

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
DECEMBER 20, 2024**

ADDENDUM NO. 1, FEBRUARY 4, 2025

CONTRACT NO. 4400030379

**NATIONAL ELECTRIC VEHICLE INFRASTRUCTURE (NEVI)
CHARGING STATION INSPECTION, DATA COLLECTION AND REPORTING
STATEWIDE**

DBE GOAL = 10%

Under the authority granted by 23 CFR 680, *et seq*, the Louisiana Department of Transportation and Development (DOTD) hereby issues this advertisement for consulting firms to provide charging station inspection, data collection and reporting services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and, if applicable, with the Louisiana Professional Engineering and Land Surveying (LAPELS) Board under its rules for firms. If a consultant is not in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. Prime consultants must be registered with the Louisiana Secretary of State and the Federal Government, using SAM.gov, prior to contract execution.**

One (1) proposal will be selected for the contract solicited per this advertisement. Only one (1) DOTD Form 24-102 proposal is required for this advertisement, and it represents the prime consultant's qualifications and those of any and all sub-consultants proposed to be used for the referenced contract(s). All identifying contract number(s) should be listed in Section 2 of the DOTD Form 24-102. **USE THE "CUSTOM DOTD FORM 24-102 – 4400030379" PROVIDED WITH THE ADVERTISEMENT.**

Any questions concerning this advertisement must be sent in writing to DOTDConsultantAds80@la.gov no less than 48 hours (excluding weekends and holidays) prior to the proposal deadline.

SCOPE OF SERVICES

The general tasks to be performed by the Consultant for this contract are described more specifically in Attachment A, which is incorporated herein by reference.

The Consultant shall perform the work in accordance with the requirements of this advertisement and the resulting contract. Deliverables shall be in such format as required in Attachment A. The work performed by the Consultant shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

MINIMUM PERSONNEL REQUIREMENTS (MPRs)

The requirements set forth in Attachment B must be met at the time the proposal is submitted.

EVALUATION CRITERIA

The criteria to be used by DOTD in evaluating responses for the selection of a consultant to perform these services are listed below, in priority order:

1. Approach & Methodology: Project approach and proposed procedures to accomplish the services (8);
2. Firm Experience on projects similar in type and complexity (6);
3. Staff Experience on projects similar in type and complexity (6);
4. Firm Size: Available personnel necessary to comply with project schedule (consultants are to assume an initial 10 EV charging locations expanding up to 70 charging locations over lifetime of contract) (4); and
5. Location: Knowledge of the locality and familiarity of the general geographic area (1).

If sub-consultants are used, the prime consultant must perform greater than 50% of the work for the overall contract.

Proposals will be evaluated as set forth in the “Evaluation Criteria” section of this advertisement. The evaluation will be by means of a point-based rating system. Each of the above criteria is assigned a priority of one (1) through five (5). The priority number will then be multiplied by the corresponding weighting factor. The rating in each category will then be added to arrive at the proposal’s final rating.

COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS

DOTD has established supplemental ethics requirements applicable to consultants and Project Evaluation Team (PET) members. These requirements are found in the “Supplemental Ethics Requirements” article of the sample contract linked to this advertisement, which are incorporated herein by reference. Any firm that is found to have violated these requirements may not be considered for this selection.

By submission of a proposal to perform services pursuant to this advertisement, the Consultant agrees to comply with DOTD’s Supplemental Ethics Requirements.

RULES OF CONTACT UPON ADVERTISEMENT

DOTD is the single source of information regarding the contract selection. Any official correspondence will be in writing, and any official information regarding the contract will be disseminated by DOTD’s designated representative via the DOTD website. The following rules of contact will apply during the contract selection process, commencing on the advertisement posting date and ceasing at the time of final contract selection. Contact includes face-to-face communication, the use of a telephone, facsimile, electronic mail (email), or formal or informal

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written communications with DOTD. Any contact determined to be improper, at the sole discretion of DOTD, may result in the rejection of the proposal (i.e., DOTD Form 24-102).

Consultants and consultant organizations shall correspond with DOTD regarding this advertisement only through the email address designated herein; DOTDConsultantAds80@la.gov and during DOTD sponsored one-on-one meetings.

No consultant, or any other party on behalf of a consultant, shall contact any DOTD employee, other than as specified herein. This prohibition includes, but is not limited to, the contacting of: department, office, or section heads, project managers, members of the evaluation teams, and any official who may participate in the decision to award the contract resulting from this advertisement.

DOTD will not be responsible for any information or exchange that occurs outside the official process specified above.

By submission of a proposal to perform services pursuant to this advertisement, the Consultant agrees to the communication protocol herein.

PROJECT TIME

These services shall be provided throughout construction of the NEVI charging stations and for a period of not less than five (5) years from the final NEVI charging station going online. Total project time is estimated at **8 years**.

COMPENSATION (September 2024)

The compensation payable to the Consultant for all services rendered in connection with this contract is estimated at **\$3,500,000**. This estimate will be used for grading purposes only. Actual compensation will be determined by DOTD based on work hours negotiated between DOTD and the selected consultant. Within fifteen (15) calendar days of notification of selection, a kick-off meeting will be held with the selected consultant and appropriate DOTD personnel. The selected consultant will be required to submit a work hour proposal within thirty (30) calendar days following the notification of selection. The negotiation period shall not exceed ninety (90) calendar days from the selection notification date. If an agreement cannot be reached with the selected consultant within that time, negotiations may be terminated and another consultant selection made from the shortlist.

Payment will be made based on negotiated specific rates of compensation.

DIRECT EXPENSES

To the extent that the Consultant is allowed to claim reimbursement for direct expenses, all direct expense items that are not paid for in the firm's indirect cost rate and are needed and will be consumed during the life of the contract must be identified by the Consultant during contract development. The acquisition or rental of standard equipment or resources to be used in the

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provision of services rendered for this contract will not be considered for payment under direct expenses (e.g., vehicles for construction engineering and inspection (CE&I) inspectors).

The Consultant should own most of the equipment required to provide the work and services. The cost of this equipment should be included in the Consultant's indirect cost rate. Equipment may be considered "specialized" if it cannot be considered standard equipment for that particular consultant's normal operating business needs. If a consultant believes special equipment is needed for the contract, the Consultant must inquire through the Question and Answer process, as provided herein, whether the identified item will be considered specialized equipment for the individual contract.

All travel related expenses will be compensated under direct expenses, and will be in accordance with the most current Louisiana Office of State Travel regulations as promulgated in the Louisiana Administrative Code under the caption "PPM No. 49", with the exception that compensation for vehicle usage will be based on actual miles traveled directly and exclusively related to project needs. Vehicle rental rates will require prior approval from the PM.

CYBERSECURITY TRAINING

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Consultant, any of its employees, agents, or sub-consultants will have access to State government information technology assets, the Consultant's employees, agents, or sub-consultants with such access must complete cybersecurity training annually, and the Consultant must present evidence of such compliance annually and upon request. The Consultant may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, "access to State government information technology assets," means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

QUALITY ASSURANCE/QUALITY CONTROL

DOTD requires the selected consultant and all sub-consultants to develop a Quality Assurance/Quality Control (QA/QC) program in order to provide a mechanism by which all deliverables will be subject to a systematic and consistent review. The selected consultant shall address in its plan the review of all sub-consultant work and deliverables. The selected consultant must submit their QA/QC plan to the DOTD PM within 10 business days of the award notification to the Consultant. Consultants must ensure quality and adhere to established DOTD policies, procedures, standards and guidelines in the preparation and review of all deliverables. DOTD may provide limited input and technical assistance to the Consultant. Any deliverables to be transmitted

by the Consultant shall be transmitted with a DOTD Quality Assurance/Quality Control Checklist, and a certification that the deliverables meet DOTD's quality standards.

If Attachment A includes specific QA/QC requirements that contradict those set forth above, the requirements in Attachment A control.

REFERENCES

All services and documents will meet the standard requirements as to format and content of DOTD and will be prepared in accordance with the latest applicable editions, supplements, and revisions of the following:

1. **DOTD – Louisiana NEVI Request for Proposal -**
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Operations/Electric-Vehicle/Pages/default.aspx
2. **National Electric Vehicle Infrastructure Standards and Requirements –**
<https://www.ecfr.gov/current/title-23/chapter-I/subchapter-G/part-680>
3. AASHTO Standards – The American Association of State Highway Transportation Officials
<https://www.transportation.org/>
4. AASHTO – A Policy on Geometric Design of Highways and Streets –
https://bookstore.transportation.org/collection_detail.aspx?ID=110
5. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
6. Cybersecurity Training –
<https://forms.gle/deZGAo5hUMWeSG4P6>
7. DOTD – Construction Contract Administration Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
8. DOTD – Consultant Contract Services Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf
9. DOTD – Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
10. DOTD – Location and Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
11. DOTD – Addendum “A” to the Location & Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location%20and%20Survey%20Manual%20-%20Addendum%20A.pdf
12. DOTD – Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx

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13. DOTD – Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Men_u_MSM.aspx
14. DOTD – Testing Procedures Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Men_u_TPM.aspx
15. e-CFR – Electronic Code of Federal Regulations (all applicable) –
<https://ecfr.io/>
16. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –
<http://mutcd.fhwa.dot.gov/>
17. National Electrical Safety Code (NESC) –
<https://standards.ieee.org/products-services/nesc/index.html>
18. NFPA 70 – National Electrical Code (NEC) –
<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=70>
19. NEPA – National Environmental Policy Act –
<https://www.epa.gov/nepa>

CONTRACT EXECUTION REQUIREMENTS

The selected consultant will be required to execute the contract within ten (10) days after receipt of the contract.

A sample of the contract provisions can be found at the following link: http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Advertisements.aspx.

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

This advertised contract has a Disadvantaged Business Enterprise (DBE) goal of **10%** of the contract fee. Credit for DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms' eligibility as a DBE. DOTD makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant are advised to obtain documentation of certification status from that sub-consultant prior to submission of DOTD Form 24-102.

Prime consultants must specify by firm name in Section 11 on the DOTD Form 24-102 all DBE firms which the prime intends will participate in providing services under the contract to meet the DBE goal and indicate for each the percent of the contract fee for the services that will be performed by each specified DBE firm. If the prime did not succeed in obtaining enough DBE

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participation to meet the goal, it must attach to the DOTD Form 24-102, behind Section 23, documentation of its good faith efforts to meet the goal.

REVISIONS TO THE ADVERTISEMENT

DOTD reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all DOTD Form 24-102s submitted, and/or cancel this consultant services procurement if it is determined to be in DOTD's best interest. All materials submitted in response to this advertisement become the property of DOTD, and selection or rejection of a proposal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

CLARIFICATIONS

DOTD reserves the right to request clarification of ambiguities or apparent inconsistencies found within any proposal, if it is determined to be in DOTD's best interest.

PROPOSAL REQUIREMENTS

The Consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov. **USE THE USE THE "CUSTOM DOTD FORM 24-102 – 4400030379" PROVIDED WITH THE ADVERTISEMENT.** Hard copies of the Consultant's proposal will not be accepted. All proposals must be in accordance with the requirements of this advertisement, and the Consultant Contract Services Manual. Unless otherwise stated in this advertisement, copies of licenses and certificates are not required to be submitted with the proposal.

ANY CONSULTANT FAILING TO SUBMIT ANY OF THE INFORMATION REQUIRED ON THE "CUSTOM DOTD FORM 24-102 – 4400030379" PROVIDED WITH THE ADVERTISEMENT , OR PROVIDING INACCURATE INFORMATION ON THE "CUSTOM DOTD FORM 24-102 – 4400030379" PROVIDED WITH THE ADVERTISEMENT , MAY BE CONSIDERED NON-RESPONSIVE.

DOTD employees may not submit a proposal, nor be included as part of a consultant's proposal.

Contract and/or part-time employees are allowed. Such employees should be shown in Section 14 of the DOTD Form 24-102 with an asterisk denoting their employment status.

The DOTD Form 24-102 **PDF file shall be labeled "4400030379 Consultant's name", and must be received no later than 3:00 p.m. Central Time by DOTDConsultantAds80@la.gov via email on ~~Wednesday, February 12, 2025.~~**

EXTENDING DEADLINE INDEFINITELY AT THIS TIME.

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The PDF file must be attached in the email or as a hyperlink in the email or as an email through third-party file transfer websites such as Dropbox or WeTransfer.

Please note that delivery failure may occur on email files exceeding 25MB uncompressed. In addition, all emails are scanned for cybersecurity threats prior to delivery to DOTDConsultantAds80@la.gov; **therefore, allow sufficient time** for this process to take place when submitting your proposal.

ATTACHMENT A – SCOPE OF SERVICES

The project time is compressed.

The field office indirect cost rate shall be applicable to all services except as otherwise designated hereafter. The home office indirect cost rate shall be applicable to the closeout process and all clerical work.

The Consultant shall provide all personnel, equipment and software necessary to conduct on-site inspection of the construction, maintenance and operation of charging stations designated by DOTD and provide data collection and reporting to ensure adherence to the requirements delineated in 23 CFR 680, et seq. These services shall be provided throughout construction of the NEVI charging stations and for a period of not less than five (5) years from the NEVI final charging station going online. The following services shall be provided:

Installation, Operation, and Maintenance of Electric Vehicle Charging Infrastructure

The Consultant shall verify the following:

A) *Number of charging ports:*

- (1) Charging Stations located along and designed to serve users of designated Alternative Fuel Corridors (AFCs) must have at least four network-connected Direct Current Fast Charger (DCFC) charging ports and be capable of simultaneously charging at least four Electric Vehicles (EVs).
- (2) In other locations, EV charging stations must have at least four network-connected (either DCFC or AC Level 2 or a combination of DCFC and AC Level 2) charging ports and be capable of simultaneously charging at least four EVs.

B) Connector Type: All charging connectors must meet applicable industry standards. Each DCFC charging port must be capable of charging any CCS-compliant vehicle and each DCFC charging port must have at least one permanently attached CCS Type 1 connector. In addition, permanently attached CHAdeMO connectors can be provided using only FY2022 NEVI Funds. Each AC Level 2 charging port must have a permanently attached J1772 connector and must charge any J1772-compliant vehicle.

C) Power Level:

- (1) DCFC charging ports must support output voltages between 250 volts DC and 920 volts DC. DCFCs located along and designed to serve users of designated AFCs must have a continuous power delivery rating of at least 150 kilowatt (kW) and supply power according to an EV's power delivery request up to 150 kW, simultaneously from each charging port at a charging station. These corridor-serving DCFC charging stations may conduct power sharing so long as each charging port continues to meet an EV's request for power up to 150 kW.

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- (2) Each AC Level 2 charging port must have a continuous power delivery rating of at least 6 kW and the charging station must be capable of providing at least 6 kW per port simultaneously across all AC ports. AC Level 2 chargers may conduct power sharing and/or participate in smart charge management programs so long as each charging port continues to meet an EV's demand for power up to 6 kW, unless the EV charging customer consents to accepting a lower power level.
- D) **Availability:** Charging stations located along and designed to serve users of designated AFCs must be available for use and sited at locations physically accessible to the public 24 hours per day, 7 days per week, year-round. Charging stations not located along or not designed to serve users of designated Alternative Fuel Corridors must be available for use and accessible to the public at least as frequently as the business operating hours of the site host. This does not prohibit isolated or temporary interruptions in service or access because of maintenance or repairs or due to the exclusions outlined in 23 CFR 680(b)(3).
- E) **Payment Methods:** Unless charging is permanently provided free of charge to customers, charging stations must:
- (1) Provide for secure payment methods, accessible to persons with disabilities, which at a minimum shall include a contactless payment method that accepts major debit and credit cards, and either an automated toll-free phone number or a short message/messaging system (SMS) that provides the EV charging customer with the option to initiate a charging session and submit payment.
 - (2) Not require a membership for use.
 - (3) Not delay, limit, or curtail power flow to vehicles on the basis of payment method or membership.
 - (4) Provide access for users that are limited English proficient and accessibility for people with disabilities. Automated toll-free phone numbers and SMS payment options must clearly identify payment access for these populations.
- F) *Equipment certification:* All chargers must be certified by an Occupational Safety and Health Administration Nationally Recognized Testing Laboratory and that all AC Level 2 chargers are must be ENERGY STAR certified. DCFC and AC Level 2 chargers must be certified to the appropriate Underwriters Laboratories (UL) standards for EV charging system equipment.
- G) *Security:* Charging station operations must protect consumer data and protect against the risk of harm to, or disruption of, charging infrastructure and the grid.
- (1) Physical security strategies may include lighting, siting and station design to ensure visibility from onlookers, driver and vehicle safety, video surveillance, emergency call boxes, fire prevention, charger locks, and strategies to prevent tampering and illegal surveillance of payment devices.

- (2) Cybersecurity strategies may include user identity and access management, cryptographic agility and support of multiple Public Key Infrastructures, monitoring and detection, incident prevention and handling, configuration, vulnerability, and software update management, third-party cybersecurity testing and certification, and continuity of operation when communication between the charger and charging network is disrupted.
- H) *Qualified technician:* The workforce installing, maintaining, and operating chargers must have appropriate licenses, certifications, and training to ensure that the installation and maintenance of chargers is performed safely by a qualified and increasingly diverse workforce of licensed technicians and other laborers. Further:
- (1) Except as provided in paragraph (2) below, all electricians installing, operating, or maintaining Electric Vehicle Supply Equipment (EVSE) must meet one of the following requirements:
 - (i) Certification from the Electric Vehicle Infrastructure Training Program (EVITP).
 - (ii) Graduation or a continuing education certificate from a registered apprenticeship program for electricians that includes charger-specific training and is developed as a part of a national guideline standard approved by the Department of Labor in consultation with the Department of Transportation.
 - (2) For projects requiring more than one electrician, at least one electrician must meet the requirements above, and at least one electrician must be enrolled in an electrical registered apprenticeship program.
 - (3) All other onsite, non-electrical workers directly involved in the installation, operation, and maintenance of chargers must have graduated from a registered apprenticeship program or have appropriate licenses, certifications, and training as required by the State.
- I) *Customer service:* EV charging customers must have mechanisms to report outages, malfunctions, and other issues with charging infrastructure. Charging station operators must enable access to accessible platforms that provide multilingual services and must comply with the American with Disabilities Act of 1990 requirements and multilingual access when creating reporting mechanisms.
- J) *Customer data privacy:* Charging station operators must collect, process, and retain only that personal information strictly necessary to provide the charging service to a consumer, including information to complete the charging transaction and to provide the location of charging stations to the consumer. Chargers and charging networks should be compliant with appropriate Payment Card Industry Data Security Standards (PCI DSS) for the processing, transmission, and storage of cardholder data. Charging Station Operators must also take reasonable measures to safeguard consumer data.

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K) *Use of program income:*

- (1) Any net income from revenue from the sale, use, lease, or lease renewal of real property acquired shall be used for Title 23, United States Code, eligible projects.
- (2) For purposes of program income or revenue earned from the operation of an EV charging station, ensure that all revenues received from operation of the EV charging facility are used only for:
 - (i) Debt service with respect to the EV charging station project, including funding of reasonable reserves and debt service on refinancing.
 - (ii) A reasonable return on investment of any private person financing the EV charging station project.
 - (iii) Any costs necessary for the improvement and proper operation and maintenance of the EV charging station, including reconstruction, resurfacing, restoration, and rehabilitation.
 - (iv) If the EV charging station is subject to a public-private partnership agreement, payments that the party holding the right to the revenues owes to the other party under the public-private partnership agreement.
 - (v) Any other purpose for which Federal funds may be obligated under Title 23, United States Code.

Interoperability of Electric Vehicle Charging Infrastructure:

The Consultant shall verify the following:

- A) Chargers must conform to ISO 15118-3 and must have hardware capable of implementing both ISO 15118-2 and ISO 15118-20. Charger software must conform to ISO 15118-2 and be capable of Plug and Charge. Conformance testing for charger software and hardware should follow ISO 15118-4 and ISO 15118-5, respectively.
- B) Chargers must conform to Open Charge Point Protocol (OCPP) 2.0.1.
- C) Charging networks must be capable of communicating with other charging networks in accordance with Open Charge Point Interface (OCPI) 2.2.1.
- D) Chargers must be designed to securely switch charging network providers without any changes to hardware.

Traffic Control Devices and On-Premise Signs:

The Consultant shall verify the following:

- A) All traffic control devices must comply with 23 USC 655.
- B) All On-premises signs must comply with 23 CFR 750.

Charging Network Connectivity of Electric Vehicle Charging Infrastructure:

The Consultant shall verify the following:

- A) Charger-to-charger-network communication.
 - (1) Chargers must communicate with a charging network via a secure communication method. See 23 CFR 680.108 for more information about OCPP requirements.
 - (2) Chargers must have the ability to receive and implement secure, remote software updates and conduct real-time protocol translation, encryption and decryption, authentication, and authorization in their communication with charging networks.
 - (3) Charging networks must perform and chargers must support remote charger monitoring, diagnostics, control, and smart charge management.
 - (4) Chargers and charging networks must securely measure, communicate, store, and report energy and power dispensed, real-time charging-port status, real-time price to the customer, and historical charging-port uptime.
- B) A charging network must be capable of communicating with other charging networks to enable an EV driver to use a single method of identification to charge at Charging Stations that are a part of multiple charging networks. See 23 CFR 680.108 for more information about OCPI requirements.
- C) Charging networks must be capable of secure communication with electric utilities, other energy providers, or local energy management systems.
- D) Chargers must remain functional if communication with the charging network is temporarily disrupted, such that they initiate and complete charging sessions, providing the minimum required power level defined in 23 CFR 108.106(d).

Information on Locations, Pricing, Real Time Availability, and Accessibility through Mapping:

The Consultant shall verify the following:

- A) Communication of price.
- (1) The price for charging must be displayed prior to initiating a charging transaction and be based on the price for electricity to charge in \$/kWh.
 - (2) The price for charging displayed and communicated via the charging network must be the real-time price (*i.e.*, price at that moment in time). The price at the start of the session cannot change during the session.
 - (3) Price structure including any other fees in addition to the price for electricity to charge must be clearly displayed and explained.

- B) Each charging port must have an average annual uptime of greater than 97%.
- (1) A charging port is considered “up” when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity in accordance with requirements for minimum power level (see 23 CFR 680.106(d)).
 - (2) Charging port uptime must be calculated on a monthly basis for the previous twelve months.
 - (3) Charging port uptime percentage must be calculated using the following equation:

$$\mu = ((525,600 - (T_{\text{outage}} - T_{\text{excluded}})) / 525,600) \times 100$$

where:

μ = port uptime percentage,

T_{outage} = total minutes of outage in previous year, and

T_{excluded} = total minutes of outage in previous year caused by the following reasons outside the charging station operator's control, provided that the charging station operator can demonstrate that the charging port would otherwise be operational: electric utility service interruptions, failure to charge or meet the EV charging customer's expectation for power delivery due to the fault of the vehicle, scheduled maintenance, vandalism, or natural disasters. Also excluded are hours outside of the identified hours of operation of the charging station.

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- C) The following data fields must be made available, free of charge, to third-party software developers, via application programming interface:
- (1) Unique charging station name or identifier.
 - (2) Address (street address, city, State, and zip code) of the property where the charging station is located.
 - (3) Geographic coordinates in decimal degrees of exact charging station location.
 - (4) Charging station operator name.
 - (5) Charging network provider name.
 - (6) Charging station status (operational, under construction, planned, or decommissioned).
 - (7) Charging station access information:
 - (i) Charging station access type (public or limited to commercial vehicles).
 - (ii) Charging station access days/times (hours of operation for the charging station).
 - (8) Charging port information:
 - (i) Number of charging ports.
 - (ii) Unique port identifier.
 - (iii) Connector types available by port.
 - (iv) Charging level by port (DCFC, AC Level 2, etc.).
 - (v) Power delivery rating in kilowatts by port.
 - (vi) Accessibility by vehicle with trailer (pull-through stall) by port (yes/no).
 - (vii) Real-time status by port in terms defined by Open Charge Point Interface 2.2.1.
 - (9) Pricing and payment information:
 - (i) Pricing structure.

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- (ii) Real-time price to charge at each charging port, in terms defined by Open Charge Point Interface 2.2.1.
- (iii) Payment methods accepted at charging station.

Data Collection and Reporting:

- A) Quarterly, the Consultant must input the following data into the Electric Vehicle Charging Analytics and Reporting Tool (EV-Chart) for DOTD program manager approval:
 - (1) Charging station identifier that the following data can be associated with. This must be the same charging station name or identifier used to identify the charging station in data made available to third-parties in 23 USC 680.116(c)(1).
 - (2) Charging port identifier. This must be the same charging port identifier used to identify the charging port in data made available to third-parties in 23 USC 680.116(c)(8)(ii).
 - (3) Charging session start time, end time, and any error codes associated with an unsuccessful charging session by port.
 - (4) Energy (kWh) dispensed to EVs per charging session by port.
 - (5) Peak session power (kW) by port.
 - (6) Payment method associated with each charging session.
 - (7) Charging station port uptime, T_{outage}, and T_{excluded} calculated in accordance with the equation in 23 CFR 680.116(b) for each of the previous 3 months.
 - (8) Duration (minutes) of each outage.
- B) Annually, the Consultant must input the following data into the Electric Vehicle Charging Analytics and Reporting Tool (EV-Chart) for DOTD program manager approval:
 - (1) Maintenance and repair cost per charging station for the previous year.
 - (2) For private entities identified in paragraph C(1) below, identification of and participation in any State or local business opportunity certification programs including but not limited to minority-owned businesses, Veteran-owned businesses, woman-owned businesses, and businesses owned by economically disadvantaged individuals.
- C) One-time data submittal: The Consultant must input the following data into the Electric Vehicle Charging Analytics and Reporting Tool (EV-Chart) for DOTD program manager approval once for each charging station, on or before March 1 of each year. This applies

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only to the NEVI Formula Program projects and grants awarded under 23 USC 151(f) for projects that are for EV charging stations located along and designed to serve the users of designated Alternative Fuel Corridors (AFCs). Any one-time data made public will be aggregated and anonymized to protect confidential business information.

- (1) The name and address of the private entity(ies) involved in the operation and maintenance of chargers.
 - (2) Distributed energy resource installed capacity, in kW or kWh as appropriate, of asset by type (e.g., stationary battery, solar, etc.) per charging station.
 - (3) Charging station real property acquisition cost, charging equipment acquisition and installation cost, and distributed energy resource acquisition and installation cost.
 - (4) Aggregate grid connection and upgrade costs paid to the electric utility as part of the project, separated into:
 - (i) Total distribution and system costs, such as extensions to overhead/underground lines, and upgrades from single-phase to three-phase lines.
 - (ii) Total service costs, such as the cost of including poles, transformers, meters, and on-service connection equipment.
- D) The Quarterly, Annual and One-time data reports shall be inputted into the Electric Vehicle Charging Analytics and Reporting Tool (EV-Chart) for DOTD program manager approval.

Communication and Meetings:

The Consultant shall communicate regularly with the DOTD program manager in person, by phone, email or teleconference. Scheduled meetings shall take place at least quarterly.

Federal Requirements:

The Consultant shall verify that all applicable Federal statutory and regulatory requirements are adhered to. These requirements include, but are not limited to:

- A) Buy America Act.
- B) Davis Bacon Act.
- C) American with Disabilities Act of 1990.
- D) Title VI of the Civil Rights Act of 1964.
- E) Title VIII of the Civil Rights Act of 1968.
- F) Uniform Relocation Assistance and Real Property Acquisition Act.
- G) National Environmental Policy Act of 1969.

Awardee Invoices:

The Consultant shall review and ensure the accuracy of all Awardee invoices related to the construction of charging stations at DOTD-designated milestones and Awardee invoices related to the operation and maintenance of the charging stations prior to submission to DOTD. The Consultant shall indicate on each invoice the reviewed date and individual that performed the review.

ATTACHMENT B – MINIMUM PERSONNEL REQUIREMENTS (MPRs)

The following requirements must be met at the time the proposal is submitted:

1. At least one (1) principal of the prime consultant shall be professionally competent in the construction and/or construction inspection of electric vehicle supply equipment (EVSE).
2. At least one (1) principal or responsible member of the prime consultant shall have a minimum of three (3) years of experience in responsible charge of, or major expertise in, the construction and/or construction inspection of EVSE
3. At least one (1) individual shall have a minimum of three (3) years of experience in the construction, and/or construction inspection, of three-phase electric utility upgrades and/or new installations of EVSE.
4. At least one (1) individual shall have a minimum of three (3) years of experience in the inspection of general construction.
5. At least one (1) individual shall have a minimum of three (3) years of experience in the information technology (IT) field, with a concentration in Networking and Cybersecurity.
6. At least one (1) individual shall have a minimum of one year (1) of experience in data reporting and invoicing.

**MPRS ARE TO BE MET BY SEPARATE INDIVIDUALS,
UNLESS STATED OTHERWISE BELOW.**

MPR Nos. 1 through 3 may be met by the same person from the prime consultant.

MPR Nos. 3 through 6 may be satisfied through the use of a sub-consultant(s).

NOTE: WHEN SATISFYING A MINIMUM PERSONNEL REQUIREMENT, PLEASE ENSURE THE RÉSUMÉ REFLECTS REQUIRED EXPERIENCE AS REQUESTED.

- Please note the number of MPRs are minimal; however, all relevant personnel necessary to perform the Scope of Services must be identified in Section 11 of the DOTD Form 24-102 (4400030379 provided with the advertisement) and their resumes included in Section 14.