



**EFFICIENCY MAINE TRUST
REQUEST FOR PROPOSALS FOR
ELECTRIC VEHICLE CHARGING STATIONS – PHASE 3**

RFP EM-010-2021

Date Issued: February 5, 2021

Closing Date: April 21, 2021 3:00 p.m. local time

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Separate attachments:

- RFP Attachment A – Proposal Cover Sheet Form
- RFP Attachment B – Project Proposal Cost Form
- RFP Attachment C – Standard Contract and Riders

SECTION 1 – RFP INFORMATION AND INSTRUCTIONS

1.1 Title and Purpose

Title: RFP EM-010-2021 – DCFC ELECTRIC VEHICLE CHARGING - PHASE 3

Purpose: The Efficiency Maine Trust (the Trust) seeks one or more qualified bidders (or teams of bidders) to host, purchase, install and operate public, universal DC “fast chargers” to serve electric vehicles (EV) in target areas in Maine. The target areas are: (1) I-95 from Waterville to Bangor/Brewer (inclusive); (2) Route 1 from Rockland to Ellsworth (inclusive); and (3) in Lewiston-Auburn. The Trust will accept bids that propose to serve only one location as well as bids proposing to serve multiple locations.

1.2 Designated Contact Person for this RFP

Anastasia Hediger
 Program Manager
 Efficiency Maine Trust
 168 Capitol Street, Suite 1
 Augusta, ME 04330-6856
 Phone: (207) 213-4162
 Email: anastasia.hediger@efficiencymaine.com

1.3 Schedule of Activities

Event	Date/Deadline
RFP Issued	February 5, 2021
Pre-bid Bidders Conference #1	February 18, 2021 (2:00-3:30 PM local time) Register in advance: https://us02web.zoom.us/join/zoom-2rqzMiGtO5rEF62aMHi6sE9dtlShdg
Question Period #1 Closes	February 23, 2021 (4:00 PM local time)
Responses to Question Period #1 Posted	February 26, 2021
Pre-bid Bidders Conference #2;	March 4, 2021 (9:00-10:30 AM local time) Register in advance: https://us02web.zoom.us/join/zoom-pjstvEtyaPktoddRggJKNE29B18fV
Responses to Question Period #2 Closes	March 8, 2021 (4:00 PM local time)
Responses to All Questions Posted	March 12, 2021
Proposals Due at Efficiency Maine Trust Office	April 21, 2021 (3:00 PM local time)
Anticipated Award Date	May 12, 2021
Anticipated Contractor Start	June 15, 2021

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 Trust's website at:
<http://www.energymaine.com/opportunities>

1.4 Questions

Questions regarding this RFP must be submitted by email to the Designated Contact Person listed in section 1.2 prior to the close of the Question Period specified in section 1.3. The subject line of the email should be: RFP EM-010-2021 Questions. Responses to questions will be posted on the Trust's website at the link provided in Section 1.3, above.

1.5 Proposal Submittal Deadline

Proposals must be received at the Trust's office by the due date and time specified in section 1.3. Any proposal 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 requested of bidders by the Trust. Each bidder is responsible for ensuring timely receipt of its proposal. Further details regarding proposal requirements are provided in section 5 of this RFP.

1.6 Cost of Proposal Preparation

Costs incurred in the preparation of any proposal in response to this RFP are the sole responsibility of the bidder.

1.7 Anticipated Contract Term

The anticipated term of the contracts is five (5) years from the execution of a contract between the Trust and the awardee.

1.8 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 anticipated award date is specified in section 1.3. The Trust reserves the right to negotiate the final terms and conditions of the contract award with a winning bidder whose proposal is selected by the Trust, and to reject any winning bidder with whom the Trust cannot agree to terms and conditions meeting the Trust's needs, in the Trust's sole judgment.

1.9 Contracting Process

The selection of service providers and grant recipients 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.energymaine.com/docs/Chapter-1-Contracting-Process-for-Service-Providers-and-Grant-Recipients.pdf>

1.10 Related Requests for Proposals

This RFP solicits proposals to fulfill Phase 3 of the Maine Electric Vehicle Supply Equipment Initiative (See, the “Working Plan”, as of July 2, 2018, at: <https://www.energymaine.com/at-work/electric-vehicle-supply-equipment-initiative/>.) To the extent this RFP may depart from the Working Plan, the RFP is controlling.

In July 2018, the Trust solicited and then awarded a contract for the first phase of Maine’s initiative to establish a network of DC fast chargers (DCFC, sometimes also called “Level 3”). The Phase 1 project contracted for the installation and operation of 14 DCFC in seven locations along the Maine Turnpike and Western Maine routes.

SECTION 2 – BACKGROUND INFORMATION

2.1 Efficiency Maine Trust

The Trust is the independent administrator for programs to improve the efficiency of energy use and reduce greenhouse gases in Maine. The Trust's primary means to accomplish these objectives is to deliver financial incentives on the purchase of high-efficiency equipment that help customers save electricity, natural gas and other fuels throughout the Maine economy. The Trust is a quasi-state agency governed by a Board of Trustees with oversight from the Maine Public Utilities Commission.

2.2 Background and Context

The Trust has been contracted to administer funds dedicated to developing an EV charging infrastructure in Maine. Presently, the initiative receives funding from the federal government's settlement of litigation with Volkswagen and from the settlement of the New England Clean Energy Connect (NECEC) proposal at the Maine Public Utilities Commission.

A critical goal in deploying these funds is to ensure quality installations of DC fast chargers along priority corridors in Maine to serve both long-distance travelers as well as a growing community of local EV drivers. It is imperative that the fast chargers provide quick, convenient, reliable and available charging to the public and allow an EV driver to travel along transportation corridors in Maine without experiencing range anxiety.

The establishment of a network of public DCFC in Maine is complemented by two related initiatives of the Trust:

- a campaign to expand the prevalence of Level 2 chargers at workplaces, multi-unit dwellings, retail stores, and government-owned lots by approximately 500 units over 4-5 years, and also
- a new, \$10 million program offering rebates for all-electric vehicles and plug-in hybrid electric vehicles.

Through this RFP – so called “Phase 3” –the Trust will use funds from the VW Settlement and NECEC Settlement to award contracts to bidders (individuals or teams) to build EV fast chargers at priority locations along Interstate 95 (I-95) from Waterville to Bangor, along Route 1 from Rockland to Ellsworth, and near the Maine Turnpike in Lewiston-Auburn.

As described in the Working Plan for Maine's EVSE Initiative, the release of this RFP is intended to solicit proposals for the development and operation of additional DCFC stations in locations that will complement and “fill in” the network of DCFC along Maine's priority corridors such that the distance between fast chargers is, to the extent practical, 60 miles or less and so that, when added to the existing universal DCFC in Maine, popular destinations -- such as Bangor, Bar Harbor, the mid-coast, Freeport, Greater Portland, and the borders with New Hampshire, New Brunswick and Quebec -- can be comfortably reached.

Using funds now under contract from the NECEC Settlement, the Trust plans to issue additional rounds of funding for both DCFC and Level 2 chargers in each of the next several years.

2.3 Project Goals and Objectives

This solicitation seeks proposals to rapidly install publicly available, universal DC Fast Charging electric vehicle chargers along certain segments of priority EV corridors described in more detail below as “target areas”.

The selected bidder(s) or bid team(s) will be expected to install, operate, maintain, and promote the use of the charging stations.

Through this RFP, the Trust seeks to balance several objectives, even as these objectives may tend to pull in opposing directions. One objective is to establish a network of publicly available, universal DCFC along priority corridors, where the charger sites are separated by a distance of not more than 60 miles.¹ At the same time, another objective is to select host sites that are sufficiently spread apart from other public, universal DCFC so as to maximize the coverage of the network of such chargers across the state given the limited public funds that are available and the fact that expansion of this network in Maine is in the early stages. A third objective is to select proposals that have a high likelihood of being completed within one year and sustain operations in the proposed location well beyond the 5-year term of this contract. To that end, the Trust hopes to receive proposals in which specific host sites are identified and committed to participate, that will maximize the probability of high usage in the future such that the sites are financially self-sustaining. A fourth objective is to stretch the available grant funds as far as possible to maximize the number of DCFC charger locations that can be funded through this solicitation.

2.4 Definitions:

- Host site: A specific property at which the property owner consents to host EV chargers accessible to the public along a priority corridor.
- Charger (or “EV charger”): An individual dispenser for use in delivering electricity to charge an EV battery. Each host site in this RFP is required to have two chargers meeting the specifications described in this RFP. An individual charger may be equipped with one or more plugs (also called “connectors” or “cables”).
- DCFC – means direct current fast charger, which is used interchangeably with “Level 3 charger”. It is a type of EV charger capable of rapidly charging EV batteries, using direct current at 480 volts or more.
- Universal charger: means the host site and/or an individual charger is capable of servicing **both** the CHAdeMO and SAE CCS Combo standard plug configurations.
- Publicly available – means host site locations where charging stations are accessible to the general public for users 24-hours per day, 7 days per week.

¹ The Trust reserves the right to waive the 60-mile distance between Level 3 chargers on a showing of good cause. Significant weight will be placed on keeping any distance beyond the 60-mile limit to a minimum.

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 EVSE website	https://www.energymaine.com/at-work/electric-vehicle-supply-equipment-initiative/
Maine’s Electric Vehicle Supply Initiative – Working Plan	https://www.energymaine.com/docs/Maines-EV-Charging-Network-Plan_01_08_2020.pdf
Maine DOT Volkswagen Diesel Emissions Settlement Resources	http://maine.gov/mdot/vw/
EVSE Installation Resources	https://www.energymaine.com/evehicles/electric-vehicle-resources/

SECTION 3 – INCENTIVES AND COSTS

The grant award funds from the Trust will be used to cover (1) the Charger Installation Incentive and (2) the Demand Charge Incentive.

The Charger Installation Incentive will provide up to 80% of the eligible project costs (other than utility demand charges). Eligible and non-eligible costs are described in more detail below. As illustrated in Section 6.1, below, the scoring of the bids will give significant weight to proposals that deliver the required equipment for the lowest amount of grant from the Trust. The amount of the financial incentive to be paid by the Trust, on a reimbursement basis, for the Charger Installation Incentive will be the lesser of (a) the EMT Grant Funds Requested (see the Project Cost Proposal Form) in the bid or (b) 80% of the eligible costs (excluding demand charges) actually incurred as documented in receipts and paid invoices.

As part of the Trust’s grant award, winning bids, once placed under contract, will also receive a Demand Charge Incentive for the first five years of operation. The Demand Charge Incentive, separate and in addition to Charger Installation Incentive, will reimburse the awardee for actual utility demand charges on the following declining schedule:

1. 100% of demand charges in the first year;
2. 80% of demand charges in the second year;
3. 60% of demand charges in the third year;
4. 40% of demand charges in the fourth year;
5. 20% of demand charges in the fifth year.

The Demand Charge Incentive will be paid quarterly, as a reimbursement for actual charges incurred and paid, net of any Service Credit applied by the Trust pursuant to the Service Level Agreement (SLA) prescribed in Rider B of the Standard Contract (see RFP Attachment C). To be eligible for the Demand Charge Incentive the two DC fast chargers installed under this award must be metered separately from other loads. In the event additional chargers are added in future years to this separately metered load,

the Demand Charge Incentive will be limited to the demand charges associated with the load of two chargers on the meter.

Eligible Costs

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

- DCFC units (one CHAdeMO and one SAE CCS J1772 connector must be provided on each DCFC), power conversion hardware, and associated equipment
- Electrical system costs, paid by the customer, of connecting the chargers to the panel and the utility grid
- Other hard costs (concrete, conduit, wire, signage, bollards, other equipment and materials, etc.) directly related to the installation of the chargers
- Services costs including charger design and engineering, permitting, and project management during (but not after) the development, construction and installation phase
- Shipping of hardware
- Personnel costs for site design, site preparation, and installation
- Utility “demand charges” (the incentive for which shall not be paid from the VW Settlement funds but instead will be paid from a separate funding source).

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 C – Project Proposal Cost Form and to the extent bidders incur these costs, the costs will not be eligible for reimbursement from the funds awarded through this RFP):

- Paper studies or research projects (e.g., a study which assesses the cost and feasibility of electric vehicle charging station installations along certain regions/corridors)
- Surveys to determine interest in the installation of electric vehicle charging stations in a particular region/corridor
- Proposals for any type of vehicle demonstration or demonstrations of existing technologies for public outreach/education
- Purchase or rental of real-estate
- Indirect capital costs (e.g., construction of buildings, parking facilities, construction equipment, etc.)
- Maintenance costs, including maintenance contracts or service contracts, insurance, or incremental warranties (beyond the manufacturer’s warranty)
- With the sole exception of utility “demand charges”, all other operating costs, including but not limited to electricity bills, networking and payment systems, management and legal costs, insurance, and snow removal.

SECTION 4 – SCOPE OF WORK

4.1 Overview and Objectives

The Efficiency Maine Trust (the “Trust” or “Efficiency Maine”) seeks qualified bidder(s) or team(s) of bidders to purchase, install and operate DC Fast Chargers (DCFC) at eligible locations in Maine. The Trust will enter a five-year contract with winning bidders.

4.2 Eligible Locations

There are three eligible target areas along priority corridors that this RFP seeks to fill in with DCFC sites. The eligible target areas are:

1. I-95 from Waterville to Bangor/Brewer;
2. Route 1 from Rockland to Ellsworth ; and,
3. I-95 from Lewiston to Auburn.

For these three target areas, the terminus of each section of the corridor is also eligible (e.g., applications from Waterville would be eligible as one end of the section enumerated above.)

For each of the eligible target areas, this RFP provides additional specific criteria designed to stretch the distance between publicly available, universal DCFC chargers without exceeding the target of 60 miles (taking into consideration existing public universal DCFC), and to maximize the strategic value of the chargers to servicing future EV drivers in Maine.

Applicants may submit a single bid to develop and serve multiple sites but must submit individual Site Description sheets and Project Cost Proposal Forms for each site. Bidders will be limited to funding from the Trust grant for the purchase and installation of two, 50 kW DCFC per site.

4.3 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 Contractor. As noted previously, the Trust may award a contract to more than one bid proposal. The Contractor will be responsible for providing Electric Vehicle (EV) charging hardware, installation, network operations for publicly available, universal EV charging services to consumers. The scope of work includes hardware, software and related equipment and infrastructure to install and operate 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 each section.

The Trust will contract with the Contractor(s) to deliver the project. This work includes, but is not limited to, the following primary tasks:

4.3.1 Install EV Chargers Meeting the Following Requirements:

- 1. Installation:** The Contractor is responsible for achieving completed installations at each EV Charging Site, to include:
 - a. Obtaining all applicable local, state and federal permits required for installation and operation of the EV Chargers;
 - b. Ensuring that all installation work as it pertains to site preparation, curbing, striping, signage, charging equipment, billing and networking systems, and electrical interconnections is installed:
 - i. consistent with the manufacturers' specifications;
 - ii. consistent with the project design proposed in the bid;
 - iii. in accordance with all applicable local, state and federal zoning and code requirements; and
 - iv. is working properly;
 - c. Coordinating the installation activities with the equipment manufacturer, Host Site, networking service, electric utility, and any sub-contractors needed to complete the work.

- 2. Charging Equipment Requirements:** The Contractor is responsible for ensuring that each Charger:
 - a. Is new, and unused (not refurbished / remanufactured); and of the most current technology available as of the proposal submission due date for this RFP;
 - b. Is a DC fast charger capable of providing 50 kW charging for a single vehicle;
 - c. Functions as a universal charger for all customers, capable of supplying charge using **both** SAE CCS Combo standard **and** the CHAdeMO standard, with one or more plugs per charger;
 - d. Includes all cables, connectors, interfaces, documentation for all components, and any other items necessary for full operation;
 - e. Is factory calibrated (as applicable) prior to, or during installation, in accordance with the Original Equipment Manufacturer (OEM) standards;
 - f. Includes all standard manufacturer accessories;
 - g. Is using the most current software version available as of the time it is installed;
 - h. Has 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;
 - i. Is certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard;
 - j. Is 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.
 - k. Includes barriers or other configuration to prevent damage from equipment used for snow removal;
 - l. Includes 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);
 - m. Is tamper-proof and deters vandalism;
 - n. Incorporates 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;
- o. Complies with all National Electrical Code and Federal Communications Commission regulations for safety and operation requirements;
 - p. Is capable of remote diagnostics and remote customer service support; and,
 - q. Is accessible to all members of the public, with no membership required to a specific network for access.
3. Networking: The DCFC must connect to a network via Wi-Fi, cellular or other connection. Applicants must clearly state how potential network security concerns will be prevented, addressed, and managed.
4. Signage: The proposal shall include signage which shall be provided on the grounds of the Host Site as follows:
- a. General Requirements: Signage complies with all applicable local, state, and/or federal laws, ordinances, regulations, and standards.
 - b. On-Site: Clearly identifies 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 identify parking is reserved for electric vehicles only.
5. Accessibility and Availability: The proposal must include a suitable Host Site or Host Sites where EV Chargers will be developed pursuant to this RFP that are:
- a. Publicly accessible 24 hours per day, seven (7) days a week;
 - b. On 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 DCFC, is equal to the maximum number of EVs that can be charged simultaneously from chargers awarded pursuant to the RFP;
 - c. Have dusk-to-dawn area lighting.
 - d. Include appropriate safety instructions for EV drivers regarding the proper use of the charging equipment.

4.3.2 Provide ongoing Operation and Maintenance and Customer Service Support:

1. Operation and Maintenance: The Contractor will:
- a. 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.
 - b. 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."
 - c. The Contractor must ensure that the equipment at each EV Charger is operational at

least 95% annual Uptime and, further, that Downtime for each individual charger does not exceed 72 consecutive hours. It is the Contractor's responsibility to ensure the 95% Uptime requirement is met for each individual charger and that interruptions are remedied within 72 hours. For any interruption in service to any DCFC that is has lasted or is expected to last more than four (4) hours, the Contractor shall:

- i. Notify appropriate information sources including, but not limited to, website and application hosts, as appropriate so drivers are aware of the interruption;
 - ii. 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.
- d. Provide for snow removal plan to ensure access during and after inclement weather.
 - e. **Not**, during the period of operation, move an EV Charger to another Host Site location, sell or take an EV Charger out of service for any reason, without **prior written approval** from the Trust.

2. Customer Payment: Each EV Charging Station shall:

- a. Display real-time pricing and fee information on the charging unit, comply with all relevant Payment Card Industry Compliance (PCI) standards, and allow the use of credit or debit card (via 24/7 available toll free telephone number, if necessary).. Stations may also offer additional payment methods including subscription methods, radio-frequency identification (RFID) or smart cards, or smart phone applications. Real-time pricing and fees shall be displayed on the charging station, a screen on the charging station, or other method such as a smart phone application, text message, or electronic mail.
- b. Have a point-of-sale and supporting network that is compatible with other public networks in Maine and, to the greatest extent practicable, employs roaming agreements providing compatibility with systems most commonly used in adjacent jurisdictions, including the Electric Circuit used in Quebec.
- c. Charge a rate or fee for the electricity supplied to the customer for each charging event that is equivalent or less than the retail price of gasoline. [This may be distinct from the rate or fee charged for parking or other service].

3. Data Capture Requirements: Each EV Charger should have network communications that, at a minimum, provide the following information about each charging transaction, at each charging location:

- a. Charging data such as date and time of usage (start and stop time) and accurate utilization rates;
- b. Total kWh and Total kW draw;
- c. Total dollar amount charged to the user;
- d. Station status and health in real time;
- e. Malfunction or operating error; and
- f. Full site level usage.

This information will be reported quarterly to the Trust for the duration of the contract.

4. Customer Support Services: Provide customer service support as follows:

- a. Be available 24 hours a day, seven (7) days per week via a toll-free telephone number posted on or near the EV Charging Station, that is clearly visible to the customer.
 - b. Provide customer support for the duration of the contract, with the ability to provide customer support/or extend after the completion of the contract.
 - c. Resolve customer issues over the telephone.
5. Marketing: The Contractor is expected to deploy an outreach and marketing plan designed to ensure maximum utilization of the station(s).

4.3.3 Adhere to Host Site Agreement

If the Contractor is not the owner or tenant of the host site property, then the Contractor must establish and sign a Host Site Agreement with the property host and the Trust. The Contractor's Host Site agreement should, at a minimum, include:

- a. Five (5) years of operation and maintenance of the EV Charger(s); and a continuity of operation and maintenance provision, beyond the initial five (5) year period;
- b. A provision regarding the Contractor's legal right to own and operate the EV Charging Station(s) at the Host Site; 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.

The Trust has developed a standard contract that will be used for all awards made under this RFP. The contract will include 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 chargers developed through this RFP are not kept in good working order, continuously available and accessible to the public during the term of the contract; **Rider E** giving the Trust a conditional assignment of any lease that may exist between an equipment or service vendor and the host site property owner so that the Trust may step into the role of one of the parties in the event a vendor ceases to perform its duties and meet the standards under the contract (this rider may be waived by the Trust if the host site property owner 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 the expiration or termination of the contract unless they are otherwise kept in operation, publicly available, at the Host Site. As noted in RFP Attachment A – Proposal Cover Sheet Form, exceptions to the provisions of the standard contract, including the riders, should be indicated in the bid at the time of submittal.

The Host Site Agreement(s) must be executed within 60 days of Award Announcement date or the Grant funds may be forfeited.

4.4 Proposal Task Descriptions

The bidder must describe how the bid team will fulfill the following tasks:

Task 1: Site requirements and installation

Describe the location and provide the address of the proposed charger site within the eligible target area. Describe the advantages of the site to EV drivers and Maine’s network of DC Fast Chargers, including nearby amenities and what is available to a driver at the site. Describe all improvements to the site that are relevant to the successful installation and operation of the EV Chargers. The bid should demonstrate that the proposed site is located within the allowable distance from the relevant highway or route number for each of the target areas, as follows:

1. I-95 from Waterville to Bangor/Brewer -- not more than 1 mile by road from the nearest exit of I-95 or I-395;
2. Route 1 from Rockland to Ellsworth -- not more than 1 mile by road from Route 1;
3. I-95 from Lewiston to Auburn – not more than 3 miles by road from the nearest Exit of I-95.

Where available, include an aerial photo of the proposed station site and a labeled site plan that identifies equipment, dedicated parking spaces, nearby amenities, and area for future expansion. All final site location decisions must be approved in writing by the Trust.

Where possible, proof of access to a proposed EV charger site should be shown by evidence of property ownership, an executed Host Site Agreement, or a letter from the property owner indicating permission or commitment to good faith negotiations. Applicants should clearly describe any existing relationships or agreements that will facilitate access to the property.

Access to Sufficient Electrical Supply: Station sites must have access to existing, nearby utility power required to meet the minimum EV charger specifications required by this RFP. If available, include any documentation in regards to utility engagement, and electrical capacity for each site.

Charger Specifications: Verify that all proposed chargers and equipment meet the Station Specifications listed under *4.3.1 Install EV Charging Stations Meeting the Following Requirements*. For each proposed charger site, include spec sheets for DCFC and related equipment. If a minimum specification is not met, applicant must 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.

Future Proofing: Where applicable, provide a description of “future proofing” design and construction for each station site. Include any measures being taken to accommodate potential expansion of the proposed site’s charging capacity and reliability.

Task 2: Operations and Maintenance and Customer Service

Station Maintenance: Describe how station maintenance as detailed under *4.3.2 Provide Ongoing Operation and Maintenance and Customer Service Support* 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.

Customer Service: Describe how each station site will meet the charger requirements required in 4.3.2 sub-section 4.

Payment: Describe the payment system(s) that will be employed for the EV chargers and the rate/fee structure. List any roaming agreements with other EV charging networks that the applicant has or will enter into, indicating acceptance of payment and sharing of real-time status data with other networks. If roaming agreements are in development, provide a timeline to implementation. Include a description of how customers will be encouraged to move their cars away from the DCFC once their charge is complete.

Task 3: Host Site Agreement:

The level of commitment from the owner (or tenant) of the property that will serve as a host site for EV chargers proposed through this bid will have an important impact on the scoring of each bid. The Trust does not, however, 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. Bids will be scored higher if they (a) include an executed Host Site Agreement between the property owner (or tenant) and the operator of the EV chargers or (b) where the property owner and the DCFC operator are the same party. Host Site Agreements should span the five-year term of the contract with the Trust. Except in cases where the operator of the EV chargers and the property owner are one and the same party, bids that lack an executed Host Site Agreement will have 60 days after the award date to deliver an executed Host Site Agreement to the Trust. Bids should also highlight any terms and conditions unique to the identified sites.

Task 4: Reporting

The bid should describe the typical reports to be generated throughout the duration of this contract including, but not limited to: site development and permitting, construction and installation, operations and maintenance, data capture, and customer service.

4.5 Project Deliverables

The Contractor will be responsible for timely completion of all requirements specified in the Scope of Work. Specific deliverables to be completed by the Contractor(s) include, but are not limited to, the following:

1. Installation and ownership of the EV charger(s);
2. Operations and customer service for the EV chargers for a five-year term; and
3. Preparation and delivery of quarterly reports.

The proposal must describe the planned timeline for completing all tasks identified in the RFP. The agreement between the Trust and the winning bidder(s) will include milestones reflecting the timeline for implementation and the Contractor will be expected to complete the tasks within the time frame established in the signed agreement. The Contractor is responsible for providing the Trust with electronic copies of all reporting deliverables in Microsoft Office software format or other appropriate format approved by the Trust.

SECTION 5 - GENERAL RESPONSIBILITIES AND REQUIREMENTS

5.1 Contractor Responsibilities

The winning bidder will be responsible for adhering to the following requirements:

- **Project Personnel.** Contractor will provide written notice to the Trust of changes in the assignments and contact information of Key Personnel working on the project.
- **Communication and Marketing Coordination.** The winning bidder will be required to cooperate with the Trust's Communications Division and the Trust's communication subcontractor to coordinate messages about the project and operations.

5.2 Efficiency Maine Trust Responsibilities

The Trust, through its designated Program Manager for this contract, will oversee the contract with the winning bidder(s), including but not limited to:

- Correspondence with the bidder;
- Raising public awareness about the location and availability of the EV chargers;
- Ensuring compliance with the terms of the contract ;
- Reviewing and approving, or rejecting, invoices and ensuring timely payment of incentives under the terms of the contract; and
- Reviewing project data.

SECTION 6 - PROPOSAL REQUIREMENTS

6.1 Project Organization and Staffing Requirements

Proposals that include teaming arrangements must designate one party as the lead bidder. Personnel or subcontractors who are proposed in the bid shall be the actual contract performers.

6.2 Submittal Requirements

Proposals must be delivered to the Trust via electronic mail by the due date and time specified in Section 1.3 of this RFP to the attention of the designated Contact Person specified in section 1.2. Proposals must be clearly marked, "Response to RFP EM 010-2021 – DCFC Electric Vehicle Chargers." Applicants who seek to deliver a bid by alternative means must make timely arrangements with the designated Contact Person specified in section 1.2.

The proposal submission must meet the following requirements:

- One (1) electronic copy emailed to the contact person designated in Section 1.2 of this RFP and received in their email inbox not later than the exact due date and time specified in Section 1.3;
- All elements of the completed bid must be contained in, or attached to, a single email;
- Applications received after the exact due date and time specified in Section 1.3 of this RFP are late and will not be evaluated;

- Electronic files pertaining to Attachments A and B must be provided in Microsoft Word and/or PDF format; Attachment C must be provided in Microsoft Excel format;
- The submission email must have a subject line of “Response to RFP EM 010-2021 – DCFC Electric Vehicle Chargers”

The Trust reserves the right to reject any proposal that does not meet these requirements.

6.3 Format Requirements

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

- Proposals must be typewritten, using a standard font (11 or 12 point).
- Each page should state the page number, the name of the bidder, and the RFP number.
- Each page should have one-inch margins.
- Unnecessary attachments (i.e., any attachments beyond those sufficient to present a complete, comprehensive, and effective proposal) will not influence the evaluation of the proposal.

The Trust reserves the right to reject any proposal that does not meet these requirements.

6.4 Content and Organization Requirements

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

1. Proposal Cover Sheet Form

- Include a completed, signed Proposal Cover Sheet Form, which is provided in Attachment A.

2. Letters of Commitment

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

3. Table of Contents

4. Introduction

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

5. 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 4). **For each individual location that is being proposed as an EV charger site in this bid**, describe the following:

- **Site location(s) and strategic value:** Identify with as much precision as possible the location of each EV charger site being proposed in the bid. Explain the strategic value of each site in terms of:
 - Proximity to traffic and populations of potential EV drivers;
 - Proximity to major thoroughfares;
 - Proximity to the closest publicly available universal DCFC;
 - Visibility;
 - Ability to fill gaps in Maine’s existing network of public, universal, DCFC;
 - Availability of nearby amenities and if they are available during each charging event;
 - The ease an EV traveler will have in accessing the site.
- **Charger System:** Describe the system of EV chargers being proposed, including but not limited to:
 - Make, model and capacity (kW) of the chargers
 - Related hardware and materials
- **Construction and Installation:** Describe the process and materials to be used for preparing the site, installing the chargers, and connecting the chargers to electricity supply.
- **Operations and Maintenance:** Describe the plan to operate and maintain the chargers and access to them, including:
 - Networking and payment system(s) that will be used, including roaming arrangements;
 - The maintenance plan, including any subcontractors identified to perform routine maintenance as well as repairs, to provide reliable service and meet the uptime requirements of the RFP;
 - The snow clearing plan.

6. Qualifications, Capacity, Readiness

- **Overview:** Briefly describe the overall staffing plan and management approach to the project, including coordination with subcontractors where applicable.
- **Organizational chart:** Provide an organizational chart of the proposed team for the project. The chart should identify key team members, their project roles, and illustrate relationships between the individual staff and the organizations (the Trust, the Contractor and any subcontractors) and clearly indicate the primary point of contact for the Trust.
- **Individual qualifications:** For key staff members of the bid team that are described in the bid, 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 skills, qualifications, experience and expertise, including previous similar projects completed.
- **Corporate qualifications:** Describe the corporate qualifications of the lead bidder, including brief descriptions of past experience on contracts 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 / sites developed, duties, locations, etc.) should be clearly indicated. Results from past projects should be highlighted.

- **Financial capability:**
 - Describe the bid team’s financial capacity to pay for the equipment, installation, and operation costs associated with the project and the lead bidder’s prospects for financial sustainability generally.
 - 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.
 - Upon request, in order to provide the Trust with the ability to judge the bidder’s financial capacity and capabilities to undertake and successfully complete the contract, the bidder may be required to submit two years of certified financial statements that include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder’s most recent fiscal year. If certified financial statements are not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer or the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the periods presented in the statements. In addition, the bidder may be required to submit a bank reference. The bidder may clearly mark documents containing business sensitive information and submitted in connection with the proposal as “Confidential Financial Information.”
- **Site Capacity:** Explain why the proposed site(s) is likely to be financially sustainable and remain operational over time. Describe any ways in which the sites being proposed in the bid will be “future proofed” -- to accommodate expansion of additional EV chargers in the future -- including provisions for additional parking and utility interconnections.
- **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. Proposals with timelines beyond 12 months must provide a rationale for the extended timeline. Applicants are strongly encouraged to complete the project earlier than 12 months, if possible.

7. Bid and Cost Proposal

- **Cost Forms:** Provide a completed Project Proposal Cost Form (RFP Attachment B) detailing the bidder’s EMT Grant Fund Requested (see below) and a breakout of the project’s total eligible costs (see below). All related costs should be included 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 bidder to provide the estimation of the Applicant Funds that will be contributed to the project by the bid team from all other sources.

Completion of this form will identify the bidder's proposal for the EMT Grant Fund Requested and also will help verify that the amount does not exceed 80% of the total eligible project costs (excluding demand charges).

If a bidder is proposing to install DCFC at multiple locations, then the bidder shall provide a separate Cost Form for each location.

- **Bid:** Provide a bid for the amount of EMT Grant Funds Requested for delivery of the project. The amount of the EMT Grant Funds Requested may not exceed 80% of the Total Eligible Costs provided in the Cost Form. A bidder may elect to bid for EMT Grant Funds Requested that is less than 80% of the Total Eligible Costs listed.
- **Total Eligible Cost:** Estimate the Total Eligible Costs. Eligible costs are enumerated in Section 3 of the RFP and include: equipment and material costs; installation costs; costs for any subcontractors; project development and management; other direct costs. In completing the form, do not include estimates of the costs of utility demand charges.
- **Narrative:** Provide a brief description of the project budget. 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. As noted in Section 6.1, the lower the amount of EMT grant funds being requested per installed DCFC, the higher the proposal will be scored.

Supplemental Information

- **Supplement #1 – References:** Provide a list of references for the lead bidder and any subcontractors included in the bid. At least three (3) references must be provided for the organization(s) that will carry the major burden for installing, maintaining and operating the chargers. 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.
- **Supplement #2 – Resumes:** Provide resumes of key project team members.
- **Supplement #3 – Host Site Agreement:** If bidder has secured executed Host Site Agreement between the equipment vendor/operator and the property owner (or tenant), attach complete copies of such agreements in Supplement #3. If a bidder has not secured any executed Host Site Agreement, provide a sample host site agreement as described in Section 4, Task 3. If the the property owner (tenant) of the proposed host site(s) and the vendor/operator are the same entity, leave this section blank.

SECTION 7 - PROPOSAL EVALUATION AND AWARD

Proposals that are received by the submission deadline and that meet the requirements established in the RFP will be reviewed and evaluated by a proposal review team. The Trust reserves the right to

decide whether a proposal is or is not 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.

7.1 Evaluation Criteria

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

Scoring Category	Maximum Points Available
1. Cost	30
2. Strategic Value and Quality of Site	30
3. Qualifications, Capacity, Readiness	30
4. Overall Quality and Responsiveness	10
Total	100

1. **Cost** – Consider the following issues, including but not limited to:
 - What amount of Efficiency Maine Trust (EMT) grant funds (not including the demand charge incentive) is being requested per installed DCFC dispenser?
 - Are the estimated costs of all elements of the project reasonable, competitive, well-founded, and appropriate?
 - Is the proposed budget consistent with the proposed Statement of Work?
 - Are the budget/cost forms filled out completely and accurately?
 - Is there adequate supporting data and documentation to validate budget veracity?

2. **Strategic Value and Quality of Site**-- Consider the following issues, including but not limited to:
 - To what degree does the proposed site (or locations) maximize the distance from the nearest publicly available DCFC (for EVs traveling along a priority corridor) without exceeding a distance of 60 miles?
 - How convenient is the proposed site for the EV traveler in terms of proximity to the priority corridor and ease of access?
 - What is the current and future likelihood that the site will attract significant use by local or in-state EV travelers?
 - What amenities are available at or near the proposed site, and to what extent will they be available at hours when EV travelers may be charging?
 - Does the proposal make a convincing case for the proposed site location(s)?
 - What is the quality level of the parking area (paving, lighting, shelter, safety, visibility, aesthetics) and charger equipment proposed in the bid?

- What degree of future proofing will be incorporated into the project?
- 3. Qualifications, Capacity, Readiness** -- Consider the following issues, including but not limited to:
- To what extent are the key participants in the project (host site, equipment provider, installation sub-contractors, operator) identified and committed to the project?
 - Does the proposal afford current or future expansion of the EV charging capacity at the proposed site(s), and is “future proofing” contemplated with regard to sizing of utility interconnections, transformers, conduit, available parking, etc.?
 - How qualified are the proposed project participants in terms of demonstrated experience and capacity to execute this type of project?
 - 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) over time?
 - How soon does the bid propose to install and make operational the station or stations?
 - Is the proposed timeline sensible, reasonable and likely to be met?
- 4. Overall Quality and Responsiveness** -- Consider the following issues, including but not limited to:
- 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?
 - Does the proposal reflect and respond to the Trust’s priorities as described in the RFP?
 - Does the proposal include adequate supporting documentation and data to validate the veracity of the project as proposed?

7.2 Award

The Trust will notify all bidders of the award decision by email. The anticipated award date is specified in section 1.

The Trust reserves the right to negotiate the final terms and conditions of the contract award with a winning bidder whose proposal is selected by the Trust, and to reject any winning bidder with whom the Trust cannot agree to terms and conditions meeting the Trust’s needs, in the Trust’s sole judgment.

SECTION 8 - GENERAL CONDITIONS

8.1 RFP Process – Reservation of Rights

The Trust reserves the right to cancel or extend the RFP process at any time. The Trust also reserves the right to reject any and all submissions in response to this RFP and to waive formalities if doing so is in the best interests of the Trust.

8.2 Contract Agreement

A copy of the Contract appropriate to this RFP is provided as RFP **Attachment C – Contract and Riders**. This is the standard document that will complete the agreement between the winning bidder and the Trust.

For any bid seeking more than 50% of the estimated project cost from the Trust grant, the Trust will require that the Contract include provisions for the Trust to take a security interest in the equipment and an option for the Trust to buy back the charging equipment in the event operability or public availability of the equipment in the awarded location is discontinued for more than 30 days.

8.3 Billing

Invoices submitted for work performed under the resulting contract shall be sufficiently specific to allow the Trust to evaluate charges billed for eligibility and consistency with the proposal and contract. Each invoice must include a clear breakdown, by task where appropriate, indicating the entity that performed work; the date and nature of the work. The Trust will negotiate with the winning bidder a mutually agreeable approach to pay out a portion of the award over the full period of the contract provided that uptime, maintenance, and customer service standards are being met.

8.4 Termination of Contract

Termination of the agreement by the Trust is governed by the Contract (see RFP Attachment C).

8.5 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 on the Trust's website under Documents and Services:
<http://www.efficiencymaine.com/docs/Chapter-1-Contracting-Process-for-Service-Providers-and-Grant-Recipients.pdf>