

REQUEST FOR PROPOSAL (RfP)
Shared EV Charging Models in London

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd Floor
New York, NY 10017
United States of America

1. C40 Cities Climate Leadership Group Inc. ("C40")

C40 is a network of nearly 100 mayors of the world's leading cities, who are working to deliver the urgent action needed right now to confront the climate crisis, and create a future where everyone, everywhere can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is co-chaired by Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyer of Freetown, Sierra Leone. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40's three core strategic funders are Bloomberg Philanthropies, the Children's Investment Fund Foundation (CIFF) and Realdania.

To learn more about the work of C40 and our cities, please visit our [Website](#), or follow us on [Twitter](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

2. Summary, Purpose and Background of the Project

C40 is seeking a consultant to support the Greater London Authority in understanding the opportunities, challenges and best practices for shared use of electric vehicle charging infrastructure (EVCI) for high mileage vehicle (HMV) fleets in London. Electrifying high mileage fleets is a priority topic area for C40 due to the outsized air quality and emissions savings impacts of electrifying fleets which drive the most.

Shared charging models allow certain vehicle types/fleets to gain access to private charging stations or public charging stations at off-peak times or times when the public cannot access them. For example, delivery drivers could be provided with access to chargers in a leisure centre car park when the car park is usually closed to the public or to chargers usually reserved only for a bus fleet. This practice can enable better utilisation of EVCI that already exists, maximising the impact of investment whilst minimising land usage.

This project will support the development of best practice and guidance for shared charging models by supporting the effective development of at least three pilot projects by partners. The project is expected to run through to early 2026 covering the scoping, initiation and set up of the pilots, before the pilots run throughout 2026. A list of expected activities is set out in section 4 of this RfP. The selected supplier will not need to be engaged directly in the deployment of the pilots, only in an advisory capacity to pilot participants.

We welcome applications from both firms/teams and individuals for this project.

Objectives

The project should achieve the following objectives:

- Improve the GLA and C40's understanding of the opportunities, risk and barriers to shared charging for HMV fleets.
- Develop connections with potential project partners for the pilots and build a pipeline of projects for beyond these pilots.
- Create pathways and products which allow the GLA, partners and businesses to effectively roll out shared charging projects at scale, mainstreamed into their charging approach.
- Inform future guidance on best practice models for shared charging to be shared locally, nationally and globally once the pilots are concluded.

About the programme

The project will be managed by C40's Zero Emission Vehicles (ZEV) team as part of a grant funded programme to support the charging needs of high mileage vehicles funded by Uber Technologies. The ZEV team sits within C40's Transport programme which facilitates knowledge sharing and technical support on projects, policies and incentives related to clean air zones, walking & cycling, public transport and zero emission vehicles and freight. The ZEV team focuses on supporting cities to accelerate charging roll out, provide attractive and appropriate incentives and support programmes for drivers, and to transition their own municipal fleets.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **17:00 BST, April 14, 2025**. Any proposals received after this date and time will not be accepted.

Potential suppliers should provide the following information as part of their proposal:

- How your proposal is responsive to the Evaluation Criteria;
- Examples of previous similar projects including examples within London;
- Any assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- List of project personnel, their job titles and their experience in the project area;
- Information about your fee;
- Timeframe for tasks and completion of the project;

- Proposed working partnership with C40 and the GLA including your project management approach and key roles and responsibilities.
- Adequate information about how your costs were calculated to enable evaluation of cost reasonableness.

Project proposals should not exceed 8 pages in a font no smaller than 10pt. Proposals may include external links with further information on previous projects and staff backgrounds.

Supplier Diversity

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.

We strongly encourage suppliers (individuals and corporations) that are diverse in terms of size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to [C40's Equity, Diversity and Inclusion Statement](#) as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

Contract

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Services Contract](#).

These terms and conditions are accepted as drafted by the majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide [a separate negotiation document](#) for review setting out clearly your rationale for the change.

If C40 are unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier.

Subcontracting

If the organisation submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

4. Project Scope and Timelines

Expected scope

We expect this project to involve the following activities:

- Stakeholder mapping and desk-based research of potential project sites and participants;
- Running consultation groups and interviews with stakeholders, including GLA Group partners and the GLA's existing CPO Forum, to identify potential participants for pilots;
- Conducting best practice research of shared use charging around the world including through desk-based research and interviews with C40's network cities (C40 will provide contacts where required);
- Writing reports summarising stakeholder engagement and identifying needs, challenges and recommendations for the pilots based on stakeholder engagement;
- Identifying pilot participants and providing ad-hoc support to them as they independently negotiate shared charging arrangements (e.g. answering queries on best practice);
- Designing an evaluation mechanism to measure success and gather feedback from pilot participants.

The consultant is encouraged to propose any additional activities they may consider relevant for the successful delivery of the project objectives.

There may potentially be a need to provide ongoing support to participants and monitoring of the pilots whilst they are ongoing in 2026, and evaluate the pilots after they conclude. If Potential Suppliers have suggested approaches for how to cost-effectively include this in their proposal, this would be welcomed, but it is not required.

Sharing learnings: The supplier will also be expected to engage in ad-hoc activities to support the dissemination of findings and learnings from the projects to C40's city network. This is likely to include virtual or in-person presentations, attendance to working group sessions, and contribution (e.g. review and comments) to knowledge products produced by C40 to outline best practice for other cities.

RfP Timeline:

RFP Timeline	Due Date
Request for Proposals sent out	<i>March 17, 2025</i>
Clarifying questions submitted to C40 by	<i>17:00 BST, March 24, 2025</i>

C4O responds to questions	<i>March 26, 2025</i>
Deadline for receiving Offers	<i>17:00 BST, April 14, 2025</i>
Evaluation of Proposals including clarification of offers or presentations on Proposals	<i>April 15-25, 2025</i>
Selection decision made	<i>April 28, 2025</i>
All Potential Suppliers notified of outcome	<i>May 1, 2025</i>

Draft Project Timeline:

Project Timeline	Due Date
Project initiation / contracting to be concluded by	<i>May 14, 2025</i>
Project to be concluded by	<i>March 31, 2026</i>

5. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria:

- **Robustness of the project delivery proposal:** The successful applicant will provide a clear understanding of the goals of the project and how the proposal will achieve those goals.
- **Level of local and technical expertise:** The successful applicant will demonstrate in-depth knowledge around London's electrification journey and the landscape and stakeholders in London, and the challenges and opportunities associated with high mileage and/or emergency vehicle electrification and charging infrastructure roll out.
- **Clarity of project management approach:** The Supplier will be working on as part of a multidisciplinary team and working both with C4O and the GLA. The successful applicant will need to demonstrate their capacity to manage the complexities of the project and of managing projects with public sector partners.
- **Effectiveness of the proposed team:** The team will need to demonstrate a suitable mix of expertise and skills to conduct the project effectively.
- **Equity, diversity and inclusion measures, and ethical alignment:** C4O is looking to appoint an organisation that shares our values and is grounded in the context of the local community, especially drivers and workers who will be affected by the project. The applicant should explain both how this will be embedded into the project and how, if an organisation rather than an individual, the organisation shows commitment to EDI in its own practices (e.g. recruitment, staff training and progression).

- **Cost reasonableness:** This will be measured by a) economy: minimising the cost of the project, and b) efficiency: the relationship between the output and the resources required.

The criteria will be weighted as follows:

Evaluation Criteria	Weighting
Robustness of the project delivery proposal	30%
Level of local and technical expertise	20%
Clarity of project management approach	10%
Effectiveness of the proposed team	10%
Equity, diversity and inclusion measures, and ethical alignment	10%
Cost reasonableness	20%

6. Project Budget

C40 is assessing market costs and will use proposals to determine the budget needed to achieve the project aims. As noted above, cost reasonableness is one of the main criteria for judging the submissions.

Budget proposals should include:

- Personnel costs (hourly rates and time dedicated to each activity outlined in the scope).
- Any additional costs associated with conducting in person stakeholder engagement (e.g. travel costs if applicable; assume that event space for these discussions can be provided for free by C40 or GLA).
- Any work that is outsourced or contracted to a partner organisation, including staff rates and time dedicated to each deliverable.

All proposals must include all proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

7. C40 Policies

C40 expects third parties to be able to abide by these C40 policies:

- [Non-Staff Code of Conduct Policy](#)
- [Equity, Diversity and Inclusion Policy](#)
- [C40 Non-Staff Travel and Expenses Policy](#)

8. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email addresses below by **April 14, 2025 at 17:00 BST**:

Zoe Allen, Senior Manager, Zero Emission Vehicles
zallen@c40.org

Catherine Ittner, Senior Manager, Zero Emission Freight
cittner@c40.org

Nadav Bigelman, Project Officer, Zero Emission Transport
nbigelman@c40.org

Anonymised responses to questions will be provided here ([link](#)) when the Q&A period closes.

Based on the submissions received, C40 reserves the right to promote the establishment of consortium relationships or request potential suppliers refine their submission after receipt.

Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP. Responses submitted will be accessible by all C40 staff and external evaluators (if any).

Neither the issue of the RFP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RFP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.