



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

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### ADDENDUM NO. 2 TO ALL OFFERORS:

Reference – Request for Proposal #: 18-01-CP  
Commodity: Volkswagen Mitigation – Statewide Public Electric Vehicle Charging Station Network  
Dated: September 29, 2017  
For Delivery To: Department of Environmental Quality  
Proposal Due: November 6, 2017 at 2:00 PM ET (Eastern Time).

Mandatory Preproposal Conference: October 17, 2017 @ 10:00 AM ET

### **General** - the following additional information is provided:

1. Q. What is the likelihood of an extension of the due date set for submission of proposals?  
A. DEQ does not anticipate further extending the proposal due date.

### **Reference Section I, "PURPOSE"**:

#### **The following additional information is provided:**

1. Q. Will DEQ give any consideration to awarding a contract to more than 1 Offeror – multiple awards?  
A. No.

Is revised as follows:

“The initial contract term is three (3) years with two (2) successive, one (1) year renewal options:

- Any contract awarded as a result of this RFP is contingent upon DEQ being selected as a beneficiary of the Trust.
- The initial term of the contract will not be effective until funding is available from the Trust, anticipated to be during March 2018.”

**Reference Section II, "BACKGROUND":**

**The following additional information is provided:**

1. Q. Is there any option for match funding?  
A. Proposals "should" include opportunities to leverage Trust funds for EV charging stations.
2. Q. Please confirm that this website is up-to-date for current EV charging stations ("<http://www.vacleancities.org/station-locator/electric-charging-station-locator/>") or please provide information on an alternate site that can be used to locate current charging stations in VA.  
A. Yes, the referenced website is up-to-date and links to the Department of Energy's Alternative Fuel Data Center website:  
<https://www.afdc.energy.gov/locator/stations>.
3. Q. Can the DEQ provide the current locations of the existing EV charging stations in state?  
A. Please refer to DEQ's response to Question # 2 above.
4. Q. The ownership of stations - where does the revenue go to?  
A. The RFP does not specify who should/shall receive revenue from charging stations.
5. Q. Does DEQ have current Data that shows EV travel flow or will DEQ partner with contractor in sharing this info once awarded?  
A. DEQ will share data with the Contractor.
6. Q. Has DEQ submitted forms to be a beneficiary? What is the timeline?  
A. The VW Settlement's Environmental Mitigation Trust Effective Date (TED) is October 2, 2017. States have 60 days to file for beneficiary status.
7. Q. The Governor's press release said 14 million; Appendix D estimates 93.6 million?  
A. Please refer to "**ATTACHMENT F**" "Appendix D-1" and Appendix D-1.A".
8. Q. Appendix D included other enumerated items; will those be in another RFP?  
A. No decisions have been made about "other enumerated items".
9. Q. Are electric utilities familiar with this effort or will this be a surprise?  
A. DEQ has heard from some of the public electric utilities in Virginia and they have voiced support of using 15% of Virginia's Trust funds for EV Charging.
10. Q. Is there a dollar cap for the first phase?  
A. No.
11. Q. Does DEQ have a particular point of contact with Electrify America?  
A. There is no specific point of contact. The general email address for Electrify America is [info@electrifyamerica.com](mailto:info@electrifyamerica.com). For information on Electrify America's Cycle 1 National Investment Plan, please visit: [www.electrifyamerica.com/our-plan](http://www.electrifyamerica.com/our-plan).
12. Q. Did DEQ get assistance from a consultant to develop the RFP?  
A. No.

13. Q. What are the designated corridors?

- A. For a national map of the EV corridors designated by the Federal Highway Administration (FHWA), see: [https://hepgis.fhwa.dot.gov/fhwagis/ViewMap.aspx?map=Highway+Information|Electric+Vehicle+\(EV\)#](https://hepgis.fhwa.dot.gov/fhwagis/ViewMap.aspx?map=Highway+Information|Electric+Vehicle+(EV)#). For information on the Virginia Interstate system, see: <http://www.virginiainterstates.org>.

The following sections are **revised** as follows:

“To facilitate statewide expansion of EV charging, Virginia nominated several major highways for national designation as Alternative Fuel Corridors. In 2016, the Federal Highway Administration designated I-95, I-81, I-64, I-66, and I-85 as EV Corridors. **These interstates connect major metropolitan regions, including Northern Virginia, Fredericksburg, Richmond, and Hampton Roads and major consumer markets in the Northeast and the Mid-Atlantic. Northern Virginia, Fredericksburg, Richmond, and Hampton Roads are home to the majority of Virginia’s population and projected future population growth. There are more than 5 million residents living in these four areas.**

“Virginia’s current public charging network consists of **103** Direct Current (DC) fast **(excluding Tesla charges)** and **506** Level 2 **(excluding Tesla chargers)** electric charging stations at **311** locations. These stations are predominately located in the Northern Virginia portion of the state and primarily consist of single port chargers, underscoring significant geographic gaps in charging stations and gaps in the diversity of EV charging technology needed to facilitate travel to, through and within Virginia enabling the flow of EV travel throughout the region.”

### **Reference Section III. “STATEMENT OF NEEDS”:**

#### **Subsection “A” / “Definitions”:**

**Subsection “7.b” - is revised** as follows:

- “b. May be a Level 2 or a DC Fast Charger as specified in **Section III.B.4.b.**”

**Subsection “10” - is revised** as follows:

“10.Installation: Includes all work necessary for the EV Charging Station to be fully operational at the Host Site, to include, but not limited to: Site preparation, to include, but not limited to (as applicable): **permits (e.g. construction and operation)**, excavation, boring, concrete cutting; installation of the shelter for the EV Charging Station; all lighting and onsite signage; equipment and installation; curbing, asphalt paving and striping; landscaping; conduit and cabling installation; electric equipment installation, grid connection hardware, etc.

Note: “Installation” does not include electric utility upgrades and/or grid interconnection costs.”

#### **Subsection “B” / “EV Charging Station Network”:**

**Subsection “1.b.(5)(a)” / “General Requirements” - the following additional information is provided:**

1. Q. Are there specific programs the DEQ would like to be aligned with?

- A. Proposals “should” include consideration for, but not be limited to, Virginia’s designated EV Corridors and Electrify America’s EV charging deployment efforts in Virginia.

**Subsection “1.b.(5)(a)” is revised** as follows:

“(a) Leverage other EV Charging Station deployment efforts in the state **or bordering states, to include, but not be limited to, federally designated EV Corridors, Electrify America’s EV charging deployment efforts under Appendix C and EV deployment efforts under Appendix D-2 to the final Trust Agreements.**”

2. Q. What are other efforts in Virginia?
  - A. Please refer to DEQ’s response to Question # 1 above.

**Subsection “1.b.(7)(a)” / “General Requirements” - the following additional information is provided:**

1. Q. Are these methods also covered by the funding supporting this RFP?
  - A. If an eligible costs – yes.

**Subsection “1.b.(8)” / “General Requirements” – the following is added:**

**“(b) The Contractor should complete at least two (2) investment cycles by the end of the initial term of the contract.”**

**Subsection “2” / “Priority Geographic Area Requirements” - the following additional information is provided:**

1. Q. Are Corridors that are not defined by Federal Highway Administration as Alternative Fuel Corridors considered eligible?
  - A. Yes. Please refer to Section III.A.3. (i.e., definition of “Corridor”).
2. Q. Is there a stronger preference for urban/metro charger deployment over corridors, or vice versa?
  - A. The priority geographic areas will be determined in accordance with **Subsection III.B.2.**
3. Q. Regarding interstate coordination: has there been any to date, and/or is there any interest in having the selected Contractor engage in any interstate coordination?
  - A. There have been discussions with surrounding states about the overall VW Trust. There has been no specific coordination to date about EV Charging Station infrastructure.

Yes, DEQ is interested in having the Contractor engage in interstate coordination; please refer to DEQ’s response to **Subsection “1.b.(5)(a)”** / question # 1.

**Subsection “3” / “Host Site Requirements” - the following additional information is provided:**

1. Q. Is the Host Site allowed to offer free charging?

- A. Yes.
- 2. Q. If an Offeror proposes EV charging stations that are available to the public and are on government owned property, would you consider 100% reimbursement of eligible expenses?
  - A. DEQ would consider reimbursing 80% of the eligible costs for EV charging stations on government owned property for public use.
- 3. Q. Can Host Sites collect revenue/charge? If yes, can they set the cost?
  - A. Yes to both questions.

**Subsection “3.a.(2)(a)” / “Host Site Requirements” – is revised as follows:**

“(a) Are on developed, private **or government owned** property with public access (e.g. shopping centers, fueling stations, restaurants, grocery stores, **state parks, visitor centers, convention centers, airports, etc.**) and within the priority geographic areas.”

**Subsection “3.c” / “Host Site Requirements” – the following additional information is provided:**

- 1. Q. Is signage a requirement?
  - A. The signage requirement is presented in the RFP as a non-mandatory requirement; please refer to **“TAB 11” of Section IV, “PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS” / “SPECIFIC PROPOSAL INSTRUCTIONS”** regarding the use of the word “should”.

**Subsection “3.c.(2)” / “Host Site Requirements” and Subsection “III.C.2.d” / “Eligible and Non-Eligible Costs / EV Charging Station Cost / Invoicing” - the following additional information is provided:**

- 1. Q. The RFP says that directional signage must be coordinated with the VDOT. It also says that off-site/highway signage is not an eligible cost for contractor reimbursement. Does the VDOT cover the cost of this signage or the contractor? If the contractor, can you possibly provide an estimate or average cost per site?
  - A. VDOT will cover the cost of signage for Virginia’s federally designated EV Corridors. The Contractor will be responsible for all cost associated with EV charging directional highway signage. Guidance from VDOT on EV directional signage is expected to be ready late spring/early summer of 2018. Costs range from \$750 to \$1500 per sign. Virginia Logos administers and operates VDOT’s signage program. For more information, please see: <http://www.virginia.interstatelogos.com/state>.

**Subsection “3.d.” / “Host Site Requirements” – the following additional information is provided:**

- 1. Q. Can the Host Site agreement mirror the term(s) of the DEQ contract with the prime contractor? Does DEQ require operation and maintenance for 5 years even if the DEQ contract is not for 5 years? Is there any value to renewing the DEQ contract? Any dollar value with the renewal?
  - A. Please refer to **Section III.B.3.d.(1)(a)**. Eligible costs will be paid to the Contractor throughout the initial contract term; and will be paid to the Contractor during the renewal options, contingent upon Contractor performance and funding availability from the Trust.

**Subsection “3.d.(1)(a)(iv)” / “Host Site Requirements” – is revised** as follows:

- “(iv) A full disclosure of **all funding from the Host Site** and reimbursement information from the VW CD and the Contractor’s intent to use any of the 80% of eligible funds available through the contract with DEQ.”

**Subsection “3.d.(1)(a)” / “Host Site Requirements” – the following is added:**

- “(v) A provision that identifies the “Owner” and “Operator” of the EV Charging Station(s)”.

**Subsection “4.a.” / “EV Charging Station Requirements” - the following additional information is provided:**

1. Q. In Section IV.A it states that the “Contractor should be the owner of each EV charging station during the period of operation” which is for a period of 5 years. Typically RFPs don’t have any requirements for who owns the charging stations, so long as it is maintained and operated for the required term, 5 years in this instance. I’d like to better understand what you are driving at with this requirement as it frankly caught me off guard since I’ve never seen it in a RFP before. If the concern here is around fair and consistent pricing or public accessibility, all of these items can be incorporated into the site host agreement. I think this requirement will give most Contractors pause and while some may be willing to own and operate DC fast chargers, I’m not aware of any whose business model is to own and operate Level 2 stations.
  - A. The ownership requirement is presented in the RFP as a non-mandatory requirement; please refer to “**TAB 11**” of **Section IV, “PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS”/“SPECIFIC PROPOSAL INSTRUCTIONS”** regarding the use of the word “should”.

**Subsection “4.b.” / “EV Charging Station Requirements” - the following additional information is provided:**

1. Q. Does DEQ want a ratio or breakdown of type? Keep the ratio 103/506?
  - A. No.
2. Q. Should copper wire be used? Aluminum is not sufficient.
  - A. The Contractor should install the EV Charging Stations in accordance with the OEM specifications and recommendations; and in compliance with all applicable local, state and federal requirements.

**Subsection “4.b.(2)(i)” / “EV Charging Station Requirements” - the following additional information is provided:**

1. Q. Does DEQ have any roof criteria? Is there a standard?
  - A. The Contractor should install the EV Charging Stations in accordance with the OEM specifications and recommendations; and in compliance with all applicable local, state and federal requirements.

**Subsection “4.b.(3)(b)” / “EV Charging Station Requirements” - the following additional information is provided:**

1. Q. Is OCPP an open protocol you accept?

- A. OCPP is *one* open protocol DEQ would consider. Offerors should demonstrate why the open protocol being suggested would be the best option for Virginia’s public statewide EV charging station network.
- 2. Q. Does the successful bidder’s authentication methods have to work with other networks (support roaming between networks)?
  - A. An Offerors authentication method “should” support roaming between networks.

**Subsection “4.b.(3)(b)” is revised as follows:**

“(b) Have a point-of-sale and supporting network that uses an open protocol to allow subscribers of other EV charging system networks to access the EV Charging Station; **and that supports roaming between networks.**”

- 3. Q. Does Virginia have a mechanism in place to determine if the protocol meets the requirements?
  - A. No; please refer to the revised **Subsection “IV.B.2” / “TAB 3.D.B.2”** below.

**Subsection “4.c” / “EV Charging Station Requirements” - the following additional information is provided:**

- 1. Q. Also, please let me know when you expect the bid winner(s) to start delivering charging stations to customers in the field.
  - A. The following is **added**:

“(4) **Begin installation of the EV Charging Stations in accordance with the implementation timeline identified in the “Management Plan” (refer to Section III.D.1).**

(5) **Complete installation of all EV Charging Stations prior to the end of the initial term of the contract.**”

- 2. Q. Is there a sunset date for installation?
  - A. Please refer to Section III.A.12. (i.e., definition of “Investment Cycle”); and to the above revision to **Subsection “1.b.(8)” / “General Requirements”**.
- 3. Q. Does Virginia have any programs that waive or expedite the process for permitting approval?

Comment: Permits are required for construction and operation.

- A. DEQ is unaware of any mechanisms to expedite or provide reduced permit fees for EV Charging Stations.

**Subsection “C” / “Eligible and Non-Eligible Costs / EV Charging Station Cost / Invoicing” –**

**Subsection “C.1” – is revised as follows:**

- “1. Eligible Costs - include all associated:**
- a. **EV Charging Station equipment (refer to Section III.A.7);**
  - b. **Installation (refer to Section III.A.10); and**
  - c. **Administrative costs (refer to the “Eligible Mitigation Action Administrative Expenditures” as defined in Appendix D-2 to the final Trust Agreements).”**

**Subsection “C.1” – the following additional information is provided:**

1. Q. Are the costs for the performance and payment bonds an eligible cost?  
A. Yes, as an administrative cost.
2. Q. Clarify what are eligible administrative costs. Are the costs associated with planning and identifying locations for charging stations included in eligible administrative costs?  
A. Please refer to revised **Subsection “C.1”** above.
3. Q. Define what is and is not included in siting (eligible costs) (Permitting costs).  
A. Please refer to revised **Subsection “C.1”** above and **Subsection “C.2”** below.
4. Q. “Eligible costs include all associated EV charging station equipment, installation and administrative costs.” Are labor and travel costs related to project management and site acquisition considered administrative costs? Project management and site acquisition could involve managing installation subcontractors and identifying site hosts and securing site host agreements, but wouldn’t involve any of the actual installation work. Please clarify if these are considered administrative costs or where they would belong in eligible or non-eligible costs.  
A. Please refer to revised **Subsection “C.1”** above.
5. Q. Does the 80% cost reimbursement (up to the cap) include such administrative items as the cost necessary to find all the host sites and negotiate contracts with them?  
A. Please refer to revised **Subsection “C.1”** above.

**Subsection “C.2” – is revised as follows:**

- “2. Non-eligible Costs: The Contractor should not invoice DEQ for any of the following, but not limited to:
- a. Any costs not approved by DEQ;
  - b. Purchase or rental of real-estate, other capital costs (e.g., construction of buildings, parking facilities, etc.) or general maintenance of the site on which the EV Charging Station is located;
  - c. Electric utility upgrades and/or grid interconnection costs;
  - d. Off-site/highway signage; and
  - e. Costs associated with the operation, maintenance and customer support services associated with the EV Charging Station.”

**Subsection “C.2” – the following additional information is provided:**

1. Q. Who covers upgrades to the utilities / upgrades to the grid?  
A. Please refer to **“Section III.C.2.c.”**
2. Q. Is “operations and maintenance” an eligible cost (this was answered on the spot, and was also clearly described in the RFP)?  
A. No.

**Subsection “C.4.a.” - the following additional information is provided:**

1. Q. If subcontractors show a 20% savings to the prime contractor, can the prime contractor show those savings to DEQ?

A. Yes; refer to “**Subsection III.C.4.a**”

**Subsection “C.4.c.(3)”** – is revised as follows:

“(3) Any other cost documentation requested by the DEQ Contract Administrator (or his/her designee) **or as** required by Appendix D, Appendix D-2 or Appendix D-4 to the final Trust Agreements (ATTACHMENT F).”

**Subsection “D.1” / “Documentation and Reporting Requirements”** – is revised as follows:

“1. Management Plan: Within 30 calendar days of the effective date of the contract resulting from this RFP, that specifically addresses: the scope of work (to include the deliverables), detailed budget (**to include any leveraged funding**), implementation and expenditures timeline and plan for reporting on EV Charging Station implementation in accordance with the relevant reporting requirements specified in Appendix D, Appendix D-2 and Appendix D-4 to the final Trust Agreements (ATTACHMENT F).”

**Subsection “E.1.a” / “Contractor / Subcontractor Personnel”** – is revised as follows:

“a. **(As Applicable)** Should be licensed in accordance with Section IX, “Special Terms and Conditions”, subsection “6”, “Contractor Registration” as a **“Class A Virginia Contractor”** (**this requirement should apply to the entity that actually performs or manages the installation work - i.e. to the Contractor or to the subcontractor(s).**”

**Subsection “F” / “DEQ Responsibilities”** – the following is added:

**“4. Sharing data with the Contractor.”**

**Reference Section IV. “PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS” / “GENERAL INSTRUCTIONS” / “SPECIFIC PROPOSAL INSTRUCTIONS”:**

**Subsection “A.1.a.(2)”** – is revised as follows:

“(2)**Seven (7)** unsecured, electronic copies (i.e. on a disc - CD or DVD) of the entire proposal including all attachments and any proprietary information (this disc must be clearly marked on the outside that it includes proprietary information).”

**Subsection “A.1.a.(2)”** – the following additional information is provided:

1. Q. Do you want six unsecured, electronic copies of the entire proposal including all attachments and any proprietary information on a single disc (CD or DVD) or on six separate discs. The RFP seems to indicate that you want six copies on a single disc. Please clarify.
  - A. Seven (7) separate CDs/DVDs.

**Subsection “A.1.b”** – is revised as follows:

“b. **Eight (8)** hard copies (paper copies) of the entire proposal, including all attachments and any proprietary information.”

**Subsection "A.4.c" - the following additional information is provided:**

1. Q. Can you please clarify what you mean that the "electronic version of the proposal for Section IV.B should be divided into a separate section (folder) per "TAB"? I'm envisioning that the TABs are simply names for sections of one long narrative document, but the language you use in the RFP suggest another possibility. Are you suggesting that the applicants create separate digital folders on the CD/DVD, each with its own Word doc or PDF of the narrative addressing that particular topic? Please help us understand.
  - A. Yes; the electronic version of the proposal should include a separate digital "folder" per "TAB" on the CD/DVD that contains the information requested for that "TAB".
  
2. Q. In the RFP, you state: "Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP." Can you provide an example of how this reference and citation should look?
  - A. Example: "Section III.B.1.b.(1), EV Charging Station Network / General Requirements / (1): Facilitates travel to, through and within Virginia, enabling the flow of EV travel throughout the region."

Offerors should submit proposals in a concise manner that clearly identifies the section of the RFP to which the Offeror's response is applicable.
  
3. Q. You also state that: "If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page." Is it your intent that each proposal requirement have its own dedicated page(s), with each new section beginning on a new page?
  - A. Offerors are not required to have a dedicated page(s) for each proposal requirement. Offerors should submit proposals in a concise manner that clearly identifies the section of the RFP to which the Offeror's response is applicable.

**Subsection "A.5":**

1. Q. After we submit the bid on November 1<sup>st</sup> [November 6<sup>th</sup>], when will your team need to see charging stations to test out.
  - A. The following is **added**:

**"Offerors should be prepared to conduct a demonstration of the proposed EV Charging Station(s), at a current host site (preferably within Virginia), upon forty-eight (48) hours' notice from DEQ.**

**Note: DEQ, in its sole discretion, will determine if a demonstration is required; in the event DEQ requires a demonstration, DEQ will be responsible for all DEQ personnel travel costs."**

2. Q. When will DEQ actually test units?
  - A. Refer to DEQ's response to Question # 1 above.

**Subsection "B.2" - the following additional information is provided:**

1. Q. Please explain your method of organizing the proposal into "TABS." Do you use

- “TAB” simply as a synonym for “Section?” Or is there something more to it?
- A. The Offeror’s proposal should be broken into “TABS” (or “sections”), that have an actual “tab” (or “divider”) on the page that is labeled with the “TAB” number (e.g. “TAB 1”).
2. Q. Is there a limit to how many supplemental attachments an applicant may submit along with the required application documents?
    - A. No.
  3. Q. Under the instructions for TAB 5, the RFP states that we need to submit a sample of a “Management Plan” and “Semi-Annual” report that reflect the requirements specified in the RFP. Can you provide more clarity around what these documents will look like? Do you envision that these are original documents prepared specifically for this submission or examples from past work that the applicant has done?
    - A. Offerors may submit examples from past work, or may submit a sample specifically prepared in response to the RFP.
  4. Q. Will there be an opportunity to utilize energy storage in areas that have single phase instead of three phase?
    - A. Please refer to “**TAB 3.A**” / “**A.3**” of **Section IV.B.2, “PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS”/“SPECIFIC PROPOSAL INSTRUCTIONS”**.

**Subsection “B.2” / “TAB 3.A.1” – the following is added / revised:**

- “1. Address:
- a. **Business model for deploying the proposed EV Charging Stations, including, but not limited to: owning, installing, operating and maintaining the EV Charging Stations;**
  - b. Project implementation over at least two (2), 15-month investment cycles;
  - c. Obtaining authorization from the applicable electric utility provider to sell/provide the electricity to the customers;
  - d. Compliance with the relevant reporting requirements specified in Appendix D, Appendix D-2 and Appendix D-4 to the final Trust Agreements (**ATTACHMENT F**); and
  - e. Continuity of operation and maintenance beyond five (5) years.”

**Subsection “B.2” / “TAB 3.A” – the following additional information is provided:**

1. Q. Is it the intent to have a full-fledged partnership with the selected Contractor, or will it be more of a hand-off approach (understandably with oversight and interaction for both)?
  - A. DEQ will be involved as specified in **Section III**, the “**STATEMENT OF NEEDS**”.

**Subsection “B.2” / “TAB 3.C” – the following is added:**

- “C. Describe any proposed leveraged funding arrangements with Host Sites for eligible costs.”**

**Subsection “B.2” / “TAB 3.D.B.2” – is revised** as follows:

- a. Your company’s payment options and how they will meet or exceed the requirements specified herein this RFP.
- b. Your company’s open protocol and verification method.**
- c. How your company will secure customer payment information and will ensure compliance with all relevant Payment Card Industry Compliance (PCI) standards, and in the event of a breach, how your company will notify customers and the DEQ Contract Administrator (or his/her designee) of the breach and how soon after the breach.”

**Subsection “B.2” / “TAB 9” – is revised** as follows:

**“Proposed Price”:**

**A.** Identify all costs associated with providing the “Statewide Public EV Charging Station Network” specified herein, and in response to this RFP, in accordance with “ATTACHMENT E” / “PRICE SCHEDULE”.

**B. Identify the basis for your company’s “Offeror’s Proposed Total Fixed Not-To-Exceed Dollar Cap Per Installed EV Charging Station” (i.e. “Cap”) – i.e. is it based upon wholesale pricing, retail pricing, leveraged funds (if so, what is the amount of the leveraged funds, and who is the proposed source?).”**

**Reference Section V.A. “EVALUATION AND AWARD CRITERIA”:**

- 1. Q. The Small Business Subcontracting Plan is provided 20 points. The RFP states that this score will be based upon the “grand total” of the Proposed NTE \$ Cap and the proposed expenditure with the subcontractor. Is this meant as a strict relationship, i.e. if grand total is \$10 and the expenditure with the subcontractor is \$3.33, would the Applicant receive 33% of 20 points which is equal to 6.66 points?
  - A. Please see below:

Criteria # 3, “Price” is **revised** as follows:

“Points will be based upon the “GRAND TOTAL” of the “Offeror’s Proposed **Total Fixed** Not-To-Exceed Dollar Cap Per Installed EV Charging Station (**“Cap”**)” (refer to “ATTACHMENT E” / “PRICE SCHEDULE”)”

Criteria # 4, “Small Business Subcontracting Plan” is **revised** as follows:

“(Points assigned for the “Small Business Subcontracting Plan” will be based upon the “GRAND TOTAL” of the “Offeror’s Proposed **Total Fixed** Not-To-Exceed Dollar Cap Per Installed EV Charging Station (**“Cap”**)” {refer to “ATTACHMENT E” / “PRICE SCHEDULE” / “2.b.”} and the Offeror’s proposed expenditure with the subcontractor, regardless of what entity pays the Contractor for those goods/services.)”

The following explanation for scoring criteria # 4 is provided:

*A DSBSD-certified small business, which shall not exclude women-owned and minority-owned businesses when they have received DSBSD small business*

certification, who serves as the prime contractor, will receive the maximum number of evaluation points for this criteria.

Other businesses that are not DSBSD-certified small businesses will receive credit based on their Small Business Subcontracting Plan not to exceed 75% of the points assigned to this evaluation criteria (i.e. 20 points X 75%= 15 points), as follows:

The Offeror's proposed subcontractor use of DSBSD certified small businesses is divided by the Offeror's total proposed price identified on "Attachment E.2.b" (the "Price Schedule"). The quotient is then multiplied by the points assigned for the criteria to determine the evaluation points to be assigned (refer to the examples provided below).

$$\frac{\text{Offeror's proposed use of DSBSD certified small businesses as subcontractors}}{\text{Offeror's Price}} = \% \text{ Factor} \times \frac{\text{Available Points}}{\text{Points}} = \text{Points Assigned}$$

Offeror Price	Offeror's proposed use of DSBSD certified small businesses as subcontractors	Offeror's Price	=	% Factor	x	Points (15)*	=	Points Assigned
A \$152,500	<u>15,250</u>	152,500	=	10	x	15	=	1.5
B \$158,000	<u>26,800</u>	158,000	=	17	x	15	=	2.5
C \$166,350	<u>43,251</u>	166,350	=	26	x	15	=	3.9
D \$177,600	<u>95,904</u>	177,600	=	54	x	15	=	8.1

2. Q. How will matching funds be calculated / how scored in the proposal? In the Price Schedule?
  - A. The Offeror's use of leveraged funds for eligible costs should be reflected in item # "2" of "ATTACHMENT E", the "PRICE SCHEDULE", the "Offeror's Proposed Total Fixed Not-To-Exceed Dollar Cap Per Installed EV Charging Station" (i.e. "Cap"). Pricing will be scored in accordance with DEQ's response to Question # 1 above.

**Reference Section IX.6 / IX.13. "SPECIAL TERMS AND CONDITIONS":**

1. Q. Section IX.6 of the RFP lists requirements for Contractor Registration based on the value of the construction activities. Must the "Offeror" submitting the proposal to the State of Virginia be a Registered Contractor under this section, or is it acceptable for the subcontractor(s) of the Offeror that is completing the construction portion of the project be a Registered Contractor?
  - A. Please see the response to Question # 2 below:

2. Q. IX 6. Contractor Registration: It states that the Offeror is required to be licensed by the State Board of Contractors and must provide his license number on his proposal on the envelope containing the proposal. And then section 13. Performance and Payment Bonds: states that the successful Offeror shall deliver to the purchasing office executed Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds.

The question is if the Contractor can pass this requirement down to a subcontractor acting as the General Contractor. They way that this reads, only licensed contractors who are performing construction, removal, repair or improvement of a building or other real property are able to respond to this RFP.

- A. Please see below:

**Section IX.6 – is revised** as follows:

**“6. CONTRACTOR REGISTRATION (APPLICABLE TO THE ENTITY PERFORMING OR MANAGING THE INSTALLATION WORK – I.E. THE CONTRACTOR OR SUBCONTRACTOR(S):”**

**Section IX.13 – is revised** as follows:

**“13. PERFORMANCE AND PAYMENT BONDS (APPLICABLE TO THE INITIAL CONTRACT PERIOD AND EACH RENEWAL OPTION):** The Contractor shall deliver to the purchasing office, upon **DEQ approval of the “Priority Geographic Areas” and “Host Sites”**, the executed Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds, each in the sum of the contract amount **per investment cycle (based upon the DEQ approved “Priority Geographic Areas” and the DEQ approved “Host Sites”)**, with the Commonwealth of Virginia as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. No payment shall be due and payable to the contractor, even if the contract has been performed in whole or in part, until the bonds have been delivered to and approved by the purchasing office. Standard bond forms will be provided by the purchasing **office.”**

**Reference “ATTACHMENT E”, the “PRICE SCHEDULE”:**

Offerors shall submit pricing on the attached **“ATTACHMENT E / PRICE SCHEDULE – REVISED (ADDENDUM NO. 2)”**.

**Reference “ADDENDUM No. 1”, “Note”:**

1. Q. The recent Addendum #1 contains requirements to sign and return the addendum at the location indicated on the “quick quote.” Can you please clarify what the quick quote is?
  - A. Addendum No. 1 is **revised** as follows:

**“Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does**

**not substitute for your signature on the original proposal document.  
The original proposal document also must be signed.”**

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document also must be signed.

Sincerely,



Carol Papazian  
Contract Officer  
Phone: (804) 698-4335

---

Name of Firm

---

Signature/Title

---

Date



MANDAT MANDATORY PRE-PROPOSAL CONFERENCE

SIGN-IN SHEET

RFP#: 18-01-CP

LOCATION: 629 EAST MAIN STREET  
Richmond, VA 23219

TITLE: Volkswagen Mitigation - Statewide Public Electric Vehicle Charging Station Network

DATE & TIME: October 17, 2017 / 10:00 AM

Name & Title	Company Name & Address	Phone #	E-mail Address
Michael Maurer Director of Operations	Greenspot 155 Second St, Jersey City, NJ	201.948.5030	Michael@joiningseenspot.com
RYAN SPANBERG SPINMASTER	MORTENSON CONSTRUCTION 8720 GREENBRIAR RD SUITE 250 virginia churches State Energy office	571-766-0494 5405688896	RYAN.SPANBERG@MORTENSON.COM aharmed@vacresurctial.org
Allynn Harrod Director	Pine Shore Energy PO BOX 4433 Embler Services	828 553 6257	dave@PineShoreEnergy.com
Elizabeth Lunato CEO	Op Connect 7150 SW Hampton St Ste 111, Tigard OR 97133	503 553 9106	elizabeth.lunato@VENTURWIRELESS.COM dturner@opconnect.com



MANDAT MANDATORY PRE-PROPOSAL CONFERENCE

SIGN-IN SHEET

RFP#: 18-01-CP		LOCATION: 629 EAST MAIN STREET Richmond, VA 23219	
TITLE: Volkswagen Mitigation - Statewide Public Electric Vehicle Charging Station Network		DATE & TIME: October 17, 2017 / 10:00 AM	
Name & Title	Company Name & Address	Phone #	E-mail Address
Steve Zembrzusk CEO	Quik Charge 925 Sanders Road Cumming, GA	678-707-2688	steve.zembrzusk@quikcharge.com
AUDY BARZENDINS REPRESENTATIVE	PULL (RENTALTY) 5760 STATE ST PLYMOUTH 30328 ATLANTA GA	404-509-1416	MICHAEL@PULLRENTALTY.COM
Michele Satterland	MWL 600 E. Canal VA, VA 23222	804-775-1911	msatterland@mwllc.com
Franki Cecij VP	ABM - Richmond	202-508-1187	frank.cecij@abm.com
John Schott	Chargemr Campbell, CA	203-313-3408	John.Schott@chargemr.com
DAVID WEAND	Weand Ventures Inc 6410 Creek Bed Ct, Centerville, VA 20121	703-400-7808	DENEYV103@GMAIL.COM



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TITLE: Volkswagen Mitigation - Statewide Public Electric Vehicle Charging Station Network		DATE & TIME: October 17, 2017 / 10:00 AM	
Name & Title	Company Name & Address	Phone #	E-mail Address
T Reid Lewis	Regent Power 4240 Duncan Ave #200 St. Louis MO 63116	763 855 4502 314 809 4166	gene.regent@power.com
David Young Project Manager	Rosendin Electric 2205 DELLIES SUMMIT CT, STERLING, VA	202-507-2590	dyoung@rosendin.com
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Margaret Smith	Energetics 9000 SW 5th Street Washington D.C. 20024	202-656-4373	msmith@energetics.com
Linda Stevens	Qati 3060 Technology Dr. MVA's max 5418	763 210 4928	Linda.Stevens@qati.com



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DATE & TIME: October 17, 2017 / 10:00 AM

Name & Title	Company Name & Address	Phone #	E-mail Address
Gregory, VP Sales	Tritium 2972 Columbia St. Torrance, CA 90505	805-905-5550	glary@tritium.com.au
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