



**State of Delaware
Department of Transportation**

**NATIONAL ELECTRIC VEHICLE
INFRASTRUCTURE (NEVI)
ROUND 2**

**Request For Proposals
Contract No. DOT2606**

**APPENDIX C –
TECHNICAL
PROPOSAL
REQUIREMENTS**

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1. Proposal Organization and Strategy

All application materials and attachments are to be submitted electronically during the open application period by an eligible applicant. If proposing for more than one Candidate Site, Proposing Vendors shall submit an additional Technical Proposal and Financial Proposal for each Candidate Site. For example, if a Proposing Vendor wishes to submit for three (3) Candidate Sites, the Vendor shall submit three (3) separate Technical Proposals and three (3) separate Financial Proposals corresponding to each Candidate Site. Only one (1) Administrative Proposal is required per Proposer regardless of the amount of Candidate Sites being proposed for.

All proposal materials are to be organized and submitted as four (4) separate files in searchable PDF format as follows:

- Administrative Proposal
- Technical Proposal
- Financial Proposal
- DelDOT Forms and Certifications

The proposal must be submitted in accordance with RFP Submission requirements shown in Section 3 and Informational Document 3 of the RFP. All submissions must be done electronically and uploaded by the Deadline for Receipt of Proposals to <https://deldot.bonfirehub.com/portal/>

DelDOT does not anticipate considering any Proposals submitted after the Proposal Due Date. Proposals may not be revised or amended after the Proposal Due Date unless permitted in writing to do so by DelDOT.

Section 1.1 requests information related to the proposing vendors' administrative information and history with EV projects. Section 1.2 requests technical information which must be submitted in the format as shown in Section 4 (Technical Proposal Form) of this Appendix C (Technical Proposal). Section 1.3 is the requested technical narrative information and must be no longer than 10 pages. Section 2 is the Financial Proposal; instructions to be submitted in the format shown in Appendix B (Project Budget). Section 3 requests a site layout sketch highlighting key information aligned with the Technical Proposal to be submitted.

1.1. Administrative Proposal [5 pages maximum]

The administrative proposal shall include the following applicant information:

- 1.1.1 Provide a list of 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, subcontractors (if known), and consultant (if any). 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 conditional site agreements that are in place or planned.
- 1.1.2 List up to 10 prior EV installations completed by a member or members of your team. Please limit this list to projects installed over the last 5 years for any EVSE that meet

or are similar to the NEVI EVSE requirements. Highlight any Delaware installations first and then other installations in the United States. Please provide details for each prior installation including:

- Contact information
- City/State
- Address/Location
- Operational Start Date
- Number of Connectors
- Connector Types
- Power Levels
- Charger Uptime over the past 6 months
- Charger uptime % since Operational Start Date

1.1.3. Describe general financial capabilities of the Proposing Vendor and document: 1) any funding commitments or financing in place today, 2) funding sources that will be available in the future that are intended to support the project, and 3) how the team plans to manage cash flow during the project period.

1.1.4. Describe the financial structure. Include who will assume ownership of the project, receive any financial benefits, and pay for operations, maintenance, and repair.

1.1.5. Provide a general description of the Proposing Vendor's approach to 1) the proposed rate structure and methodology for assessing user fees (e.g., cost +1%, additional cost at peak times, discount coupons to use EVSE at the candidate site), 2) ensure payment options are secure, equitable, and accessible, and 3) billing practices.

1.1.6. Describe additional relevant team experience (if any) not captured by the previous questions.

1.2. Technical [Use Technical Proposal Form]

For each site being proposed, the Technical Proposal shall include the information listed within this subsection.

1.2.1. Site Location – Provide the following information on the site location

- a. Site/Host Name
- b. Physical Address
- c. Municipality/County
- d. Charger Coordinates
- e. Community being served

1.2.2 Existing Site Details

- a. Is this a current station that requires upgrades and/or additional ports/power?
- b. Is the EVSE site within a designated FEMA flood zone?

- c. Identify and describe enhancements to the site that demonstrate site feasibility and comfort, and include details of any of the following items are existing at the site:
- Lighting at the charging site
 - Cameras covering the charging facility
 - Canopies covering the charging area
 - Emergency call systems
 - Available on-site staff
 - Dedicated Support staff for the chargers
 - Availability of retail, prepared, or non-prepared food available at the site
 - Availability of retail, prepared, or non-prepared food available within 0.25 miles of the proposed site
 - Availability of open/free wi-fi at the facility
 - Access to restrooms at the facility and availability of the bathrooms?
 - Access to public transportation within 0.25 miles of the facility

1.2.3 Site Layout and Details

- a. Provide a brief narrative of the proposed site layout including total number of charging stalls with dedicated charging ports, types of connectors that will be used for the site, overall power capacity of the site, and any pertinent layout details
- b. Describe any additional site additions that will be made available when operational, e.g., dedicated staff for EV charging support
- c. Provide details of the proposed EVSE equipment
- d. Describe if the EVSE equipment and supporting infrastructure is hardened against damage or loss of service due to weather, transient surge voltages, traffic incidents, vandalism, or other environmental factors.
- e. Describe site compliance with ADA, 42 U.S.C. 12101 et seq., and 49 U.S.C. 322 or describe modifications proposed to make the site compliant

1.2.4 Site Readiness

- a. Will the entire project occur within an existing parking lot, paved area, or maintained (periodically mowed) lawn?
- b. 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.
- c. Any site contamination/remediation or cleanup activity associated with hazardous materials

1.3 Narrative Response by Category [10 page maximum]

1.3.1. Existing Site Details

- a. Identify the risk associated with locating EVSE in flood zone (if applicable) and plans for mitigating this risk
- b. Describe EVSE access during times of emergency such as evacuation during natural disasters
- c. Identify and describe enhancements to the site that demonstrate site feasibility and comfort

1.3.2. Project Approach

- a. Describe your team's approach to project planning
- b. Describe your team's approach to design and permitting
- c. List the duration of your commitment to operate your charging station
- d. Describe your teams' duration of commitment to operate charging station, and plan to operate and maintain the facility for the period of performance, and potentially longer
- e. Describe your team's approach to meet the 97.00% uptime requirement
- f. 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
- g. Provide an estimate of the project schedule/timeline along with major project milestones. Discuss plans to ensure the EVSE site will be installed and ready for public use in a reasonable time and how you are working to mitigate supply chain delays, and other potential project delays

1.3.3. Project Feasibility

- a. Describe the coordination efforts between the applicant or site host and the utility provider for your specific site including how power will be transmitted to the site, and any upgrades that are required
- b. Describe the communications networking capabilities at your site.
- c. 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
- d. Are any project partners, including the site host, aware of any site contamination/remediation or cleanup activity associated with hazardous materials? If yes, please clarify
- e. 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.

- f. Identify potential risks, issues, challenges, and needs related to the candidate site and plans for mitigating these risks

1.3.4. Community Benefit and Impact

- a. Describe how the site is compatible with surrounding land uses
- b. Describe how the site ensures safe pedestrian access including lighting
- c. Describe what is within walking distance of the site
- d. Describe how the site is located with proximity to the targeted corridors of this RFP
- e. Describe any economic opportunity created by the location. Include how the site supports nearby businesses and job centers. Document any partnerships
- f. Describe any additional community benefits

1.3.5. Accessibility

- a. Describe how the site meets ADA compliance requirements and describe any upgrades
- b. Describe the site accessibility by time of day

For each site being proposed, the Technical Proposal shall include the information listed on this Form and in the format requested. The narrative section must be no longer than 10 pages.

2 Financial Proposal [2 page per site maximum; Use Appendix B]

- 2.2 What is the overall eligible cost of the project as proposed? Please provide costs in the table included as Appendix B to this RFP.
- 2.3 What is the overall amount being requested from DelDOT?
- 2.4 Provide a cost breakdown and narrative describing where costs will be incurred on the project. Include all costs such as site costs, project planning, design, O&M, data sharing, and utilities.

3 Site Layout Sketch

Provide a site layout sketch showing the following:

- Ingress/Egress points and surrounding road access to the site
- Existing and proposed EV charging parking spaces
- Locations of all proposed EVSE equipment
- On-premises signage and wayfinding
- Electric service equipment
- Additional space or equipment for future use
- Layout of proposed charging stalls
- Identification of any site amenities including bathrooms, retail, or public transit connectivity

- Point of sale equipment

4 Technical Proposal Form

Site Location (Short Answer)	Site/Host Name	
	Physical Address	
	Municipality/County	
	Charger Coordinates	
	Community Served	
Existing Features on Site (Yes/No)	Existing station needing upgrades and/or additional ports/power	
	Within a designated FEMA flood zone	
	Lighting at the charging site	
	Cameras covering the charging facility	
	Canopies covering the charging area	
	Emergency call systems	
	Available on-site staff	
	Dedicated Support staff for the chargers	
	Existing retail, prepared, or non-prepared food available at the site	
	Existing retail, prepared, or non-prepared food available within 0.25 miles of the proposed site	
	Availability of open/free wi-fi at the facility	
	Access to restrooms at the facility and availability of the bathrooms	
	Access to public transportation within 0.25 miles of the facility	
Site Layout and Details (Short Answer)	Total number of charging stalls with charging ports	
	Types of connectors	
	Overall power capacity	
	Additional site additions that will be made available when operational (e.g., dedicated staff for EV charging support)	
	Features of the proposed EVSE equipment	
	Site compliance with ADA, 42 U.S.C. 12101 et seq., and 49 U.S.C. 322 or modifications proposed to make the site compliant	

	Damage or loss of service proof against weather, transient surge voltages, traffic incidents, vandalism, or other environmental factors	
	ADA compliance for all amenities on site	
Site Readiness (Yes/No with Short Answer)	Project boundary within an existing parking lot, paved area, or maintained (periodically mowed) lawn	
	Any permits or other approvals required to complete this project (such as air/land user, electrical, structural, zoning, local agency, environmental, etc.)	
	Any site contamination/remediation or cleanup activity associated with hazardous materials	