Partners may choose to waive or extend the Deadline for Questions and/or the Deadline for Issuing Addenda at any time prior to the Submission Deadline without prior notice to the proponents.

4.1 Proposals Must be Submitted at the Prescribed Location

Proposals must be submitted in MS Word or PDF format to the email listed on the cover page. Supplemental documents may be attached in PDF format, and where file size exceeds 10 MB, multiple emails may be used, with the same subject line.

4.2 Proposals Must be Submitted on Time

All Proposals must be submitted on or before the Submission Deadline. Proposals submitted after the submission deadline may go unopened.

4.3 Proposals Must be Submitted in Prescribed Manner

Proponents must submit their Proposals electronically in MS Word or Adobe PDF format via email as per Section 4.2, above. The electronic copy of a Proponent’s Proposal as submitted via email will be the “Original Copy” of the Proposal.

Only an individual that has the authority to represent the Proponent may submit a Proposal on behalf of the Proponent in response to this RFP and the individual is deemed to have full legal authority to submit a Proposal from the Proponent. The Partners take no responsibility or liability for a Proposal submitted in response to this RFP without the appropriate approval of the Proponent having been obtained for submission of the Proposal.

4.4. Withdrawal of Proposals

Prior to the Submission Deadline a Proponent may withdraw their Proposal by sending a written notice of withdrawal, signed by an authorized representative of the Proponent, to the email address listed on the Cover Page.

4.5 Proposal Pricing

Upon submission of the Proposals, the pricing and content of the Proposal must remain in effect for 60 days. The pricing provided in the Proposal is limited to the Phase 1 tasks and activities. Final pricing will be negotiated with the highest rated Proponent through contracting process.

4.6 Proposal Content

The Proposal must include the following sections:

Phase 1:

- Proposed schedule of key tasks for Phase 1, NRCAN ZEVIP application completion
- Proposed budget for the completion of the NRCAN ZEVIP application (to a maximum of \$10,000)
- Optional, proposed approach for additional match funding opportunities

Phase 2:

- Technical specifications for proposed DCFC equipment for all proposed equipment (including at least one 100 kW or higher option)
- Network operations and reliability
- Proposed DCFC deployment approach to maximize efficiency
- Confirmation on match funding and/or proposal for

Proposal content for Phase 2 must include the following Table as part of the Proponent's submission:

Is your charging station equipment (DC Fast Charger) CSA or UL Certified?	Yes	No
Is your charging infrastructure and associated kiosk certified to operate under extreme northwest Alberta outdoor temperatures and conditions (heat, wind, cold, freezing rain, hail)?	Yes	No
Is your charging station equipment (DC Fast Charger) networkable?	Yes	No
Does your system have the ability to roam/achieve interoperability with other networks?	Yes	No

Are you willing to enter into a 10-year Service Level Agreement with the Partners?	Yes	No
Are you willing to own, operate and maintain the charging stations and associated infrastructure for a minimum period of 10 years?	Yes	No
Do you offer a network web-based solution offering real time monitoring of station(s) and overall network performance?	Yes	No
Do you offer means of initiating and paying for a charging session that does not require membership to the network?	Yes	No

Please outline in the Proposal the tasks/deliverables the Proponent will defer to the Consultant and/or the Local Government.

4.7 Proposal Evaluation

The following criteria identify the key components on which Proposals to this RFP will be evaluated. Submissions to this RFP should address each of the specific questions posed.

Table 4. EVenture RFP Evaluation Criteria

Experience and Capacity	30 Points
Specifications for EV Stations and Provision of Energy	12 Points
Reliability of EV Stations	18 Points
Financial Contribution	25 Points
Pricing	15 Points
Total	100 Points

Experience and Capacity

Network Deployment

- Have you previously applied for and been successful for NRCan ZEVF funding? If not, please describe your organizations experience in applying for and reporting on funding.
- How many DCFC installations have you completed? Please provide up to three examples, with one reference per example.
- How many were of a similar scale to EVenture, e.g., 15 to 20 stations?

- Please detail your project team and their respective applicable experience.
- What experience do you have with operating and maintaining a similar network? Please provide team resumes outlining this experience.

Network Sustainment

- What experience do you have in collaborating with municipal governments, utilities, and vendors? (Please provide references)
- Provide information about your firm's long-term corporate plans, and ability to support the northwest EVenture Charging Network over 10 years. Please detail your financial capacity to ensure a minimum of 10 years of operations under both positive and negative economic environments and actual EV uptake.
- Identify potential risks (regulatory, technical, etc.) and how you plan to mitigate them to ensure long-term operation

Specifications for EV Stations and Provision of Energy

- Do your proposed DCFC units each allow for simultaneous charging by two or more vehicles?
- Does your proposed DCFC unit include at least 100kW station, and a second at least 50kW higher?
- Do your proposed DCFC offer the options of retractable cord management system?
- Will your system provide the following connectivity and data analysis functionality?
 - Can your system run on multiple cellular networks or hardwired connections?
- Does your system offer the ability for users to access and pay without a network membership card?
- Please describe the interoperability functionality of your network

Reliability of EV Stations

- Do you have an Operations and Maintenance Plan identifying Tier 1 - 3 response commitments, or the ability to produce one for the NRCAN ZEVIP application?
- What is the mean time between equipment failures for your proposed DCFC?
- What is the % availability/uptime for the same DCFC units installed in similar environments? (Please provide evidence)
- What is the expected useful lifespan of your proposed DCFC units?
- What is the warranty for your proposed DCFC units?
- Does your network provide immediate (<6 hour) notification to any failures or malfunctions to the network or station?

Financial Contribution

- Do you have the ability to fund the outstanding 50% of total project costs not covered by the NRCAN ZEVIP funding?
 - Failure to provide proof in the Proposal of the Proponents ability to fund 50% of total project costs will eliminate a Proponent.

Pricing

- For Phase 1 deliverable: NRCAN ZEVIP application preparation only (up to \$10,000)

SECTION FIVE RFP Terms and Conditions

5.1 Acknowledgement of Non-binding Procurement Process

The Proponent acknowledges that the RFP process will be governed by the terms and conditions of this RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until The Partners and the Contractor have executed the Agreement.

5.2 Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under this RFP. The proponent represents and warrants its ability to provide the Deliverables required under this RFP in accordance with the requirements of this RFP for the rates set out in the Pricing Form and has provided a list of any subcontractors to be used to perform the proposed Agreement.

5.3 Non-binding Price Estimates

The proponent has submitted its rates in accordance with the instructions in this RFP and in the Pricing Form (Appendix D). The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

5.4 Addenda

The proponent confirms that it has read and accepted all addenda issued by The Partners. The proponent acknowledges that it is solely responsible for making any necessary amendments to its proposal based on the addenda.

5.5 No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

5.6 Conflict of Interest

For the purposes of this Section, the term “Conflict of Interest” means:

- a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of The Partners in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including, but not limited to, the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

- b) in relation to the performance of the Agreement, the proponent’s other commitments, relationships or financial interests where such commitments, relationships or interests could, or could be seen to, (i) influence the objective, unbiased and impartial exercise of the proponent’s independent judgement, or (ii) compromise, impair or be incompatible with the effective performance of the proponent’s contractual obligations.

If it is deemed that (a) there was a Conflict of Interest in preparing its proposal; and/or (b) there is a foreseeable Conflict of Interest in performing the contractual obligations contemplated in this RFP, please provide a one-page explanation of the nature of the conflict and the persons affected.

5.7 Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by The Partners to The Partner’s advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

By signing this form, I confirm I have the full authority and capacity to represent the proponent in all matters relating to the proposal and I confirm that the proponent agrees to be bound by all of the terms and conditions of this RFP and waives any and all rights to claim or argue that it was not aware of any provision of this RFP.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name of Proponent Representative

Title

Date (YYYY MMM DD)

APPENDIX A – Readiness Assessment

Proposed Local Governments/Site Hosts and sites for E Venture EV charging infrastructure

The Consultant supported the Partners with networking modelling and identified the Local Governments/Site Hosts and proposed sites (17) as per Table 1 for EV charging infrastructure to develop a regional EV charging network.

Results of desktop electrical analysis completed by the relevant wire companies for each proposed site (Fortis, ATCO, and EPCOR operate in the region)

The Consultant coordinated a desktop electrical capacity analysis by the relevant wire companies for the proposed sites (Table 1), the results of the analysis are summarized in the following tables.

Location	3 Phase	Installation of 1X100 kW	Installation of 1X50kW	Capacity	Additional Comments	Location 2	Installation of 1X100 kW				Additional Comments
							3 Phase	kW	Installation of 1X50kW	Capacity	
1 Nordegg (new town centre)	Yes	Yes	Yes	150kW not an issue to connect	Anything under 150kW does not need a planning assessment (3Phase). Currently overhead construction	None					
2 Drayton Valley - 5136-52 Avenue	Yes	Yes	Yes	150kW not an issue to connect	Currently overhead construction	None					
3 Hinton - Athabasca Avenue, near 151 Athabasca Avenue	Yes	Yes	Yes	150kW not an issue to connect	Currently overhead construction	190 Pembina Avenue	Yes	Yes	Yes	150kW not an issue to connect	Currently overhead construction
4 Rocky Mountain House - Lou Soppit Community Centre 4733-54 Avenue	Yes	Yes	Yes	150kW not an issue to connect	Currently underground construction	5202-53 Avenue	Yes	Yes	Yes	150kW not an issue to connect	Currently underground construction
5 Whitecourt - South end of parking lot 4923 52 Avenue	Yes	Yes	Yes	150kW not an issue to connect	Currently overhead construction	None					
6 Edson - Galloway Station Museum 223-55 Street	Yes	Yes	Yes	150kW not an issue to connect	Currently overhead construction	506-50 Street	Yes	Yes	Yes	150kW not an issue to connect	Currently overhead construction

#	Local Government	Location Description	Coordinates	Before 200 kW Load Addition		After 200 kW Load Addition		Sufficient capacity for 200 kW load addition?	Assumptions	Notes
				Site Voltage	Worst Voltage on Feeder	Site Voltage	Worst Voltage on Feeder			
1	Grande Cache	305 Pine Plaza Road	53°53'17" -119°07'03"	1.019 V pu	1.005 V pu	1.021 V pu	1.003 V pu	✓	Padmount xmer Splicing in between S7842 and S7841	
2	Grande Cache	9701 AB-40	53°53'16" -119°06'37"	1.020 V pu	1.005 V pu	1.022 V pu	1.003 V pu	✓	Padmount xmer Splicing in between S75605 and S75575	
3	Crooked Creek	Donut Shop & General Store: 26145 AB-43	55°10'49" -117°53'12"	1.000 V pu	0.977 V pu	0.997 V pu	0.972 V pu	✓	Padmount/polemount xmer Tapping off of asset# 318605	May need to change the phase of a few single-phase branches on the feeder.
4	Valleyview	Valleyview downtown: 50th Street at 50th Ave	55°04'07" -117°16'52"	1.033 V pu	1.030 V pu	1.032 V pu	1.030 V pu	✓	Padmount/polemount xmer Tapping off of asset# 309064	
5	Fox Creek	Greenview Multiplex: 103 2a Ave	54°24'00" -116°48'00"	1.021 V pu	1.006 V pu	1.020 V pu	1.006 V pu	✓	Padmount/polemount xmer Tapping off of asset# 167268	
6	Hythe	10212 100 Ave	55°19'49" -119°33'31"	0.997 V pu	0.993 V pu	0.993 V pu	0.991 V pu	✓	Padmount/Polemount xmer Tapping off near asset# 1011935	
7	Grande Prairie	Centre 2000: 11330 106 Street	55°10'57" -118°49'03"	1.024 V pu	1.022 V pu	1.023 V pu	1.022 V pu	✓	Padmount xmer Splicing in between S16448 and S74122	
8	Little Smoky	Little Smoky Gas Station	54°44'18" -117°10'32"	0.975 V pu	0.963 V pu	0.964 V pu	0.951 V pu	✓	Padmount/polemount xmer Tapping off near S95907 Assuming system scope of CCM project 1073731 is completed to improve voltage levels.	Only single-phase power in Little Smoky. 3-Phase power must be brought from other side of HWY 43.

Letter of Approval from the Local Government confirming intent to enter into a long-term Licence of Occupation

As per the [NRCan ZEVIP Application Package](#), each application must include Appendix C: Site Access Verification Form for each site. For the sites proposed in this RFP, the participating Local Governments/Site Hosts have initiated or completed execution of Appendix C: Site Access Verification Form. A summary is provided in Table 5. Where the Local Government has already completed Appendix C, a copy is attached.

Table 5. Summary of Appendix C completion status by local government/site hosts.

	Local Government/Site Host	Site	Status of Appendix C: Site Verification Access Form
1	Crooked Creek	Donut Shop & General Store: 26145 AB-43	Incomplete
2	Drayton Valley	Parking lot downtown: 5136 52 Ave	Present to Council for approval on June 29 th meeting.
3	Edmonton (1)	To be confirmed.	N/A
4	Edmonton (2)	To be determined.	N/A
5	Edson	Galloway Station Museum and Travel Centre: 223 55th Street	Present to Council for approval on July 19 th meeting.
6	Fox Creek	Fox Creek Greenview Multiplex: 103 2a Ave	Incomplete
7	Grande Cache	305 Pine Plaza Road	Incomplete
8	Grande Prairie	Centre 2000: 11330 106 Street	Incomplete
9	Hinton	Athabasca Avenue Road right of way (near to 151 Athabasca Avenue)	Presented to CAO for signature.
10	Highway 40 between Grande Prairie and Grande Cache	To be determined.	Incomplete
11	Hythe	10212 100 Ave	Incomplete
12	Jasper	To be determined.	Incomplete
13	Little Smoky	Highway 43 service station at 54°44'18" 117°10'32"	Incomplete
14	Nordegg	New town centre under construction.	Incomplete

15	Rocky Mountain House	Lou Soppit Community Centre: 4733 54 Ave	Completed
16	Whitecourt	South end of Parking lot located at 4923 52 Ave	Present to Council for approval on June 27 th meeting.

APPENDIX B – CEA Standard Terms and Conditions

- 1) **STANDARD OF WORK:** The work of the contractor in the workplan as outlined in the Proposal received shall conform to normal professional standards, and be original work, or shall be drawn from other sources with acknowledgement and permission as appropriate.
- 2) **TERMINATION:** Either party is entitled to terminate the contract at any time on notice in writing. In this case, CEA shall be responsible for, and shall promptly pay, fees and expenses for work completed prior to the giving of the notice.
- 3) **DISPUTES:** Any disputes between us arising out of or in connection with any work you undertake for us shall be referred to the British Columbia International Arbitration Centre and resolved by arbitration under its rules.
- 4) **INDEPENDENCE**
 - a) The Subcontractor, its personnel, subcontractors and agents are independent contractors with no connection to CEA, except as expressly set out in this Agreement.
 - b) The Subcontractor, its personnel, subcontractors and agents are not employees, servants, partners or agents of CEA.
- 5) **COMPLIANCE:** with Federal and Provincial Acts and Regulations: The Subcontractor will comply with all Federal, Provincial and Municipal Government Acts, Laws, Bylaws and Regulations applicable to the implementation and maintenance of the Program. This includes, but is not limited to, the Criminal Records Review Act (pertaining to any person working with minors) and the Workers Compensation Act.
- 6) **INDEMNIFICATION, INSURANCE, and LIMITATION:** The Subcontractor Will Indemnify CEA and Maintain Insurance
 - a) The Subcontractor agrees to indemnify and save harmless CEA, its officers, directors, employees, servants and agents from and against any and all claims and demands, including those for any personal injury or death or for damage to or loss of property, arising from the Subcontractor's implementation and maintenance of the Program.
 - b) On demand, the Subcontractor will provide CEA with a cover note, certificate of insurance, or copy of each policy certified by the insurer showing CEA as an additional insured.
 - c) If Workers Compensation coverage is required for all or any part of the Program the Subcontractor agrees to maintain WCB Coverage for the Term, and the Subcontractor shall supply CEA with confirmation of coverage on demand.
 - d) Limitation on Damages and Actions: Each party agrees that the other party, its contracted affiliates, affiliates, agents and subcontractors, and each of their officers, directors, partners, principals or other personnel shall not be liable for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the services performed hereunder for an aggregate amount in excess of (i) in the case of Subcontractor, the fees paid by CEA to Subcontractor under this engagement, or (ii) in the case of CEA, the fees paid and payable to Subcontractor by CEA under this engagement
- 7) **CONFIDENTIALITY:** All information and data in relation to a project will remain confidential during the term and after completion of a project, unless otherwise agreed or unless disclosure is required by law. Neither you nor we shall disclose any confidential information without the consent of the other. We will, however, retain data and information collected by us for reference.
- 8) **AUDIT:** The Subcontractor agrees:
 - a) to maintain complete and proper progress, personnel and financial records related to the Project and this Agreement in a reasonable form and in accordance with good business practices;
 - b) to permit CEA, its agents, and/or its auditors to inspect all such records and reports at all reasonable times, including after termination of the Term and/or after termination of this Agreement;
 - c) to provide on request to CEA, its agents and/or its auditors any information (including copies of documents) related to the Program; and
 - d) to co-operate fully with reasonable requests of CEA's auditors

Appendix C: Site Access Verification Form

Zero Emission Vehicle Infrastructure Program

Applicants to the Zero Emission Vehicle Infrastructure Program that do not own the property where the infrastructure is located, must provide Natural Resources Canada (NRCan) with the assurance that the construction or installation of the infrastructure is authorized by the land owner.

This form is to be completed by the land owner. NRCan reserves the right to require that the applicant and land owner provide further information as required in order to review and approve the application.

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Natural Resources Canada

AND TO: _____
(The Applicant)

Conditional upon Natural Resources Canada and the applicant entering into a Contribution Agreement regarding the funding of the project described in the Zero Emission Vehicle Infrastructure Program application form, and in consideration of the benefits resulting from the property improvements that will accrue to

Town of Rocky Mountain House
(The Land owner)

from the implementation of such project, the Owner hereby warrants that it is the owner of the land(s) at the following address(es):

4734 54 Street -Community Centre located on 48 Street west of Hwy 22

(full address of the project site)

and hereby authorizes the installation or construction of infrastructure on that property.



Land owner

Dean Schweder
Name

06/06/2022
Date