



**EFFICIENCY MAINE TRUST  
REQUEST FOR PROPOSALS FOR  
LEVEL 2 PUBLIC EV CHARGING STATIONS**

**RFP EM-004-2019**

**Date Issued: April 12, 2019**

**Closing Date: July 10, 2019 3:00 p.m. local time**

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**Separate attachments:**

Attachment A – Terms and Conditions

## SECTION 1 – RFP INFORMATION AND INSTRUCTIONS

### 1.1 Title and Purpose

**Title: RFP EM-004-2019 – LEVEL 2 PUBLIC EV CHARGING STATIONS**

**Purpose:** Through this Request for Proposals (RFP), the Efficiency Maine Trust (the Trust) seeks proposals from qualified bidders (or teams of bidders) to host, purchase, install and operate public Level 2 EV charging stations to serve electric vehicles (EV) along prescribed priority corridors and locations in Maine.

A Level 2 EV charger is defined in the Definitions in section 2.2.1 of this RFP.

Eligible locations or uses of EV charging equipment to be funded through this RFP includes locations that are open to the public and may include workplaces or multi-unit dwellings, as defined in the Definitions in section 2.2.1 of this RFP.

### 1.2 Designated Contact Person for this RFP

Jack Riordan  
Strategic Initiatives Manager  
Efficiency Maine Trust  
168 Capitol Street, Suite 1  
Augusta, ME 04330-6856  
Phone: (207) 213-4147  
Email: [jack.riordan@efficiencymaine.com](mailto:jack.riordan@efficiencymaine.com)

### 1.3 Schedule of Activities

Event	Date/Deadline
RFP Issued	April 12, 2019
Pre-bid Bidders Conference	April 26, 2019 (10:00 AM local time) <a href="#">Click here</a> to register.
Question Period Closes	May 3, 2019 (4:00 PM local time)
Responses to Questions Posted	May 10, 2019
Proposals Due at Efficiency Maine Trust Office	July 10, 2019 (3:00 PM local time)
Anticipated Award Date	August 6, 2019

**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>

**1.4 Questions**

Questions regarding this RFP must be submitted by email to the Designated Contact Person listed in section 1.2 prior to the close of the Question Period specified in section 1.3. The subject line of the email should be: RFP EM-004-2019 Questions. Questions may also be raised during the bidders' conference. 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 1.3, above.

**1.5 Proposal Submittal Deadline**

Proposals must be received at the Trust's office by the due date and time specified in section 1.3. Any proposal received after the deadline will not be considered. Proposals must be complete when submitted; changes or additions will not be accepted after the specified due date and time, except for any clarifications requested of bidders by the Trust. Each bidder is responsible for ensuring timely receipt of its proposal. Further details regarding proposal requirements are provided in section 4 of this RFP.

**1.6 Cost of Proposal Preparation**

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

**1.7 Term for Implementation**

As described in Section 1.8, the Trust will notify bidders of the award decision with a package comprising a notification of the project award and the terms and conditions for the use of the incentive being awarded. The bidder will have 18 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 four (4) years, at the locations identified in the proposal, and to provide periodic reporting to the Trust regarding usage and operation of the Level 2 chargers.

**1.8 Award**

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 the Electric Vehicle Supply Equipment Initiative (Terms and Conditions). The Trust anticipates making multiple awards under this RFP. The anticipated award date is specified in section 1.3. 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.

Award recipients will be required to acknowledge and agree to the Efficiency Maine Trust Project Award Notification Letter and the Terms and Conditions incorporated therein. All awards are subject to the recipient's compliance with this RFP and the Terms and Conditions. If the Trust does not come to agreement with the recipient within 60 days from the Review Team's decision, 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 and otherwise as necessary to maintain the program award limitations set forth in this RFP.

### **1.9 Contracting Process**

The selection of service providers and grant recipients is governed by the Efficiency Maine Trust Rule Chapter 1: Contracting Process for Service Providers and Grant Recipients, which can be found on the Trust's website:

<http://www.energymaine.com/docs/Chapter-1-Contracting-Process-for-Service-Providers-and-Grant-Recipients.pdf>

## **SECTION 2 – BACKGROUND INFORMATION**

### **2.1 Efficiency Maine Trust**

The Trust is the independent administrator for programs to improve the efficiency of energy use and reduce greenhouse gases in Maine. The Trust 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.

### **2.2 Background and Context**

The Trust is responsible for administering funds dedicated to developing an EV charging infrastructure in Maine. The initiative is called the Maine Electric Vehicle Supply Equipment Initiative (EVSE Initiative) which is described generally in the "Working Plan" and can be found online at: <https://www.energymaine.com/at-work/electric-vehicle-supply-equipment-initiative/>. The EVSE Initiative represents one component of Maine's Beneficiary Mitigation Plan for the use of the funds from Volkswagen (VW) as part of a settlement of federal lawsuits (the VW Settlement funds).

At present, the Working Plan contemplates three phases to the EVSE Initiative. This RFP seeks proposals to implement, and expects to make multiple awards, to implement Phase 2 of the plan.<sup>1</sup> A critical goal for the RFP is to further develop Maine's charging infrastructure through the addition of Level 2 chargers at publicly accessible locations such as municipal properties, retail stores, gas stations, workplaces, hotels, multifamily buildings, and other public sites along priority corridors and high traffic destinations. The installation of these stations is expected to provide convenient, reliable charging and allow an EV driver to travel along transportation corridors in Maine without experiencing range anxiety. Through this RFP the Trust will use funds from the VW Settlement to award financial incentives to

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<sup>1</sup> The other phases of the Working Plan, which are each the subject of separate RFPs, are intended to focus primarily on Level 3 "fast chargers." In July 2018, the Trust solicited and then awarded a contract for Phase 1 which will be used to install Level 3 charging stations in seven locations along the Maine Turnpike and along three priority corridors in Western Maine. These fast chargers will be accompanied by a Level 2 charger to serve as a backup and also for older model EVs and for plug-in hybrid EVs. After completing the Phase 2 bid process, the Trust anticipates issuing a subsequent request for proposals and/or program opportunity notice for additional Level 3 EV charging infrastructure and host sites along specific, identified stretches of priority corridors.

bidders (individuals or teams) to install Level 2 charging stations at strategic locations in Maine.

### 2.2.1 Definitions:

- All-Electric shall mean powered exclusively by electricity provided by a battery, fuel cell, or the grid.
- Charger/Charging Unit: An individual dispenser for use in delivering electricity to charge an EV battery. Each Charging Site in this RFP is required to have at least one dispenser meeting the specifications described herein.
- Charging Site: A place where an EV owner may charge an EV battery. A Charging Site is located at a Host Site and may have multiple dispensers or plugs in order to allow more than one EV to charge at a time.
- Eligible Multi-Unit Dwelling (MUD): A single property, such as an apartment complex, that is home to at least 30 dwelling units and has total parking capacity of more than 20 spaces.
- Eligible Workplace: A property where at least 50 employees work at least five (5) days per week that has total parking capacity of more than 20 spaces. For properties such as a mall, the definition will be met even if the employees do not all work for the same employer so long as the parking lot is easily accessible to all employees.
- EV Corridor: A section or stretch of road and/or interstate highway along which the Working Plan of the Maine EVSE Initiative has prioritized promoting the increased purchase or use of EVs, including hybrid EVs, consistent with the goals and objectives of Section 2.3 (below) of this RFP.
- Government shall mean a State or local government agency (including a school district, municipality, city, county, special district, transit district, joint powers authority, or port authority, owning fleet vehicles purchased or leased with government funds), and a tribal government or native village.
- Host Site: A specific geographic location on a specific property at which the property owner consents to host one or more EV chargers accessible to the public.
- Hybrid shall mean a vehicle that combines an internal combustion engine with a battery and electric motor.
- Level 2 Charger: A type of EV charger capable of providing electric power at each plug at a minimum 7.2 kW continuous with electric service rated at not less than 240V/ 40A (32A continuous)
- Level 3 Charger: A type of EV charger capable of rapidly charging EV batteries, typically using direct current at 480 volts. Level 3 chargers are also often referred to as a “Direct Current Fast Charger” or a “DC Quick Charger”. Level 3 chargers typically are capable of providing a charge in 30 minutes or less that will enable travel of 60 miles or more.
- Networked: Refers to a combination of EV charging equipment components and software that allows for centralized management, administration, communication, diagnostics, and data collection.
- Plug-in Hybrid Electric Vehicle (PHEV) shall mean a vehicle that is similar to a Hybrid but is equipped with a larger, more advanced battery that allows the vehicle to be plugged in and recharged in addition to refueling with gasoline. This larger battery allows the car to be driven on a combination of electric and gasoline fuels.
- Publicly Available: means that charging stations at a host site are accessible to the general public at least 12 consecutive hours per day, at least 6 days per week, provided that for an Eligible MUD or an Eligible Workplace, the chargers will be considered publicly available even if

- they are restricted to use by tenants, employees, or to visitors during normal business hours.
- Zero Emission Vehicle (ZEV) shall mean a vehicle that produces no emissions from the onboard source of power (e.g., All-Electric or hydrogen fuel cell vehicles).

### 2.3 Project Goals and Objectives

This solicitation seeks proposals that will complete the installation of publicly available Level 2 electric vehicle charging stations. The selected bidder(s) or bid team(s) will be expected to host, install, operate, maintain and promote the use of the charging stations.

Through this RFP, the Trust seeks to achieve several objectives. One objective is to further develop Maine's destination charging infrastructure through the addition of Level 2 chargers at workplaces, hotels, multifamily buildings, and other public sites. A second objective is to select Level 2 charging sites that will maximize the probability of high usage. A third objective is to engage Maine consumers and communities by mitigating "Range Anxiety" for local EV travelers and reducing energy costs for Maine drivers. Finally, the Trust aims to support the transformation of the marketplace toward lower cost, lower emission vehicles.

### Eligible Locations

As described in the Working Plan for Maine's EVSE Initiative, the release of this "Phase 2" RFP is intended to solicit proposals for the development and operation of Level 2 EV charging stations in locations that will further develop and "fill in" the network of EV chargers across the state as well as to improve local access and destination charging.

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

Location Category 1: Charging stations must be located in Northern Maine along any of the following stretches of roads:

- a. Northern Route 1 –
  - i. From Calais to Fort Kent (up to 8 units)
  - ii. From Milbridge to Perry (including Eastport and Lubec) (up to 4 units)
- b. Route 201 – From Solon to West Forks (up to 2 units)
- c. Route 2 – From Rumford to New Sharon (up to 4 units)
- d. Route 6 – From Dover-Foxcroft to Rockwood (up to 4 units)

Bidders in Location Category 1 will be limited to a maximum of 2 separate dispensers per site

Location Category 2: Charging stations may be located anywhere in Maine where there is a very high likelihood of receiving frequent and extensive use by the public, employees, or tenants. These locations will encourage EV ownership and use in Maine through the strategic and highly visible nature of the sites.

Applicants may bid to develop and serve multiple sites but must submit individual Project Application forms and Project Cost Proposal Forms for each site. Bidders will be limited to funding from the Trust incentives for the purchase and installation of Level 2 chargers based on Location Category.

Bidders in Location Category 2 will be limited to a maximum of 4 separate dispensers per site.

### Eligible Sites

Awardees must install charging equipment at one of the following types of sites:

**Public Site:** A public site is a facility with at least ten (10) parking spaces that is open to the general public at least twelve (12) hours per day, at least six (6) days per week. Examples of public sites include municipal or privately operated parking lots or garages, parking at retail locations, restaurants, parks, schools, destination locations, etc. Charging Equipment at public sites may be intended primarily for patrons but should be available to any visitor to use.

**Workplace Site:** A workplace site is a facility with at least twenty (20) parking spaces that primarily serves employees who work at or nearby the facility. Workplace sites must have a minimum of 50 employees regularly working at the site. The Charging Equipment must either be installed at parking spaces reserved for employees or be installed in a general use parking facility at which at least 50 percent of people parking at a workplace site on a typical business day are employees of an organization doing business on or adjacent to the premises. Workplace sites may be employee-only parking lots or parking areas. Charging Equipment at workplace sites may be restricted to use by employees only or may be open to a broader user group. Examples of workplace sites include office buildings, universities, schools, hospitals, and other similar facilities.

**Multi-Unit Dwelling (MUD) Site:** A MUD site is a facility with at least twenty (20) parking spaces that primarily serves a MUD with thirty (30) or more housing units. More than 50 percent of vehicles regularly parked at a MUD site between 7 PM and 7 AM must be resident-owned. Examples of MUD sites include apartment buildings, condominiums, and co-ops. Individual residents or tenants who are not the building owner may not be the Equipment Owner at a MUD site. Charging Equipment at MUD sites may be restricted to use by residents only or may be open to a broader user group.

Awards made under this RFP may only be used to cover costs that are eligible for the use of VW Trust Funds. As it relates to this RFP, eligible costs are those costs necessary for, and directly connected to, the acquisition and installation of new EV charging stations available to the public, as described more fully below.

### Eligible Costs

The costs of the following items will be eligible for reimbursement using the funds administered under this RFP (subject to the cost share requirements and the proposed bid):

- Level 2 chargers
- Utility upgrades such as transformers and extensions
- Other hard costs (concrete, conduit, wire, signage, etc.) directly related to the installation of the chargers



- Other equipment and non-labor project costs including charger design and engineering, permitting, and project management
- Shipping of equipment
- Personnel costs for site design, site preparation, and installation
- Equipment and materials necessary to construct and operate the proposed charging stations
- Maintenance and warranty costs for the charging equipment
- Hardware and software and associated services that are required to make the chargers “networked”.

**Non-Eligible Costs**

The costs of the following items or activities ARE NOT eligible for use of the VW funding from Efficiency Maine under this RFP, (i.e., if bidders elect to incur these costs, the costs will not be eligible for reimbursement from the funds awarded through this RFP and will not be counted in the calculation of the total eligible project costs):

- Paper studies or research projects (e.g., a study which assesses the cost and feasibility of electric vehicle charging station installations along certain regions/corridors)
- Surveys to determine interest in the installation of electric vehicle charging stations in a particular region/corridor
- Proposals for any type of vehicle demonstration or demonstrations of existing technologies for public outreach/education
- Purchase or rental of real-estate
- Other capital costs (e.g., construction of buildings, parking facilities, etc.)
- Photovoltaic (PV) equipment
- Battery storage equipment
- General maintenance (i.e., maintenance other than of the Supply Equipment)
- With the exception of networking, costs associated with the operation, maintenance and customer support services associated with the EV Charging Station.

Awards made through this RFP will be calculated either as a percentage of eligible project costs or maximum dollar amount per charging dispenser, whichever is less. The program will provide a maximum incentive of 80% of eligible costs or \$8,000 per dispenser for charging projects funded under Location Category 1, and a maximum incentive of 50% of eligible costs or \$5,000 per dispenser for charging projects funded under Location Category 2. Please note that the per-dispenser amount listed is not a fixed incentive amount, but rather a maximum allowable incentive amount. The final incentive award amount for a project will be capped at a percentage of final allowable project costs as identified in the following tables.

**Incentive Amounts for Projects – Location Category 1**

Maximum % of Total Allowable Project Costs	Or (whichever is less)	Maximum Incentive per Dispenser
80%	or	\$8,000

**Incentive Amounts for Projects – Location Category 2**

Maximum % of Total Allowable Project Costs	Or (whichever is less)	Maximum Incentive per Dispenser
50%	or	\$5,000

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

**2.4 Additional Sources of Information**

Following are links to additional information that bidders may find helpful in preparing a response to this RFP:

<b>TITLE</b>	<b>LOCATION (link)</b>
Efficiency Maine Trust EVSE website	<a href="https://www.energymaine.com/at-work/electric-vehicle-supply-equipment-initiative/">https://www.energymaine.com/at-work/electric-vehicle-supply-equipment-initiative/</a>
Efficiency Maine Vehicle Supply Equipment Working Plan	<a href="https://www.energymaine.com/docs/Electric_Vehicle_Supply_Equipment_Working_Plan.pdf">https://www.energymaine.com/docs/Electric_Vehicle_Supply_Equipment_Working_Plan.pdf</a>
FY 2018 Efficiency Maine Trust Annual Report	<a href="https://www.energymaine.com/about/library/reports/">https://www.energymaine.com/about/library/reports/</a>
Maine DOT Volkswagen Diesel Emissions Settlement Resources	<a href="http://maine.gov/mdot/vw/">http://maine.gov/mdot/vw/</a>

**SECTION 3 – SCOPE OF WORK****3.1 Overview**

The Efficiency Maine Trust (the “Trust” or “Efficiency Maine”) seeks qualified bidder(s) or team(s) of bidders to purchase and install Level 2 electric vehicle charging stations at eligible locations in Maine. The Trust expects to make multiple awards through this RFP and does not expect or require that all locations will be consolidated into a single bid or proposed by a single owner or vendor. The Trust will issue a separate award for each location.

**3.2 Primary Project Requirements and Tasks**

The proposals awarded through this RFP will identify a lead party who is referred to for purposes of this RFP as the Awardee. The Awardee(s) will be responsible for providing Level 2 Electric Vehicle (EV) charging hardware, installation services, and network operations (if applicable) for publicly available EV charging services to consumers at selected host sites in Maine. The scope of work includes all necessary hardware, software and related equipment and infrastructure to install and operate Level 2 stations; site

selection, design, engineering, construction and installation of the specified charging stations; and network operations (if applicable). Installations must be completed by June 30, 2020.

Tasks, technical specifications, and requirements are outlined in the following sections.

The Awardee(s) will be required to deliver the project(s) in accordance with the terms of this RFP, 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:

### 3.2.1 Install EV Charging Stations Meeting the Following Requirements:

1. Installation: The Awardee is responsible for achieving a completed installation at the EV Charging Site, to include:
  - a. Obtaining all applicable local, state and federal permits required for installation and operation of the EV charging station;
  - b. 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:
    - i. consistent with the manufacturers' specifications;
    - ii. consistent with any project design proposed in the bid;
    - iii. in accordance with all applicable local, state and federal zoning and code requirements; and
    - iv. is working properly;
  - c. Coordinating the installation activities, as needed and applicable, with the equipment manufacturer, Host Site, networking service (if applicable), electric utility, and any sub-contractors needed to complete the work.
2. Configuration: The charging stations will be configured as follows:
  - a. Sites where the chargers **are not networked** are required to have at least two (2) separate Level 2 chargers.
  - b. Sites where the chargers **are networked** are exempt from the requirement to have a minimum number of chargers.
  - c. One dedicated parking space for each Level 2 charger;
  - d. Hard-wired Level 2 EV 208/240-volt charging station with a cord connector that meets the SAE J1772 standard.
  - e. Minimum charging cable length of 18 feet.
  - f. Able to charge EVs produced by multiple manufacturers.
  - g. For charging stations that are equipped to accept payment, they must enable the payment option for all EV drivers without restrictions based on network membership or subscription.
3. Charging Equipment Requirements: The Awardee is responsible for ensuring that each Level 2 charger:
  - a. Is new, and unused (not refurbished / remanufactured);
  - b. Includes all cables, connectors, interfaces, documentation for all components, and any other items necessary for full operation at the Host Site;
  - c. Includes all standard manufacturer accessories;
  - d. Has the ability to stop the flow of power when not in use; and should have over-

- e. current protection to prevent vehicles from drawing too much power;
  - e. Is certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard;
  - f. 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.
  - g. Includes barriers or other configuration to prevent damage from equipment used for snow removal;
  - h. Is tamper-proof and deters vandalism;
  - i. 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;
  - j. Complies with all National Electrical Code and Federal Communications Commission regulations for safety and operation requirements; and,
  - k. Does not limit access to use of the charger by requiring the individual to have membership in a specific network, club, employment relationship, or landlord-tenant relationship.
4. **Networking (if applicable):** The charger must connect to a network via Wi-Fi, cellular or other connection using multiple carriers.
5. **Signage:** The project shall include signage which shall be displayed on the grounds of the Host Site as follows:
- a. General Requirements: Signage complies with all applicable local, state, and/or federal laws, ordinances, regulations, and standards.
  - b. On-Site: Clearly identifies the location(s) of the EV Charger(s). On-site signage should identify parking is 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 is:
- a. Publicly accessible – strong preference is for 24 hours per day, seven (7) days a week; For those sites, including some MUD or Workplace sites, that are not publicly accessible at all times, applications should demonstrate significant interest or need.
  - b. On a paved or hardscaped parking space that is clearly marked to designate the spaces as reserved for EV Charging Station parking;
  - c. Include appropriate safety instructions for EV drivers regarding the proper use of the charging equipment.

### 3.2.2 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 including, but not limited to, royalties, licenses, fees, taxes, revenue sharing, utilities, and electric power supply for the charging equipment and supporting elements, such as area lighting.

- b. Operate and maintain each EV Charging Station for at least four (4) years from the date the Station developed under this RFP becomes fully operational, in accordance with the Trust's Terms and Conditions for awarded projects under this RFP.
  - c. 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 charging station.
  - d. Address any issues such as, but not limited to, malfunctions and repairs. For significant or complex issues leading to extended downtime (such as vandalism), the Awardee shall:
    - i. Notify appropriate sources so drivers are aware of the interruption to service, including, but not limited to, website and application hosts.
  - e. Provide snow removal to ensure access during/after inclement weather.
  - f. List the EV Charging Station on the PlugShare.com website.
  - g. **Not**, during the first four years after signing the Terms and Conditions, move an EV Charging Station to another Host Site location, sell or take an EV Charging Station out of service for any reason, without **prior written approval** from the Trust.
2. Customer Payment Options: If charging service is not provided as a free service/amenity, then each EV Charging Station should be capable of supporting multiple point-of-sale methods, such as pay-per-use and subscription methods, including the ability to accept credit or debit cards without incurring excessive fees, inconvenience or delays versus other payment or access control methods; payment via mobile application; RFID; Smart Cards; cash; etc.; and, as applicable, adhere to and demonstrate compliance with all relevant Payment Card Industry Compliance (PCI) standards.
3. Data Capture Requirements: Each Awardee will be required to provide information and data to the Trust upon request during the four-year contract period. The type of information requested will be dependent upon the type of EV Charger.

For instance, for an EV Charger *that is networked* the Awardee is expected to report periodically to the Trust the following information about each charger:

- 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 amounts charged to users;
- d. Station status and health in real time;
- e. Malfunction or operating error; and
- f. Full site level usage.

If the EV Charger is not networked, Awardees may be expected to periodically report an estimate of the following information for each charger:

- a. Estimated number of charging events;
- b. Station status including notable malfunction or downtime events and resolution; and
- c. Any reported feedback from users.

4. 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 EV Charging Station so that it is clearly visible to the customer.
5. Marketing: The Awardee is expected to conduct outreach and marketing initiatives designed to ensure maximum utilization of the station(s). Innovative strategies and tactics are encouraged.

### 3.3 Proposal Application

The bidder(s) must submit a completed **Application Form** for each individual site at which they seek a an incentive for one or more proposed Level 2 chargers. A bidder may propose to install and operate more than one charger at an individual site and may use a single Application Form for that purpose. However, if a bidder is seeking incentives for installation of chargers at more than one site, the bidder must complete a separate Application Form for each site. The Application Form may be downloaded [here](#).

### 3.4 Project Deliverables

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

1. Installation and ownership of the EV charging station(s);
2. Operations and maintenance for a four-year term; and
3. Providing an annual report to the Trust for the first four years of operation.

## SECTION 4 – PROPOSAL REQUIREMENTS

### 4.1 Project Organization and Staffing

Proposals that include teaming arrangements must designate one party as the lead bidder. Personnel who are proposed shall be the actual project performers.

### 4.2 Submittal Requirements

Proposals must be delivered to the Trust by the due date and time specified in Section 1.3 of this RFP to the attention of the designated Contact Person specified in section 1.2. Proposals must be delivered in an envelope or package visibly labeled, “**Response to RFP EM-004-2019 – LEVEL 2 PUBLIC EV CHARGING STATIONS**”. The Trust reserves the right to reject any proposal that does not meet the submittal requirements.

**NOTE: Government Projects:** Proposals for government projects must be completed and submitted in accordance with the deadlines in Section 1.3. However, for government entities that require a public approval process and affirmative vote on the project by its governing body and which specify such

required approval process and anticipated timeline, the proposal will not be penalized for failure to demonstrate final authorization for funding the project by the time of the deadline for submitting the proposal. For these government entities only, the Trust will allow a grace period of up to six (6) months from the proposal submission deadline in which to achieve and demonstrate final authorization to fund such government bidder's share of the project cost. Awards for government entities shall be deemed contingent upon timely receipt of required approval of shared project cost funding. Project awards for government entities that fail to demonstrate such approval before the end of six the month grace period shall be withdrawn by the Trust and the funds will be reallocated to other qualifying charger project proposals, if any.

### 4.3 Content and Organization Requirements

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

#### 1. Proposal Application Form

- One (1) signed original and five (5) printed copies of the completed [Application Form](#).

#### 2. Supporting Documentation

- Five (5) copies of each of the following required elements of documentation:
  - Charging equipment specification sheets
  - Project bid proposals
  - Site photographs
- If available, but not required, one (1) copy of any traffic studies, projections, or other studies or plans for the property that relate to its use for EV chargers.

## 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
<b>1. Likelihood of Usage</b>	40
<b>2. Strategic Value of Site</b>	20
<b>3. Quality of Location</b>	20
<b>4. Readiness/Capacity</b>	20
<b>Total</b>	<b>100</b>

**1. Likelihood of usage**

- Is there now, and will there likely be in the future, significant vehicle traffic at this site? Does the proposal offer or reference any traffic estimates for the proposed location or nearby roads or sites?
- What is the current and future likelihood that the site will attract significant use by local or in-state EV travelers?
- To what extent does the proposal include convincing explanations or supporting data regarding the forecasts of customer usage for the chargers?
- What is the likelihood and quality of any plans for outreach/marketing that will raise awareness about the availability of the chargers?
- To what extent does the application make a convincing case that the bidders 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?
- How compelling is the proposal’s evidence or explanation about why the site or sites being proposed are likely to be sustainable and remain operational (for EV charging) over time?

**2. Strategic Value of Site**

- Does the proposal make a convincing case for the strategic value of the particular location proposed for the site?
- How convenient is the proposed site for the EV traveler in terms of proximity to the closest major travel route(s) and ease of access?
- How prominent is the site location in terms of being publicly recognizable and raising public awareness about the chargers once they are installed?
- What is the distance from nearest existing or forecasted public EV charger (i.e., what value, if any, does the proposed site offer for filling gaps along likely EV travel routes)?

**3. Quality of Location**

- 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?
- Does the proposal indicate what lighting or safety measures will be incorporated?

#### **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?
- How qualified are the proposed project participants in terms of demonstrated experience and capacity to execute this type of project?
- Has the site been identified?
- Is the site ready for construction or is there a viable make-ready plan in place?
- How soon does the bid propose to install and make operational the station or stations?
- Is the proposed timeline sensible, reasonable and likely to be met?
- Is the source, type, and amount of cost share funds appropriate?
- Has funding been approved?
- Is the estimated project cost consistent with the proposed Project Application?

## **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 60 days from the Review Team's decision, 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 savings.

### **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.

### **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>