



Request for Proposals (RFP)

**CFI Community:
DC Fast Chargers Co-Located with Level 2 Chargers**

RFP EM-035-2024

Date Issued: July 23, 2024

Proposals Due: October 22, 2024, 11:59 p.m. Eastern Time (US)

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Separate attachments:

- Attachment A – Project Cost Proposal Form
- Attachment B – Sample Contract for EV Charging Stations Using CFI Community Program Funds
- Attachment C – Utility Load Form – Central Maine Power
- Attachment D – Utility Load Form – Versant Power
- Attachment E – W-9

SECTION 1 – RFP INFORMATION AND INSTRUCTIONS

1.1 Purpose and Summary

The Efficiency Maine Trust (the Trust) seeks qualified bidders to install and operate publicly available chargers for electric vehicles (EVs) in select communities in Maine. This solicitation is designed to add more public EV charging capacity serving local communities in Maine, with particular emphasis on serving residents of multifamily buildings (e.g., apartments); it is not designed to serve users of designated alternative fuel corridors (AFCs). Only bids that propose a charging station configuration of at least two DC Fast Charger ports plus at least two Level 2 charging ports, capable of charging four EVs simultaneously, will be accepted.

The select communities being targeted through this RFP are Auburn, Augusta, Bangor, Biddeford, Dover-Foxcroft, Lewiston, Norway, Oxford, Portland, Sanford, South Portland, and Westbrook.¹ Efficiency Maine may award more than one site in an eligible community.

Bids that propose to serve only one location will be eligible, and bids proposing to serve multiple locations will also be acceptable.

This solicitation will use funds dedicated to EV charging infrastructure from the federal Charging and Fueling Infrastructure (CFI) Discretionary Grant Program funded through the Bipartisan Infrastructure Law (BIL).²

1.2 Designated Contact Person for this RFP

Hogan Dwyer
 Program Manager
 Efficiency Maine Trust
 168 Capitol Street, Suite 1
 Augusta, ME 04330-6856
 Phone: 866-376-2463
 Email: hogan.dwyer@efficiencymaine.com

1.3 Schedule

Milestone	Date/Deadline
RFP Issued	7/23/2024
Bidders' Informational Webinar	8/6/2024
Questions Due	8/20/2024
Responses to Questions Posted	8/27/2024
Proposals Due	10/22/2024, 11:59 p.m. Eastern Time (US)
Anticipated Award Date	11/26/2024
Anticipated Contract Start	1/30/2025

¹ This list is guided by and consistent with Maine's approved application to the CFI Grant Program. See, <https://www.maine.gov/mdot/grants/cfi/>.

² <https://www.fhwa.dot.gov/environment/cfi/>

Schedule changes: The Trust reserves the right to modify this schedule at its discretion. Any changes or additional information regarding the RFP schedule and pre-bid activities, including responses to questions, will be posted on the RFP EM-035-2024 webpage at www.energymaine.com/opportunities/rfp-em-035-2024/.

1.4 Bidders' Informational Webinar

For interested bidders, the Trust will offer one informational webinar that will cover project eligibility, RFP requirements, incentive structure, and available resources. Attendance in the webinar is not a prerequisite for bidding. Bidders may sign up using the link below:

- August 6, 2024 from 9:30 a.m. to 10:30 a.m. - https://energymaine.zoom.us/webinar/register/WN_3wcqHS9nRGS_dciaRPNCgQ

1.5 Anticipated Contract Term

The anticipated term of the contracts is a minimum of five (5) years from the date the EV chargers developed under this RFP become operational.

1.6 Anticipated Contract Budget

The Trust's total budget available for this RFP comprises approximately \$4,000,000 of CFI funds for capital incentives.

1.7 Proposal Submittal Deadline

All proposals must be submitted electronically via the online Submission Form on the RFP EM-035-2024 webpage at www.energymaine.com/opportunities/rfp-em-035-2024/.

Proposals must be received by the due date and time specified in section 1.3. Bidders will receive a time-stamped confirmation email when their proposals are received. (Note: There may be a delay of a few minutes between submission and this confirmation email.) Proposals received after the deadline will not be considered. Proposals must be complete when submitted; changes or additions will not be accepted after the specified due date and time, except for any clarifications the Trust requests of bidders. Bidders are responsible for ensuring their bids are timely received before the deadline, and the Trust encourages bidders to submit their proposals with sufficient time to account for any technological challenges (e.g., Internet disruptions, power outages) or potential delays in transmittal.

1.8 Submitting Questions

It is the responsibility of all bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions. Questions regarding this RFP must be submitted by email to the Designated Contact Person listed in section 1.2 prior to the due date for questions noted above in section 1.3. The subject line of the email should be: "CFI DCFC Community RFP." Responses to questions will be posted on www.energymaine.com/opportunities/rfp-em-035-2024/ as will all clarifications and amendments released in regard to the RFP. It is the responsibility of all interested parties to check this website periodically to obtain clarifications and amendments. Only those clarifications and amendments posted on this website are considered binding.

1.9 Proposal Confidentiality

Bidders should be aware that information provided to the Trust is subject to the Maine Freedom of Access Act (FOAA), 1 M.R.S. §§ 401 et seq., and all information received by the Trust is considered a public record unless there is a specific, applicable confidentiality exemption in the Efficiency Maine Trust Act, 35-A

M.R.S. §10106. Bidders should assume that all information submitted in response to this RFP will be available for public inspection pursuant to the Maine FOAA following announcement of an award decision.

1.10 Contract Award

The Trust will notify all bidders of the contract award decision by email. The Trust may make multiple awards under this RFP, or it may make a single award to an entity serving multiple locations. The Trust reserves the right to award all or part of a winning bidder's proposal. The Trust reserves the right to negotiate the final terms and conditions of the contract award with any bidder whose proposal is selected for an award by the Trust, and to reject any awarded bidder with whom the Trust cannot agree to terms and conditions meeting the Trust's needs, in the Trust's sole judgment. The Trust reserves the right to reject any proposal that does not meet these requirements.

1.11 Contracting Process

The selection process is governed by the Efficiency Maine Trust Rule Chapter 1: Contracting Process for Service Providers and Grant Recipients, which can be found on the Trust's website:

<http://www.efficiencymaine.com/docs/Chapter-1-Contracting-Process-for-Service-Providers-and-Grant-Recipients.pdf>.

1.12 RFP Process – Reservation of Rights

The Trust reserves the right to cancel or extend the RFP process at any time, and to issue clarifications and amendments to the RFP. The Trust also reserves the right to reject noncompliant submissions in response to this RFP. The Trust, in its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP. Issuance of this RFP does not commit the Trust to make an award. The Trust will not pay any costs or expenses incurred by a bidder in connection with preparation of a proposal or response to this RFP.

1.13 Contract Agreement

A copy of the Efficiency Maine Trust Standard Agreement that will be used in connection with this RFP is provided as **Attachment B – Sample Contract for EV Charging Stations Using CFI Community Program Funds**. This is the standard document that will complete the agreement for services between a winning bidder and the Trust.

1.14 Request for Reconsideration

An aggrieved person may request a hearing for reconsideration of a contract award decision by filing a written petition with the Executive Director of the Trust within 14 calendar days of the notification of the contract award. Each petition to reconsider must meet the requirements specified in Efficiency Maine Trust Rule Chapter 1, Contracting Process for Service Providers and Grant Recipients, Section 5(B), which can be found at the link provided in Section 1.11 of this RFP.

SECTION 2 – BACKGROUND INFORMATION

2.1 Efficiency Maine Trust

The Efficiency Maine Trust (Efficiency Maine) is the independent, quasi-state agency established to plan and implement energy efficiency programs in Maine. Through its suite of nationally recognized programs, Efficiency Maine provides consumer information, marketing support, demonstration pilots, discounts, rebates, loans, and other initiatives to promote high-efficiency equipment and operations that help Maine’s homes, businesses, and institutions reduce their energy costs and lower their greenhouse gas emissions. The result is job growth, better grid reliability, improved energy independence, a stronger local economy, and critical progress toward meeting the State’s climate change goals. Efficiency Maine is governed by a Board of Trustees with oversight from the Maine Public Utilities Commission.

2.2 Background

The Maine Legislature designated the Trust to administer funds dedicated to expanding the availability of public EV charging infrastructure in Maine.³ The Trust has administered multiple rounds of funding for public EV charging infrastructure in Maine using funds from the Volkswagen (VW) settlement, the New England Clean Energy Connect (NECEC) settlement, the Maine Public Utilities Commission and the Maine Jobs and Recovery Plan (MJRP),⁴ and the National Electric Vehicle Infrastructure (NEVI) Formula Program, which uses resources from the Bipartisan Infrastructure Law (BIL). The initiative covered by this RFP has received and will be deploying funds from the Federal Highway Administration (FHWA) Charging and Fueling Infrastructure (CFI) Discretionary Grant Program.⁵ The Trust is under contract with MaineDOT and the Governor’s Energy Office (GEO) to administer funds from the CFI program.

Maine will receive approximately \$15 million from the CFI program. The CFI funds will be disbursed through multiple rounds of solicitations consistent with the Maine NEVI Plan. MaineDOT developed Maine’s NEVI Plan in collaboration with the Trust and other state agencies and with input from a wide range of stakeholders. Maine’s NEVI Plan describes the priorities and strategy for developing a statewide EV charging network, called “Recharge Maine,” and was approved by the Federal Highway Administration (FHWA) in September 2023. The plan is available at <https://www.energymaine.com/docs/2023-MAINE-NEVI-PLAN.pdf>.



A critical goal in deploying these funds is to establish DC fast charging every 50 miles or less along Maine’s Alternative Fuel EV Corridors and along additional State Priority Corridors. Another goal is to enhance Maine communities’ capacity to attract commerce and tourism and to serve local EV drivers as EVs become the dominant form of transportation.

³ <https://legislature.maine.gov/statutes/35-A/title35-Asec10125.html>

⁴ <https://www.energymaine.com/at-work/electric-vehicle-supply-equipment-initiative/>

⁵ <https://www.fhwa.dot.gov/environment/cfi/>

2.3 Project Goals and Objectives

Generally, this solicitation seeks proposals to rapidly install publicly available, universal EV chargers in select communities described in more detail below as “Eligible Locations.” The awarded bidder(s) or bid team(s) will be expected to install, operate, maintain, and promote the use of the charging stations for a period of not less than five years.

A major goal of this RFP is to expand public EV charging capacity in certain community locations consistent with the CFI “Community Program.” The Trust will seek to ensure quality installations consisting of two DC fast charging ports plus two Level 2 charging ports in the prescribed areas. These installations must provide convenient and reliable charging to the public capable of charging four EVs simultaneously.

This solicitation is designed to add more public EV charging capacity serving local communities in Maine, with particular emphasis on serving residents of multifamily buildings (e.g., apartments); this solicitation is not designed for the primary purpose of serving users of designated alternative fuel corridors (AFCs).

The Trust seeks to award projects that will have a high likelihood of sustainable operation throughout the 5-year term of the contract and thereafter. The Trust will seek to award proposals that have a high likelihood of being completed within one year from the date of the award notice.

The Trust will seek to maximize the number of sites that can be awarded using the funds available.

2.4 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. (Title 23, CFR Chapter I, Subchapter G, Part 680):

1. **Alternative Fuel Corridor (AFC):** National EV charging corridors designated by FHWA pursuant to 23 U.S.C. 151.
2. **Assisted Property:** A multifamily building containing “assisted units” and that is identified on the National Housing Preservation Database.
3. **Assisted Unit:** An individual, residential dwelling unit for which the tenant or landlord receives some form of public financial support and is a part of an “assisted property” that is identified as such on the National Housing Preservation Database.
4. **Charger:** A device with one or more charging ports and connectors for charging EVs. Also referred to as Electric Vehicle Supply Equipment (EVSE).
5. **Charging Network:** A collection of chargers located on a property or properties that are connected via digital communications to manage the facilitation of payment, the facilitation of electrical charging, and any related data requests.
6. **Charging Network Provider:** The entity that operates the digital communication network that remotely manages the chargers. Charging network providers may also serve as charging station operators and/or manufacture chargers.
7. **Charging Port:** The system within a charger that charges one EV. A charging port may have multiple connectors, but it can provide power to charge only one EV through one connector at a time.
8. **Charging Station:** The area in the immediate vicinity of a group of chargers and includes the chargers, supporting equipment, parking areas adjacent to the chargers, and lanes for vehicle ingress and egress. A charging station could comprise only part of the property on which it is located.

9. **Charging Station Operator:** The entity that owns the chargers and supporting equipment and facilities at one or more charging stations. Although this entity may delegate responsibility for certain aspects of charging station operation and maintenance to subcontractors, this entity retains responsibility for operation and maintenance of chargers and supporting equipment and facilities. The charging station operator may be the same entity as the host site or the charging network provider.
10. **Combined Charging System (CCS):** A standard connector interface that allows direct current fast chargers to connect to, communicate with, and charge EVs.
11. **Connector:** The device that attaches an EV to a charging port in order to transfer electricity.
12. **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).
13. **Direct Current Fast Charger (DCFC):** A charger that enables rapid charging by delivering direct-current (DC) electricity directly to an EV's battery.
14. **Electric Vehicle (EV):** A motor vehicle that is either partially or fully powered on electric power received from an external power source.
15. **Electric Vehicle Infrastructure Training Program (EVITP)** A training program for the installation of electric vehicle supply equipment.⁶
16. **Electric Vehicle Supply Equipment (EVSE):** See definition of a charger.
17. **Host Site:** A specific property at which the property owner consents to host EV chargers accessible to the public along an Eligible Segment of roadway.
18. **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.
19. **North American Charging Standard (NACS):** A standard connector interface that allows direct current fast chargers to connect to, communicate with, and charge EVs.
20. **Private Entity:** A corporation, partnership, company, other nongovernmental entity, or nonprofit organization.
21. **Secure Payment Method:** A type of payment processing that ensures a user's financial and personal information is protected from fraud and unauthorized access.

2.5 Additional Sources of Information

Following are links to additional information that bidders may find helpful in preparing a response to this RFP:

TITLE	LOCATION (link)
Efficiency Maine Trust website	www.energymaine.com
Efficiency Maine Trust – Triennial Plan	www.energymaine.com/about/library/policies/
Background on Electric Vehicle Initiatives at Efficiency Maine	www.energymaine.com/at-work/electric-vehicle-supply-equipment-initiative/
List of Maine EV Charging Service Providers	www.energymaine.com/docs/EV-Charging-Service-Provider-List.pdf

⁶ <https://evitp.org/>

TITLE	LOCATION (link)
Interested Host Site Form	https://www.energymaine.com/cfi-dcfc-host-site-interest-form/
Electric Vehicle Charging Resources	www.energymaine.com/at-work/electric-vehicle-charging/
Maine Accessible EV Charging Guide and Checklists	www.energymaine.com/docs/Maine_EV_Charging_Guide_and_Checklists.pdf

2.6 Incentives, Costs, and Eligible Locations

1. Incentives

The grant funds awarded from the Trust through this RFP will be used to cover the capital incentive.

The capital incentive will provide up to 80% of the eligible project costs net of expected federal tax credits and any federal, state, or private grants. Eligible and non-eligible costs are described in more detail below. The amount of the capital incentive to be paid by the Trust, on a reimbursement basis, will be the lesser of (a) the Trust Grant Funds Requested (see the Project Cost Proposal Form) in the bid or (b) 80% of the eligible costs actually incurred as documented in receipts and paid invoices, net of federal tax credits and any federal, state, or private grants.

2. Eligible Costs

The costs of the following items will be eligible for the financial incentive through the grant award made under this RFP:

- a. Charger units, charger connectors, power conversion hardware, and associated equipment;
- b. Electrical system costs, not covered by the utility, of connecting the chargers to the panel and the utility distribution system;
- c. Other hard costs (concrete, conduit, wire, signage, bollards, other equipment and materials, etc.) directly related to the installation of the chargers;
- d. Services costs and personnel costs incurred for site design and preparation, charger design and engineering, permitting, and project management during the development, construction and installation phase but not after the chargers are put into commercial operation;
- e. Shipping of hardware;
- f. 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;
- g. Hardware and software used to make the chargers “networked,” plus networking subscription costs for the first five years of operation when billed and paid as a single, upfront, lump-sum cost;
- h. Battery energy storage systems (BESS) and related equipment that are dedicated to reducing the load associated with the chargers funded by this RFP; and
- i. Electric Vehicle Infrastructure Training Program (EVITP) registration fees for licensed electricians involved in the installation of charging equipment funded by this RFP.

3. Non-Eligible Costs

The costs of the following items or activities are not eligible for use of the funding from this RFP, (i.e., these costs may not be included in Attachment A – Project Cost Proposal Form and to the extent bidders incur these costs, the costs will not be eligible for reimbursement from the funds awarded through this RFP):

- a. Purchase or rental of real-estate;
- b. All operating costs (other than those enumerated above in Section 2.6 subsection 2), including but not limited to electricity bills, management and legal costs, insurance, and snow removal;

- c. Costs related to DC fast charging investments that have been publicly announced (eligible costs must clearly be in excess of anything that has been publicly announced);
- d. Costs related to DC fast charging investments that are required by an original equipment manufacturer (OEM) in order for a licensed motor vehicle dealer to sell any make or model of EV in Maine;
- e. Any costs claimed as eligible costs under a prior incentive award from Efficiency Maine for EV charging infrastructure.

4. Eligible Locations

The physical location of proposed charging sites must meet the parameters of this section.

a. Eligible Communities

Below are the select Eligible Communities (cities or towns) in which bids will be accepted for this RFP. Efficiency Maine may award more than one site in an Eligible Community.

#1	Auburn
#2	Augusta
#3	Bangor
#4	Biddeford
#5	Dover-Foxcroft
#6	Lewiston
#7	Norway/Oxford
#8	Portland
#9	Sanford
#10	South Portland
#11	Westbrook

b. Community Convenience

In addition to being located within an eligible community (city or town) listed above, the physical location of the proposed chargers must be convenient for local community members, especially those who are less likely to have access to private, overnight EV charging. Therefore, **only sites where the property is located within one (1) mile of the nearest multifamily publicly supported property (or “assisted property”) will be eligible.** The bid must reference the nearest sizeable, multifamily “assisted property” as represented on the Mapping Tool of the **National Housing Presentation Database** (found at: <https://preservationdatabase.org/>) and indicate the distance from the reference property to the charger site.

- i. The reference “assisted property” (or properties) within the one-mile radius must have, collectively, at least 25 individual “assisted units”.⁷

⁷ Go online to the National Housing Preservation Database at <https://preservationdatabase.org/>. On the homepage, click on the Mapping Tool. Then select from the drop-down menus the State (Maine) and City (choose one of the eligible communities). By zooming in on the map of the selected city, you can see colored circles marking the location

- ii. The distance may not exceed 1.0 miles, by paved, public road, from the nearest entrance/curb cut of the multifamily property to the nearest entrance/curb cut of the property on which the chargers will be located.

c. Other Parameters

Applicants may submit a single bid to develop and serve multiple sites but must submit individual site descriptions and proposal information including Project Cost Proposal Forms for each site.

Bids may propose to construct a new charging site or to add capacity at a site where there are already existing chargers. However, bids that propose to upgrade or replace existing DCFC and/or Level 2 chargers will not be eligible and will not be accepted.

SECTION 3 – SCOPE OF WORK

3.1 Primary Project Requirements and Tasks

The bids submitted in response to this RFP must identify a lead party who is referred to, for purposes of this RFP, as the Recipient. In the event the bid is awarded, the Recipient will be the named party on the resulting contract with the Trust and will be responsible for overall compliance with the terms of the contract and receiving the incentives paid by the Trust. The Recipient will be responsible for providing electric vehicle charging hardware, installation, and network operations for publicly available, universal EV charging services to consumers. The required scope of work covers hardware and software necessary to operate EV chargers; equipment, materials and infrastructure directly associated with the operation of Level 2 and DC fast-charging stations; site selection, design, engineering, construction and installation of the specified charging stations; network operations; and maintenance and support through the period of performance (extending five years from the date the chargers become operational). Task objectives, deliverables, timelines, technical specifications and requirements are outlined in the following sub-sections.

The incentives that the Trust will use to pay awarded projects derive from federal CFI program funds, 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, referred to as “NEVI Standards” for the purposes of this RFP.⁸

Further, the Trust is required to include, and the Recipient is required to observe and comply with, certain contract provisions described in:

- Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards;
- 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:

of every “assisted property” within the city (or town) borders. If you click on one of the colored circles, you will see data about the property, including physical address and the number of “assisted units.”

⁸ <https://www.federalregister.gov/documents/2023/02/28/2023-03500/national-electric-vehicle-infrastructure-standards-and-requirements>

- 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 NEVI Program Funds.
- 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 NEVI Formula Program Funds; and
- Americans with Disabilities Act requirements;
- 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
- FHWA Form FHWA-1273 (Required Contract Provisions – Federal-Aid Construction Contracts).

These and other applicable Federal statutory and regulatory requirements are included in Attachment B – Sample Contract for EV Charging Stations Using CFI Community Program Funds as Rider C-1 Federal EV Funds Contract Requirements.

At a minimum, the winning bidder must conduct the following primary tasks:

1. Install EV Charging Stations Meeting the Following Requirements

a. Installation –

- i. Obtain all applicable local, state, and federal permits required for installation and operation of the EV chargers;
- ii. Ensure that the workforce installing, maintaining, and operating chargers meet the following standards as required by Section 680.106(j) of the NEVI Standards:
 - a. Except as provided in paragraph (b)(2) of this section, all electricians installing, operating, or maintaining EVSE must meet one of the following requirements:
 1. Certification from the Electric Vehicle Infrastructure Training Program (EVITP)
 2. Graduation or a continuing education certificate from a registered apprenticeship program for electricians that includes charger-specific training and is developed as a part of a national guideline standard approved by the Department of Labor in consultation with the Department of Transportation.
 - b. For projects requiring more than one electrician, at least one electrician must meet the requirements above, and at least one electrician must be enrolled in an electrical registered apprenticeship program.
 - c. All other onsite, non-electrical workers directly involved in the installation, operation, and maintenance of chargers must have graduated from a registered apprenticeship program or have appropriate licenses, certifications, and training as required by the State.
- iii. Ensure that all installation work as it pertains to site preparation, curbing, striping, signage, charging equipment, billing and networking systems, and electrical interconnections is installed:
 - a. consistent with the manufacturers' specifications;
 - b. consistent with the project design and specifications proposed in the bid;

- c. in accordance with all applicable local, state and federal zoning and code requirements; and
- d. is working properly.
- iv. Coordinate the installation activities with the equipment manufacturer, host site, networking service, electric utility, and any sub-contractors needed to complete the work.

b. Charging Equipment Requirements –

The charging equipment that is subject to a financial incentive through this RFP must:

- i. Be new, and unused (not refurbished or remanufactured);
- ii. Meet the following minimum specifications:
 - a. Number of charging ports:
 - 1. Not less than two (2) DCFC charging ports per site;
 - 2. Not less than two (2) AC Level 2 charging ports per site.
 - b. Connector type: Each charging connector must meet applicable industry standards.
 - 1. Each DCFC charging port must be capable of charging any CCS-compliant vehicle and must have at least one permanently attached CCS Type 1 connector.
 - 2. Each AC Level 2 charging port must have a permanently attached J1772 connector and must charge any J1772-compliant vehicles.
 - 3. Per NEVI Q&A, 23 CFR 680.106(c) allows for permanently attached non-proprietary connectors (such as NACS) to be provided on each charging port so long as the requirements of 23 CFR 680 are met.
 - c. Power level:
 - 1. DCFC charging ports must support output voltages between 250 volts DC and 920 volts DC.
 - 2. Each AC Level 2 charging port must have a continuous power delivery rating of at least 6 kW and the charging station 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.
- iii. Include all cables, connectors, interfaces
- iv. Be factory calibrated (as applicable) prior to, or during installation, in accordance with the Original Equipment Manufacturer (OEM) standards;
- v. Include all standard manufacturer accessories;
- vi. Use the most current software version available as of the time it is installed;
- vii. Have the ability to stop the flow of power when not in use; and should have over-current protection to prevent vehicles from drawing too much power;
- viii. Be 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;
- ix. 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;

- x. Include barriers or other configuration to prevent damage from equipment used for snow removal;
 - xi. Include screen displays that are user friendly and easy to operate (display should be LCD, LED or equivalent, or better and should be readable in direct sunlight and at night);
 - xii. Be tamper-proof and deter vandalism;
 - xiii. 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
 - xiv. Comply with all National Electrical Code and Federal Communications Commission regulations for safety and operation requirements.
- c. Interoperability of Electric Vehicle Charging Infrastructure –
- i. Charger-to-EV Communication. Chargers must conform to ISO 15118-3 and must have hardware capable of implementing both ISO 15118-2 and ISO 15118-20. Charger software must conform to ISO 15118-2 and be capable of Plug and Charge. Conformance testing for charger software and hardware should follow ISO 15118-4 and ISO 15118-5, respectively.
 - ii. Charger-to-Charger-Network Communication. Chargers must conform to Open Charge Point Protocol (OCPP) 2.0.1 or higher.
 - iii. Charging-Network-to-Charging-Network Communication. Charging networks must be capable of communicating with other charging networks in accordance with Open Charge Point Interface (OCPI) 2.2.1.
 - iv. Network Switching Capability. Chargers must be designed to securely switch charging network providers without any changes to hardware.
- d. Charging Network Connectivity of Electric Vehicle Charging Infrastructure –
- i. Charger-to-Charger-Network Communication.
 - a. Chargers must communicate with a charging network via a secure communication method. See Section 680.108 of the NEVI Standards for more information about OCPP requirements.
 - b. Chargers must have the ability to receive and implement secure, remote software updates and conduct real-time protocol translation, encryption and decryption, authentication, and authorization in their communication with charging networks.
 - c. Charging networks must perform and chargers must support remote charger monitoring, diagnostics, control, and smart charge management.
 - d. Chargers and charging networks must securely measure, communicate, store, and report energy and power dispensed, real-time charging-port status, real-time price to the customer, and historical charging-port uptime.
 - ii. Interoperability. See Section 680.108 of the NEVI Standards for interoperability requirements.
 - iii. Charging-Network-to-Charging-Network Communication. A charging network must be capable of communicating with other charging networks to enable an EV driver to use a single method of identification to charge at Charging Stations that are a part of multiple charging networks. See Section 680.108 of the NEVI Standards for more information about OCPI requirements.
 - iv. Charging-Network-to-Grid Communication. Charging networks must be capable of secure communication with electric utilities, other energy providers, or local energy management systems.

- v. Disrupted Network Connectivity. Chargers must remain functional if communication with the charging network is temporarily disrupted, such that they initiate and complete charging sessions, providing the minimum required power level defined in Section 680.106(d) of the NEVI Standards.
- e. Data Capture Requirements –
- Each EV Charger must have network communications that, at a minimum, provide the following information:
- i. Date and time of each charging session (start and stop time);
 - ii. Total kWh dispensed and maximum kW demand for each session;
 - iii. Total dollar amount charged to the user for each session;
 - iv. EV Charger status and health in real time;
 - v. Malfunction or operating error;
 - vi. Full site level demand; and
 - vii. For projects that employ battery energy storage systems (BESS), BESS state of charge before and after each vehicle charging session and time to charge and discharge.

This information will be reported, upon request, to the Trust as part of Recipient’s reporting obligation further specified in Attachment B – Sample Contract for EV Charging Stations Using CFI Community Program Funds.

- f. Payment Methods –
- Each charger must:
- i. Provide for secure payment methods, accessible to persons with disabilities, which at a minimum shall include a contactless payment method that accepts major debit and credit cards, and either an automated toll-free phone number or a short message/messaging system (SMS) that provides the EV charging customer with the option to initiate a charging session and submit payment;
 - ii. Not require a membership for use;
 - iii. Not delay, limit, or curtail power flow to vehicles on the basis of payment method or membership; and
 - iv. Provide access for users that are limited English proficient and accessibility for people with disabilities. Automated toll-free phone numbers and SMS payment options must clearly identify payment access for these populations.
- g. Communication of Price –
- i. The price for charging must be displayed on the charging unit prior to initiating a charging transaction and be based on the price for electricity to charge in \$/kWh.
 - ii. The price for charging displayed and communicated via the charging network must be the real-time price (i.e., price at that moment in time). The price that is offered at the start of the session cannot be changed during the session.
 - iii. Price structure including any other fees in addition to the price for electricity to charge must be clearly displayed and explained. If consumers will be required to pay an entrance fee or parking fee (e.g., in a public parking lot) that is in addition to the price (\$/kWh) to charge the vehicle, this fact must be clearly indicated in the proposal and the amount of the additional fee must be noted.

- iv. For the first five years of the contract, the chargers must charge a rate or fee to the customer for each charging event equal to the starting rate proposed in the Recipient's bid, provided that the Recipient may increase the rate or fee during this five-year period by not more than the Consumer Price Index, as measured using the online CPI Inflation Calculator published by the US Bureau of Labor Statistics, for the period since the last time the rate or fee was increased.⁹ The limitations of this provision apply equally to any entrance fee or parking fee that is in addition to the charging price.

- h. Customer Data Privacy –
 - i. Charging station operators must collect, process, and retain only that personal information strictly necessary to provide the charging service to a consumer, including information to complete the charging transaction and to provide the location of charging stations to the consumer. Chargers and charging networks should be compliant with appropriate Payment Card Industry Data Security Standards (PCI DSS) for the processing, transmission, and storage of cardholder data. Charging Station Operators must also take reasonable measures to safeguard consumer data.

- i. Traffic Control Devices or On-Premises Signs Acquired, Installed, or Operated –
 - i. General Requirements: Signage must comply with all applicable local, state, and/or federal laws, ordinances, regulations, and standards; and
 - ii. On-Site: Signage and other traffic control devices for each Host Site must clearly identify to an approaching driver from any ingress, that the Host Site has an EV Charger(s) and the location(s) of the EV Charger(s). On-site signage should indicate that parking spaces associated with the chargers are reserved for electric vehicles only.
 - iii. The Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) found at 23 CFR part 655 and the Highway Beautification regulation at 23 CFR part 750 address requirements about traffic control devices and on-premise signs.
 - iv. Manual on Uniform Traffic Control Devices for Streets and Highways. All traffic control devices must comply with part 655 of this subchapter.
 - v. On-Premises Signs. On-property or on-premise advertising signs must comply with part 750 of this chapter.

- j. Requirements for Accessibility and Availability –
 The chargers awarded through this RFP must:
 - i. Be available to the public 24 hours per day, seven (7) days a week, year-round;
 - ii. Be accessible from a paved or hardscaped parking space that is clearly marked to designate the spaces as reserved for EV Charger parking, where the number of parking spaces reserved for EVs, within reach of the chargers, is equal to the maximum number of EVs that can be charged simultaneously from chargers awarded pursuant to the RFP;
 - iii. Have dusk-to-dawn area lighting;
 - iv. Be accessible to persons with disabilities, which will be satisfied if at least one of the parking spaces meets ADA requirements and is accessible according to U.S. Access Board Design Recommendations for Accessible Electric Vehicle Charging Stations (it will not be necessary for the ADA spaces to be ADA reserved);¹⁰ and

⁹ https://www.bls.gov/data/inflation_calculator.htm

¹⁰ <https://www.access-board.gov/tad/ev/>

- v. Provide appropriate safety instructions for EV drivers regarding the proper use of the charging equipment.

2. Provide Ongoing Operation and Maintenance and Customer Service Support

a. Operation and Maintenance –

The Recipient must:

- i. Operate and maintain each EV Charger for at least five (5) years from the date the EV charger developed under this RFP becomes fully operational, in accordance with the terms of the contract resulting from this RFP;
- ii. Be responsible for ensuring the maintenance of the chargers including cables, ancillary equipment, and any awnings, canopies, shelters and information display kiosks for signage associated with the charger. “Maintain” as used in this RFP shall mean “to provide all needed repairs or desired and approved alteration, as well as regular maintenance needed to ensure optimal performance and minimize downtime. Equipment shall be kept safe and presentable;”
- iii. Minimum Uptime. Recipients must ensure that each charging port has an average annual uptime of greater than 97%.
 - 1. A charging port is considered “up” when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity in accordance with requirements for minimum power level (see Section 680.106(d) of the NEVI Standards).
 - 2. Charging port uptime must be calculated on a monthly basis for the previous 12 months using the methodology described in Section 680.116(b) of the NEVI Standards.
- iv. It is the Recipient’s responsibility to ensure the 97% uptime requirement is met for each individual charging port. For any interruption in service to any port that has lasted or is expected to last more than four (4) hours:
 - 1. Notify appropriate information sources including, but not limited to, website and application hosts, as appropriate so drivers are aware of the interruption; and
 - 2. Inform the Trust via email within one business day to give the Trust notice of the event and when it started and to explain the cause of the interruption and the plan for and estimated time needed to restore service;
- v. Provide for snow removal plan to ensure access during and after inclement weather;
- vi. 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;
- vii. List the EV chargers on PlugShare.com and the Alternative Fuels Data Center Electric Vehicle Charging Station
Locator: https://afdc.energy.gov/fuels/electricity_locations.html#/find/nearest?fuel=ELEC;
- viii. **Not**, during the term of the contract, move an EV charger to another host site location, sell or permanently take an EV charger out of service at a given site for any reason, without **prior written approval** from the Trust.

b. Customer Support Services –

- i. Recipients must ensure that EV charging customers have mechanisms to report outages, malfunctions, and other issues with charging infrastructure. Charging station operators must enable access to accessible platforms that provide multilingual services. Recipients must comply with the American with Disabilities Act of 1990 requirements and multilingual access when creating reporting mechanisms.
- ii. Be available 24 hours a day, seven (7) days per week via a toll-free telephone number posted on or near the EV chargers that is clearly visible to the customer.
- iii. Provide customer support for the duration of the contract, with the ability to provide customer support/or extend after the completion of the contract.
- iv. Resolve customer issues over the telephone.

3. Adhere to Host Site Agreement

The Recipient must have sufficient property rights to install, operate, and maintain the EV charger(s) at the selected site(s) for the full five-year term. The Trust does not have a preference as to whether the property owner (or tenant) or another party is the lead party of the bid team and the contracting party with the Trust. If the Recipient is not the owner of the host site property, then the Recipient will be required to secure a written, enforceable lease or occupancy agreement (a “Host Site Agreement”) with the property owner. The Recipient’s Host Site Agreement must, at a minimum, include:

- a. All necessary rights in the Recipient to install, operate, and maintain the EV Chargers at the site for at least five (5) years;
- b. Acknowledgement by the property owner of the Trust’s security interest in the EV Charger equipment and a provision requiring the property owner to execute a Conditional Assignment of Lease that would allow the Trust to assume and succeed to the Recipient’s rights under the Host Site Agreement if Recipient were to default; and
- c. Be executed by individuals who have the legal power and authority to enter into a Host Site Agreement; and identify the name, title and capacity on behalf of the entity represented.

All awards made under this RFP will use a contract, developed by the Trust, that includes several riders designed to protect the investment of the Trust such that strategically sited EV charging infrastructure is kept operational and available to EV drivers in Maine for the long term. These riders include:

- **Rider D** giving the Trust a security interest in the EV charger equipment in the event the Recipient defaults in any of its obligations during the term of the contract;
- **Rider E** giving the Trust a conditional assignment of any Host Site Agreement that may exist between the Recipient and host site property owner so that the Trust may take over the Host Site Agreement if Recipient defaults (this rider may be waived by the Trust if the property owner of the host site is the contracting party with the Trust); and
- **Rider F** granting the Trust an option to purchase the EV chargers and related equipment and fixtures upon default by the Recipient.

As detailed in Section 4.1, exceptions to the provisions of the sample contract, including the riders, should be submitted with the bid, indicated by using “track changes” or “redline” to Attachment B – Sample Contract for EV Charging Stations Using CFI Community Program Funds at the time of submittal. The Trust may consider the number and nature of any exceptions in its award decision. All final site location decisions must be approved in writing by the Trust.

Except in cases where the operator of the EV chargers and the property owner are one and the same party, the Host Site Agreement(s) must be executed within 90 days of award announcement date or the grant award and funds may be forfeited.

4. Reporting

The Recipient will be asked to submit progress reports to the Trust including, but not limited to site development and permitting, construction and installation, operations and maintenance, data capture, and customer service. Unless otherwise required by future FHWA guidelines, Recipients must collect and report specific data to the Trust.

5. Project Kickoff Meeting

The Recipient, in consultation with the Trust, will organize and facilitate a project kickoff meeting to be held at the Trust’s offices with virtual participation as appropriate. The purpose of the meeting is for the Trust and the Recipient to establish a common understanding of the deliverables, the overall project schedule, and expectations.

SECTION 4 –PROPOSAL REQUIREMENTS

4.1 Proposal Submission

Proposals must be submitted electronically via the online Submission Form on the RFP EM-035-2024 webpage at www.energymaine.com/opportunities/rfp-em-035-2024/. All proposals must adhere to the instructions and format requirements outlined in this RFP, in the online Submission Form instructions, and in the written supplements and amendments issued by the Trust.

The online Submission Form will request the following documents:

- RFP response, including Supplements #1-4
 - PDF format file named “Proposal_[Bidder Name]_RFP_035_2024”
- Attachment A – Project Cost Proposal Form
 - Excel format file named “Project_Cost_[Bidder Name]_RFP_035_2024”
- Suggested redlines to Attachment B – Sample Contract for EV Charging Stations Using CFI Community Program Funds
 - Word format file named “Sample_Contract_[Bidder Name]_RFP_035_2024”

4.2 Format Requirements

Proposals will be evaluated for adherence to the following format requirements:

- Proposals must be typewritten.
- Pages must be numbered.

- Unnecessary attachments (e.g., any attachments beyond those sufficient to present a complete, comprehensive, and effective proposal) will not be considered in the evaluation of the proposal.
- Proposals must adhere to prescribed page limits specified in this RFP. The Trust values concise proposals.

4.3 Content and Organization Requirements

The proposal must include the following contents, which should be presented in the following order:

1. Letters of Commitment

If the proposal involves any subcontractors, include a letter of commitment from each member of the bid team, signed by an appropriate officer of the subcontractor who can bind the organization to a contract.

2. Table of Contents

3. Introduction (1 page maximum)

Summarize understanding of the project requested in the RFP and proposed approach to fulfilling the requirements of this RFP. Briefly describe the proposed project team.

4. Statement of Work/Proposed Site Location and Charger System (5 pages maximum)

Describe how the project is to be implemented to fulfill the objectives of the RFP, as specified by the Trust, and the requirements of the Scope of Work (Section 3). **For each individual location that is being proposed as an EV charger site in this bid**, describe the following:

- a. **Site Location(s) and Quality:** Describe the location and provide the address of the proposed charger site within the eligible community. Identify with as much precision as possible the location of each EV charger site being proposed in the bid. Where available, include an aerial photo of the proposed station site and a labeled site plan that identifies equipment, dedicated parking spaces, and nearby amenities. Explain the quality of each site in terms of:
 - i. Proximity to traffic and populations of potential EV drivers, especially community members less likely to have access to private, overnight charging;
 - ii. Visibility;
 - iii. Nearby amenities and whether they will be available during each charging event;
 - iv. The ease EV drivers will have in accessing the site; and
 - v. Any terms and conditions unique to the identified site.
- b. **Charger System:** Describe the system of EV chargers being proposed, including but not limited to:
 - i. Make, model, capacity (kW), and features of the chargers;
 - Verify that all proposed chargers and equipment meet the Charging Equipment Requirements listed under *3.1 subsection 1 Install EV Charging Stations Meeting the Following Requirements*. For each proposed charger site, include spec sheets for the chargers and related equipment. If a minimum specification is not met, discuss why and explain how the equipment proposed ensures an equal or better customer-focused charging experience in terms of charging time, reliability, and ease of use;

- ii. Specifications of the connectors and ports;
 - iii. Methods and protocols for sharing power between multiple ports, if applicable; and
 - iv. Related hardware and materials.
- c. **Construction and Installation:** Describe the process and materials to be used for preparing the site, installing the charger(s), and connecting the charger(s) to electricity supply.
- i. Include as Supplement #4 completed copies of customer electric load form(s) for the respective utility serving the proposed charging station site. The completed forms should provide the estimated new connected load for the site, as well as any documentation in regard to utility engagement, and electrical capacity for each site.
- d. **Operations and Maintenance:** Describe the plan to operate and maintain the charger(s) and access to them, including:
- i. Networking and payment system(s) that will be used, including roaming arrangements with other EV charging networks. If roaming agreements are in development, provide a timeline to implementation;
 - ii. A description of how station maintenance as detailed under section 3.1 subsection 2 will be accomplished. Include a description of available technical resources, qualifications of personnel and/or subcontractors who will assist during maintenance events, expected response times, and any specific, foreseen challenges/barriers to maintenance. Describe applicable warranties, maintenance or service contracts, and insurance;
 - iii. A description of how each charger will meet the customer service support requirements required in 3.1 sub-section 2;
 - iv. A description of how customers will be encouraged to move their cars away from the chargers once their charge is complete;
 - v. The snow clearing plan;
 - vi. The Starting Rate that consumers will be assessed for a charging event, indicating what units are being assessed (e.g., kilowatt-hours, minutes, charging sessions) and the dollar amounts per unit; and
 - vii. A description of any plans to continue operating chargers beyond the 5-year term.

5. **Qualifications, Capacity, and Readiness** (5 pages maximum)

a. **Overview**

Briefly describe the overall staffing plan and management approach to the project, including coordination with subcontractors where applicable.

b. **Bid Team Qualifications**

Identify key members of the proposed project team, their roles, and relationships between staff and organizations (the Trust, the Recipient, and any subcontractors). Clearly indicate the primary point of contact for the Trust as well as the lead executive contact. Describe the corporate qualifications of the lead bidder, including brief descriptions of experience on projects of similar scope and size; and describe how the work is relevant to the current RFP. Provide the same information for key subcontractors. Prior EV charging station development experience (i.e., number of years, number of stations developed, duties, locations, performance metrics (uptime and response times) from past EV charging projects, etc.) should be clearly indicated. For each key individual that is bid on the project, please provide a brief narrative that includes a description of the individual's role on this project and a summary of his or her relevant education, training,

experience and expertise. Include resumes in Supplement #2. If the bidder has already identified individuals meeting the Qualified Technician requirements in Section 680.106(j) of the NEVI Standards who will install the chargers, list those individuals in this section of the proposal. If the bid team does not have the full complement of workforce meeting the NEVI rule Section 680.106(j) standards for Qualified Technicians at the time of submitting the bid, please indicate the plan for compliance with this requirement.

c. Financial capability

Disclose and provide details regarding any bankruptcy petition (whether voluntary or involuntary), receivership, insolvency event, or similar adverse financial circumstance suffered or incurred by bidder (or any predecessor entity) within the three years preceding the date of submission of this proposal. Disclose and provide details regarding any litigation, arbitration, or administrative proceedings involving bidder within the three years preceding the date of submission of this proposal in which the amount claimed or adjudged against bidder exceeded \$50,000.

d. Site Capacity

Explain why the proposed site(s) is likely to be financially sustainable and remain operational over time.

e. Schedule

Include a timeline for major project milestones, from bid award date through the charging station “go-live” date. Note where project delays might be expected and what steps will be undertaken to ensure the project stays on schedule. Applicants should also note issues or conditions that will need to be resolved before the project can begin. All stations must be complete within 12 months of contract execution. Applicants are strongly encouraged to complete the project earlier than 12 months, if possible.

6. Cost Proposal (use Attachment A - Project Cost Proposal Form provided)

- a. Provide a completed Project Cost Proposal Form (RFP Attachment A) detailing the project’s total eligible costs and Trust grant funds requested (see below). All related costs should be itemized and factored into the total eligible costs; costs not included on this form may be disallowed for reimbursement through this contract. The form also requires the bidder to provide the estimation of the amount of funds that will be contributed to the project from all other sources of funds, including federal tax credits and any federal, state, and private grants.
 - i. Completion of this form will identify the bidder’s proposal for the requested Trust grant and will help verify that the amount does not exceed 80% of the total eligible project costs net of expected federal tax credits and any federal, state, and private grants.
 - ii. If a bidder is proposing installations in multiple locations, then the bidder shall provide a separate Cost Form for each location.
- b. **Total Eligible Project Costs:** Estimate the total eligible project costs. Eligible costs are enumerated in Section 2 of the RFP and include: equipment and material costs; installation

costs; costs for any subcontractors; project development and management; and other direct costs.

- c. **Narrative:** Provide a brief description of the project cost proposal. Applicants should indicate any other funding sources that will be used for this project and describe any plans to attract additional funding, if applicable. List all project-specific grant funds received or committed to date, whether from public or private sources, including all applications for funding pending with other entities. Provide an estimate of any federal tax credits that the bidder expects to receive in conjunction with the project. As noted in section 5.1, the lower the amount of Trust grant funds being requested in total for each site, the higher the proposal will be scored.
- d. **Bid:** Provide a bid for the amount of Trust Grant Funds Requested for the capital incentive. The amount of the capital incentive may not exceed 80% of the total eligible project costs provided in the Cost Form net of federal tax credits and any federal, state, or private grants. A bidder may elect to request a capital incentive that is less than 80% of the total eligible costs listed.

7. Supplements

a. Supplement #1 - References

Provide a list of references for projects of similar scope and size outlined in “Bid Team Qualifications.” At least three references must be provided. For each reference, please provide current contact information (name, company, telephone number, and email address) and a brief description of the work conducted for the reference and its relevance to the current RFP.

b. Supplement #2 - Resumes

Provide resumes of key project team members. Key project team members identified in the proposal must be dedicated to the proposed project in the role proposed. Any substitutions of key project team members must be approved by the Trust.

c. Supplement #3 – Host Site Agreement

If the bidder has an executed Host Site Agreement, attach complete copies of such agreements in Supplement #3. If a bidder has not secured any executed Host Site Agreement, provide a letter from the property owner indicating permission or commitment to good faith negotiations. The letter should clearly describe any existing relationships or agreements that will impact access to the property. If the property owner of the proposed host site(s) and the vendor/operator are the same entity, leave this section blank.

d. Supplement #4 – Utility Engagement/Load Forms

Provide copies of completed electric utility load forms for each site (Attachment C and/or D). If the forms have not yet been submitted to the utility, please provide documentation of engagement with the utility, an explanation of why the form(s) have not yet been submitted, and the anticipated timeline for submittal.

SECTION 5 –PROPOSAL EVALUATION CRITERIA

Proposals that meet the requirements established in the RFP will be evaluated by a proposal review team. The Trust reserves the right to decide whether a proposal is acceptable in terms of meeting the requirements of this RFP and to accept or reject any or all proposals received.

In evaluating proposals, the Trust reserves the right to take any of the following steps, with respect to either all of the proposals received or to a subset of proposals selected as superior to the others: (1) consult with prior clients on the performance of the bidder or of particular persons proposed for this bid; (2) schedule presentations or interviews with representatives of the bidder or persons proposed for the project; (3) conduct a review of past performance, including a review of reports, analyses, or other materials that would reflect the bidder's performance; and, (4) request additional data or supporting material.

5.1 Evaluation Criteria

In evaluating proposals submitted in response to this RFP, the proposal review team will use the following criteria. Proposals will be evaluated by individual site location.

Scoring Category	Maximum Points
<p>1. Cost to the Program</p> <ul style="list-style-type: none"> a. What total amount of grant is being requested per site? b. Are the estimated costs of all elements of the project reasonable, competitive, well-founded, and appropriate? c. Is the proposed budget consistent with the proposed Statement of Work? d. Are the budget/cost forms filled out completely and accurately? e. 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. How convenient is the proposed site for EV drivers living in affordable housing in terms of proximity and ease or frequency of access? b. Within the city/town where it is located, how does the proposed site compare relative to the number of affordable housing units and the proximity of those units to the site? c. Within the city/town where it is located, how does the proposed site compare relative to the number of other multifamily (apartment) units and the proximity of those units to the site? d. What is the current and future likelihood that the site will attract significant use by local or in-state EV travelers? e. What amenities or services are available at or near the proposed site, and to what extent will they be available at hours when EV drivers may be charging? f. Does the proposal make a convincing case for the proposed site location(s)? g. What is the quality level of the parking area (paving, lighting, shelter, safety, visibility, aesthetics) and charger equipment proposed in the bid? h. How well developed and credible is the plan to meet Uptime targets? 	40

i. Is the Starting Rate pricing (and any other fees) that is being proposed reasonable and conducive to attracting local EV drivers?	
3. Qualifications, Capacity, and Readiness a. To what extent are the key participants in the project (host site, equipment provider, installation subcontractors, operator) identified and committed to the project? b. If the property owner and the charger operator are not the same party, does the bid include an executed Host Site Agreement between the property owner (or tenant) and the operator of the EV chargers? c. How compelling is the proposal's evidence or explanation about why the site or sites being proposed are likely to be sustainable and remain operational (for EV charging) beyond the 5-year term? d. How qualified are the proposed project participants in terms of demonstrated experience and capacity to execute this type of project? e. How soon does the bid propose to install and make operational the station or stations? f. Is the proposed timeline sensible, reasonable and likely to be met?	25
4. Overall Quality and Responsiveness 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? b. Does the proposal reflect and respond to the Trust's priorities as described in the RFP? c. Does the proposal include adequate supporting documentation and data to validate the veracity of the project as proposed?	5
Total	100