



Request for Proposals (RFP)

**Level 2 Electric Vehicle (EV) Chargers:
Large Workplaces**

EM-027-2024

Opening: June 20, 2024

Closing: December 13, 2024 (or until funds are fully committed)

**Level 2 EV Chargers:
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APPLICATION DOCUMENTS

- 1) Attachment A: Application Form**
- 2) Attachment B: Project Price Quotes**
- 3) Attachment C: Charging Equipment Specification Sheets**
- 4) Attachment D: Project Location Photo**
- 5) Attachment E: W-9**
- 6) Attachment F: Terms and Conditions for RFP EM-027-2024**

SECTION 1: OVERVIEW AND INSTRUCTIONS

1.1 Purpose

Through this competitive Request for Proposals (RFP) Efficiency Maine seeks applications for Level 2 electric vehicle (EV) chargers that are available to the public at **large workplaces**.¹

1.2 Description

The goal of this RFP is to increase the accessibility to Level 2 EV chargers for employees of large workplaces, including those with hourly workforces, to facilitate the convenience of charging while they are at work.

Maine has a budget of \$960,000 for this initiative, funded by the Federal Highway Administration (FHWA) [Charging and Fueling Infrastructure \(CFI\) Discretionary Grant Program](#). This RFP provides the following maximum incentive for qualifying EV Level 2 chargers:

- **Networked² Chargers**: 80% of total eligible project costs up to \$10,000 per Level 2 port.

To increase the competitiveness of your proposal(s), applicants may apply for less than the maximum incentive.

Efficiency Maine will accept applications from June 20, 2024, through December 13, 2024, or until funding is exhausted, whichever comes first. Applications may be submitted at any time before December 13, 2024. Efficiency Maine will review proposals on a rolling basis and issue awards monthly, as funding allows. Projects must be completed and operational by June 20, 2025.

Efficiency Maine will host two informational webinars for interested parties on the specifics of this RFP. Applicant attendance is recommended, not mandatory. To register, click on the link(s) below.

- August 20 from 1 p.m. to 2 p.m. [Click here to register](#).
- October 24 from 9 a.m. to 10 a.m. [Click here to register](#).

1.3 Contact Person

If you have any questions regarding this RFP, please contact:

Lily McVetty
Efficiency Maine
168 Capitol Street, Suite 1
Augusta, ME 04330
lily.mcvetty@efficiencymaine.com

¹ **Large workplaces** are defined in the Definitions in section 2, below.

² **Networked** is defined in the Definitions in section 2, below..

866-376-2463

SECTION 2: DEFINITIONS

The following definitions will apply in this RFP and are a modified version of the definitions found in the Federal Highway Administration National Electric Vehicle Infrastructure Standards and Requirements, which apply to CFI funds (Title 23, CFR Chapter I, Subchapter G, Part 680):

- **Charger:** A device with one or more charging ports and connectors for charging EVs. Also referred to as Electric Vehicle Supply Equipment (EVSE).
- **Charging Port:** The system within a charger that charges one EV. A charging port may have multiple connectors, but it can provide power to only one EV through one connector at a time.
- **Connector:** The device that attaches an EV to a charging port to transfer electricity.
- **Contactless Payment Methods:** A secure method for consumers to purchase services using a debit card, credit card, smartcard, mobile application, or another payment device by using radio frequency identification (RFID) technology and near-field communication (NFC).
- **Electric Vehicle Infrastructure Training Program (EVITP):** A training program for the installation of electric vehicle supply equipment.³
- **Host Site:** A specific property at which the property owner consents to host EV chargers accessible to the public.
- **Level 2 (or “AC Level 2”):** A charger that operates on a circuit from 208 volts to 240 volts and transfers alternating-current (AC) electricity to a device in an EV that converts alternating current to direct current to recharge an EV battery. As noted above, a charger may have a single port or may be equipped with dual ports.
- **Large Workplaces:** Places with 50 or more employees. Examples include, but are not limited to, manufacturing facilities, grocery stores, restaurants, offices, malls, healthcare facilities, clothing retailers, and distribution centers.
- **Networked:** Refers to a combination of EV charging equipment components, software, and communications capabilities that allows for centralized management, administration, communication, diagnostics, data collection, and potential point of sale capabilities. For purposes of this RFP, a networked charger is capable of informing EV drivers, remotely and in real time, whether an EV charger is operational and available for use, and enables the charger operator to manage drivers’ time spent charging.

SECTION 3: PROJECT ELIGIBILITY

3.1 Eligible Locations

For this RFP, proposed projects must be physically located at a large workplace.

Locations ineligible for this RFP may be eligible for other RFPs, which include:

³ <https://evitp.org/>

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- [Multifamily Buildings: Level 2 EV Chargers RFP EM-022-2024](#)
- [Community Locations: Level 2 EV Chargers RFP EM-030-2024](#)
- [Regional Service Centers: Level 2 EV Chargers RFP EM-033-2024](#)

To receive notices regarding these and future rounds of solicitations, [click here to subscribe](#).

3.2 Eligible Properties

For this Request for Proposals, the proposed project must be located at a large workplace property. The following types of properties are **NOT** eligible:

1. Private homes, whether owned or leased;
2. Airbnb properties, vacation properties (e.g., camps, cabins, and cottages);
3. Large workplaces where the parking spaces served by the EV chargers are not open to the public;
4. Dealerships of new and used vehicles;
5. Businesses that install EV charging equipment.

3.3 Eligible Equipment

Charging equipment must meet the following requirements to receive a financial incentive:

1. Be new, and unused (not refurbished or remanufactured);
2. Meet the following minimum specifications:
 - a) Not less than ten (10) Level 2 ports per site;
 - b) Each port must be able to serve EVs using the J1772 standard;
 - c) Each site must be capable of providing at least 6 kW per port simultaneously across all AC ports. AC Level 2 chargers may conduct power sharing and/or participate in smart charge management programs so long as each charging port continues to meet an EV's demand for power up to 6 kW unless the EV charging customer consents to accepting a lower power level;
3. Include all cables, connectors, interfaces, documentation for all components, and any other items necessary for full operation;
4. Be factory calibrated (as applicable) prior to, or during installation, in accordance with the Original Equipment Manufacturer (OEM) standards;
5. Include all standard manufacturer accessories;
6. Use the most current software version available as of the time it is installed;
7. Have the ability to stop the flow of power when not in use; and should have overcurrent protection to prevent vehicles from drawing too much power;
8. Be ENERGYSTAR certified, and certified by the Underwriters Laboratories, Inc. (UL), or another Occupational Safety and Health Administration Nationally Recognized Testing Laboratory to the appropriate Underwriters Laboratories (UL) standards for EV charging system equipment;

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9. Be able to withstand extreme weather conditions, including temperature extremes, flooding, ice, heavy snow or rain, and high winds and is protected from malfunctions due to condensation;
10. Include barriers or other configuration to prevent damage from equipment used for snow removal;
11. Be tamper-proof and deter vandalism;
12. Incorporate a cord management system or method to minimize the potential for cable entanglement, user injury, or connector damage from lying on the ground, and comply with NEC articles 625 as it applies to cord management systems; and
13. Comply with all National Electrical Code and Federal Communications Commission regulations for safety and operation requirements.
14. Be networked.

3.4 Eligible Projects

Charging stations must be available for use and accessible to the public at least as frequently as the business operating hours of the site host.

Projects proposing to replace or upgrade existing charging equipment are ineligible. Chargers that will be used primarily for charging vehicles from a public or private fleet are ineligible. Projects intending to charge users fee(s) to access the property are ineligible.

In addition, applicants must agree to:

- a. Operate and maintain each Level 2 charger for at least five (5) years from the date the charger installed under this RFP becomes fully operational;
- b. Address interruptions in service due to malfunctions in equipment or networking services in a timely manner, and in the event of extended downtime notify drivers through appropriate sources, including, but not limited to, website and application hosts;
- c. Provide snow removal to ensure access during/after inclement weather;
- d. Projects must include signage or pavement painting/stripping to indicate that parking spaces are for EV charging only;
- e. Ensure all data fields in 23 CFR 680.116(c) are made available, free of charge, to third-party software developers, via application programming interface; and
- f. **NOT**, during the first five years after signing the Terms and Conditions for RFP EM-027-2024, move a Level 2 charger installed with funds from this RFP to another Host Site location, sell or take such Level 2 charger out of service for any reason, without prior written approval from Efficiency Maine.

The funds that Efficiency Maine will use to pay awarded projects derive from the Federal Highway Administration (FHWA) [Charging and Fueling Infrastructure \(CFI\) Discretionary Grant Program](#) and, therefore, projects funded under this RFP will be required to comply with [Federal Highway Administration Title 23, CFR Chapter I, subchapter G, Part 680 - The National Electric Vehicle Infrastructure Standards and Requirements](#), which applies to CFI projects.

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Further, the Recipient is required to observe, certain federal requirements described in:

1. Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards;
2. Federal Highway Administration (“FHWA”) regulations set forth in 23 C.F.R. §680.118 of the National Electric Vehicle Infrastructure Standards and Requirements, which include but are not limited to:
 - (a) Buy America Requirements – 23 U.S.C. §313. Pursuant to 23 C.F.R. §680.118(a), the Buy America requirements set forth in 23 U.S.C. §313 apply to EV charger projects using CFI Program Funds. See Rider A for additional details;
 - (b) Davis Bacon Federal Wage Requirements – 40 U.S.C. 3141-3148; 29 CFR Part 5. Pursuant to 23 U.S.C. §109(s)(2) and 23 C.F.R. §680.118(b), projects to install EV chargers are treated as if the project is located on a Federal-aid highway and, therefore, Davis Bacon Federal wage requirements apply to the project. Statutorily prescribed wages must be paid for any project funded with CFI Formula Program Funds;
 - (c) Americans with Disabilities Act requirements;
 - (d) Disadvantaged Business Enterprise (DBE) Program – The DBE Program was reauthorized by the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141). It applies to Federal-aid highway dollars expended on federally-assisted contracts, including EV charger projects using CFI Program Funds; and
3. FHWA Form FHWA-1273 (Required Contract Provisions – Federal-Aid Construction Contracts).

These and other applicable Federal statutory and regulatory requirements are included in the Terms and Conditions for EM-027-2024. See Rider A §(g) Other Federal Requirements.

3.5 Eligible Costs

When determining the amount of the incentive to be awarded, Efficiency Maine will apply the applicable incentive specified in section 1.2 to eligible costs in the price quotes submitted with the application. Eligible costs are limited to:

1. Charging equipment;
2. Installation and commissioning of charging equipment;
3. Networking subscription costs for the first five years of operation. Networking subscription costs must be billed, and will be reimbursed only if they have been paid, as a single, upfront, lump-sum cost;
4. Electrical service upgrades and/or circuits;
5. Mounting hardware (e.g., pedestals) and bollards (where applicable); and
6. Construction costs (e.g., excavation, paving, signage) essential to installation of the chargers.
7. Extended warranties or maintenance contracts for a period not to exceed five (5) years when billed and paid as a single, upfront, lump-sum cost.

Any other costs such as landscaping and site preparation not directly necessary for the installation of the chargers are ineligible. Costs incurred prior to the RFP Opening are ineligible.

SECTION 4: APPLICATION REQUIREMENTS

An application must include all the following contents:

1. **Application Form (Attachment A)**

One signed, completed Application Form, signed by the Applicant and, in the case that the Applicant is not the Property Owner, signed by the Property Owner or Property Manager. The signatures may be scanned or signed using an electronic signature.

2. **Project Price Quotes (Attachment B)**

Bona fide price quotes from at least one vendor for each of the following project elements:

- Charging equipment;
- Installation and commissioning of charging equipment;
- Networking subscription costs for the first five years of operation (where applicable). Networking subscription costs must be billed, and will be only be reimbursed if they have been paid, as a single, upfront, lump-sum cost;
- Electrical service upgrades and/or circuits;
- Mounting hardware (e.g., pedestals) and bollards (where applicable); and
- Construction costs (e.g., excavation, paving, signage) essential to installation of the chargers.

While multiple price quotes are not required, Efficiency Maine encourages applicants to obtain multiple quotes for each project element.

3. **Charging Equipment Specification Sheets (Attachment C)**

4. **Project location photograph (Attachment D)**

One photograph of the exact proposed site for the chargers. If the site will be located on a lot that has not yet been built, a drawing may be substituted for a photo.

5. **W-9 (Attachment E)**

Signed by the Applicant.

6. **Terms and Conditions for RFP EM-2027-2024 (Attachment F)**

Signed by the Applicant.

SECTION 5: SUBMITTAL INSTRUCTIONS

Proposals must be submitted electronically via the online Submission Form on the [RFP EM-027-2024](#)

[page](#). Proposals must include all materials (including any required attachments) as requested in section

4. An applicant must submit a separate, complete application for each individual site at which they seek funding for Level 2 chargers.

For questions throughout the process, applicants are encouraged to speak with a contractor familiar with EV charging equipment (see [EV Charging section on efficiencymaine.com](#)) or to contact Efficiency Maine at (866) 376-2463 or ev@efficiencymaine.com.

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The following Efficiency Maine resources are available to help applicants learn more about EV charging and installing EV chargers at public locations:

- [About EV Charging](#)
- [Installing Level 2 Electric Vehicle Chargers at Commercial and Public Properties Guidebook](#)
- [Maine Accessible EV Charging Guide and Checklists](#)
- [List of Maine EV Charging Service Providers](#)
- [Installer Locator](#)
- [Charging Station Locators](#)
- [EV and Charging Videos](#)
- [Background on Efficiency Maine’s Public EV Initiatives](#)

SECTION 6: PROJECT APPROVAL, SCORING CRITERIA, AND INCENTIVE OFFER PROCESS

For applications received by the deadline listed in Section 1.2, Efficiency Maine will review the data submitted to ensure eligibility and completeness. Efficiency Maine reserves the right to decide whether an application meets the requirements of this RFP and to accept or reject any or all applications received.

Applications will be scored according to the following criteria:

Scoring Category	Maximum Points
<p>1. Cost to the Program</p> <ul style="list-style-type: none"> a. Are the itemized costs for which an incentive is sought eligible under the provisions of section 3.5? b. Did the application provide more than one price quote for the items required in section 4.2? c. Is there adequate supporting data and documentation to validate budget veracity? 	30
<p>2. Quality of the Proposed Site, Equipment, and Operations</p> <ul style="list-style-type: none"> a. Is the proposed site of the EV chargers located at a large workplace or within 500 feet of a large workplace? b. How many employees does the business have? c. Does the proposal include installation and operation of at least ten (10) Level 2 charging ports, which is the minimum requirement of the RFP? d. What is the quality level of the parking area (paving, lighting, shelter, safety, visibility, aesthetics) and charger equipment proposed in the proposal? e. Is the starting rate pricing that is being proposed reasonable and conducive to attracting EV drivers? 	30
<p>3. Qualifications, Capacity, and Readiness</p> <ul style="list-style-type: none"> a. To what extent are the key participants in the project (host site, 	30

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<p>equipment provider, installation subcontractors, operator) identified and committed to the project?</p> <p>b. If the property owner and the EV charger operator are not the same party, does the proposal include an executed Host Site Agreement between the property owner (or tenant) and the operator of the EV chargers?</p> <p>c. How likely is the site to be sustainable and remain operational (for EV charging) beyond the 5-year term?</p> <p>d. Does the proposal team possess the appropriate certifications and licenses?</p> <p>e. How are the proposed project participants in terms of demonstrated experience and capacity to execute this type of project?</p> <p>f. How soon does the proposal propose to install and make operational the station or stations?</p> <p>g. Is the proposed timeline sensible, reasonable, and likely to be met?</p>	
<p>4. Overall Quality and Responsiveness</p> <p>a. What is the overall quality of the proposal submission, including but not limited to completeness, clarity, attention to detail, adherence to instructions and requirements and lack of errors?</p> <p>b. Does the proposal reflect and respond to Efficiency Maine’s priorities as described in the RFP?</p> <p>c. Does the proposal include adequate supporting documentation and data to validate the veracity of the project as proposed?</p>	10
Total	100

Efficiency Maine reserves the right to request additional information during the review process. Efficiency Maine will hold monthly proposal review meetings to evaluate proposals submitted. Applicants with proposals identified as planned awards, or those that are rejected, will be notified within one week of the review committee meeting. The Federal Highway Administration (FHWA) must concur in the planned award(s). Funding will be allocated to winning proposals as submissions are reviewed for projects that meet the scoring criteria. Funding will not be held in reserve until the close of the RFP. Prospective applicants are encouraged to apply early in the process.

Once Efficiency Maine completes its review, it will issue awards. If the applicant wishes to accept the award, the applicant must sign the Terms and Conditions for RFP EM-027-2024 and return them via email.

Efficiency Maine will confirm receipt of an applicant’s acceptance of the award to the contact(s) listed on the Application Form and return a countersigned version of the Terms and Conditions for RFP EM-027-2024.

SECTION 7: PROJECT COMPLETION PROCESS

Upon completion of all work as outlined in the Application Form (see section 1.2 for project completion deadline), the applicant must sign and return the Project Completion Form along with any material invoices and documentation consistent with the Terms and Conditions for RFP EM-027-2024 to the email address listed in section 5. Efficiency Maine will conduct a final project review and process the applicant's incentive(s) after all the project documentation requirements have been met. Efficiency Maine reserves the right to conduct a post-installation inspection and request additional final documentation during the final project review.