



**EFFICIENCY MAINE TRUST
REQUEST FOR PROPOSALS**

LEVEL 2 EV CHARGERS – ROUND 4

RFP EM-013-2021

Date Issued: April 9, 2021

**Closing Date: June-228, 2021 3:00 p.m. local time - deadline
extended to June 22, 2021 at 3:00 p.m. as of 5/26/21**

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Separate Attachments:

- RFP Attachment A: Application Form
- RFP Attachment B: Category 1 Terms and Conditions
- RFP Attachment C: Category 2 Terms and Conditions

SECTION 1 – RFP INFORMATION AND PROCESS

1.1 Title

The title of this RFP is: **RFP EM-013-2021– LEVEL 2 EV CHARGERS - ROUND 4**

1.2 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 eligible locations in Maine where there is a high likelihood of significant use and longevity. As described in more detail below, this solicitation seeks to expand Maine’s EV charging infrastructure by adding Level 2 EV chargers in underserved areas or “infrastructure gaps.”

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.

This RFP is limited to applicants applying under one of the following two eligible location categories (applications for sites outside of these prescribed location categories are not eligible):

Location Category 1: Chargers must be located in Northern and Eastern Maine along any of the following stretches of roads:

1. Route 161 from Allagash to New Sweden;
2. Route 11 from Fort Kent to Moro Plantation, including the Fish River Scenic Byway;
3. Route 1 from Fort Kent to Princeton, including the St John Valley Cultural Byway;
4. Route 1-A from Van Buren to Mars Hill;
5. Route 9, the “Airline Route,” from Clifton to Alexander;
6. Route 1 from Robbinston to Whiting; and,
7. Route 189 from Whiting to Lubec.

Bids submitted in Location Category 1 may propose to install as little as one plug if the charger is networked, or not less than two plugs if not networked so long as each plug is on a separate circuit of the electrical panel. Bids proposing two or more plugs are not required to be networked. Bids for Location Category 1 may propose up to a maximum of 4 plugs per site. Eligible locations for Category 1 must be at least 10 miles away from the closest public Level 2 EV charger.

Location Category 2: Chargers must be located within the utility service territory of Central Maine Power Company and be located at least 10 miles west of I-95. No sites located on the east side of I-95 will be eligible; no sites located within 10 miles of I-95 will be eligible. Sites bidding for Category 2 must be at least 5 miles away from the closest publicly accessible Level 2 EV charger traveling by the shortest paved route. Bids submitted in Location Category 2 must propose to install a minimum of 4 plugs per site and a maximum of 8 plugs per site from which EVs may be charged.

The Trust will be using two sources of funding for projects awarded through this RFP. Funds for projects in Location Category 1 are dedicated funds through Maine’s allocation from Volkswagen (VW) as part of a settlement of federal lawsuits (the VW Settlement funds). Funds for projects in Location Category 2 are dedicated funds from a program authorized by the Maine Legislature and selected by the Maine Public Utilities Commission to pilot “beneficial electrification” in the transportation sector.

1.3 Designated Contact Person for this RFP

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

1.4 Schedule of Activities

Event	Date/Deadline
RFP Issued	April 9, 2021
Pre-bid Bidders Conference	April 21, 2021 (10am – 12pm) Click here to register
Question Period Closes	April 27, 2021 (4:00 PM local time)
Responses to Questions Posted	April 30, 2021
Proposals Due at Efficiency Maine Trust Office	June 28 , 2021 (3:00 PM local time) – Deadline extended as of 5/26/2021
Anticipated Award Date	June 30 ²⁴ , 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.efficiencymaine.com/opportunities>

1.5 Questions

Questions regarding this RFP must be submitted by email to the Designated Contact Person listed in section 1.3 prior to the close of the Question Period specified in section 1.4. The subject line of the email should read: RFP EM-013-2021 Questions. No other channels or opportunities for posing questions will be allowed once the RFP has been posted. Responses to questions will be posted on the Trust’s website at the link provided in Section 1.4, above.

1.6 Proposal Submittal Deadline

Proposals must be received at the Trust's office by the due date and time specified in section 1.4. 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 4 of this RFP. Proposals must be submitted by email to the email address listed in section 1.3, above.

1.7 Cost of Proposal Preparation

Costs incurred in the preparation of any proposal in response to this RFP are the sole responsibility of the bidder. Such costs are not eligible for inclusion in calculation of the project cost.

1.8 Term for Implementation

As described in Section 1.9, the Trust will notify bidders of the award decision with a package comprised of a notification of the project award and the terms and conditions for the use of the incentive being awarded. The bidder will have 12 months from the date of the Project Award Notification Letter to complete the installation and commissioning of the Level 2 charger(s) and submit all final invoices for the financial incentive. By accepting the award, the bidder commits to continuously operate the Level 2 charger(s) acquired through this solicitation for a period of three (3) years, at the location(s) identified in the proposal, and to provide periodic reporting to the Trust regarding usage and operation of the Level 2 chargers.

1.9 Awards

The Trust expects to make multiple awards through this RFP. The Trust will issue a separate award for each location.

The Trust will notify all bidders of the award decision by email containing a Project Award Notification Letter. Incorporated in this notification will be the Terms and Conditions for use of incentive funds under this pilot project. The anticipated award date is specified in section 1.4. The Trust reserves the right to negotiate the final Terms and Conditions of the 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.

1.10 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>

SECTION 2 – DEFINITIONS AND INCENTIVES

2.1 Definitions:

- **Charger:** A charger as used in this RFP supplies electricity to an electric vehicle (EV) to charge the vehicle's batteries. A charger includes the electrical conductors and related equipment, (which may include software) and communications protocols that deliver energy efficiently and safely to the vehicle. An individual charger may have one or more “plugs” (sometimes also called “ports” or “cables” or “connectors”) that connect the electricity supply to one or more EVs.
- **Eligible bidder:** An eligible bidder (bidder) is limited to the owner of a property, or a lessee providing written consent from the property owner, for the specific property that is proposed in the bid to serve as a host site for Level 2 EV chargers. A property owner or lessee of the property who is in the business of selling or installing EV charger equipment is **not** an eligible bidder.
- **Host Site:** A specific geographic location on a specific property at which the property owner consents to host EV chargers.
- **Level 2 Charger:** A type of EV charger capable of providing electric power with electric service rated at not less than 240V/40A (32A continuous) to an EV. As noted above, a charger may have a single plug or may be equipped with dual plugs.
- **Networked:** Refers to a combination of EV charging equipment components, software and communications capabilities that allows for centralized management, administration, communication, diagnostics, data collection, and potential point of sale capabilities. For purposes of this RFP, a networked charger is capable of informing EV drivers, remotely and in real time, whether an EV charger is operational and available for use and enables the charger operator to manage drivers' time spent charging/parking (such as by processing payments or remotely informing users when charging is complete).
- **Plug:** Sometimes also called “ports” or “cables” or “connectors”, a plug connects a charger to an EV charging receptacle to charge the vehicle's electric battery.

2.2 Incentives

Incentive Amounts for Projects – Location Category 1

- **Networked Chargers:** the incentive for chargers that are networked will be **80% of the total eligible project costs but shall not exceed \$5,000 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 \$3,000 per Level 2 plug.**

Incentive Amounts for Projects – Location Category 2

- **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.**

The incentive (rebate) will be disbursed after the project has been completed, all supporting invoices and other documentation are provided, a satisfactory post installation inspection has been completed, and the final incentive award amount has been determined.

Incentives will be calculated either as a percentage of eligible project costs or the “not-to-exceed” cap per plug, whichever is less. Note that the final incentive to be paid by Efficiency Maine will depend on the project’s actual costs. If the actual, as-built allowable costs are lower than the costs of the price quote you have selected, the incentive paid may be less than the initial award. If the actual, as-built allowable costs are higher than the estimated costs in your application, your incentive will be determined by the price quote enclosed with your application.

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) 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, etc.);
6. Photovoltaic (PV) equipment;
7. Battery storage equipment.

SECTION 3 – SCOPE OF WORK

3.1 Primary Project Requirements, Eligibility, Tasks and Deliverables

A bidder whose project is awarded through this RFP (the Awardee) will be responsible for ensuring that Level 2 Electric Vehicle (EV) charging hardware is purchased, installed, networked (where applicable) and made operational and accessible for charging consistent with the requirements of this RFP and the associated Terms and Conditions.

Eligible Locations

The Trust is seeking locations where there is a very high likelihood of receiving frequent and extensive use by the public, employees, or tenants so that the chargers will encourage EV ownership and use in Maine through the strategic and visible nature of the sites.

Bidders may bid to develop and serve multiple sites but must submit a separate, individual Project Application Form and Supporting Documentation for each site.

Applicants may choose to apply under either of the following Location Categories:

Location Category 1: Chargers must be located in Northern and Eastern Maine along any of the following stretches of roads:

1. Route 161 from Allagash to New Sweden
2. Route 11 from Fort Kent to Moro Plantation, including the Fish River Scenic Byway
3. Route 1 from Fort Kent to Princeton, including the St John Valley Cultural Byway
4. Route 1-A from Van Buren to Mars Hill
5. Route 9, the "Airline Route," from Clifton to Alexander
6. Route 1 from Robbinston to Whiting
7. Route 189 from Whiting to Lubec

Sites bidding for Category 1 must be located within 1 mile, by road, from the eligible stretches of roads identified in Category 1 Locations #1 through #7 (above) and must be at least 10 miles away from the closest publicly accessible Level 2 EV charger, traveling by the shortest paved route.

Location Category 2: Chargers must meet the following criteria in order to be eligible:

1. Located within the utility service territory of Central Maine Power Company
2. Located at least 10 miles west of I-95. No sites located on the east side of I-95 will be eligible; no sites located within 10 miles of I-95, even if they are on the west side, will be eligible. Distances will be measured from the proposed charger location directly along the same latitude to the nearest point on I-95.
3. Sites bidding for Category 2 must be at least 5 miles away from the closest publicly accessible Level 2 EV charger traveling by the shortest paved route.

Eligible projects

Category 1:

Bids to install chargers in Location Category 1 may propose to install as few as 1 plug if the charger is networked, or not less than two plugs if not networked so long as each plug is on a separate circuit of the electrical panel. Bids proposing 2 or more plugs are not required to be networked. Bids for Location Category 1 may propose up to a maximum of 4 plugs per site.

Category 2:

Bids to install chargers in Location Category 2 Eligible projects are required to install a **minimum of 4** charging **plugs** (see Definitions) per site and may not exceed a **maximum of 8 plugs** per site. (As noted in the Definitions, an individual charger may be equipped with a single plug or dual plugs).

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.

Tasks and Deliverables

The Awardee(s) will be required to deliver the project(s) 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:

3.1.1 Install EV Chargers Meeting the Following Requirements:

1. Installation: The Awardee **is responsible for achieving a completed, fully operational installation at the EV Charging Site, to include:**
 - i. Obtaining all applicable local, state and federal permits required for installation and operation of the EV charger;
 - ii. 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:
 1. consistent with the manufacturers' specifications,
 2. consistent with any project design proposed in the bid,
 3. in accordance with all applicable local, state and federal zoning and code requirements, and
 4. is working properly.
 - iii. Installations must be completed no later than 12 months after the Award Notification Letter has been received and accepted by the Awardee.
2. Configuration: In addition to the required number of plugs prescribed in Section 3.1 (Eligible Projects), above, the chargers must be configured as follows:
 - i. Hard-wired Level 2 EV 208/240-volt charger(s) with a cord connector that meets the SAE J1772 standard;
 - ii. Minimum charging cable length of 18 feet;
 - iii. Able to charge EVs produced by multiple manufacturers.
3. Charging Equipment Requirements: The Awardee is responsible for ensuring that each

Level 2 charger:

- i. Is a type of EV charger marketed for commercial (not for home) applications that will provide electric power at a minimum 7.2 kW continuous with electric service rated at not less than 240V/ 40A (32A continuous);
 - ii. Is new, and unused (not refurbished / remanufactured);
 - iii. Includes all cables, connectors, interfaces, documentation for all components, and any other items necessary for full operation at the Host Site;
 - iv. Includes all standard manufacturer accessories;
 - v. 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;
 - vi. Is certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard;
 - vii. 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.
 - viii. Includes barriers or other configuration to prevent damage from equipment used for snow removal;
 - ix. 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;
 - x. Complies with all National Electrical Code and Federal Communications Commission regulations for safety and operation requirements.
4. 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.
5. Signage: The project shall include signage which shall be displayed on the grounds of the Host Site as follows:
- i. General Requirements: Signage complies with all applicable local, state, and/or federal laws, ordinances, regulations, and standards.
 - ii. On-Site: Clearly identifies the location(s) of the EV Charger(s). On-site signage should identify that applicable parking spaces are reserved for electric vehicles only.
6. Accessibility and Availability: The application must indicate and characterize the site where the EV charger(s) will be installed and ensure that the site:
- i. Is located on a paved or hardscaped parking space that is clearly marked to designate the spaces as reserved for EV Charging;
 - ii. Includes 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: The Awardee will:
 - a. Be responsible for ensuring payment of all operating and maintenance costs;
 - b. Operate and maintain each Level 2 charger for at least three (3) years from the date

- the charger developed under this RFP becomes fully operational, in accordance with the Trust's Terms and Conditions for awarded projects under this RFP and consistent with the terms of the Applicant's proposal;
- c. Timely address interruptions in service due to malfunctions in equipment or networking services, and for extended downtime the Awardee shall notify appropriate sources so drivers are aware of the interruption to service, including, but not limited to, website and application hosts;
 - d. Provide snow removal to ensure access during/after inclement weather.
 - e. List the EV chargers on the PlugShare.com website; and,
 - f. **Not**, during the first three years after signing the Terms and Conditions, move a Level 2 charger installed with funds from this RFP to another Host Site location, sell or take such Level 2 charger out of service for any reason, without prior written approval from the Trust.
2. **Data Reporting:** Each Awardee will share basic information and data, where available and easily accessible, with the Trust for use in the Trust's financial and program reporting.
 3. **Customer Support Services:** Information to assist customers in receiving customer service support, such as a toll-free telephone number, should be posted on or near the Level 2 charger so that it is clearly visible to the customer.
 4. **Outreach:** The Awardee is expected to conduct one or more outreach initiatives designed to ensure full utilization of the chargers.

3.1.3 Share Information with Efficiency Maine Trust for Educational Purposes:

The Trust received funding for this RFP as part of a pilot program that is designed to help inform and educate other Mainers about the process of designing, purchasing, installing and operating Level 2 EV chargers. In accepting an incentive award through this RFP, the Awardee agrees to:

- share basic information about the EV charger installation with the Trust;
- allow the Trust or its agents to take photographs or videos of the installation (subject to Awardee's consent regarding timing, safety and security); and
- identify someone from Awardee's staff or sub-contractor team who can describe and comment on the overall project to the Trust.

SECTION 4 – PROPOSAL REQUIREMENTS

4.1 Submittal Requirements

- A bidder must submit a separate, complete bid for each individual site at which they seek an incentive for the proposed Level 2 chargers.
- A complete bid is defined in Section 4.2, below. All elements of the completed bid (Application Form and Supporting Documentation) must be contained in and received through **a single email**; bidders may not submit more than one email per bid.

- The bid must be emailed to and received in the email inbox of the designated contact in section 1.3 by the deadline defined in section 1.4;
- Electronic files must be provided in Microsoft Office or PDF format;

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

4.2 Content and Organization Requirements

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

1. Proposal Application Form (RFP Attachment A)

- One (1) signed, completed **Application Form**. The Application Form must be signed by an eligible bidder (see 2.1 Definitions, **not** a vendor). The signed Form may be scanned or make use of an electronic signature.

2. Supporting Documentation

- A complete application must provide the following **required** elements of documentation:

(a) 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. Networking (e.g., software, commissioning, and subscriptions) (where applicable),
4. Electrical service upgrades and/or circuits,
5. Mounting hardware (e.g., pedestals) and bollards (where applicable), and
6. Construction costs (including excavation) (where applicable).

(b) **At least one** photograph of the site where EV chargers are proposed to be installed.

(c) Charging equipment and construction specification sheets.

(d) Signed Letter from Property Owner or Property Manager consenting to Tenant's Bid Proposal (only required if Bidder is not the property owner).

SECTION 5 – 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.

5.1 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:

Evaluation Category	Maximum Points Available
1. Likelihood of Usage at Maximum Capacity	30
2. Strategic Value and Quality of Site and Operations	30
3. Cost per Plug	20
4. Readiness/Capacity	15
5. Overall Quality and Responsiveness	5
Total	100

For each of these five evaluation criteria, the Trust will consider the following:

1. Likelihood of usage

- To what extent is the capacity of the chargers proposed at this site likely to be used (i.e., What share of plugs will be used? How many hours per day? Weekends?)
- What is the likelihood and quality of signage, publicity, outreach, or marketing that will raise awareness about the availability and encourage use of the chargers?
- Is the site being proposed likely to be sustainable and remain operational (for EV charging) over the long term?

2. Strategic Value and Quality of Site and Operations

- How prominent is the site location in terms of being publicly recognizable and raising public awareness about the chargers once they are installed?
- How strong is the nexus between establishing chargers at the proposed site and influence on Maine car buyers to purchase and use an EV?
- Is there now, and will there likely be in the future, significant vehicle traffic at this site?
- To what extent is there strategic value of the particular geographic location proposed for the site?
- How convenient is the proposed site for an EV driver in terms of proximity to the closest major travel route(s), ease of access, location of the designated EV parking spaces?
- What is the suitability of the proposed location for charging (e.g., ample dedicated parking, easy-access location, etc.)?

- What is the quantity and quality of amenities nearby, how close are they, and to what extent will they be available at hours when EV travelers may be charging?
- What is the likelihood that the bidder will, on their own or through sub-contractors, provide appropriate maintenance and snow removal to ensure the charger's continuous availability and operability and for how long into the future is this likely to continue?

3. Cost

- To what extent does the bid provide sufficiently itemized and credible information (for example in the required price quotes) on proposed project costs so that reviewers may establish the approximate costs for equipment, installation, construction, networking (where applicable), and any other directly related services that are being claimed as part of the Total Eligible Project Costs?
- How favorably (or unfavorably) does this bid compare with others in terms of cost per charger, cost per plug and other project costs, (with due consideration for regional differences in cost of services and equipment)?
- Is the estimated project cost reasonable when compared to similar EV charger projects?

4. Readiness / Capacity

- To what extent are the key participants in the project (host site, equipment provider, installation sub-contractors, operator) identified and committed to the project?
- Do the types of equipment, systems or software proposed for the project have a good reputation for quality and a good warranty, and do the vendors and service providers associated with implementing the project have a good reputation for quality?
- Is the site ready for construction and/or is there a viable make-ready plan in place?
- How soon does the bid propose to install and make operational the charger or chargers?
- How soon is the project forecasted to be completed and operational compared to other proposals, and are the forecasted dates reasonable and likely to be met?
- Has the bidder's share of the necessary funding been approved and/or authorized?
- Are actual price quotes for equipment and installation from vendors or contractors *bona fide* and complete?

5. Overall Quality and Responsiveness

- 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 specific attributes of the project and the Trust's priorities for the project?
- Does the proposal include adequate supporting documentation and data to validate the veracity of the project as proposed?

5.2 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 6 – GENERAL CONDITIONS

6.1 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.

6.2 Award Agreement

Award recipients will be required to acknowledge and agree to the Project Award Notification Letter and the Terms and Conditions that are incorporated with the letter. All incentive awards are subject to the recipient's compliance with this RFP and the Trust's Program rules. If the Trust does not come to agreement with the recipient within 30 days from date of the Award Notification email, it reserves the right to rescind the award and reallocate funds. The Trust reserves the right to adjust the final award amount based on as-built costs.

6.3 Billing

Invoices submitted for work performed under the resulting award shall be sufficiently specific to allow the Trust to evaluate charges billed and paid for eligibility and consistency with the proposal and award. Each invoice must include a clear breakdown, by task where appropriate, indicating the entity that performed services or sold the equipment; the date and itemized cost of the transaction, and characteristics of the equipment or service. A completed IRS Form W-9 (Request for Taxpayer Identification Number and Certification) and an invoice from the applicant to Efficiency Maine must be submitted prior to receiving reimbursement.

6.4 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 7 – BACKGROUND INFORMATION

7.1 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 does this primarily by delivering financial incentives for the purchase of high-efficiency equipment or to assist in making changes to operations that help customers save electricity, natural gas and other fuels throughout the Maine economy. The Trust is an independent, quasi-state agency governed by a Board of Trustees with oversight from the Maine Public Utilities Commission. More information about the Trust can be found on its website at www.energymaine.com.

7.2 Background and Context

This solicitation seeks proposals that will complete the installation of qualifying Level 2 electric vehicle chargers in two Location Categories described above in this RFP. The projects to be awarded in Location Category 1 will be paid by the Trust using funds from the settlement of a federal lawsuit against Volkswagen. The projects to be awarded in Location Category 2 will be paid by the Trust using funds awarded to the Trust by order of the Maine Public Utilities Commission on February 25, 2020 in Docket No. 2019-00217.

The selected bidders, together with their vendors and contractors, will be expected to host, install, operate, maintain and promote the use of the chargers.

Through this RFP, the Trust seeks to advance several objectives. The first objective is to gather and share information about what is effective to encourage private investment in EV vehicles and charging infrastructure. A second objective is to further develop Maine’s destination charging infrastructure through the addition of Level 2 chargers at workplaces, lodging, multifamily buildings, and other public sites. A third objective is to develop Level 2 charging sites that will maximize the probability of high usage. A fourth objective is to help promote purchases of EVs in Maine by mitigating “Range Anxiety” for Maine consumers and increasing familiarity with EV chargers. A fifth objective is to help reduce energy costs for Maine drivers. Finally, the Trust aims to support the transformation of the marketplace toward lower-carbon transportation options.

7.3 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/
Efficiency Maine Vehicle Supply Equipment Working Plan	https://www.energymaine.com/docs/Electric_Vehicle_Supply_Equipment_Working_Plan.pdf
Level 2 Electric Vehicle Charging Equipment Supplier List	https://www.energymaine.com/docs/EV-Charging-Equipment-Suppliers.pdf
Level 2 Electric Vehicle Charger Installer List	https://www.energymaine.com/docs/EV-Charger-Installers.pdf
Efficiency Maine Qualified Partner Locator Tool	https://www.energymaine.com/at-work/qualified-partners/