

Attachment A

National Electric Vehicle Infrastructure (NEVI) Program

Request for Proposal Number R231-24

Bidder Name:

Location:

Note that Bidders who wish to bid on multiple locations will be required to fill out and submit an entirely separate proposal for each location.

Bidders are required to complete all forms provided in this attachment.

Forms A.1, A.2, A.3, A.4, A.5, and A.6 are to be included as part of the Technical Proposal.
Forms A.7 is to be submitted as the Cost Proposal.

Form A.1: NEVI Program Minimum Requirements

Form A.2: Corporate Overview Matrix

Form A.3: Technical Approach Matrix

Form A.4: Technical Requirements Matrix

Form A.5: Candidate Site Requirements Matrix

Form A.6: Site Installation Schedule

Form A.7: Cost Proposal Summary

Form A.1
NEVI Program Minimum Requirements
Request for Proposal Number R231-24

Bidders proposing on the **NEVI Program** must certify that they can meet the following minimum requirements as prescribed in the NEVI Program. ***To clarify, a No response to any of the following minimum requirements provided in the Minimum Requirement Matrix (MRM) will result in immediate disqualification of the Bidder's proposal.***

The MRM is used to document and track the NEVI requirements from the proposal through implementation to testing to verify that all requirements have been completely fulfilled. The Bidder will be responsible for maintaining the contractually agreed upon set of baseline requirements. The requirements and Bidder's responses described in the MRM will form a basis for subsequent testing and validation that all requirements have been met.

The Bidder must ensure that the original requirement identifier and requirement description are maintained in the MRM as provided by NDOT.

How to complete the MRM:

MRM Column Description	Bidder Responsibility
MR #	The unique identifier for the minimum requirement as assigned by NDOT. This column is dictated by this RFP and must not be modified by the Bidder.
Requirement Description	The statement of the requirement to which the Bidder must respond. This column is dictated by the RFP and must not be modified by the Bidder.
Resp. (Response Code)	Each of the items from the Minimum Requirements Matrix of this RFP require a response of Y (Yes) or N (No). Below is a brief explanation of each. Y Yes, the minimum NEVI Program requirement can be met. N No, the proposal does not or cannot meet the requirement.

Minimum Requirements Matrix (MRM)

MRM.1 Minimum NEVI Requirements (pass/fail)		Y or N
MRM.1.1	Electricians working to install or maintain EVSE shall be EVITP certified or shall have graduated from or have a certificate from a DOT registered apprenticeship program.	
MRM.1.2	EV charging infrastructure includes at least four (4) charging ports.	
MRM.1.3	Each of the four (4) charging ports is equipped with an SAE Combined Charging System (CCS 1) connector.	
MRM.1.4	Each of the four (4) charging ports support output voltages between 250- and 920-volts DC.	
MRM.1.5	Each of the four (4) charging ports supports a continuous power delivery rating of at least 150 kW and will supply power according to an EV's power delivery request up to at least 150 kW, continuously and simultaneously with the other three (3) ports.	
MRM.1.6	At least one (1) charging port is ADA accessible, and all EVSE are ADA compliant.	
MRM.1.7	Charging is available at all four (4) ports 24 hours a day, 365 days a year.	
MRM.1.8	A non-federal match of at least twenty percent (20%) of eligible project costs is provided by other sources.	
MRM.1.9	Charging customers will have multiple payment options that do not require paying a membership fee, and which include the option for contactless payment with major credit and debit cards, and either a toll-free number or SMS option to initiate charging and submit payment.	
MRM.1.10	24/7 customer support will be available to help charging customers.	
MRM.1.11	EVSE owner will ensure that all four (4) charging ports remain in operation for a minimum of five (5) years after station is operational.	
MRM.1.12	During five (5) year operating period EVSE owner will maintain all ports to achieve at least ninety-seven percent (97%) annual average uptime for each port.	
MRM.1.13	During the five (5) year operating period EVSE owner will provide to NDOT quarterly and annual reports as specified in the contract. (Refer to NEVI Standards and Requirements (23 CFR 680.112) for data collection and reporting requirements.)	
MRM.1.14	Contractor acknowledges they have read and agree to all Federal Terms and Conditions (see Section V).	
MRM.1.15	EVSE shall be certified by an Occupational Safety and Health Administration Nationally Recognized Testing laboratory to the appropriate UL standards.	
MRM.1.16	EVSE shall conform to the latest Open Charge Point Protocol (OCPP2.0.1) to communicate with a network.	
MRM.1.17	EV-to-charger communications must conform to ISO 15118-3 standards.	
MRM.1.18	Price for charging (\$/kWh) must be displayed prior to initiating a charge and shall not change during a charging session.	
MRM.1.19	Distance of site from nearest exit from I-80 is 1.0 miles or less as measured from the end of the off-ramp to the site entrance. Sites further than one mile from the AFC are not compliant and proposals will not be evaluated.	

MRM.1.20	Provide a letter signed by the Site Host expressing a commitment to host the EVSE at the location identified in the Applicant Site Schematic for a minimum of five (5) years from when the EVSE is accepted by NDOT.	
MRM.1.21	Provide completed Attachment C - NEPA Review Form for review by the NDOT NEPA Review Team.	

Form A.2 Corporate Overview Matrix (COM) for NEVI Program Request for Proposal Number R231-24

Bidders proposing on the **NEVI Program** are instructed to complete the Corporate Overview Matrix (COM) as part of their technical proposal submittal. Within the COM, Bidders are required to provide information describing their firm and its capabilities and experience. The responses within the COM will be included as part of the technical scores for each submittal. **Note that Bidders that wish to submit proposals on multiple locations will need to fill out and submit a separate proposal for each.**

How to complete the COM:

COM Column Description	Bidder Responsibility
CO #	The unique identifier for the Corporate Overview element as assigned by NDOT. This column is dictated by this RFP and must not be modified by the bidding Bidder.
Corporate Overview Element	The brief statement describing the information about the Bidder firm that is being requested. This column is dictated by the RFP and must not be modified by the bidding Bidder.
Response	Bidders should provide a response that fully, yet concisely, describes the requested information for the Corporate Overview element. If instructed to do so, this information may be provided as separate pages. Response box will expand as needed during typing.

Project Team	
List all organizations expected to be part of the project and provide a brief description of their roles and the project team's structure. At a minimum, identify the following: project owner, site host, EVSE supplier, EVSE installer/contractor, operator, maintainer, utility provider, sub- contractors (if known), charge network provider, and consultant (if any).	
Project Owner (NEVI Project Managing Entity)	
Site Host (Host Site Label / Name)	
EVSE Supplier (EVSE Equipment Supplier)	
EVSE Installer/Contractor (EVSE EVITP Certified Installer)	
Site Operator (Host Site Owner/Operator)	
Equipment Maintainer (EVSE Maintenance)	
Utility Provider (Local Electrical Service Provider)	
Sub-contractors (Supporting Sub-contractors)	
Charge Network Provider (EV Charging Station Network Communications Provider)	
Consultant (Supporting Design Consultant)	

Corporate Overview Matrix (COM)

CO # CORPORATE OVERVIEW ELEMENT	
Bidder Identification and Information	
CO.1	The bidder should provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the bidder is incorporated or otherwise organized to do business, year in which the bidder first organized to do business and whether the name and form of organization has changed since first organized.
Response:	
Financial Statements	
CO.2	<p>The bidder should provide financial statements applicable to the firm. If publicly held, the bidder should provide a copy of the corporation's most recent audited financial reports and statements, and the name, address, and telephone number of the fiscally responsible representative of the bidder's financial or banking organization.</p> <p>If the bidder is not a publicly held corporation, either the reports and statements required of a publicly held corporation, or a description of the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information, should be submitted in such a manner that proposal evaluators may reasonably formulate a determination about the stability and financial strength of the organization. Describe the general financial structure and capabilities of the Proposer and document 1) who will assume ownership of the project, receive financial benefits, and pay for operations, maintenance, and repairs; 2) any funding commitments or financing in place today and any funding sources available in the future to support the project; and 3) how the Proposer plans to manage cash flow during the project period. Additionally, a non-publicly held firm should provide a banking reference.</p> <p>The bidder must disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the organization, or state that no such condition is known to exist.</p>
Response:	
Change of Ownership	
CO.3	If any change in ownership or control of the company is anticipated during the twelve (12) months following the proposal due date, the Bidder should describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded Bidder(s) will require notification to the State.
Response:	
Office Location	
CO.4	The Bidder's office location responsible for performance pursuant to an award of a contract with the State of Nebraska should be identified.
Response:	
Relationship with the State	
CO.5	The Bidder should describe any dealings with the State over the previous five (5) years. If the organization, its predecessor, or any Party named in the bidder's proposal response has contracted with the State, the bidder should identify the contract number(s) and/or any other information available to identify such contract(s). If no such contracts exist, so declare.
Response:	

Bidder's Employee Relations to State	
CO.6	<p>If any Party named in the Bidder's proposal response is or was an employee of the State within the past thirty-six (36) months, identify the individual(s) by name, State agency with whom employed, job title or position held with the State, and separation date. If no such relationship exists or has existed, so declare.</p> <p>If any employee of any agency of the State of Nebraska is employed by the Bidder or is a subcontractor to the Bidder, as of the due date for proposal submission, identify all such persons by name, position held with the Bidder, and position held with the State (including job title and agency). Describe the responsibilities of such persons within the proposing organization. If, after review of this information by the State, it is determined that a conflict of interest exists or may exist, the Bidder may be disqualified from further consideration in this proposal. If no such relationship exists, so declare.</p>
Response:	
Contract Performance	
CO.7	<p>If the Bidder or any proposed subcontractor has had a contract terminated for default during the past five (5) years, all such instances must be described as required below. Termination for default is defined as a notice to stop performance delivery due to the Bidder's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the Bidder or litigated and such litigation determined the Bidder to be in default.</p> <p>It is mandatory that the Bidder submit full details of all termination for default experienced during the past five (5) years, including the other Party's name, address, and telephone number. The response to this section must present the Bidder's position on the matter. The State will evaluate the facts and will score the Bidder's proposal accordingly. If no such termination for default has been experienced by the Bidder in the past five (5) years, so declare.</p> <p>If at any time during the past five (5) years, the Bidder has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, describe fully all circumstances surrounding such termination, including the name and address of the other contracting Party.</p>
Response:	
Summary of Bidder's Corporate Experience	
CO.8	<p>The Bidder should provide a summary matrix listing five (5) of the Bidder's previous projects substantially similar to this Request for Proposal in size, scope, and complexity. Bidder should limit the list to projects installed over the last five (5) years for any DCFC EVSE stations that are substantially similar to NEVI EVSE requirements; do not include installations of Level 2 chargers. Nebraska installations should be listed first followed by other installations in the United States.</p> <p>The Bidder should address the following:</p> <ol style="list-style-type: none"> 1. Provide narrative descriptions to highlight the similarities between the Bidder's experience and this Request for Proposal. These descriptions should include: <ol style="list-style-type: none"> a) The time period of the project, b) The scheduled and actual completion dates, c) Number of DCFC EVSE ports installed and nominal charge rate (kW) of each, d) The Bidder's responsibilities, e) For reference purposes, a customer name (including the name of a contact person, a current telephone number, a facsimile number, and e-mail address), and f) Each project description should identify whether the work was performed as the prime Contractor or as a subcontractor. If a Bidder performed as the prime Contractor, the description should provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget. 2. Bidder and subcontractor(s) experience should be listed separately. Narrative descriptions submitted for subcontractors should be specifically identified as subcontractor projects. 3. If the work was performed as a subcontractor, the narrative description should identify the same information as requested for the Bidder(s) above. In addition, subcontractors should identify what share of contract costs, project responsibilities, and time period were performed as a subcontractor.

Response:	
Summary of Bidder's Proposed Personnel/Management Approach	
CO.9	<p>The Bidder should present a detailed description of its proposed approach for the management of the project.</p> <p>The Bidder should identify the specific professionals who will work on the State's project if their company is awarded the contract resulting from this Request for Proposal. The names and titles of the team proposed for assignment to the State project should be identified in full, with a description of the team leadership, interface and support functions, and reporting relationships. The primary work assigned to each person should also be identified. At a minimum, identify the following: project owner, site host, EVSE supplier, EVSE installer/contractor, operator, maintainer, utility provider, subcontractors (if known), consultant (if any), and Charging Network Operator. If a single entity is performing multiple of these roles, please list all the roles from the preceding list that the entity will perform. In addition, identify any partnership and/or site agreements that are in place or planned to support the project.</p> <p>The Bidder should provide resumes for all key personnel proposed by the Bidder to work on the project. The State will consider the resumes as a key indicator of the Bidder's understanding of the skill mixes required to carry out the requirements of the Request for Proposal in addition to assessing the experience of specific individuals.</p> <p>Resumes should not be longer than two (2) pages. Resumes should include, at a minimum, academic background and degrees, professional certifications, understanding of the process, and a description of experience with similar projects. Any changes in proposed personnel shall only be implemented after written approval from the State.</p>
Response:	
Subcontractors	
CO.10	<p>If the Bidder intends to subcontract any part of its performance hereunder, the following information not already included under Section i. above should also be provided:</p> <ol style="list-style-type: none"> 1. name, address, and telephone number of the subcontractor(s); 2. specific tasks for each subcontractor(s); 3. percentage of performance hours intended for each subcontract; and 4. total percentage of subcontractor(s) performance hours.
Response:	

Form A.3
Technical Approach Matrix (TAM) for NEVI Program
Request for Proposal Number R231-24

Bidders proposing on the **NEVI Program** are instructed to complete the Technical Approach Matrix (TAM) as part of their technical proposal submittal. The technical approach section of the matrix should consist of the following subsections while taking into account the entirety Section VI within RFP R231-24. ***This description should be written in the Bidders own words and not just taken directly from the RFP.***

How to complete the TAM:

TAM Column Description	Bidder Responsibility
TAM #	The unique identifier for the described technical approach as assigned by NDOT. This column is dictated by this RFP and must not be modified by the Bidder.
Response	Provide a short description for each capability that is available in the system as well as an explanation of any modifications that may be required in order to support the capability. In cases where the capability description has posed specific questions to the Bidder, please be sure that your responses address the questions asked. Response box will expand as needed during typing.

Technical Approach Matrix (TAM)

TAM #	Description
Understanding of the Project Requirements	
TAM.1	In one's own words, the Bidder should present a detailed description of its understanding of the project requirements.
Response:	
Project Planning and Management	
TAM.2	In one's own words, the Bidder should present a detailed description of its approach to project planning and management.
Response:	
Design and permitting	
TAM.3	In one's own words, the Bidder should present a detailed description of its approach to design and permitting.
Response:	
Site Preparation and Construction	
TAM.4	In one's own words, the Bidder should present a detailed description of its approach to site preparation and construction.
Response:	
Cybersecurity Management	
TAM.5	In one's own words, the Bidder should describe processes and procedures related to data sharing responsibilities and identify critical cybersecurity and data safety issues with appropriate measures to manage cybersecurity for all parties involved.
Response:	
Timeline	
TAM.6	Bidder should provide an estimate of the project schedule and timeline along with major project milestones in form A6. Bidder should discuss plans to ensure the EVSE site will be installed and ready for public use as indicated in the proposed schedule and identify how supply chain delays will be mitigated, along with any other potential delays.
Response:	
Operation and Maintenance Plan	
TAM.7	Bidder should describe the general approach to safety (for both EVSE users and staff maintaining EVSE) and emergency response during the operations and maintenance phase.
Response:	

TAM.8	Bidder should describe the general approach ensuring that EVSE and payment systems will be operational during the five (5) year operations and maintenance period, to achieve ninety-seven percent (97%) or greater uptime for each charging port. Items that should be addressed include real-time monitoring of EVSE, customer service system(s), and responsibilities and capabilities to conduct both scheduled maintenance and to respond to and repair equipment failures.
Response:	
TAM.9	Bidder should describe the general approach to scheduling routine site maintenance (snow removal/mowing/ trash collection, etc.) and ensuring routine site maintenance is performed.
Response:	
TAM.10	Bidder should describe the approach to mandatory data collection and reporting during the five (5) year operations and maintenance period. See Section VI.S in the RFP for these requirements.
Response:	
Warranty	
TAM.11	Bidder should describe the EVSE warranty related to parts and labor. Include links to relevant literature (include the full website address, not just hyperlinked text).
Response:	

Form A.4
Technical Requirements Matrix (TRM) for NEVI Program
Request for Proposal Number R231-24

Bidders proposing on the **NEVI Program** are instructed to complete a Technical Requirements Matrix (TRM) as part of their technical proposal submittal. Within the TRM, Bidders are required to describe in detail how their proposed solution meets the specification outlined within each requirement. All responses should be entered within the corresponding columns and rows within the TRM.

The TRM is used to document and track the NEVI Program requirements from the proposal through implementation to testing to verify that all requirements have been completely fulfilled. The Bidder will be responsible for maintaining the contractually agreed upon set of baseline requirements. The requirements and Bidder's responses described in the TRM will form a basis for subsequent testing and validation that all requirements have been met.

The TRM must indicate whether and how the Bidder is able to comply with each requirement. Bidders must meet all requirements or provide specific implementation plans to address any areas on non-compliance. In cases where the Bidder's offering does not currently meet a requirement, but the Bidder plans to implement necessary customizations or enhancements in order to comply with the requirement, the Bidder should describe its approach to making the necessary changes. ***It is not sufficient for the Bidder to simply state that it intends to meet a requirement of the RFP without providing additional description, and NDOT will consider any such response to a requirement in this RFP to be non-responsive.***

The Bidder must ensure that the original requirement identifier and requirement description are maintained in the TRM as provided by NDOT. Failure to maintain these elements may be grounds for disqualification.

How to complete the TRM:

TRM Column Description	Bidder Responsibility
TR #	The unique identifier for the technical requirement as assigned by NDOT. This column is dictated by this RFP and must not be modified by the Bidder.
Requirement Description	The statement of the requirement to which the Bidder must respond. This column is dictated by the RFP and must not be modified by the Bidder.
Resp. (Response Code)	Each of the items from the Technical Requirements Matrix of this RFP require a response of Y (Yes) or N (No). Below is a brief explanation of each. Y Yes, the minimum NEVI Program requirement can be met. N No, the proposal does not or cannot meet the requirement.
Response	Provide a short description for each requirement that is compliant as well as an explanation of any modifications that will be required to meet the requirement and a description of how the modification will be accomplished. In cases where the requirement description has posed specific questions to the Bidder, please be sure that your responses address the questions asked. A restatement of the requirement is not considered a substantive response. Response box will expand as needed during typing.

Technical Requirements Matrix (TRM)

TRM.1 EVSE Description		Y or N
EVSE Equipment and Enhancements		
TRM.1.1	EVSE Supplier (Entity) Name	
TRM.1.2	Contact Name	
TRM.1.3	EVSE Supplier Phone Number	
TRM.1.4	EVSE Supplier Email Address	
TRM.1.5	EVSE Model	
TRM.1.6	Link to EVSE Specifications (provide full address, not hyperlinked text)	
TRM.1.7	Number of Chargers Proposed	
TRM.1.8	Power rating (kW) of each charger	
TRM.1.9	Number of Ports for Each Charger	
TRM.1.10	Number & Type of Connectors Proposed for Each Charger	
TRM.1.11	Is power sharing between ports proposed? If so, what is the maximum charge rate (kW) for any port? Describe how power sharing will work.	
Response:		
TRM.1.12	Are you proposing to include a battery energy storage system integrated with the EVSE? If so, describe the system including usable energy storage capacity (kWh), how the battery will be used during charging, and whether you plan to provide less than 150 kW/port utility connection. If providing less than 150 kW/port utility connection explain how you will meet the minimum NEVI requirement to be able to provide 150 kW/port simultaneous and continuous across all four (4) ports.	
Response:		
EVSE Specifications		Y or N
TRM.1.13	All pay equipment (i.e., credit card terminals) integrated with the EVSE equipment must possess the capabilities to ensure credit card transactions are compliant with the latest Payment Card Industry Data Security Standard (PCI DSS). Installers of equipment under these specifications must use commercially reasonable security standards to protect sensitive and/or confidential data both in transit and at rest. All pay equipment must be operational at start-up.	
Response:		

TRM.1.14	Manufacturers and/or suppliers under these specifications must provide warranties covering a minimum of five (5) years for all chargers and equipment from the time of notice of acceptance.	
Response:		
TRM.1.15	Suppliers must provide complete specifications and installation guides for all chargers and equipment. This information must also include any infrastructure required for the installation of a charger, including placement of bollards and curb stops. Installation guides are intended for construction or personal safety requirements related to installation to not cause injury, damage the equipment, or void the warranty.	
Response:		
Electrical Safety		Y or N
TRM.1.16	In case of emergency, EVSE shall have the ability to stop the flow of power away from the charging unit through a remote disconnect or breaker shunt device. Reference SAE J2990, local code requirements and fire department personnel.	
Response:		
TRM.1.17	EVSE shall have over-current protection rated for application.	
Response:		
TRM.1.18	EVSE shall be equipped with design to shut off the flow of electric power to reduce the risk of electric shock in case of a ground or other fault such as a Charge Circuit Interrupting Device (CCID) or Ground Fault Circuit Interrupter (GFCI). See Underwriters Lab 2231 as reference.	
Response:		
Networking		Y or N
TRM.1.19	EVSE shall be network-ready to allow for management of charging operations.	
Response:		
TRM.1.20	EVSE hardware shall be operable by a different network service provider without modification necessary from the original vendor.	
Response:		
TRM.1.21	EVSE shall be capable of connecting to a network via a secure hardwired, wireless, or cellular network.	
Response:		
TRM.1.22	EVSE shall be accessible by NDOT upon request for inspection, testing, etc.	
Response:		
TRM.1.23	EVSE shall be able to communicate through a secure network with electric utilities, other energy providers, and local energy management systems.	
Response:		
Load Management/Demand Response		Y or N
TRM.1.24	Installers must coordinate with the local utility provider to confirm that expected power demand will remain within the capacity of the designed electrical system. Power management may be used to achieve reasonable power loads but shall not go below 150-kW threshold.	

Response:		
TRM.1.25	The network communications, controls, and back-office support service shall have the ability to monitor energy usage (kWh) and energy demand (kW) of the EVSE.	
Response:		
TRM.1.26	Communications must meet the latest Open Charge Point Interface protocols or equivalent. Reference latest testing process as provided by Open Charge Point Alliance.	
Response:		
Customer Payment Options		Y or N
TRM.1.27	As applicable, the network infrastructure shall be PCI compliant in order to execute financial transactions with EV drivers safely and securely. Network provider shall have PCI DSS certification.	
Response:		
TRM.1.28	Infrastructure shall have a point-of-sale and supporting network that uses an open protocol to allow subscribers of other EV charging system networks to access the EVSE.	
Response:		
Screen Displays		Y or N
TRM.1.29	Displays shall be LCD, LED or equivalent or better, user friendly, easy to operate, daylight and night viewable, and UV-protected with human-machine interface capability.	
Response:		
TRM.1.30	Display must show cost (\$), time limitations, power, charging, charging complete, remote control, system status, faults, and service.	
Response:		
Appearance		Y or N
TRM.1.31	Any form of graphics including branding, logos, and/or art, included on or in the vicinity of the charging stations within the public ROW are subject to the rules and regulations as directed by NDOT. NDOT reserves the right to provide a reasonably sized visual identifier to be placed on the equipment that received NEVI funding from NDOT. Should vendors seek to use additional NDOT branding, they must coordinate that with NDOT's Communications Office.	
Response:		
Miscellaneous Requirements		Y or N
TRM.1.32	EVSE shall include security design features to remain tamper-resistant and vandalism resistant, such as tamper-resistant screws, anti-vandalism hardware, locked enclosures, and graffiti-resistant coating or paint. Vandal resistance is intended mostly relative to the touch screen, but the overall goal is to limit damage to vital parts of the equipment as it can sometimes be difficult to get a quick turnaround on parts such as card readers and other items.	
Response:		

TRM.1.33	EVSE shall be capable of operating in an ambient temperature range of minus 22 to 122 degrees Fahrenheit with a relative humidity of up to ninety percent (90%).	
Response:		
TRM.1.34	EVSE shall be able to withstand extreme weather conditions including minor flooding, heavy rains, high winds, snow and ice, and is protected from malfunctions due to condensation.	
Response:		
TRM.1.35	Cabinets and above ground structures (including canopies) shall be designed and constructed to be compliant with the state building code, which is by reference the 2018 Edition of the International Building Code.	
Response:		
TRM.1.36	EVSE and any external accessories (if applicable) shall have outdoor-rated enclosure – NEMA 3R or greater.	
Response:		
TRM.1.37	EVSE shall have the ability to measure demand and energy delivered at an accuracy per national standards.	
Response:		

Form A.5
Candidate Site Requirements Matrix (CSRM) for NEVI Program
Request for Proposal Number R231-24

Bidders proposing on the **NEVI Program** are instructed to complete a Candidate Site Requirements Matrix (CSRM) as part of their technical proposal submittal. Within the CSRM, Bidders are required to describe their proposed approaches to meeting the requirements associated with planning, implementing, and maintaining and supporting their solution. The responses provided within the CSRM will serve as a template for the scope of work under the terms of this solicitation.

All items identified in the CSRM are required, and Bidders must affirm that they are able to address each of the enumerated requirements. Additionally, responses provided within the CSRM will be scored as part of the evaluation of each Bidder's submission, and Bidders are therefore encouraged to provide detailed discussions of their proposed approaches within the response section for each item in order to inform the scoring.

How to complete the CSRM:

CSRM Column Description	Bidder Responsibility
CSR #	The unique identifier for the project requirement as assigned by NDOT. This column is dictated by this RFP and must not be modified by the Bidder.
Requirement Description	The statement of the requirement to which the Bidder must respond. This column is dictated by the RFP and must not be modified by the Bidder.
Resp. (Response Code)	Bidders must indicate whether or not they are able to address each project requirement. Y Yes, the Bidder can address this requirement. N No, the Bidder is unable to address this requirement.
Response	Bidders should describe their general approach for meeting this requirement. Bidders may also identify factors that could vary and how the approach could be modified as needed to address such variations. The descriptions provided in the Bidder response will be scored as part of the proposal evaluation process. Response box will expand as needed during typing.

Candidate Site Requirements Matrix (CSRM)

CSR #	Requirement Description		
CSR.1.	Candidate Site Information		Y or N
Candidate Site			
CSR.1.1	List the following Candidate Site information:		
	1. Physical Address		
	2. City		
	3. County		
	4. Zip Code		
	5. Exit Number of nearest exit from I-80		
Property Owner			
CSR.1.2	Name of the entity who is the recorded owner of the property where EVSE will be located.		
Site Host			
CSR.1.3	List the following Site Host information:		
	1. Site Host (Entity) Name		
	2. Site Host Contact Name		
	3. Site Host Telephone Number		
	4. Site Host Email Address		
CSR.1.4	Is the Bidder the Property Owner?		
CSR.1.5	Is the Bidder the Site Host?		
CSR.1.6	Is the Site Host the same entity as the Property Owner?		
CSR.1.7	Is the Site Host an affiliated entity of the Property Owner? If yes, describe the nature of the affiliation.		

CSR 1.8	If “No” to questions CSR 1.6 and CSR 1.7 above, describe the relationship among the Bidder, the Property Owner, and the Site Host in the space below, including confirmation and explanation of the Bidder’s or Site Host’s authority to install EVSE on the property and to operate it for a minimum of five (5) years from the date of NDOT acceptance (e.g., lease/agreement terms, lease/agreement expirations, renewals, Site Host Agreement, etc.).	
Response:		
Site Plan		
CSR.1.9	Is this a new EVSE station or is it an existing DC fast charging station that requires upgrades and/or additional ports and power to meet minimum NEVI requirements? If an existing station provide an overview of the upgrades required.	
Response:		
CSR.1.10	<p>Attach a site plan which identifies location and layout of proposed EVSE and supporting infrastructure – including utility connection - on the site. Site plan should include at a minimum:</p> <ol style="list-style-type: none"> 1) Existing and proposed designated EV charging/parking space(s) 2) EVSE and supporting electrical equipment 3) Utility connection and path of electrical distribution to EVSE 4) Point of Sale Equipment 5) On-premises signage, new bollards and/or curbs to protect the EVSE and electrical equipment, site lighting (existing or new), and security cameras (existing or new) 6) Space (if any) available for future expansion of EV charging 7) Existing buildings on site 8) Vehicular access points to site 9) American Disability Act (ADA) access <p>Also identify major characteristics of the candidate site with details on each of the items below:</p>	
1.	Describe vehicular access to the site when operational.	
Response:		
2.	Describe the surrounding road access to the site including traffic patterns.	
Response:		
3.	Is the EVSE equipment and supporting infrastructure hardened against damage or loss of service due to weather, transient surge voltages, traffic incidents, vandalism, or other environmental factors.	
Response:		
4.	Describe EVSE access during times of emergency such as evacuation during natural disasters.	
Response:		
CSR.1.11	How many total Direct Current (DC) fast charging stalls with dedicated DC fast charging ports will be available for charging.	

Response:		
CSR.1.12	What is the total power capacity of proposed utility connection that will serve the EVSE (in kW). If less than 600 kW, explain how minimum NEVI requirement of 150 kW/port simultaneous and continuous at four (4) ports will be maintained.	
Response:		
CSR.2	Candidate Site Enhancements or Amenities	Y or N
Enhancements or Amenities		
CSR.2.1	Site lighting at the charging facility?	
CSR.2.2	Cameras covering the charging facility?	
CSR.2.3	Canopy cover over charging area?	
CSR.2.4	At least one charging stall offers the ability to pull through a passenger vehicle and/or accommodate a vehicle that is towing a trailer?	
CSR.2.5	Emergency call system (e.g., blue light phones) at the site?	
CSR.2.6	Availability of Proposer or Site Host staff at the site?	
	Available 24/7?	
	Available less than 24/7 (provide hours) _____	
CSR.2.7	Availability of dedicated support staff person for EV charging at the site?	
	Available 24/7?	
	Available less than 24/7 (provide hours) _____	
CSR.2.8	Availability of open/free wi-fi at the facility?	
CSR.2.9	Availability of prepared and/or non-prepared food at the site?	
	Available 24/7?	
	Available less than 24/7 (provide hours) _____	
CSR.2.10	Availability of prepared and/or non-prepared food within 0.25 miles of the site, available access via sidewalks/pedestrian paths?	
	Available 24/7?	
	Available less than 24/7 (provide hours) _____	
CSR.2.11	Availability of a sit-down restaurant at the site?	
	Available 24/7?	
	Available less than 24/7 (provide hours) _____	
CSR.2.12	Availability of a sit-down restaurant within 0.25 miles of the site, available access via sidewalks/pedestrian paths?	

	Available 24/7?	
	Available less than 24/7 (provide hours) _____	
CSR.2.13	Access to shopping at the site or within 0.25 miles of the site, available access via sidewalks/pedestrian paths?	
	Available 24/7?	
	Available less than 24/7 (provide hours) _____	
CSR.2.14	Access to recreational activities (e.g., dog park, walking paths, park) at the site or within 0.25 miles of the site?	
CSR.2.15	Access to public restrooms at the site?	
	Available 24/7?	
	Available less than 24/7 (provide hours) _____	
CSR.2.16	Access to public transportation (bus, subway, light rail, e-bikes, scooters, etc.) within 0.25 miles of the site?	
CSR.2.17	Describe each enhancement/amenity above and any additional amenities included at the site in one to two sentences for each.	
Response:		
CSR.3 Candidate Site Readiness		
Utility and Networking Coordination		
CSR.3.1	Describe the coordination efforts that have been completed between the Bidder or Site Host and the utility provider for the specified site including whether the utility has committed to provide necessary power to the site, total capacity of proposed utility connection (kW), how power will be transmitted to the site, any upgrades that are required, date when power will be available, and whether the utility has provided a cost estimate for required upgrades.	
Response:		
CSR.3.2	Describe the communications networking capabilities at the site.	
Response:		
Site Development		
CSR.3.3	Describe the current state of the site and development required to prepare for EVSE installation. Include any applicable site development needs including plans for site acquisition, site construction, or other site preparation other than power-related preparation.	
Response:		
CSR.3.4	Are there any permits or other approvals that are required to complete this project? If so, provide the status of each permit and anticipated timeline to obtain approval. Example permit types could include the air/land user, electrical, structural, zoning, local agency, environmental, etc. Describe the approach to determining which permits will be required for the proposed site.	
Response:		
CSR.3.5	Identify potential risks, issues, challenges, and needs related to the candidate site and plans for mitigating these risks.	
Response:		

Site Access		Y or N
CSR.3.6	Are there any barriers (e.g., medians) that prevent turning movements from the site access points to the roadway?	
Response:		
CSR.3.7	Is there a signalized intersection at the site access point?	
Response:		
CSR.3.8	Will the EVSE be clearly marked at the site? Describe how they will be identifiable.	
Response:		
Future Proofing		
CSR.3.9	Describe the potential for additional charging ports, stalls, and power to be provided in the future, including any “make ready” investments that will be included in the project to make future upgrade/expansion easier	
Response:		
CSR.3.10	Describe the current and future ability of the site to allow for parking and charging of medium- and/or heavy-duty vehicles, if any.	
Response:		
CSR.4 Candidate Site – Other Issues		
Sustainability, Equity, Resilience and Economic Development		
CSR.4.1	Describe any usage of renewable energy sources in the electric vehicle charging process for the site.	
Response:		
CSR.4.2	Describe any innovative technologies used and/or innovative approaches, such as on-site battery storage, to site design or operation being employed on the project.	
Response:		
CSR.4.3	Describe the plan for use of small, women-owned, minority-owned, veteran-owned, and/or other diverse businesses and/or workforce as part of the project team and/or in Planning, Design, Construction and Inspection, and Operations & Maintenance.	
Response:		
CSR.4.4	Describe the plan for use of local businesses and/or workforce in Planning, Design, Construction and Inspection, and Operations & Maintenance.	
Response:		
CSR.4.5	Describe the plan for the site to serve users with disabilities including access to amenities at the site.	
Response:		
CSR.5 Equity, Diversity, and Inclusion Enhancements		Y or N

A goal of the IIJA and the NEVI program is to make EVSE more accessible for all users while also addressing equity in access to EV charging stations and the EV industry.		
CSR.5.1	Is the site within a Justice 40 area as referenced by the NEVI rule?	
Response:		
CSR.5.2	Describe the plan for addressing additional components the Justice40 Initiative to allow for a more equitable charging experience for all users.	
Response:		
Safety and Training		
CSR.5.3	Describe all safety considerations at the site, including safety for users and safety equipment (e.g., site lighting, fire extinguisher, Automated External Defibrillator (AED), automatic safety shutoff, etc.).	
Response:		
CSR.5.4	Describe the plan for potential EVSE incidents and explain the management approach and strategies to facilitate site safety as well as safety during construction.	
Response:		
CSR.5.5	Describe the plan for workforce training.	
Response:		
CSR.5.6	Describe the plan for public and/or stakeholder engagement.	
Response:		
CSR.6	Candidate Site EV Charging Rates and Payment Options	Y or N
Rate Setting		
CSR.6.1	Provide a general description of the proposer’s approach to 1) the proposed rate structure and methodology for assessing user fees for charging (e.g., cost +1%, additional cost at peak times, initiation and/or idle fees in addition to energy charges (\$/kWh), discount coupons to use EVSE at the candidate site, etc.), 2) ensure payment options are secure, equitable, and accessible, and 3) billing practices. Provide statement confirming the approach described is consistent with NEVI formula program requirements and FHWA Final Rule.	
Response:		
Payment Options		
CSR.6.2	Will Bidder create a membership or loyalty program that will provide users any additional benefits beyond the minimum requirements of NEVI? If yes, explain.	
Response:		
CSR.6.3	Will a cash payment option be available? If yes, explain how cash will be accepted.	
Response:		

CSR.6.4	Will payment by credit card through the EV charger interface be accepted? If no, explain how credit cards will be accepted.	
Response:		
CSR.6.5	Will payment by phone app(s) be available? If so, will this require any fees? If yes, explain.	
Response:		
CSR.6.6	Will payment by RFID card be available? If so, will this require any fees? If yes, explain.	
Response:		
CSR.6.7	Describe the plan to allow unbanked individuals to pay for charging.	
Response:		

**Form A.6
Site Installation Schedule**

Request for Proposal Number R231-24

To complete the site installation schedule, please indicate proposed completion dates for each milestone listed below. Additionally, please provide any relevant notes or considerations for each milestone. The proposed site installation schedule entered in the table below are to be based on a detailed project schedule and should include the critical path to completion.

Provide the Applicant site installation schedule.			
<u>Milestone</u>	<u>Subcategory</u>	<u>Proposed Completion Date</u>	<u>Notes</u>
1. EVSE Procurement & Installation Completed	Notice to Proceed from NDOT	<u>No earlier than December 1, 2024</u>	
	Design completion <ul style="list-style-type: none"> • Provide all approved utility requests • Provide detailed schedule and work plan • Provide all required deliverables as indicated in the RFP 		
	Permitting completion <ul style="list-style-type: none"> • Provide all required permits 		
	EVSE and other major equipment procured and on-site		
	Construction (both site preparation and EVSE installation) completion <ul style="list-style-type: none"> • Complete Material procurement • Begin construction 		
	Power service available at Site		
2. Substantial Completion as Determined by the NDOT	Testing completed		
	Installation Acceptance from NDOT <ul style="list-style-type: none"> • Provide test procedures • Conduct preliminary field test for each site • Final Acceptance (site 100% ready for public use) 		
	Operation and Maintenance <ul style="list-style-type: none"> • Provide O&M plan and schedule • Provide Site Performance Records • Provide end of O&M Final Report 		

**Form A.7
Cost Proposal Summary**

Request for Proposal Number R231-24

To complete the cost proposal summary, please indicate summary costs as indicated in the table below, noting that values should only be entered in the Eligible Cost column cells. See **Sections VI.G, VI.I of the RFP** for additional information regarding eligible funds and costs.

Project Costs – Funding Requests (Combined Set of Proposed Sites)	Response
A. What is the overall eligible cost of the project as proposed?	\$
B. What is the overall subsidy amount being requested from NDOT? (max 80% of A.)	\$
C. Provide a cost breakdown in the format below, and narrative, describing where costs will be incurred on the project. Include all costs such as site costs, project planning, design, equipment purchase, installation.	

Milestone	Subcategory	Eligible Cost
1. Design & Procurement	a. Design	\$
	b. Permitting	\$
	c. Major Electrical Equipment, to include: EVSE, electrical switchgear/switchboard, CT cabinet and service rated main circuit breaker, and electrical transformers	\$
	Subtotal Payment Point 1	\$
2. Construction	a. Utility upgrade costs	\$
	b. Other material purchases	\$
	c. Major equipment installation (EVSE and supporting electrical equipment)	\$
	d. Other Site Improvements (ADA updates, site access, Security, signage, Etc.)	\$
	e. Inspection and Acceptance Testing	\$
	Subtotal Payment Point 2	\$
Total		\$