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SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

Southeast Alaska Electric Vehicle Charging Station Implementation Program Request For Applications

RFA #2024-01

AEA Contract No. 23123

Date of Issue: 2/16/2024

Proposals Due: 12/31/24

Summary:

Due to the environmental climate, hydroelectric power generation and a limited road system, Southeast Alaska communities lead the state in adoption of electric vehicles (EV). The Southeast Conference (SEC) intends to support the construction of six (6) to ten (10) Level 2 Electric Vehicle Supply Equipment (EVSE) charging stations in the region's communities that do not currently have charging stations available for the public. This project is funded from a settlement made with the Environmental Protection Agency and Volkswagen.

Applicant Eligibility:

Eligible applicants for funding include private for-profit businesses or commercial property owners, units of the State of Alaska or local government, public agencies or authorities established by the State of Alaska, special purpose districts, and federally recognized Indian Tribes or a consortia of such Indian Tribes. Successful applicants will be applying for a community that does not have existing publicly available EV charging stations.

Private residential applicants and locations not accessible for public use are NOT eligible.

Scope of Work:

Southeast Conference is soliciting applications from eligible parties to install, own, and operate Level 2 electric vehicle charging stations, including associated maintenance and management, for a minimum five-year period. Qualified site hosts, or their designated representatives (e.g. EVSE supplier, utility, site designer, or project manager) will receive the charging hardware as well as reimbursement for: installation services, maintenance of the EVSE, network operations, and continuous service provisions at the selected sites. Successful applications will identify and demonstrate site control at locations

meeting the specified qualifications outlined in this RFA. Applicants will at a minimum address their ability to carry out the following tasks, along with any further recommendations that could benefit the project.

Following successful identification of charge station site/s, the Applicant will prepare a work plan for each site identified. Applicants will need to perform the following project tasks:

- 1) Identify a qualifying Community EVSE Charging Station Sites –
 - a. Identify site location/s the Site Host controls or owns within a community that would benefit from installation of a charging station and help identify other potential sites. Applicants may identify and receive funding for more than one site location, but site locations funded with grant funds must be at least 2 miles apart.
 - b. Provide a:
 - A. Site description: location of site, community being served, confirmation cellphone or Wi-Fi service at the location and confirmation of site host's ownership.
 - B. Site configuration: Must have at least one parking space dedicated for EV charging for each level 2 charger provided.
 - C. Accessibility to users: All charging sites must be located within five miles of primary roads within the community and be publicly accessible 24 hours per day, seven days per week, 365 days per year. Eligible sites must have dusk-to-dawn area lighting. Dedicated EV charging areas must be paved or hardscaped and clearly marked as dedicated spaces for EV charging. All eligible sites must have Wi-Fi or cellular service to allow for networked operation. Sites must have signage visible from points of ingress identifying the location as an EV charging site. As well as signage at the charger indicating who to contact for issues with the equipment. Eligible sites should have amenities at the site or nearby for EV drivers to use while charging their vehicles.
- 2) Implementation –
 - a. Identification of number of chargers desired (2 or 4). SEC will provide the charger to awarded applicants. Chargers will require electrical wiring for 7.2kW capacity. Awarded applicants will work with SEC and the applicant's installation contractor to determine an appropriate charger pedestal based on parking location.
 - b. A work plan for installation of an EVSE charging station including project schedule to be completed within 8-months upon receiving award funds and contractors to be used for any electrical work and installation.
 - c. Provide monthly progress reports.
- 3) Post Installation –
 - a. Applicant will verify when each installed EVSE charging station is operational and available for use by the public.
 - b. Acknowledgement that successful applicants shall operate and maintain each charging station for at least five (5) years from the date the station becomes fully operational, including customer service. The EVSE Package shall include a 5-year warranty and service agreement that covers service, parts and labor. The Applicant shall be responsible for ensuring payment of all operating and maintenance costs including, but not limited to, royalties, licenses, fees, taxes, revenue sharing, utilities, and electric power supply for the charging equipment and supporting elements, such as area lighting. The Applicant shall be responsible for ensuring the maintenance of the chargers including cables, ancillary equipment, and any awnings, canopies, shelters and

- information display kiosks for signage associated with the charging station. Maintenance includes preventive maintenance requirements to satisfy warranties, regular maintenance needed to ensure optimal performance and minimize downtime, and any needed repairs. The Applicant is responsible for ensuring that the equipment is safe, operable, and accessible.
- c. A plan to ensure that the equipment at each charging station is operational at least 97% of the time based on a week of 24 hours a day and 7 days, with no more than 5 hours cumulative downtime in a 7-day period. The plan shall include the process for dealing with issues leading to extended downtime (such as vandalism).
 - d. Add Level 2 charger site to PlugShare.com, at a minimum.
 - e. Provide quarterly progress reports.

4) Cost schedule

- a. Installation costs should include quotes for the following work: electrical engineering for the site if needed to accommodate an EV charger, site prep, installation contractor, local permits if any are required and costs for signage.
- b. For 5-years of operations costs budgeted for should include: \$150/year/ charger for network services \$240/year/charger for extended parts and labor warranty, \$900/ year/ charger for extended performance warranty, and any additional costs for maintenance of the charger/s.
- c. Cost schedule needs to include an explanation of how applicant will fund any costs over the award amount, including providing equipment maintenance and charging services post installation. Applicants may request funding for up to two charger pedestals (2 chargers per pedestal) per host site location.

Funding Available:

Funding is secured through a grant from the Alaska Energy Authority. SEC will grant funds of up to \$30,000 per selected site, with higher award amounts for locations installing multiple chargers. The equipment must be operated and maintained for a period of five (5) years. This program will cover up to **80 percent** of the project cost, not to exceed the final awarded amount per site; awardees will be required to fully cover any costs in excess of the final award amount.

If awarded, applicants will receive 50% of the approved award amount within 2 months of final paperwork being signed. Upon completion of the charger installation and submission of eligible expenses incurred including installation costs, signage, 5-year networking fees, 5-year extended warranties and other maintenance costs, applicants will receive remaining fund amounts. Any funds not used on eligible expenses with receipt proof must be returned to SEC.

Eligible Expenses:

This program will fund the cost for the charging equipment and related material; signage; final site design; electrical contractors; installation labor and parts; and network services, customer service, warranties and maintenance of the EVSE infrastructure for a period of five years. This program will not fund the electricity, any costs to purchase or lease real-estate, other capital costs (e.g., construction of buildings, parking facilities, etc.) or general maintenance (i.e., maintenance other than of the chargers themselves) as these are not eligible expenses under the VW settlement agreement.

General Requirements:

Single Point of Contact. The Applicant will designate one person as the project manager and point of contact with SEC.

Progress Reports. The applicant will submit monthly progress reports with invoices to SEC from project inception until the level-2 charging site is fully operable. Progress reports should outline achievements to date, any challenges encountered, and the planned next steps. After site commissioning, the applicant will provide quarterly reports for 5 years, including site uptime, utilization data, and any operations and maintenance issues.

Public Information. All products produced under this RFA will become publicly available on completion.

Application Contents:

Submitted application packages are expected to be no more than 10 pages in length, excluding letters of support which may be attached. SEC staff is available to assist in application completion. Letters of support are not required but should generally be one page or less in length. Any submitted applications shall include the following, as appropriate in the requirements of the scope of work:

- **Cover Sheet.**
 - Name, mailing address, email address and telephone number.
 - RFP Title and Number
 - Name of Principal Applicant(s)
 - Cost of Proposal
- **Complete Application.** Applicants will complete the provided application in which they will describe how they intend to address the specific tasks and provide the deliverables of the work as outlined in the 'Scope of Work' section of this RFA. Applicants should identify the contractors needed to complete the work.
- **Project Duration and Work Schedule.** Describe the schedule in which the proposed work will be completed. Include specific milestones, work phase completion dates and the timing of progress reports.
- **Project budget.** Applicants must complete and submit the Budget Form detailing the breakout of costs, including those associated with contractors; project design and installation; permitting; operations (where applicable); five years of network, warranty and maintenance services; and any other contracted services or direct costs. All related expenses must be included and itemized on this form; any costs not included on this form may be disallowed for reimbursement. Provide backup documentation or quotes that support the budget. Must include an explanation of how applicant will fund any costs over the award amount, including providing equipment maintenance and charging services post installation.
- **Attachments.** Any additional information required or desired to include is provided as an attachment identified in the application.

Proposal Submission Process:

Deadline. Submit applications in pdf format by December 31, 2024 via email to procurement officer Alan Sorum at alan@seconference.org and project managers Kaitlyn Jared at kaitlyn@seconference.org and Charles Westmoreland at energy@seconference.org..

- Applicants are encouraged to verify with the procurement officer that their application/s has been received prior to the deadline.
- Applications received after the deadline may be considered but only if they can be accommodated by SEC's review process. Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

Public Information: Applications and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any application. SEC will not knowingly reveal the contents of an application that is not subsequently accepted for contract; however, SEC accepts no liability should such contents inadvertently be revealed to third parties.

Changes. Any changes or addendum will be posted on the Southeast Conference website and sent directly to respondents who have specifically requested notification.

Preparation Costs. SEC is not liable for any costs incurred by the applicant during the preparation of the application.

Questions. Inquiries regarding this request for qualifications shall be directed to procurement officer Alan Sorum at alan@seconference.org and project manager Kaitlyn Jared at kaitlyn@seconference.org or Charles Westmoreland: energy@seconference.org.

Evaluation Criteria and Award Process:

- **Qualifications.** Does the applicant and/or their contractors possess expertise and experience to assure successful completion of the scope of work? (20%)
- **Deliverables.** The proposed deliverables are in accordance with the deliverables requested in the scope of work. (20%)
- **Application Completeness.** All application materials are included and complete in accordance with requirements in scope of work. (20%)
- **Methods.** Methods are appropriate and there is a demonstrated ability to complete deliverables successfully and within a reasonable timeline. (20%)
- **Costs.** Costs are reasonable and fall within available funding levels. (20%)

Scoring of each application against the criteria listed above will be conducted by an RFA review committee. SEC reserves the right to reject any and all of the applications received. If necessary, SEC may select the applicant/s that, in its sole view, most nearly conform to its needs as outlined in this RFA and then negotiate directly with that applicant to refine the application to achieve an agreement that fully satisfies SEC needs.

After being selected as a level-2 EV charging site, the program recipient will be expected to agree to all terms and conditions of the program and provide an executed Host Site Agreement.

About Southeast Conference:

As the state and federally designated regional economic development organization for Southeast Alaska, Southeast Conference serves as the collective voice for advancing the region's economy. Southeast Conference has over 200 member organizations representing 1,200 people from 32 regional communities and 19 Tribes. The mission of Southeast Conference is to undertake and support activities that promote strong economies, healthy communities, and a quality environment in Southeast Alaska. The Southeast Conference formed in 1958 with a group of people supporting the establishment of a regional transportation system in Southeast Alaska, which led to the formation of the Alaska Marine Highway System. After that success, Southeast Conference stayed together through more than a half-century to focus on concerns unique to the region, including transportation, maritime, tourism, seafood, natural resources, health care, government, and overall quality of life.