New Hampshire VW Environmental Mitigation Trust
Direct Current Fast Charging Infrastructure
Request for Proposals
RFP # NH-VW-2019-03
New Hampshire Electric Vehicle Supply Equipment Grant Program – Round 1
November 22, 2019
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SECTION 1 – REQUEST FOR PROPOSALS (RFP) INFORMATION AND INSTRUCTIONS

1.1 Title and Purpose

Title: New Hampshire Electric Vehicle Supply Equipment Grant Program – Round 1

Purpose: This RFP, released by the New Hampshire Department of Environmental Services (NHDES) serving as solicitor on behalf of the Office of Strategic Initiatives (OSI), is for the installation and operation of electric vehicle supply equipment (EVSE), including both direct current fast charging (DCFC) and Level 2 chargers, in New Hampshire. For the purpose of this RFP, DCFC shall mean a system that provide a means to charge vehicles equipped with SAE Combined Charging Systems (SAE Combo) and those with CHAdeMO charging systems. Level 2 charger shall mean a charger meeting the SAE J1772 standard. Through this solicitation the State of New Hampshire seeks a qualified Applicant to provide a strategic network of EVSE and associated operations, maintenance and management services along specified corridors in New Hampshire. Funding for this solicitation is provided by the Volkswagen Environmental Mitigation Trust (VW Trust) through New Hampshire’s Volkswagen Environmental Mitigation Trust (NH Trust) and is consistent with the New Hampshire Beneficiary Mitigation Plan.

Disclosure: Proposals shall be kept confidential until a Contract becomes effective. NHDES and OSI reserve the right to request clarification of any proposal terms from Applicants. The selected Applicant will be notified in writing. Any award is contingent upon the successful negotiation of final Contract terms. Negotiations shall be confidential and not subject to disclosure to competing Applicants unless and until an agreement is reached. If Contract negotiations cannot be concluded successfully OSI reserves the right to negotiate a Contract with another Applicant or withdraw the RFP. Any Contract resulting from this RFP shall not be effective unless and until approved by the Governor and Executive Council.

Rights Reserved: OSI reserves the right to cancel or extend the RFP process at any time. OSI 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 NH Trust.

1.2 Designated Contact Person
Tim White, Supervisor
Mobile Source Section
New Hampshire Department of Environmental Services
29 Hazen Drive, PO Box 95
Timothy.White@des.nh.gov
603-271-5552
1.3 Schedule of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Deadline</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>11/22/19</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Informational Session</td>
<td>12/6/19</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Question Period Closes</td>
<td>12/13/19</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Responses to Questions Posted</td>
<td>12/20/19</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>01/24/20</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Anticipated Contract Start Date</td>
<td>Early April 2020</td>
<td></td>
</tr>
<tr>
<td>EVSE Commissioning</td>
<td>11/30/20 – 6/1/21</td>
<td></td>
</tr>
</tbody>
</table>

An informational session will be held via webinar at the date and time specified above. Interested parties should register for the webinar at link provided at [https://www.nh.gov/osi/energy/programs/vw-trust-funding.htm](https://www.nh.gov/osi/energy/programs/vw-trust-funding.htm)

1.4 Questions

Questions regarding this RFP must be submitted by email to the Designated Contact Person in Section 1.2 prior to the close of the question period specified in Section 1.3. All questions and responses will be posted on the OSI website at [https://www.nh.gov/osi/energy/programs/vw-trust-funding.htm](https://www.nh.gov/osi/energy/programs/vw-trust-funding.htm)

1.5 Proposal Submittal Deadline

Proposals must be received by the date and time specified in Section 1.3. Proposals received after the deadline will not be considered. No changes or additions to a proposal will be accepted after the specified due date and time. If necessary, Applicants may be contacted for clarification of information submitted.

1.6 Cost of Proposal Preparation

Preparation costs of any proposal in response to this RFP are the sole responsibility of the Applicant.

1.7 Anticipated Contract Term

The anticipated Contract term is from the effective date of the Contract until 5 years from the in-service date of the last charging station installed under the Contract, with an option for the State to extend the Contract for an additional 2 years upon Governor and Executive Council approval.

1.8 Contract Award

The selected Applicant will be notified in writing. OSI reserves the right to negotiate the final terms and conditions of the Contract with selected Applicant whose proposal is selected, and to reject any selected Applicant with whom OSI cannot agree to terms and conditions meeting the State’s needs, in OSI’s sole judgement. The entity named in the Contract must be the owner of
the installed equipment for the duration of the Contract and will have the responsibility for ensuring continued operation of the equipment during the Contract period.

### 1.9 Contracting Process

The selected Applicant must enter into a contractual agreement with OSI. Such Contract is not valid until approved by the Governor and Executive Council. The selected Applicant must be in receipt of a written Notice to Proceed before any work may begin. Any project costs incurred prior to receipt of a Notice to Proceed are ineligible expenses under this solicitation. All proposals will remain confidential until a Contract is approved by the Governor and Executive Council.

### 1.10 Related Requests for Proposals

OSI anticipates additional requests for EVSE infrastructure projects in the coming year. Other anticipated solicitations include an electric school bus demonstration project and other vehicle replacement project solicitations that fall under the terms of the VW Trust. These opportunities will be posted at [https://www.nh.gov/osi/energy/programs/vw-settlement.htm](https://www.nh.gov/osi/energy/programs/vw-settlement.htm)

## SECTION 2 – BACKGROUND INFORMATION

### 2.1 Office of Strategic Initiatives and NH Department of Environmental Services

The Governor’s Office of Strategic Initiatives is designated as the lead agency for the implementation of NH Trust. Under agreement with OSI, NHDES provides administrative support in the planning and implementation of diesel emission reduction and electric vehicle charging infrastructure projects utilizing the NH Trust funds.

### 2.2 Background and Context

The goal of this RFP is to provide DCFC and Level 2 EVSE to enable electric vehicle (EV) travel to and within New Hampshire for our residents and visitors. The objective is to receive qualified proposals for the installation, maintenance and operation of DCFC and co-located Level 2 charging infrastructure along the specified corridors.

This solicitation is specific for electric vehicle charging infrastructure, consisting of DCFC and co-located Level 2 chargers, in strategic locations statewide. Through the work of the Electric Vehicle Charging Station Infrastructures Commission¹ (Senate Bill 517 (2018)) several travel corridors have been identified as priority corridors for the installation of charging infrastructure in New Hampshire. This solicitation targets a subset of those corridors for initial investment.

New Hampshire will need adequately spaced charging infrastructure statewide to support the use of electric vehicles for travel within and through the state. This solicitation seeks to establish infrastructure along the priority corridors in such a way that travel throughout the

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¹ See [https://www.des.nh.gov/organization/divisions/air/tsb/tps/msp/sb517.htm](https://www.des.nh.gov/organization/divisions/air/tsb/tps/msp/sb517.htm) for meeting materials and minutes for this Commission.
state is enabled, while recognizing that the ideal spacing of no more than 50 to 70 miles between DCFC on all corridors will not be met through this funding opportunity.

2.3 Ownership
Applicants must propose a solution in which the selected Applicant will be the owner of the EVSE funded through this solicitation for the entire Contract period. Operation and maintenance of the EVSE may be subcontracted with the State’s prior approval, but the selected Applicant will remain ultimately responsible for continued operation of the EVSE in compliance with the Contract terms and conditions.

2.4 Funding
Approximately $2,000,000 from the NH Trust is available for this solicitation. OSI, at its sole discretion, reserves the right to increase or decrease the amount of funds available under this competitive solicitation.

This solicitation is a reimbursement program. The selected Applicant will be reimbursed for eligible project expenses as specified in their approved Contract. Applicants may sub-contract the installation and operation of a station, but the Applicant will be solely responsible for meeting the terms of the Contract.

2.5 Eligible and Non-Eligible Costs
Under this RFP up to 80 percent of eligible costs will be reimbursed from the NH Trust.

1. Eligible Costs include:
   a. The cost of the EVSE;
   b. A console wired into the electrical supply;
   c. Necessary upgrades of electric supply;
   d. A cable and connector to plug into the EV;
   e. Cable management strategy (e.g., coil, retractable, etc.);
   f. Mounting, either a pedestal hard-wired to a permanent pole or box or hard-wired to a wall including a mounting plate;
   g. Onsite signage and pavement painting;
   h. Shipping/Freight of installed equipment;
   i. Construction costs related to site preparation and installation; and
   j. Administrative costs related to the construction phase.

2. Non-Eligible Costs include:
   a. Any costs not approved by NHDES;
   b. Purchase, lease or rental of real-estate;
   c. Capital costs including, but not limited to, construction of buildings, parking facilities, or amenities;
   d. General maintenance of the site on which the EVSE is located;
e. Electrical infrastructure on the property and/or grid interconnection costs;
f. Off-site or highway signage;
g. Permit fees;
h. Taxes;
i. Warranty;
j. Internet connection or cell signal;
k. Software subscription;
l. Electricity consumption and demand charges; and
m. Costs associated with the operation, maintenance and customer support services associated with the EV charging station, including the EVSE.

2.6 Working with your Utility
All Applicants must consult with the electric utility company providing service for each site and complete a Utility Assessment Form for each proposed site. The form must be signed by the Applicant and the utility representative. This form is located in Attachment A.

While exact site locations are not required in an Applicant’s proposal, Applicants should provide the utility with enough details about the location of the charging equipment to enable a reliable feasibility assessment and estimate of related costs of the electrical infrastructure upgrades required for each site.

SECTION 3 - PROJECT LOCATIONS AND REQUIRED EQUIPMENT

3.1 Corridor Descriptions
The corridors shown in Figure 1 and described below were prioritized based on a number of factors including current traffic volumes, connectivity to neighboring states and provinces, and designation under the Federal Highway Administration’s Alternative Fuel Corridor designation program as “EV Signage Ready” or “EV Signage Pending”².

Applicants must propose a solution for each of the corridors described herein. Applications that do not include a proposed solution for each described corridor will be rejected. Applicants should identify a specific site where known, or describe a general location for the EVSE if a specific site has not been identified. The proposed solution for a given route may include multiple locations.

1. US Route 2 from the border with Maine to the border with Vermont. This section of roadway is approximately 35 miles in length.

2. Interstate 93 from the northern intersection with I-293 to the Vermont border. This section of highway is approximately 100 miles in length.

² Fixing America’s Surface Transportation (FAST) Act Section 1413
3. Interstate 89 from Concord, NH to the Vermont border. This section of highway is approximately 65 miles in length.

4. New Hampshire Route 101 from Keene, NH to Interstate 93. This section of roadway is approximately 60 miles in length.

5. New Hampshire Route 16 between Portsmouth, NH and the vicinity of Jackson, NH. This section of roadway is approximately 90 miles in length.

6. An East-West corridor between the Seacoast and Interstate 93. This may be proposed for either New Hampshire Routes 4 and 202 between Portsmouth and Concord, or Route 101.

The selected Applicant will be expected to have a minimum of four (4) sites operational by November 1, 2020 and all sites operational by June 1, 2021.
FIGURE 1 – Target Corridors for RFP # NH-VW-2019-03
3.2 Site Requirements
Selected sites must have publically accessible parking. It is preferred that sites be within 1.5 miles of the named route or highway in rural areas and within 0.25 miles of the named route or highway in urban areas in order to qualify for on-highway signage pursuant to the New Hampshire Department of Transportation’s signage policy\(^3\). Sites not meeting these criteria may be proposed, but excessive distance from the named route will be reflected in the scoring of the proposal.

It is preferred that access to the charging infrastructure be available 24 hours per day 7 days per week. If an Applicant is proposing alternative hours of operation for any site the alternative operating hours must be fully described, and the Applicant must provide a justification for the reduced operating hours.

Sites must be lit during all non-daylight hours of operation.

Consideration should be given to motorist comfort and amenities when selecting a site.

Availability of operational DCFC in adjoining states should be considered. Duplication of available infrastructure is discouraged.

If a proposed site is within a one percent annual chance floodplain\(^4\) the Applicant must provide justification for use of this location and describe how the site will be developed to protect the installed EVSE and ensure resiliency from rising waters.

SECTION 4 – SCOPE OF WORK
The Applicant selected through this RFP will be responsible for providing EVSE hardware, installation services, maintenance, network operations and ongoing provision of EV charging services to consumers at sites along the corridors identified in Section 3. The scope of work includes all labor, supervision, resources, equipment, materials, supplies, transportation/shipping, travel and any and all incidentals necessary to install and operate DCFC and co-located Level 2 charging stations as specified in this RFP through the Contract period.

The Applicant will be the owner of the installed EVSE, but may contract with a third party for the operation and maintenance of the equipment as well as networking services.

4.1 Charging Station Requirements
The specific site for any EVSE installation installed under this RFP must be approved in writing by NHDES prior to any site specific expenditures by the Applicant.

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\(^3\) A copy of the DOT Signage Policy is posted at www.nh.gov/osi/energy/programs/vw-trust-funding.htm
1. Installation: The Applicant is responsible for achieving completed installations at each site, to include:
   a. Obtaining any applicable local, state and federal permits required for installation and operation of the EVSE;
   b. Ensuring that all installation work as it pertains to site preparation, curbing, striping, signage, charging equipment, billing and networking systems, and electrical interconnections is completed:
      i. consistent with the manufacturers’ specifications;
      ii. consistent with the project design proposed in the bid; and
      iii. in accordance with any applicable local, state and federal zoning and code requirements and is working properly; and
   c. Coordinating the installation activities with the Host site, the electric utility, and any sub-contractors needed to complete the work.

2. Configuration: The charging stations shall be configured as follows:
   a. A minimum of two dedicated parking spaces;
   b. Two DCFC, one associated with and accessible from each dedicated parking space, each with both SAE Combo (Combined Charging System) and CHAdeMO connectors; and
   c. At least one Level 2 charger installed within reach of either of the two dedicated spaces, or configured to reach an adjacent space where available. An Applicant may propose that a specific site should not be required to include Level 2 charging. However, pricing for inclusion of Level 2 at all sites must be provided.

3. Charging Equipment Requirements:

   DCFCs should be capable of providing 150 kilowatt charging for a single vehicle. Level 2 chargers should be capable of providing 9.6 kilowatts for a single vehicle. If lower kilowatt EVSE are proposed at any location, justification should be provided and the Applicant should describe how the site will be future-proofed to allow for higher kilowatt stations later if warranted.

   The charging station sites must have adequate transformer capacity to serve the DCFCs. Future-proofing the site with adequate power for multiple DCFC is encouraged.

   Energy Star certification for Level 2 EVSE is strongly preferred. Applicants must state whether the proposed equipment is Energy Star Certified.

   Each DCFC and Level 2 charger must meet the following minimum requirements:
   a. Is new and unused and is not refurbished or remanufactured;
   b. Employs the most current technology commercially available;
   c. Includes all cables, connectors, interfaces, documentation for all components, and any other items necessary for full operation at the designated site;
   d. Includes all standard manufacturer accessories;
e. Is factory calibrated (as applicable) prior to, or during, installation in accordance with the Original Equipment Manufacturer (OEM) standards;
f. Is using the most current software version available as of the time it is installed;
g. Is future-proofed to the extent feasible and, at a minimum, has the ability to have the software upgraded;
h. Has the ability to stop the flow of power when not in use;
i. Complies with all National Electric Code and Federal Communications Commission regulations for safety and operation requirements;
j. Is able to withstand extreme weather conditions including temperature extremes, flooding, wind, ice, snow, heavy rain and high winds, and is protected from malfunctions due to condensation;
k. Includes barriers or other mechanisms to prevent damage from snow removal equipment or vehicles;
l. Includes screen displays that are readable in all light levels, including in direct sunlight and at night;
m. Is tamper-proof; and
n. Has a cord management system that prevents the cord from lying on the ground or becoming entangled.

4. Networking:
   a. The EVSE must connect to a network via Wi-Fi, cellular or other connection using multiple carriers.
   b. The network must be configured to display real-time operational status on a smartphone application, either through a network-specific application or a third-party aggregator.
   c. Applicants must describe how network security concerns will be addressed and managed.

5. Signage:
   a. The Applicant is responsible for working with the New Hampshire Department of Transportation and appropriate local officials for directional signage on and along roadways and highways to guide drivers to the station.
   b. The Applicant must provide for signage at each site that identifies the availability of the EV charging station and the location of the EVSE on the site.
   c. All signage must comply with any applicable local, state and federal laws, ordinances, regulations and standards.

6. Accessibility and Availability: The Applicant shall ensure that each EV charging station at each host site is:
   a. Publicly accessible 24 hours per day, seven (7) days a week (unless fewer hours are proposed – see Section 3.2);
b. On a paved or hardscaped parking space that is clearly marked to designate the spaces as reserved for EV Charging Station parking;

c. In a safe, well-lit location with dusk-to-dawn area lighting and adequate ingress/egress points;

d. Equipped with appropriate safety instructions for EV drivers regarding the proper use of the charging equipment; and

7. Future-proofing and Innovation:
Where feasible, stations should be designed in a way that will allow for future expansion and/or upgrading to higher speed charging equipment. Applicants are encouraged to include innovative options in the design of the station. Such options could address issues including, but not limited to, peak energy demand reduction, use of renewable energy, and demand charge management strategies.

4.2 Operation, Maintenance and Customer Support

1. Operation and Maintenance of the site and equipment: The Applicant will be responsible for the operation and maintenance of each charging station, inclusive of station pedestals, and all ancillary equipment, including cables, awnings, canopies, shelters, and information display kiosks or signage associated with the charging stations. Stations and equipment shall be maintained in good working order and in compliance with all manufacturer requirements and recommendations for the period of the Contract. This includes, but is not limited to:

   a. Ensuring payment of all operation and maintenance costs including, but not limited to, any licensing, fees, taxes, utilities, site maintenance and power supply;

   b. Operating and maintaining each charging station for the entire term of the Contract (5 years plus 2-year extension option);

   c. Establishing a schedule for regular inspection and maintenance of each charging station and all ancillary equipment;

   d. Maintaining the site, including any canopies, signage, pavement, lighting, and any other appurtenances associated with the charging stations;

   e. Providing for snow removal and ensuring access during inclement weather;

   f. Ensuring the DCFC EVSE is operational at least 97 percent of the time based on a schedule of 24 hours per day and seven days per week;

   g. Initiating the process for making any needed repairs within 24 hours following notice of a malfunction or other operational issue; and

   h. Completing repairs in accordance with the provisions of the approved operations and maintenance plan.

Applicants must include a generic operation and maintenance plan with their proposal. Upon selection, an Applicant will be required to submit a written operation and maintenance plan specific to their proposal that will become a part of any resulting contractual agreement.
2. Pricing and Payment:
   a. The following pricing information must be readily available to customers: the unit of
      sale (e.g., free, kWh, time, etc.), pricing per unit, any additional fees that may be
      assessed (e.g., fees associated with parking, dwell time surcharges, etc.); and the
      maximum power level of the station (when not sharing power) in kilowatts or
      equivalent units. Units of measure are to be compliant with any applicable NH
      Department of Agriculture, Markets and Food, Division of Weights and Measures
      standards.
   b. This information must be made available to drivers in advance of each charging
      session either through a user interface that is legible both at night and in direct
      sunlight, or through another form of display on the charging station.
   c. Each charging station must support multiple point of sale methods such as pay-per-
      use and subscription methods, including the ability to accept chip and tap credit and
      debit cards without incurring excessive fees, inconvenience or delays compared to
      other payment methods; mobile application payment; RFID, etc. Customers without
      chip or tap credit or debit cards must be able to initiate a charging session and
      payment via credit or debit card over the phone.
   d. The operator must adhere to and demonstrate compliance with applicable Payment
      Card Industry Compliance standards.
   e. The applicant must ensure that charging stations are accessible by all drivers
      regardless of network memberships or subscriptions, and that consumers are not
      required to pay a subscription fee or otherwise obtain a membership in any
      network, club, association, or organization as a condition of using such charging
      stations; provided, however, that owners and operators of charging stations may
      have separate price schedules conditional on a subscription or membership.

3. Customer Support:
   The applicant must provide customer support service that is available to customers during
   all operating hours via a toll-free telephone number posted on or near the charging station
   and clearly visible to customers.
   Customer support service must be capable of dispatching or otherwise providing services to
   address operational problems at the charging station. A customer who calls the toll-free
   number must get immediate assistance, including rebooting the system if necessary.
   In the event a site visit is required to address a maintenance issue, the service personnel
   should arrive at the site within twenty-four (24) hours of the Applicant receiving notification
   of the problem.

4. Data Capture Requirements: Each EV Charger should have network communications that, at
   a minimum, capture the following information about each charging transaction, at each
   charging location:
   a. Date and time of usage (including start and stop time);
   b. Accurate utilization rates;
   c. Total kWh and Total kW draw;
d. Total dollar amount charged to the user;
e. Station status and health in real time; and
f. Equipment malfunctions and operating errors.

This information must be reported quarterly to NHDES for the duration of the Contract.

4.3 Host Sites
Applicants must secure host site agreements for each charging station site to be located on property not owned by the Applicant. The agreement will be signed by the Applicant and the individual with the authority to make such an agreement on behalf of the host site. Site agreements must:

1. Allow the Applicant and any sub-contractors to install, operate and maintain the specified EVSE on the site for a minimum of seven years;
2. Specify that the Applicant or its sub-contractors will have access to the site as necessary for maintenance of the equipment;
3. Allow full public access to the EVSE during all operating hours;
4. Specify which party is responsible for routine maintenance of the site, including, but not limited to, trash removal, snow removal, maintaining pavement markings and signage, and any other activities necessary to ensure the site is accessible and inviting;
5. Include provisions for any sale of the site; and
6. Include provisions regarding the Applicant’s legal right to own and operate the EVSE on the site.

The Applicant must obtain prior written approval of a proposed host site from NHDES prior to executing a host site agreement and acquiring or installing any EVSE on the host site. Host site agreements completed prior to the selection of an Applicant pursuant to this RFP will be considered and should be included as part of an Applicant’s proposal. The Applicant may be required to revise or replace such agreements with an agreement approved by NHDES.

The selected Applicant will be expected to submit proposed site information to NHDES within eight (8) weeks of Contract approval. This information may be marked as “business confidential”. Proposed host site agreements are expected to be presented to NHDES for review within twelve (12) weeks of the Contract approval date, and executed within four (4) weeks of approval by NHDES.

4.4 Recordkeeping and Reporting
The Applicant will be required to submit periodic reports as described below. The schedule for report submittal will be determined by the Contract.

1. Monthly Reporting
The Applicant shall provide monthly reports on the status of host site agreements, station installation progress, and operational status of each site until all sites are operational.
2. Quarterly Reporting
The Applicant will be required to submit quarterly reports to NHDES for the duration of the Contract that include data on station usage, such as:
   a. Date and time of usage (including start and stop time);
   b. Accurate utilization rates;
   c. Total kWh and Total kW draw;
   d. Total dollar amount charged to the user;
   e. Station status and health in real time;
   f. Equipment malfunctions and operating errors;
   g. Percent of time vehicles connected to a charger are charging; and
   h. Quarterly income from each station, net expenses.

3. Semi-Annual Report
The Applicant shall submit a semi-annual report to NHDES no later than December 1 and June 1 of each year describing the progress implementing the contract requirements during the six-month period leading up to the reporting date, including a summary of all costs expended on the approved project through the reporting date. Such reports shall include a complete description of the status (including actual or projected completion date), development, implementation, and any modification of the project from the initial proposal.

SECTION 5 – APPLICATION FORMAT AND CONTENT

5.1 Project Organization and Staffing Requirements
Proposals that include teaming arrangements must designate one party as the Applicant. Multi-party proposals shall clearly describe the scope of work to be performed by each party. Personnel who are proposed shall be the actual Contract performers.

5.2 Submittal Requirements
Proposals must be delivered to NHDES 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 a sealed envelope or package visibly labeled, “Response to RFP #NH-VW-2019-03 – New Hampshire Electric Vehicle Supply Equipment Grant Program – Round 1.”

The proposal submission must include:
   • One (1) signed original document that is unbound and includes all sections, forms and appendices;
   • Four (4) bound hard copies of the entire original (3-ring binder is acceptable), and
   • One (1) electronic copy of the complete proposal provided on thumb drive or CD ROM; files must be provided in Microsoft Office and/or PDF format and a copy of Attachment C must be provided in Microsoft Excel format.
5.3 Format Requirements
Proposals will be evaluated for adherence to the following format requirements:
• Proposals must be typewritten, using a standard 12-point font.
• Each page should state the page number, the name of the Applicant, and the RFP number.
• Each page should have one-inch margins.
• Unnecessary attachments (i.e., any attachments beyond those sufficient to present a complete, comprehensive, and effective proposal) will not beneficially influence the evaluation of the proposal.
• Proposals must adhere to prescribed page limits specified in Section 5.4. Each printed side counts as one (1) page.
• Where feasible all pages should be double-sided.

5.4 Content and Organization Requirements
The proposal must include the following contents, which should be presented in the following order:

1. Proposal Cover Sheet Form
   • Include a completed, signed Proposal Cover Sheet, which is provided in Attachment A.
   • If the proposal involves any subcontractors, provide a completed Team Commitment page, which is included with the Proposal Cover Sheet.

2. Letter of Transmittal / Letters of Commitment
   • Include a brief Letter of Transmittal, on company letterhead, signed by an appropriate officer of the lead Applicant who can bind the company to a contract.

3. Table of Contents

4. Introduction (2 pages maximum)
   Summarize the Applicant’s understanding of the services requested in the RFP and proposed approach to fulfilling the requirements of this RFP.

5. Statement of Work (12 pages maximum)
   • Overview: Provide an overview of the proposed solution. Describe how the project is to be implemented to fulfill the objectives of the RFP, and the requirements of the Scope of Work (Section 4).
   • Description of Equipment to be Installed: Specify the make and model of the DCFC and Level 2 chargers to be installed and describe how the equipment specifications in Section 4.1 are met.
   • Description of Site: Where known, describe the EVSE site, including location, surface type, amenities, and any other information relevant to the success of that site as an EVSE location.
• Task by Task Project Implementation Plan: Specify the proposed Project Implementation Plan for accomplishing each individual task specified in the Scope of Work. Each task-specific plan should outline the approach to the task and specify the relevant methods and deliverables.

• Schedule and Deliverables: Provide a chart or outline detailing the proposed schedule for the project, including proposed timelines for each task and associated deliverables or reports. Applicants should note issues or conditions that will need to be resolved before the project can begin and highlight barriers that could delay the proposed timeline. A minimum of four (4) sites must be completed and operational by November 1, 2020. All sites must be complete and operational by June 1, 2021. Applicants are strongly encouraged to complete all sites earlier, if possible.

• Station Operation Plan: Describe the operation of each site, including, but not limited to:
  o what entity will oversee the day to day operation of each site, including site maintenance and repair;
  o network services to be used;
  o availability of cellular signals;
  o lighting;
  o security;
  o accessibility to disabled persons;

6. Staffing, Management and Company Qualifications (5 pages maximum)
• Overview: Briefly describe the overall staffing plan and management approach to the project, including coordination with subcontractors where applicable.

• Organizational chart: Provide an organizational chart of the proposed team for the project. The chart should identify key team members, their project roles, and illustrate relationships between the individual staff and the organizations (NHDES/OSI, the Contractor and any subcontractors) and clearly indicate the primary point of contact for NHDES/OSI.

• Individual qualifications: For key staff members that are described in the bid, please provide a brief narrative that includes a description of the individual’s role on this project and a summary of his or her relevant skills, qualifications, experience and expertise, including previous similar projects completed. (Resumes must be included in a separate appendix.)

• Corporate qualifications: Describe the corporate qualifications of the lead Applicant, including brief descriptions of past experience on contracts of similar scope and size; provide a client name and contract value for each and describe how the work is relevant to the current RFP. Provide the same information for each subcontractor. Prior EV charging station development experience (i.e. number of years, number of stations / sites developed, duties, locations, etc.) should be clearly indicated. Results from past projects should be highlighted.

• Financial capability: Describe the Applicant team’s financial capacity to pay for the equipment investments, labor and other costs associated with the project and the lead Applicant’s prospects for financial sustainability generally. Disclose and provide details regarding any bankruptcy petition (whether voluntary or involuntary), receivership, insolvency event, or similar adverse financial circumstance suffered or incurred by the
Applicant (or any predecessor entity) within the three years preceding the date of submission of this proposal. Disclose and provide details regarding any litigation, arbitration, or administrative proceedings involving the Applicant within the three years preceding the date of submission of this proposal in which the amount claimed or adjudged against the Applicant exceeded $50,000. Upon request, in order to provide OSI with the ability to judge the Applicant’s financial capacity and capabilities to undertake and successfully complete the Contract, the Applicant may be required to submit two years of certified financial statements that include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the Applicant’s most recent fiscal year. If certified financial statements are not available, the Applicant should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer or the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the Applicant as of, and for, the periods presented in the statements. In addition, the Applicant may be required to submit a bank reference. The Applicant may clearly mark documents containing business sensitive information and submitted in connection with the proposal as “Confidential Financial Information.”

7. Budget/Cost Proposal (12 pages maximum)
   - Narrative: Provide a detailed explanation of the project budget including, but not limited to, a clear description of the quantity and specifications of EVSE and associated equipment, warranties for equipment, utility upgrades, hard costs like concrete and conduit, design and engineering, permitting, project management, subcontractor costs, and shipping of equipment. The narrative should clearly explain the Applicant’s cost share for the proposed project and where funds come from. Applicants should indicate any other funding sources that will be used for this project and describe any plans to attract additional funding, if applicable. List all project-specific grant funds received or committed to date, whether from public or private sources, including all applications for funding pending with other entities.
   - Cost Forms: Provide a completed Project Cost Summary Excel spreadsheet (Attachment C) summarizing equipment and material costs; construction and installation costs; and project management costs. All project costs must be accounted for on this form; any costs not included on this form may be disallowed for reimbursement. A separate tab must be completed for each proposed location. The template provides two tabs per corridor. Applicants should add or delete tabs for a specific corridor as needed. These summary sheets do not count toward the page limit and do not replace the required narrative regarding funding.
   - Pricing: Provide the proposed customer cost for use of the EVSE for each site. Describe the unit to be used (e.g. per minute, per hour, per kWh); whether such cost will vary based on the time of day or day per week; how costs will vary depending on network membership; and any other relevant information necessary to provide a transparent final cost to a customer for the proposed solution.
8. Appendices

- **Appendix A – References**: Provide a list of references for the Applicant and any subcontractors included in the bid. At least three (3) references must be provided for each organization included in the bid. For each reference, please provide current contact information (name, company, telephone number, and email address) and a brief description of the work conducted for the reference and its relevance to the current RFP.

- **Appendix B – Resumes**: Provide resumes of key project team members. Key project team members identified in the proposal must be dedicated to the proposed project at the level proposed. Any substitutions of key project team members must be approved by NHDES.

- **Appendix C – Host Site Agreement**: Provide a sample host site agreement as described in Section 4.3.

- **Appendix D – A generic operation and maintenance plan that describes how an Applicant will ensure their proposed network will achieve the required up-time and be responsive to station issues. The selected Applicant will be required to submit an operation and maintenance plan specific to their proposed solution prior to Contract approval.**

NHDES and OSI reserve the right to reject any proposals that do not meet the requirements of this Section.

**SECTION 6 – PROPOSAL EVALUATION AND AWARD**

Applications passing all screening criteria will be submitted to the Evaluation Committee for review and scoring based on the Evaluation Criteria identified in this section. Members of the Evaluation Committee will be determined by OSI. OSI 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.

During the evaluation and selection process, the Evaluation Committee may schedule an interview with an Applicant, either by telephone or in person, for the purpose of clarification and verification of information provided in the application. Any such interviews may not be used to change or add to the contents of the original application. Applicants will not be reimbursed for time spent answering clarifying questions.

In evaluating proposals, NHDES and OSI reserve the right to take any of the following steps:

1. Consult with prior clients on the performance of the Applicant or of particular persons proposed for this bid;
2. Schedule presentations or interviews with representatives of the Applicant 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 Applicant’s performance; and
4. Request additional data or supporting material.
6.1 Evaluation Criteria
Proposals will be evaluated based on the following:

Project Cost
Company qualifications:
- Previous experience
- Financial strength
- Staff qualifications
- References

Proposed Solution:
- Statement of work
- Timeline for bringing EVSE online
- Specifications of equipment proposed
- Amenities available to customers
- Distance from described routes
- Marketing strategies

Overall quality of an Applicant's proposal, including responsiveness to the specifics of the RFP.

Creativity of a proposed solution, including partnerships; cost containment strategies; incorporation of renewable energy and/or energy storage resources; and strategies to encourage use of the ESVE network.

6.2 Scoring
Points will be awarded as follows:

<table>
<thead>
<tr>
<th>Scoring Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Cost</td>
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</tr>
<tr>
<td>2. Company Qualifications</td>
<td>15</td>
</tr>
<tr>
<td>3. Proposed Solution</td>
<td>25</td>
</tr>
<tr>
<td>4. Overall Quality and Responsiveness</td>
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</tr>
<tr>
<td>5. Creativity</td>
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</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

SECTION 7 – GENERAL CONDITIONS
1. The Applicant will be required to agree to the provisions of the State of New Hampshire’s P-37 contract form (Attachment D) and any additional provisions based on the specific requirements of this RFP and the Applicant’s response to it.
2. The Applicant will be required to provide, in a timely manner, all documents necessary for approval of the Contract by the Governor and Executive Council, including:
   a. A current Certificate of Good Standing from the NH Secretary of State;
   b. A notarized Certificate of Authority for the individual signing the Contract; and

3. The Applicant will have 14 business days to sign and return the final contract documents to NHDES.

4. OSI will submit the Contract and supporting documents to the Governor and Executive Council for approval. The effective date of the Contract will be the date of such approval. No work may begin prior to the effective date and subsequent written Notice to Proceed. Such notice may be delivered via email.

5. Upon submittal and approval of all documentation necessary to support a request for payment, OSI will direct the VW Trust to process payment to the Grantee. Grantees are responsible for making payments to any subcontractors. It may take up to 90 days for the funds to be released by the VW Trust after OSI submittal.

SECTION 8 – ATTACHMENTS INDEX
1. Attachment A – Proposal Cover Sheet
2. Attachment B – Utility Assessment Form
3. Attachment C – Project Cost Summary (Excel spreadsheet)
4. Attachment D – State of NH Form Number P-37