

Electric Vehicle Supply Equipment - Request for Proposal

Electric Nation



Release Date:

September 12, 2023

Proposals Due:

5:00pm (CT), October 10, 2023

Contact Information for Questions

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Summary and Background

ElectricNation™ is a Native-led public-private partnership to address plug-in electric vehicle (EV) barriers for Tribal members in the Upper Midwest. Funded as the Upper Midwest Inter-Tribal EV Charging Community Network by the U.S. Department of Energy's Vehicle Technologies Office (DE-E0009865), ElectricNation™ is working to increase access to EVs and their charging stations, providing Native communities with equitable access to clean, affordable transportation in addition to the economic and environmental advantages uniquely created by clean energy technology.

ElectricNation™ is co-led by Native Sun Community Power Development and Standing Rock Renewable Energy Power Authority (SAGE). Additional partners include American Lung Association, Minnesota Clean Cities Coalition, North Dakota Clean Cities, Center for Energy and Environment (CEE), Connexus Capital, and eFormative Options.

The purpose of this Request for Proposal ("RFP") is to solicit proposals from vendors to provide publicly accessible EV charging equipment hardware, networking/software, and maintenance support for equipment installed at a variety of locations in the three-state region of Minnesota, North Dakota, and South Dakota.

Proposal Guidelines

Proposals must be received on or before October 10, 2023 via email to cleanairchoice@lungum.org.

Vendors should be experienced with installing, operating, and/or maintaining networks of EV charging equipment. Entities that are currently suspended or debarred by the federal government, Standing Rock Sioux Tribe, Red Lake Nation, or the state governments of Minnesota, North Dakota, or South Dakota are ineligible to apply.

Vendor proposals must include the following content in a clear and organized manner:

- A. Vendor and Contact Information
- B. Professional Qualifications
- C. Statement of Understanding
- D. Proposed Equipment, Service, and Workplan
- E. Cost Breakdown

A. Vendor and Contact Information

- Full name, address, telephone number, website of the firm, and any other local locations with staff that will be used on the project. Include your federal Unique Entity Identifier (UEI) from SAM.gov.
- If subcontractors are to be used, include the same information.
- Provide the name, title, address, email, and telephone number of the individual authorized to represent the vendor and to whom correspondence and other contacts should be directed during the selection process.
- Business history, including:
 - Have any vendors in your partnership ever failed to complete a contract awarded? If so, where, and why?
 - Has any officer or partnership of the vendor ever been an officer or partner in some organization that failed to complete a contract? If so, where, and why?

- Is the vendor affiliated directly or indirectly with other lines of business? If so, please describe.
- Does the vendor have experience working on projects within Tribal Reservations?
- Litigation history
 - Have there been any claims made against the vendor, any lawsuits filed against the vendor, or lawsuits filed by the vendor in the past five years – related to the relationship between the vendor and a customer or related to project delivery? If so, state the details and disposition.

B. Professional Qualifications

Vendors will be evaluated on examples of their work pertaining to electric vehicle charging equipment installation and/or operations maintenance:

1. State the history of the firm, types of services provided, and identify the technical details which make the firm qualified for this type of work. Describe your firm's experience as may be applicable to this RFP, including organizational structure, management qualifications, number of years the firm has been in business, and other contract-related qualifications.
2. Identify the principal supervisory and management staff who would be assigned to this project/account. List the qualifications of the project manager and/or principal supervisor of the installation staff. Indicate how the quality and continuity of staff over the term of the project will be assured.
3. State whether any subcontractors are to perform services pursuant to this contract. If so, vendor must clearly identify such subcontractors and provide detail on their duties, and how those duties integrate with and impact the overall work plan. The vendor shall provide the same assurances of competence for the subcontractor, plus their demonstrated ability to manage and supervise the subcontracted work. The provisions of any contract resulting from this RFP shall apply to all subcontractors in the same manner as to the vendor.
4. Vendor must provide detail on at least three (3) installations over the last five (5) years where the same/similar equipment being proposed has been installed by the vendor and operated for a minimum of one year (longer timelines of successful operation preferred) or explain why the three-installation requirement is not able to be met. At least one of the installations should be in a location with a cold climate. Include a brief description of the implementation, including the location, number and type of ports, role in deploying and operating the system, and system statistics available such as uptime and utilization.
5. Include names phone numbers, and email addresses for at least two contacts who can verify the vendor's historical performance, including the responsibilities of the vendor and other entities involved in the project(s).

C. Statement of Understanding

- Describe your understanding of the objectives, purpose, and scope of this project, and your approach to completing the project successfully.
- A timeline specifying the sequence and duration of tasks and illustrating how and by whom the work will be organized and executed.
- A detailed outline of what may be needed from ElectricNation™ partners for the vendor to complete this work plan as per the schedule.

D. Proposed Equipment, Service, and Workplan

Present detailed, technical descriptions of the equipment and/or services being proposed and describe how the proposed equipment adequately meets the needs of the project. Specify and provide options for ports and capacity if possible. Please provide your response and approach to each of the following segments of the Project Scope and its subparts:

1. Term(s) of services proposed.
2. Requirements, Specifications, and Guidelines (detailed below)
 - 2.1. Hardware
 - 2.2. Networking and payment
 - 2.3. Operations, Maintenance and Communications
 - 2.4. Installation and Commissioning
3. Include any other information (like additional services, products, tasks, task elements and/or functions) that is pertinent and potentially valuable but not specifically asked for elsewhere in this RFP. This could include information on associated apps or app-integration, driver convenience features, or payment options at charger. ElectricNation™ reserves discretionary authority to consider, accept or reject, without cause, any information supplemental to what is outlined herein.

E. Cost Breakdown

Vendors will be evaluated on the cost of their proposed solution(s) based on the work to be performed in accordance with the scope of this project.

Provide an itemized “Cost and Revenue Proposal,” including a breakdown of anticipated costs and revenue analyses for the hardware, software/network, and maintenance components of this project.

Please break down anticipated capital and operational costs for the first five years using the table format below (vendors may add additional line items as is needed). This should include separate line items, descriptions, and estimates for equipment costs, fees, labor rates, and service charges for all equipment and support services, and sub-contractors. Please identify any sub-contractors and detail their duties. Include all additional costs that may be associated with the equipment such as extended warranties, spare parts, accessory software, reporting features, connectivity charges, and licenses.

The purpose of this budget is to evaluate the costs and benefits of different charging equipment, and operations/maintenance models. The budget will be used for evaluation purposes, but is understood to be an anticipated, conceptual budget prior to confirmation of site-specific considerations and cost factors.

Please fill in the tables below, adding line items as needed, and include in the proposal narrative any assumptions that inform the figures provided in the proposal narrative. If the input for any cell is zero, please indicate as such (do not leave any blanks).

Vendors may apply for individual project components (ND/SD, MN, fleet) or the whole project.

North Dakota & South Dakota			
Est. Qty.	Product Descriptions (minimum capacity noted)	Unit Price	Total Price
3	DCFC* ≥120 kW to be deployed in different locations across Standing Rock Reservation.		
3	Dual port Level 2 EVSE (including pedestal, if required), to be co-located with DCFC at the different Standing Rock locations. Specify capacity and/or provide options.		
2	DCFC* ≥50 kW to be located in South Dakota at locations to be determined along the Native American Scenic Byway.		
2	Dual port Level 2 EVSE (including pedestal, if required), to be co-located with DCFC on Native American Scenic Byway		
10	Dual port Level 2 EVSE (including pedestal, if required), at locations to be determined on Tribal Reservations in North Dakota and South Dakota. Specify capacity and/or provide options.		
5	DCFC installation and commissioning costs		
15	Level 2 installation and commissioning costs		
5	Warranty details, including coverage and length options, for DCFC		
15	Warranty details, including coverage and length options, for Level 2 EVSE		
5	DCFC branding/wrapping, materials and installation		
15	Level 2 branding/wrapping, materials and installation		
5	DCFC maintenance & service agreement, including coverage & length options		
15	Level 2 maintenance & service agreement, including coverage & length options		
15	Install parking striping, signage, and protective bollards at each site.		

Minnesota			
Est. Qty.	Product Descriptions	Unit Price	Total Price
1	DCFC* ≥120 kW to be located in Minneapolis at a location to be determined.		
1	Dual port Level 2 EVSE (including pedestal, if required), to be co-located with DCFC in Minneapolis.		
4	Dual port Level 2 EVSE (including pedestal, if required), at locations to be determined on Tribal Reservations in Minnesota.		
1	DCFC installation and commissioning costs		
5	Level 2 installation and commissioning costs		
1	Warranty details, including coverage and length options, for DCFC		
5	Warranty details, including coverage and length options, for Level 2 EVSE		
1	DCFC branding/wrapping, materials and installation		
5	Level 2 branding/wrapping, materials and installation		
1	DCFC maintenance & service agreement, including coverage & length options		
5	Level 2 maintenance & service agreement, including coverage & length options		
5	Install parking stall striping, signage, and protective bollards per location.		

*DC fast charging units are required to have CCS connectors and optionally may also offer other connectors. Specify and provide options for capacity and/or connectors if possible.

Level 2 Operating Service Descriptions	Price – cost per dual port charger per year	Price – over five years, total cost per dual port charger
Data network services including customer support		
Maintenance services – ad hoc		

DCFC Operating Service Descriptions	Price – cost per dual port charger per year	Price – over five years, total cost per dual port charger
Data network services including customer support		
Maintenance services – ad hoc		

Maintenance related expenses	Price per item/per occurrence	Comments/parts description
Change order		
1 of 3 most replaced parts		
2 of 3 most replaced parts		
3 of 3 most replaced parts		

Optional - ElectricNation™ will be providing electric vehicles for a number of fleet uses in the Red Lake and Standing Rock Reservations.

Fleet Vehicle Charging Ports			
Est. Qty.	Product Descriptions (minimum capacity noted, open to higher levels and/or options)	Unit Price	Total Price
3	Level 2 EVSE ports for Red Lake fleet 1		
2	Level 2 EVSE ports for Red Lake fleet 2		
4	Level 2 EVSE ports for Red Lake fleet 3		
2	Level 2 EVSE ports for Standing Rock fleet 1		
1	Level 2 EVSE port for Standing Rock fleet 2		
1	Level 2 EVSE port for Standing Rock fleet 3		
1	Level 2 EVSE port for Native Sun		
1	Level 2 EVSE port for SAGE		
15	Level 2 installation and commissioning costs		
15	Warranty details, including coverage and length options		
15	Maintenance and service agreement, including coverage and length options, if applicable		

Project Purpose and Description

ElectricNation™ is a Native-led public-private partnership that aims to address plug-in electric vehicle (EV) barriers for Tribal members in the Upper Midwest. Utilizing funding from the U.S. Department of Energy (DOE), the ElectricNation™ project will improve access to EVs and their charging stations, providing Native communities equitable access to clean, affordable transportation as well as the economic and environmental advantages created by clean energy technology. This project benefits members of the Standing Rock Sioux Tribe, Red Lake Nation, and 21 additional Native Nations in the Upper Midwest.

ElectricNation™ will test and demonstrate the effectiveness of commercial, passenger, and transit EVs and their associated equipment in rural areas while promoting energy self-determination and creating new job opportunities. The project will expand access to the benefits

of electrified transportation for more Tribal members, increase public familiarity with clean transportation options, and expand access to charging infrastructure.

In addition to the charging equipment discussed in this RFP, ElectricNation™ partners will deploy 16 light-duty electric vehicles, an electric shuttle, and two electric school buses, while also implementing multiple outreach and education events for Standing Rock Sioux Tribe and Red Lake Nation members.

Funding for the charging equipment and installation is provided by U.S. Department of Energy's Vehicle Technologies Office (award DE-E0009865) and, as such, has a fixed budget. The vendor selection process will have a strong emphasis on competitive pricing, detailed estimates, and overall value.

Project Scope

The scope of this RFP is to provide the required EV charging equipment hardware, installation, software, and potential maintenance support for ElectricNation™. Funding for this project is provided by the U.S. Department of Energy's Vehicle Technologies Office for the Upper Midwest Inter-Tribal EV Community Charging Network. ElectricNation™ partners include Native Sun Community Power Development; SAGE Development Authority; American Lung Association as the host organization for Minnesota Clean Cities Coalition and North Dakota Clean Cities; Minnesota Center for Energy and Environment; and others.

The number of units and capacity of charging infrastructure is described above. All DC Fast Charging locations will also include Level 2 supply equipment.

Applicants may apply for a portion or full scope of infrastructure needs, as well as individual components or all of the hardware, software, networking and payment services, operations and maintenance, installation, and commissioning necessary for this project.

Vendors should provide the information requested below with respect to their proposed hardware (please differentiate between the different capacities of level 2 and DC fast chargers where answers are distinct), networking, payment, data, and other operational solutions.

1. **Hardware:**

- a. Describe each of the major components and their functions, including size of charging unit and pedestal, along with a recommendation for their placement.
- b. Provide manufacturer brochures as available for proposed products, including information on manufacturer's certification (including by not limited to UL and Energy Star), warranty coverage, what is and is not covered, for how long, and whether warranty can begin upon installation versus purchase. Is there a way to have all warranties start at a mutually agreed upon date the summer of install/commissioning versus having different warranty dates for each unit? Please note if vendor is a manufacturer's authorized representative for the specified product.
- c. Please specify how many of these units have been installed, and where.
- d. Discuss your practices for interoperability testing with the network provider, and compatibility testing with OEMs.
- e. Provide information on space available on charging unit for branding opportunities or customization.
- f. Provide information on how weather-, tamper-, and vandalism-proof your suggested hardware solution is. As this will be an outdoor installation,

ElectricNation™ expects all high quality and visually attractive materials that are weatherproof, tamper-proof and vandalism-proof (such as utilizing tamper-resistant screws, anti-vandalism hardware, locked enclosures, and graffiti-resistant coating).

2. **Networking and payment:** Providing charging network software for both Level 2 and DCFC equipment, including a network payment system. EV charging stations must have ability for on-site payment transactions, accessible to persons with disabilities, such as credit card swipe, payment via smartphone app, and pre-registered RFID tag. All pay equipment (i.e., credit card terminals) must possess the capabilities to ensure credit card transactions are compliant with the latest PCI standards. The vendor must use commercially reasonable security standards to protect sensitive and/or confidential data both in transit and at rest.
3. **Operations, Maintenance, and Communications:**
 - a. Provide anticipated maintenance/service schedule, and what options are for doing that work – vendor, subcontractor, site host.
 - b. Maintenance services shall be provided to ensure all equipment is properly checked, tested, and activated for proper operation. The network's service provider should be capable of monitoring the EV chargers for any error or malfunction 24 hours a day, seven (7) days a week, 365-days each year.
 - c. What does each level of your tech support look like, and who is responsible at which point? At what point does the call go to the hardware company? What is your staffing model? (i.e., reducing expenses by sending a troubleshooting tech versus an electrician as first responder.)
 - d. Explain where your parts would be stored, and what the lead times are when they're being shipped.
 - e. What is the difference between your warranty and Service Level Agreement, and what's included in each? What is not covered by the warranty?
 - f. What is your procedure for documenting parts replaced in the field and maintaining the UL listing?
 - g. What uptime is the vendor committed to providing and how is that defined?
4. **Installation and Commissioning:** Detail the roles and processes for installation proposed. Following the installation, the vendor shall perform the testing and commissioning of the EVSE, including the successful charge of an electric vehicle using each port, so that they are functional and ready for use by the public.

Schedule and Timeline

- Submissions to this RFP are due on or before October 10, 2023.
- ElectricNation™ project partners will review and score proposals using the criteria below. The project anticipates selecting the vendor(s) in October 2023.
- Selection may be contingent upon the applicant providing additional information or revising the response, if requested.
- On behalf of the ElectricNation™ project, American Lung Association will contract with the selected vendor(s), which will detail the roles, responsibilities, and obligations of all parties. ElectricNation™ reserves the right to negotiate the final terms and conditions of the contract award with any bidder whose proposal is selected, and to reject any awarded bidder with whom ElectricNation™ cannot agree to terms and conditions meeting the project's needs, in our sole judgment.
- Installation of public charging equipment is expected to be completed in 2024. Fleet vehicles are expected to be arriving before the end of 2023 and the fleet charging equipment will need to be ready upon their arrival.

Review Criteria

Review criteria	Weight
1. Qualifications & references (sections A and B) <ul style="list-style-type: none"> • Vendors will be evaluated on their experience as it pertains to the scope of this project, and if a team of vendors, their experience as a team. • Vendors will be evaluated on examples of their previous work pertaining to EVSE hardware and/or EVSE software service. 	25%
2. Understanding of broader outcomes (section C) <ul style="list-style-type: none"> • Grasp of the project and responsiveness to it. • Clarity of outline provided regarding what vendor needs from ElectricNation™ partners for project completion. 	15%
3. Suitability of proposed equipment and services (section D) <ul style="list-style-type: none"> • Value of work compared to cost. • Alignment with “required” characteristics of hardware/software. • Maximum alignment with “preferred” characteristics. • Hardware that meets the challenges of cold weather and is vandalism resistant. • Availability of multiple level 2 charging options, with varying power output options. • Track record of system uptime and repair delays. 	25%
4. Price/cost breakdown (section E) <ul style="list-style-type: none"> • Complete fee schedule included, with comprehensive, clear responses to cost categories. 	30%
5. Responsiveness and proposal completeness <ul style="list-style-type: none"> • Completeness and attention to detail of the response. • Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner. • Alignment with Justice40 goals: whitehouse.gov/environmentaljustice/justice40/ 	5%
Total	100%

ElectricNation™ partners will review the proposals against the criteria in this RFP and score proposals. Partners reserve the right to ask for additional information or clarification of the submission from any or all proposers.

The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties.