

## MEMORANDUM

TO: Qualified EV Charging Contractors

FROM: City of Hammond Board of Public Works and Safety

SUBJECT: Request for Proposals – Hammond EV Charging Infrastructure

DATE: May 19, 2023

Enclosed is a Request for Proposals from qualified electric vehicle (EV) charging contractors interested in working with the City of Hammond by and through their Board of Public Works and Safety in our effort to implement a community charging infrastructure program for the City of Hammond.

To be considered, proposals must be received by **4:00 p.m., Thursday, June 7, 2023**, at the Law Department, 3<sup>rd</sup> Floor, Hammond City Hall, Hammond, Indiana 46320. **An electronic copy of the proposal is acceptable in lieu of a hard paper copy, however, the risk of delivery and confirmation of same by submitting by electronic means only is on the proposer**. The electronic version should be submitted on a flash drive or via email to [law@gohammond.com](mailto:law@gohammond.com). 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, the proposals must be received by **4:00 p.m., Thursday, June 7, 2023**. Proposals received after the specified date and time will not be considered. **If you submit by electronic means only, you must obtain confirmation from the Law Department that your electronic submission was received timely.**

This selected contractor will be expected to work with the City of Hammond to assist with a cost estimate for an application developed and written by the City of Hammond. 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 Dean Button, City Engineer, City of Hammond, 5925 Calumet Avenue, Hammond, Indiana, 46320, 219.853.6336, [buttond@gohammond.com](mailto:buttond@gohammond.com). Questions should be submitted no later than two (2) calendar days before the deadline.

Enclosure

## **REQUEST FOR PROPOSALS/PARTNERS HAMMOND EV CHARGING STATIONS**

### **Background**

The City of Hammond, Indiana is in the process of applying for federal grant funding to assist with establishment of an electric vehicle (EV) charging program for the City with the goal of supporting deployment of electric vehicle chargers (particularly Rapid chargers) across the city—this effort will particularly focus on areas of the city that are not served by the State of Indiana’s NEVI plan and is being made in an effort to place Hammond at the forefront of Indiana communities’ efforts to deploy EV stations. The areas being looked at will allow Hammond to serve where gaps exist in the current network of EV chargers, where installation may not be economically viable without outside grant funding, and to areas that may be otherwise underserved. The City of Hammond is seeking a contractor with broad experience to help plan (including help with the grant application if requested), strategize, 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 Dean Button, City Engineer and Project Manager for the City of Hammond.

### **Project Title for Identification Purposes**

City of Hammond Electric Vehicle Charging Infrastructure Partner

### **Scope**

The initial work required of the selected partner will include technical review and cost estimation services for a grant application developed by the City of Hammond. Upon award of grant funds, additional activities shall include:

1. **Provision of Charging Infrastructure:** The partner will be primarily responsible for the design and installation of grant-eligible infrastructure, to primarily include Rapid Chargers (Level 2 and Level 3) throughout the City of Hammond. The City seeks to provide EV charging service in city locations with Rapid Chargers to support the anticipated widescale adoption of electric vehicles and in areas near Alternate Vehicle Road Corridors (I 80/94), I-90, and at internal locations in the city.

The City anticipates it will be eligible for an amount of federal funding of approximately \$6,000,000 in the first round of federal funding. The total area to be covered includes more than 24 square miles with a population of nearly 80,000. Today, the City has a total of two public charging sites. As such, there are significant opportunities to build out this network. The City will work with the selected partner to determine the exact scope of the application.

Selected EV charger locations may be located on property near a public road or in other publicly accessible locations, such as parking facilities at public buildings, 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 partner 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 City of Hammond.

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 partner with the City to share the project cost carried out with CFI Program funds that is not paid by the Federal Government.” The details regarding this shared project cost arrangement will be determined at the time of signing an agreement, however, the partner should in their proposal affirmatively state the willingness to share in these costs.
3. **Provision of Application Support Documents:** In evaluating the City’s application to the U.S. Department of Transportation, the department may consider the extent to which the selected partner (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 as an option:** The partner 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.

#### **Response Format/Evaluation Criteria**

If submitting a hard copy, one (1) original and four (4) copies of the statements of qualifications and experience shall be submitted. If submitting electronically only please submit the statement of qualifications and experience in a separate electronic file with the submission.

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 fifteen (15) pages and shall include the information outlined below. To assist with ensuring fair and equitable evaluation, proposals should be organized into the following separate sections:

#### **Demonstrated Experience, Capacity, and Knowledge**

The response shall include a summary of the following:

- History of experience providing EV charger installation services as relevant to this particular grant program. Include examples of previous projects.
- 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.
- Demonstration of the contractor’s knowledge of CFI programmatic criteria, the National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680) related to the regulation and taxation of the provision of certain electricity used as a motor fuel in electric vehicles.
- 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.
- Documented experience working with partner agencies such as utilities, state department of transportations, or other EV partners in Indiana or other states regarding their various EV incentive programs.

**References**

The response shall include 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.

**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.

**Cost Schedule and Provision of Matching Funds**

Per grant program regulations, a partnership between the City and Partner 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 or the arrangement you propose for your contribution for this sharing. 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 as to which proposal matches most with the city's objectives and goals for this program and will consider the following when evaluating the proposals:

- Demonstrated experience in the EV area;
- Knowledge of grant process and implementation/reporting of grant once received;
- Experience with partner agencies, such as utilities and INDOT
- Approach to implementation and plan therein
- Cost schedule and matching funds partnership

The City intends to only select one firm under this request for qualifications. Successful respondents should be notified no later than June 8, 2023.

**Disclaimer**

The City of Hammond reserves the right to reject any and all responses and to make an award that is in the best their best interest. Firms not selected will be notified in writing.

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