[TEMPLATE – EDIT AS NEEDED]

REQUEST FOR PROPOSALS

FOR ELECTRIC VEHICLE CHARGING SERVICES

Introduction

Insert introductory paragraph about the organization **("Prime")** putting out the request for proposals

1. **Prime**  is requesting proposals from qualified vendors/service providers to procure, conduct site assessments, install, provide “smart” networking services, and service, maintenance, and warranty for at least  **XX**  Dual Port Level 2 electric vehicle (EV) charging stations (and pedestal mounts) at up to  **XX**  distinct sites across the United States.
   1. All hardware will be owned outright by either  **Prime**  or local site host
2. Project Schedule and Contractor Selection

|  |  |
| --- | --- |
| Request for Proposals Published | **Month   dd ,  yyyy** |
| End of Questions Period | **Month   dd ,  yyyy** |
| Proposals Due | **Time and Time Zone**  **Month   dd ,  yyyy** |
| Contractor Selected | **Month   dd ,  yyyy** |
| Project Work to Begin | **Month   dd ,  yyyy** |
| All Hardware Installations Complete | **Month   dd ,  yyyy** |
| Project Completion Estimation | **Month   dd ,  yyyy** |

1. Proposals are submitted to **Contact Name** (**Contact Email**), with subject line “**Project Title** CHARGING RFP Submittal”.
2. The right is reserved to reject any or all proposals, to waive any informality in proposals, and to accept, modify, or reject and items of the proposal.
3. It is  **Prime's**  intention to review and rank proposals based upon criteria identified in the RFP and then recommend awarding a contract to the most qualified contractor.

Project Overview

The overall goal of the **Project Title** Project is to reduce the barriers to mobility options and EV adoption facing underserved communities, particularly residents of affordable housing. The project will demonstrate that shared electric vehicles can become valuable, highly utilized, and self-sustaining community transportation assets where the needs of employees and residents of affordable housing developments are served by the same shared vehicles. The objective of the project is to develop, demonstrate, and deploy a replicable program for expanding clean and affordable electrified transportation to underserved communities through plug-in electric vehicle (PEV) and electric vehicle infrastructure deployment, data analysis, education, and outreach that leverages real world data and lessons learned collected from these communities over the course of the project.

This project is funded by **Funder**. **Prime**, the prime recipient, is now pursuing a competitive procurement process to secure a contractor to carry out the services described in this request for proposals. All work is subject to approval by the site hosts, **Prime**, and any laws or regulations in jurisdictions where the work will be performed.

The **Project Title** Project has three distinct phases:

**Budget Period 1: Project Development and Launch ( Month dd, yyyy -  Month dd, yyyy )**

Activities include project launch with **Funder**; planning operations; finalizing agreements and contracts with partners and vendors; clarifying fleet requirements; modifying existing carsharing app to fit the project program; establishing site locations; securing leased vehicles; sourcing and installing charging stations; preparing the sites; staff training and education; data management planning and assessment; implementation of public use of chargers; launching carsharing in targeted communities; beginning to present project at conferences and workshops; hosting regional workshops; and project refinement.

**Budget Period 2: Operations & Refinement ( Month dd, yyyy -  Month dd, yyyy )**

Activities include full carsharing operations; project refinement; presenting initial project findings; hosting regional workshops; providing educational sessions with other regional affordable housing fleets; and identifying organizations in other regions to receive technical assistance.

**Budget Period 3: Operations, Technical Assistance & Dissemination ( Month dd, yyyy -  Month dd, yyyy )**

Activities include continuation of carsharing operations and program improvements; sharing results nationally; hosting regional workshops; refining the project model; providing technical assistance to other organizations; helping additional housing partners implement this model; finalizing the pilot and data collection; and producing the final case study.

Questions

Any questions concerning the solicitations and specifications shall be submitted in writing via e-mail to **Contact Email**. Please use subject line “**Project Title** CHARGING RFP”.

Scope of Work

1. **Site Feasibility and Consulting Activities**

Work with **Prime**, site hosts, contractors, and local utility companies to finalize site locations and provide system design and planning for turnkey solution for EV charging stations including all necessary related infrastructure.

* 1. Conduct site inspections to ensure locations accommodate the system design.
  2. Provide draft site layout for each location and include quantity of charging equipment.
  3. Provide site plan including electrical diagram and pictures.
  4. Provide quote of expenses for each site.
  5. Provide utility specifications.
  6. Be available to site hosts or local partners to answer technical questions on siting and charging station installation. This is a community-focused project partnering with many site hosts that are new to charging infrastructure; the ability to answer questions and provide great customer support is a necessity.

1. **Hardware** 
   1. Provide at least **XX** Dual Port Level 2 electric vehicle (EV) charging stations (and pedestal mounts) with delivery to up to **XX** unique sites across the United States.
   2. Hardware must be able to be networked. Following program duration, hardware must be able to act as a non-networked charger in case host sites choose to not continue with software services.
   3. **XX** weeks lead time for hardware delivery.
2. **Software, Networking, and Admin Control**

Provide a software network capable “smart” services to include the following:

* 1. Integration with utility customer management systems
  2. Station owners allowed to have chargers from multiple manufacturers at single location and manage all with one platform
  3. E-mail and text notifications to drivers when charging complete
  4. Station Owner Dashboard
  5. View real-time charging station status
  6. View and download usage and revenue reports
  7. Schedule automatic e-mail delivery of usage and revenue reports.
  8. View open maintenance and support tickets for chargers
  9. Restrict access to authorized users only (e.g., employees only)
  10. Charge different usage rates for different users (e.g., employees charge for free)
  11. Station owner can set own rates and update any time with web portal
  12. Time-of-day rates with weekday vs weekend rates
  13. Time span rates (e.g., costs increase after a certain time period to increase station turnover)
  14. Support for credit cards, RFID cards, Smartphone app
  15. Remotely start or stop a charging session or disable a charger
  16. Maintenance/Repair Ticket System
  17. Automatic email notifications to maintenance/repair personnel
  18. Track status of maintenance or repair operations
  19. Portal Administration Functions
  20. Multiple access levels (Company Admin, User, Maintenance, etc.)
  21. Data views and ability to control
  22. Hardware uptime and availability requirements of 97%+ annually
  23. OCPP Control If all proposed products are OCPP-compliant,
      1. Provide a list of cloud-based software control platforms that have successfully and completely integrated the proposed product or product line, with customer references.
      2. Note that **Prime** does not view stated OCPP compliance as a guarantee of complete software-hardware interoperability, and therefore seeks examples of completed, successful, and ongoing integration.
      3. Provide OCPP version number of proposed products.
      4. Describe how the product will support future OCPP versions.
  24. Other Digital Control: If any of the proposed EVSE require a proprietary software control platform, and are not OCPP compliant,
      1. Provide a list of EVSE products that have been successfully and completely integrated for control by the proposed proprietary platform, with customer references.
      2. Note that VPTA does not view stated OCPP compliance as a guarantee of complete software-hardware interoperability, and therefore seeks examples of completed, successful, and ongoing integration.

1. **Construction and Installation** 
   1. Manage all aspects EV charging station installations.
   2. Secure the proper permits from local jurisdictions as needed.
   3. Work with local electric utility as needed to ensure proper service connection to the charging station.
   4. Complete applications for any incentives or rebate programs available through the local electric utility, municipalities, state, or federal opportunities.
   5. Site preparation (utility infrastructure, boring/trenching, asphalt or concrete removal/repair, etc.).
   6. Furnish all labor and materials, including the charging stations themselves, necessary to install and bring into service the EV charging stations.
   7. Complete installation and related safety protocols the selected Level 2 charging stations.
   8. Commission/Test new EV charging equipment to ensure proper installation and operational settings.
   9. Coordinate access with property owner.
   10. Complete or assist in the filing of any National Environmental Policy Act (NEPA) requirements as required by the **Funder**.
   11. At least 50% of hardware installs must be completed by BIPOC or women contractors *(Minority and Women Business Enterprise Program (MBE/WBE Program).*
2. **Warranty, Maintenance, and Repair**

Oversee operations, maintenance, and customer services for the charging stations, all through a turnkey solution. Preference that this will include:

* 1. 2-year contract term, with option to extend.
  2. Hardware uptime and availability requirements of 97%+ annually.
  3. Complete repair services and resolve technical issues, as needed.

1. **Administration** 
   1. Specific reporting requirements will be maintained by the selected contractor.
   2. As a community focused project, attending regular and ad-hoc virtual meetings with **Prime** and project partners, both local and national, will be required (up to **XX** hours per month throughout the project duration).

Cost Share

Forth is seeking a contractor which can provide at least **XX**% project cost share (as compared to the total quote for the services rendered) that aligns with **Funder** definitions and allowances. Examples of cost share can include but are not limited to: in-kind consulting support and donated hardware or services.

Location of Work

While there may be variations in the finalized cities once site assessments are conducted, the following are the participating **Project Title** Project regions:

* **Project Region #1**
* **Project Region #2**
* **Project Region #3**
* **Project Region #4**

Compensation

Payment shall be received through check within **XX** days of receiving an invoice of services performed to complete the scope of work.

## Elements of proposal

1. Company profile:
   1. Name of the business, contact person, and contact information: Provide address, telephone, mobile telephone number, fax number, e-mail address, and web address, as applicable.
   2. Statement of ownership: Describe the type of business entity (sole proprietorship, corporation, LLC, or other), and list the majority and minority owners. Identify MBE/WBE Participation.
   3. List of subcontractors. If applicable, provide company name, contact person, address, telephone number, and intended percentage of work to be performed by any subcontractor.
   4. Utility Rebate Programs: Please list utility rebate programs that the proposed products are on to help reduce costs to the program.
2. Experience and ability to perform this work:
   1. Describe the approach your firm would undertake to successfully complete the tasks described in the Scope of Work.
   2. Description of ability and staff expertise to provide services including customer service, site evaluation, and installation.
   3. Provide examples of relevant work and references. Provide the names of the organizations that contracted with you for EVSE sites. Please include the name of a contact person and phone number.
      1. Include examples of Affordable housing site walks and installations completed. Please note unique considerations for these use cases.
   4. Provide examples of work within any of the stated Locations of Work.
3. Description of Products and Services: Identify the specific products and services which align with the Scope of Work.
4. Pricing: Provide a schedule of fees for all relevant services described in the Scope of Work.
5. Schedule: Provide a tentative work plan and schedule for work for be completed.

## Evaluation Criteria

**Prime** will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. Additional information may be requested from Firms at any time prior to final approval of a selected Firm. A 100-point scale will be used to evaluate eligible proposal applications. Scores will be used to develop final recommendations. Proposal applications will be evaluated and ranked according to the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Points Available** |
| Financial Viability: Cost effectiveness is based on applicant provided budget. | 20 |
| Conformance to Scope of Work   * Shown ability to complete requested scope of consulting and installation * Ability to complete work within provided schedule | 20 |
| Project Team Experience and Qualifications   * Current and past vendor performance in customer service, commercial acumen, public service * Experience within the identified jurisdictions | 20 |
| MBE/WBE Vendors and Subcontractors | 20 |
| Amount of Cost Share, in line with **Funder** requirements | 20 |
| **Total** | **100** |