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| REQUEST FOR REGISTERING OF INTEREST ONLY  By 5pm, Wednesday 30th November 2022 |

PROJECT: **pROVISION OF ELECTRIC VEHICLE CHARGING POINTS ON BOROUGH HIGHWAY/LAND**

Project commencement: February 2023

**Introduction and background**

The council has ambitious plans to deliver over 2000 new charging points by early 2026, which will see the existing network of around 400 points significantly extended. This commitment is central to the council’s [Electric Vehicle Charging Strategy (2022-2026)](https://democraticservices.hounslow.gov.uk/documents/s178564/Appendix%201%20-%20EV%20Charging%20Strategy.pdf), which has recently been approved by the Council’s Cabinet. The strategy outlines the type and distribution of charge points that are likely to be required across the borough. This has been informed by forecasts from the International Council on Clean Transport (ICCT) and Transport for London (TfL), as well as the council’s Urban Context and Character study which has identified areas with little or no off-street parking.

Now that the strategy has been approved, the council plans to launch a tender process to deliver this expansion of the council’s charging point network. Some of the council’s existing charging point locations, where existing contracts have come to an end, will also be re-tendered.

**Services required**

The detailed tender specification is currently in development, but an overview is provided below to give potential bidders an understanding of the services that are likely to be required. The feedback received from operators who register their interest at this stage will be used to help shape the final tender specification.

It is proposed that the tender contains several lots, split by type of charging point, as set out below. Up to two chargepoint operators will be appointed per lot, with the exception of Lots 4 and 5 where a single operator is required.

* **Lot 1:** **Slow (3-5kw) charging** – chargers to be integrated into lamp columns, predominantly located in residential locations across the borough. The highest concentration will be in areas with little/no off-street parking. In these areas the council will be seeking to achieve a 1-minute walking distance to the nearest charge-point by 2023, reduced to 30 seconds by 2025. In areas with high volumes of off-street parking, walking distances will be closer to 5 minutes. This lot also includes provision within the council’s housing estates, with an ambition to have at least 5% of car parking spaces on each estate equipped with chargers by 2023 and 10% of spaces by 2025. In CPZ areas and on housing estates, only permit holders will be permitted to use the chargepoints during CPZ operational hours.
* **Lot 2: Fast (7-22kw) charging** – to be provided in a mixture of residential, town centre and car park locations. There may also need to be some provision within back to base (fixed) car club bays, of which there are currently 34, but with plans for expansion. In residential CPZ areas, a proportion of the on-street bays may need to be accessible to resident permit holders only (for the purpose of charging), but this will be monitored closely and kept under review. There may also be some expansion within other council assets such as leisure centres, libraries, and public halls.
* **Lot 3:** **Rapid (50kw+) charging** – these chargers will be mainly located in off-street council car parks (in town centres, at leisure centres and other community facilities) and on main road corridors. The council is also looking to establish a number of rapid charging hubs, consisting of 6+ charging points.
* **Lot 4:** **Chargers with advertising incorporated** – fast/rapid chargers to be mainly located in town centres, council car parks and on main road corridors. LBH residents should be entitled to receive a limited period of free charging at these points.
* **Lot 5**: **Depot provision** – provision of approx. 10 x fast (7-22kw) chargers, with scope for expansion and also potential relocation to a new ‘super-depot’ in approx. 3-4 years’ time. The chargepoints will need to be smart chargers, with the ability to have multiple accounts for different teams within the council and its contractors.

The below table gives an idea of the number of chargers of each type that will be required and by when (across Lots 1-4). Close monitoring will inform further growth from the numbers set out below. Based on feedback from consultation, it is estimated that approximately 10-20% of residential provision should be 7-22kw, with the remainder 3-5kw.

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| **Chargepoint Type** | **Existing** | **Projected installations per year** | | | | **Total new EVI installations 2022- 2025** |
|  |  | **2022** | **2023** | **2024** | **2025** |  |
| Public residential | **321** | 75 | 800 | 441 | 441 | 1,757 |
| Public destination | **69** | 32 | 85 | 45 | 45 | 207 |
| Public rapid | **18** | 5 | 20 | 6 | 6 | 37 |
| Total | **408** |  |  |  |  | 2,001 |

In advance of the tender, the Council will be undertaking high level site selection work for the charging points and liaising with the DNO to establish feasibility. Subject to DNO lead times, this information will be included in the tender documentation, so operators are clear on which locations form part of each lot. Successful operators will be asked to state their preferred locations in order of priority, and these will be allocated fairly between operators, based on stated preferences.

From the outset, all charge points (across all lots) will need to have dedicated ‘EV charging only’ bays installed adjacent to them, enforced through a traffic order and associated lining/signing, as applicable.

The charge point operator will be responsible for the detailed site feasibility work, installation, running and maintenance of the charge points. Sites will initially be put forward by the borough as part of the tender process, with the consultation and site confirmation process to be a collaborative effort between the council and the successful operators.

All costs throughout the process will need to be fully met by the operator, with support from up to two Council officers. However, it should be noted that funding bids have been submitted to the ‘ORCs’ and ‘LEVI’ schemes, and this will continue in future years. If bids are successful, this will mean a slight change to the funding model for Lot 1. The outcome of this year’s ORCs bidding process is expected soon and this will be detailed in the final tender specification when it is released. Any equipment funded by the council (via funding bids) will need to be subsequently adopted and maintained by the operator as part of the contract. The proposed revenue model put forward by the operator would be expected to reflect this investment.

At the end of the contact, the operator will be required to remove the charging points and make safe the electrical connection. The ownership/use of the below ground electrical connection will be transferred to the borough if this is not already the case.

**Proposed specification and criteria**

The council is looking for operators who will demonstrate in their tender submission the following, which will form the basis for appraisal:

The chargepoints must:

* be well designed, quick, and easy to use (e.g. plug and charge);
* have both subscription and contactless pay as you go payment options;
* meet the latest design standards to ensure accessibility of the chargepoints, including BSI PAS 1899:2022;
* have smart charging, with lower rates for users at off-peak times;
* charge by the kWh, rather than by time;
* be open to all types/brands of electric vehicle;
* be easily maintained, with graffiti resistant coating;
* have a cable that is retractable (where available), so that it does not act as a trip hazard when not in use;
* have the ability for enforcement officers to easily tell when a vehicle is being actively charged, rather than just plugged in. This needs to be indicated through a lighting system on the chargepoint, with clear signage to aid interpretation. It should be noted that the borough is trialling the use of parking sensors to help with enforcement. The sensors communicate with the charge points and provide real time data to the council’s parking enforcement contractors to enforce against occurrences of non-EVs parked within EV bays (charge units will need to have this capability to communicate and provide real time data to a back-office system or mobile devices used by Civil Enforcement Officers);
* For lot 1, points must comply with our PFI requirements:
  + Site surveys conducted, including the earthing resistivity tested within the streetlight
  + All charge points must have an earthing device, either by an earth mat or the pen device within the charging unit
  + If civils works are required, the relevant permits must be obtained prior to works commencing
  + Supervision by the PFI contractor when installation is carried out on lamp columns
  + Test certificates provided for every installation to the PFI contractor and the council
  + All assets reported to Hounslow Highways for their asset register
  + Any implications on streetlight operation affected by charge units must be the responsibility of the charge point operator (CPO) including costs to bring the lighting column back to working order.

Within their submission operators should be able to demonstrate:

* a collaborative approach to the site confirmation and public engagement process;
* a commitment to meeting borough standards for the design and delivery of the points;
* how the impact of chargepoints on the footway has been minimised e.g. having a single chargepoint capable of charging two vehicles, either side, where technically feasible, and minimising the size/footprint of the chargepoints;
* a commitment to providing energy from renewable sources;
* a commitment to keeping user pricing fair, including making lower rates available off-peak and for those on low incomes;
* An ability to issue an appropriate level of idling fees to users who overstay beyond a full charge;
* good proactive and reactive maintenance regimes, with at least 95% in operation at all times. The points should be proactively inspected at least once a month (which includes cleaning/graffiti removal, visual inspection, maintenance, and testing). Any malfunctioning chargers to be repaired/replaced within 1 week of discovery;
* usage of EVs for trips made to the chargepoint for servicing/repairs;
* a commitment to keeping the charging technology up to date with the latest developments, to ensure it remains attractive to users and therefore competitive in the EV marketplace;
* robust monitoring processes - the borough will be provided with monthly data on utilisation, performance, and user profiles, as necessary for monitoring the contract and delivery of the wider EV Charging Strategy. The format for this to be agreed with the borough;
* A commitment to supporting ongoing communication and engagement with residents;
* A collaborative approach to broader data sharing, whilst being mindful of commercial sensitivities. Operators will be expected to providing open-source data on chargepoint locations and chargepoint availability to app providers such as Zap-map. It is expected that location/utilisation data will be shared with closed public sector networks such as LOTI/OLEV and the National Chargepoint Registry;
* A commitment to working with other operators to develop a single app or RFID card across all EV charging brands;
* A willingness to utilise local skills in the delivery and ongoing management of the contract;
* An ability to pay any site fees on a quarterly basis, and revenue shares annually;
* Significant previous experience in providing this type of service, particularly working with local authorities.

**Questions for potential bidders:**

* Which lots are you interested in bidding for?
* Do you consider the delivery numbers and timescales indicated, to be achievable across providers?
* What has been your recent experience with DNO response times?
* What is the minimum length of contract that you would be looking for?
* Do you have any comments on the proposed funding model?
* How can the council ensure that operator charges to consumers are kept competitive?
* How would you ensure that you keep pace of technology during the period of the contract?
* For LOT1 bidders, do you offer a solution that comes with contactless payment technology?
* Do you feel that the proposed specification is realistic?
* Are there any other additional criteria that should be considered?
* Do you have any other comments on the proposed tender specification?
* Are you on the CCS and/or Oxford DPS frameworks, and if not, would you be eligible to join?

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| **Please register your interest on the London Tenders Portal by 5pm on**  **Wednesday 30th November 2022. Please send**  **Please send any clarification questions and responses to the LBH questions in to** [**ElectricVehicles@hounslow.gov.uk**](mailto:ElectricVehicles@hounslow.gov.uk) |