

Electric Vehicle Infrastructure Pilot Program (EVIPP)

Grant Application Guide



Grant Opportunity for DC Fast Chargers for Washington's
Interregional Corridors

Application due date: May 12, 2017

www.wsdot.wa.gov/funding/partners/evib

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Additional copies may be obtained from:

Washington State Department of Transportation
Innovative Partnerships
PO Box 47395
Olympia, WA 98504-7395

Phone: 360-705-7439

Email: partnerships@wsdot.wa.gov

Download forms from the website at www.wsdot.wa.gov/funding/partners/evib.

Please email partnerships@wsdot.wa.gov with questions regarding the Electric Vehicle Infrastructure Pilot Project.

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I. Overview

A. Purpose of Solicitation

This is a competitive grant solicitation. The Washington State Department of Transportation (WSDOT) announces the availability of up to \$1 million total in grant funds for projects that will install direct current (DC) fast charging stations on Washington highway corridors to fill in the existing gaps for interregional travel for electric vehicle drivers travelling in the state.

B. Background

The state's Results Washington goal is to have 50,000 plug-in electric vehicles (PEVs) registered in Washington by 2020. There are currently about 20,000 PEVs registered in Washington. The state has a limited network of DC fast chargers and needs more charging infrastructure along highway corridors to support the anticipated growth in EV adoption.

The Joint Legislative Transportation Committee (JTC) conducted a study on Electric Vehicle Supply Equipment (EVSE) Business Models. The advisory committee found that, until there are more electric vehicles on our roads, the state needs to provide incentives to encourage investment in charging infrastructure. The state legislature provided \$1 million in seed funding to encourage private investment in EV fast charging along highway corridors. The funds are collected from plug-in electric vehicle drivers through a \$50 electric vehicle annual re-registration fee that went into effect in July 2016. The first round of grant funding will be available from July 1, 2017 through June 30, 2019, contingent on an appropriation in the transportation budget.

C. Introduction

This grant funding opportunity seeks to install DC fast charging stations on corridors that facilitate interregional travel within Washington as well as to and from Oregon, Idaho, and British Columbia, Canada. Corridor charging gives existing and prospective electric vehicle owners the assurance that they can recharge when driving long distances along a freeway or highway. Establishing an adequate charging infrastructure will help to increase range confidence, one of the prime concerns believed to influence consumer purchase and use of plug-in electric vehicles (PEVs). The deployment of a DC fast charging network will enable interregional and interstate travel by electric vehicles and support the charging needs of local electric vehicle owners.

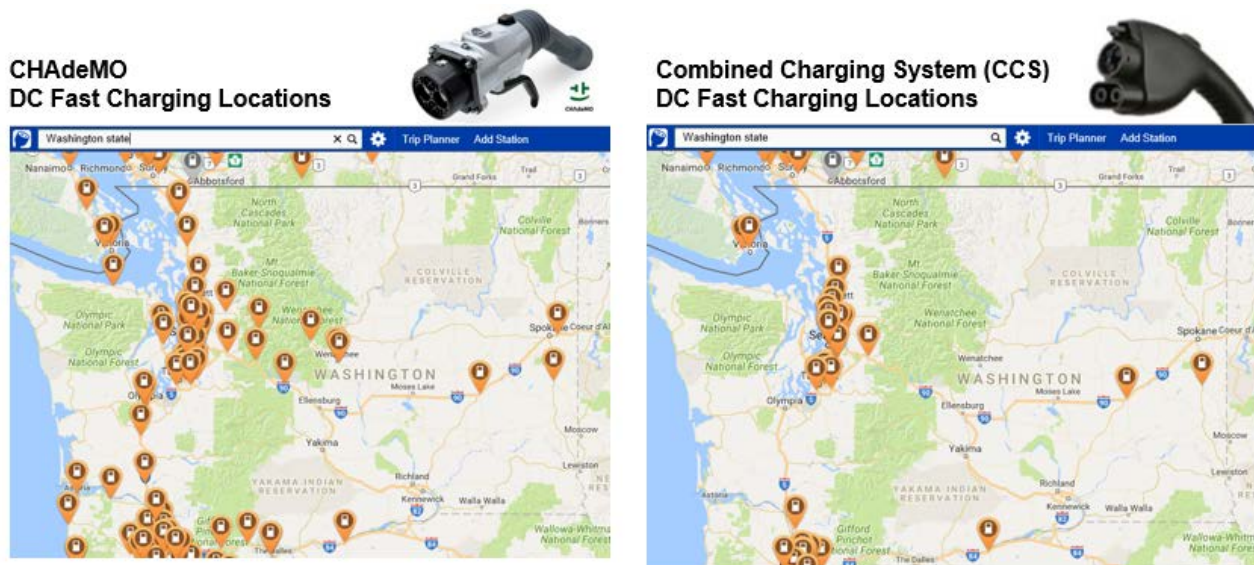
D. Washington's Interregional Corridors

The target area for installation of DC fast charging infrastructure is near major roadways to provide access for electric vehicle drivers to travel between popular regions within Washington, as well as to Oregon, Idaho and British Columbia with range confidence. Priority corridors include Interstate 5, U.S. Highway 2, Interstate 90, U.S. Highway 101, Interstate 82, U.S. Highway 395, and roadways connecting midsize communities and major tourist destinations.

The EV Infrastructure pilot program aims to fill charging infrastructure gaps by providing grants to offset a portion of the cost of purchasing, installing and operating publicly-available DC fast charging stations along Washington highway corridors. There are two primary standards for DC fast chargers:

1. The CHAdeMO connector is used to recharge batteries in Japanese cars such as the Nissan Leaf, Kia Soul, and Mitsubishi i-Miev.
2. The SAE Combined Charging System (CCS) connector is used to recharge batteries in American and European cars such as the Chevy Bolt and BMW i3.

As the following maps from www.Plugshare.com show, many areas of the state do not have any DC fast chargers and most of the state is lacking the CCS DC fast chargers.



Source: www.plugshare.com, as of 04/03/17

This solicitation seeks projects that will complete segments of the corridors by installing sites with both CHAdeMO and SAE CCS fast charging standards along with an accompanying J1772-compliant Level 2 charger. Applicants may propose upgrading existing charging sites to add DC fast chargers to meet the requirements. For example, a charging site that currently only has CHAdeMO equipment could be upgraded to add an SAE CCS-compliant charger.

E. Program Rules

The rules (in Chapter 468-602 WAC) for the EVIPP program are as follows:

468-602-020 Authority and purpose.

RCW 47.04.350 directs the Washington state department of transportation public-private partnership office to develop a pilot program to support the deployment of electric vehicle charging infrastructure that is supported by private financing.

The pilot program will consist solely of projects that provide a benefit to the public through development, demonstration, and deployment of clean energy technologies that save energy and reduce energy costs, reduce harmful air emissions or otherwise increase energy independence for the state.

Funds will be available for the deployment of electric vehicle fast-charging stations at key locations along state and federal highway corridors to support interurban, interstate, and interregional travel.

468-602-020 Definitions.

Bidder: Nonprofit organizations and government agencies including, but not limited to, federal, state and local public agencies such as cities, counties, municipal corporations, special purpose districts, tribes, ports, air quality districts, public utility districts, transit systems, and regional organizations serving areas adjacent to highway corridors.

Corridor: A state or federal highway and interconnected streets connecting communities or destinations and serving major sources of vehicular travel within the state of Washington.

Department: Washington state department of transportation.

Electric vehicle charging station: Products or assemblies installed for the purpose of safely delivering and managing the transfer of electrical energy from an electrical source to an electric vehicle.

Eligible project or project: The installation of one or more electric vehicle charging stations along a corridor within the state of Washington.

Indirect value: Benefits of the project that may accrue to project participants other than for the use of the charging equipment.

Industry standard charging equipment: Nonproprietary electric vehicle supply equipment (EVSE) that meets the common standards used for most mass-produced makes and models of plug-in electric vehicles sold in North America including, but not limited to, CHAdeMO, SAE CCS, and SAE J1772.

Owner-operator: An entity involved in installing and operating charging equipment including, but not limited to, dedicated charging service companies, charging equipment manufacturers, property owners acting as site hosts, automakers, electric utilities, electricity generators, and state and local governments.

Private sector partner: An entity contributing to the project who stands to gain indirect value from development of the project including, but not limited to, a motor vehicle manufacturer, retail store, nonprofit organization, or tourism stakeholder.

Profitable and sustainable: Yielding profit or financial gain after the initial project investment and the financial ability to maintain the equipment over time. Projects that strongly demonstrate their financial sustainability within a five-year performance period may be prioritized.

Project: Deployment of publicly accessible electric vehicle fast-charging stations at one or more accessible locations along a corridor.

468-602-030 Priority corridors.

The department shall define the corridors within which bidders may propose to install electric vehicle charging infrastructure. Priority corridors include Interstate 5, U.S. Highway 2, Interstate 90, U.S. Highway 101, Interstate 82, U.S. Highway 395, and roadways connecting midsize communities and major tourist destinations.

The department believes having publicly accessible electric vehicle fast chargers in forty-mile interval along corridors will provide the basic network necessary to enable vehicle travel between communities. The department further recognizes that an effective corridor requires redundancy and fault tolerance, especially in high-use areas. Bidders are encouraged to submit proposals that clearly support the department's goal of a minimum forty-mile interval target and/or that add capacity/redundancy in congested, high-volume areas for a more robust, dependable charging network. Bidders must explain how their project will lead to the eventual build out of the corridor, and/or planned future charging infrastructure along the corridor.

A bidder may submit a proposal for a project in a corridor that is not listed above as a priority corridor. The department will consider such proposals under the following guidelines:

- Must meet the requirements listed in WAC 468-602-040.
- Must provide supporting evidence that charging stations will be located where the charging services are in demand by electric vehicle customers.

468-602-040 Project requirements.

Projects shall provide safe, convenient, cost-competitive, reliable, and easy access for drivers to recharge mass-produced plug in electric vehicles with industry standard charging equipment. Projects shall expand the network of infrastructure geographically along underserved roadways and/or strengthen the existing network by providing equipment that is compatible with more makes and models of vehicles and by providing additional locations for fault tolerance and redundancy. The department shall ensure projects meet the following requirements:

- (1) Bidders must have private sector partners contributing to the project who stand to gain indirect value from development of the project including, but not limited to, motor vehicle manufacturers, retail stores, or tourism stakeholders;
- (2) Bidders must demonstrate that the proposed project will be valuable to electric vehicle drivers and will address a gap in the state's electric vehicle charging station infrastructure;
- (3) Projects must be expected to be profitable and sustainable over time for the owner-operator and/or the private sector partner, inclusive of indirect value gained;
- (4) Bidders must specify how the project captures the indirect value of charging station deployment to the private sector partner;
- (5) Bidders and their private sector partners must agree to operate and maintain the stations for at least five years and must meet the requirements in the department's solicitation materials for networked equipment offerings, station operations and uptime, public access, payment options, customer service, signage, and period of performance; and
- (6) Bidders and their private sector partners have the ability to reinvest any proceeds from ongoing operations to expand the power and amount of chargers at a given site to accommodate higher utilization rates in the future.

468-602-050 Selection process.

The selection process shall comply with all applicable state laws and policies that govern the department. Solicitations will include, but are not limited to, the following steps:

- Appointment of a procurement coordinator;
- A schedule of procurement activities;
- Bidder question and answer period;
- Public notification of apparently successful bidder;
- An optional bidder debrief; and
- Complaint and protest procedures.

In evaluating proposals, the department may use the [electric vehicle financial analysis tool](#) developed during the joint transportation committee's study of financing models for electric vehicle charging station infrastructure if the tool is made available to all potential bidders.

The department may award only one grant or loan per project from the electric vehicle charging infrastructure account.

F. Key Activities and Dates

Key activities including dates and times for this solicitation are presented below. An addendum will be released if the dates change for the asterisked (*) activities.

Schedule of Procurement Activities

All Proposers must adhere to the following schedule of activities and ensure timely receipt of their proposals by the Procurement Coordinator listed in this solicitation. Notwithstanding the provisions of RCW 1.12.070, late proposals will not be accepted, nor will time extensions be granted.

Activity	Due Dates	Time
Issue Call for Projects	04/05/17	
Pre-Application Webinar (Optional)	04/05/17	
Written Questions Due	04/12/17	5:00 PM
Answers to Questions	04/17/17	5:00 PM
Applications Due	05/12/17	5:00 PM
Notice of Proposed Awards (NOPA)	05/31/17	5:00 PM
Grant Agreements Finalized	06/30/17	
Contract Start Date	07/01/17	

G. How Award is Determined

Applicants passing administrative and technical screening will compete based on evaluation criteria, and will be scored and ranked based on those criteria. Only the highest ranked application in each identified corridor that obtains at least the minimum passing score (prior to the application of any bonus points) will be recommended for funding. WSDOT reserves the right to recommend partially funding of any proposal. In this event, the Proposed Applicant/Awardee and WSDOT's Procurement Coordinator shall meet and reach agreement on a reduced scope of work commensurate with the level of available funding.

H. Availability of Funds

A total of \$1 million is available for awards under this solicitation. WSDOT, at its sole discretion, reserves the right to increase or decrease the amount of funds available under this solicitation. These funds are dependent on re-appropriation through the state's 2017-2019 transportation budget.

The corridors identified in this solicitation have significant gaps without fast charger coverage based on existing and planned DC fast charging stations. WSDOT's goal with this solicitation is to fund stations that will fill in these gaps and thereby contribute to the DC fast charging network on Washington's major interregional highway corridors.

I. Maximum Number of Applications

Applicants are only eligible to submit one application for each interregional corridor. Each application must identify one (and only one) corridor and must adhere to all requirements contained in this

solicitation. Applicants may submit multiple applications under this solicitation if each application proposes a project for different corridors.

J. Pre-Application Webinar

WSDOT hosted a Pre-Application Webinar on April 5. The Webinar was optional for potential applicants. The presentation slides and a recording of the Webinar are available for viewing on WSDOT's website at www.wsdot.wa.gov/funding/partners/evib

K. Questions

During the solicitation process, questions of clarification about this solicitation must be directed to the Procurement Coordinator listed in the following section. You may submit written questions about the grant application via electronic mail. All questions must be received by 5:00 pm on the date listed in the Key Activities and Dates table earlier in this solicitation.

Question and answer sets will be e-mailed to the participants in the Pre-Application Webinar and will be published on WSDOT's website at: www.wsdot.wa.gov/Funding/Partners/EVIB on the date listed in the Key Activities and Dates table earlier in this solicitation.

Any verbal communication with a WSDOT employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation. Therefore, all communication should be directed in writing to the Procurement Coordinator assigned to the solicitation.

L. Contact Information

The Procurement Coordinator is the **sole point of contact** in WSDOT for this procurement. All communication between the Proposers and WSDOT upon receipt of this Call for Projects shall be with the Procurement Coordinator as follows:

Anna Tran

EVIPP Procurement Coordinator

Washington State Department of Transportation

Public Transportation Division

310 Maple Park Ave. SE

Olympia, WA 98501

Phone: 360-705-7912

Email: TranA@wsdot.wa.gov

(Hand Deliveries must go to the first floor Reception Desk)

Communication regarding this grant opportunity with any other WSDOT personnel will be considered unofficial and non-binding to WSDOT. Proposers are to rely on written statements issued by the Procurement Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Proposer.

M. Reference Documents

Applicants responding to this solicitation may want to familiarize themselves with the following references:

1. U.S. Department of Energy Public Plug-In Electric Vehicle Infrastructure Guiding Principles: <https://energy.gov/eere/vehicles/public-plug-electric-vehicle-infrastructure-guiding-principles>
2. West Coast Electric Highway <http://www.westcoastgreenhighway.com/WAelectrichighways.htm>
3. Washington State EV Action Plan www.wsdot.wa.gov/NR/rdonlyres/28559EF4-CD9D-4CFA-9886-105A30FD58C4/0/WAEVActionPlanFebruary2015Print.pdf
4. Washington State Legislature's Joint Transportation Committee (JTC) Study on Business Models for Financially Sustainable EV Charging Networks http://leg.wa.gov/JTC/Documents/Studies/EV/FinalReport_EVChargingNetworksWEB.pdf
5. Rules for Electric Vehicle Charging Infrastructure Pilot Program <http://app.leg.wa.gov/wac/default.aspx?cite=468-602&full=true>
6. Electric Vehicle Signage Specifications <http://www.westcoastgreenhighway.com/evsigns.htm>
7. West Coast Electric Highway Non-Exclusive Trademark License Agreement http://www.westcoastgreenhighway.com/pdfs/WSDOT_LICENSE_AGREEMENT_WCEH_BRANDING.pdf
8. Washington State Master Contract for Electric Vehicle Supply Equipment (EVSE) <https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=040166>
9. U.S. Department of Energy Clean Cities "Costs Associated with Non-Residential Electric Vehicle Supply Equipment (EVSE)" http://www.afdc.energy.gov/uploads/publication/evse_cost_report_2015.pdf
10. Existing and Planned DC fast charger site information: Plugshare www.plugshare.com and Department of Energy's Alternative Fuels Data Center www.afdc.energy.gov/fuels/electricity_locations.html
11. Electric Vehicle Financial Analysis Tool from JTC Study <https://www.c2es.org/publications/business-models-financially-sustainable-ev-charging-networks>

II. Eligibility Requirements

A. Applicant Requirements

1. Eligibility

This solicitation is open to all public and nonprofit entities.

2. Terms and Conditions

Each grant agreement resulting from this solicitation will include terms and conditions that set forth the recipient's rights and responsibilities. By signing the Application Form (Attachment 1), each applicant agrees to enter into an agreement, if awarded, with WSDOT to conduct the proposed project according to the terms and conditions that correspond to its organization, without negotiation. Failure to agree to the terms and conditions by taking actions such as failing to sign the Application Form or indicating that acceptance is based on modification of the terms will result in rejection of the application. Applicants must read the terms and conditions carefully. WSDOT reserves the right to modify the terms and conditions prior to executing grant agreements.

3. Washington Secretary of State Registration

Washington business entities and non-Washington business entities that conduct intrastate business in Washington and are required to register with the Washington Secretary of State must do so and be in good standing in order to enter into an agreement with WSDOT. If not currently registered with the Washington Secretary of State, applicants should contact the Secretary of State's Office as soon as possible. For more information, visit the Secretary of State's website at: www.sos.wa.gov

B. Project Requirements

Each application must select a corridor. An applicant may submit more than one application, as long as each application is for a separate corridor.

For up to date existing and planned DC fast charger site information, please refer to Plugshare www.plugshare.com and the Department of Energy's Alternative Fuels Data Center www.afdc.energy.gov/fuels/electricity_locations.html

1. Project Location:

- a. All project locations must be within Washington, along the highway corridor identified in the application form.
- b. The charging stations are strongly encouraged be located within a half mile from a highway exit on the identified corridor, and may not be located more than three miles from the corridor.
- c. The charging stations must be easily accessible via a route that can safely and conveniently accommodate all light duty electric vehicles traveling to the facility, entering and leaving the facility, returning to the interstate highway, and continuing in the original direction of travel.
- d. Proposed site locations are strongly encouraged to be at least 10 miles from an existing or planned DC fast charger site that has both CHAdeMO and SAE CCS standards available 24 hours a day, seven days a week.

2. Corridor Coverage:

At a minimum, proposed electric charging infrastructure coverage must be sufficient to allow EV drivers with a light duty electric vehicle with a 75 mile all-electric range to successfully drive the entire length of the selected corridor without danger of being stranded. WSDOT recommends installing charging in increments of 40 miles apart along a corridor.

3. Number of Sites:

This program is intended to provide interregional travel for electric vehicle drivers. As such, applicants are encouraged to propose multiple sites along a highway corridor to complete a segment between two key endpoints such as cities or tourist destinations. If a corridor can be completed with a single charging location, applicants need to demonstrate the availability of existing dual-standard fast charging within 40 miles along the corridor.

4. Charging Station Site Hosts:

Charging stations may be sited on private retail property such as shopping centers, fueling stations, restaurants, outlet stores, retail chains, and grocery stores. Charging stations may also be sited on public property such as state parks, visitor centers, city halls, and convention centers.

All successful applicants, whether public or privately owned, must comply with all applicable laws, ordinances, regulations, and standards; federal, state, and local electrical and building codes for construction; and at all sites equipment must be publicly accessible.

5. EV Charging Station Accessibility and Availability:

All charging station components must be capable of being operational and publicly accessible 24 hours per day, every day. Stations may not be located in locations with limited access or availability such as behind a fence or in a gated parking lot closed to the public after hours. The charging station sites must have paved parking spaces available to render electric charging services. These spaces must be adequately lit, and in a location safe from traffic circulation and with ingress/egress points.

6. Charging Equipment Requirements:

All of the following requirements must be met:

- The charging equipment must be networked and include at least one of the following options:
 - o At least one CHAdeMO fast charger, at least one SAE CCS fast charger, and at least one J1772-compliant Level 2 charger.
 - o At least one dual unit with both CHAdeMO and SAE CCS connectors and at least one J1772-compliant Level 2 charger either as a separate unit or incorporated into the fast charger.
- The charging stations must use technology that is compatible with most currently available electric vehicles.
- The operator must have remote diagnostics and the ability to “remote start” the equipment.
- Any communication to or from the charging equipment must use an open communication protocol standard.
- The electric vehicle charging equipment shall be certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard.

- The site must include at least one expansion stub out. Each stub out must: (1) include a 2-inch minimum spare conduit run with pull-rope sized, installed, and located per the National Fire Protection Association’s National Electrical Code for future installation of wiring supporting up to a 480VAC, 4-wire, 125 kW load; and (2) be capped off.
- The equipment must be able to withstand extreme weather conditions, including temperature extremes, flooding, heavy rains, and high winds.
- Display screens must be protected from malfunctions due to condensation and any local area weather conditions.
- Warranties must include repair and replacement for vandalism.
- Equipment and display screens should be sturdy enough to withstand most types of vandalism.
- The charging station sites are strongly encouraged have 480V 3-phase power available and adequate transformer capacity to serve the DC Fast Charger(s). “Future proofing” the site with adequate power for multiple 150kW DC fast chargers is encouraged.

Grant recipients eligible to purchase through the state's master contract, may get discount catalog pricing through contract #04016 for Electric Vehicle Supply Equipment (EVSE), which includes options from charging equipment to full turnkey service.

<https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=04016>

7. Operation and Maintenance:

The Recipient will be responsible for payment of all operating costs, including but not limited to payment of leases, rents, royalties, licenses, fees, taxes, revenue sharing, utilities, and electric power supply for the charging equipment and supporting elements, such as area lighting.

The Recipient will be responsible for ensuring the maintenance of the charging station pedestals, and all ancillary equipment, including but not limited to any awnings, canopies, shelters and information display kiosks or signage associated with the charging station. “Maintain,” as used in this solicitation means “to provide all needed repairs or desired and approved alteration, as well as to clean the equipment and keep it safe, clean, and presentable.”

The Recipient must address any issues such as, but not limited to: malfunctions and repairs, within 48 hours of the initial notice. The Applicant must propose a plan to ensure that the equipment is operational at least 95% of the time based on a week of 24 hours a day and 7 days (no more than 8 and a half hours cumulative downtime in a 7 day period). It will be the Recipient’s responsibility to ensure the 95% uptime is met. For significant or complex issues leading to downtime (such as vandalism), the equipment should be repaired in 2-5 days.

WSDOT will reimburse for maintenance of the equipment during the term of the agreement. Eligible maintenance costs must meet the following general requirements. In some instances, whether costs meet these general requirements will be determined by WSDOT in its sole discretion, on a case-by-case basis.

- Costs must be documentable and measurable.
- Costs must be non-duplicative of other reimbursed or match share costs.
- Costs must be reasonable and allocable to the eligible charging stations.

WSDOT funds may also be used to purchase a maintenance agreement for up to 5 years for the charging equipment. Ultimate responsibility for maintenance will in all cases rest with the Recipient.

8. Payment Options:

The charging equipment must be capable of supporting multiple point-of-sale methods, such as pay-per-use and subscription methods, including ability to accept a credit or debit card without incurring any additional fees, inconvenience or delays versus other payment or access control methods. Recipients may offer additional payment mechanisms, such as a device which accepts RFID or Smart cards, or payment through mobile apps. The point-of-sale and supporting network must use an open protocol to allow subscribers of other EV charging system networks to access the charging station.

9. Customer Service:

The Recipient must provide customer support service that is accessible 24/7 via a toll-free telephone number clearly posted near the charging equipment that is available to EV drivers accessing the charging equipment. The customer support service must be capable of providing or dispatching services to address customer concerns at the charging station. The Recipient must ensure that the equipment will have remote diagnostics and an ability to be “remote started.” When someone calls the toll-free number due to an issue, they should get immediate assistance including rebooting the system. This award may cover funding for customer service.

10. Highway and On-Site Signage:

The Recipient must coordinate with appropriate local agencies and the Washington State Department of Transportation (WSDOT) for directional signage on and along the highway. The signs must meet the U.S. Department of Transportation’s Federal Highway Administration’s Federal Manual on Uniform Traffic Control Devices (MUTCD) standards, and all other applicable laws, ordinances, regulations, and standards. This award may cover funding for trailblazer and on-site signage. The Applicant must propose a plan for installing where applicable trailblazer and on-site signage.

Trailblazer signage that clearly identifies the route from the highway to the station(s).

- The Recipient shall coordinate with cities and counties on trailblazer signage on local roads leading to the charging location.
- The Recipients shall coordinate with WSDOT sign coordinators for sign installation along the highways.

On-site signage that clearly identifies the charging site location to an approaching driver from any ingress.

- The Recipient must clearly identify the charging stations through the on-site signage requirements in Washington state law (RCW 46.08.185)
 - Signage that identifies EV charging
 - Signage that identifies parking is for electric vehicles only.
 - Green pavement markings.

A charging station site must comply with the state's policies, procedures and project-related rules concerning signage, including but not limited to signage and advertising that touches or concerns the electric vehicle charging station; nearby interpretive signage; directional signage; use of logos; and advertising.

Sign Resources:

- West Coast Electric Highway EV Signs: <http://www.westcoastgreenhighway.com/evsigns.htm>
- State Law RCW 46.08.185 <http://app.leg.wa.gov/RCW/default.aspx?cite=46.08.185>

11. Completion Date:

All construction, installations, data collection and reporting must be completed (i.e., charging stations must be able to be used to charge electric vehicles) by June 30, 2019. Funds may not be available for any work conducted after June 30, 2019. Applicants are encouraged to complete the project well ahead of the June 30, 2019 deadline. WSDOT encourages applicants to complete installation of the charging stations within eighteen months after the agreement's execution date.

12. Eligible Costs:

Examples of eligible expenditures include, but are not limited to:

- Personnel costs for site design, site preparation, and installation.
- Equipment and materials necessary to construct and operate the proposed charging stations.
- Maintenance and warranty costs for the charging equipment.
- Signage.

Expenditures other than for site design, installation, labor, site preparation, upgrade for utility connections, signage, maintenance and equipment necessary to implement and operate the proposed charging station ARE NOT eligible for reimbursement under this solicitation and any resultant Agreement(s).

The following project types ARE NOT eligible for funding under this solicitation:

- Paper studies or research projects (e.g., a study which assess the cost and feasibility of electric vehicle charging station installations along certain regions/corridors).
- Surveys to determine interest in the installation of electric vehicle charging stations in a particular region/corridor.
- Proposals for any type of vehicle demonstration or demonstrations of existing technologies for public outreach/education.

Examples of non-eligible expenditures include, but are not limited to:

- Cost of electricity used to supply vehicles with a charge.
- Costs to demonstrate alternatively-fueled vehicles.
- Paper studies (e.g., feasibility studies), surveys, or research projects.

C. Public and Private Partnership Requirements

The Electric Vehicle Infrastructure Pilot Program supports the deployment of electric vehicle charging infrastructure that is supported by private financing. Applicants are expected to form partnerships and collaborate with public and private sector entities on developing electric vehicle infrastructure projects. Applicants must meet the following requirements:

1. Have private sector partners contributing to the project who stand to gain indirect value from development of the project.
2. Demonstrate that the proposed project will be valuable to electric vehicle drivers and will address a gap in the state's electric vehicle charging station infrastructure.
3. Have projects that are anticipated to be profitable and sustainable over time for the owner-operator and/or the private sector partner, inclusive of indirect value gained.
4. Specify how the project captures the indirect value of charging station deployment to the private sector partner.
5. Agree with their private sector partners to operate and maintain the stations for at least five years.

Applicants are encouraged to engage with a variety of stakeholders such as state and local officials, Clean Cities coalitions, electric utilities, retail stores, electric vehicle supply equipment manufacturers, private fleets, auto dealerships, electric vehicle associations and advocacy organizations, local and regional planning entities, clean technology firms, economic development entities, and the hospitality and tourism industry.

D. Match Funding Requirements

“Match funding” or “match share” means cash or in-kind (non-cash) contributions provided by the Applicant/Recipient, subcontractors, or other parties that will be used in performance of the proposed project. Match share percentage is calculated by dividing the total match share contributions by the total allowable project cost. “Total allowable project cost” is the sum of WSDOT’s reimbursable share and Recipient’s match share of the project costs. Match share expenditures must adhere to the following requirements:

1. All match share expenditures must conform to the terms and conditions of this solicitation and the resulting agreement (see sample agreement in Appendix A).
2. Applicants must disclose the source and provide verification and documentation for the match share funding committed to the project. For any match share committed by a third party (i.e., other than match share committed by the Applicant), Applicants are encouraged to submit a letter from each match share partner identifying the source(s) and availability of match funding.
3. During the term of the agreement, Recipients will be required to document and verify all match share expenditures through invoices submitted to WSDOT.
4. Match share funding may be in the form of cash or in-kind contributions such as donated labor hours, equipment, facilities, and other property.

5. Equipment, facilities, and property may count as match funds as long as the value of the contribution is based on documented market values or book values, prorated for its use in the project, and depreciated or amortized over the term of the project using generally accepted accounting principles (GAAP).
6. Match share expenditures (cash and/or in-kind) must be documented, reasonable, allowable, and allocable to the project as determined by WSDOT.

Match share expenditures are allowable under an agreement only if they are incurred after WSDOT notifies the applicant that its project has been proposed for an award through the release of a Notice of Proposed Awards (NOPA). Match expenditures incurred prior to the approval and execution of an agreement are made at the applicant's own risk. WSDOT is not liable for Applicant's match share costs if the grant is not approved, if approval is delayed, or if the match share expenditure is not allowable under the terms and conditions of the grant or this solicitation. Please note that non-match expenditures incurred prior to agreement execution are not reimbursable from WSDOT funds.

Match Share Restrictions: Other sources of WSDOT funding may not be used as match share.

III. Application Format, Required Documents, and Delivery

A. Required Format for an Application

This section contains the format requirements and instructions on how to submit an application. The format is prescribed to assist the applicant in meeting State requirements and to enable WSDOT to evaluate each application uniformly and fairly. Applicants must follow all application format instructions, answer all questions, and supply all requested data.

All applications submitted under this solicitation must be typed or printed using a standard 11 point font, single-spaced and a blank line between paragraphs. Pages must be numbered and sections titled.

Applicants must submit electronic files of the application via email. Electronic files must be in Microsoft Word (.doc format), PDF, and Excel Office Suite formats. Completed Milestone and Budget Forms, Attachment 3, must be in Excel format.

B. Page Limitations

The number of pages for the narrative for each Application is limited to 50 pages. Application forms, resumes, optional letters of support, scope of work, budget forms, schedule of products and due dates do not count towards this page limitation.

C. Method for Delivery

Applicants must submit electronic files of the application via email to the Procurement Coordinator listed in this solicitation. Applications received after the specified date and time are considered late and will not be accepted. No Exceptions.

D. Recommended Application Organization

Item	Attachment Number (if applicable)
1. Application Form	Attachment 1
2. Project Narrative	
3. Scope of Work	Attachment 2
4. Schedule of Products and Due Dates	Attachment 3
5. Budget Form	Attachment 4
6. Letters of Commitment/Support	

1. Application Form

Applicants must include a complete and signed Application Form shown in Attachment 1. The application must include an original Application Form signed by an authorized representative of the applicant's organization. This signature certifies that all information in the application is correct and complete to the best of the applicant's knowledge AND that the applicant has read the Terms and Conditions and will accept them without negotiation if awarded.

The Application Form must also include, at a minimum, the corridor covered by the application (maximum of one per application), a project description, project goals, and quantitative and measurable objectives to be achieved.

2. Project Narrative

The Project Narrative should include a detailed description of the proposed project, its operational goals and objectives, and an explanation of how these will be implemented through the tasks described in the Scope of Work. The narrative should include the total number of sites, total number of DC fast chargers to be deployed, and geographic region(s) served.

The project narrative should list all contributing project partners and describe how the government, non-profit and private sector partners will work together to deliver the project, including long-term sustainability beyond the initial state investment.

Applicants should address each of the scoring criteria described in this solicitation by providing sufficient, unambiguous detail so that the evaluation team will be able to evaluate the application against each scoring criterion.

Project Narratives must respond directly to each criterion with the headings as titled below, and must include the following information:

a. Project Location

- a. Provide a detailed description of the proposed **corridor** including the beginning and end points of the segment and the major metropolitan areas and/or intermodal facilities located along the corridor. Include information such as average daily passenger traffic, approximate population in the region including demographics; benefits to disadvantaged groups and/or communities, number of electric vehicles registered in the area; type, number, level of charging technology, and distance between existing and planned/projected DC fast charging stations on the corridor. Note whether the proposed corridor is recognized as a federal electric vehicle charging corridor (I-5 and US 101) or if the project will make the corridor eligible for the federal designation.
- b. Provide a detailed description of the proposed DC fast charging station location(s). Provide a clear, concise, and compelling justification for the specific location(s) chosen for the charging site(s). Applicants are encouraged to provide an aerial map (i.e. Google Maps – Satellite view) of each station location.
- c. Describe how the proposed site(s) are easily accessible via a route that can safely and conveniently accommodate electric vehicles of the types, sizes and weights that would be traveling to the facility, entering and leaving the facility, returning to the interstate highway, and continuing in the original direction of travel. Highlight the visibility, convenience, and accessibility to the users on the corridor.
- d. Explain how the proposed project meets or exceeds the minimum coverage requirements for the selected corridor by explaining how a light duty electric vehicle with an average 70-75 mile pure electric range can travel on the selected corridor without being stranded.
- e. Discuss how the proposed sites take into account highway speed limits, topography, local average temperatures, and other factors that may impact electric vehicle range.
- f. Describe how the proposed DC fast charging sites provides the driver shelter from inclement weather, through structures associated with the charging site or in proximity to the charging site, and how it is easily and safely accessible.
- g. Describe how the proposed DC fast charging site(s) is customer-friendly, easy to use, aesthetic, secure, and accessible to all electric vehicle drivers.
- h. Describe amenities co-located within easy walking distance of the DC fast charging station.
- i. Describe how DC fast charging site(s) integrate with Washington’s network of existing and planned stations.
- j. Provide supporting evidence that charging stations will be located where the charging services are in demand by electric vehicle customers. Current and future demand for electric vehicle charging infrastructure based on current and predicted usage patterns, including a description of how the corridor will be extended and/or how distances between stations will be shortened (i.e., gaps closed).

b. Project Equipment

- 1) Describe the proposed equipment to be deployed and why the equipment is justified for the proposed project. Provide information including, but not limited to: charging station manufacturer, model number, connector standards, security measures and safety standards.
- 2) Document the number and types of electric vehicle charging stations that will be installed at each site.

- 3) Describe how the proposed DC fast chargers will use an open communication protocol standard for any communication to or from the charging equipment.
- 4) Describe how the proposed DC fast chargers will be networked, allowing the operator the ability to “remote start” the equipment.
- 5) Describe the acceptable forms of payment to access the station(s) and how the total actual charges for the use of electricity shall be disclosed to the public at point of sale. Indicate whether the fee is a flat fee per session, based on session duration, and/or based on charging duration.

c. Relevant Experience and Qualifications

- 1) Identify, by name, all key personnel assigned to the project, including the project manager, and clearly describe their individual areas of responsibility. The project manager is the one individual responsible for interacting with the CAM on all issues relating to the overall project and coordinating all aspects of work under the project.
- 2) Explain how the project team’s qualifications (including relevant expertise, experience, and skill sets) are suitable to the tasks described in the proposed Scope of Work.
- 3) Document how the applicant has the ability to meet deadlines and complete milestones associated with large, complex projects, including examples of previously successful complex projects.
- 4) Explain the functions of each team member and key project partner and why the selection of those members/partners is appropriate for the project.
- 5) Provide a list of past projects detailing relevant technical and business experience.
- 6) For each key personnel assigned to the project, include company, position title, job description, individual resume (maximum of two pages), and contact information.

d. Project Implementation

- 1) Describe how the proposed project will be completed in an expeditious, effective and efficient manner.
- 2) Describe the proposed project’s ability to serve consumers, reliably meet the needs of near-term vehicle deployment, and provide for increased PEV adoption.
- 4) Describe how the proposed project will work with regional agencies (if any) that have prepared regional readiness plans for electric vehicles.
- 5) Describe the proposed plan for installing where applicable:
 - Trailblazer signage that clearly identifies the route from the freeway to the station(s).
 - Signage that clearly identifies the charging site location to an approaching driver from any point of ingress.
 - On-site signage that identifies the charging location that meets state regulations.
 - Any additional signage that may be required by federal, state, or local laws, regulations, standards, and ordinances.
- 6) Describe how the proposed project will provide customer support service, dispatch services to address customer concerns, and provide minor operational maintenance when reported.
- 7) Describe the proposed operation and maintenance plan/schedule for at least 5 years from the date the DC fast charger is commissioned.
- 8) Document the applicant’s plan to continue the proposed project beyond the term of WSDOT’s funding agreement.

e. Project Readiness

- 1) Document site control or access rights to the proposed project site(s) or building facility(ies). Documentation may include, but is not limited to: leases, ownership, or access rights. If site control is not secured at the time of application, explain how site control will be obtained and the anticipated timeline to secure the project site.
- 2) Identify the entity(ies) that will own and operate the proposed charging sites and equipment.
- 3) Provide a comprehensive list of permits required for the project. Identify which permits have been obtained. For permits not yet obtained, explain the process to obtain the permits along with anticipated timelines to obtain the permits.
- 4) Include information documenting progress towards achieving compliance under the State Environmental Quality Act (SEQA). If SEQA compliance has not been obtained, applications must include a schedule to complete SEQA activities for the proposed project.

f. Project Budget/Finance

- 1) Demonstrate and justify the need for state funding.
- 2) Describe how the amount of requested funding is reasonable relative to the expected benefits to Washington.
- 3) Provide the amount of Match Funds (cash and/or in-kind) and provide verification and documentation of the source and availability. If match funding is from a third party, applicants are encouraged to provide a letter of support. Provide details (name and business location, type of entity, amount, etc.) for each match share funding partner.
- 4) Describe how the proposed project's budget is cost effective and reasonable relative to the scope of work.
- 5) Describe how administration and overhead expenditures are minimized.
- 6) Present credible strategies in securing additional capital, as needed, to ensure project success and the continued operations of the project beyond WSDOT's funding agreement.

g. Expected Project Benefits

- 1) Describe how, if at all, the proposed project will provide benefits to economically disadvantaged communities and communities with poor air quality.
- 2) Describe how the proposed project will result in beneficial local and state tax impacts. Document assumptions and calculations used and explain how they are reasonable.
- 3) Describe the degree of collaboration and support from the community and demonstrated interest for electric vehicle charging from stakeholders.

h. Innovation and Sustainability

- 1) Describe methods, if any, the proposed project will use to reduce any utility demand charges, offset on-peak electricity usage (including demand charge reductions) or mitigate other adverse grid impacts. Examples include, but are not limited to, battery storage, use of photovoltaics, and energy management systems.
- 2) Describe methods, if any, to facilitate driver charging sessions (such as a reservation or queuing system, facilitator, or valet service).
- 3) Describe how the project includes innovations or advanced features, if any, including (but not limited to) renewable energy generation and integration, mitigating on-peak electricity

demand, multi-use potential, innovative business models, reducing equipment or installation costs, and reduced operation and maintenance costs.

- 4) Describe the proposed business model(s), if any, for the first five (5) years of operation including partnerships, sponsorships, advertising, or other revenue generation and cost mitigation.

3. Scope of Work

Applicants must include a completed Scope of Work utilizing the template contained in Attachment 2. A sample Scope of Work is included in Appendix 2. The description of activities proposed in the Project Narrative must conform to the Tasks described in the Scope of Work. Electronic files for the Scope of Work must be in MS Word. Applicants must present a comprehensive and credible scope of work which includes, presented in a logical manner, the project schedule, sequential tasks, and how the tasks are related to or are dependent on each other.

4. Schedule of Products and Due Dates

Applicants must include a completed Schedule of Products and Due Dates (Attachment 3). All work must be scheduled for completion by no later than June 30, 2019, to be eligible for reimbursement. However, we highly recommend grantees submit their final reimbursements by May 30, 2019, to allow timely processing of final invoices before the liquidation date of the funds. WSDOT encourages applicants to complete installation of the charging stations within 18 months after the agreement's execution date. Instructions for the Schedule of Products and Due Dates are included in Attachment 3. Electronic files for the Schedule of Products and Due Dates must be in MS Excel.

5. Budget Form

- a. The applicant must submit information the budget form contained in Attachment 4. The budget form is required because it will be used for the agreement prepared with the winning applicant(s).
- b. Instructions for completing the form is included in the Excel spreadsheet (Attachment 4).
- c. Costs shown must reflect actual estimates for equipment, installation, and project oversight by third party contractors for all work proposed under an agreement resulting from this solicitation. The budgeted costs entered on these forms become a part of the final agreement. Applicants are encouraged to review the following websites to assist in preparing budget estimates:

Washington State's EVSE master contract:

<https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=04016>

U.S. Department of Energy Clean Cities "Costs Associated with Non-Residential Electric Vehicle Supply Equipment (EVSE)" www.afdc.energy.gov/uploads/publication/evse_cost_report_2015.pdf

- d. The information provided in these forms will not be kept confidential.
- e. All reimbursable expenditures must be expended within the approved term of the funding agreement. Expenditures may be counted as match share only after WSDOT notifies the applicant that its project has been proposed for an award through the release of a Notice of Proposed Awards (NOPA). However, match expenditures incurred prior to the full execution of a funding agreement are made at the applicant's own risk.

- f. Applicants should budget for permits, insurance, etc. WSDOT will not reimburse expenditures for permitting or insurance. However, these expenditures can be included as match share expenditure.
- g. The Budget should allow for the preparation and submission of quarterly progress reports (1-2 pages each) during the approved term of the agreement, and a Final Report. Instructions for preparing the Final Report will be provided to successful applicants.
- h. The purchase of equipment (defined as items with a unit cost greater than \$5,000 and a useful life of greater than one year) with WSDOT funds will require disposition of purchased equipment at the end of the project. Typically, Grant Recipients may continue to utilize equipment purchased with WSDOT funds as long as the use is consistent with the intent of the original agreement. There are no disposition requirements for equipment purchased with match share funding.
- i. The Budget must reflect estimates for actual costs to be incurred during the approved term of the project. WSDOT can only approve and reimburse for actual costs that are properly documented in accordance with the Grant Terms and Conditions.
- j. Applicants shall NOT budget for, and CANNOT be reimbursed for, more than their actual allowable expenses (i.e., the budget cannot include profit, fees, or markups) under the agreement.
- k. IMPORTANT - Payment of Prevailing Wage: Applicants must read and pay particular attention to the Terms and Conditions and the section related to Public Works and Payment of Prevailing Wages. Prevailing wage rates can be significantly higher than non-prevailing wage rates. Failure to pay legally-required prevailing wage rates can result in substantial damages and financial penalties, termination of the agreement, disruption of projects, and other complications.
- l. Although WSDOT does not plan to use the tool in evaluating proposals, applicants may want to use the electric vehicle financial analysis tool developed during the joint transportation committee's study of financing models for electric vehicle charging station infrastructure: <https://www.c2es.org/publications/business-models-financially-sustainable-ev-charging-networks>

6. Letters of Commitment and Letters of Support

Any Letters of Support should include sufficient contact information so WSDOT is able to efficiently contact the letter writer, as necessary. Letters should be limited to 2 pages maximum each.

- a. Key Project Partners: Key project partners identified in the application are encouraged to provide support letters for the project.
- b. Third-party Match Share Contributors: You must have a letter from each third party contributing cost share (i.e., a party other than the organization submitting the application) stating that the third party is committed to providing a specific minimum dollar amount of cost share. Identify the following information for each third party contributing cost share: (1) the name of the organization; (2) the proposed dollar amount to be provided; (3) the proposed type of cost share – cash, services, or property. Letters of commitment from third party match share contributors must contain a telephone number to allow WSDOT to contact the match share partner or representative to confirm their authority to commit matching funds to the proposed project.
- c. Letters of Support: Applicants are encouraged to submit letter(s) of support that substantiate the estimated demand and/or the potential benefits of the proposed project. Third-party letters of support can be provided by, but are not limited to: air districts, state or federal agencies, local safety officials, potential users of the proposed project, economic development entities, and any other relevant organizations.

IV. Evaluation Process and Criteria

A. Application Evaluation

This section explains how the applications will be evaluated.

An applicant's application will be evaluated and scored based on their response to the information requested in this solicitation. The entire evaluation process from receipt of applications to posting of the Notice of Proposed Award is confidential.

To evaluate all applications, WSDOT will organize an Evaluation Committee. The Evaluation Committee may consist of WSDOT staff or staff of other Washington state entities.

1. Screening Criteria

WSDOT's Procurement Coordinator will screen applications for compliance with the Administrative Screening Criteria. The Evaluation Committee will screen applications for compliance with the Technical Screening criteria. Applications that fail any of the Administrative or Technical Screening Criteria shall be disqualified and eliminated from further evaluation.

2. Administrative Screening Criteria

SCREENING CRITERIA <i>The Application must pass ALL administrative screening criteria.</i>	Pass/Fail
1. The application is received by WSDOT's Procurement Coordinator by the due date and time specified in the "Key Activities Schedule" in Part I of this solicitation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
2. The Application Form (Attachment 1) is signed where indicated.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
3. The application addresses only one of the eligible project corridors, as indicated on the Application Form.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
4. The budget forms are filled out completely.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
5. The application does not contain any confidential information or identify any portion of the application as confidential.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
6. The applicant has not included a statement or otherwise indicated that it will not accept the terms and conditions, or that acceptance is based on modifications to the terms and conditions.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
7. The applicant has at least one private-sector partner.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

3. Technical Screening Criteria

- a. The applicant is an eligible applicant.
- b. The project is an eligible project.

4. Grounds to Reject an Application

In addition to the Screening Criteria identified within this solicitation, WSDOT reserves the right to reject an application and/or cancel an award if at any time during the application or agreement process the following circumstances are discovered:

- a. The application contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the applicant.
- b. The application is intended to erroneously and fallaciously mislead the State in its evaluation of the application and the attribute, condition, or capability is a requirement of this solicitation.
- c. The application does not literally comply or contains caveats that conflict with the solicitation and the variation or deviation is material or it is otherwise non-responsive.

5. Technical Evaluation

Applications passing all screening criteria will be submitted to the Evaluation Committee to review and score based on the Evaluation Criteria in this solicitation.

During the evaluation and selection process, the Evaluation Committee may schedule a clarification interview with an applicant that will either be held by telephone or in person at WSDOT for the purpose of clarification and verification of information provided in the application. However, these interviews may not be used to change or add to the contents of the original application. Applicants will not be reimbursed for time spent answering clarifying questions.

The total score for each application will be the average of the combined scores of all Evaluation Committee members. A minimum score of 70 percent (without inclusion of bonus points) is required for the application to be eligible for funding. Once minimum passing scores are established, bonus points (if any) will be added to obtain the final overall application score.

WSDOT will recommend awards to the highest ranked projects with the highest overall application score, including bonus points.

B. Notice of Proposed Awards

The results of the evaluation will be posted in a Notice of Proposed Awards (NOPA) and will include the recommended funding level of awardees. WSDOT will publish the NOPA on its website and email the NOPA to all parties that submitted an application.

C. Publicity and Limitation On Press Releases

No informational pamphlets, notices, press releases, research reports and/or similar public notices concerning this project, may be released by the Apparently Successful Awardee, without obtaining prior written approval from WSDOT.

D. Debriefings

Unsuccessful applicants may request a debriefing after the release of the NOPA. A request for debriefing must be received no later than 5 days after the NOPA is released.

E. Complaint and Protest Procedures.

Eligible Applicants may make formal complaints during the application process both prior to Award and after Award.

Complaints Prior to Award

A complaint may be made before a potential Applicant responds to a solicitation document, if the potential Applicant believes that the application document unduly constrains competition or contains inadequate or improper criteria. The written complaint must be made to the EVIPP Project Manager before the due date of the solicitation response. A person authorized to bind the eligible applicant to a contractual relationship must sign the complaint. The agency solicitation process may however continue. The complaint letter must be addressed to:

WSDOT Innovative Partnerships
Attn: Tonia Buell, EVIPP Project Manager
P.O. Box 47395
Olympia, Washington 98504-7395

The EVIPP Project Manager must reply to the eligible Applicant with a written decision within five (5) days after the complaint was received by WSDOT. If the potential Applicant rejects WSDOT's proposed solution to the complaint, the potential Applicant may appeal to the Director of Innovative Partnerships. The Director may direct modification of solicitation requirements or the schedule, direct withdrawal of the solicitation, or take other appropriate steps or may affirm the decision of the EVIPP Project Manager. The Director's decision is final and no further administrative appeal is available.

Protests After Award

Protests may be made after the Notice of Proposed Awards (NOPA). Protests may be made only after the Applicant has had a debriefing conference with WSDOT. Protests may be made on only the following grounds;

- Failed to follow procedures established in RFP, or applicable State or Federal laws or regulations.
- There was bias, discrimination or conflict of interest on part of an evaluator.

A person authorized to bind the Applicant to a contractual relationship must sign the protest letter. The WSDOT Innovative Partnerships Director must receive the written protest within ten (10) business days from the date of Notice of Proposed Awards (NOPA) and must, in turn, immediately notify the Procurement Coordinator of receipt of the protest. If the Director needs more time to issue a written decision, WSDOT shall notify the protesting Applicant and the Applicant against whom the protest was made of the delay. WSDOT must also postpone further steps in the awards process until the protest has been resolved. Protests shall be addressed to:

Anthony Buckley, Innovative Partnerships Director
Washington State Department of Transportation
P.O. Box 47395
Olympia, Washington 98504-7395

If the protest is mailed, the protesting Applicant shall also immediately notify the Innovative Partnerships Director by phone at (360) 705-7039 and the EVIPP Procurement Coordinator listed

and the Applicant that received the award that a protest is being made. WSDOT will issue a written decision within ten (10) business days after receipt of the notice of appeal, unless more time is needed. The protesting Proposer will be notified if additional time is necessary. WSDOT's determination is final, and no further administrative appeal is available.

If the Director finds that the award should not have been awarded, he shall notify the Applicant that received the award and provide the reasons for the decision. Such Applicant shall then have five (5) business days in which to appeal the Director's decision to WSDOT's Chief Financial Officer who will review the Director's decision. The written appeal must be mailed to the following address:

Doug Vaughn, Chief Financial Officer
Washington State Department of Transportation
P.O. Box 47319
Olympia, WA 98504-7319

The Proposer shall also forward a copy of the written appeal to the Procurement Coordinator at the same time the appeal is sent to WSDOT's Chief Financial Officer and the Applicant against whom the protest is being made.

WSDOT's Chief Financial Officer shall consider the facts available and issue a decision within ten (10) business days after receipt of the appeal, unless more time is needed. If more time is required, the appellant and the initial protesting Proposer shall be notified.

If WSDOT's Chief Financial Officer agrees that the award should be canceled, he shall order the Procurement Coordinator within ten (10) business days after the decision is delivered to the Applicant which the contract had been initially awarded. If the award is canceled, WSDOT may award the contract to the next highest ranked and responsible Applicant whose proposal is responsive to the solicitation.

Form and Content

A protest or appeal must be in writing and must contain the facts and arguments upon which the protest is based and must be signed by a person authorized to bind the Applicant to a contractual relationship. At a minimum, this must include:

- The name of the protesting Applicant, its mailing address, phone number, and the name of the individual responsible for submission of the protest.
- Information about the acquisition, the acquisition method, and name of the issuing agency.
- Specific and complete statement of the agency's action(s) being protested.
- Specific reference to the grounds for the protest.
- Description of the relief or corrective action requested. All facts and arguments on which the protesting Applicant is relying as the basis for its action.
- All relevant exhibits related to, or referred to in the protest, which shall be attached to the protest or supplied on demand by WSDOT.

Copies of all protests, appeals and exhibits shall be mailed or delivered by the protesting Applicant to the Applicants against whom the protest is made at the same time such protest, appeal, and exhibits are submitted to WSDOT.

F. Scoring Scale

Using this Scoring Scale, the Evaluation Committee will give a score for each criterion described in the Evaluation Criteria.

% of Possible Points	Interpretation	Explanation for Percentage Points
0%	Not Responsive	Response does not include or fails to address the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
10-30%	Minimally Responsive	Response minimally addresses the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
40-60%	Inadequate	Response addresses the requirements being scored, but there are one or more omissions, flaws, or defects or the requirements are addressed in such a limited way that it results in a low degree of confidence in the proposed solution.
70%	Adequate	Response adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.
80%	Good	Response fully addresses the requirements being scored with a good degree of confidence in the applicant's response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.
90%	Excellent	Response fully addresses the requirements being scored with a high degree of confidence in the applicant's response or proposed solution. Applicant offers one or more enhancing features, methods or approaches exceeding basic expectations.

G. Evaluation Criteria

Applications will be evaluated based on the following criterion:

Criterion	Possible Points
<p>1. Project Location Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> • The proposed corridor and host site location(s) for the DC fast chargers are detailed with clear, concise, and compelling justifications. • The proposed location(s) for the DC fast chargers are within a half mile (and no more than 3 miles) of the highway interchange of the selected corridor. • The proposed site(s) are easily accessible, customer friendly, easy to use, secure and convenient to electric vehicle drivers. • The proposed location(s) provide sufficient coverage allow a light duty electric vehicle to travel the entire length of the selected corridor, when taking into account highway speed limits, topography, local average temperatures, and other factors that may impact electric vehicle range. • The proposed site location(s) provide the driver shelter from inclement weather. • The proposed charging station site(s) integrate with Washington’s network of existing and planned stations. • The proposed site location(s) support the local region’s plans for electric vehicle charging, if one exists. 	25
<p>2. Project Equipment Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> • The equipment and materials are identified, reasonable, necessary and appropriate for the proposed project. • The proposed project includes multiple DCFC charging stations at the installation sites. • The chargers accept various forms of payment. 	10
<p>3. Relevant Experience and Qualifications Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> • The project team’s qualifications (including relevant expertise, experience, and skill sets) are suitable to the tasks described in the proposed Scope of Work. 	10

Criterion	Possible Points
<ul style="list-style-type: none"> The applicant demonstrates the ability to meet deadlines and complete milestones associated with large, complex projects. Team member and key project partner functions are fully documented, complete and appropriate for successful project implementation. 	
<p>4. Project Implementation</p> <p>Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> The scope of work is complete, credible, and logical. The applicant demonstrates the ability to serve consumers, reliably meet the needs of near-term vehicle deployment, and provide for increased PEV adoption The applicant demonstrates that the proposed project will be completed expeditiously, effectively, efficiently, and within budget. Proposed signage is adequate and reasonable. Customer support service and dispatch services to address customer concerns and minor operational maintenance when reported are adequate. The maintenance and operations plan is comprehensive and demonstrates the ability to minimize charger downtime and ensure ongoing operations. The applicant demonstrates a viable and credible plan to continue operating the proposed project beyond the term of the WSDOT’s funding agreement. The applicant demonstrates how the proposed project will work with regional agencies (if any) that have prepared regional readiness plans for electric vehicles. 	25
<p>5. Project Readiness</p> <p>Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> Site control or access rights to the proposed project site and/or building facility are secured. Permits required for the project are known and permitting timelines are documented and reasonable. The proposed project has obtained required permitting and is likely to attain State Environmental Quality Act (SEQA) compliance. The permitting schedule ensures successful project completion within the timeframes specified in this solicitation. The key financial and contractual relationships needed to complete the project are documented through letters of support from key project supporters/partners. 	20

Criterion	Possible Points
<p>6. Project Budget/Finance Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> • The applicant demonstrates the need for state funding. • The amount of requested WSDOT funding is reasonable relative to the expected benefits to Washington. • The source, type, and amount of match funds are appropriate, reasonable and committed. • The applicant has a high percentage of committed match share funds. • The proposed project’s budget is cost effective and reasonable relative to the scope of work. • Administration and overhead costs are minimized. • The applicant presents credible strategies in securing additional capital, as needed, to ensure project success. • The budget forms are filled out completely and accurately. 	20
<p>7. Expected Project Benefits Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> • The proposed project will provide benefits to electric vehicle drivers, economically disadvantaged communities and communities with poor air quality. • The proposed project will result in beneficial local and state tax impacts. 	5
<p>8. Innovation and Sustainability Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> • The proposed project reduces utility demand charges, offsets on-peak electricity usage, or mitigates other adverse grid impacts. • The proposed project facilitates driver charging sessions. • The proposed project includes innovations or advanced features, including (but not limited to) renewable energy generation and integration, mitigating on-peak electricity demand, multi-use potential, innovative business models, reduced equipment or installation costs, and reduced operation and maintenance costs. • The business model(s), if any, for the first five (5) years of operation enhance(s) the continued viability and effectiveness of the proposed project. 	5
Total Possible Points	120
Minimum Passing Score (70%)	84

H. Bonus Points for Strong Public-Private Partnerships

To be eligible for bonus points, projects must achieve the minimum passing score of 70% prior to the application of any available bonus points.

10 points =	Applicant's private partners are contributing more than one hundred percent (100% match for the project.
7 points =	Applicant's private partners are contributing more than seventy percent (70%) match for the project.
5 points =	Applicant's private partners are contributing more than fifty percent (50%) match for the project.

I. Tie Breakers

If the score for two or more applications for the same corridor are tied, the application with a higher score in the Project Implementation criterion will be ranked higher.

V. Administration

A. Definition of Key Words

Important definitions for this solicitation are listed in Section 1. Program Rules and presented below:

Word/Term	Definition
Applicant	Respondent to this solicitation
Application	Formal written response to this document from applicant
CHAdEMO	"CHArge de MOve"
DC Fast Charger	Direct Current Fast Charger
EVIPP	Electric Vehicle Infrastructure Pilot Program
GAAP	Generally Accepted Accounting Principles
PEV	Plug-in Electric Vehicle
SAE	Society of Automotive Engineers
SAE J1772 CCS	Society of Automotive Engineers J1772 Combined Charging System
Solicitation	Program Opportunity Notice, which refers to this entire solicitation document and all its appendices and attachments
State	State of Washington
ZEV	Zero Emission Vehicle

B. Cost of Developing Application

The applicant is responsible for the cost of developing an application, and this cost cannot be charged to the State.

C. Confidential Information

WSDOT will not accept or retain any applications that have any portion marked confidential.

D. Solicitation Cancellation and Amendments

It is the policy of WSDOT not to solicit applications unless there is a bona fide intention to award an agreement. However, if it is in the State's best interest, WSDOT reserves the right to do any of the following:

- Cancel this solicitation.
- Revise the amount of funds available under this solicitation.
- Amend this solicitation as needed.
- Reject any or all applications received in response to this solicitation.

If the solicitation is amended, WSDOT will publish it on its website at <http://www.wsdot.wa.gov/Funding/Partners/EVIB.htm>

E. Errors

If an applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, the applicant shall immediately notify WSDOT of such error in writing and request modification or clarification of the document. Modifications or clarifications will be given by written notice of all parties who requested the solicitation, without divulging the source of the request for clarification. WSDOT shall not be responsible for failure to correct errors.

F. Modifying or Withdrawal of Application

An applicant may, by letter to WSDOT's Procurement Coordinator, withdraw or modify a submitted application before the deadline to submit applications. Applications cannot be changed after that date and time. An application cannot be "timed" to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: "This application and the cost estimate are valid for 60 days."

G. Immaterial Defect

WSDOT may waive any immaterial defect or deviation contained in an applicant's application. WSDOT's waiver shall in no way modify the application or excuse the successful applicant from full compliance.

H. Disposition of Applicant's Documents

The entire evaluation process from receipt of applications up to the posting of the Notice of Proposed Award is confidential. On the Notice of Proposed Award posting date, or date of solicitation cancellation, all applications and related material submitted in response to this solicitation become a part of the property of the State and public record.

I. Applicant's Admonishment

This solicitation contains the instructions governing the requirements for a firm quotation to be submitted by interested applicants, the format in which the technical information is to be submitted, the material to be included, the requirements which must be met to be eligible for consideration, and applicant responsibilities. Applicants must take the responsibility to carefully read the entire solicitation, ask appropriate questions in a timely manner, submit all required responses in a complete manner by the required date and time, and make sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

J. Agreement Requirements

The content of this solicitation shall be incorporated by reference into the final agreement. See the sample agreement terms and conditions included in this Appendix A.

WSDOT reserves the right to negotiate with applicants to modify the project scope, the level of funding, or both. If WSDOT is unable to successfully negotiate and execute a funding agreement with

an applicant, WSDOT, at its sole discretion, reserves the right to cancel the pending award and fund the next highest ranked eligible project.

Public agencies that receive funding under this solicitation must provide an authorizing resolution approved by their governing authority to enter into an agreement with WSDOT and designating an authorized representative to sign.

WSDOT will send the approved agreement, including the general Terms and Conditions and any additional terms and conditions, to the grant recipient for review, approval, and signature. Once the grant recipient signs, WSDOT will fully execute the agreement. Recipients are approved to begin the project only after full execution of the agreement.

K. No Agreement Until Signed and Approved

No agreement between WSDOT and the successful applicant is in effect until the agreement is signed by the Recipient and signed by WSDOT representative.

WSDOT reserves the right to modify the award documents prior to executing the agreement.