

SouthGrow Regional Initiative

Request for Expression of Interest

SouthGrow Zero Emissions Vehicle Infrastructure Program

Issue Date: November 25th, 2021

SouthGrow Regional Initiative
P.O. Box 27068
Lethbridge, Alberta
T1K 6Z8

Attention: Peter Casurella
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403-394-0615

In 2016 SouthGrow partnered with other regional entities to deliver the Peaks to Prairies Electric Vehicle Network. This 20 station fast-charging EV Network was the first of its kind in Alberta and made the southern end of the province fully accessible to electric vehicle travel, opening opportunities for tourism and signaling the region to prepare for a large industry transition in the near future.

As more grants come available for EV adoption, and with the low cost of operation offering tangible benefits to our municipalities, SouthGrow is heavily promoting EV adoption as an important economic adaptation for future-proofing our region.

Where we Are: SouthGrow is one of two organizations in Alberta that have received funding from NRCAN to deliver this project. We have completed negotiating and signing the contract with Natural Resources Canada. We anticipate heavy interest in the project.

Our next step is to hire a project manager, complete the development of our legal and intake processes, and begin signing interested parties.

Proposals: SouthGrow is soliciting proposals from qualified parties to manage the delivery of the project and to serve as the **Project Manager** until the completion of the project.

Deadlines: Proposals are requested by midnight on December 16th, 2021. All proposals should be submitted by midnight to Peter Casurella at SouthGrow. (Contact info below)

C. Project Scope:

It's important to note that the Project Manager is **not required** to manage the construction and installation of stations, but to manage the progression of the overall project. Individual end-recipients are wholly responsible for the actual construction of their projects.

SouthGrow is searching for a contractor to do the following:

1. Work with the Executive Director and Legal to develop an end-recipient agreement that respects the dictates of our agreement with NRCAN.
2. Develop an intake process for qualifying end-recipients.
3. Develop an information packaged and project guidelines for end-recipients to inform their pathway through the project. This should include guidelines for completion, expense compensation, a regulatory roadmap, information on equipment, contractors, utility providers, promotional information on EV's, information on available grants for EV's, and other information as may be needed or beneficial.
4. Track and guide end-recipient progress through the project utilizing regular check-ins to remind them of deadlines, help them address barriers, provide them with matchmaking services to overcome barriers or red-tape, answer questions, and assist them with expense claims.

5. Track project finances and claims, help end-recipients prepare compensation claims, funnel compensation claims through the SouthGrow office to NRCAN, communicate with NRCAN about claims, work with Executive Director to get compensation delivered back to end-recipients in a timely fashion.
6. Meticulously track project progress and interactions and record everything for reference and reporting.
7. Be available and capable to travel in-region to meet with diverse stakeholders.
8. Assist SouthGrow with project reporting for NRCAN.
9. Other duties as needed or assigned by SouthGrow to facilitate project completion.

D. Goals:

- Complete spend of available funding on eligible projects.
- Projects are completed and electrified within the 30-month timeframe.
- Compensation is fully delivered to end-recipient.
- Troubleshooting support is provided to end-recipients.
- Reporting to NRCAN is completed and accepted.
- SouthGrow's good reputation is faithfully represented.
- The economic benefits of EV adoption are effectively communicated.

E. Required Submission Information:

1. Submission Format

Proposals must be submitted in either PDF or MS Word format.

2. General

- Name, address, and telephone number of the proponent.
- Identification of any parties in a joint venture and all sub-proponents.

3. Details to Include

The proponent should identify:

- The legal name of their company or business
- How long they have been operating
- Rationale for why they are interested in taking on this project.
- Relevant experience on other projects that demonstrate their ability to meet the requirements of this project.

- Company website or individual resume
- References from at least three clients that they have provided service to within the Province of Alberta, including at least one municipality.
- Unique advantages or connections that they bring which would accelerate or enhance the success of the project.
- Proof of personal or corporate liability insurance.

F. Receiving of Proposals and Questions

Eligible Submissions

Submissions must be received in electronic format (pdf) (Microsoft Word) **by 12:00 a.m. (noon), December 16th, 2021.** Submissions should be addressed to:

Peter Casurella
Executive Director
SouthGrow Regional Initiative
peter.casurella@southgrow.com
1-403-394-0615

Questions

All questions concerning the Proposal should be directed to Peter Casurella at the noted e-mail or telephone number on the title page.

E. Budget

SouthGrow is seeking **competitive bids** for this project. To get a better sense of the time commitment needed and scope of work, please give Peter Casurella a call and discuss with him further. (403-315-0615)

We envision offering a set-amount of compensation for the provision of Project Manager services. i.e. you will be paid the same amount whether you complete the project in 30 months or 20. Payment schedule is negotiable. Our intent is to incentivize rapid project completion.