EXHIBIT A:

CHARGING AND FUELING INFRASTRUCTURE PROJECT INFORMATION

I. CHARGING & FUELING DISCRETIONARY GRANT INFORMATION & AWARD CRITERIA

1) The Source of funds

   1. The source(s) of funds for the grant is the U.S. Department of Transportation's CFI Grant. See: https://www.fhwa.dot.gov/environment/cfi/ .

   2. CFDA#: 20.205 Highway Planning and Construction Funding Opportunity Number: 693JJ323NF00004.

2) Collaboration & Engagement

   1. Collaboration with public and private stakeholders is highly encouraged, as the U.S. DOT are prioritizing projects that include:
      a. Workforce Development.
      b. Community Engagement.
      c. Educational Programs.

3) 20% Match Requirement For Proposal
   1. The CFI Discretionary Grant has a 20% matching component, with the Federal government paying up to 80% of the total project implementation cost. The Federal share of the cost of a project carried out with CFI Program funds shall not exceed 80% of the total project cost (23 U.S.C. § 151(f)(10)).
   2. The cost share is required, each submission to this RFP will require detail as to the contribution requirement.
   3. The U.S. DOT will not consider previously incurred costs, previously expended or encumbered funds, or any CFI Program funds received towards the matching requirement for any project.
   4. Cost share guidance can be found at found at 2 CFR 200.306 (eCFR :: 2 CFR 200.306 -- Cost sharing or matching.)

4) Contract Term
   1. The contract term shall be from the effective date of the Contract until 5 years from the notice of acceptance date of the last charging station installed under the Contract. A Notice of Acceptance will be issued by Owner following the successful installation, testing, and certification of the site, as approved by Virginia DOT. The Operations and Maintenance (O&M) Period will start on the date of the Notice of Acceptance and continue for 60 months following this date. All funds (except the withholding) will be disbursed once a final invoice is approved for payment after Notice of Acceptance.

2. Each EV Charging Site Location will be turned over to the "Host" 5 (five) years after the Notice of Acceptance, following up to a 2-year design and construction period.

5) Reimbursement / Refund
1. Vendors can request refunds at the completion of each milestone indicated in Table 1 below and quarterly refunds for qualifying expenses incurred per guidance. During the O&M period.

Milestone	Payment Amount
Milestone 1-Preliminary Phase: Final Permitting, MOU Signed, Design Documentation Complete, Design Phase Complete	15% of Project Cost
Milestone 2 – Equipment Receipt of Payment	Equipment Cost from the Design Construction Scope Amount
Milestone 3 – Notice of Acceptance (per Site location)	Remainder of Design & Construction Scope Amount Per Site Location
Milestone 4 – Operations & Maintenance (5 Years)	2% of Contract Value yearly when uptime requirements are met (Note: O&M is paid following the year of performance)

6) Program Scalability

1. Projects that are designed to meet future demand are also being prioritized, and so the following is encouraged:
    a. Projects designed to include additional community partners.
    b. Projects that deploy a larger number of chargers.
    c. Projects that outline a phased approach for expansion.

7) Program Futureproofing

1. Projects are highly encouraged by U.S. DOT to have a "Dig Once" project design which will allow for:
    a. Installation of communication and broadband conduit.
    b. Increased Power Capacity (now) to Meet Future Demand.
    c. Duct Banks.
    d. Ability for Rural and Low-to Moderate-Income communities to keep pace with technology.

8) Selection Priorities

1. Community Program Selection Priorities:
    a. Projects with infrastructure expansion in rural communities.

b. Projects with infrastructure expansion in low- and moderate-income neighborhoods.
c. Projects with infrastructure expansion within communities with a low ratio of private parking spaces to households or a high ratio of multi-unit dwellings to single-family homes.
d. Projects that prioritize safety measures.

2. Corridor Program Selection Priorities:
   a. Improve AFC networks by taking corridor-pending to corridor-ready.
   b. Provide redundancy to meet excess demand for charging or fueling infrastructure.
   c. Reduce congestion at existing charging and fueling infrastructure in high-traffic locations through identification of existing and planned locations.

9) Award Considerations by U.S. DOT

1. In awarding Corridor Grants the Secretary shall:
   a. consider the extent to which the project would improve alternative fueling corridor networks, meet current or anticipated market demands for eligible infrastructure, enable or accelerate the construction of eligible infrastructure that would be unlikely to completed without Federal assistance, support a long-term competitive market for eligible infrastructure without significantly impairing existing alternative fuel infrastructure providers, provide access to electric vehicle charging infrastructure, hydrogen fueling infrastructure, propane fueling infrastructure, or natural gas fueling infrastructure in areas with a current or forecasted need, and deploy eligible infrastructure for medium- and heavy-duty vehicles and in proximity to intermodal transfer stations,
   b. ensure to the maximum extent practicable, geographic diversity amongst recipients,
   c. consider whether the private entity that the eligible entity contracts with submits the most recent year of audited financial statements and has experience in installing and operating eligible infrastructure, and
   d. consider whether, to the maximum extent practicable, the eligible entity and the private entity that the eligible entity contracts with enter into an agreement to operate and maintain eligible infrastructure, including whether the agreement provides a remedy and opportunity to cure if requirements in the agreement are not met. [§ 11401(5); 23 U.S.C. 151(f)(5)]

2. For Community Grants, the Secretary shall:
   a. prioritize projects that expand access to eligible infrastructure within rural areas, low- and moderate- income neighborhoods, and communities with a low ratio of private parking spaces to households or a high ratio of

multiunit dwellings to single family homes; and [§ 11401(5); 23 U.S.C. 151(f)(8)(F)]

b. consider the extent to which the project contributes to geographic diversity of awards and meets current or anticipated market demands for eligible infrastructure, including demands to minimize the time it takes to recharge or refuel. [§ 11401(5); 23 U.S.C. 151(f)(8)(G)]

10) Environmental Justice

1. The Biden Administration created the Justice40 Initiative to confront and address decades of underinvestment in disadvantaged communities. The initiative will bring resources to communities most impacted by climate change, pollution, and environmental hazards. Through this effort the CFI Program will:
   a. Direct awards towards communities disproportionately experiencing consequences of climate change and other pollutants.
   b. Prioritize rural and low-income areas.
   c. Allow for a wider variety of applicants and allow greater consideration for demographic data and context.

11) CFI Program has 5 Merit Criteria which will be utilized by the Evaluation Committee to determine in part who will be awarded the grant. The 5 Merit Criteria are:

1. Safety:

   The Department is committed to advancing safe, efficient transportation, including in the CFI Program. The National Roadway Safety Strategy (NRSS), issued January 27, 2022, commits the Department to respond to the current crisis in roadway fatalities by 'taking substantial, comprehensive action to significantly reduce serious and fatal injuries on the Nation's roadways,' in pursuit of the goal of achieving zero roadway deaths through a Safe System Approach. The outcomes that are anticipated from the projects funded by the CFI Program should align with the NRSS. https://www.transportation.gov/NRSS.

   Additionally, projects should address the following:

   Community:
   a. For Multi-Modal Hubs and Shared-Use Fleets and Services:
      i. Must address how the project will not negatively impact the overall safety of the traveling public and how safety is promoted throughout the design.
   b. For Urban/Suburban Area Charging and Fueling Solutions:
      i. Projects in these areas should include infrastructure solutions with light construction when possible (e.g. pole-based charging, suburban charging hubs). The DOT encourages collaboration between applicants and owners of the Right-of-

Way (ROW), for application, installation, and maintenance. The project must not negatively impact overall safety of the traveling public.

c. For Rural Area Charging and Fueling Solutions
    i. Must address how the project will not negatively impact the overall safety of the traveling public, and how safety is promoted throughout the design. This can include traffic impact study, environmental review, and other preliminary engineering and design work.

Corridor:

a. For Demonstrating Build-Out of AFCs:
    i. Must address how the project will not negatively impact the overall safety of the traveling public, and how safety is promoted throughout the design. This can include traffic impact study, environmental review, and other preliminary engineering and design work. Wayfinding and safe navigation to and from EV charging infrastructure from AFCs can be particularly imperative, especially for medium-and heavy-duty vehicles.
b. For Zero Emission Corridors for Medium-and Heavy-Duty Vehicles
    i. Must address how the project will not negatively impact the overall safety of the traveling public, and how safety is promoted throughout the design. This can include traffic impact study, environmental review, and other preliminary engineering and design work. Wayfinding and safe navigation to and from EV charging infrastructure from AFCs can be particularly imperative, especially for medium-and heavy-duty vehicles.
c. For Resiliency:
    i. In addition to ensuring safety of the traveling public, resiliency projects must ensure reliability and resiliency for sustained power outages, disruptive severe weather, high-demand strain on the grid, and other emergencies.

2. Climate Change and Sustainability:

The Department seeks to fund projects under the CFI Program that reduce greenhouse gas emissions in the transportation sector, incorporate evidence-based climate resilience measures and features, reduce the lifecycle greenhouse gas emissions from the project materials, and avoid adverse environmental impacts to air or water quality, wetlands, and endangered species, and address the disproportionate negative environmental impacts of transportation on disadvantaged communities, consistent with Executive Order (EO) 14008, Tackling the Climate Crisis at Home and Abroad (86 FR 7619).20.

a. Projects must capture and detail GHG emissions savings throughout the lifetime of the project. This includes detailing emissions offset through driving electric (such as utilizing the AFLEET CFI Tool), how material lifecycle emissions are offset, and how adverse environmental impacts are avoided, including consideration of the Federal Flood Risk Mitigation Standard.

3. Equity and Justice40:

   The Department seeks to award projects under the CFI Program that will create proportional impacts to all populations in a project area, remove transportation related disparities to all populations in a project area, and increase equitable access to project benefits, consistent with EO 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009). The Department also seeks to award projects that address equity and environmental justice, particularly for communities that have experienced decades of underinvestment and are most impacted by climate change, pollution, and environmental hazards, consistent with EO 14008, Tackling the Climate Crisis at Home and Abroad (86 FR 7619).

   a. Use Justice 40 EV Charging Map to conduct an equity analysis, aiming to identify the specific needs of underserved communities in each project area and remove transportation-related disparities and emission health impacts. Since these disparities vary greatly from one community to the next, and there is no one-size-fits-all, utilization of this mapping tool will help determine needs to which applicants can fine-tune solutions. Applicants must focus at least 40% of project benefits toward low-income, disadvantaged, or underserved communities. Applicants can also organize community engagement for up to 5% of project costs to inform community members unfamiliar with the technology and environmental and personal health benefits associated with electrification.

4. Workforce Development, Job Quality, and Wealth Creation:

   The Department intends to use the CFI Program to support the creation of good-paying jobs with the free and fair choice to join a union and the incorporation of strong labor standards and training and placement programs, especially registered apprenticeships, in project planning stages, consistent with EO 14025, Worker Organizing and Empowerment (86 FR 22829), and EO 14052, Implementation of the Infrastructure Investment and Jobs Act (86 FR 64335). The Department also intends to use the CFI Program to support wealth creation, consistent with the DOT's Equity Action Plan through the inclusion of local inclusive economic development and entrepreneurship such as the utilization of Disadvantaged Business Enterprises, Minority-owned Businesses, Women-owned Businesses, or 8(a) firms.

   a. Applicants should address the relevant job opportunities that coincide with their project implementation and planning. Jobs should be well-paying, with free and fair choice to join a union, with project labor

agreements, apprenticeships, and high-quality workforce development programs. Job recruiting should focus on women, people of color, and others that are underrepresented in infrastructure jobs. Additionally, project sourcing should seek to promote local inclusive economic development (Disadvantaged Business Enterprises, Minority-Owned Businesses, Women-Owned Businesses, or 8(a) firms.) In terms of wealth creation for the broader community, projects should seek to advance lower cost and highest return charging solutions, and should offer innovate payment technology (such as contactless, mobile wallets, bundling with transit discounts, and other benefit programs).

5. CFI Program Vision / Accessibility:

   The Department is committed to making infrastructure accessible to and usable by individuals with disabilities.
   1. Projects must equitably expand the deployment of public EV Charging Infrastructure, or hydrogen, propane or natural gas fueling infrastructure in publicly accessible locations for use by the community and must demonstrate that the application addresses one of the focus areas listed above.

12) Definitions of Disadvantaged – Multi-Factored

There are multiple factors to consider when examining whether or not a community is disadvantaged, so the U.S. Census Track defines "Disadvantaged" in the following manner:

1. **Transportation access disadvantage** identifies communities and places that spend more, and take longer, to get where they need to go.
2. **Health disadvantage** identifies communities based on variables associated with adverse health outcomes, disability, as well as environmental exposures.
3. **Environmental disadvantage** identifies communities with disproportionately high levels of certain air pollutants and high potential presence of lead-based paint in housing units.
4. **Economic disadvantage** identifies areas and populations with high poverty, low wealth, lack of local jobs, low homeownership, low educational attainment, and high inequality.
5. **Resilience disadvantage** identifies communities vulnerable to hazards caused by climate change.
6. **Equity disadvantage** identifies communities with a with a high percentile of persons (age 5+) who speak English "less than well."

II. PROPOSAL EVALUATION CRITERIA AND AWARD

Proposals will be submitted to an Evaluation Committee for review and scoring based on the Evaluation Criteria identified in this section. Members of the Evaluation Committee will be selected by Town of Occoquan. Occoquan reserves the right to decide whether a proposal meets the requirements of this RFP and to accept or reject any or all proposals received.

During the evaluation and selection process, the Evaluation Committee may schedule an interview with a Proposer for the purpose of clarification and verification of information provided in the proposal. Any such interview(s) may not be used to change or add to the contents of the original proposal. Proposers will not be reimbursed for time spent interviewing or answering clarifying questions.

In evaluating proposals, Occoquan reserves the right to take any and all of the following steps:

1) Consult with prior clients on the performance of the Proposer or of particular persons proposed for this RFP; and
2) Schedule presentations or interviews with the Proposer or persons proposed for the project; and
3) Conduct a review of past performance, including a review of reports, analysis, or other materials that would reflect the Proposer's performance; and
4) Request additional data or supporting material.

2.1 Scoring

Proposals will be scored based on the following criteria:

EVALUATION CRITERIA	Criteria Pts	Total Pts
Company Attributes	5	**5**
Corporate Social Responsibility (CSR)	5	**5**
Project Team Experience and Qualifications	30	**30**
Collaboration & Engagement Qualifications	5	**5**
Impacts on Critical Metrics • Safety • Climate Change and Sustainability • Equity and Justice40 • Workforce Development, Job Quality, Wealth Creation • CFI Program Vision	 5 5 5 5 5	**25**
Key Project Deliverables Performance • Project Implementation Plan • Future-Proofing • Schedule and Deliverables • Concept Site Plan • Staffing and Management • Quality Control • Operation and Maintenance • Equipment Specification and Record	 5 5 5 5 10 5 10 5	**50**
Financial Strength & Viability	10	**10**
Cost / Price	40	**40**
Disadvantage Bonus (Utilization of MBE, DBE, WBE)	30	**30**
TOTAL POINTS	**200**	**200**

EXHIBIT B

INTRODUCTION / OBJECTIVES / SPECIFICATIONS

1. Introduction

The Request for Proposals ("RFP"), is issued by the Town of Occoquan, in the Commonwealth of Virginia("State"), to solicit sealed proposals from qualified electric vehicle charging station General Contractors (GCs)/ Electrical Contractors (ECs) for self-service electric vehicle charging stations and related energy storage infrastructure and operational services. Offerors must demonstrate a level of expertise, technical knowledge, innovation, and overall capacity to provide and implement self-service electric vehicle charging station services as well as the ability to operate and maintain them.

The Town of Occoquan intends to participate in the Charging & Fueling Infrastructure Discretionary Grant Program (CFIG). The CFIG Grant will accelerate an electrified and alternative fuel transportation system that is convenient, affordable, reliable, equitable, accessible, and safe. The CFIG Program will also help put the U.S. on a path to a nationwide network of at least 500,000 EV chargers by 2030 and improve networks for vehicles using hydrogen, propane, and natural gas. The CFIG Program builds on the FHWA Alternative Fuel Corridor (AFC) program and complements the National Electric Vehicle Infrastructure (NEVI) Formula program, which is initially focused on enabling long distance trips along the National Highway System (NHS). The goals of the CFIG Program are to 1) supplement, not supplant, necessary private sector investment; 2) complement existing Federal programs; 3) facilitate broad public access to a national charging and alternative fuel infrastructure network to accelerate adoption of zero emissions vehicles; 4) implement Justice403 objectives, lower transportation costs, and increase economic opportunity; 5) advance job quality, workforce development, and workforce equity; and 6) reduce greenhouse gas and vehicle-related emissions. Furthermore, the FHWA seeks to fund projects that help achieve the goal that at least 40 percent of benefits flow towards low-income communities, disadvantaged communities, communities underserved by affordable transportation, or overburdened communities.

The Town of Occoquan seeks to apply for the CFIG and in order to participate and provide a grant submission, a competitive bid is required (it is one of many steps the Town of Occoquan must complete with their grant submission). This competitive RFP request is for a full-turnkey project for the acquisition, construction, installation, maintenance and operational management of EV Supply Equipment (EVSE) in locations designated and detailed in **EXHIBIT F – DETAILED SCOPE OF WORK**. The CFIG is a matching grant requiring 20% private investment from the GC/EC selected vendor.

The CFIG submission, to the Department of Transportation (DOT) and Grants.gov, is due August 28, 2024 with an anticipated award decision by the DOT around March or April of 2025. Upon a successful award notification, the Town of Occoquan intends to immediately begin

work at that point in time with the selected Vendor. The work is expected to be completed within 18-24 months or sooner.

2. Definitions and Interpretation

Refer to Exhibit 1 (Definitions) for the meaning of various capitalized terms and acronyms used in this RFP. Capitalized terms and acronyms used but not defined in Exhibit 1 (Definitions) have the meanings given to them in the RFP.

Unless otherwise specified, references to sections, exhibits and forms are to sections of this RFP and exhibits and forms attached to this RFP. A reference in this RFP to "EXHIBIT X" or "FORM X" is a reference to an exhibit or a form that must be completed by Proposer.

3. Project Objectives

It is critical that in each Vendor's submission, the following Project Objective measurements are taken into consideration. Each vendor shall provide a written narrative that clearly addresses the impacts they plan to make in each Project Objective. Be specific, use data, do not embellish – be realistic in your impact assessments when addressing the following:

A) Safety - Maintain compliance with Applicable Law (including the NEVI Federal Requirements).
B) Climate Change, Resilience, and Sustainability.
C) Equity, Community Engagement, Justice40.
D) Workforce Development, Job Quality, and Wealth Creation.
E) CFI Program Vision to deploy publicly accessible electric vehicle charging infrastructure and other alternative fueling infrastructure that is convenient, reliable, affordable, and equitable for all users.

4. Technical Specifications

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

A. CFIG: Section 11401of the Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (Pub. L. 117-58, Nov. 15, 2021), established the Charging and Fueling Infrastructure Discretionary Grant Program which is codified at 23 U.S.C. § 151(f)(2)
   i. 23 U.S.C. § 151(f)(8),
   ii. 23 U.S.C. § 151(f)(8)(F))
   iii. 23 U.S.C. § 151(f)(8)(E)
   iv. 23 U.S.C. § 151(f)(6)
   v. 23 U.S.C. § 151(f)(6)

B. NEVI Regulatory Compliance (23 CFR Part 680) to include:
   i. Interoperability Requirements.
   ii. Traffic Control Devices.
   iii. Data & Reporting.
   iv. Other requirements defined by 23 CFR Part 680.
   v. 23 CFR Part 680 – 106 (Installation, Operation & Maintenance)

C. Executive Order
   i. Executive Order (EO) 14008, Tackling the Climate Crisis at Home and Abroad (86 FR 7619).
   ii. FHWA Order 6640.23A. FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 2012.
   iii. EO 14008 on Tackling the Climate Crisis at Home and Abroad, 2021.
   iv. EO 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).
   v. EO 14025, Worker Organizing and Empowerment (86 FR 22829).
   vi. EO 14052, Implementation of the Infrastructure Investment and Jobs Act (86 FR 64335).

D. Other Federal Regulatory Compliance
   i. BABA Requirements
   ii. Davis Bacon Federal Wage Rate
   iii. ADA Requirements - Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.
   iv. Architectural Barriers Act
   v. Uniform Relocation Assistance & Real Property Acquisition Act
   vi. NEPA
   vii. FHWA – 1273
   viii. FAR 52.204-25
   ix. 23 U.S.C., 23 CFR 636 Build Contracting
   x. Appendix I to Title 2 of the Code of Federal Regulations (CFR) Part 200
   xi. DOT 4(f) requirements 23 U.S.C. 138, 49 U.S.C. 303, and 23 CFR part 774.
   xii. https://www.transportation.gov/NRSS
   xiii. Accessibility - 23 U.S.C. § 151 (f)(4)(A)(i).
   xiv. OSHA

E. Cybersecurity Compliance
   i. Identity, Credential, and Access Management - (ICAM)
   ii. Configuration, Vulnerability, and Update Management (CVUM)
   iii. Secure Pay - (SP)
   iv. Secure Communications - (SC)
   v. Physical Security - (PS)

F. Interoperability of Electric Vehicle Charging Infrastructure
   i. Charger-to-EV communications. Chargers must conform to ISO 15118–3 and must have hardware capable of implementing both ISO 15118–2 and ISO 15118–20. By February 28, 2024, charger software must conform to

ISO 15118–2 and be capable of Plug and Charge. Conformance testing for charger software and hardware should follow ISO 15118–4 and ISO 15118–5, respectively.

ii. Charger-to-Charger-Network Communication. Chargers must conform to Open Charge Point Protocol (OCPP) 1.6J or higher. By February 28, 2024, chargers must conform to OCPP 2.0.1.

iii. Charger-Network-to-Charger-Network Communication. By February 28, 2024, charging networks must be capable of communicating with other charging networks in accordance with Open Charge Point Interface (OCPI) 2.2.1.

iv. Network switching capability. Chargers must be designed to securely switch charging network providers without any changes to hardware.

G. Cost Share Compliance

i. 23 U.S.C. § 151

ii. 23 U.S.C. § 151(f)(10))

iii. 2 CFR 200.306 -- Cost sharing or matching and FHWA's guidance on Non-Federal Matching Requirements.

H. Procurement Specifications

i. 2 CFR 200.317 through 200.327 and 2 CFR 1201.317

ii. 2 CFR 200.319 and 200.320

iii. 23 CFR 635 and 23 CFR 636 for State DOT's

I. All other applicable laws, ordinances regulations, and standards for the Commonwealth of Virginia and local jurisdictions.

J. 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.

K. 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.

L. Use of EV Charging Stations that are certified by the *Nationally Recognized Testing Laboratory* (NRTL) to demonstrate compliance with appropriate product safety test standards.

M. 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. For the Corridor a minimum of four (4) ports are required, with the capability of future expansion, at each location provided.

N. Use of EV Charging Stations that are durable and capable of operating without a decrease in performance at varied outdoor temperature and humidity.

O. 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.

P. EV Charging Stations must be open and accessible to the public 24/7 – 365 days of the year. The site must list 24-hour customer support information (telephone, website, and/or e-mail) and customer service hours of operation.

Q. 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 stations must allow for flexible pricing, for example kWh/kW, per minute or per hour, by space or by time of day.

R. Equipment and installation should meet all applicable accessibility requirements including compliance with the Americans with Disabilities Act (ADA) and contain visible universal signage. Sites must be built to account for spaces to accommodate visitors with mobility limitations and their vehicles.

S. 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.

T. Use of charging stations that are connected to a network by Wi-Fi, hardwired connection, and/or cellular connection. Vendors 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 email when charging to their vehicle is complete.

U. 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).

V. 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 NEVI Guidelines. Uptime is a critical requirement.

W. Vendor must notify Town of recall notices, warranty requirements, safety notices and the Vendor's prompt compliance with same within 7 (seven) calendar days of notification.

X. Vendor must provide a monthly status and revenue report to Town and any "Host" of the equipment 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 at all reasonable times.

Y. 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.

Z. 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.

5. PROJECT COST DETAIL

The Vendor's proposed Total Construction Project Cost will be the basis for grant submission by Issuer of this RFP. The grant submission requires documentation for grant payments, and the entire grant will be subject to audit. For these reasons, strict guidelines and details are required for Vendor's Proposed Project Cost.

A. Grantee matches and other contributions:
   a. Resources provided by the applicant should appear in the column titled "Non-Match," meaning the Vendor intends to provide the indicated resources (i.e., the "match," and that the resources do not come from the Town of Occoquan). Entries in this column could include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

      The requirements for matching funds are that they MUST:
      i. Be verifiable from recipients records;
      ii. not be allocated as contributions for other grant-funded programs;
      iii. not already come from federal funds unless there is specific authorization;
      iv. be necessary for accomplishing program objectives;

v. if the grant is based on any federal funds, be allowable and reasonable according to applicable OMB cost principles; and
vi. be spent during the project period.

Volunteer hours provided to a grantee or sub-grantee must be valued at rates consistent with those the Applicant's organization ordinarily pays for similar work, including salary and fringes. If the grantee or a sub-grantee does not have employees performing similar work, the rates must be valued the same as rates ordinarily paid by employers in the same labor market for similar work.

B. Allowable and non-allowed expenditures

The Proposer must show that all costs in the "allowable budget" column are allowable. Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below $5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food; and
6. Land purchases.

C. **Form AID A – A fedaid_guidance_nfmr-14** is being provided as additional information for each vendor to use to understand the differences in allowable or not-allowable expenses and this aid should be utilized by Vendor when preparing their Bid Cost Detail for their Proposed Project Cost.

6. OTHER FAR OR STATE REGULATIONS

Per the CFI Grant and other state regulations, additional forms are provided that address items such as Non-Collusion, Suspension and Debarment, Buy America Act, Use of Funds for Lobbying, etc. are hereby provided to meet the expectations set by the CFI Grant. Each Vendor needs to complete and return ALL Forms provided – See Section 7. FORMS.

7. FORMS

Please ensure that you fully reference, complete (where applicable), sign (where applicable), notarize (where applicable), the Required Forms which are a part of this RFP:

Exhibit A	Form ADMIN A	Form TECH A	Form FIN A	Form AID A
Exhibit B	Form ADMIN B	Form TECH B	Form FIN A1	
Exhibit C	Form ADMIN C	Form TECH C	Form FIN B	
Exhibit D	Form ADMIN D	Form TECH D		
Exhibit E	Form ADMIN E	Form TECH E		
Exhibit F	Form ADMIN F	Form TECH F		
	Form ADMIN G			
	Form ADMIN H			
	Form ADMIN I			
	Form ADMIN J			
	Form ADMIN J-1			
	Form ADMIN J-2			
	Form ADMIN K			
	Form ADMIN L			
	Form ADMIN M			
	Form ADMIN N			

EXHIBIT C: DEFINITIONS

AC Level 2 means a charger that operates on a circuit from 208 volts to 240 volts and transfers alternating-current (AC) electricity to a device in an EV that converts alternating current to direct current to recharge an EV battery.

Alternative Fuel Corridor (AFC) means national EV charging and hydrogen, propane, and natural gas fueling corridors designated by FHWA pursuant to 23 U.S.C. 151.

Authority Having Jurisdiction (AHJ) means an entity that has the authority and responsibility for developing, implementing, maintaining, and overseeing the qualification process within its organization or jurisdiction.

CHAdeMO means a type of protocol for a charging connector interface between an EV and a charger (see *www.chademo.com*). It specifies the physical, electrical, and communication requirements of the connector and mating vehicle inlet for direct-current (DC) fast charging. It is an abbreviation of "charge de move", equivalent to "charge for moving."

Charger means a device with one or more charging ports and connectors for charging EVs. Also referred to as Electric Vehicle Supply Equipment (EVSE).

Charging network means a collection of chargers located on one or more property(ies) that are connected via digital communications to manage the facilitation of payment, the facilitation of electrical charging, and any related data requests.

Charging network provider means the entity that operates the digital communication network that remotely manages the chargers. Charging network providers may also serve as charging station operators and/or manufacture chargers.

Charging port means the system within a charger that charges one EV. A charging port may have multiple connectors, but it can provide power to charge only one EV through one connector at a time.

Charging station means the area in the immediate vicinity of a group of chargers and includes the chargers, supporting equipment, parking areas adjacent to the chargers, and lanes for vehicle ingress and egress. A charging station could comprise only part of the property on which it is located.

Charging station operator means the entity that owns the chargers and supporting equipment and facilities at one or more charging stations. Although this entity may delegate responsibility for certain aspects of charging station operation and maintenance to subcontractors, this entity retains responsibility for operation and

maintenance of chargers and supporting equipment and facilities. In some cases, the charging station operator and the charging network provider are the same entity.

Combined Charging System (CCS) means a standard connector interface that allows direct current fast chargers to connect to, communicate with, and charge EVs.

Community means either a group of individuals living in geographic proximity to one another, or a geographically dispersed set of individuals (such as individuals with disabilities, migrant workers, or Native Americans), where either type of group experiences common conditions.

Connector means the device that attaches an EV to a charging port in order to transfer electricity.

Contactless payment methods means a secure method for consumers to purchase services using a debit card, credit card, smartcard, mobile application, or another payment device by using radio frequency identification (RFID) technology and near-field communication (NFC).

Corporate Social Responsibility (CSR) means a self-regulating business model that helps a company be socially accountable to itself, its stakeholders, and the public. By practicing corporate social responsibility, also called corporate citizenship, companies can be conscious of the kind of impact they are having on all aspects of society, including economic, social, and environmental.

Cryptographic agility means the capacity to rapidly update or switch between data encryption systems, algorithms, and processes without the need to redesign the protocol, software, system, or standard.

DBE means Disadvantaged Business Enterprise where 51% or greater of the business ownership is provided by disadvantaged individuals.

Direct Current Fast Charger (DCFC) means a charger that enables rapid charging by delivering direct-current (DC) electricity directly to an EV's battery.

Disadvantaged communities (DACs) mean census tracts or communities with common conditions identified by the U.S. Department of Transportation and the U.S. Department of Energy that consider appropriate data, indices, and screening tools to determine whether a specific community is disadvantaged based on a combination of variables that may include, but are not limited to, the following: low income, high and/or persistent poverty; high unemployment and underemployment; racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities; linguistic isolation; high housing cost burden and substandard housing; distressed neighborhoods; high transportation cost burden

and/or low transportation access; disproportionate environmental stressor burden and high cumulative impacts; limited water and sanitation access and affordability; disproportionate impacts from climate change; high energy cost burden and low energy access; jobs lost through the energy transition; and limited access to healthcare.

Distributed energy resource means small, modular, energy generation and storage technologies that provide electric capacity or energy where it is needed.

Electric Vehicle (EV) means a motor vehicle that is either partially or fully powered on electric power received from an external power source. For the purposes of this regulation, this definition does not include golf carts, electric bicycles, or other micromobility devices.

Electric Vehicle Infrastructure Training Program (EVITP) refers to a comprehensive training program for the installation of electric vehicle supply equipment. For more information, refer to *https://evitp.org/*.

Electric Vehicle Supply Equipment (EVSE) See definition of a charger.

Executive Order (EO) means a declaration by the President of the United States or a governor which has the force of law, usually based on existing statutory powers.

GAAP means Generally Accepted Accounting Principles

Intellectual Property (IP) means all current and future legal and/or equitable rights and interests in know-how, patents (including applications), copyrights (including moral rights), works of authorship, trade marks (registered and unregistered), service marks, trade secrets (information that derives its commercial value from its protection as a trade secret under Applicable Law), designs (registered and unregistered), utility models, circuit layouts, plant varieties, business and domain names, inventions, solutions embodied in technology, and other intellectual activity, and applications of or for any of the foregoing, subsisting in or relating to the Proposal.

MBE means Minority Business Enterprise where 51% or greater of the business ownership is comprised of minority individuals.

NEVI means National Electric Vehicle Infrastructure.

NEVI Requirements means those requirements of the NEVI Formula Program described in 23 CFR 680 and those that may become effective prior to or during the term of a Contract

Notice of Acceptance (NOA) means a Milestone when EVSE is installed, commissioned, is operational, and all construction, utility service, and ancillary construction activities

are complete, including but not limited to site cleanup, landscaping, paving, and patching, pavement marking, sign installation, etc., all in accordance with the Contract.

Network means All derivatives thereof shall refer to the connection from an EVSE through an online portal to the vendor's management system, which is supported by a dedicated, client-only, secure network separates from all state networks.

Open Charge Point Interface (OCPI) means an open-source communication protocol that governs the communication among multiple charging networks, other communication networks, and software applications to provide information and services for EV drivers.

Operational Date means the in-service date of the EVSE Charging station where all stations have become operational

Open Charge Point Protocol (OCPP) means an open-source communication protocol that governs the communication between chargers and the charging networks that remotely manage the chargers.

Plug and Charge means a method of initiating charging, whereby an EV charging customer plugs a connector into their vehicle and their identity is authenticated through digital certificates defined by ISO–15118, a charging session initiates, and a payment is transacted automatically, without any other customer actions required at the point of use.

Power Sharing means dynamically limiting the charging power output of individual charging ports at the same charging station to ensure that the sum total power output to all EVs concurrently charging remains below a maximum power threshold. This is also called automated load management.

Private entity means a corporation, partnership, company, other nongovernmental entity, or nonprofit organization.

Proposal means the Vendor's response to this RFP that contains the completed Administrative Proposal, Technical Proposal(s), and Cost Proposal(s)

Public Key Infrastructure (PKI) means a system of processes, technologies, and policies to encrypt and digitally sign data. It involves the creation, management, and exchange of digital certificates that authenticate the identity of users, devices, or services to ensure trust and secure communication.

Secure payment method means a type of payment processing that ensures a user's financial and personal information is protected from fraud and unauthorized access.

Smart charge management means controlling the amount of power dispensed by chargers to EVs to meet customers' charging needs while also responding to external power demand or pricing signals to provide load management, resilience, or other benefits to the electric grid.

Site Host or Site Owner means the owner of the property upon which EVSE are located.

State EV infrastructure deployment plan means the plan submitted to the FHWA by the State describing how it intends to use its apportioned NEVI Formula Program funds.

Vendor means the General Contractor or Electrical Contractor responding to this RFP.

WBE means Woman Business Enterprise, where 51% or greater of the business ownership is comprised of woman.

List of Acronyms

ADA	Americans with Disabilities Act
AFC	Alternative Fuel Corridor
CFI	Charging and Fueling Infrastructure Grant
DCFC	Direct Current Fast Charger
EV	Electric Vehicle
EVSE	Electric Vehicle Supply Equipment
IIJA	Infrastructure Investment and Jobs Act
FHWA	Federal Highway Administration
FY	Fiscal Year
ID	Identification
kWh	Kilowatt Hour
NEMA	National Electrical Manufacturers Association
NEVI	National Electric Vehicle Infrastructure
DOT	Department of Transportation
OCPP	Open Charge Point Protocol
O&M	Operations and Maintenance
PCI	Payment Card Industry
PE	Professional Engineer
RFP	Request for Proposal
SLA	Service Level Agreement
USDOT	United States Department of Transportation

EXHIBIT D – RFP QUESTIONS

1. Proposal Submission

Vendors shall be responsible for reviewing the RFP and any Exhibits, Amendments, etc issued by Occoquan prior to the proposal submission due date, and for making comments, asking questions, requesting clarification or interpretation, or to propose correction of errata (typographical errors, incorrect cross references, internal inconsistencies, or other mistakes, discrepancies, ambiguities, errors, or omissions) through written correspondence to townmanager@occoquanva.gov (each a "Question").

A) **FORMAT REQUIREMENTS** - Vendors are advised that ALL instructions must be followed.

a. Responses shall submit written responses in MS Word format or MS Excel format or using Portable Document Format (PDF) as designated by this RFP.
b. Font size 11-point font using Times New Roman font.
c. Margins used must be no less than ½ inch and no more than 1 inch (both top/bottom and left/right)
d. Responses must begin with reference to Question Number (i.e. "General / Company Question 1." Or "General / Company 1. Proposals must be submitted…the parties").
e. Responses must follow section details in order (i.e. answer question 1, then 2, so forth and so on).
f. Page Limits must be adhered to in vendor's response (any responses exceeding set Page Limits will not be reviewed).
g. Each page shall state the page number, the name of the Proposer, and the RFP number.
h. Unnecessary attachments (i.e. any attachments beyond those sufficient to present a complete, comprehensive, and effective proposal) will not beneficially influence the evaluation of the proposal.
i. All correspondence regarding this RFP, the Proposal, the RFP Documents and all other matters pertaining to this procurement must be in the English language.

B) SUBMISSION REQUIREMENTS

a. **Electronic submittals via email (or USB Drive), including all content specified in this RFP, shall be delivered to the Designated Contact Person - Adam Linn, townmanager@occoquanva.gov, 314 Mill Street, PO Box 195, Occoquan, VA 22125 - by the submission due date.** Proposals must be complete when submitted; changes or additions will not be accepted after the specified deadline, except for any clarifications requested by Occoquan. Multiple emails may be necessary to transmit a single proposal. To guard against a Proposal potentially from being overlooked due to being quarantined by SPAM, or Size Restrictions, it is strongly recommended that an email with no attachments be sent to designated contact person initially stating "X number of emails containing a

proposal are to follow. This email is 1 of X." Once the proposal is received, a response email confirming receipt will be provided.

b. Email submissions must list RFP Title in Subject Line: (i.e. "Response to Public Electric Vehicle Charging Infrastructure & Related Operations Services – <Enter Your Company Name>").

c. Proposals must be submitted by a single Vendor. Proposals that include project partners must designate one party as the Proposer.

d. Project personnel named in a proposal are assumed to be the actual Contract performers. Upon selection a Proposer must verify the members of the project team. The proposal must clearly delineate the responsibilities of each team member.

C) GENERAL / COMPANY –

PLEASE USE **FORM – ADMIN A**

1. Legal Name of company
2. Structure of company (i.e. Corporation, LLC, Partnership, etc.)
3. Business Address (Street, City, State, Zip)
4. Year the company was established as currently being operated.
5. Country / State / Province of Organization
6. Mission Statement of company.
7. Please identify the single point of contact at your company who would be fully empowered to negotiate a contract, if invited following this RFP.
8. Single Point of Contact Title
9. Single Point of Contact Telephone Number (Mobile)
10. Single Point of Contact Telephone Number (Work)
11. Single Point of Contact eMail
12. Diversity Status of Company (i.e. MBE, DBE, WBE, etc.). Please include certificate authenticating diverse status by SBA, or approved independent third party (i.e. National Minority Supplier Development Council, Women's Business Enterprise National Council, El Paso Hispanic Chamber of Commerce, National Women Business Owners Corporation, U.S. Women's Chamber of Commerce, etc.).
13. Provide full contact information for the company's legal representative who is supporting this RFP project.
14. Does your company have a supplier diversity program? If so, what does it include? Does it take into consideration MBE, DBE, WBE businesses? If so, please explain.

PLEASE USE **FORM – ADMIN B**

15. The vendor shall provide list of all project partners and describe the legal relationship between the Proposer and project partners. Project partners are those entities that are essential to the success of the EVSE installation and operation/maintenance for the term of the contract (5 years). Project partners may include, for example, the entity that will provide the EVSE; electrical, excavation,

trenching, the entity responsible for the operation & maintenance of the charging equipment and the network service provider). Diversity Status of partners should be shared (MBE, DBE, WBE).

D) CORPORATE SOCIAL RESPONSIBILITY / GREEN PROGRAMS

PLEASE USE **FORM – ADMIN - C**

16. Do you have any Corporate Social Responsibility Programs including Sustainability Program(s)?
17. If so, please describe it in detail including how it is tied to your organizational strategy, vision and how it is 'baked' into your projects.
18. Do you have policies around Ethics, Human Rights and Labor? If so, please elaborate.
19. Have you had any legal, policy or other violations in Environment, Health & Safety, Labor, Human Rights or Ethics over the past 12 (twelve) months?
20. Please describe how your CSR efforts will benefit this project.

E) VENDOR EXPERIENCE

PLEASE USE **FORM – TECH A**

21. Describe Proposer's qualifications, including brief description of past experience on contracts of similar scope and size. Provide client name, contract value for a minimum of 3 (three) projects and describe how the work is relevant to the current RFP including:
    a. The name of the organization that contracted with you for the EVSE sites.
    b. The Number of EVSE provided (listing both AC L2 and DCFC L3)
    c. The date that the EVSE was installed / commissioned / activated.
    d. Problems that arose during the implementation process and how it was remedied.

22. Provide references for the above 3 (three) projects including:
    a. Client Name Info (Name, Address, Telephone Number)
    b. Client Contact Information (Name, Address, Telephone Number)

    Note: Occoquan reserves the right to contact or visit any of the references provided. Additionally, Occoquan reserves the right to contact additional companies that the Proposer has performed business with that Occoquan is aware of.

23. Vendor shall provide list of all project partners detailing their experience in implementation/installation of EVSE (AC L2 and DCFC L3 Charging Stations) including:
    a. The name of the organization that contracted with you for the EVSE sites.

b. The Number of EVSE provided (listing both AC L2 and DCFC L3)
c. The date that the EVSE was installed / commissioned / activated.
d. Problems that arose during the implementation process and how it was remedied.

24. Provide names of any public agencies that have chosen to cancel or not renew EVSE contracts with Vendor during the last 5 (five) years, if any.

PLEASE USE **FORM – TECH B**

25. Describe Proposer's Key Personnel Qualifications, past experience on contracts of similar scope and size. Provide Key Personnel Name, firm, and their function.
    a. Summary of experience
    b. Education / Registration Licensing
    c. Past Project Experience
    d. Position Title
    e. Detailed Description of responsibilities

F) COLLABORATION & ENGAGEMENT

PLEASE USE **FORM – ADMIN D**

26. Please provide detail how you will, while implementing this project, collaborate with local stakeholders that will:
    a. Workforce Development (if any)
    b. Community Engagement (if any)
    c. Educational Programs (if any)

G) 20% Match – See FORM – FIN A.

PLEASE USE **FORM – FIN A and complete each worksheet with enough detail to satisfy Federal Requirements.**

Vendor is to follow guidelines established by CFI Grant, Federal Government Federal Acquisition Rules (FAR), etc. to include:

- The Federal share of the cost of a project carried out with CFI Program funds under both programs shall not exceed 80 percent of the total project cost (23 U.S.C. § 151(f)(10)).
- Cost sharing or matching is required, with the maximum Federal share being 80 percent of the total cost of the project. Vendor must provide at least 20 percent of the total project cost (not 20 percent of the Federal share) as a matching share.
- 2 CFR 200.306 -- Cost sharing or matching
- FHWA's guidance on Non-Federal Matching Requirements - https://www.fhwa.dot.gov/legsregs/directives/policy/fedaid_guidance_nfmr.pdf

Ensure that the right level of detail is provided.

H) FIVE CRITICAL METRICS:

The U.S. DOT is utilizing 5 critical metrics to evaluate specific grant submissions already detailed in EXHIBIT A: CHARGING AND FUELING GRANT PROGRAM INFORMATION. For each specific "Metric", please provide the following:

PLEASE USE **FORM – TECH - C**

27. Safety:
    a. Describe all safety considerations at the site, including safety for users and safety equipment (e.g. site lighting, fire extinguisher, Automated External Defibrillator (AED), automatic safety shutoff, etc.)
    b. Describe the plan for potential EVSE incidents and explain the management approach and strategies to facilitate site safety as well as safety during construction.
    c. Describe the team's plan for workforce training and meeting EVITP Certification.
    d. Describe the team's plan for public and/or stakeholder engagement.
    e. Provide Vendor's EMR Rating with brief explanation. Provide EMR Rating for any Team Members.

28. Climate Change and Sustainability:
    a. Detail GHG emissions through lifetime of implemented equipment.
    b. Describe how material lifecycle emissions are offset.
    c. Describe how adverse environmental impacts are avoided.
    d. Describe impacts to the Federal Flood Risk Mitigation Standard.
    e. Describe any usage of renewable energy sources in the EV charging process for the site.
    f. Describe any innovative technologies used and/or innovative approaches, such as on-site battery storage, to site design or operation being employed on the project.
    g. Describe the Proposer's plan for use of local businesses and/or workforce in Planning, Design, Construction, Inspection, and Operations & Maintenance.

29. Equity and Justice40:
    a. How will your project team contribute positively to EO 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009), EO 14008 and Tackling the Climate Crisis at Home and Abroad (86 FR 7619).

PLEASE USE **Form FIN A** for calculations regarding 40% disadvantaged workforce utilization.

30. Workforce Development, Job Quality, and Wealth Creation:

a. Please detail how you plan to meet or exceed 40% of all work being performed by either an MBE / DBE / or WBE business. Please include recruitment plans, any educational plans, etc.
b. Describe the project sourcing to promote local inclusive economic development (Disadvantaged Business Enterprises, Minority-Owned Businesses, Women-Owned Businesses, or 8(a) firms.)
c. Describe, in terms of wealth creation for the broader community, how you will advance lower cost and highest return charging solutions.
d. Describe innovative payment technologies (such as contactless, mobile wallets, bundling with transit discounts, and other benefit programs) that you plan to deploy.

31. CFI Program Vision / Accessibility:
    a. Projects must equitably expand the deployment of public EV Charging Infrastructure, or hydrogen, propane or natural gas fueling infrastructure in publicly accessible locations for use by the community and must demonstrate that the application addresses one of the focus areas listed above.
    b. Describe the plan for the site to serve users with disabilities including access to amenities at the site.
    c. Describe plan for public and/or stakeholder engagement.

I) STATEMENT OF WORK

PLEASE USE **FORM – TECH D, AND FORM – TECH E**

PLEASE REFERENCE EXHIBIT F – DETAILED SCOPE OF WORK as the document describing what work is required, locations of chargers, preliminary phase expectations, construction scope (on-site execution) and site logistics and thoroughly understand the job scope before answering any of the below questions.

32. Community Program Location(s) - Provide an executive summary regarding the project and its location(s) to include:
    a. Description of Project Location:
        i. The physical location (represented as a description and latitude/longitude format.
        ii. Map of project location and connections to existing transportation infrastructure
        iii. Geospatial data describing the project location.
        iv. How traffic safety considerations will be addressed for vehicles entering and leaving the site.
        v. Address how the project appropriately mitigates any safety risk introduced by the project (if any).
        vi. Address how the project will not negatively impact the overall safety of the traveling public.
        vii. Describe also how you will consider the NRSS39 when addressing how the projects will support the goal of achieving zero roadway

death through a Safe Systems Approach. This description should also detail how the access is in compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

b. How will project expand community-based infrastructure or fill gaps in access by expanding the deployment of publicly available EV charging infrastructure such as parking facilities at public building, public schools and parks, or in publicly accessible parking facilities owned or managed by private entity.
c. Travel Corridor(s) to be served and the distance to the corridor(s), if applicable.
d. Current Use of Property.
e. Existing Structures.
f. Amenities on-site.
g. Amenities near-by and distance to them.
h. And any other pertinent information.
i. Vendor shall also:
    i. Identify the risk associated with locating EVSE in Flood Zone (if applicable) and plans for mitigation this risk.
    ii. Describe EVSE access during times of emergency such as evacuation during natural disasters.
    iii. Identify and describe enhancements to the site that demonstrate site feasibility and comfort.
    iv. Describe the coordination efforts between the Applicant or Site Host and the utility provider for their specific site including how power will be transmitted to the site, and any upgrades that are required.
    v. Describe the communications networking capabilities at the site.
    vi. Describe the current state of the site and development required to prepare for the EVSE installation. Include any applicable site development needs including plans for site acquisition, site construction, or other site preparation other than power-related preparation.
    vii. Describe the current state of the site and development required to prepare for EVSE installation. Include any applicable site development needs including plans for site acquisition, site construction, or other site preparation other than power-related preparation.
    viii. Identify potential risks, issues, challenges, and needs related to the candidate site and plans for mitigating these risks.

33. Corridor Program Location(s) – Provide an executive summary regarding the project and its location(s) to include:
    a. Description of Project Location
        i. The physical location (represented as a description and latitude/longitude format.
        ii. Map of project location and connections to existing transportation infrastructure

iii. Geospatial data describing the project location.
iv. How traffic safety considerations will be addressed for vehicles entering and leaving the site.
v. Address how the project appropriately mitigates any safety risk introduced by the project (if any).
vi. Address how the project will not negatively impact the overall safety of the traveling public.
vii. Describe also how you will consider the NRSS39 when addressing how the projects will support the goal of achieving zero roadway death through a Safe Systems Approach. This description should also detail how the access is in compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

b. Description of how public accessibility of charging or fueling infrastructure has been considered, including charging or fueling connector types and publicly available information on real-time availability and payment methods to ensure secure, convenient, fair, and equal access (23 U.S.C. § 151 (f)(4)(A)(i)).
c. Identify whether the location of the station or fueling site considered the following:
    i. The availability of onsite amenities for vehicle operators, such as restrooms or food facilities;
    ii. Access in compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.);
    iii. Height and fueling capacity requirements for facilities that charge or refuel large vehicles, such as semi-trailer trucks; and
    iv. Appropriate distribution to avoid redundancy and fill charging or fueling gaps (23 U.S.C. § 151 (f)(4)(A)(iii)).
d. Details to ensure infrastructure installation that can be responsive to technology advancements, such as accommodating autonomous vehicles, vehicle-to-grid technology, and future charging methods (23 U.S.C. § 151 (f)(4)(A)(iv)).
e. How will project expand community-based infrastructure or fill gaps in access by expanding the deployment of publicly available EV charging infrastructure such as parking facilities at public building, public schools and parks, or in publicly accessible parking facilities owned or managed by private entity.
f. Travel Corridor(s) to be served and the distance to the corridor(s), if applicable.
g. Current Use of Property.
h. Existing Structures.
i. Amenities on-site.
j. Amenities near-by and distance to them.
k. And any other pertinent information.
l. Vendor shall also:
    i. Identify the risk associated with locating EVSE in Flood Zone (if applicable) and plans for mitigation this risk.

ii. Describe EVSE access during times of emergency such as evacuation during natural disasters.
iii. Identify and describe enhancements to the site that demonstrate site feasibility and comfort.
iv. Describe the coordination efforts between the Applicant or Site Host and the utility provider for their specific site including how power will be transmitted to the site, and any upgrades that are required.
v. Describe the communications networking capabilities at the site.
vi. Describe the current state of the site and development required to prepare for the EVSE installation. Include any applicable site development needs including plans for site acquisition, site construction, or other site preparation other than power-related preparation.
vii. Describe the current state of the site and development required to prepare for EVSE installation. Include any applicable site development needs including plans for site acquisition, site construction, or other site preparation other than power-related preparation.
viii. Identify potential risks, issues, challenges, and needs related to the candidate site and plans for mitigating these risks.

34. Project Implementation Plan

Provide a Project Implementation Plan for accomplishing key tasks, outlining the approach to each requirement in Section 3 and 5 of this RFP, including methods and deliverables, and the project team member responsible for each aspect of the Plan. Detailed equipment specifications may be included as attachments, but the narrative must provide enough detail to clearly describe the solution proposed. The proposer shall include at a minimum the following information.

a. Describe the team's approach to project planning, design and permitting.
b. Describe the teams' duration of commitment to operate charging station, and plan to operate and maintain the facility for the five-year period.
c. Describe the team's approach to meet the 97.00% uptime requirement.
d. Describe processes and procedures related to data sharing responsibilities and identify critical cybersecurity and data safety issues with appropriate measures to manage cybersecurity for all parties involved.

35. Provide the steps vendor will take to future proof the site:

a. Describe the potential for additional charging ports, stalls and power to be provided in the future.
b. Describe the current and future ability of the site to allow for parking and charging of medium-and/or heavy-duty vehicles, if any.
c. Describe any additional equipment that could improve site resiliency and how the site will accommodate that equipment.

36. Project Schedules and Deliverables:

    Provide a chart or outline detailing the proposed schedule for the project, including proposed timelines for each task and associated deliverables or reports. Proposers shall note any issues or conditions that will need to be resolved before the project can begin or certain phases can be completed and highlight potential barriers that could delay the proposed timeline.

37. Concept Site Plans:

    Provide Concept Site Plan for the identified location of the charging infrastructure, which shall include:

    a. Travel corridors to be served.
    b. Ingress/Egress points and surrounding road access to the site.
    c. Any site modifications to ingress/egress.
    d. Current use of property.
    e. Existing structures.
    f. Amenities on-site.
    g. Amenities near-by (accessible within a walking distance).
    h. On-premises signage and wayfinding.
    i. Electric Service equipment including bathrooms, retail, or public transit connectivity.
    j. Size and location of proposed equipment and associated parking spaces.
    k. Layout of proposed charging stalls including availability, if applicable, of pull-through sites.
    l. Any other pertinent site information.
    m. Any adjustments or additional signing, striping or traffic controls devices.
    n. Any site demolition requirements.
    o. Any site development including pavement, curb and gutter, infrastructure, underground utilities.
    p. Any existing charging stations or equipment to be protected or to remain in place.
    q. Additional space or equipment for future use.
    r. Point of sale equipment.

    These Concept Site Plans shall be included as Exhibit C to the proposal.

38. Staffing and Management
    a. Overview: Briefly describe the overall staffing plan and management approach to the project, including coordination with sub proposers where applicable.
    b. Organization Chart: Provide an organizational chart of the proposed team for the project. The chart shall identify key team members, their project roles, and illustrate relationships between the individual staff and the organizations.

39. Quality Control Plan

    Vendor shall provide a narrative to demonstrate how the vendor shall maintain professional quality, technical accuracy, and coordination of all Work under this contract.

40. Operation and Maintenance Plan

    Vendor must include a proposed operation and maintenance plan with their proposal. This plan shall discuss operation and maintenance of both the site and the equipment and specify what entity is responsible for carrying out such work. Upon selection, a Proposer will be required to submit a detailed operation and maintenance plan specific to their proposal that will become a part of any resulting contractual agreement.

41. Equipment Specifications and Records

    Vendors must provide full equipment/system specifications for all charging, payment, and metering equipment to be installed, and the network to be utilized, as part of the proposed solution as Exhibit F. In the Narrative portion, please provide general descriptions of:

    a. The EVSE that will be installed, including the make name, serial number, model number, Federal Stock Number, national stock number, capacity, and configuration of the EVSE.
    b. The customer interface, detailing how a customer will initiate a charging session and pay for the session, listing all payment options available to a customer.
    c. The charging network that will be utilized for the EVSE.
    d. Who will own the title?
    e. Acquisition Date.
    f. Unit Acquisition Cost
    g. Ultimate Disposition data, including anticipated date of disposal
    h. Other documents referenced from EXHIBIT F – DETAILED SCOPE OF WORK

J) FINANCIAL STRENGTH

PLEASE USE **FORM – FIN B**

42. Describe the Proposer's financial capacity to pay for the equipment investments, labor, and other costs associated with the project and the Proposer's prospects for financial sustainability generally.
43. Disclose and provide details regarding any bankruptcy petition (whether voluntary or involuntary), receivership, insolvency event, or similar adverse financial circumstance suffered or incurred by the Proposer (or any predecessor entity) within the 5 (five) years preceding the date of submission of this proposal, if any.

44. Disclose and provide details regarding any litigation, arbitration, or administrative proceedings involving the Proposer within the 5 (five) years preceding the date of submission of this proposal in which the amount claimed or adjudged against the Proposer exceeded $50,000.
45. A certified financial statement including, but not limited to a Dun and Bradstreet rating shall be included. If certified financial statements are not available, the Proposer shall provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer or the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of the operations and cash flows of the Proposer as of, and for, the periods presented in the statements. In addition, the Proposer may be required to submit a bank reference. The Proposer must clearly mark all documents containing confidential information submitted in connection with the proposal as specified in this RFP.

46. In order to provide Occoquan with the ability to judge the Proposer's financial capacity and capabilities to undertake and successfully complete the Contract, a Proposer may be asked to submit two years of certified financial statements that include a balance sheet, income statement and statement of cash flows, and all applicable notes for the most recent calendar year of the Proposer's most recent fiscal year (FY).

K) BUDGET / COST PROPOSAL

PLEASE USE **Form FIN-A** to provide your cost proposal detail. In so doing, please ensure that you provide answers to questions 47 – 48 below in **Form FIN-A-1**.

47. Narrative: Provide a detailed explanation of the project budget. All aspects of the project shall be addressed including, but not limited to: all customer primary work (i.e. excavation, conduit, concrete slabs) plus all customer secondary work (i.e. from the utility transformer to the meter and switchgear and, ultimately, to the EV charging stations, and any potential amenities that will be included); EVSE and associated equipment and installation costs; warranties; site preparation; design and engineering; permitting; project management; sub Proposer costs; shipping of equipment; and any other costs associated with the project.
    a. The Narrative shall clearly explain the Proposer's cost share for the proposed project and the source of the Proposer's funds. Proposers shall describe all funding sources that will be used for this project and describe any plans to attract additional funding, if applicable. Proposers must list all project-specific funds received or committed, whether from public or private sources.

48. Cost Forms: Provide a completed Project Cost Form using Excel Spreadsheet. All project costs must be accounted for on this form, including reimbursable expenses and the 20% project match. Any significant costs not included on this form may be

disallowed for reimbursement or as match. These summary sheets do not replace the required narrative regarding funding.

GENERAL TERMS OF THIS REQUEST

- This request for proposal is by invitation only.
- Responses should be provided and prepared in a format consistent with the RFP template, timelines, and directions provided.
- Information in the RFP and obtained throughout the process shall be held as confidential by all potential suppliers and shall not be disclosed to any third party without The Town of Occoquan written consent.
- The Town of Occoquan reserves the right to reject any and all proposals, waive formalities and to contract, as the best interests of the Town requires.
- The Town of Occoquan reserves the right to enter into negotiations with one or more respondents to the RFP or with none of such respondents.
- The Town of Occoquan reserves the right to contract for any or all of the goods/services that are the subject of this exercise or for none of such goods/services.
- All discussions and communications related to this RFP are preliminary and by no means constitute any agreement.
- Any cost incurred by the potential supplier to participate in the RFP is at the potential supplier's expense.
- Your response to this RFP shall in no way guarantee the selection of your company as a supplier to the Town of Occoquan.
- This is a Request for Proposal only. This document is not a forecast of the Town of Occoquan demand for product or services, nor is it an offer or a commitment to purchase products or services.
- **This RFP does not constitute or create a legally binding obligation on the part of either the Town of Occoquan or the potential supplier.**

Thanks again for your participation in this important process!

EXHIBIT F: DETAILED SCOPE OF WORK (SOW)

The detailed scope of work provides additional detail required and should help vendors appropriately bid for this work. The technical specifications must be referred to as well as the RFP Questions and should be included in the work described below when reviewed. This project, for CFI, is a 5-year project and it has the following phases to it:

Phase 1: Preliminary Phase – Pre-Construction Services
Phase 2: Construction Phase
Phase 3: Close-out Phase
Phase 4: Network Operation & Maintenance (5 years)
Phase 5: Data Reporting & Auditing

Each of the phases are described below in greater detail with the specific locations and associated work detail by site is described at the end of this document.

1. Preliminary Phase: Pre-Construction Services

1.1. The performing vendor shall provide all labor, easements and materials required to complete a comprehensive survey, title search, zoning, and permitting review within twelve business days of the Notice to Proceed (NTP).

1.2. The performing vendor shall provide and review private locates for the designated area outlined in the attached site plans.

1.3. The performing vendor shall provide and submit for review and acceptance a site-specific safety plan, with a strong emphasis on adhering to industry and utility specific safety standards and regular safety training for on-site personnel.

1.4. The performing vendor shall furnish client project schedule updates weekly.

1.5. The performing vendor shall develop a site demolition & restoration plan as necessary.

1.6. The performing vendor shall provide all labor and materials required to design concrete foundations, adhering to relevant codes, owner specifications, manufacturer specifications, installation manuals, and local utility specifications.

1.7. The performing vendor shall provide all labor and materials required to design the landscape plan as indicated in the attached client site plans as needed.

1.8. The performing vendor shall provide all labor and materials necessary to design bollards per industry standards, as specified in the design.

1.9. The performing vendor shall conduct weekly design reviews with the client Project Manager (PM) as necessary.

1.10. The performing vendor shall coordinate with the local utility design engineering team to review and confirm switchgear material cut sheets, ensuring compliance with utility, local, state, and federal guidelines/codes.

1.11. The performing vendor shall promptly share survey and site plans with the local utility engineering design point of contact within three business days of survey document review.

1.12. The performing vendor shall coordinate an onsite meeting with the client and local utility as required.

1.13. The performing vendor shall conduct onsite function testing of dispensers, power units, and switchgear units, providing pictures uploaded via email.

1.14. The performing vendor shall develop a draft Utility Design Plan (UDP) with the local utility engineering point of contact within ten business days of the initial utility outreach meeting.

1.15. The performing vendor shall submit the draft UDP via email to the client PM within five business days of its release.

1.16 The performing vendor shall identify and remediate any conflicts

1.17. The performing vendor will submit a 90% completed construction drawing as a portable document format (PDF) and computer aided design (CAD) package to the client PM via email within fifteen business days of the survey document review.

1.18. The performing vendor shall submit 100% completed construction drawing PDF package and Authority Having Jurisdiction (AHJ) permit documents to the local AHJ within twelve business days of redline submission.

1.19. The performing vendor shall address all AHJ comments and resubmit for approval/acceptance from the local AHJ within five business days of AHJ comment notification.

1.20. The performing vendor shall submit a copy of the approved permit notification and Issue for Construction (IFC) drawing package to Occoquan via submittal/email within three business days of permit approval.

1.21. The performing vendor shall ensure a 20% matching requirement for the project, aligning with CFI 693JJ324NF00017 Requirements.

1.22. Safety Emphasis:
Safety shall be a paramount consideration throughout all project phases, with the performing vendor strictly adhering to industry safety standards and conducting regular safety training for on-site personnel.

1.23. The minimum expectation for all personnel involved in the project is adherence to prevailing wage rates, as defined by (see Attachment C – Prevailing Wage Rates)

1.24. 24/7 The performing vendor shall implement a 24/7 monitoring system for the charging station, and a dedicated service number shall be provided for immediate issue resolution.

1.25. Explore and propose prefabricated solutions wherever possible to enhance efficiency and expedite the installation timeline, subject to compliance with project specifications.

1.26. The performing vendor shall actively engage in diverse business spending, considering suppliers and subcontractors that promote diversity and inclusion.

1.27. Clearly specify the anticipated timeline for the installation phase, including milestones and deadlines for each major task.

1.28. The performing vendor and all subcontractors shall possess Electric Vehicle Infrastructure Training Program (EVITP) certification, providing evidence of their competency in electric vehicle infrastructure installation.

1.29. The performing vendor shall coordinate and obtain electrical permits and other required documents from the Authority Having Jurisdiction (AHJ) as necessary.

2. Construction Scope: On-Site Execution

2.1. The performing vendor shall conduct site visits and oversight on behalf of Occoquan from pre-construction meetings through closeout documentation, including weekly progress check-ins, construction schedule reviews and updates, and sharing schedule, photo, and progress updates via email.

2.2. The performing vendor shall provide and submit for review and acceptance a site-specific safety plan, maintaining a safety-first approach, conducting regular safety audits, and addressing any safety concerns promptly.

2.3. The performing vendor shall furnish client project schedule updates weekly.

2.4. The performing vendor shall provide all necessary insurance certificates as required.

2.5. The performing vendor shall provide and submit five site pictures and a work log via email weekly.

2.6. The performing vendor shall provide all labor and material required to install and remove temporary construction fencing as specified in the design.

2.7. The performing vendor shall demo all required pavement and native material as indicated in the design.

2.8. The performing vendor shall provide private locates for the entire area shown in the attached site plan.

2.9. The client shall provide charging equipment as required by the design.

2.10. The performing vendor shall be responsible for providing all labor and material required for supervising the construction and installation of the charging station, with control over construction, schedule, and installation means, methods, techniques, sequences, and procedures, including the coordination of all work.

2.11. The performing vendor shall provide all labor and material required to install all necessary materials and labor associated with the electrical systems, switchgear, transformers, trenching, excavation, backfill (including documentation), compaction, spoil removal, concrete pads, concrete foundations, asphalt, bollards, concrete, and landscaping restoration, and parking space striping as specified in the design.

2.12. The performing vendor shall provide all labor and material required to accept/download products on behalf of the client at the location, uncrate, set, and dispose of crate material as required.

2.13. The performing vendor shall coordinate an onsite meeting with the client and local utility as required.

2.14. The performing vendor shall procure and provide all labor to install all jersey barriers/K Rails per industry standards as specified in the design.

2.15. The performing vendor shall provide all labor/material to install all chargers on jersey barriers/K Rails per industry standards as specified in the design.

2.16. The performing vendor shall conduct onsite function testing of dispensers, power units, transformers and switchgear units, providing pictures uploaded via email.

2.17. The performing vendor shall conduct an onsite punch walk with the client Project Manager (PM) as required.

2.18. The performing vendor shall remove all trash or debris material off-site.

2.19. Continue to ensure compliance with the 20% matching requirement during the construction phase.

2.20. Maintain a safety-first approach, conducting regular safety audits and addressing any safety concerns promptly.

2.21. Confirm ongoing adherence to prevailing wage rates for all personnel involved in the construction phase.

2.22. Implement and maintain the 24/7 monitoring system, ensuring continuous functionality and addressing issues promptly through the dedicated service number.

2.23. Actively seek opportunities for prefabricated solutions during construction to streamline processes and reduce construction time.

2.24. Continue to prioritize diverse business spending, promoting inclusion and fair business practices.

2.25. Regularly update the client Project Manager on the progress, and proactively communicate any changes to the installation timeline.

2.26. Clearly define and provide specifications for the Level 2 and Level 3 chargers that will be installed, including their features, capacities, and any specific requirements for compatibility.

3. SITE LOGISTICS

3.1. The client and owner will provide access to the facility and all electrical rooms for the vendor to perform the work.

3.2. The client and owner will provide a laydown area for the staging of material and equipment.

3.3. The client and owner will provide a project manager during construction.

3.4. The performing vendor will provide a project manager and site supervisor during construction.

3.5. The performing vendor will complete all required client commissioning documentation.

3.6. Matching Requirement:
Confirm ongoing compliance with the 20% matching requirement during site logistics.

3.7. Integrate safety considerations into site logistics, ensuring the safety of personnel and minimizing disruptions to the facility.

3.8. Ensure all personnel involved in site logistics are compensated according to prevailing wage rates.

3.9. 24/7 Maintain continuous monitoring twenty-four hours a day and seven days a week, and the dedicated service number should remain operational.

3.10. Optimize site logistics through the use of prefabricated solutions where applicable, subject to compliance with project specifications.

3.11. Uphold diverse business spending principles throughout site logistics activities.

3.12. Confirm and adhere to the specified timeline for the completion of site logistics.

This consolidated Scope of Work integrates all the specified tasks, responsibilities, and additional requirements into a comprehensive document for the successful execution of the charging station installation project. The document encompasses the preliminary phase, on-site execution, and site logistics, providing clarity on project expectations and standards.

4. Close-Out

4.1. The performing vendor shall submit the project close-out package to the AHJ within thirty days of project completion.

5. Network Operation and Maintenance

5.1 The vendor shall provide a written Operations and
Maintenance Plan ("O&M Plan") pursuant to, and consistent with, the requirements set forth within this scope of work and in Exhibit B (Technical Specifications) attached hereto. The O&M Plan shall detail how ongoing maintenance and service requirements will be met over the life of this program (5 years).

5.2. Vendor must provide the Operations and Maintenance plan that details the following:
• How ongoing maintenance and service requirements will be met over the life of the program
• Detail all preventive maintenance that will be performed by the Vendor as well as roles, responsibilities, and procedures

for identifying, troubleshooting, and repairing in-service failures of EVSE Stations
• Key performance indicators that will be tracked and included in reports submitted to Applicant, to include, at a minimum, average annual uptime for each port, calculated in accordance with 23 CFR 680.116 (b), scheduled and
unscheduled maintenance activities completed per Maintenance Records, and utilization of customer service system per Customer Service Reports.
• Customer Service Reporting Mechanism
• Subcontractors
• Cybersecurity Management for EVSE stations and the charging network, which must include:
    o Safeguarding Against Cyberattacks
    o Data Privacy During Transportation and Storage
    o Data Protection from Unauthorized Access, Modification, and Destruction
    o Threat Surfaces and NIST 800-53 Controls

5.3. Developer must provide a Commissioning Plan that details the test procedures and equipment that will be used to perform the testing required. The Commissioning Plan must include the actions that will be taken to test the EVSE
prior to full operations to confirm adherence. The Commissioning Plan must include the template the Developer will use to report test results to Applicant. At a minimum, this must include the test date, the name of the person performing the test, the serial number of any equipment used during the test, and the results of the test. The Commissioning Plan must include, but is not limited to, the following items:

- Verify that third-party data sharing application programming interface (API) works.
- Verify charge sessions can be canceled by the EV user via the charger screen interface.
- Verify that all payment functions are operational (app, RFID, credit, debit, etc.).
- Verify charge sessions are ended when the EV reaches the maximum charging capacity.
- Verify remote charger monitor functions work (via OCPP and OCPI).
- Verify each charger can charge the same vehicle twice consecutively.
- Verify each charger can charge two different vehicles consecutively.
- Verify that all ports can output 150 kW simultaneously for a minimum of 15 minutes without tripping any

breakers or switchgear.

- Verify each charger remains operational and charging when the communication network is disabled during a charging session.
- Verify each charger can successfully begin and complete a new charging session while the communications network is disabled.
- Verify each charger remains operational and charging when the communication network is enabled/restored during a charging session.
- Provide documentation proving the charging stations work per the requirements of the PA.

5.4. Quality Control Plan - The Developer must submit a Quality Assurance and Control Plan (QCP). The QCP must document the procedures the Developer will undertake related to all aspects of quality assurance and

quality control for the Project and work in accordance with the PA, Contract Documents, Good Industry Practice, and applicable regulations.

5.5 Notification of Operations and Maintenance Work After receipt, the Vendor must provide Applicant with written notification that Operations and Maintenance work has commenced.

A. Notification of Operations and Maintenance Work

5.6 Operations and Maintenance Starting with the Notice to Proceed, the Developer must operate and maintain the
Project for 5 years, in accordance with the terms of the PA and the O&M plan submitted and approved. The Vendor must
provide the requried KPI Reports.

A. Proof of Publicly accessible customer service mechanism

B. KPI Report, per O&M Plan

5.7 Uptime Requirements. Vendor must meet the uptime requirements per 23 CFR 680.116 (b), and the Agreement.
Reimbursements during O&M may be reduced for failure to meet the 97 percent uptime requirement.

A. Annual data reports

B. Quarterly data reports

C. Maintenance logs (see reports)

D. Customer service reports

5.8 Cybersecurity Event Notification. Vendor must inform Owner of any cybersecurity event that requires notification to
any person under federal or state law, including data breaches or incidents affecting an electric utility, within 24 hours of the vendor's discovery of the event.

A. Cybersecurity event notification(s)

5.9 Reporting Developer must submit the required reports detailed in Reporting Requirements, for 5 years beginning upon receipt of Notice to Proceed, Operations and Maintenance.

A. One-time data report

B. Annual data reports

C. Quarterly data reports

D. Maintenance logs

E. Customer Service Reports

5.10. Invoices Vendor must send Owner monthly or quarterly invoices for all eligible reimbursements per the Agreement and Technical Specifications and in the format determined by Owner. Vendor must provide all requested supporting documentation, including, but not limited to, invoices and proof of payment for reimbursement of costs already paid; of actual costs incurred; total costs and revenue to date (to verify cost share and IRR requirements); BA and BABA certifications; proof of compliance with Davis-Bacon Act;

completed wage rate reports; qualified workforce documentation; and copies of Certified Transcript of Labor Payroll.
Note: could include replacement parts for the EVSE that will need to comply with BA and BABA; therefore, BA and BABA certificates would need to be provided.
Note: The cost "budget" for each site is set forth in the cost proposal for each site. Each cost proposal details capital costs and operations & maintenance costs. In accordance with the Project Agreement, no additional costs are allowed.

A. Invoice Form
B. Proof of payments for actual costs incurred
C. BA and BABA certifications
D. Proof of Davis-Bacon Act compliance
E. Completed wage rate reports
F. Copies of Certified Transcript of Labor Payroll
G. Qualified workforce documentation
H. Certification Letter per Technical Specifications
I. Total costs and revenue to date
J. One-time data report
K. Annual data reports
L. Quarterly data reports
M. Maintenance logs
N. Customer Service Reports
O. Any additional documentation requested by and deemed necessary by Owner.

5. Data Reporting & Auditing - Ongoing

5.1 Developer must submit the required reports detailed in Exhibit B (Annual Reporting Data, Quarterly Reporting Data)

5.2 Invoices - Developer must send Applicant monthly or quarterly invoices for all eligible reimbursements per the program and in the format determined by Applicant. Vendor must provide all requested supporting documentation, including, but not limited to, invoices and proof of payment for reimbursement of costs already paid; of actual costs incurred; total costs and revenue to date (to verify cost share and IRR requirements); BA and BABA certifications; proof of compliance with Davis-Bacon Act; completed wage rate reports; qualified workforce documentation per Task 5.3; and copies of Certified Transcript of Labor Payroll.
Note: Given the milestone payment, it is possible that the Purchase Order for the EVSE could be executed (signed by both parties). It is necessary to receive a BA and BABA certification to support payment of that milestone. Therefore, BA and BABA has been included in this task.

- Invoice Form
- Proof of payments for actual costs incurred
- BA and BABA certifications
- Proof of Davis-Bacon Act compliance

- Completed wage rate reports
- Copies of Certified Transcript of Labor Payroll
- Qualified workforce documentation
- Certification Letters per Technical Specifications for reporting
- Total costs and revenue to date
- Annual data reports
- Quarterly data reports
- Any additional documentation requested by and deemed necessary by Applicant

5.3. Annual Data Reporting - Vendor must submit the annual reports per 23 CFR 680.112 through EV-ChART.

A. Annual reporting data

5.4 Quarterly Data Reporting - Vendor must submit the quarterly data reports per 23 CFR 680.112 through EVChART.
Additionally, the Vendor must provide the date-time stamp of any service outage, the reason for the outage, and whether
the outage is excluded in addition to the duration required by 23 CFR 680.112 (a)8. Vendor must submit these reports by
January 15th, April 15th, July 15th, and October 15th of each year, following the signing of the Agreement.

A. Quarterly data reports

5.5 One-Time Data Report - Vendor must provide the one-time data submittal required per 23 CFR 680.112 through
EV-ChART.

A. One-Time Data Report

5.6 Qualified Workforce Documentation – Vendor must provide proof that the workforce installing, maintaining, and operating chargers has appropriate licenses, certifications, and training per 23 CFR 680. The documentation must be provided with each invoice submittal.

A. Qualified workforce documentation

5.7 Maintenance Records - Vendor must maintain and provide date and time stamped records of performed preventative and non-preventative maintenance and shall provide these records quarterly. Vendor must provide these reports by January 15th, April 15th, July 15th, and October 15th of each year.

A. Preventative maintenance record reports

B. Non-preventative maintenance record reports

5.8 Customer Service Reports – Vendor must submit a report of all customer service activities during the O&M phase. The report must include all issues reported to customer service by the public and Vendor response and/or action taken in response to the reported issue. The Customer Service Report must include responses to

ADA and Limited English Proficient (LEP) persons. The report must also include customer service outages, duration of outage, and remedy taken
by Developer to resolve outages.

A. Customer service reports

B. Publicly accessible customer service mechanism

5.9. Application Programming Interface (API) – Vendor must provide the API per 23 CFR 680.116(c) for the entire length of the Agreement.

A. Publicly Accessible API

5.10. EVSE Equipment Conditions Report - Vendor must provide annual report on the condition of the EVSE until the earlier of (1) the date that is five years from commencement of use of the EVSE, or (2) the date on which the value of the EVSE falls below $5,000.

A. EVSE Equipment Conditions Report

5.11. Community Engagement Outcomes Report Owner may, at its discretion, require Vendor to report its community
engagement activities.

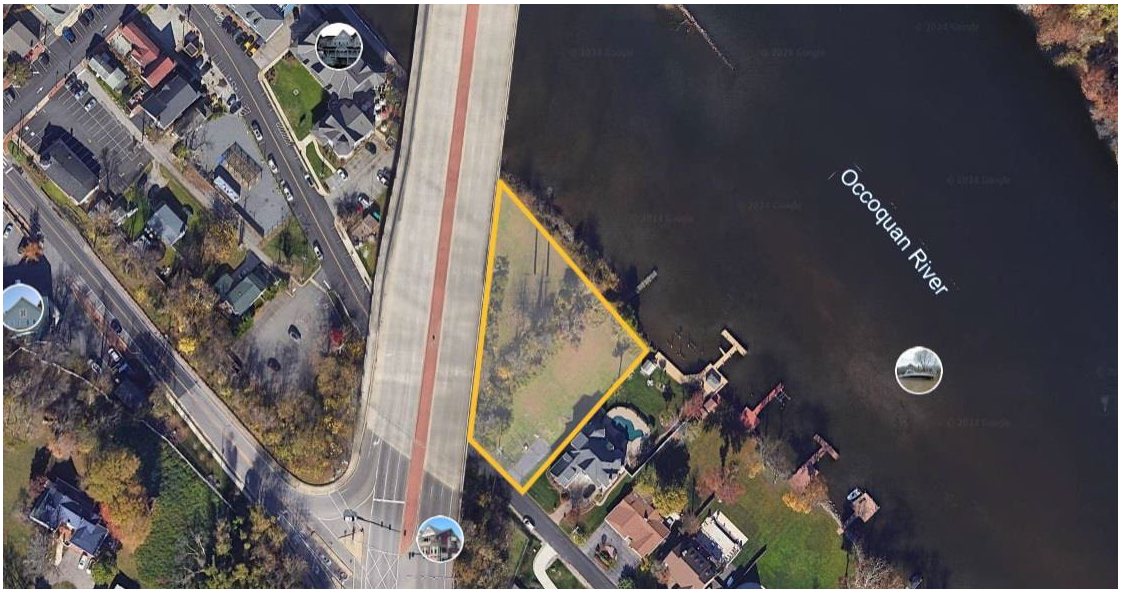
A. Community Engagement Outcomes Report

5.12 Weekly Wage Report - Vendor must submit weekly wage reports using standard forms WH-347 per Technical Specifications, including the Statement of Compliance.

A. Weekly Wage Reports

Selected Sites:

EV Charger Site – 119 Poplar Lane



Space for approximately 50 parking spaces with up to 40% for EV chargers (20 Spaces)

- Charger Qty: 4 Port Qty: 8 Charger Type: DCFC Level 3 (300 kW or greater)
- Charger Qty: 6* Port Qty: 12 Charger Type: AC Level 2 (speeds 9.6 or greater)

*Note: Occoquan would like all Level 2 chargers to be dual mounted with 2 being dual revenue chargers (L2 charger with large screen for advertising).

Additional Inclusions:

- Energy Storage Back-up (can be renewable powered or powered by grid)
- Should provide canopies
- Demolition of existing dock
- Should include non-EVSE parking spaces (at or over 60% of the created parking spaces)
- Should provide infrastructure for multi-modal connections, including e-bike charging, bike racks/repair station(s) and kayak/SUP racks
- Should be Future Proofed – Per Regulations
- Requires Land Purchase – cost to be included in bid package
- Should also include all of the other requirements per CFI regulations (NEVI, Cyber, Cameras, Security, Lighting, Bollards, etc. etc.)