**Checklist to Develop an Electric Vehicle (EV) Charging Infrastructure**

**Request for Proposal (RFP)**

**Instructions: Use this checklist to gather and organize preliminary information to build an RFP for EV charging infrastructure. This checklist can help guide conversations with relevant stakeholders, assess needs, and provide info and needs to share with procurement staff.**

**Objective: Develop an RFP timeline and process**

Set clear milestones for the RFP distribution, vendor selection, and infrastructure installation.

What internal procurement requirements do you need to consider when building your timeline? What is your timeline for the following RFP milestones?

* RFP released for comment period.[[1]](#footnote-2)
* Deadline for RFP comments.
* RFP released.
* Deadline for submitting questions.
* Release answers to all questions submitted.
* Deadline for submission of proposals.
* Evaluation period.
* Selection of vendor.
* Contract negotiation.
* Final contract with vendor.
* Installation of infrastructure.
* Electric vehicle supply equipment (EVSE) energized.
* **Step 1. Establish a project description**

Prepare background information about the project, along with the scope, specifications, and duration of the envisioned effort.

* What is the origin of the project, including history and predecessors?
* What are your goals and expected outcomes for the RFP?
* **Step 2. Identify ownership structure**

Identify your EV charging ownership, operation, and maintenance model using the guiding questions in Module 7.

* Will your entity or a partner vendor own the chargers?
* Will your entity or a partner vendor operate the chargers?
* Will your entity or a partner vendor maintain the chargers?
* **Step 3. Establish desired contract length**

Determine how long you want your contract to run. Third-party EV charging providers might propose contract terms of 5 years or more. It is important to recognize that the contract term you select will have an impact on the prices and service levels included in vendor bids. For example, it could be challenging for a site to break even if the contract term is too brief.

* If stations are not owned by your entity, what should the length of the contract for usage of public land be (in years)?
* Does your entity have limitations on long-term contracting? If so, what mechanisms can you use to help extend contract length and improve financial viability?
* **Step 4. Identify site(s)**

If you determine that the RFP will identify specific locations, identify and describe the sites, prioritization criteria, and any contextual information that could improve the quality of bids. Vendors are more likely to choose sites with lower installation costs, if that information is publicly available, and higher expected utilization. Information to provide could include physical address, site type, number of spaces available, access to nearby amenities, walkability, and environmental justice/equity criteria.

* Which types of sites or areas will be prioritized for the RFP?
* Which individual locations have been identified for the RFP? List available site details.
* Do sites meet the geographical requirements of the [Section 30C Alternative Fuel Vehicle Refueling Property Credit](https://www.irs.gov/pub/irs-drop/n-24-20.pdf)?
* **Step 5. Assess site access to electricity**

Determine where your site’s electricity will be drawn from and technical details of that site. Distance from an electricity source can significantly affect installation cost.

* Do you have an existing site map, construction drawings, and/or photos that you can provide in the RFP?
* Consult with an electrician and/or utility to identify the transformer capacity and the voltage of the electricity source accessible from the site.
* Work with an electrician and/or utility to determine if there are there concerns about your site’s access to electricity.
* **Step 6. Identify use case for charging infrastructure**

Identify how the infrastructure will be used, by whom, and the pattern of usage. These details will impact site design, fee structures, payment processing needs, and installation costs.

* Will the chargers for this procurement be publicly accessible, for municipal fleet use, or shared between the two?
* If chargers are shared by municipal fleets and the public, how will you ensure that fleet vehicles are charged when needed?
* Will there be specific hours when chargers are accessible to the public?
* How will decisions about pricing and fees for charging services be made?
* **Step 7. Scope out financial details**

Clearly state any expectations from your municipality of a low-/no-cost proposal, as well as how the budget will be evaluated.

* What funding sources are available?
* What requirements are associated with that funding?
* What portion of the funding for charger equipment and installation will be provided by your entity from local or federal funds?
* What are your preferences related to revenue sharing?
* Will any fees be charged for using public land, or will providers be exempt from fees as an incentive?
* **Step 8. Design guidelines/charger specs**

Describe the specifications and design guidelines you have for your site(s). Possible requirements for infrastructure specifications could include charging level, number of ports, cord length, signage (including site and wayfinding signage), and more. You can use a weighted evaluation rubric to communicate desires versus requirements. See the Workplace Charging Challenge [proposal guidance](https://www.energy.gov/eere/vehicles/articles/request-proposal-guidance) for a comprehensive list of specifications.

* What design guidelines and/or EV charging equipment specifications should be followed in proposals?
* Are each of those guidelines preferences or requirements?
* If you are proposing design requirements or specifications that would necessitate product redesign by charging manufacturers, is the impact of those requirements reflected in the expected value of the RFP?
* **Step 9. Identify compliance requirements**

Identify compliance requirements for the equipment and installation, which will need to meet all applicable requirements, including the Americans with Disabilities Act; Buy America; Davis–Bacon Act; Electric Vehicle Infrastructure Training Program technician training; codes and standards such as SAE J1772, National Electric Code Article 625, UL Solutions standard 2594, International Electrochemical Commission 61851, state and local codes, or their equivalents; and any other requirements specific to your area or funding source. See the Workplace Charging Challenge [proposal guidance](https://www.energy.gov/eere/vehicles/articles/request-proposal-guidance) for more information.

* Who on your team, or which partners, can you talk to about any compliance requirements?
* What compliance requirements should be included in your RFP?
* **Step 10. Establish data access and sharing protocols**

Provide clear information about data-sharing expectations between your entity and the vendor. The National Electric Vehicle Infrastructure (NEVI) Formula Program requires states and direct funding recipients to collect and report data on the reliability, cost, and use of federally funded charging equipment. These reporting requirements can be complicated and confusing, particularly if data-sharing expectations are not well defined upfront in contracts. The Eastern Transportation Coalition issued [guidance and sample contract language](https://evchargingspec.org/wp-content/uploads/2023/09/Using-the-EV-Charging-Use-Data-Specification-for-NEVI-Programs.pdf) that can be used in contracts to standardize and streamline data collection and reporting.

* What data should be shared by the selected vendor once the project begins operation?
* What departments within your entity should be involved in data collection, management, and reporting?
* **Step 11. Consider maintenance and repair**

You might want to ask bidders to provide quotes for maintenance costs over a period of years. It can be helpful to ask bidders to describe their approach to technician staffing and parts supply to ensure they have the required staff and parts accessible in your region. See the [Workplace Charging Challenge proposal guidance](https://www.energy.gov/eere/vehicles/articles/request-proposal-guidance) and [Northeast States for Coordinated Air Use Management model contract provisions](https://www.nescaum.org/documents/model-contract-provisions-for-public-evse-5-24-19.pdf) for more information.

* Will you or the vendors handle maintenance and repairs?
* Will you or the vendors resolve technical and maintenance issues?
* What are your expected timelines for repairs?
* **Step 12. Identify payment/fee collection structure**

Identify your payment/fee collection structure. Some payment options can confuse EV drivers, limit charging station access, or act as barriers for people who lack access to a smartphone or a credit card.

* Do you want users to be charged a fee? If so, how?
* How can you ensure that chosen payment methods do not create barriers to use?
* Do you want to include requirements for credit/debit card payment options rather than, or in addition to, subscription to a charging service?
* Are there any fees from the EVSE vendor related to payment collection?
* **Step 13. Identify revenue opportunities**

Identify what opportunities there will be for vendors to generate revenue in exchange for installing/operating charging infrastructure.

* What sources of revenue will be allowed (e.g., advertising, sponsorship, cost of charging)?
* Can you incentivize proposals with revenue-boosting mechanisms like ads?
* Will you include requirements for pricing transparency in project or bid evaluation criteria?
* If you are asking vendors to share revenue with the municipality, how will you and the vendor determine reasonable division of revenue as operating costs and on-site utilization change over time?
* **Step 14. Consider training and workforce development**

Deployment of EV charging infrastructure is an opportunity to build a diverse and skilled workforce to support the operation and maintenance of EV charging infrastructure. Consider how an RFP can advance goals related to clean energy jobs and workforce development. The Joint Office of Energy and Transportation has resources and information to support workforce development activities.

* Does your community or funding source have any requirements related to technician training for those installing the equipment?
* Do you want to include requirements for workforce development or use of registered apprenticeships in proposal evaluation criteria?
* Do you want to include requirements that a vendor train municipal staff or local contractors to maintain chargers?
* Is there a particular percentage of minority-owned and/or women-owned businesses you want to see included as part of this procurement? Will there be additional points awarded if these criteria are met?
* **Step 15. Determine end-of-contract details**

Determine what you want vendors to do at the end of the contract. Actions can include contract renewal, transfer of ownership, station decommissioning, or system removal.

* What should happen with the equipment at the end of the contract?
* To whom do you want to assign responsibility for station decommissioning, if you choose that route?
* Are end-of-contract activities considered eligible costs under the terms of your RFP?
* **Step 16. Develop proposal evaluation criteria**

Decide how you will evaluate proposals. A proposal evaluation rubric should include standard factors like vendor qualifications and experience, quality and durability of the technology, and operations and maintenance plan. The rubric can also prioritize proposals that advance local equity goals or provide additional benefits to the municipality, such as installation of chargers for municipal use.

* What proposal evaluation criteria are most important to you?
* How will you weigh these criteria against each other?
* How can your RFP incentivize equity or other project benefits?

**Sources:**

The considerations above were pulled from the following resources:

* [Request for Proposal Guidance in Procurement of Electric Vehicle Supply Equipment](https://www.energy.gov/eere/vehicles/articles/request-proposal-guidance), U.S. Department of Energy’s Workplace Charging Challenge.
* [EV Charging and Public/Private Partnerships RFP Template](https://forthmobility.org/storage/app/media/Reports/RFP%20Template%20EVSE%20In%20Cities_FINAL_20210119.pdf), Forth Mobility.
* [Using the EV Charging Use Data Specification for NEVI Programs: Guidance and Sample Contract Language](https://evchargingspec.org/wp-content/uploads/2023/09/Using-the-EV-Charging-Use-Data-Specification-for-NEVI-Programs.pdf), Atlas Public Policy and Eastern Transportation Coalition.

1. Some jurisdictions may prefer to issue a separate request for information (RFI) or request for expression of interest (RFEI) to gather information and market intelligence before issuing a formal RFP. [↑](#footnote-ref-2)