



STATE OF ALABAMA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
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RFP No. 2023-005

**PUBLIC NOTICE
REQUEST FOR PROPOSALS**

for a

***Statewide Network of Self-Service Electric Vehicle Charging Stations, including the
Installation, Operation, Maintenance, and Management of
EV Charging Stations at Alabama State Parks and other ADCNR Public Locations***

DEADLINE FOR SUBMISSION:

SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN:

APRIL 18, 2023 at 12:00pm (NOON CST)

**Scaled
Proposal Opening:
APRIL 19, 2023 at 9:00am**

The Proposal package must be delivered in a sealed envelope clearly marked on its face “*RFP ADCNR 2023-005 – EV Charging Stations*” and must contain the following:

1. One (1) original signed Proposal Package plus three (3) copies. The proposal must be signed by an official authorized to legally bind the Vendor to the information provided; and
2. One (1) electronic copy on a USB thumb drive in searchable .pdf format.

I. INTRODUCTION

The State of Alabama aims to increase the output of Electric Vehicles to assist in the recruitment and retention of cutting-edge industry and workforce to the State, as well as to serve as an economic driver for our State. Governor Kay Ivey has officially launched the *Drive Electric Alabama* initiative, an Electric Vehicle (“EV”) education and marketing program designed to increase public awareness of the benefits of EV technology. A key component to the success of the program involves the availability and expansion of high-performing self-service EV Charging Stations.

The Alabama Department of Conservation and Natural Resources (ADCNR) wishes to enhance the guest experience at our State Parks and to contribute to the State’s leadership in technological advances by creating a statewide network of EV Charging Stations. These stations will be placed at destinations managed by ADCNR, including at its State Parks and other public locations. Such efforts will significantly expand the public’s accessibility to EV Charging Stations, particularly in rural locations in Alabama where charging opportunities are scarce.

II. PURPOSE and INTENT

ADCNR is seeking sealed proposals from interested and qualified Vendors capable of providing a comprehensive statewide network of self-service EV Charging Stations, including the installation, operation, maintenance, marketing, and management of stations at State Parks and various other public locations managed by ADCNR.

The Vendor(s) must provide a comprehensive solution to include potential locations, installation, equipment, software and network compatibility, accessories, warranties, and maintenance required for the operation of a successful program of EV Charging Stations open on a full-time basis. The Vendor must have sufficient capacity to successfully maintain and support such program. The Vendor must submit technical specifications and a cost proposal that clearly delineate the Vendor’s plan for delivering products and services for multiple years.

A contract(s) will be awarded to the responsible Vendor(s) whose proposal best conforms to the solicitation and is determined to be the most advantageous to ADCNR. Interested parties must submit a sealed Proposal to ADCNR no later than **April 18, 2023, 12:00pm (NOON CST) to:**

Ms. Heidi Bowers
Attention: RFP ADCNR 2023-005 – EV Charging Stations
Alabama Department of Conservation and Natural Resources
Legal Division
64 North Union Street, Room 474
Montgomery, Alabama 36130

It is anticipated that sealed proposals openings shall occur on April 19, 2023 at 9:00am CST.

III. GENERAL SCOPE OF SERVICES AT ALABAMA STATE PARKS AND OTHER PUBLIC LOCATIONS MANAGED BY ADCNR

- A. **Specifications and Overview of Services.** The Vendor must develop, implement, install, and manage a statewide network of self-service EV Charging Stations at Alabama State Parks and at designated public locations managed by ADCNR. The Vendor must reimburse ADCNR for costs originating from the consumption of electricity for the purposes outlined herein. However, the Vendor may establish a reasonable service charge to customers, subject to ADCNR approval, in order to recoup costs. ALL SERVICES MUST BE PROVIDED AT NO EXPENSE TO ADCNR.

In its evaluation of proposals, ADCNR will be guided by the following specifications:

- 1) Vendor should outline potential locations of the EV Charging Stations throughout the State of Alabama in its Proposal, with consideration to relevant factors such as existing and proposed electrical infrastructure, transit-oriented considerations, and bike and pedestrian paths. ADCNR WILL DETERMINE THE FINAL LOCATIONS FOR THE INSTALLATION OF CHARGING STATIONS AFTER CONSULTING WITH VENDOR(S).
- 2) The site design, development, installation, and maintenance of the EV Charging Stations must be in compliance with all applicable laws, ordinances, regulations, and standards. Sites must include paved parking spaces enabling the maximum possible number of vehicles capable of being charged simultaneously, and should also account for vehicles towing trailers to charging stations.
- 3) Use of reliable, durable, secure, user-friendly, and state-of-the-art self-service Charging Stations. The equipment must have a minimum manufacturer's warranty of five (5) years.
- 4) Use of EV Charging Stations that are certified by the *Nationally Recognized Testing Laboratory* (NRTL) to demonstrate compliance with appropriate product safety test standards.
- 5) Use of EV Charging Stations that are high capacity and efficient, consisting of a Commercial Grade Level 2 (L2) and/or Level 3 (DC Fast Charging) capacity or higher. At a minimum, dual-port chargers are required, with the capability of future expansion to charge four (4) vehicles simultaneously.
- 6) Use of EV Charging Stations that are durable and capable of operating without a decrease in performance at varied outdoor temperature and humidity ranges consistent with those of the State of Alabama.
- 7) Use of EV Charging Stations that are capable of utilizing Open Charge Point Protocol (OCPP) V1.6 or newer for communications to various network back-ends.
- 8) EV Charging Stations must be open 24/7 to all guests of State Parks at optimum efficiency. The sites must list 24-hour customer service support information (telephone, website, and/or e-mail) and customer service hours of operation.
- 9) Use of EV Charging Stations that are capable of processing point-of-sale transactions with all major debit and credit cards, compliant with the Payment Card Industry. The stations must allow direct use of a credit card, debit card, and/or network card. Stations may also offer additional payment methods including subscription methods, smart cards, and/or smart phone applications. Real-time pricing and fee information must be displayed on the device. Charging

RFP – Electric Vehicle Charging Stations at Alabama State Parks and other ADCNR Public Locations

- stations must allow for flexible pricing, for example kWh/kW, per minute or per hour, by space, or by time of day.
- 10) Equipment and installation should meet all applicable accessibility requirements, including compliance with the *Americans with Disabilities Act* and contain visible universal signage. Sites must be built to account for spaces to accommodate visitors with mobility limitations and their vehicles.
 - 11) Utilization of user-Authenticated Access to eliminate energy theft. Design that is tamper-resistant and protects against vandalism, as well as safety measures such as the installation of bollards.
 - 12) Use of charging stations that are connected to a network by Wi-Fi, hardwired connection, and/or cellular connection. Vendor must provide geo-location services that identify the location of EV Charging Stations via cell phones and the internet, free of charge to the public. The charging stations must also provide the capability for customers to receive notification by text or e-mail when charging to their vehicle is complete.
 - 13) Vendor must update the website of the U.S. Department of Energy, adding all locations of charging stations and continuously updating the database found here: [Alternative Fuels Data Center: Alternative Fueling Station Locator \(energy.gov\)](https://www.energy.gov/alternative-fuels-data-center/alternative-fueling-station-locator).
 - 14) Vendor must provide for a program of inspection, maintenance, repair, and replacement of EV Charging Stations so that the program is at all times fully operational and efficient in accordance with the manufacturer's specifications.
 - 15) Vendor must notify ADCNR of recall notices, warranty requirements, safety notices, and the Vendor's prompt compliance with same and within 7 (seven) calendar days of notification.
 - 16) Vendor must provide a monthly status and revenue report to ADCNR for the previous month no later than by the 15th of each month and maintenance of all books, receipts, and records of Vendor, to be made available for inspection and audit by ADCNR at all reasonable times.
 - 17) Vendor must provide periodic reports on station uptime/downtime and utilization information, such as average length of time charging per consumer, total electricity consumed, total cumulative charging time, total number of vehicles that used charging infrastructure, average electricity consumed per customer, and related datapoints.
 - 18) Vendor's proposal must provide documentation illustrating: (a) the proximity of the EV Charging Station's proposed location to a power source and a detailed explanation of what construction needs, if any, will be necessary to provide electricity to proposed location; (b) whether there will be a separate consumption meter for each EV Charger; (c) pictures/scaled renderings of proposed site showing the exact charging station location during daytime and nighttime hours and the placement of directional signage; (d) an explanation of how the proposal accounts for future expansions and upgrades to system in order to meet demand growth and anticipated technological advances.
 - 19) Vendor must assist with publicity and marketing of the program and product advertisement.
 - 20) Vendor must provide all related services to support a successful comprehensive solution. Vendor may establish a reasonable service charge to customers, that is subject to competitive market rates, in order to recoup costs. Such rates are subject to approval by ADCNR.

B. Prices, Fees to Customers, and Payment Terms:

- 1) Vendor shall include a detailed budget with its Proposal, including an itemized breakdown by various categories. Vendor shall also include the amount for a proposed reasonable service charge to customers. ALL SERVICES MUST BE PROVIDED AT NO EXPENSE TO ADCNR.
- 2) BEST and FINAL Offers: ADCNR may either accept a Vendor's initial proposal by the award of a Contract, or enter into discussions with Vendor(s) whose proposals are deemed to be a reasonably-acceptable consideration for the award of a contract. After discussions are concluded, a Vendor may be allowed to submit a "Best and Final Offer" for consideration in a manner and method prescribed by ADCNR. By submitting a Proposal, each Vendor accepts and agrees to all conditions and requirements herein.

C. General Requirements:

- 1) Vendor(s) must provide proof of insurance coverage at a minimum of:
 - i. General Liability Insurance policy at a minimum of \$1,000,000 per occurrence.
 - ii. Worker's Compensation coverage; and
 - iii. A faithful performance bond, if selected.
 - iv. The addition of additional insureds: the Alabama Department of Conservation and Natural Resources (ADCNR) and the State of Alabama, its officers and employees, if selected.
- 2) Vendor must be registered with the Secretary of State to conduct business in the State of Alabama, if selected. For more information, access the Secretary of State website at www.sos.alabama.gov and click Corporations.
- 3) CIVIL RIGHTS COMPLIANCE: Vendor must have a policy and practice of equal employment opportunity and nondiscrimination, including based on age, race, creed, genetic information, veteran status, disability and/or sex. Vendor must comply with State and Federal civil rights laws, including Title VI of the Civil Rights Act and accompanying USDOT regulations, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act.

D. Proposal Evaluation:

- 1) An Evaluation Team will review the proposals and make a recommendation. Final selection of a Vendor(s) will not be based solely on cost. The specifications and criteria listed herein will be used to guide the evaluation of the proposals based on how each proposal best conforms to the solicitation and is the most advantageous to the State of Alabama. ADCNR reserves the right to conduct discussions/interviews with Vendors, but has no obligation to do so.

- 2) EVALUATION CRITERIA will include:
- i. Vendor Qualifications and Experience.
 - ii. Comprehensive Solution for Providing Services and Clear Demonstration of Understanding of the Project.
 - iii. Budget Proposal.

IV. SEALED PROPOSAL CONTENT

SEALED Content – Submit 1 Original, 3 Paper Copies, and 1 Digital Copy (.pdf) on a Thumb Drive	
<ol style="list-style-type: none">1. Introductory Cover Letter;2. Vendor Qualifications and Experience;3. Explanation of its Comprehensive Solution for Providing Services, to include its proposed approach, methodology, and performance schedule; the proposed locations of EV Charging Stations throughout the State of Alabama; the technical specifications of sites and equipment, including the Charging Stations and its connectors; the services to be performed; proposed service rates to be charged to the public; project management; quality assurance; and other relevant information.4. Clear Demonstration of Vendor’s understanding of the project and how its proposal will best meet the needs of ADCNR; and5. A detailed budget, including an itemized breakdown by various categories. Vendor shall also include the amount for a proposed reasonable service charge to customers. ALL SERVICES MUST BE PROVIDED AT NO COST TO ADCNR.	
<ol style="list-style-type: none">6. Insurance Coverage	
<ol style="list-style-type: none">7. Additional Supporting Documentation, found here: https://alison.legislature.state.al.us/contract-review?tab=3<ol style="list-style-type: none">a) Certificate of Complianceb) Immigration Status Formc) Vendor Disclosure Statementd) Certification of Procurement of Professional Services (https://www.outdooralabama.com/sites/default/files/Certification-Of-Procurement-Of-Professional-Services-UPDATED.pdf)e) Form W9 (https://www.irs.gov/pub/irs-pdf/fw9.pdf)f) E-Verify MOU (https://www.e-verify.gov/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf)	

NOTE: ADCNR may ask for additional documents, qualifications, clarification and/or information at its discretion.

V. VENDOR'S QUESTIONS

Vendors with questions or requiring clarification regarding any section of this RFP must reference the RFP by title and submit written questions via e-mail to heidi.bowers@dcnr.alabama.gov by April 5, 2023. ADCNR will aim to promptly respond to questions and answers will be posted on its website at www.outdooralabama.com

VI. ANTICIPATED SCHEDULE

Deadline for Submission of Proposal by: April 18, 2023 at 12:00pm (NOON CST)
Proposal Opening: April 19, 2023 at 9:00am CST.
Questions Due by: April 5, 2023 at 5:00pm CST.

VII. ANTICIPATED CONTRACT TERM

The anticipated initial contract term is for a minimum of two years. Renewals of the contract(s) as agreed upon by both Parties as allowed by law, may be made at an interval that is advantageous to ADCNR.

VIII. DEBARMENT AND SUSPENSION

Vendor certifies that, by submitting its Proposal, that neither it or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any governmental department or agency.

IX. INDEMNIFICATION

The Vendor(s) agrees to protect, defend, and hold harmless the State of Alabama, its officers, employees, agents, representatives, and volunteers, from any and all claims, losses, action, causes of action, damages, and obligations, financial or otherwise, including attorney fees and expenses, arising from any aspect of the performance of the work described herein, including any and all acts of the Vendor, its agents, employees, licensees, invitees, that result in injury to persons or damage to property.

X. BID PROTEST

Qualified bidders aggrieved in connection with the solicitation of a contract may protest to the Chief Procurement Officer. See generally State of Alabama Department of Finance Administrative Code Regulations at administrative-code-355-4-1-01-thru-06.pdf (alabama.gov).

XI. RESERVATIONS AND MISCELLANEOUS

- A. Authority: This process is only for the benefit of ADCNR and is to provide ADCNR with competitive information to assist it in the process of selecting a Vendor or Vendors. All decisions on compliance, evaluation, terms, and conditions related to the RFP will be made at the discretion of ADCNR as allowed by law. ADCNR reserves the right to CANCEL the RFP; REVISE the RFP; to MODIFY THE SCOPE OF SERVICES; to AWARD TO MULTIPLE BIDDERS; TO AWARD BY ITEM or GROUPS OF ITEMS; and/or TO DIVIDE THE AWARD.
- B. Alterations: ADCNR reserves the right to alter any deadlines or revise any part of this RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted ADCNR's website. It is the responsibility of the interested Vendor to check the website for addenda.

- C. Waiver of Informalities: ADCNR reserves the sole and exclusive right to reject or accept any and all proposals and to waive any informality in any Proposal. The best interests of ADCNR shall be considered as the key factor selecting or not selecting a Vendor.
- D. Rejection/Cancellation: ADCNR has no obligation to award a contract as a result of this RFP. Issuance of this RFP in no way constitutes a commitment by ADCNR to award a contract. ADCNR reserves the right to accept or reject, in whole or part, all bid proposals submitted and/or cancel this RFP if it is determined to be in ADCNR's best interest.
- E. ADCNR reserves the right to withdraw this RFP at any time or to terminate the contract resulting from this RFP upon thirty (30) days' notice without penalty.
- F. Errors and Omissions in Proposal: ADCNR reserves the right to make corrections or amendments due to errors identified in proposals by ADCNR or by the Vendor. ADCNR, at its discretion, has the right to request clarification or additional information.
- G. Compliance with Laws: Vendors acknowledge and agree to comply with all applicable State regulations, ordinances, and laws, Federal regulations and laws including the ADA, OSHA, and ADCNR policies, guidelines, and standards.
- H. Conflict of Interest: By submission of a proposal, the Vendor attests and certifies that no employee, officer, or agent of the Vendor shall participate in the selection or award of a contract.
- I. Confidentiality: All information contained in the RFP is considered to be the exclusive property of ADCNR. All Proposals and documentation submitted in response to this RFP shall become the property of ADCNR and could be subject to disclosure under the Alabama Open Records Act. Any work papers, individual evaluator comments, notes, or scores will not be considered public. ADCNR's final selection may not be publicly available until a final agreement(s) has received all necessary approvals.
- J. The laws of the State of Alabama shall govern this RFP and any contract resulting from this procurement.

XII. DISCLAIMER:

This RFP does not constitute or guarantee a subsequent offer to contract. Rather, this RFP seeks the receipt of submissions from qualified professional respondents with which ADCNR may use to form the basis for the negotiation of a contract at its sole discretion. ADCNR reserves the right to reject any or all qualifications, to cancel or modify the RFP, to award no contract or to award a contract to one or more selected entities, and to solicit additional qualifications through the RFP process if that is determined to be in the best interests of ADCNR and the State of Alabama. The judgment of ADCNR on matters involving this RFP shall be final as allowed by law. For additional information, please contact Ms. Heidi Bowers at 334-242-3165.

ADCNR is an Equal Opportunity Employer. All Minority/Woman-Owned business enterprises (MBE) and disadvantaged business enterprises are encouraged to submit proposals.