

# LEVEL 2 ELECTRIC VEHICLE (EV) CHARGERS

REQUEST FOR PROPOSALS (RFP) – EM-007-2022



## SUMMARY:

Through this Request for Proposals (RFP), the Efficiency Maine Trust (the Trust) seeks proposals from eligible bidders to host, purchase, install, and operate Level 2 electric vehicle (EV) chargers to serve EVs at multi-unit dwellings (MUDs) in Maine. This solicitation seeks to expand Maine’s EV charging infrastructure by adding Level 2 EV chargers to support EV drivers who lack access to home EV charging, such as renters or condo owners who lack dedicated parking spaces adjacent to the housing unit. In addition to other criteria, additional points will be awarded to projects serving low-income/affordable housing. This is a competitive solicitation. Proposals will be screened and rated by an Efficiency Maine review team. Accompanying materials and resources relevant to this funding opportunity can be found at: [efficiencymaine.com/rfp-em-007-2022/](https://efficiencymaine.com/rfp-em-007-2022/).

The Trust will be using two sources of funding for projects awarded through this RFP:

1. Maine’s allocation from the New England Clean Energy Connect (NECEC) settlement to “provide financial incentives to promote the installation and operation of fast (Level 2) chargers at workplaces, multi-unit dwellings, and in locations open to the public in Maine”; and
2. A program authorized by the Maine Legislature and selected by the Maine Public Utilities Commission to pilot “beneficial electrification” in the transportation sector.

## Designated Contact for this RFP:

Amalia Siegel  
Program Manager, Electric Vehicle Initiatives  
Efficiency Maine Trust  
Phone: (207) 553-3045  
Email: [amalia.siegel@efficiencymaine.com](mailto:amalia.siegel@efficiencymaine.com)

## Separate Attachments to this RFP:

1. Application Form
2. Terms and Conditions for Awarded Projects

**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 this RFP. The subject line of the email should be: “EM-007-2022”. The deadline to submit questions is January 7, 2022. Responses to questions will be posted on a rolling basis at [efficiencymaine.com/rfp-em-007-2022/](https://efficiencymaine.com/rfp-em-007-2022/). All clarifications and amendments released in regard to the RFP will be posted at [efficiencymaine.com/rfp-em-007-2022/](https://efficiencymaine.com/rfp-em-007-2022/). 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.

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## Bid Requirements:

- One signed, completed Application Form. You can download a blank Application Form at [efficiencymaine.com/rfp-em-007-2022/](http://efficiencymaine.com/rfp-em-007-2022/).
- Supporting Documentation
  - **Attachment A:** Project location photograph
  - **Attachment B:** Bona fide price quotes from at least one vendor for each of the following project elements:
    1. Charging equipment,
    2. Installation and commissioning of charging equipment,
    3. Electrical service upgrades and/or circuits,
    4. Networking (e.g., software, commissioning, and subscriptions) (where applicable),
    5. Mounting hardware (e.g., pedestals) and bollards (where applicable), and
    6. Excavation, Construction, Paving, Striping (where applicable).
  - **Attachment C:** Charging equipment and construction specification sheets
  - **Attachment D:** Signed letter from property owner consenting to lessee's bid proposal for the specific property proposed to serve as a host site for Level 2 EV chargers (only required if Bidder is not the property owner).
- The full application package must be submitted in a single email to [amalia.siegel@efficiencymaine.com](mailto:amalia.siegel@efficiencymaine.com). Proposals are due at the Trust by **January 20, 2022, 3 PM, local time.**

Awarded installations must be completed no later than 18 months after the date of the Award Notification Letter. Failure to have installations complete and operating by this deadline will result in forfeiture of the grant award.

**Proposal Submittal Deadline:** Proposals must be received by email by the due date and time specified in the Bid Requirements. 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. Proposals must be submitted by email to the email address listed above.

**Eligible Host Sites and Bidders:** Eligible host sites are multi-unit dwellings (MUD), defined as a single property, such as an apartment or condominium complex, that is home to at least 15 dwelling units and where residents do not have access to designated parking spaces immediately adjacent to their personal dwellings. Host sites must be within the utility service territory of Central Maine Power Company (CMP). Eligible bidders include but are not limited to: property owners, property managers, developers, public housing authorities, and condo associations. Installation must be on property owned by the bidder or under long-term lease (with written consent from the property owner) where the chargers will be available 24 hours/day, 7 days/week. Proposals to install EV chargers for personal use at an individual, private residence or for exclusive use by vehicles owned/leased by the host site are not eligible. Leased chargers are not eligible. The Trust encourages applications for sites where at least 66% of units serve individuals who qualify as "low-income" either through Section 8 or another state or federal means-tested program. A bidder may bid to develop and serve more than one site but must submit a separate, individual Application Form and Supporting Documentation for each site. (A proposal to serve a single property or a single campus of MUDs, by placing EV chargers at multiple sites around the property may be submitted as a single bid, using a single Application Form.)

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**Types of Chargers:** Must be new and unused (not refurbished/remanufactured) [ENERGYSTAR®](#) certified Level 2 EV chargers with a minimum capacity of 240V/32A. Chargers must be marketed for commercial (not for home) applications. Level 3 DC Fast Chargers and Level 1 chargers are not eligible.

**Charger Configuration Requirements:** Bids must propose a minimum of two (2) plugs and a maximum of eight (8) plugs per site. Chargers may be networked or non-networked. An individual charger may be equipped with a single plug or dual plugs. The chargers must be configured as follows:

1. Hard-wired Level 2 EV 208/240-volt charger(s) with a cord connector that meets the SAE J1772 standard;
2. Minimum charging cable length of 18 feet;
3. Able to charge EVs produced by multiple manufacturers
4. Certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard;
5. Complies with all National Electrical Code and Federal Communications Commission regulations for safety and operation requirements.

**Networking (optional):** If a bid proposes to install chargers that are networked, the charger must connect to a network via Wi-Fi, cellular or other connection and must be activated prior to receiving the incentive.

**Installation:** The Awardee is responsible for achieving a completed, fully operational installation at the EV Charging Site, in accordance with the terms of this RFP, the bidder's completed Application Form, the Project Award Notification Letter, and incorporated Terms and Conditions. The Awardee shall complete the following primary tasks which include, but are not limited to:

1. Obtaining all applicable local, state and federal permits required for installation and operation of the EV charger;
2. Ensuring that all installation work as it pertains to site preparation, curbing, striping, signage, charging equipment, billing, and networking systems (if applicable), and electrical interconnections is installed:
  - consistent with the manufacturers' specifications,
  - consistent with any project design proposed in the bid,
  - in accordance with all applicable local, state, and federal zoning and code requirements, and
  - is working properly.
3. Installations must be completed no later than 18 months after the Award Notification Letter has been received and accepted by the Awardee.

## Efficiency Maine Trust Incentives and Eligible Costs:

- Networked Chargers: the incentive for chargers that are networked will be 80% of the total eligible project costs but shall not exceed \$4,000 per Level 2 plug.
- Non-Networked Chargers: the incentive for chargers that are not networked will be 80% of the total eligible project costs but shall not exceed \$2,000 per Level 2 plug

Incentives will be either 80 percent of eligible project costs or the "not-to-exceed" cap per plug, whichever is less. If the actual, as-built allowable costs are less than the price quote provided in the bid, the 80% will be applied to the lower of the two, even if this results in the incentive being less than the initial award. If the actual, as-built allowable costs are

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higher than the estimated costs in your application, your incentive will be determined by the price quote enclosed with your application.

The incentive award will be disbursed after the project has been completed, all supporting invoices and other documentation are provided, and the final award amount has been determined.

**Eligible Costs:** When determining the amount of the incentive to be awarded, Efficiency Maine will apply 80% to eligible costs of the price quote submitted with the application. Eligible costs are limited to:

1. Level 2 charger hardware, rated for commercial applications, including cables and plugs;
2. Mounting hardware, including pedestals (where applicable), onto which chargers are affixed, and bollards;
3. Materials used to connect the chargers to the electrical supply and mount the chargers;
4. Hardware and software used to make the chargers “networked,” (where applicable) plus networking subscription costs for the first three years of operation. Networking subscription costs must be billed, and will be only be reimbursed if they have been paid, as a single, upfront, lump-sum cost.
5. Labor costs for installation of hardware and materials listed above;
6. Construction costs (e.g., excavation, paving, signage) essential to installation of the chargers.

## Non-Eligible Costs

Non-eligible costs may be incurred as part of the proposed project. However, non-eligible costs will not be counted in the calculation of project costs to which the 80% incentive will be applied. The following items or activities represent non-eligible costs:

1. Operating costs (other than the first three years of networking subscription), including any and all elements of an electric utility bill;
2. Maintenance contracts or extended warranties for the charging equipment;
3. Insurance;
4. Purchase or rental of real-estate;
5. Other capital costs (e.g., construction of buildings, parking facilities, fencing and landscaping, etc.);
6. Photovoltaic (PV) equipment;
7. Battery storage equipment.

**Bid Scoring 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:

Evaluation Category	Maximum Points Available
<b>1. Equity Score</b>	30
<b>2. Strategic Value and Quality of Site</b>	30
<b>3. Total Project Cost per Plug</b>	20
<b>Total</b>	<b>80</b>

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The Efficiency Maine Review Team will consider the following in scoring proposals:

## 1. Equity Score

- Do at least 66% of housing units serve individuals who qualify as “low-income,” either through Section 8 or another state or federal means-tested program?

## 2. Strategic Value and Quality of Site

- How strong is the nexus between establishing chargers at the proposed site and influence on Maine car buyers to purchase and use an EV?
  - How convenient is the proposed site for an EV driver in terms of proximity to housing units, ease of access, location of the designated EV parking spaces?
- To what degree does the proposed site help fill an unmet need for current and future EV drivers; how close/far will the proposed charger(s) be to the closest publicly available EV chargers?
- How prominent is the site location in terms of being publicly recognizable and raising public awareness about the chargers once they are installed?
- Is the site being proposed likely to be sustainable and remain operational (for EV charging) over the long term?

## 3. Total Estimated Installed Cost per Plug

- To what extent does the bid provide sufficiently itemized and credible information on proposed project costs so that reviewers may establish the approximate costs for equipment, installation, and construction?
- How favorably (or unfavorably) does this bid compare with others in terms of cost per plug and other project costs, (giving consideration for regional differences in cost of services and equipment)?
- Is the estimated project cost reasonable when compared to similar EV charger projects?

**Key Dates:** Any changes or additional information regarding the RFP schedule, including responses to questions and information about available funds, will be posted on the Trust’s website at: [efficiencymaine.com/rfp-em-007-2022/](http://efficiencymaine.com/rfp-em-007-2022/).

Event	Date/Deadline*
RFP Issued	October 19, 2021
Questions Due	January 7, 2022
Responses to Questions Posted	January 11, 2022
Proposals Due by Email	January 20, 2022 (3:00 PM local time)
Anticipated Award Date	February 3, 2021

\*EMT reserves the right to modify this schedule at its discretion.

**Limitations:** This solicitation does not commit Efficiency Maine to make an award, to pay any costs incurred in preparing an application or provide oral or written clarification of its contents, or to procure or contract for services or supplies. Efficiency Maine reserves the right to reject any application that in its sole determination does not meet the requirements and specifications of this solicitation, Maine law, or generally accepted business practices, or which contains inaccurate or incomplete information. Efficiency Maine may seek clarifications and supplementation of applications as it may deem reasonable. This is a competitive solicitation. Efficiency Maine reserves the right to award project applications that, in its sole discretion, most fully satisfy the criteria and objectives of this solicitation. Efficiency Maine may award funds until its allocation for this initiative is exhausted but may elect not to award all of the funds allocated to this solicitation.

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**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.efficiencymaine.com/docs/Chapter-1-Contracting-Process-for-Service-Providers-and-Grant-Recipients.pdf>.

**Data Reporting:** Each Awardee will share basic information and data, as requested, for use in the Trust's financial and program reporting. For networked chargers, awardees will provide individual session logs, if available from network provider. If individual session data is not available, awardees will provide a report of total number of sessions, total kWh and Total kW draw, total dollar amounts charged to users, and any other data available.