

Request for Qualifications:

VENDOR to Provide & Maintain Fleet of BEVs AND Manage Carsharing Services

Project: Ecosystem of Shared Mobility | Valley GO

Proposals Due by October 12, 2018
5:00 P.M. (PST)

Electronic Submission ONLY

Issued by: Sigala Inc.
RFQ Reference: ESMGO-BEV
Release Date: September 20, 2018
Closing Date: October 12, 2018

RFQ Contact: **Name:** Jennifer Khy, Assistant Project Manager
Company: Sigala Inc
Address: 2525 Alluvial Avenue, Suite 281, Clovis, CA 93611
Phone: 559-355-8644
Submittal Email: Jennifer@sigalainc.com

Proposals must be received **electronically** via email no later than 5:00 p.m. (PST) on October 12, 2018 at the email address listed above. Sigala Inc will not be responsible for late or lost bids or accept bids that fail to be delivered to the email address listed above by the time and date listed above. Any costs incurred in the preparation of this RFQ are the responsibility of the supplier.

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I. PURPOSE

The purpose of this Request for Qualifications (“RFQ”) is to obtain bids from potential vendors (“Firm”) to perform services related to a battery electric vehicle (“BEV”) carsharing program that serves six (6) to eight (8) multi-unit dwellings and surrounding communities located in Kern and Tulare counties in California’s San Joaquin Valley. The project - referred to herein as *Valley Go* - aims to offer alternative transportation options and encourage the use of clean cars in disadvantaged communities.

The partnering Firm will be asked to:

- Supply and maintain a fleet of BEVs for Valley Go
- Supply insurance, hardware, and software solutions
- Provide back-office support to recruitment, on-boarding, and member services
- Support the long-term sustainability of the program, including the potential formation of an intermediary entity to extend the service beyond the term of the subsidized pilot phase.

The successful proposing firm(s) will be required to enter into a formal agreement with Sigala Inc for the purposes of completing the specified work according to this RFQ. The contract may be extended to include additional BEVs to be provided and maintained at additional sites in Kern and Tulare counties, dependent upon market demand and availability of remaining grant funds in budget.

II. BACKGROUND AND GOALS

The San Joaquin Valley Air Pollution Control District (“SJVAPCD”) and partners have been awarded a grant from the California Air Resources Board (“CARB”) to implement a *Car Sharing and Mobility Options* Pilot Project. Funding is provided by the Low Carbon Transportation program and is part of California Climate Investments, a statewide program that puts Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy and improving public health and the environment—particularly in disadvantaged communities.

The Valley Go project:

- Represents one half of a \$2.25 million project focused on rural transit networks, carsharing, and ridesharing in four counties of the San Joaquin Valley;
- Is the first large-scale CARB pilot program to focus on disadvantaged rural communities as part of CARB’s growing multi-year investment in the Car Sharing and Mobility Options program;
- Has assembled a project team including UC Davis Institute of Transportation Studies (“UC Davis”), Sigala Inc. (“Sigala”), Self Help Enterprises (“SHE”), and Mobility Development Partners (“MDP”) that is focused on both short-term deliverables as part of the pilot project as well as long-term sustainability of this program; and
- Has the potential to dramatically shift transportation habits in smaller rural communities and expand urban rideshare models into less dense markets with focused ridership and various opportunities for expansion.

This project also involves the installation of EVSE and all “make-ready” construction at multi-unit dwellings owned and managed by SHE in Kern and Tulare counties to be used by a fleet of BEVs for a carsharing and ride-sharing pilot program. This construction is scheduled to take place between October 2018 and February 2019, in two phases: Phase 1) 11 chargers with 22 ports at 6 locations, indicated in Appendix B, with construction to take place between October 2018 and December 2018; and Phase 2) to be discussed during contract negotiation with Firm in November 2018, with construction to take place between December 2018 and February 2019.

1. Key Project Stakeholders and Roles:

- **SJVAPCD** – Project applicant and direct contract holder with CARB. SJVAPCD is subcontracting all project components through Sigala and the agency is also responsible for administering several EV-related state incentive programs.
- **Sigala** – Primary project administrator, with many years’ experience administering complex state grants on behalf of SJVAPCD. Firm will contract for services directly with Sigala, and Sigala will also subcontract to all other project partners including the EVSE vendor.
- **UC Davis** – Principal Investigator on this project (Institute for Transportation Studies, Dr. Caroline Rodier). UC Davis will provide general project guidance and will interface directly with Firm on surveys, focus groups, data collection and interpretation, and publishing assessments of program results and impacts, and associated academic studies.
- **SHE** – Host of all initial EVSE sites, providing supervision of this equipment in conjunction with the EVSE vendor. SHE is also the primary subcontractor for outreach and marketing efforts in conjunction with Firm, MDP, and the SJV Rural Development Center.
- **MDP** – Primary Technical Assistant to the project. Will work with Sigala, UC Davis, and Firm to negotiate contract terms and will be Firm’s main point of day-to-day contact for program development, reporting, data collection (membership/utilization), and problem solving.

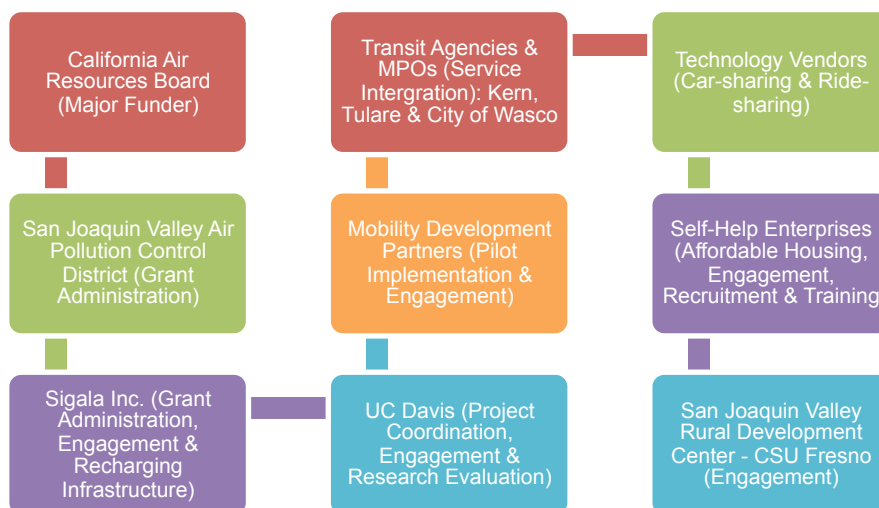


Figure 1 - Flow of Project Management

2. Project Budget:

- **Up to \$470,000 for operator support** – intended to be used flexibly by the operator over a fifteen (15) month period, through a combination of startup and ongoing operating support to be negotiated. Although the grant requirements stipulate that all grant funds must be spent down by February 2020, the project team is seeking proposals in consideration of at least a two-year service contract, with option for renewal through a *Mobility Development Corporation* intermediary structure (see section 6 below).
 - The project grant is structured through reimbursements, so project partners are limited in terms of seed funding available to Firm. Project partners will look to Firm to define additional financing needs to support launch at the scale required by this RFQ.
- **Up to \$380,000 for EV station construction and EVSE** (not including local and state equipment rebates/incentives) to be installed by a qualified contractor beginning in November 2018.
- **Up to \$100,000 in technical assistance from Mobility Development Partners** – support will be focused in the first half of the project (contract negotiation, pricing/marketing/outreach development, beta testing and program launch, early adjustments and incorporation of a ride-hailing/sharing element).
- **Up to \$73,350 for outreach, education, and recruitment support** through Self Help Enterprises including staff participation in a range of promotional activities and assistance to Firm in onboarding new members that may have questions about the program.
- **Up to \$20,000 in marketing and resource development assistance** to the SJV Rural Development Center, who will work to leverage community partners' additional in-kind contributions in support of program promotion.
- **Up to \$50,000 held in reserve for future operational/financing needs.**

3. Project Timeline:

- Contract executed by December 7, 2018 (per SECTION III. SCHEDULE OF EVENTS below) allowing four weeks for contract negotiation. Contract would be for two at least two years of operation beginning with limited beta testing by February 2019, ramping up to fleet deployment across first six (6) sites in March and April 2019.
- Phase 1 EV infrastructure construction and EVSE deployment by mid-December 2018 - first eleven (11) dual-port chargers at six (6) sites.
- Beta testing by no later than February 1, 2019 with first two vehicles and limited membership pool. Beta test will gradually transition to a soft launch throughout February and March 2019, with ramp-up to 14+ vehicles at these sites within six months from program start.
- Phase 2 EV infrastructure construction and EVSE deployment as early as February 28, 2019 with addition of three (3) to five (5) sites within project area. Additional vehicles (towards total fleet of 24+ BEVs) would ramp up through calendar year 2019.

4. Goals and Expectations Around Carsharing Component:

- Ramp up will be flexible, but program seeks to have at least a twenty-four (24) vehicle fleet fully operational within twelve (12) months of launch.

- Pricing model will be significantly adapted for low-income and transit-dependent populations:
 - Firm should expect that base pricing will be set below market rates in order to seed program participation in this rural market.
 - Project team will consider Firm's pricing preferences and market forecasts carefully, but may recommend adjustments to pricing model throughout the project period to attract participation. Discounts based on income may be in the range of 20-40%.
- Program partners expect to work closely with Firm to adapt the program to local conditions, including:
 - providing account access via pre-paid debit cards;
 - providing multi-lingual customer service by phone; and
 - opportunities for recruitment, on-boarding, and limited customer service functions to be coordinated by SHE.
- Firm will be reliant on community partners for marketing and recruitment, which includes a sizable budget for a small program, and program partners will work with Firm and other stakeholders (including cities and transit agencies) to seek further in-kind marketing support. Firm may seek to supplement these resources with digital and transit advertising.
- Firm can expect that project partners, MDP in particular, will be focused on close collaborative analysis of performance in early months.
- Vehicles may need to be moved to ensure program success, and project partners will be as responsive as possible to Firm's suggestions for relocating vehicles.
- Firm will be willing to share enrollment data and/or other information to sustain the long-term viability of the program. Prospective firms are encouraged to address this in their response and/or include any detail on preferred data sharing approaches to enhance the sustainability of the program.

5. Goals and Expectations Around Ridesharing Component:

- Approximately 6-8 BEVs (one third of the fleet) will be gradually opened to access for ride-hailing/sharing platforms beginning in April and May 2019. Project partners will work with Firm to carefully deploy this program (insurance rules, messaging, availability, and pricing), and the program may be adjusted, expanded, or eliminated based on the first six months of performance.
- Access to BEVs for ride-hailing/sharing will only be provided to authorized ride-hailing/ridesharing partners (who have been vetted by program partners and Firm). Project partners expect to begin discussing these potential partners beginning in February 2019.
- Access to BEVs for ride-hailing/sharing will be heavily discounted at first, possibly as low as \$5-10 per day for qualified program participants. The scale of these subsidies may be partially dependent on identification of other revenue sources and partners that can help offset lost revenue from these vehicles.

- Firm will work with MDP and other project partners to build this model, and all project partners recognize that this is an experimental and tentative aspect of the overall program, and that the Project Team may have difficulty attracting some ride-hailing/sharing partners.
- Ride-hailing/sharing partners will provide their own insurance to cover their drivers use of the vehicles.

6. Goal to Create a *Mobility Development Corporation*:

- Project Partners seek to identify a partner organization who can serve to host a Joint Powers Authority, 501(c)(3) organization, designated agency, etc. that provides a long-term intermediary role for the carshare program. This is referred to in this document as a *Mobility Development Corporation* (akin to a Community Development Corporation).
- Project Partners will begin working with Firm to develop MOU towards the development of this *Mobility Development Corporation* towards the end of the first year of the program (Q419) with a goal to have contract authority transferred to the Corporation by the end of the two-year contract.
- The *Mobility Development Corporation* will take progressive responsibility for program administration, and will work with Firm to negotiate terms for renewal of the service contract should both parties find mutually beneficial terms.

7. Relationship to other Regional Efforts:

- **Valley Flex** – Second major program component within this SJVAPCD project. Valley Flex is focused on Stanislaus and San Joaquin Counties and is working with several rural transit agencies and non-profit organizations to coordinate demand-responsive transit service by way of a common software platform. The two program components have some overlap in terms of both goals and strategies, and may be brought together in future years.
- **Fresno Clean Mobility Network** (Transformative Climate Communities) – led by the Fresno Metro Black Chamber of Commerce, this multi-modal \$10.1 million initiative includes a 34-vehicle carshare fleet, an 8-van vanpool program, and a 200-bike bikeshare program all focused on a 5 square mile zone in and around Downtown Fresno. The project shares an overlapping timeframe with this project (2018-2021) and is expected to kick off later this fall.
- **Green Raiteros** – A rural ridesourcing program headquartered in Huron, California which launches in October 2018. Green Raiteros seeks to combine electric vehicles and the latest best practices in volunteer transportation with long standing informal networks among neighbors for sharing long-distance rides in rural farmworker cities and towns.
- **Bolt to College** – A joint initiative between several Fresno-area partners to drive students to and from Kerman (a town in West Fresno County) and Fresno City College. The program launched in August 2018 and features professional drivers utilizing multiple shifts each day using a fleet of seven (7) Chevy Bolts.

8. Further background information on the project can be referenced in the following documents:

- [Opportunities for Shared-Use Mobility Services in Rural Disadvantaged Communities in California's San Joaquin Valley: Existing Conditions and Conceptual Program Development](#) by Dr. Caroline Rodier
- CARB funding: Solicitations in this program area 2015-18:
<https://www.arb.ca.gov/msprog/aqip/solicitations.htm>
- Potential for Carsharing at Affordable Housing Communities in the San Joaquin Valley:
https://itspubs.ucdavis.edu/wp-content/themes/ucdavis/pubs/download_pdf.php?id=2775
- Transformative Climate Communities – Transform Fresno project descriptions:
<http://www.transformfresno.com/projects/>

III. SCHEDULE OF EVENTS

Milestone	Estimated Timeline (all dates 2018)
RFP Release Date	Thursday, September 20 th
Q & A (teleconference) for prospective bidders	Wednesday, September 26 th – 1:30 p.m. (PST)
Deadline for written questions	Friday, September 28 th – 5:00 p.m. (PST)
Answers to questions posted electronically	No later than Tuesday, October 2 nd
RFP Close Date	Friday, October 12 th – 5:00 p.m. (PST)
Completed review of responsive proposals	Thursday, October 18 th (<i>target date</i>)
Interviews with short listed firm(s)	Week of October 29 th (<i>target dates</i>)
Notification sent to all applicants of decision	Tuesday, November 6 th (<i>target date</i>)
Contract Executed	Friday, December 7 th (<i>target date</i>)

It is highly recommended that prospective firms attend a pre-proposal question and answer session, to be held at 1:30 p.m. (PST) on Wednesday, September 26th by teleconference. Further instructions will be e-mailed to registered firms. **All prospective firms must register for this teleconference on or prior to Tuesday, September 25th by e-mailing:**

Jennifer Khy
Sigala Inc, Assistant Project Manager
jennifer@sigalainc.com

Responses to questions during this teleconference will be distributed by e-mail to all registered firms. Any questions received following this Q&A session but on or prior to 5:00 p.m. (PST) on September 26, 2018 will also be answered in a follow-up email to be distributed to all registered firms no later than Tuesday, October 2, 2018.

Sigala reserves the right to extend the contract period, and will do so via e-mail to all registered firms. This is unlikely, however, given the rapid pace expected for this project.

IV. SCOPE OF WORK

Project Team seeks to partner with a qualified firm or team of firms that can demonstrate the ability to meet a range of service level and support standards, to be negotiated with the Project Team. While SECTION V. PROPOSAL FORMAT below includes clear guidelines for submittal, respondents should aim to include the following components in their response:

1. Provision of Carsharing Solution

- a. **BEVs** - Firm must provide at least 24 BEVs
- b. **Insurance** - Commercial Auto Insurance should be provided to all participating members at the minimums stated in SECTION VIII. CONTRACTUAL & INSURANCE REQUIREMENTS of this proposal. Provision above these minimums is encouraged, especially with respect to combined single limit and bodily injury protection.
- c. **Hardware** - Firm should, at minimum, provide a hardware solution that allows for monitoring the fleet via GPS/GSM and includes remote lock/unlock and engine enable/disable capabilities. User-facing telematics features are up to the firm.
- d. **Software** - Firm should, at minimum, provide users the ability to book vehicles, modify reservations, and pay for their trips through both a web and mobile interface. Firm should demonstrate how this software interfaces with the Hardware solution proposed.

2. Network Management

- a. **Local Hiring and Staffing** - Firm will be expected to make a commitment to at least a local program manager. Firm should outline any temporary and/or permanent jobs that are anticipated to be created and the work expected to be performed.
- b. **Call Center** - Firm should provide a multilingual (at least Spanish and English) call center, and Firm should outline the means by which this call center interfaces with local staffing.
- c. **Vehicle Maintenance and Cleaning** - Firm should outline the nature and frequency of this service, and extent to which this service interfaces with 2(a) and 2(b) of this section.
- d. **Advertising and Marketing support** - Firm should state, in clear terms, their proposed investment, advertising and marketing channels, short and long term hiring plans in support of this work, and any proposed strategies to leverage further in-kind support.
- e. **Data provision** - Firm will be expected to have a detailed approach to distilling and sharing data associated with this program, above and beyond the minimum requirements of SECTION VIII. CONTRACTUAL & INSURANCE REQUIREMENTS and in coordination with Part 3 of this Section.

3. Long-term Program Development

- a. **Evaluation** - Firm should demonstrate experience and/or willingness to share program data with project partners. Firm may also choose to convey preferred methodology for evaluating program performance throughout and beyond the pilot period.
- b. **Pro Forma** - Three-year pro forma should be provided along with narrative detail as needed for sufficient explanation.
- c. **Integration of ridesharing** - Firm should outline their assessment of, capabilities around, and timeline for including a ridesharing component in the project scope.

- d. **Creation of *Mobility Development Corporation*** - Firm should review and incorporate a response to the goals expressed in SECTION II. BACKGROUND AND GOALS above.
- e. **Goals around additional investment** - Firm should state any additional expected revenue streams, including loans expected to be secured.

V. PROPOSAL FORMAT

1. Cover Letter (one page):

- a. Name and address of Firm;
- b. Prime contact person at the firm and their phone and email;
- c. Contact information of the person who is authorized to represent the firm regarding all matters related to this RFQ and any contract subsequently awarded; and
- d. Signature of authorized representative.

2. Executive Summary:

- a. Brief description of project team and related qualifications of Firm;
- b. Number, scale and brief description of similar projects completed;
- c. Basic outline of approach to Scope of Work; and
- d. Summary of impacts expected (scale of fleet, jobs created, members recruited, etc).

3. Qualifications:

- a. Describe the technical background and capabilities of the firm. Provide a brief statement of qualifications of the lead person and all persons assigned to the project. List all key personnel assigned to the project, and describe their role in the project;
- b. This project will require expertise in multiple technical areas. List any subcontractors that may be used and the work to be performed by them;
- c. Include mention of any projects that the firm has been involved in that feature a focus on or experience in disadvantaged and/or rural communities. Provide detail regarding the membership base, user experience, and partners involved in these projects; and
- d. Provide three (3) references of other similar projects performed demonstrating the ability to successfully complete the project. Include contact name, title, telephone number, and brief description of the firm's role in the project for any references listed.

4. Approach Timeline and Geographic Focus

- a. Based on the information provided in this solicitation and knowledge of the project area, clientele, and objectives, describe in further detail the firm's approach to this project and perspective on the program components outlined above.
- b. Provide a desired term (number of months) sought for this contract, recognizing that the Project Team is suggesting at minimum a 24-month contract for this project, and that there is some room for negotiation of the schedule presented in SECTION II. BACKGROUND AND GOALS above.
 - i. State Firm's preferred target timeline and/or project milestone for inclusion of ridesharing component as indicated in SECTION II. BACKGROUND AND GOALS above. Please also include any thoughts on a preferred approach to including ridesourcing components in the project.
 - ii. State Firm's preferred target timeline and/or project milestone for transitioning program to intermediary management as indicated in SECTION II.

BACKGROUND AND GOALS above. Please also include any thoughts on a preferred approach to transitioning project elements to a *Mobility Development Corporation* or similar entity.

- c. Provide a timeline for completion of beta testing, growth of fleet through Firm's proposed contract period as specified in **4(b)** above. Firm should also include detail around the scale of this intended expansion - **please copy the table below:**

Phase	Target Launch	Fleet Size	Membership Goal
Beta Testing			
Phase 1 (first six sites)			
Phase 2 (three to five sites)			
Program size by contract end			

- d. Firm should provide basic feedback on the geographic focus of the Phase 1 sites and any additional sites proximal to these locations, as well as growth in the fleet sought beyond 2019 in Tulare and Kern Counties.

5. Proposed Scope of Work

- a. Firm should summarize their solution in **five pages or less** (including images) that describe their fleet, technology, staff, and customer service solution with.
- b. Include **copy the table below** and fill in the grayed cells that addresses responses to the scope component as outlined in the SECTION IV. SCOPE OF WORK above, as follows:

Scope Component		Extent of Solution	Additional Details
1	Speed of Deployment	Number of months to full scale	To the extent possible, the Firm's Vendors or Subcontractors for each of these elements should be identified.
	Insurance	Carrier and summary of coverage	
	Hardware	Vendor(s) and solution(s)	
	Software	Vendor(s) and solution(s)	
2	Local Hiring and Staffing	FTEs, role(s), staff or contractors?	To the extent possible, the Firm's Vendors or Subcontractors for each of these elements should be identified.
	Call Center	FTEs, role(s), staff or contractors?	
	Vehicle Maintenance	FTEs, role(s), staff or contractors?	
	Advertising/Marketing	FTEs, role(s), staff or contractors?	
	Data Provision	FTEs, role(s), staff or contractors?	

*If multiple vehicle models are proposed or being considered by Firm, these vehicle models should be included in a format **similar to the table below**:

Make and Model	Designation (BEV)	Battery Range (miles, kW)	Cost (MSRP)	% of Fleet Composition

6. Cost Proposal

- Firm should provide a **Monthly Pro Forma analysis of the program through the contract term proposed by the firm in Section 4(b) above**. This pro forma should be sufficiently detailed to call out relevant program components discussed herein.
- Firm should provide a basic narrative summary of financial commitments expected to be made on behalf of the firm for this program.
- Provide a basic description of how the firm will make use of \$ provided (i.e. operating support for a period of x months, to purchase vehicles, etc).
- Strategy (and needs) for future investments in collaboration with project partners.

7. Resumes of Key Team Members

VI. INSTRUCTIONS & TERMS FOR SUBMITTAL

- All proposals must be received by Sigala no later than 5:00 p.m. (PST) on October 12, 2018. Proposals should be delivered to the attention of Jennifer Khy at Jennifer@sigalainc.com
- All proposals must be received in PDF format via e-mail with subject line "ESMGO-BEV: *Proposing Firm Name*".
- Late proposals will not be considered.
- All proposals, whether selected or rejected, shall become the property of Sigala.
- Cost of preparation of proposal shall be borne by the proposer.
- Proposals must be signed by an authorized representative of Firm in order to receive consideration.
- Sigala will not be responsible for proposals delivered to a person/address other than specified herein.
- Sigala reserves the right, but has no corresponding obligation, to cancel this request for qualifications and re-issue it or to waive any irregularity in connection with any proposal tendered to Sigala.
- Once submitted, proposals cannot be altered without the prior written consent of Sigala.
- All proposals shall constitute firm offers and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

VII. AWARD CRITERIA & SELECTION PROCESS

Sigala is using a competitive negotiation process, wherein the experience of each respondent is evaluated as it relates to the scope of work and grant purposes. An evaluation committee will review and rate submitted proposals using the following criteria and rating schedule:

Evaluation Criteria:

Each element listed below will be scored based on both the strength of the solution proposed and the experience of the respondent (both the firm and the project team) in completing similar activities in other regions.

Criteria	Rating Points
Cost Proposal and Scope of Services involved <ul style="list-style-type: none"> • Number of and total value of BEVs proposed • Membership targets and reach of service • Scale and Approach towards incentives for low-income members • Total financial value of private capital investment • Length of contract proposed and projected operating investment • Disposition of residual value of vehicles beyond the grant period 	35
Schedule of Completion of Proposed Activities <ul style="list-style-type: none"> • Speed of launch and fleet ramp up • Flexibility of approach with respect to EVSE • Demonstrated commitment to deploy significant resources at launch • Experience meeting deadlines in projects of similar complexity 	20
Background and Experience with similar Public Private Partnerships <ul style="list-style-type: none"> • Experience with projects of similar size and scope • Experience working with complex regional partnerships • Financial stability and contingency plans 	15
Experience in Disadvantaged and Rural Communities <ul style="list-style-type: none"> • Experience working on projects that serve low-income communities • Experience working on projects that serve rural communities • Approach to and experience working with community partners 	15
Level and Completeness of Insurance Commitments <ul style="list-style-type: none"> • Experience and sophistication of risk mitigation plan(ning) • Demonstration and extent of coverage level 	10
Completeness of Bid	2.5
Compliance with Bid Format	2.5
Total Possible Points Awarded	100

Selection Process:

1. A committee will review and rate submitted proposals using the evaluation criteria and rating schedule above.
2. The top two (2) or three (3) proposing firms will be contacted for an in-person interview.
3. Sigala will then exercise its discretion in selecting a firm and will negotiate and contract with said Firm based on available Grant funds.

Sigala reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, to negotiate minor deviations with the successful firm, or to select any firm without an interview.

VIII. CONTRACTUAL & INSURANCE REQUIREMENTS

Firm will be required to maintain sufficient insurance, licenses, or other required certifications for the type of work being performed. Sigala may require specific insurance coverage be established and maintained during the course of the work and as a condition of the award or continuation of contract.

Data Reporting Requirements:

The California Air Resources Board ("CARB") grant agreement for pilot described in this RFQ requires the following reporting data, which will require assistance from Firm:

1. "Before" survey data will be administered when each member joins the pilot program. The survey may be administered online, via telephone, and/or in-person. Depending on the membership application process, Firm may be required to distribute the "before" survey. UC Davis researcher will design and process data from these surveys.
2. "After" survey data (collected 12 months after operations begin) will be administered to members online, via telephone, and/or in-person. At a minimum, Firm will provide member contact information (email, text, and telephone numbers) to UC Davis to distribute the survey. Firm may also be asked to also distribute an "initial participant" survey online or by telephone as part of the reservation process during the first few months of the program.
3. Firm will be required to provide trip data either via an API (strongly preferred) or at a minimum via monthly comprehensive reports. This data will provide the following information for each reservation with an anonymous member and trip identifier, and should include at minimum: reservation start time and location; reservation end time; start and stop times; start and stop locations; and vehicle miles traveled between stops. Researchers may request that Firm also sends out a short survey by text message that links to a survey on a website to understand changes in travel mode and trip making.

Insurance Requirements:

Firm will be required to display evidence of the following on a certificate of insurance evidencing the following coverages:

1. Commercial general liability insurance with minimum limits of coverage in the amount of five million dollars (\$5,000,000) per occurrence, which may be satisfied through combined limits of coverage between primary and umbrella insurance policies;
2. Commercial automobile liability insurance which covers bodily injury and property damage with a combined single limit with minimum limits of coverage in the amount of five million dollars (\$5,000,000) per occurrence, which may be satisfied through combined limits of coverage between primary and umbrella insurance policies; and

3. Workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Scope of Work specified in this RFQ. In addition, employer's liability limits of \$1,000,000 are required. If applicable, Firm shall provide coverage for all its employees for any injuries or claims under the U.S. Longshoremen's and Harbor Workers' Compensation Act, the Jones Act or under laws, regulations, or statutes applicable to maritime employees. Firm should acknowledge compliance with these regulations. A waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.

IX. TERMINATION

In the event the Grant is terminated for whatever reason, Sigala reserves the right to terminate any agreement with Firm.

X. INDEMNIFICATION

The selected Firm agrees to indemnify, defend and hold harmless Sigala and its officers, employees, agents, representatives, and successors-in-interest against any and all liability, loss, and expense, including reasonable attorneys' fees from any and all claims for injury, actions, lawsuits, administrative proceedings or damages arising out of or associated with the performance by the Firm, tort, action or inaction, error in judgment, act of negligence, intentional tort, mistakes or other acts taken or not taken by the Firm, its employees, agents, invitees, guests or anyone acting in concert with or on behalf of Firm arising out of the performance of the Scope of Work specified in this RFQ and out of the operation of any equipment that is purchased in the performance of the agreement between the parties.

XI. INQUIRY

There will be a pre-proposal question and answer session held on Wednesday, September 26, 2018 at 1:30 p.m. (PST) via teleconference. See SECTION III. SCHEDULE OF EVENTS above for instructions to register for teleconference.

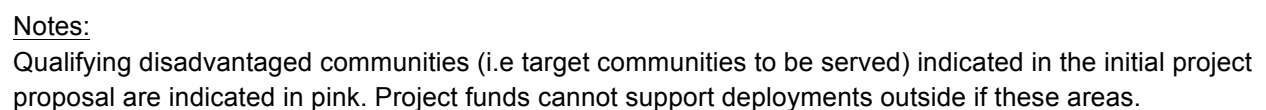
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Q&A's will also be published publicly online via online <http://sjvcogs.org/valleygo-bev-qa/>

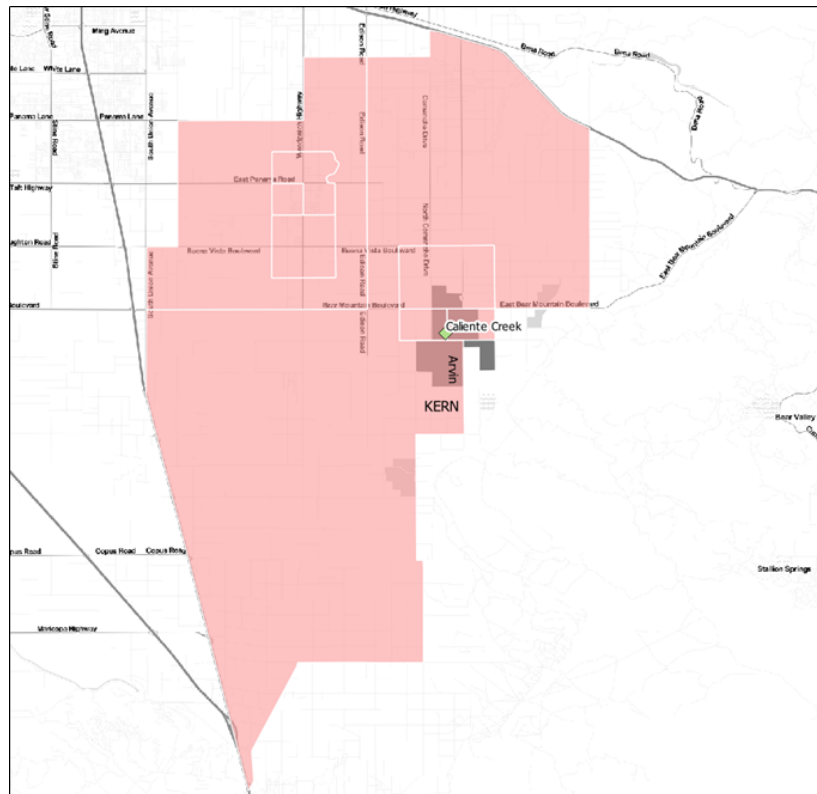
Direct all inquiries regarding this RFQ in writing, via email to:

Jennifer Khy
Sigala Inc., Assistant Project Manager
Jennifer@sigalainc.com

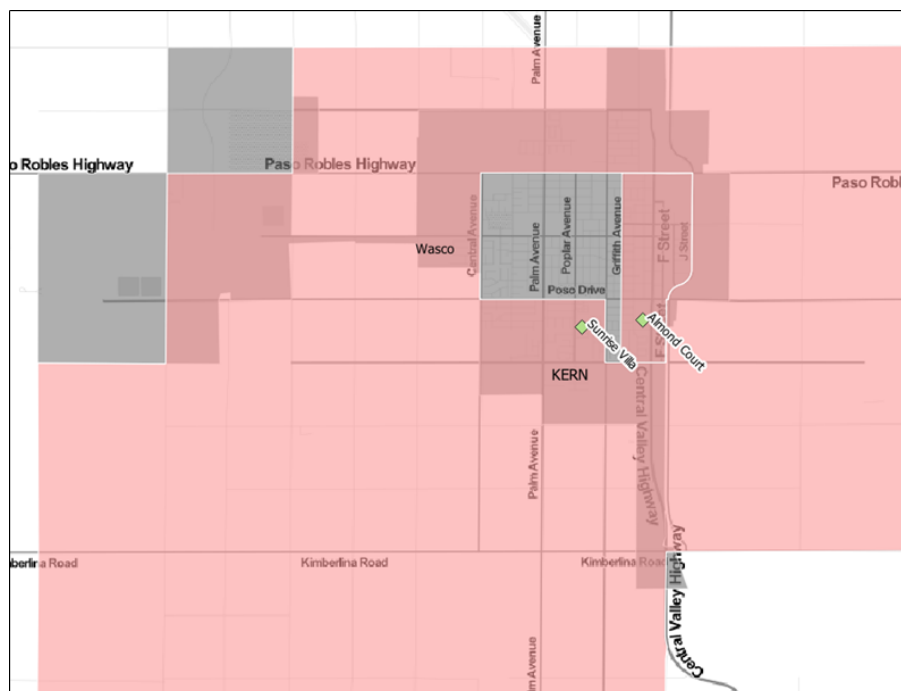
APPENDIX A: PROJECT MAP



SIGALA INC
 REQUEST FOR QUALIFICATIONS
 ECOSYSTEM OF SHARED MOBILITY | VALLEY GO
 VENDOR TO PROVIDE & MAINTAIN FLEET OF BEVs AND MANAGE CARSHARING SERVICES

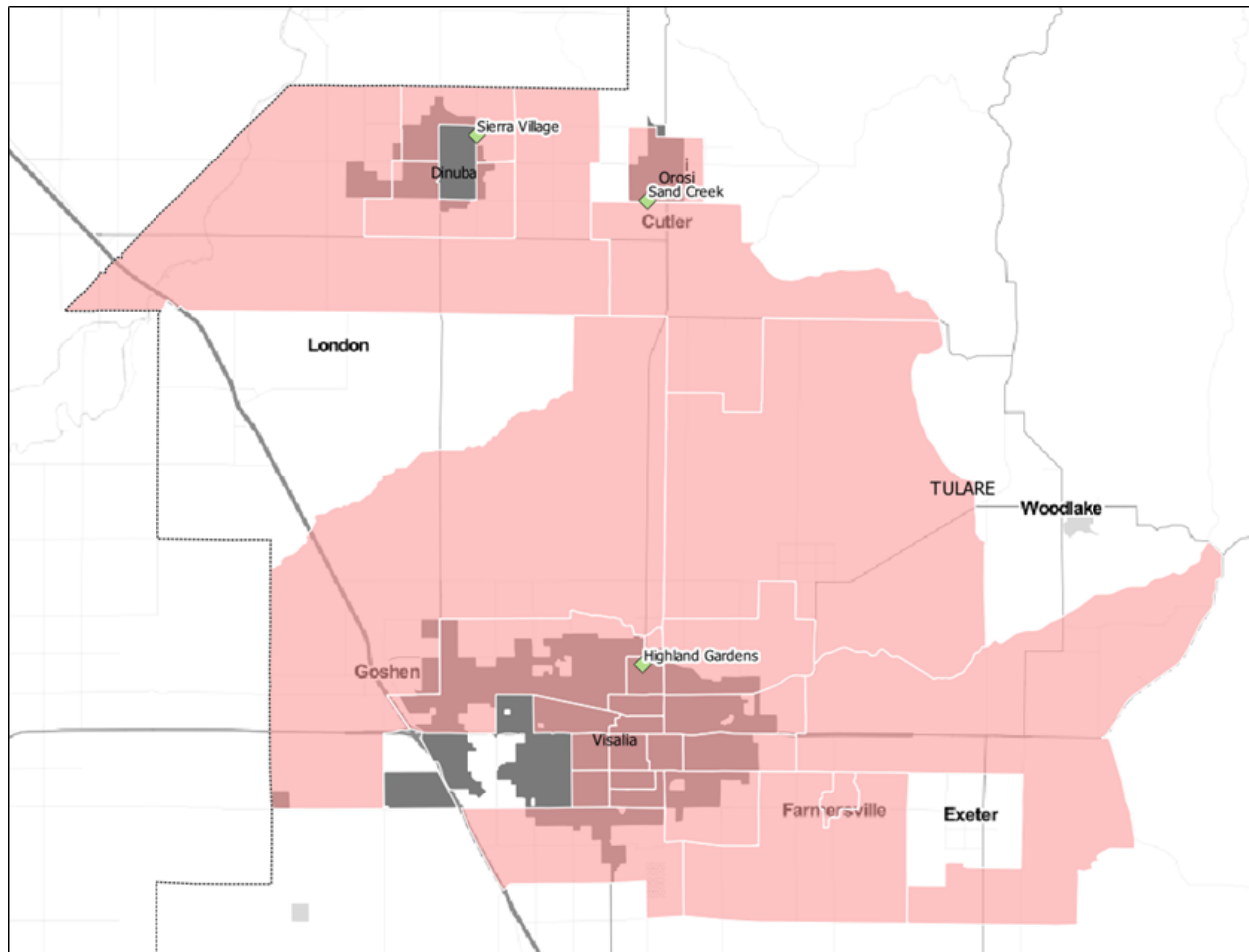


Arvin Project Area (Kern County)



Wasco Project Area (Kern County)

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Dinuba, Visalia, and Orosi Pilot Areas (Tulare County)

APPENDIX B: PHASE ONE SITES

Location	Property Name	Address	SHE Units	Pop w/in 0.5mi	HHDs w/0-1v	% Renter HHDs	Charged Spaces	BEVs Proposed
Orosi	Sand Creek	41020 Road 124 Orosi 93647	60	3,681	256	57%	2	2
Visalia	Highland Gardens	2423 N Highland St Visalia 93291	36	3,700	293	33%	2*	2
Dinuba	Sierra Village	Davis & Crawford Dinuba	44	2,651	420	48%	2*	2
Arvin	Caliente Creek	909 Meyer St Arvin 93203	46	4,358	516	65%	1	2
Wasco	Sunrise Villa	1600 Poplar Ave Wasco 93280	44	5,697	701	49%	4	3
	Almond Court	801 Almond Ct Wasco 93280	36	4,749	667	60%	4	3
Total Phase One				24,836	2,853	52%	15	14

Phase One Recommended Sites, Charged Spaces, and BEVs