EFFICIENCY MAINE TRUST
REQUEST FOR PROPOSALS (RFP) FOR
ELECTRIC VEHICLE DC FAST CHARGING STATIONS – PHASE 4 (ROUND 2)

RFP EM-013-2023

Date Issued: March 23, 2023

Proposals Due: June 22, 2023, 11:59 p.m. Eastern Time (US)

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Separate attachments:

Attachment A – Project Cost Proposal Form
Attachment B – Standard Agreement
Attachment C – Maps of Eligible Route Segments

SECTION 1 – RFP INFORMATION AND INSTRUCTIONS

1.1 Purpose

The Efficiency Maine Trust (the Trust) seeks qualified bidders (or teams of bidders) to host, purchase, install and operate public, universal DC "fast chargers" (DCFC) and level 2 chargers to serve electric vehicles (EV) in target areas in Maine. **This RFP is a continuation of the earlier "Phase 4" RFP and will target areas in northern Maine and in eastern Maine that were not awarded in the first round of Phase 4. It also adds two new locations that were not eligible for the first round of Phase 4 and includes updated equipment specifications and scoring criteria.** The target areas particular to this RFP are consistent with the Maine Plan for EV Infrastructure Deployment published by the Maine Department of Transportation (MaineDOT) in July 2022. The Trust will consider 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

Amalia Siegel
Program Manager
Efficiency Maine Trust
168 Capitol Street, Suite 1
Augusta, ME 04330-6856
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Email: amalia.siegel@efficiencymaine.com

1.3 Schedule

Milestone	Date/Deadline
RFP Issued	3/23/2023
Bidders' Informational Webinar #1	4/3/2023
Questions Due	4/19/2023
Responses to Questions Posted	4/26/2023
Bidders' Informational Webinar #2	5/9/2023
Proposals Due	6/22/2023, 11:59 p.m. Eastern Time (US)
Anticipated Award Date	7/27/2023
Anticipated Contract Start	8/31/2023

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-013-2023 webpage at https://www.efficiencymaine.com/opportunities/rfp-em-013-2023/.

1.4 Bidders' Informational Webinars

For interested bidders, the Trust will offer two informational webinars that will cover project eligibility, RFP requirements, incentive structure, and available resources. Bidders can sign up using the following links:

- Monday, April 3, 2023 at 2:00-3:30pm EST – Bidders' Informational Webinar #1 Registration
- Tuesday, May 9, 2023 at 8:00-9:30am EST – Bidders' Informational Webinar #2 Registration

1.5 Anticipated Contract Term

The anticipated term of the contracts is ten (10) years from the execution of a contract between the Trust and the awardee(s).

1.6 Anticipated Contract Budget

The Trust's total budget available for both rounds of this RFP comprises approximately $3,800,000 of Maine Jobs and Recovery Plan (MJRP) funds for capital incentives and approximately $1,000,000 of New England Clean Energy Connect (NECEC) funds for demand charge incentives.

1.7 Proposal Submittal Deadline

All proposals must be submitted electronically via the online Submission Form on the RFP EM-013-2023 webpage (https://www.efficiencymaine.com/opportunities/rfp-em-013-2023/).

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 submitted. (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. The Trust encourages bidders to submit their proposals with sufficient time to account for any technological challenges (e.g., Internet disruptions) or potential delays in communications.

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: "Electric Vehicle DC Fast Charging Stations – Phase 4-2". Responses to questions will be posted on http://www.efficiencymaine.com/opportunities/rfp-em-013-2023, 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 – Standard Agreement.** 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 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.

SECTION 2 –BACKGROUND INFORMATION

2.1 Efficiency Maine Trust

The Efficiency Maine Trust (the Trust) is the administrator for programs to improve the efficiency of energy use and reduce greenhouse gases in Maine. The Trust serves all sectors and all regions of the state. Its suite of nationally recognized programs provides consumer information, discounts, rebates, loans and investments for high-efficiency, clean energy equipment and strategies to manage energy demand. The Trust is a quasi-state agency 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[1]. The initiative covered by this RFP has received and will be deploying funds from the Maine Jobs and Recovery Plan (MJRP), which uses resources from the American Rescue Plan Act (ARPA), and from the settlement of the New England Clean Energy Connect (NECEC) proposal at the Maine Public Utilities Commission.

Over the next several years, Maine will also receive approximately $19 million from the National Electric Vehicle Infrastructure (NEVI) Formula program through the Infrastructure Investment and Jobs Act (IIJA). The NEVI funds will be disbursed through subsequent rounds of solicitations consistent with the Maine Plan for Electric Vehicle Infrastructure Deployment (PEVID). MaineDOT developed the Plan in collaboration with the Trust and other state agencies and with input from a wide range of stakeholders. The plan describes the priorities and strategy for expanding EV charging infrastructure across Maine, and was recently approved by the Federal Highway Administration (FHWA). The plan is available at https://www.efficiencymaine.com/at-work/electric-vehicle-supply-equipment-initiative/.

A critical goal in deploying these funds is to establish DC fast charging every 50 miles along Maine's Alternative Fuel EV Corridors and additional State Priority Corridors. Another goal is to ensure that rural and remote communities are not left out of the ongoing transition to electrified transportation.

The aim of this RFP is to extend the state's public fast charging network along the most traveled routes to the Crown of Maine and to the Eastern border with New Brunswick. The Trust will seek to ensure quality installations of high-speed chargers to serve both long-distance travelers as well as a growing community of local EV drivers in some of the most rural and remote parts of the state. These fast chargers must provide quick, convenient, and reliable charging to the public and allow an EV driver to travel from north to south and east to west in Maine without experiencing range anxiety.

The establishment of a network 6of public DCFC in Maine is complemented by three related initiatives being implemented by the Trust:

- a campaign to expand the availability of Level 2 chargers at workplaces, multi-unit dwellings, businesses, and government-owned lots with a goal of adding more than 2,000 units over four to five years;
- a $13.5 million, multi-year program offering rebates for battery-electric vehicles and plug-in

[1] https://legislature.maine.gov/statutes/35-A/title35-Asec10125.html

hybrid electric vehicles; and
- a comprehensive education and outreach campaign to inform Mainers about various aspects of EV ownership.

Through this RFP – so called "Phase 4-2" of the EV charging initiative – the Trust will use funds from the MJRP/ARPA and the NECEC Settlement to award one or more contracts to bidders (individual companies or teams) to construct and operate high-speed chargers at selected locations in northern and eastern Maine.

2.3 Project Goals and Objectives

This solicitation seeks proposals to rapidly install publicly available, universal DCFC every 50 miles along certain segments of priority EV corridors described in more detail below as "Eligible Segments." The Trust expects to award one charging site on each eligible segment. The selected bidder(s) or bid team(s) will be expected to install, operate, maintain, and promote the use of the charging stations.

The Trust seeks to award projects that will have a high likelihood of sustainable operation throughout the 10-year term of the contract and beyond. In recognition that rural and remote communities experience less overall traffic and may be slower to adopt EVs than other parts of the state, and to accelerate adoption of public EV charging in these rural and remote areas, the Trust is offering capital incentives as well as five (5) years of operating support in the form of demand charge incentives. These incentives are intended to mitigate financial risk while EV traffic in these regions catches up to other parts of the state.

The Trust will seek to award proposals that have a high likelihood of being completed within one year.

2.4 Definitions

The following definitions will apply in this RFP and are based on the US Access Board's Design Recommendations for Accessible Electric Vehicle Charging Stations:[2]

- **AC Level 2:** Charging equipment that uses a 240-volt alternating-current (AC) electrical circuit to deliver electricity to the EV.
- **CHAdeMO:** A standard connector interface that allows direct current fast chargers to connect to, communicate with, and charge EVs. CHAdeMO is used on a small number of EV models in North America, most notably the Nissan LEAF.
- **Charger:** A device with one or more charging ports and connectors for charging EVs. A charger is also called electric vehicle supply equipment (EVSE) or EV charger.
- **Charging network:** A collection of chargers located on one or more property(ies) that are connected via digital communications to manage the facilitation of payment, the facilitation of electrical charging, and any related data requests.
- **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.
- **Charging port:** The system within a charger that charges one (1) EV. A charging port may have multiple connectors, but it can only provide power to charge one EV through one connector at a time.

[2] US Access Board, "Design Recommendations for Accessible Electric Vehicle Charging Stations". 7/21/2022. https://www.access-board.gov/tad/ev/.

- **Charging station operator:** The entity that operates and maintains the chargers and supporting equipment and facilities at one or more charging stations. In some cases, the Charging Station Operator and the Charging Network Provider are the same entity. In other cases, the Charging Station Operator may be the property owner or a third party.
- **Combined Charging System (CCS):** A standard connector interface that allows direct current fast chargers to connect to, communicate with, and charge EVs.
- **Connector:** The device that attaches EVs to charging ports to transfer electricity. Multiple connectors and connector types (such as J1772, CHAdeMO, Tesla, and CCS) can be available on one charging port, but only one vehicle will charge at a time. Connectors are sometimes called plugs.
- **Contactless payment methods:** A secure method for consumers to purchase services using a debit, credit, smartcard, or another payment device by using radio frequency identification (RFID) technology and near-field communication (NFC).
- **Direct Current Fast Charger (DCFC):** A charger that uses a 3-phase, 480-volt alternating-current (AC) electrical circuit to enable rapid charging through delivering a direct-current (DC) electricity to the EV. Sometimes also referred to as a "Level 3 charger".
- **Electric vehicle (EV):** An automotive vehicle that is either partially or fully powered by electricity.
- **Electric vehicle supply equipment (EVSE):** See definition of a charger.
- **Host site:** A specific property at which the property owner consents to host EV chargers accessible to the public along a priority corridor.
- **Open Charge Point Protocol (OCPP):** An open-source communication protocol that governs the communication between chargers and the charging networks that remotely manage the chargers.
- **Open Charge Point Interface:** An open-source communication protocol that governs the communication between multiple charging networks, other communication networks, and software applications to provide information and services for EV drivers.
- **Plug and Charge:** A method of initiating charging, whereby EV charging customers plug a connector into their vehicle and their identity is authenticated, a charging session initiates, and a payment is transacted automatically, without any other customer actions required at the point of use.
- **Vehicle charging inlet:** The inlet on a vehicle that a connector is plugged into. Also referred to as a charging port, or charging door.
- **Vehicle charging space:** A space to park a vehicle for charging. A vehicle charging space can be a marked parking space, or an unmarked area adjacent to an EV charger.

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.efficiencymaine.com
Efficiency Maine Trust Annual Reports	https://www.efficiencymaine.com/about/library/reports/
Efficiency Maine Trust – Triennial Plan	https://www.efficiencymaine.com/about/library/policies/
Background on Electric Vehicle Initiatives at Efficiency Maine	https://www.efficiencymaine.com/at-work/electric-vehicle-supply-equipment-initiative/
Electric Vehicle Charging Resources	https://www.efficiencymaine.com/at-work/electric-vehicle-charging/

2.6 Incentives and Costs

2.6.1 Incentives

The grant award funds from the Trust will be used to cover (1) the capital incentive and (2) the demand charge incentive.

The capital incentive will provide the following:

- For Tier 1 sites: up to 80% of the eligible project costs (other than utility demand charges) net of expected federal tax credits and any federal, state, or private grants.
- For Tier 2, Tier 3, and Tier 4 sites: up to 100% of the eligible project costs (other than utility demand charges) net of expected federal tax credits and any federal, state, or private grants.

Eligible and non-eligible costs are described in more detail below. As described in Section 5, 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 capital incentive to be paid by the Trust, on a reimbursement basis, will be the lesser of (a) the EMT Grant Funds Requested (see the Project Cost Proposal Form) in the bid or (b) 80% (for Tier 1) or 100% (for Tiers 2-4) of the eligible costs (excluding demand charges) actually incurred as documented in receipts and paid invoices, net of federal tax credits and any federal, state, or private grants.

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. This incentive, separate from and in addition to the capital incentive, will reimburse the grant recipient for utility demand charges. The incentive will be paid over five years and will be capped at $120,000 per site for Tier 1 and $150,000 per site for Tiers 2-4. To increase its score on the "Cost" criteria, the bidder may bid a demand charge incentive that is less than the cap; the award will be limited to the amount bid.

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 Agreement (see RFP Attachment B). As noted above, the maximum demand charge incentive will be the amount bid or the default cap, whichever is less. To be eligible for this incentive the DC fast charger(s) or level 2 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 original charger(s) on the meter. The winning bidder(s) will be responsible for installing metering equipment approved by the Trust that will provide the Trust with sufficient information to disaggregate the new load.

2.6.2 Eligible Costs

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

a. DCFC units (including the required number of CCS and CHAdeMO connectors for each site as specified in Section 3.1.2) or level 2 charging units (for Tier 4 sites only), 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. Utility "demand charges" for the first five years of operation not to exceed the default cap per site (see section 2.6.1 "Incentives").

2.6.3 Non-Eligible Costs

The costs of the following items or activities are <u>not</u> 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; and
b. all operating costs (other than those enumerated above in Section 2.6.2 subsections (f), (g), and (i)), including but not limited to electricity bills, management and legal costs, insurance, and snow removal.

2.6.4 Eligible Locations

The physical location of proposed DCFC sites must meet the parameters of this section. Below are the eligible segments of routes in Maine on which bids will be accepted for this RFP. Proposed sites must be within one (1) driving mile of the named route. Tier designations for each segment will determine the minimum specifications for each site. Maps of each eligible segment are included at the end of this document.

Eligible Segment	Description	Tier
1	Interstate 95 at Exit 157 in Medway	1
2	Interstate 95 at Exit 302 in Houlton	1
3	Rt. 11 within three (3) miles of the intersection of Rt. 11 and Rt. 227 in Ashland.	3
4	US Rt. 1 within five (5) miles of the intersection of Rt. 169 and US Rt. 1 in Danforth	4
5	US Rt. 1 between one (1) mile south and five (5) miles north of the intersection of Main St. and US Rt. 1 in Machias	2
6	Rt. 9 within three (3) miles of the intersection of Rt. 193 and Rt. 9 in Beddington.	4

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.

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. The Recipient will be responsible for providing electric vehicle (EV) 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 DCFC or level 2 chargers; equipment, materials and infrastructure directly associated with the operation of DC fast-or level 2 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 ten years from the date the chargers become operational). Task objectives, deliverables, timelines, technical specifications and requirements are outlined in the following sub-sections.

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

3.1.1 Install EV Chargers Meeting the Following Requirements

1. Installation –

    a. Obtain all applicable local, state, and federal permits required for installation and operation of the EV chargers*;*
    b. 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:
        1. consistent with the manufacturers' specifications;
        2. consistent with the project design and specifications proposed in the bid;
        3. in accordance with all applicable local, state and federal zoning and code requirements; and
        4. is working properly;
    c. Coordinate 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 –

    a. Is new, and unused (not refurbished or remanufactured);
    b. Meets the following minimum specifications for each Tier designated in section 2.6.4:
        1. For Tier 1 sites: Not less than two (2) and not more than four (4) DCFC ports where:
            i. At least one (1) port must be able to serve EVs using the CHAdeMO standard and be capable of delivering at least 50kW;
            ii. At least two (2) ports must be able to serve EVs using the CCS standard; and,
            iii. At least two (2) ports that use the CCS standard must have the capacity to deliver at least 150kW, provided that these two ports need not each deliver 150kW simultaneously. This requirement may be satisfied by

sharing output between two ports to deliver 150kW when only one vehicle is charging at a time.

iv. Electrical service sized to accommodate expansion to four (4) 150kW chargers providing 600kW of total demand in the future.

2. For the Tier 2 site: Not less than two (2) and not more than four (4) DCFC ports where:
   i. At least one (1) port must be able to serve EVs using the CHAdeMO standard and be capable of delivering at least 50kW;
   ii. At least two (2) ports must be able to serve EVs using the CCS standard; and,
   iii. At least two (2) ports that use the CCS standard must have the capacity to deliver at least 150kW, provided that these two ports need not each deliver 150kW simultaneously. This requirement may be satisfied by sharing output between two ports to deliver 150kW when only one vehicle is charging at a time.
3. For the Tier 3 site **–** Two DCFC ports where:
   i. Each port must be able to serve EVs using the CCS standard; and,
   ii. Each port must have the capacity to deliver at least 50kW.
4. For Tier 4 sites **–** Two charging ports where:
   i. Each port must be able to serve EVs using the CCS standard; and,
   ii. Each port must have the capacity to deliver at least 19kW.

c. Includes all cables, connectors, interfaces, documentation for all components, and any other items necessary for full operation;
d. Is factory calibrated (as applicable) prior to, or during installation, in accordance with the Original Equipment Manufacturer (OEM) standards;
e. Includes all standard manufacturer accessories;
f. Is using the most current software version available as of the time it is installed;
g. 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;
h. Is certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard;
i. 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;
j. Includes barriers or other configuration to prevent damage from equipment used for snow removal;
k. 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);
l. Is tamper-proof and deters vandalism;
m. 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;
n. Complies with all National Electrical Code and Federal Communications Commission regulations for safety and operation requirements;
o. Is capable of remote diagnostics and remote customer service support; and
p. Is accessible to all members of the public, with no membership required to a specific

network for access.

3. Networking and Payment Options –

    a. Chargers must connect to a network via Wi-Fi, cellular, or other connection using multiple carriers with acceptable industry standard network security.
    b. Chargers must be capable of using Open Charge Point Protocol (OCPP) to communicate with any charging network provider.
    c. Chargers must be designed to securely switch charging network providers without any changes to hardware.
    d. Each EV charging station shall:
        1. Provide for secure payment methods, accessible to persons with disabilities;
        2. 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;
        3. 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; and
        4. For the first five years of the contract, 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.[3]

4. Requirements for Signage on Host Site Grounds –

    a. General Requirements: Signage complies with all applicable local, state, and/or federal laws, ordinances, regulations, and standards; and
    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. Requirements for Accessibility and Availability –

    a. Chargers available to the public 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;

[3] https://www.bls.gov/data/inflation_calculator.htm

d. Accessible to persons with disabilities, which will be satisfied if at least one of the parking spaces meets U.S. Access Board Design Recommendations for Accessible Electric Vehicle Charging Stations (it will not be necessary for these spaces to be ADA reserved); and
e. Include appropriate safety instructions for EV drivers regarding the proper use of the charging equipment.

3.1.2 Provide Ongoing Operation and Maintenance and Customer Service Support

1. Operation and Maintenance –

    a. Operate and maintain each EV Charger for at least ten (10) 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 Recipient must ensure that each EV charging port is operational at least 97% annual Uptime and, further, that Downtime for each individual charging port does not exceed 72 consecutive hours. It is the Recipient's responsibility to ensure the 97% Uptime requirement is met for each individual charging port and that interruptions are remedied within 72 hours. For any interruption in service to any DCFC that has lasted or is expected to last more than four (4) hours:
        i. Notify appropriate information sources including, but not limited to, website and application hosts, as appropriate so drivers are aware of the interruption; and
        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. 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;
    f. **Not**, during the term of the contract, 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. Data Capture Requirements – Each EV charger must have network communications that, at a minimum, provide the following information about each charging session, 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;
f. Full site level usage; and
g. 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 must be reported quarterly to the Trust for the duration of the contract.

3. Customer Support Services –
    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.

4. Marketing – Deploy an outreach and marketing plan designed to ensure maximum utilization of the station(s).

3.1.3 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 ten-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 ten (10) 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 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 any default by the Recipient. As detailed in Section 4.1, exceptions to the provisions of the standard agreement, including the riders, should be submitted with the bid as suggested redlines to Attachment B – Standard Contract 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 60 days of award announcement date or the grant funds may be forfeited.

3.1.4 Reporting

The Recipient will be asked to submit progress reports including, but not limited to site development and permitting, construction and installation, operations and maintenance, data capture, and customer service. The data capture requirements listed under task 3.2.2 will be reported to the Trust quarterly.

3.1.5 Project Kickoff Meeting

The Recipient, in consultation with the Trust, will organize and facilitate a project kickoff meeting to be held with appropriate Trust staff. 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-013-2023 webpage (https://www.efficiencymaine.com/opportunities/rfp-em-013-2023/.) 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_013_2023"
- Attachment A – Project Cost Proposal Form
  - Excel format file named "Project_Cost_Bidder_Name_RFP_013_2023"
- Suggested redlines to Attachment B – Standard Agreement [if applicable]
  - Word format file named "Standard_Agreement_Bidder_Name_RFP_013_2023"

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

- **Site Location(s) and Quality:** Describe the location and provide the address of the proposed charger site within the specified highway or route number and Eligible Segment. 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:
    - Proximity to traffic and populations of potential EV drivers;
    - Proximity to major thoroughfares including the relevant highway or route number of the Eligible Segment on which the project is located;
    - Visibility;
    - Nearby amenities and whether they will be available during each charging event;
    - The ease an EV traveler will have in accessing the site; and
    - Any terms and conditions unique to the identified site.
- **Charger System:** Describe the system of EV chargers being proposed, including but not limited to:
    - Make, model, capacity (kW) and features of the charger(s);
        - Verify that all proposed chargers and equipment meet the Station Specifications listed under *3.1.1 Install EV Charging Stations Meeting the Following Requirements.* For each proposed charger site, include spec sheets for EV 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;
    - Specifications of the connectors and ports;
    - Methods and protocols for sharing power between multiple ports, if applicable; and
    - Related hardware and materials.
- **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. If available, include any documentation in regard to utility engagement, and electrical capacity for each site.
- **Operations and Maintenance**: Describe the plan to operate and maintain the charger(s) and access to them, including:
    - 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;
    - A description of how station maintenance as detailed under section 3.1.2 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;
    - A description of how each DCFC will meet the customer service support requirements required in 3.1.2 sub-section 3;
    - A description of how customers will be encouraged to move their cars away from the DCFC once their charge is complete;
    - The snow clearing plan;

- 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
- A description of any plans to continue operating chargers beyond the 10-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 or sites developed, duties, locations, 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.

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. 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.

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

- Provide a completed Project Cost Proposal Form (RFP Attachment A) detailing the project's total eligible costs and EMT grant funds requested (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 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.

  Completion of this form will identify the bidder's proposal for the requested EMT grant and will help verify that the amount does not exceed 80% (Tier 1 projects) or 100% (Tier 2-4 projects) of the total eligible project costs net of expected federal tax credits and any federal, state, and private grants.

  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 a) the capital incentive and b) the demand charge incentive. The amount of the capital incentive may not exceed 80% (Tier 1 projects) or 100% (Tier 2-4 projects) of the total eligible project costs provided in the Cost Form net of federal tax credits and any federal, state, or private grants. The amount of the demand charge incentive may not exceed $120,000 (Tier 1 projects) or $150,000 (Tier 2-4 projects) per site. A bidder may elect to request a capital incentive that is less than 80% (Tier 1 projects) or 100% (Tier 2-4 projects) of the total eligible costs listed and a demand charge incentive that is less than the cap of $120,000 (Tier 1 projects) or $150,000 (Tier 2-4 projects) per site.

- **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; other direct costs; and estimated utility demand charges for the first five years of operation.

- **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 EMT grant funds being requested, the higher the proposal will be scored.

7. Supplements

a. Supplement #1 – References

Provide a list of references for projects of similar scope and size outlined in "Bid 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 – Other relevant documents, where applicable

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
1. Cost to the Program a. What total amount of grant (including both capital and demand charge incentives) 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
2. Quality of the Proposed Site, Equipment, and Operations a. How convenient is the proposed site for the EV traveler in terms of proximity to the priority corridor and ease of access? b. What is the current and future likelihood that the site will attract significant use by local or in-state EV travelers? c. What amenities or services are available at or near the proposed site, and to what extent will they be available at hours when EV travelers may be charging? d. Does the proposal make a convincing case for the proposed site location(s)? e. How many total ports are proposed at the site? f. What is the quality level of the parking area (paving, lighting, shelter, safety, visibility, aesthetics) and charger equipment proposed in the bid? g. How well developed and credible is the plan to meet Uptime targets? h. Is the Starting Rate being proposed reasonable and conducive to attracting EV drivers?	30
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	30

the project? b. If the property owner and the DCFC 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 10-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?	
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?	10
Total	**100**