Minnesota Diesel Replacement Program
VW Settlement: Phase 1 Electric Vehicle Fast Charging Corridors
Request for Proposals (RFP)
FY 2018-19
Volkswagen (VW)

The RFP assists applicants in applying for and managing state grants. This document describes the EV Fast Charging Corridor grant round, including information on who may apply for grant funding, the funding priorities for the round, match requirements, activities eligible for funding, and other information that will help applicants plan their project and submit a competitive proposal. Proposals are due no later than 2:30 p.m. Central Time on Tuesday, August 21, 2018.

The applicant should check the EV Fast Charging Grants for the most recent updates on a competitive grant, including questions and answers, addendums and the frequently asked questions (FAQ) sheet.

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A Sample Grant Agreement, Proposal Workplan and Budget and the Affidavit of Noncollusion, can all be found at: EV Fast Charging Grants

1. Overview

The Minnesota Pollution Control Agency (MPCA) requests proposals from qualified applicants to install EV direct current (DC) fast charging stations along identified sections of highways and interstates. These fast charging corridors along major roadways will allow eventual travel by EV drivers over long distances throughout the state.

The purpose of this program is to increase use of EVs in place of gas-powered cars to mitigate nitrogen oxides, and decrease particulate matter and greenhouse gas emissions in the state. The intent is to support a healthy environment for all Minnesotans and achieve significant emissions reductions across the state, especially in those communities most impacted by vehicle pollution.
2. Funding

The MPCA anticipates awarding a total of approximately $1.4 million. The maximum amount available is 80% of project costs, up to $170,000 for total project costs per 150 kilo-watt (kW) fast charging station installation (in Albert Lea) and up to $70,000 for total project costs per 50 kW fast charging station installed in public places, regardless of whether installation is on Government Owned Property or Non-Government Owned Property. A total of twenty-one charging stations at 50 kW and one charging station at 150 kW are anticipated to be installed through this program in public places that allow continual access by users 24-hours per day and seven days per week.

Funding is available for full-corridor proposals only. Work on each corridor must include the installation of all charging stations along it.

Funding match requirements

Grantees will be required to provide a 20% cash match. Eligible sources of a cash match include cash, loans, other grants or capital assets dedicated to the project. Applicants must list match funding in the proposed project budget.

Payment schedule

Grant payments are disbursed as reimbursements after the work is completed, verified, and approved. Verification will occur through a site visit by MPCA staff to test the equipment and photograph the completed installation. Evidence of a 5-year warranty for the charging station equipment, a service contract to provide annual maintenance for 5 years, and any renewable energy use commitment will be required prior to payment disbursements. Requests for reimbursement can occur after each individual charging station is installed or after all charging stations along a corridor are installed.

All charging station installation work must be completed by September 30, 2020. Reimbursement for maintenance of the charging stations will begin after installation and will continue until June 30, 2023.

Reporting

Quarterly data reporting to MPCA is required until June 30, 2023. MPCA may request data after the end date of the contract.

Priorities

Points are available for small businesses that are certified as veteran-owned, economically disadvantaged, or targeted group businesses in Minnesota based on the business’s ownership by a woman, a minority, a person with a substantial physical disability. Please reference additional information here: https://mn.gov/admin/business/vendor-info/oep/sbcp/

3. Applicant eligibility

Eligible applicants

For profit, nonprofit and public entities, including state, local and tribal governments are eligible to apply. Applicants that are not charging station installers must identify a subcontractor that can provide that service. Installers must demonstrate technical expertise and experience in successful installation, activation or commissioning, maintenance, and operation of direct current EV fast charging stations. This is included in the evaluation of proposals. While multi-organizational collaboration is allowed, no single entity may be a part of multiple proposals. If multi-organizations apply together, one must be designated a Lead to receive funding (only one name as applicant).
Ineligible applicants
Entities or individuals that are currently suspended or debarred by the State of Minnesota and/or the federal government are ineligible applicants.

The MPCA may also deem an applicant ineligible because of, but not limited to: enforcement issues, labor standards issues, tax status or other such issues.

4. Proposal content

Designated highway corridors
The following map shows the EV charging station corridors named A, B, C, and D to be built through this grant round. All fast charging station installations along the highway corridors will be 50 kilo-watt (kW) in size with the exception of one 150 kW station in Albert Lea (part of Corridor A). Applicants may submit one proposal per corridor (A, B, C, D). Each proposal must identify one (and only one) corridor. Applicants may submit multiple proposals if each proposal is for a different corridor. For example, an applicant may submit one proposal for Corridor D and another for Corridor C. Funding is available for full-corridor proposals only.

Map of EV Fast Charging Station Corridors

Each color designates a different corridor. Cities where installation of fast charging stations is required include: Bemidji, Grand Rapids, Detroit Lakes, St. Cloud, Willmar, Marshall, Rochester, and Mankato. One 150 kW charging station is to be installed in the city of Albert Lea. Existing and planned fast-charger installations, including planned stations in Motley and Virginia, were considered during the development of the required list of city locations.
Fast charging station corridor list

The following chart below lists the 50 kW fast charging stations and one 150 kW fast charging station to be installed along each respective highway and interstate corridor through this program. Each corridor has one or more cities where installation of a 50 kW fast charging station is required as listed in the chart below.

The number of fast charging stations to be installed at 30 to 70 mile increments, in addition to those in required specified cities, is also designated in the chart. No charging stations are to be installed within the seven-county Twin Cities metropolitan area since the program intent is to allow long-distance travel throughout Minnesota.

<table>
<thead>
<tr>
<th>Corridors</th>
<th>Highway/Interstate</th>
<th>Corridor Description</th>
<th>Length of Corridor (in miles)</th>
<th>Required New Fast Charging Station Installation Locations</th>
<th>Additional New Charging Stations Along Corridor (installed at 30 to 70 mile increments)</th>
<th>Total No. of Charging Stations Per Corridor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>I-90</td>
<td>Albert Lea to Dresbach (eastern border of MN)</td>
<td>115</td>
<td>For Corridor A, one 150 kW charging station installation is required in: - Albert Lea</td>
<td>One 50 kW charging station installations is required in: - Rochester</td>
<td>Four Six</td>
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<tr>
<td></td>
<td>Highway 52</td>
<td>Rochester to St. Paul</td>
<td>80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I-35</td>
<td>Albert Lea to Faribault to Minneapolis</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Highway 10/371/71</td>
<td>Detroit Lakes to Little Falls: Brainerd (Hwy 10) both north to Bemidji and south to Little Falls to St. Cloud to Minneapolis</td>
<td>315</td>
<td>For Corridor B, three 50 kW charging station installations are required in: - St. Cloud - Bemidji - Detroit Lakes</td>
<td>Three Six</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Highway 169/60</td>
<td>Mankato to Minneapolis</td>
<td>75</td>
<td>For Corridor C, two 50 kW charging station installations are required in: - Marshall - Mankato</td>
<td>Three Five</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Highway 14/59</td>
<td>Mankato to New Ulm to Marshall</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Highway 210/169</td>
<td>Brainerd to Grand Rapids to Virginia to Duluth</td>
<td>200</td>
<td>For Corridor D, two 50 kW charging station installations are required in: - Grand Rapids - Wilmars A charging station should not be installed in Virginia (already planned for installation) or in Duluth.</td>
<td>Three Five</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Highway 12</td>
<td>Wilmar to Bloomington</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of stations Twenty-two
EV fast charging station installation requirements

The workplan must address the following charging station equipment and installation requirements. Charging station host site locations do not need to be secured prior to proposal submission. Planned process for host site identification and selection must be included in the proposal workplan tasks. Providing additional project information beyond these requirements is encouraged.

Selected funding recipients will be required to submit to the MPCA for approval a site map once host sites are selected and before installation occurs. The site map will include demonstration of compliance with the station requirements outlined here.

The workplan should describe how the applicant plans to achieve these requirements.

1. Corridor Description: Identify which Corridor will be completed through the proposal (installation of each individual Corridor must be submitted as a separate proposal).

2. Host Site Selection:
   a. Describe how fast charging station host sites will be researched, identified, and secured along the Corridor. Grant funding is not eligible to be used to purchase or rent the host site real estate upon which the charging station is installed. The designated number of stations per corridor is included in the Fast Charging Corridor List (page 4).
   b. Describe work with interested utilities, local businesses, cities, counties or other entities. Points will be awarded to proposals that provide descriptions and evidence of project partnership development such as letters of support.
   c. Locations: Charging station host sites must be at increments of 30 to 70 miles along the highway corridor at a maximum distance of 2 miles (MPCA encourages 0.5 mile or less) of an exit off the highway or interstate. The site must be accessible to the general public for users 24-hours per day/seven days per week, have dusk to dawn lighting, and be within a short walking distance, not to exceed a quarter mile, to retail or service establishments such as restaurants, coffee shops, convenience stores, or tourism destinations.
   d. Utility Notification: Work with the local utility to determine site locations that factor in proximity to electrical service and any necessary distribution system upgrades is required.
   e. Host Site Agreements: Negotiate agreements with host site owners to achieve assurance that each station will remain at the site and operational for a minimum of 5 years.

3. Sustainable Business Model: a detailed explanation of the business model towards ensuring sustainability of the charging station(s) within 5 to 10 years must be provided.

4. Ongoing services
   a. Customer service: A toll-free phone number for customer support service must be clearly posted on or near the installed fast charging stations. When a station user calls the phone number, they must obtain immediate access to assistance. Proposals must address customer support service that is accessible and responsive 24-hours, seven days a week within the work plan.
   b. Networking: The installed fast charging stations must connect to a network by Wi-Fi or cellular connection using multiple carriers. Proposals must address networking, including network security, within the workplan.
   c. Payment options: The fast charging stations must be Payment Card Industry compliant to allow direct use of a credit or debit card at the station itself. Stations may also offer additional payment methods including subscription methods, smart cards, or smart phone applications.

5. Renewable energy: Points will be awarded during the proposal evaluation for charging stations powered by electricity generated from renewable sources. This requirement is met by signing up for a utility wind or solar program, community solar program, or the installation of a solar array in proximity to the charging stations. If a utility renewable energy program does not exist where the charging station is installed, wind or
solar renewable energy credits (RECs) can be purchased online. For all of these options, the amount of electricity expected to be used by the charging station(s) over a 5-year span needs to be documented through participation in a utility renewable energy program or the purchase of wind or solar RECs in the marketplace. Proposals must address any plan to use renewable energy within the workplan.

6. Fast charging station installation tasks: List as tasks the planned procurement, installation, activation or commissioning, and testing of EV fast charging stations that meet Equipment Requirements (page 6) along the corridor.

   a. Local Electrical Permits: Local electrical permits must be secured and regulations followed for the fast charging station installations at each respective host site.

   b. Parking Spaces: A minimum of two concrete or asphalt pad parking spaces and ample real estate upon which to create parking spaces for at least one additional fast charging station in the future is required.


   d. Future Proofing: Conduit and an electrical service box of adequate size and disconnect capacity that will allow additional electrical cable to be run to the site for future installation of two additional 50 kW charging stations or a higher power station up to 350 kW must be included in the installation.

   e. Level-2 Station: For emergency back-up, a Level-2 (240 volt-alternating current, Society of Automotive Engineers J-1772 connector) must be installed, activated and tested at the fast charging installation site. This Level-2 station is not required to be computer networked or to have intelligent capabilities.

   f. Posted Signage: “Electric vehicle parking only” signs are required on each side of each charging station along with “electric vehicle parking only” stenciled graphics on each striped parking pad along with the installation of 3 to 4-foot high bollards with concrete footings placed to protect the fast chargers from accidental impact.

   h. Maintenance: The fast charging station unit is required to have a five-year warranty. Proof of the charging station equipment warranty must be submitted to the MPCA. Annual maintenance of the charging stations as per the original manufacturer recommendations is required and is a reimbursable expense (up to $2,500 per year or a total project maximum of $10,000). All fast charging stations must continually be in full working order to the extent possible. Should repair be necessary service must be contacted within 24 hours and the station up and fully operating within 48 to 72 hours to ensure a 95% annual uptime guarantee.

**Equipment requirements**

Each station must offer both CHAdeMO and SAE CCS (Society of Automotive Engineers Combined Charging System) charging protocol connectors. The 150 kW charging station must have the ability to be powered down to 50 kW as such be backwards compatible for use by all EVs.

All charging station equipment must come with a minimum of a 5-year warranty and meet the following minimum requirements for safety testing by a Nationally Recognized Testing Laboratory (NRTL) recognized by the Occupational Safety and Health Administration (OSHA). The equipment must be listed and labeled as required by Minnesota Administrative Rule 3801.3620, the National Electrical Code (NEC) section 625.5 and be Federal Communication Commission (FCC) compliant.

Direct current (DC) fast charging stations and backup Level 2 alternating current (AC) 240 volt shall be certified to one of the following options:

1. Underwriters Laboratories (UL) UL 2594 (Standard for Electric Vehicle Supply Equipment). DC fast charging systems shall be certified (listed and labeled) to UL 2202 (Standard for Electric Vehicle Charging System Equipment).

2. IEC (International Electrotechnical Commission) 61851-23, IEC 62196, and IEC 61000 EMC standards. These charging stations must be certified (listed and labeled) with ETL.
3. An equivalent Nationally Recognized Testing Laboratory certification. Supporting evidence must be provided.

**Equipment physical appearance and design**

1. **EVSE Enclosure:** The EVSE enclosure must be constructed for use outdoors in accordance with UL 50E Standard for Safety for Enclosures for Electrical Equipment, Environmental Considerations, Type 3R exterior enclosure or equivalent.

2. **Environmental:** The EVSE must be capable of operating without any decrease in performance over an ambient temperature range of minus 22 to 122 degrees Fahrenheit with a relative humidity of up to 95%.

3. **Cord Management System:** The EVSE must incorporate a cord management system or method to eliminate potential for cable entanglement, user injury or connector damage from lying on the ground.

**5. Eligible and ineligible costs**

**Eligible costs**

Eligible costs are those directly incurred through the host site acquisition and charging station installation, activation, and maintenance. Only eligible costs will be reimbursed.

- 50 kW DC fast charging station (or 150 kW in the case of Albert Lea), Level-2 charging units, and associated equipment including electrical service box for disconnects
- Utility equipment upgrades such as transformers and extensions up to $15,000 per charging station
- Concrete, asphalt, conduit, signage, bollards, cable/wiring
- Paint striping and stenciling of the charging station parking spaces
- Permit fees
- Labor for researching and securing the host site, directly related to the acquisition, site design and engineering, installation, commissioning or activation, and maintenance
- Shipping of equipment
- Annual charging station equipment maintenance (capped at $2,500 per year per fast charging station; up to a total of $10,000 per fast charging station for the term of the project)
- 5-year warranties for DC Fast and Level-2 charging station units

**Ineligible costs**

Ineligible costs include costs that are not directly related to the project. In addition, the following costs, even if they are directly related to the project, are ineligible.

- Purchase or rent of real-estate
- Capital costs such as construction of buildings, parking facilities, etc.
- General maintenance, other than of the supply equipment (e.g., fast charging station)
- Any expenses incurred before the grant agreement is fully executed including applicant’s expense for preparing the eligibility and cost proposals
- Any expenses incurred during workplan proposal and final work plan development
- Bad debts, late payment fees, finance charges or contingency funds, interest, and investment management fees
- Attorney fees
- Administrative costs
- Lobbying, lobbyists, and political contributions
- Mark-up on purchases and/or subcontracts
- Taxes, except sales tax on eligible equipment and expenses
• Activities addressing permit fees
• Activities addressing enforcement actions that involve a financial penalty
• Memberships (including subscriptions and dues)
• Food (other than staff per diem)
• Alcoholic refreshments
• Entertainment, gifts, prizes, and decorations
• Merit awards and bonuses
• Donations and fundraising
• Computer(s), tablets, and software, unless unique to the project and specifically approved by the MPCA as a direct expense
• Purchase or rental of mobile communication devices such as cell phones, unless unique to the project and specifically approved by the MPCA as a direct expense

6. Proposal review process

MPCA staff and community-based reviewers, using a two-phase process, will review proposals received by the grant deadline. Late proposals will not be considered for review.

Phase 1: Eligibility review

The MPCA will determine if eligibility requirements are met. Any proposal found to be ineligible will be eliminated from further evaluation. Minimum Requirements:

• Proposal is received on time
• Applicant is eligible
• Project is eligible
• Complete proposal

Phase 2: Proposal scoring

Only proposals meeting the eligibility criteria will be considered for scoring. Reviewers will evaluate proposals per project using the weighted criteria listed in Appendix 1.

No activity or comments from applicants regarding this RFP shall be discussed with any of the reviewers during the evaluation of the proposals. However, the MPCA may request clarification of submitted information from one or more applicants. The clarifications must be made in writing. The MPCA will only accept written responses for evaluation purposes. The response to the request for clarification may be considered along with the original proposal for proposal scoring.

In addition to the ability to partially award projects, the MPCA reserves the right to refrain from awarding any grants.

At its discretion, the MPCA may perform an appropriate cost and pricing check of a proposal. The proposer’s past performance as a grantee of that state agency will be considered when evaluating a grant proposal.

Financial review

Before awarding any grant over $25,000 to any nonprofit organization, the MPCA will assess the most recent financial statement from the applicant and resolve any items of significant concern prior to making a funding decision.
Notification
All applicants will be notified by MPCA staff within 45 days of proposal due date. Applicants selected for funding will be contacted concerning the next steps in the award process, including execution of the appropriate agreements and work plan submissions.

7. Grantee responsibilities

**Awardees will be required to be a registered vendor in SWIFT and will sign the grant agreement using SWIFT.** To register, go to the Supplier Portal webpage [SWIFT](#) and click on the [Vendor Registration Link](#).

**Grant agreement**
Each awardee must formally enter into a grant agreement. The agreement will address the conditions of the award, including implementation of the project. Once the agreement is signed, the recipient is expected to read and comply with all conditions of the agreement.

A sample State of Minnesota Grant Agreement can be found at [EV Fast Charging Grants](#) for your reference. Much of the language reflected in the agreement is required by statute.

**Grant monitoring**

*Minn. Stat. §16B.97* and [Policy on Grant Monitoring](#) require the following:
- One monitoring visit during the grant period on all state grants of $50,000 and higher
- Annual monitoring visits during the grant period on all grants of $250,000 and higher
  Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants of $50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

The monitoring schedule will be determined at a later date.

**Public data**
Proposals are private or nonpublic until opened. Once the proposals are opened, the name and address of the applicant and the amount requested is public. All other data in a proposal is private or nonpublic data until all agreements are fully executed. After MPCA has fully executed all agreements, all remaining data in the proposals is public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a grantee that the proposal is copyrighted or otherwise protected does not prevent public access to the proposal (Minn. Stat. § 13.599, subd. 3).

**Conflict of interest**
Minnesota state agencies must work to deliberately avoid actual, potential, and perceived conflicts of interest at the individual and organizational levels. Please refer to the State of Minnesota, Office of Grants Management for information on any potential, actual, or perceived conflicts of interest: [http://www.mn.gov/admin/images/grants_policy_08-01.pdf](http://www.mn.gov/admin/images/grants_policy_08-01.pdf).

**Grantee bidding requirements**
For NGOs (non-governmental organizations):

Any grant-funded services and/or materials that are expected to cost:
- $100,000 or more must undergo a formal notice and bidding process
- Between $25,000 and $99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids
- Between $10,000 and $24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor
For grant-funded projects that include construction work of $25,000 or more, prevailing wage rules apply, per Minn. Stat. §§177.41 through 177.44. The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- **State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List**
- Metropolitan Council’s Targeted Vendor list: **Minnesota Unified Certification Program**
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: **Central Certification Program**

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN: [http://www.mmd.admin.state.mn.us/debarredreport.asp](http://www.mmd.admin.state.mn.us/debarredreport.asp)

For Municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minn. Stat. §471.345
- The requirements of prevailing wage for grant-funded projects that include construction work of $25,000 or more, per Minn. Stat. §§177.41 through 177.44 The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must not contract with vendors who are suspended or debarred in MN: [http://www.mmd.admin.state.mn.us/debarredreport.asp](http://www.mmd.admin.state.mn.us/debarredreport.asp)

Audits

Per Minn. Stat. §16B.98, subd. 8, the grantee’s books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

**Affirmative Action and Non-Discrimination requirements for all Grantees:**

A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. Minn. Stat. §363A.02. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading,
demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part 5000.3500

C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter registration requirement
The grantee will comply with Minn. Stat. §201.162 by providing voter registration services for its employees and for the public served by the grantee.

8. Proposal instructions
Proposers must submit the following in order for the proposal to be considered complete:

- Workplan (must address all requirements listed to be considered for evaluation)
- Budget
- Affidavit of noncollusion
- Community partner development, such as letters of support

If an applicant requests multiple corridors, each corridor must be submitted individually.

Proposal submission instructions
Proposals must be received electronically by the MPCA no later than 2:30 p.m. Central Time on Tuesday, August 21, 2018. The email properties header will reflect the date and time submissions are received. Proposal submissions received after the deadline will not be considered eligible.

Email proposals and required forms to grants.pca@state.mn.us with the subject line: EV Fast Charging. The MPCA is not responsible for any errors or delays caused by technology-related issues, even if they are caused by the MPCA.

Proposals submitted via any other method, including but not limited to fax, mail, in-person deliveries, will not be accepted.

9. Questions and answers
We are obligated to be transparent in all aspects of our grant work. To meet our obligation, all questions must be submitted in the same manner, and answers are only provided via the EV Fast Charging webpage. It is the applicant’s responsibility to check the EV Fast Charging webpage for the most recent updates on a competitive grant, including questions and answers and addendums.

Applicants who have any questions regarding this RFP must email questions to grants.pca@state.mn.us, subject line: “EV Fast Charging”, no later than 2:30 p.m. Central Time on August 8, 2018. Answers to questions will be posted within two (2) days of receipt on the FAQ sheet found here: EV Fast Charging Grants.

MPCA personnel not listed are not authorized to discuss this RFP with applicants outside of the question and answer forum. Contact regarding this RFP with any MPCA personnel may result in disqualification.
# Appendix 1: Scoring criteria

## Evaluation factors

A 100-point scale will be used to evaluate complete, eligible proposals. These scores will be used to develop final recommendations. Proposals will be evaluated and ranked according to the following criteria:

<table>
<thead>
<tr>
<th>Professional experience:</th>
<th>Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 1 years = 5 points</td>
<td>20</td>
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<tr>
<td>1 – 3 years = 10 points</td>
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</tr>
<tr>
<td>Over 3 years = 20 points</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Cost:</th>
<th>Lowest cost will get 30 points (Formula for scoring = lowest ÷ next lowest score x 30% = # of points)</th>
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<tr>
<td></td>
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<thead>
<tr>
<th>Community Partner Development:</th>
<th>Max Points</th>
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<tr>
<td>Key partners are identified</td>
<td>15</td>
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<tr>
<td>Scope of the partnership development</td>
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</tr>
<tr>
<td>Letters of support (attached)</td>
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<table>
<thead>
<tr>
<th>Renewable Energy Use:</th>
<th>Max Points</th>
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<tbody>
<tr>
<td>Up to 25% = 2 points</td>
<td>15</td>
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<tr>
<td>26 to 50% = 5 points</td>
<td></td>
</tr>
<tr>
<td>51 – 99% = 10 points</td>
<td></td>
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<tr>
<td>100% = 15 points</td>
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<table>
<thead>
<tr>
<th>Sustainable Business Model Plan:</th>
<th>Max Points</th>
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<tbody>
<tr>
<td>Points will be awarded based on</td>
<td>15</td>
</tr>
<tr>
<td>the quality and completeness of</td>
<td></td>
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<tr>
<td>addressing economic sustainability</td>
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<tr>
<td>of the fast charging stations over</td>
<td></td>
</tr>
<tr>
<td>a 5 to 10 year timeframe.</td>
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</table>

<table>
<thead>
<tr>
<th>Business type:</th>
<th>Max Points</th>
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</thead>
<tbody>
<tr>
<td>Small businesses that are certified as veteran-owned, economically disadvantaged, or targeted group businesses in Minnesota based on the business's ownership by a woman, a minority, a person with a substantial physical disability</td>
<td>5</td>
</tr>
</tbody>
</table>
Appendix 2: Workplan checklist

Completeness of Proposal: Only proposals that address each of the following sections in the workplan will be evaluated and scored. Use the following checklist to ensure all workplan steps have been included.

<table>
<thead>
<tr>
<th>Checklist for Completeness</th>
<th>(mark a check here)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Corridor Description</td>
<td></td>
</tr>
<tr>
<td>2. Host Site Description</td>
<td></td>
</tr>
<tr>
<td>A. Community Partnership</td>
<td></td>
</tr>
<tr>
<td>B. Location</td>
<td></td>
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<tr>
<td>C. Utility Notification</td>
<td></td>
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<tr>
<td>D. Host Site Agreements</td>
<td></td>
</tr>
<tr>
<td>3. Sustainable Business Model</td>
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<tr>
<td>4. Ongoing Services</td>
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<tr>
<td>A. Customer Service</td>
<td></td>
</tr>
<tr>
<td>B. Networking</td>
<td></td>
</tr>
<tr>
<td>C. Payment</td>
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<tr>
<td>5. Renewable Energy</td>
<td></td>
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<tr>
<td>6. Fast Charging Station Installation</td>
<td></td>
</tr>
<tr>
<td>A. Local Permits</td>
<td></td>
</tr>
<tr>
<td>B. Parking Spaces</td>
<td></td>
</tr>
<tr>
<td>C. ADA Compliant</td>
<td></td>
</tr>
<tr>
<td>D. Future Proofing</td>
<td></td>
</tr>
<tr>
<td>E. Level 2 Station</td>
<td></td>
</tr>
<tr>
<td>F. Posted Signage</td>
<td></td>
</tr>
<tr>
<td>G. Maintenance</td>
<td></td>
</tr>
</tbody>
</table>