



MEMORANDUM

TO: Qualified EV Charging Contractors

FROM: The Coastal Bend Council of Governments

SUBJECT: Proposals for South Texas Community Charging Program

DATE: April 18, 2023

Enclosed is a Request for Proposals from qualified electric vehicle (EV) charging contractors interested in working with Coastal Bend Council of Governments (CBCOG) in their effort to implement a community charging infrastructure program for the member local governments of the CBCOG.

To be considered, proposals must be received by **12:00 p.m. (NOON) on Wednesday, May 10, 2023**, at Coastal Bend Council of Governments Attn: Mary Afuso, 2910 Leopard St, Corpus Christi, TX, 78411. **An electronic copy of the proposal must be included.** The electronic version should be submitted on a flash drive or via email to mafuso@coastalbendcog.org. Zip files will be rejected via email. All mailed or hand delivered proposals must be sealed and should be clearly labeled. To be considered responsive, **both** the paper and electronic versions of the proposals must be received by **12:00 p.m. (NOON) on Wednesday, May 10, 2023**. Proposals received after the specified date and time will not be considered.

This selected contractor will be expected to work with Coastal Bend Council of Governments to assist with a cost estimate for an application developed and written by the Coastal Bend Council of Governments. Funding for all work will be contingent on the award of grant funding. The selected contractor will be expected to comply with the requirements for private entities as defined in the U.S. Department of Transportation's Notice of Funding Opportunity for the Charging and Fueling Infrastructure Discretionary Grant Program (CFI Program).

Please direct all questions to Mary Afuso, Regional Disaster Recovery Manager, mafuso@coastalbendcog.org. Questions should be submitted via email, no later than ten (10) calendar days before the deadline.

Enclosure



REQUEST FOR PROPOSALS

EV CHARGING CONTRACTOR FOR SOUTH TEXAS

COMMUNITY CHARGING PROGRAM

Background

The Coastal Bend Council of Governments (CBCOG) is in the process of applying for grant funding to assist with establishment of a community charging program for the region with the goal of supporting deployment of electric vehicle chargers (particularly Level 2 chargers) across the region—this effort will particularly focus on underserved communities, areas where gaps exist in the current network of EV chargers, and where installation may not be economically viable without outside grant funding. CBCOG is seeking a contractor with broad experience to deliver and install the EV chargers.

This grant is funded by the federal government; therefore, all activities must be performed in strict adherence to applicable federal and state regulations. All project activities will be coordinated with Mary Afuso, Regional Disaster Recovery Manager, Coastal Bend Council of Governments.

Project Title for Identification Purposes

South Texas Community Charging Program

Scope

The initial work required of the selected firm will include technical review and cost estimation services for a grant application developed by The Coastal Bend Council of Governments. Upon award of grant funds, additional activities shall include:

Provision of Charging Infrastructure: The contractor will be primarily responsible for the design and installation of grant-eligible infrastructure, to primarily include Level 2 EV Chargers throughout the South Texas region.

The region will be eligible for an amount of federal funding between \$500,000 and \$15,000,000. The total area to be covered includes more than 2,000 square miles with a population of nearly 500,000. Today, the region only includes very limited public charging sites with some counties completely lacking any public charging locations. As such, there are significant opportunities to build out this network. The CBCOG will work with the selected contractor to determine the exact scope of the application.



Selected EV charger locations may be located on any public road or in other publicly accessible locations, such as parking facilities at public buildings, public schools, and public parks, or in publicly accessible parking facilities owned or managed by a private entity. Projects must be expected to reduce greenhouse gas emissions and fill gaps in access to EV charging infrastructure.

The contractor may provide options in terms of the specific charging technology solutions for this program. These may include both networked and/or non-networked chargers as well as chargers connected to the electrical grid and/or solar-powered chargers. The contractor should propose solutions best suited to the needs of the community.

2. Provision of Matching Funds: As a provision of the CFI Program, a private entity which is contracted with for the installation of infrastructure, “shall be responsible for the share of the project cost carried out with CFI Program funds that is not paid by the Federal Government.”

3. Provision of Application Support Documents: In evaluating the Coastal Bend Council of Government’s application to the U.S. Department of Transportation, the department may consider the extent to which the selected contractor (i) submits to the Secretary the most recent year of audited financial statements and (ii) has experience in installing and operating EV charging infrastructure.

4. Maintenance and Operations (Option): The contractor should provide proposal options pertaining to their interest and ability to undertake ongoing maintenance and operation of the eligible infrastructure proposed to be installed as part of this project.

5. Other EV Charging Installation Related Duties: Other duties may be required for a successful program but have not been anticipated in this call for services.

Response Format/Evaluation Criteria

One (1) original and four (4) copies of the statements of qualifications and experience shall be submitted in addition to an electronic copy of the proposal. This may be submitted on a flash drive, CD, or via email to mafuso@coastalbendcog.org. Zip files will be rejected via email.

The submittal shall include a cover letter, not to exceed two pages and not considered part of the narrative. The proposal narrative shall be no longer than 25 pages and shall include the information outlined below, excluding any required forms. Required forms will not be required in the referenced page count. To assist with ensuring fair and equitable evaluation, proposals should be organized into the following separate sections:



1.0 Demonstrated Experience, Capacity, and Knowledge

The response shall include a summary of the following:

- a. History of the contractor's experience providing EV charger installation services as relevant to this particular grant program. Include examples of previous projects, particularly those with elements of regional cooperation.
- b. Description of the firm's organizational structure and the names and experience of key individuals who will be involved in the successful execution of the grant funded project.
- c. Demonstration of the contractor's knowledge of CFI programmatic criteria, the National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680), and familiarity with Texas regulatory issues.
- d. Knowledge of compliance with federal funding regulations including, but not limited to, Uniform Administrative Requirements, Uniform Relocation Act, NEPA, Presidential Policy Directive 21 - Critical Infrastructure Security and Resilience, Title VI of the Civil Rights Act of 1964, Build America, Buy America, Disadvantaged Business Enterprise Program and Davis-Bacon Act.
- e. Documented experience working with partner agencies, Membership Cooperatives and their various EV incentive programs.

2.0 References

The response shall include at least four (4) references for similar services that have been provided by your firm and the dates of service. Please include the reference name, company, email address, and phone number. Also include a description of the services provided.

3.0 Proposed Methodology

A description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Finally, include a concise statement of why your firm should be selected.

4.0 Cost Schedule and Provision of Matching Funds

Per grant program regulations, the private entity shall be responsible for the share of the project cost carried out with CFI Program funds that is not paid by the Federal Government. Please describe your ability and approach to assisting with these funds. Please also provide information on the product offered, typical costs for purchase and installation, and number of chargers that you would be able to support under this grant program.



Selection Criteria

The responding firms will be evaluated on the following criteria:

- a. Demonstrated experience and ability to complete the work (30%)
- b. Knowledge of legal and programmatic criteria (15%)
- c. Experience with partner agencies (5%)
- d. Approach to, and understanding of the scope of work (30%)
- e. Cost schedule and matching funds (20%)

Coastal Bend Council of Governments will only select one firm under this request for qualifications. Successful respondents should be notified no later than May 16, 2023.

Disclaimer

The Coastal Bend Council of Governments reserves the right to reject any and all responses and to make an award that is in the best their best interest. Coastal Bend Council of Governments reserves the right to decide not to submit a grant application if it is determined that doing so would not be in the best interest of CBCOG. Firms not selected will be notified in writing.

Coastal Bend Council of Governments is an Equal Opportunity Employer.