



**COLORADO**  
Energy Office

# ALT Fuels Colorado

Electric Vehicle Direct Current Fast-Charging (DCFC)  
Plazas Grant Program

Request for Applications (RFA)

Released

**Wednesday, July 1, 2020**

Application Deadline (must be submitted electronically)

**Wednesday, September 30, 2020**

## Table of Contents

Section 1: Background and Overview	3
Section 2: Plaza Locations	5
Section 3a: Minimum Specifications that apply to all Plazas	6
Section 3b: Minimum Specifications for non-DEN Sites	11
Section 3c: Minimum Specifications for DEN Cell Phone Lot	12
Section 4. Key Activities and Dates	14
Section 5: Application and Administrative Information	14
Section 6: Response Format and Application Requirements	19
Section 7: Application Submission Information	26
Section 8: Awarded Applicant Reporting and Payment Procedures	27

## Section 1: Background and Overview

### Definitions and terms as used in this RFA:

- DCFC: An individual direct current fast-charger with one or more connectors that provides high-speed charging for electric vehicles (EVs).
- Plaza: A geographic location/site with multiple DCFC. Sometimes referred to as a Hub or Depot.

### Background

The 2018 Colorado Electric Vehicle Plan set a goal of 940,000 light duty EVs in Colorado by 2030, a goal which was reaffirmed by the Polis Administration in its Roadmap to 100% Renewable Energy by 2040 and the recent release of the 2020 EV Plan. A 2019 analysis by Navigant found that the goal is achievable through aggressive policy and market action including a multi-year investment in charging infrastructure. The State has made expanding charging infrastructure a cornerstone of its EV strategy through programs like Charge Ahead Colorado and ALT Fuels Colorado DCFC Corridors, though significant gaps remain. A 2018 report by International Council on Clean Transportation (ICCT) found that the Denver Metro Area had only 17% of the total charging infrastructure and 28% of total DCFC that will be needed in 2025 to support the growing EV market. This analysis was completed prior to Colorado becoming a ZEV state, which suggests that the gap is even larger. As a result, the Colorado Energy Office (CEO) is releasing this RFA to solicit proposals that help to increase availability of DCFC in the Denver Metro Area though CEO will consider other areas of the state.

### Funding Opportunity

This funding opportunity is designed to increase access to high-speed charging in and around the Metro Area for public users and high-mileage fleets like Transportation Network Companies (TNCs). This opportunity is distinct from Charge Ahead Colorado as it expands requirements associated with planning, design, and operation. The result will be more strategic deployment of high-speed charging infrastructure needed by drivers without regular access to home or workplace charging or in need of quick, opportunity-based charging. Awarded applicants will enter into a contract with CEO for the construction term plus five years of continuous plaza operation.

CEO will administer two application periods for the program: one in the summer of 2020 and one in early 2021.

### Budget

CEO's budget for this funding opportunity is \$4,000,000 and anticipates issuing awards of approximately \$2,000,000 for each funding round. The program will be funded through a combination of Congestion, Mitigation, and Air Quality Improvement (CMAQ) funds as well as Volkswagen (VW) Settlement fun.

CEO will provide grants for up to 80% of eligible project costs at each proposed Plaza. Applicants are encouraged to bring more than the minimum match to the project and applications that do so may be evaluated more favorably.

## Plaza Information

Each DCFC at plazas shall be capable of providing at least 100kW charging; however CEO's preferred specification is for plazas to have DCFC of 150kW standalone, or power sharing that enables at least 150kW or above with a minimum of 100kW available to any vehicle.

Applicants interested in installing DCFC of less than 100kW should consider applying to the Charge Ahead Colorado Program. Applicants shall justify the proposed power rating for the DCFC and total number of dispensers (ports) based on the expected utilization and average dwell time for each plaza (DEN airport vs grocery store vs other locations). Applications will be evaluated based in part on the amount of funds requested, the maximum kW of each dispenser at the plaza, the total number of ports, and a clear explanation of the use case for the plaza.

## Eligible Costs

The following items are eligible for reimbursement:

- DCFC, power conversion hardware, and associated equipment
- Networking and data plans
- Warranties for equipment (at least 5 years)
- Utility upgrades such as transformers and extensions
- Solar and storage equipment that are exclusively dedicated to the charging equipment (for example, solar panels on roofs serving the entire building or installation of offsite solar farms will not be acceptable).
- Other hard costs (concrete, conduit, wire, signage, etc.)
- Other equipment and non-labor project costs including design and engineering, permitting, and project management
- Shipping of equipment

## Non-Eligible Costs

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

- Labor associated with site preparation or equipment installation (applicants will be required to clearly separate equipment, non-labor project costs, and labor costs in their proposals).
- Paper studies or research projects (e.g., a study which assesses the cost and feasibility of electric vehicle charging station installations)
- Surveys to determine interest in the installation of electric vehicle charging stations in a particular region
- Proposals for any type of vehicle demonstration or demonstrations of existing technologies
- Public outreach/education

## Section 2: Plaza Locations

CEO anticipates that proposed plaza locations will be in and around downtown areas, near high density housing and commercial developments, near transit hubs, and in locations where there is a high density of TNC/fleet EV drivers living. Proposed locations must take into account proximity of existing and planned DCFC locations and the potential for high utilization. CEO expects most or all proposed locations will be in the [Denver-Aurora-Lakewood-Boulder CO Metropolitan Statistical Area](#) however CEO will consider applications for sites outside the Metro Area if accompanied by a strong business case.

CEO has identified one specific location for a Plaza during the first application period:

- Denver International Airport (DEN) Cell Phone Waiting Lot

Applicants may submit applications that include one or more plaza locations.

For projects not covered in this grant offering, CEO encourages participation in the Charge Ahead Colorado program. Charge Ahead Colorado provides grant funding for community-based Level II and DC fast-charging stations across Colorado. Please visit <http://cleanairfleets.org/programs/charge-ahead-colorado> for more information.

### NEPA Compliance

Due to the use of federal Congestion Mitigation and Air Quality funding from CDOT, compliance with the National Environmental Policy Act (NEPA) is required. The NEPA Compliance process will begin when CEO issues a letter of intent to award the grantee and begins the contracting process.

Plazas will be considered a Class 2 level of NEPA known as a Categorical Exclusion (CatEx). CDOT's CatEx process will need to be followed and the project cleared by an Environmental Project Manager in CDOT's Environmental Programs Branch before proceeding with final Design, Engineering and Construction.

The process requires providing conceptual site plans or engineering drawings to CDOT for review by environmental resource specialists. Included with these plans should be a comprehensive project description including the location and size of any areas of disturbance, the depth of disturbance, how power is brought to the chargers, any boring or trenching needed, and any other details pertinent to the construction of the plazas. The plans for all awarded individual sites to each grantee should be submitted as one single batch from the grantee for clearances. Applicants are encouraged to include as much of this information as possible at the time of application.

CDOT requires a minimum of eight weeks to review the plans and descriptions to determine resource impacts and appropriate minimization and mitigation measures. During that time, awarded grantees will be encouraged to set up regular meetings with project staff and the environmental project manager to discuss issues and progress on the clearances. If the sites cannot be submitted together as one batch, or if changes are made to the sites after they are submitted for clearance, that can extend the review time significantly.

Once the appropriate clearances are issued for each plaza, the project can be cleared under NEPA and the project can proceed to final design and right-of-way acquisition (if necessary).

Once the final design is complete for each site, the plans will need to be submitted to CDOT for final review and clearance to complete the CatEx process. This review will make sure nothing has changed from what was cleared under NEPA and that environmental notes and required mitigation are included in the final plans. Applicants should plan for the NEPA process accordingly in their proposed scopes of work.

## Section 3a: Minimum Specifications that apply to all Plazas

This section includes specifications that apply to all plazas including those at DEN and all other sites.

1. **ADA Compliance**
  - a. All installations shall comply with relevant ADA guidelines.
2. **Safety**
  - a. Plazas shall have existing dusk-to-dawn area lighting. If not existing, installation will be required as part of the project.
  - b. Plazas shall be placed in locations that have a reasonable level of public activity so that EV drivers feel safe and not secluded. (For example, it is preferable to have the chargers located near the entrance of a store or with good general visibility, as opposed to around the side or back of the building).
  - c. Plazas shall include comprehensive directional signage to guide users to the charging station from all entrances to the locations in parking lots. This is to help make up for the fact that the Mobile Apps guide drivers to an address but not always to the location of the charging station within the parking lot.
  - d. Applicants are encouraged to clearly describe additional safety precautions implemented on-site for EV drivers charging their vehicles with the installed equipment.
3. **Connector Protocols**
  - a. CEO anticipates each Plaza will have a 1:1 ratio of SAE CCS J1772 to CHAdeMO connectors but will accept up to a 2:1 ratio of SAE CCS J1772 to CHAdeMO connectors if accompanied by a strong justification by the applicant.
  - b. CEO acknowledges that CHAdeMO cables are not currently rated above 100kW. Applicants shall clearly explain the maximum power output of both the CHAdeMO and SAE CCS J1772 connectors.
4. **Charging Equipment Requirements**
  - a. Each DCFC shall be capable of providing at least 100kW charging; however CEO's preferred specification is for plazas to have DCFC of 150kW standalone, or power sharing that enables at least 150kW or above with a minimum of 100kW available to any vehicle.
  - b. Chargers should be modular in design (preferred specification), however, CEO will consider non-modular design for stations of at least 150 kW with an explanation of how equipment will remain responsive to an evolving market and how future upgrades will be done cost-effectively, without stranding future assets.
  - c. DCFC must be backward compatible to CHAdeMO v0.9 and SAE J1772 Oct2012 or other similar standard to allow model year 2010 or newer DC charging equipped vehicles to charge at lower kW.
  - d. The DCFC and supporting equipment must comply with NEC (2017 edition) Article 625 and related articles and tables.



- e. DCFC and supporting electrical components, enclosures, and mounting systems must be built to UL 2202 and UL2594 standards or equivalent.
- f. DCFC and supporting equipment shall be listed by a Nationally Recognized Testing Laboratory (NRTL).
- g. DCFC and supporting equipment shall comply with state and local codes and electrification requirements including, but not limited to, third party certification as appropriate (documentation to be included for each unit).
- h. DCFC shall have payment or access control to allow users to authenticate using multiple forms of payment such as a credit card, RFID device, NFC, smart phone apps, and/or other identifying and authorizing methods. At least one of the methods should allow for a one-time payment at the Plaza. These additional payment methods shall operate on equipment, software, and networks using publicly available open standard(s), such as Open Charge Point Protocol (OCPP) v1.6.
  - i. The DCFC should have back-end capabilities to collect payment or provide reporting mechanisms such that another system, through secure re-programming of back-end server location and credentials, would be able to collect payment and provide access control.
  - ii. Applicants shall provide certification that they are compliant through OCA or another similar certification.
- i. DCFC shall be type evaluated through the National Type Evaluation Program (NTEP) and the installation and use shall comply with all requirements of the National Institute of Standards and Technology (NIST) Handbook 44 Section 3.40. Electric Vehicle Fueling Systems - Tentative Code and shall have received certification by either NTEP or CTEP.
- j. DCFC shall be indicated and recorded in kilowatt-hours (kWh) and decimal subdivisions thereof, with the value of the smallest unit of indicated delivery by a DCFC, and recorded delivery if the DCFC is equipped to record, shall be 0.001 kWh.
- k. Physical Appearance, Function, and Design
  - i. DCFC and supporting equipment must utilize tamper-resistant screws and design but provide a locked or easy opening mechanism for service work.
  - ii. DCFC enclosure must be constructed for use outdoors in accordance with UL50, Standard for Enclosures for Electrical Equipment, NEMA, Type 3R, or better to protect against blown dust or rain. Equivalent standards may be used if it is in accordance with or otherwise meeting the requirements of UL50.
  - iii. Display screens must be protected from malfunctions due to condensation and normal local weather conditions.
  - iv. Equipment and display screens should be sturdy enough to withstand most types of vandalism.
  - v. DCFC and supporting equipment must be capable of operating beyond an ambient temperature range of minus 22 to 122 degrees Fahrenheit. Applicants should provide a derating curve for their equipment within this temperature range.
  - vi. The equipment must be able to withstand high elevation and be fully operational at each site's elevation, which in Colorado can range from 3,300 feet to over 10,000 feet.



- vii. DCFC shall include barriers, such as bollards, to prevent damage from equipment used for snow removal.
- viii. DCFC must incorporate a cord management system or method to minimize the potential for cable entanglement, user injury, and connector damage from lying on the ground, and comply with NEC articles 625 as it applies to cord management systems.
- ix. Additional preferred specifications include:
  - a. Adequate surge protection for proposed equipment.
  - b. Operating humidity at up to 95% at +50C non-condensing.
  - c. Power conversion efficiency of 90% at 20% load, though higher is encouraged.
  - d. Total Harmonic Distortion (iTHD) of <5% or whatever is required to be compliant with local utility policy.
  - e. A power factor of 90% or better.

I. Networking

- i. DCFC must connect to a network via Wi-Fi or cellular connection using multiple carriers. Applicants must clearly state how possible network security concerns will be identified, prevented, addressed, and managed.
- ii. Network must allow for multiple forms of payment to be accepted.
- iii. Network must be PCI (Payment Card Industry) Compliant
- iv. Network must provide the option for remote management and access control.
- v. DCFC shall collect usage data for required semi-annual data reporting including but not limited to:
  - a. Connect and disconnect times
  - b. Start and end charge times
  - c. Maximum instantaneous peak power
  - d. Number of charging events
  - e. Total energy (kWh) per charging event
  - f. Rolling 15-minute average power
  - g. Date/time stamp
  - h. Unique ID for charging event
  - i. Unique ID for identifying the EVSE
  - j. Other non-dynamic EVSE information such as GPS ID
  - k. Percentage of station downtime
- m. The operator must have remote diagnostics and the ability to “remote start” the equipment.
- n. Warranties must include repair and replacement for vandalism and be valid for a minimum of five years.

5. Operation and Maintenance

- a. The applicant will be responsible for ensuring payment of all operating and maintenance costs including, but not limited to, payment of leases, rents, royalties, licenses, fees, taxes, revenue sharing, utilities, and electric power supply for the charging equipment and supporting elements, such as area lighting.
- b. The applicant is responsible for ensuring the maintenance of the plazas including cables, ancillary equipment, and any lighting, awnings, canopies, shelters and information display kiosks for signage associated with the plazas. “Maintain” as used in this RFA shall mean “to provide all needed repairs or





desired and approved alteration, as well as regular maintenance needed to ensure optimal performance and minimize downtime. Equipment shall be kept safe and presentable.”

- c. The applicant must address any issues such as, but not limited to, malfunctions and repairs. The applicant must propose a plan to ensure that the equipment is operational at least 97% of the time based on a week of 24 hours a day and 7 days (no more than 5 hours’ cumulative downtime in a 7-day period). It is the applicant’s responsibility to ensure the 97% uptime requirement is met. For significant or complex issues leading to extended downtime (such as vandalism), applicants shall:
    - i. Notify appropriate sources so drivers are aware including, but not limited to, website and application hosts, as appropriate.
    - ii. Inform CEO via email within one business day to explain the situation and management plan to mitigate the problem.
  - d. Applicant shall include a snow removal plan to ensure access during/after inclement weather.
  - e. Applicants will offer the full nameplate kW to customers at all times. CEO’s preferred approach is avoid situations where operators are curtailing power during demand events. Applicants shall clearly describe how they will address this issue and how demand events will be managed.
- 6. Payment Options**
- a. The DCFC equipment must be capable of supporting multiple point-of-sale and authentication methods such as credit or debit cards, pay per use subscription methods, RFID or smart cards and smart phone applications.
  - b. Equipment shall allow for flexible pricing including, but not limited to, per minute or per hour, by kWh, by time of day.
  - c. Equipment and software shall be futureproofed to allow for alternative forms of payment as payment technology evolves.
  - d. CEO’s preferred specification is for DCFC equipment to have roaming agreements with other networks. Applicants shall clearly describe all network platforms and roaming agreements that are compatible with the proposed equipment.
- 7. Customer Service**
- a. The applicant must provide customer support service that is accessible 24/7. This may include an onsite station operator or a toll-free telephone number clearly posted near the charging equipment that is available to EV drivers accessing the charging equipment.
  - b. The customer support service must be capable of providing or dispatching service to address customer concerns at the charging station. When someone contacts the station operator or calls the toll-free number due to an issue, they should get immediate assistance including rebooting the system if necessary.
- 8. Highway and On-Site Signage**
- a. If the proposed plaza(s) qualify based on their proximity to a highway, awarded applicants shall coordinate with the Colorado Department of Transportation (CDOT) to have directional signage produced and installed along the highway. Applicants should review Appendix A and Appendix B regarding the CDOT Sign Program Station Eligibility Certification for DC Fast-Charging Stations for more information.



- b. Applicants shall coordinate with local jurisdictions and site hosts to install wayfinding, regulatory, and on-site signage that meet federal MUTCD guidelines.

**9. Completion Date**

- a. CEO anticipates that final installation for each plaza will be completed and operational within 12 months of contract execution. Proposals with timelines beyond 12 months must provide a rationale for the extended timeline. Applicants are strongly encouraged to complete the project earlier than 12 months, if possible. CEO anticipates issuing award decisions in the fall of 2020.

**10. Utility Coordination**

- a. Applicants are required to collaborate with the local electric utility such as Xcel Energy and include appropriate documentation from the utility with their application. This should include:
  - i. Letter or service notice, indicating power supply availability for the proposed project.
  - ii. Financial information from the utility such as project match for make-ready investments or rebates available to the project. If available, applicants should include financial information from the utility about these financial resources.
    - a. If a location meets the criteria required to participate in Xcel's EV Supply Infrastructure program, or a program similar to it, and the applicant intends to apply, the applicant should clearly articulate project costs that could be covered by the program.
  - iii. A clear explanation of the utility rate structure and how this relates to the business model at the proposed plaza.

**11. Business Model and Pro Forma**

- a. All applicants shall provide a description of the business model and project pro forma for three and five years that includes the proposed project budget, usage estimates, revenue, and operational expenses over time. Pro forma must include an analysis of each plaza as well as all proposed plazas as a single project.
  - i. For the DEN location applicants shall present a pro forma that shows Xcel Energy providing the EV Supply Infrastructure. See Section 3C for more information.
- b. CEO will not prescribe a business model as part of this project, however applicants will be required to speak to the benefits and risks of the proposed business model. While CEO recognizes that site acquisition can be challenging, particularly prior to award, applicants are strongly encouraged to do as much due diligence as possible prior to submitting an application. Letters of intent, MOUs, or other written arrangements with site hosts should reflect relevant project details and expectations. Site hosts should clearly understand all costs and responsibilities expected of them before applications are submitted.
- c. CEO strongly encourages applicants to enter into arrangements that increase utilization and bring plazas to profitability more quickly. Proposals from applicants that have arrangements with high-mileage fleets or employ other strategies that increase utilization and help ensure profitability may be evaluated more favorably.
- d. As noted above, proposals that exceed the required match may also be evaluated more favorably.



## 12. Outreach and Marketing

- a. All applicants shall develop and include an outreach and marketing plan with strategies, tactics and timelines to drive utilization of their plazas. Plans may include applicant as well as partner activities.

## 13. Branding/Co-Branding

- a. The proposed DCFC shall allow for custom branding/co-branding with the State of Colorado logo and site host logos displayed. Applicants shall clearly explain their proposed DCFC branding/co-branding and provide illustrative mock-ups for review. If awarded, grantees are expected to provide DCFC original artwork files for review and final approval by the State of Colorado Branding Compliance Officer.

## Section 3b: Minimum Specifications for non-DEN Sites

“Non-DEN sites” are plaza locations proposed by applicants outside of the DEN Cell Phone Lot. All requirements from section 3a apply to non-Den Sites as well.

### 1. Minimum Number of DCFC Chargers

- a. For plazas proposed by applicants outside of DEN, Plazas shall have at least two and no more than eight DCFC with three to six units as preferred configurations. CEO will consider smaller or larger configurations with a strong rationale.

### 2. Sufficient Parking Spaces

- a. Each plaza shall have adequate parking to allow for the maximum number of vehicles that can be charged simultaneously. For example, if an applicant is proposing 3 DCFC there should be at least 3 parking spaces.
- b. CEO’s encourages Plazas to have sufficient real estate for the addition of future DCFC. It is encouraged that there be enough space and parking spots to increase the number of DCFC as demand increases, and applicants are asked to provide an explanation for how sites will be monitored and expanded. Applications that include future proofing may be evaluated more favorably.

### 3. Facilities

- a. Plazas proposed by applicants shall have 24-hour access to the chargers. Plazas shall have well-maintained, illuminated restrooms that are open during the business hours of the proposed site host. The restrooms should be supplied with municipal water and have a clean, operable drinking fountain.
- b. The plazas must provide or have access to shelter for inclement weather including but not limited to rain and snow.

### 4. Public Amenities

- a. CEO’s preferred specification is for plazas to supply basic amenities such as vending machines.
- b. Plazas should have access to Wi-Fi and/or cellular service for customers while they charge.
- c. Access to full-service amenities within a short walking distance is preferred, such as local restaurants, coffee shops, retail shopping, or tourist attractions.

### 5. Future Proofing

- a. CEO encourages plazas to be designed in a way that allows for future upgrades to a charging capacity of at least 350 kW/dispenser, preferably through installation of additional power conversion hardware without replacement of installed dispensers, electrical distribution, or power conversion hardware.
- b. Applicants are encouraged to include future-proofing strategies such as larger or additional concrete pads, transformers and other utility-related equipment, and



- larger and/or additional conduit to avoid having additional construction and conduit costs in the future.
  - c. Applicants are strongly encouraged to consider opportunities for current or future use of onsite storage, dispatchable load, and renewable energy. Applicants should speak to these elements in their business pro forma as well as sustainability and innovation sections of their proposals.
  - d. Applicants may propose alternate future proofing strategies if accompanied by a strong rationale.
6. **Local Government and Stakeholder Collaboration**
- a. Applicants are strongly encouraged to collaborate with local governments including cities, towns, and county governments as well as other local partners such as other public and private stakeholders. Proposals that have strong support from local and regional stakeholders will be evaluated more favorably.
7. **Electric Utility Collaboration and Program Participation**
- a. Applicants are strongly encouraged to research, evaluate and if possible, participate in programs offered by the utility serving the site location that reduce the cost of the project. For example, programs like the electric vehicle supply infrastructure program offered by Xcel Energy in 2020 and subsequent programs it will offer through its Transportation Electrification Plan in 2021.

### Section 3c: Minimum Specifications for DEN Cell Phone Lot

All requirements from section 3a also apply to the DEN Cell Phone Lot.

1. **Minimum number of DCFC Chargers**
  - a. CEO's preferred specification is for the Cell Phone Waiting lot to have a minimum of 6 DCFC. CEO will consider different configurations with a strong justification.
2. **Location of DCFC Chargers at the DEN Cell Phone lot**
  - a. **The DCFC chargers shall be located at the Final Approach cell-phone waiting lot located at 7680 N. Wenatchee St., Denver, CO 80249.** Final Approach is located approximately three miles west of the Jeppesen Terminal. It can be easily accessed via eastbound Peña Boulevard to 75th Avenue and northbound Gun Club Road; westbound Peña Boulevard to Wenatchee Street; or from East 78th Avenue.
    - i. Additional information about Final Approach is available at [https://www.flydenver.com/parking\\_transit/parking/cell-phone-waiting-lot](https://www.flydenver.com/parking_transit/parking/cell-phone-waiting-lot)
    - ii. Please see Appendix C for additional site information about Final Approach including locations for initial and future DCFC.
    - iii. Due to COVID-19, applicants are encouraged to visit Final Approach on their own to familiarize themselves with the site.
    - iv. Additional questions or requests for information should be submitted to CEO during the formal Q&A periods for the grant program.
3. **Xcel Energy Provided EV Supply Infrastructure**
  - a. For this DEN site, Xcel Energy will build, install and own the EV supply infrastructure including the service panels, conduit and wiring from the service connection to the charger stub.



- b. The EV supply infrastructure provided by Xcel Energy does not include the line extension necessary to connect Xcel Energy's distribution system to the service connection. This portion of the line extension is governed by current line extension policy.
  - c. Questions for Xcel Energy may be directed to [Brandyn.W.Bicknese@xcelenergy.com](mailto:Brandyn.W.Bicknese@xcelenergy.com)
- 4. **Future Proofing for DEN Cell Phone lot**
  - a. Applicants shall clearly explain their future proofing strategy for the Cell Phone lot. This shall include but not be limited to:
    - i. How many chargers will be installed initially and how applicants will determine when additional chargers will be installed based on usage?
    - ii. What will you do initially to prepare the site for future upgrades?
    - iii. Describe how you will manage your proposed future-proofing strategy with Xcel Energy.
- 5. **Prevailing Wage**
  - a. While labor is not an eligible cost, DEN site Grantees will be required to follow DRMC Sec. 20-76. - Payment of prevailing wages (the "PW Ordinance"). The PW Ordinance requires "[e]very worker, mechanic or other laborer employed by any contractor or subcontractor in the work of drayage or of construction, alteration, improvement, repair, maintenance or demolition on any city-owned or leased building or on any city-owned land, pursuant to a contract by or in behalf of the city, or for any agency of the city, or financed in whole or in part by the city, or any agency of the city, ... shall be paid not less than the wages and fringe benefits prevailing for the same class and kind of work in the Denver metropolitan area as determined by the career service board ..." under subsection (c). Since this will involve construction on City-owned land, the PW Ordinance applies.
- 6. **Site host terms and conditions**
  - a. Applicants shall review Appendix D DEN Legal Considerations for site host agreements and provide a model site host agreement for DEN site.
  - b. Applicants shall clearly indicate in their proposals whether they agree to these terms or note any exceptions to the terms and conditions.
- 7. **Construction Oversight**
  - a. A DEN project manager will be assigned to the project to assist with construction oversight for all work done on DEN property. All work must be in compliance with permitting requirements and applicable DEN Design Standards as directed by the DEN Project Manager. The selected vendor is expected to coordinate directly with the DEN project manager for all construction activities on the site. DEN design standard Manuals can be accessed online at: <http://business.flydenver.com/bizops/bizRequirements.asp>.
- 8. **Site Host Contribution**
  - a. No additional funds or capital investments will be provided from DEN for this project.



## Section 4. Key Activities and Dates

Key activities including dates and times for this solicitation are presented below.

Activity	Action Date
RFA Release	July 1, 2020
Required RFA Pre-Bid Webinar	July 10, 2020, 1-3pm MT
Deadline for Written Questions (Round 1)	July 17, 2020 - 5:00pm MT
Response to Round 1 Questions Posted	July 29, 2020
Deadline for Written Questions (Round 2)	August 14, 2020 - 5:00pm MT
Response to Round 2 Questions Posted	August 26, 2020
Deadline to submit Applications	September 30, 2020 - 5:00pm MT
Anticipated Notice of Award Decisions	November - December 2020
Anticipated Second Application Period	January - April 2021

Questions shall be submitted to [EV\\_Plazas@state.co.us](mailto:EV_Plazas@state.co.us) by the dates indicated above. Responses to questions and other updates will be posted to CEO's website at [www.colorado.gov/energyoffice](http://www.colorado.gov/energyoffice). Applicants are responsible for checking the CEO website for updates about the RFA.

## Section 5: Application and Administrative Information

### Maximum Number of Applications

Applicants must submit one application only. Each application may include requests for one or more plazas (DEN Cell Phone Lot, other proposed locations, or a combination of the two). Each Plaza within an application will be scored individually by the Technical Advisory Committee. CEO reserves the right to award full, partial, or no awards for each application and the Plazas within it.

### Teaming Partner List

To facilitate creative partnerships, interested parties may submit their contact information to CEO and identify their interest such as owner/operator, site host, EVSE manufacturer, utility, local government, etc. CEO will post this list on our grant website and update the list weekly as new contact information comes in. [Click here to sign up for the Teaming Partner List](#).

### Federal Highway Administration: Congestion Mitigation and Air Quality Improvement Program

The Congestion Mitigation and Air Quality Improvement (CMAQ) Program is a federally-funded program of surface transportation improvements, presenting an opportunity to improve Colorado's air quality by expanding statewide markets for alternative fuels. Jointly administered by Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the CMAQ program was created in 1991 and reauthorized most recently

in 2012 under MAP-21 (Moving Ahead for Progress in the 21st Century). For more information, see FHWA's Congestion Mitigation and Air Quality Program - Alternative Fuel Vehicle Projects at [www.fhwa.dot.gov/environment/air\\_quality/cmaq/reference/alternative\\_fuel/](http://www.fhwa.dot.gov/environment/air_quality/cmaq/reference/alternative_fuel/).

### **Colorado Department of Public Health and Environment (CDPHE) and the Volkswagen Beneficiary Mitigation Settlement**

The State of Colorado by and through the Office of the Governor has filed the certification for beneficiary status under the environmental mitigation trust and has declared the Colorado Department of Public Health and Environment (CDPHE) the lead agency for the purposes of the state's participation as beneficiary. On March 21, 2018 CDPHE issued the final Colorado Beneficiary Mitigation Plan (BMP) which includes the maximum allowed funding for Zero Emissions Vehicle (ZEV) equipment. The BMP was revised in 2019 and established funding for the ALT Fuels Colorado Electric Vehicle Direct Current Fast-Charging Plazas Grant Program. Grantees will be subject to the terms and conditions of Colorado's Beneficiary Mitigation Plan and the Volkswagen Clean Air Act Consent Decree, both of which can be accessed at <https://www.colorado.gov/cdphe/vw>.

### **Federal Highway Administration (FHWA) Requirements**

Any published material shall acknowledge the financial participation of the Colorado Energy Office (CEO) as well as the Colorado Department of Transportation (CDOT) and/or FHWA and Colorado Department of Public Health and Environment (CDPHE). Any published material acknowledging the contribution of the FHWA shall include the federal disclaimer statement: "FUNDED BY THE FHWA." Published materials include any non-internal documents, reports, maps, photographs, computer software, or like materials that are intended to be viewed by those outside of CEO, CDOT and CDPHE.

In accordance with the provisions of OMB Circular No. A-133: "Audits of States, Local Governments, and Nonprofit Organizations," all non-federal entities including state and local government and non-profit organizations, receiving more than \$500,000 in CMAQ funds, shall comply with the audit requirements of 49 CFR 18.26. Compliance with 49 CFR 18.26 is required in the form of a program specific audit. This audit will examine the "financial" procedures and processes.

Awarded recipients of CMAQ funds must also be able to certify compliance with the Buy America Act, as evidenced by means of a signed letter from all relevant vendors and equipment suppliers for equipment made from iron or steel.

### **Proprietary/Confidential Information**

Any restrictions of the use of or inspection of material contained within the application shall be clearly stated in the application itself. Written requests by the applicant for confidentiality shall be submitted to the CEO in advance of the application submission deadline. Please allocate sufficient time prior to the application submission deadline to allow for a response by the CEO. The applicant must state specifically what elements of the application are to be considered confidential/proprietary and must state the statutory basis for the request under Public Open Records Act. (Section 24-72-201 et. seq., C.R.S.). Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the application. Co-mingling of confidential/proprietary and other information is not acceptable. Neither an application, in its entirety, nor application price information will be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

The CEO will make a written determination as to the apparent validity of any written request for confidentiality. In the event the CEO does not concur with the applicant's request for confidentiality, the written determination will be sent to the applicant. Ref. Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records Act.

### **Organizational Conflict of Interest - Requirements of this Application and Subsequent Contract**

Any business entity or person is prohibited from being awarded a contract if the business entity or person has an "Organizational Conflict of Interest" with regard to this solicitation and the resulting contract. Applicants should provide a brief written statement noting any conflict of interest within their application and title it "Organizational Conflict of Interest."

No person or business entity who was engaged by the CEO to prepare the original grant application or has access prior to the solicitation, to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of an application for this grant solicitation. The CEO considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If the CEO determines that an Organizational Conflict of Interest exists, the CEO, at its discretion, may cancel the contract award. In the event the awarded applicant was aware of an Organizational Conflict of Interest prior to the award of the contract and did not disclose the conflict to the procuring agency, the CEO may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed by subcontractors in connection with the performance of the contract, with the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the CEO's rights.

### **RFA Response Material Ownership**

The CEO has the right to retain applicants' original applications and other RFA response materials for its files. As such, CEO may retain or dispose of all copies as is lawfully deemed appropriate. Application materials may be reviewed by any person after the Notice of Intent to Make an Award letter(s) has/have been issued, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (open) Records. The CEO has the right to use any or all information/material presented in reply to the RFA, subject to limitations outlined in the section, Proprietary/Confidential Information. Applicant expressly agrees that the CEO may use the materials for all lawful State purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public in accordance with the provisions of the Public (Open) Records Act.

### **Doing Business in Colorado**

A Vendor wanting to do business in Colorado must register with the Colorado Secretary of State in accordance with Colorado Revised Statute (CRS) 7-90-801. This is the link for the Colorado Secretary of State's website: <http://www.sos.state.co.us> (If you have questions, CEO recommends going to the "FAQs" section, then opening the "Business Organizations" page and "General Information" section to review the FAQs.) A copy of the business entity's Articles of Incorporation and/or Bylaws may be requested by CEO.



## **Binding Offer**

An application submitted in response to this RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Application Summary Sheet (Attachment 1) of the applicant or an officer of the applicant legally authorized to execute contractual obligations and bind the applicant to the application. By submitting an application, the applicant affirms its acceptance of the terms and requirements of this RFA, including its attachments and appendices, without exception, deletion, or qualification - and without making its offer contingent. The applicant further agrees to cooperate with the CEO and expedite the contracting process upon notice of award. Applications that do not contain a completed Application Summary Sheet will not be considered for funding under the ALT Fuels Colorado program. Attachment 1 must be completed, signed and returned as the first page of an applicant's response.

## **Model Contract with Supplemental Provisions**

Except as modified, the State of Colorado Model Contract and the Supplemental Federal Provisions (Appendix E) for federally funded contracts, grants, and purchase orders, subject to the Federal Funding Accounting and Transparency Act of 2006, included in this RFA shall govern this procurement and are hereby incorporated by reference. The model grant agreements are periodically updated by the State and applicants should monitor the model Grant Agreement posted at <https://www.colorado.gov/pacific/osc/contractgrant-forms> for any updates. Please note this Model Contract lists the State's required legal provisions but does not include the specific scope of work and requirements for this RFA. Scopes of Work will be developed based on awarded applications. Likewise, the State of Colorado Supplemental Federal Provisions requires that awardees possess an active Data Universal Numbering System (DUNS) number before receiving any grant funds. The DUNS number must also be registered within the [System for Award Management \(SAM\) database](#). Applicants should include this information within the "Applicant Information" section of the Application Form.

The applicant is expected to review the attached Model Contract, all terms and conditions as well as all supplemental provisions and note exceptions. Applicants agreeing to abide by the requirements of the RFA are also agreeing to abide by the terms of the Model Contract. Unless the applicant notes exceptions in its application, the conditions of the Model Contract will govern.

While it may be possible to negotiate some of the wording in the final contract, there are many provisions, such as those contained in the State Special Provisions, which cannot be changed. Applicants are cautioned that the State believes modifications to the standard provisions, terms and conditions, and the State Special Provisions constitute increased risk to the State and increased costs. Therefore, the scope of requested exceptions is considered in the evaluation of applications.

## **Debarment and Suspension**

By submitting a proposal in response to this RFA the applicant certifies to the best of its knowledge and belief that it, its principals, and proposed subcontractors (if any):  
Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;  
Have not within a three-year period preceding the Due Date of this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal,

State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; Are not presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph IV.K.2 of the Code of Federal Regulations (CFR); and Have not within a three-year period preceding the Due Date of this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default. If the applicant is unable to certify to any of the statements in this certification, it shall provide an explanation as an attachment to the proposal. This explanation is exempt from page limitations on the proposal, if any. The inability of the applicant to provide the certification will not necessarily result in disqualification of the applicant. The explanation will be considered in connection with the CEO's determination whether to select an applicant.

### **Disclaimer**

All statistical and fiscal information contained within this RFA, and any amendments and modifications thereto, reflect the best and most accurate information available to the CEO at the time of RFA preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of intentional misrepresentation by the CEO.

### **Federal Employer Identification Number (FEIN)**

Applicants are required to provide their FEIN in their proposal. Additionally, vendors are required to submit their FEIN prior to contract, or purchase order issuance, or payment from the State of Colorado; and as directed by The State Office of the Controller. A W-9, Taxpayer Identification form provided by the State is required to be completed and submitted by the Vendor, shown in Attachment 2, Request for Taxpayer Identification Number and Certification (W-9).

### **Incurred Costs**

The CEO is not liable for any cost incurred by the applicant prior to issuance of a legally executed contract, purchase order or other authorized acquisition document. No property interest, of any nature, shall occur until a contract is finalized and signed by all concerned parties. As specified in the model contract, CEO shall retain ownership of equipment if the applicant goes out of business over the contract term.

### **Match Funding**

Match funding or match share means cash contributions provided by the applicant and other parties to the application. Match may also come from grants, rebates, or other third party contributions. Match share percentage is calculated by dividing the total match share of eligible costs by the total eligible costs. Eligible project costs are the sum of the CEO's reimbursable share and the applicant's match share. Match share expenditures must adhere to the following requirements:

- All match share expenditures must conform to the terms and conditions of this solicitation and the resulting agreement (see model contract).
- Applicants must disclose the source and provide verification and documentation for the match share funding committed to the project. For any match share committed by a third party, applicants shall submit a letter from each match share partner identifying the source(s) and availability of match funding.



- Grantees will be required to document and verify all match share expenditures through invoices submitted to CEO.
- Match share expenditures are allowable under an agreement only if they are incurred after CEO notifies the applicant and the project has been awarded and enters into a contract agreement. Match expenditures incurred prior to the approval and execution of an agreement may not be used toward applicant's match.
- Match share may not come from federal sources.

## Section 6: Response Format and Application Requirements

### Eligibility

This solicitation is open to all public and private entities. Each proposal must be submitted by a lead applicant and must clearly describe the business relationship with other parties to the proposal (site hosts, subcontractors, etc.). If awarded, the lead applicant shall be the party that enters into a contract with CEO and is responsible for completion and continuous operation of Plazas for at least five years.

### General Instructions

Official communication for this RFA will be published on the CEO website, <http://www.colorado.gov/energy>, including notices, Q&A, and RFA modifications. Applications, excluding any cover page, table of contents, pictures, maps, other required forms, and attachments, should not exceed 40 consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins and black text. Furthermore, the formal page count does not include the Applicant Information, Proposal Summary, and General Instructions. The official application document and form is included as Attachment 3.

For applications that include multiple plaza locations, applicants shall clearly indicate which aspects of the application apply to all plazas (such as proposed equipment) to reduce repetition and adhere to the page limit.

**No hard copy applications will be accepted. Digital applications in both Microsoft Word and PDF format are required and must be sent to [EV\\_Plazas@state.co.us](mailto:EV_Plazas@state.co.us) by September 30, 2020 - 5:00pm MT.**

All attachments should be included in ONE (1) document containing a table of contents which denotes the appropriate title and page number of each item. Confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the application and attachments (See Proprietary/Confidential Information section of the RFA for additional information).

All Applications should be digitally named using the following convention:

**EV Plazas Application - Lead Applicant Name**

**EV Plazas Attachments - Lead Applicant Name**

**EV Plazas Confidential Information - Lead Applicant Name**

### Criteria for Evaluation

All applications will be reviewed by a Technical Advisory Committee (TAC) comprised of staff from CEO, Colorado Department of Transportation (CDOT), Colorado Department of Public Health and Environment (CDPHE), Regional Air Quality Council (RAQC) and other experts. Applicants will be notified when and if additional information or documentation is required. All information required to complete the application for funding is provided herein. Any additional information pertaining to RFA submissions, including email and phone calls, will not be considered during the selection process. CEO may invite applicants for interviews to discuss their proposals. CEO reserves the right to award full, partial, or no awards for each application and the Plazas within it.

When evaluating projects for funding, the TAC will use the criteria in the table below for each Plaza location within an application (DEN and other sites proposed by applicants). The overall quality of the application, containing all required information in a clear and concise format, is a prevailing consideration throughout all categories. The potential maximum number of points is listed to the right for each category.

Category	Points
1. Project Abstract and Project Narrative (Same score will apply to all proposed Plaza locations in a single application)	5
2. Plaza locations and Access to Amenities (For the DEN Cell Phone since this site is predetermined the TAC will only evaluate the model site host agreement)	DEN Cell Phone Lot: 5 points Non-DEN Sites proposed by applicants: 20 points for each Plaza.
3. Plaza Design, Facilities Requirements, Minimum Station Specifications	25
4. Project Communication and Strategic Partnerships	10
5. Budget, Budget Narrative, Business Model, Pro Forma (Including match brought by applicants and project partners with fleets and TNCs)	30
6. Organization, Staff Experience, Qualifications (Same score will apply to all proposed Plaza locations in a single application)	20
7. Innovation, Sustainability, Equity	15
8. Project Schedule	10
<b>Total for DEN Cell Phone Lot</b>	<b>120</b>
<b>Total for non-DEN Sites</b>	<b>135</b>

Applicants must include the following information in their applications for the proposed project(s):

## 1. Project Abstract and Project Narrative

### 1a. Project Abstract

Provide a brief description of your proposed EV Plazas that includes proposed business model, anticipated project benefits, and how the project will help meet the program objectives including the potential for well designed, well-utilized, and strategically located Plazas. The abstract should be no more than 350 words.

### 1b. Project Narrative

Expand on the Project Abstract by providing a detailed description of the proposed project with a thorough explanation of how the project will help meet CEO's EV infrastructure objectives. Describe the project's relationship with the objectives of key stakeholders including local governments, TNCs, utilities, automobile dealers and others. Discuss the proposed ownership model (e.g. owner-operator) and how the model best achieves the objectives outlined herein. Applicants should also discuss how the plaza usage will be monitored and what market conditions would lead to plaza expansion.

## 2. Plaza Locations and Access to Amenities

Describe the locations and provide the address of each proposed Plaza including alternate sites as appropriate (i.e. primary site along with any backup sites). Discuss why the site was selected, advantages of the site, and benefits it brings to EV drivers and high-mileage fleets, and Colorado's network of DC fast-charging stations. Applicants should reference the ALT Fuels Data Center for information on current and future DCFC nearby and explain how the new Plaza(s) help expand the existing market. For plazas proposed outside of DEN, discuss nearby amenities and what is available to a driver at the site.

For each plaza including alternate sites, include an aerial photo of the site and a labeled site plan that identifies equipment, dedicated parking spaces, nearby amenities, and area for future expansion.

For each non-DEN plaza, note the status of access to property. Proof of access must be shown by evidence of property ownership, a lease, or an MOU with or letter from the property owner indicating commitment to good faith negotiations and reflects a clear understanding of all relevant project details and expectations of the property owner. Applicants should clearly describe the existing relationships and required agreements or legal documents needed to facilitate access to the property.

Finally, each application should include a copy of the model site host agreement along with any other documents that set out the terms of arrangement (e.g. site lease agreement).

- **Required Documentation and Attachments:** For each primary and backup site include an aerial photo, labeled site plan, and proof of access to property. Include model site host agreement and any other site or contract-related agreements.

## 3. Station Design, Facilities Requirements, Minimum Station Specifications

Provide a detailed description of each proposed plaza including, but not limited to, the elements listed below.

- **Minimum Station Specifications:** Verify that all equipment meets the Minimum Specifications including those listed under sections 3A, 3B and 3C including Charging Equipment Requirements, Physical Appearance, Function and Design, and Networking. Where minimum specifications are met by equipment at each plaza (e.g. payment options), applicant may indicate, “applies to all plazas.” For each plaza include spec sheets for DCFC and related equipment. If specification sheets apply to all plazas, one set may be submitted.
  - If a minimum specification is not met, the applicant shall discuss why and explain how the equipment ensures a reliable and customer-focused charging experience.
- **Technical Merits:** Describe the project including the type and capacity of the DCFC and related equipment for each plaza. Provide information on how equipment design fits into the station’s anticipated operating budget and larger business plan. Explain the technical merits of the project including the suitability of the proposed technology and equipment for the application and certified compliance with all state and federal guidelines and other industry standards or best management practices. If proposed equipment does not meet the “preferred” specification, explain why not and how equipment will ensure a reliable and customer-focused charging experience.
  - **Required Documentation and Attachments:** Specification sheets for DCFC and related equipment proposed for each plaza.
- **Access to Sufficient Electrical Supply:** Plazas must have access to existing, nearby utility power required to meet the minimum specifications and proposed future expansion. Documentation verifying utility engagement, electrical capacity for each plaza, and proposed utility rates is required.
  - **Required Documentation and Attachments:** Utility confirmation such as a letter or service notice indicating adequate power supply for each site including alternate sites and anticipated tariff.
- **Station Maintenance Plan:** The applicant shall provide CEO with a written plan for plaza maintenance. This plan shall include a description of available technical resources, qualifications of personnel who will assist during maintenance events, expected response times, and any specific, foreseen challenges/barriers to maintenance. The plan shall also provide a summary of planned maintenance activities by frequency and a communications strategy to keep CEO informed about operations and maintenance activities.
  - **Required Documentation and Attachments:** Maintenance plan for each proposed plaza that addresses Operations and Maintenance requirements outlined under Minimum Specifications.
- **Consumer Friendliness:** Describe how each plaza meets the following Minimum Specifications: 24-hour access to DCFC, restrooms, and drinking water during business hours; area lighting and description of safety precautions; ADA compliance; site and highway signage; payment options; and customer service.

#### 4. Project Communication and Strategic Partnerships

Applicants should clearly summarize strategic partnerships and arrangements with local county and municipal governments, utility companies, and other stakeholders including TNCs, non-profits, state agencies, auto manufacturers and dealerships, economic development corporations, and private businesses. In addition, applicants should clearly discuss the following:



- **Consultation with Utility:** Applicants are strongly encouraged to partner with utilities to ensure long-term viability of the Plaza. While applicants are required to consult with the local electrical utility provider regarding service to proposed plazas, opportunities may exist for additional utility partnerships such as utility-funded make-ready equipment, utility ownership of or funding for charging equipment, and innovative rates. Details of utility partnership including rebates or incentives should be included.
- **Collaboration with Local and County Government:** Applicants are encouraged to collaborate with local or county governments for each non-DEN plaza location. This collaboration should address the local economic, environmental, and/or social benefits arising from the plaza. Where applicable, applicants are encouraged to provide a letter of support from the local government describing the collaboration and benefits.
- **Other Engagement:** Applicants are encouraged to document engagement with other local and regional stakeholders involved in ensuring successful plaza development, operation, and utilization.
- **Outreach and Marketing:** Applicants should clearly describe outreach and marketing strategies that will be implemented to advertise and drive utilization of the plazas. Describe collaborations with entities like local governments and chambers of commerce or economic development corporations that will promote the plazas. If a formal outreach and marketing plan has been developed, this may be included as an attachment.
- Applicants should clearly describe how all of the partnership agreements impact the proposed budget, business model, and Pro Forma in the following section.

#### 5. Budget, Budget Narrative, Business Model, Pro Forma

- **Budget:** Provide a project budget for each individual plaza and for the project as a whole if multiple plazas are proposed. For each plaza applicants must clearly delineate eligible reimbursement costs from ineligible costs and include applicant match and the amount of funding requested from CEO. Project budgets should also clearly indicate costs associated with make-ready as noted above, including everything from necessary transformer upgrades up to the charger stub. Funding sources and amounts for applicant match and ineligible costs should be included.
  - **Required Documentation and Attachments:** Itemized spreadsheet of all project costs including a detailed budget for the grant request. This shall include a summary of all project match. For each source of match funding, the source (e.g. Site Host) and funding amount must be included.
- **Budget Narrative:** Provide a detailed explanation of the project budget for each plaza including a clear explanation of DCFC units and associated equipment, warranties for equipment, utility upgrades, hard costs like concrete and conduit, design and engineering, permitting, project management, and shipping of equipment. The narrative should clearly explain the applicant's match funds for the proposed project and where they come from. Applicants should indicate any other funding sources that will be used for this project and describe any plans to attract additional funding, if applicable. List all project-specific grant funds received or committed to date, whether from public or private sources, including all applications for funding pending with other entities. If funding is not yet secured or awarded from any source, please indicate that clearly. If planning to apply for utility programs and are successful in leveraging them, speak to how the business case would be improved.



- **Business Model:** Provide a detailed explanation of the business model including utility rates, operational costs, cost to charge at the stations, anticipated revenue, and any business agreements with TNCs, the site host, or other entities. The price to charge for drivers should be fair and reasonable, and the pricing model should be clearly described including the approach used to develop rates. Where applicable, reference the attached pro forma and how it contributes to your proposed business model.
  - The business model should clearly describe the rate agreement with the utility, the projected demand charge rates, and how demand charge rates will be managed within the business model. Applicants should clearly explain how they will balance managing peak demand with delivering a high quality charging experience for the driver.
  - Describe the relationship between the lead applicant and other parties to the application including site hosts or other parties with a financial stake in the project. Provide a risk assessment for the project that includes specific issues that could negatively impact plaza development and short and long term viability and specific strategies to be taken by the applicant and other parties to the proposal to ensure the station is constructed within the given timeline and that the stations experience long-term profitability. Describe steps taken to ensure the plaza remains viable during periods of low utilization, particularly if revenue derived from charging is the sole revenue source.
  - The contract term resulting from this RFA will be the period of installation plus five years of continuous operation for the awarded plaza. Describe plans to continue operation beyond the term of the CEO's funding agreement. Describe what market conditions will be required to expand capacity both in terms of kW and additional DCFC.
- **Pro Forma:** A clearly articulated business case must be presented as a pro forma for each plaza and the total project including all associated station design and installation costs; anticipated retail pricing of electricity; projected sales in years one through five with adequate justification given for all estimates; all operational costs; and the potential to expand the plaza based upon consumer adoption and anticipated future advancements in charging technology that exceed the plaza's initially engineered capacity.
  - **Required Documentation and Attachment:** Pro forma.

## 6. Organization, Staff Experience, Qualifications

Clearly describe your organization and why you are well-suited to develop and manage the proposed project. Describe your project team including lead applicant and other parties to the application, including contractors, subcontractors, site hosts, etc. If the team varies by each plaza location, provide a breakdown for each.

Describe the project staff responsibilities and qualifications. This should include the specific roles and responsibilities of each member from the lead applicant and other parties to the application and consist of a brief summary of qualifications and previous accomplishments for similar projects. Prior charging station development experience (i.e. number of years, number of stations / sites developed, duties, locations, etc.) should be clearly indicated. Results from past projects should be highlighted. This shall include, but is not limited to, references from project partners (particularly local or state governments), locations and descriptions of other active stations, safety and reliability records, and other unique qualifications. In the case of joint ventures, relevant prior work experience between involved entities is preferred.





Applicants shall provide references and contact information from previous projects for team members. If there are relevant reports or case studies which summarize previous experience, these may be included as attachments.

## 7. Innovation, Sustainability, and Equity

Applicants should discuss innovative strategies that go beyond the Minimum Specifications. These may include use of renewable energy or, onsite storage, equity programs, or other strategies that add to the long-term sustainability, viability, or customer friendliness to the plazas.

- **Innovation and Sustainability:** Include any measures taken to reduce and manage utility demand charges, offset on-peak electricity usage, and mitigate other adverse grid impacts while ensuring a positive charging experience. These may include, but are not limited to, renewable energy generation and integration, storage, strategies to mitigate on-peak electricity demand, innovative business models that lead to reduced equipment and installation costs or reduced operation and maintenance costs.
- **Equity:** Applicants who include an equity angle will be evaluated favorably. Examples of equity include but are not limited to:
  - Chargers shall include instructions in English and Spanish and are encouraged to have other language options available.
  - Locating Plazas within 2-3 blocks (ideally closer) of high-density residential areas (apartment complexes, multi-unit dwellings, etc.)
  - Community engagement strategies that include diverse demographics that typically do not have access to EV charging infrastructure. Strategies may include elements such as providing child care, transportation, translation services, and food to participants so they can be fully engaged.
  - Programs that include car-sharing or other mobility options
  - Locating chargers in underserved areas, such as within ¼ of a mile of housing authorities; or areas where low-income populations commute and shop
  - Locating plazas in Colorado opportunity zones
  - Locating plazas in distressed locations as evidenced on CDPHE's Center for Health and Environmental data. For example, the Community Health Equity map shows locations that have greater percentages of disability, poverty, heart disease, asthma, and other factors impacting the social determinants of health.
- **Other Benefits:** Other benefits may include the quantity and quality of jobs created by the project, benefits to economically disadvantaged communities and/or communities with poor air quality, and other benefits to the local community or Colorado citizens.

## 8. Project Schedule

A project schedule that includes a list of project tasks and milestones must be submitted. The schedule should identify a reasonable and timely plan for contracting, permitting, construction, and opening for each plaza; core areas of work; lead individual and/or agency; and the amount of time to complete. A chart (Gantt or similar) should be used to outline project tasks and milestones.

Applicants should note issues or conditions that will need to be resolved before the project can begin and highlight barriers that could delay the proposed timeline. All plazas must be complete within 12 months of contract execution. Proposals with timelines beyond 12 months must provide a rationale for the extended timeline. Applicants are strongly encouraged to complete the project earlier than 12 months, if possible.

#### Pre-Bid Meeting

A mandatory pre-bid webinar will be held on **July 10, 2020 at 1pm - 3PM MT**. During the meeting, CEO staff will conduct a walk-through of the RFA document and Applicants will have the opportunity to ask questions about the program and application process. **Lead applicants must register for and attend the webinar. Failure to attend will disqualify entities from being able to submit responses as a lead applicant.** [Applicants can register by clicking here.](#)

## Section 7: Application Submission Information

#### Application Submission

Applications must be received by **5:00pm MT on September 30, 2020**. CEO is not responsible for technical or transmittal issues when submitting a grant application. **All applications with a CEO email inbox timestamp of 5:01pm MT or after will automatically be disqualified from the current funding round with no exceptions.**

**Hard copy applications will not be accepted.** Please e-mail your application to [EV\\_Plazas@state.co.us](mailto:EV_Plazas@state.co.us). Subject: **"Plaza Application - Lead Applicant Name."** CEO requests that all materials be included as attachments to one email, however if your documents are too large to send in one email (over 20MB), you may send multiple emails. If you must do this, please use the same email subject each time to assist with processing your materials efficiently.

#### Decisions

Additional information may be requested from applicants by CEO prior to final award determination. CEO may invite applicants for interviews to discuss their proposals. CEO is under no obligation to fund any proposal and reserves the right to deny proposals for any reason. CEO reserves the right to award full, partial, or no awards for each application and the Plazas within it.

Funding is limited. Applications meeting all of the program's general policy guidelines may not necessarily receive an award.

CEO reserves the right to delay any decision due to budgetary constraints.

CEO reserves the right to vary from the evaluation criteria listed within this document during the application period as necessary or appropriate based on guidelines given by Federal Highway Administration, Colorado Department of Transportation, and Colorado Department of Public Health and Environment. Any modifications to evaluation criteria will be posted to the CEO's website. It is the responsibility of the applicant to check for these changes.

The Notices of Intent to Award are anticipated to be made by December 2020, and applicants will be notified of the Scoring Committee's determinations via email. Awardees are expected

to sign and return the contract agreement to the CEO within four weeks of receiving the document unless otherwise noted in writing.

Funding decisions are final. Funds awarded are based on a competitive process where applications are weighed against other applications and overall program goals. Changes unapproved by the CEO to an awarded applicant's scope of work after funds are awarded will not be allowed and may result in the nullification of the award.

## **Section 8: Awarded Applicant Reporting and Payment Procedures**

Grant recipients shall manage and expend grant funds to maximize these objectives outlined herein, including commencing expenditures and activities as quickly as possible, consistent with prudent management. Contract planning, evaluation, and award shall align with the program's core objectives outlined in the Colorado Electric Vehicle Plan, and CEO's evaluation will be based in part on how each proposal effectively achieves these objectives.

Successful grantees will adhere to reporting requirements over a five-year contract period commencing upon completion of construction and provide an analysis of the use of the EV plaza funds during that time.

### **Project Impacts and Reporting**

All funding awards are conditioned upon veracity of information provided within the application and will require accountability and reporting by the Grantee. Such written analysis will be in accordance with the procedures developed and prescribed by the CEO. State staff may also conduct periodic site checks after installation to ensure compliance with the station Contract agreement. The following reporting requirements will be included in the CEO's Contract with the Awarded Applicant (Grantee).

### **Pre-Construction / Construction Phase Reporting**

#### **Monthly Reporting Requirements**

Grantee will submit, on a monthly basis, a written progress report of all activities under this grant up to the point that all plazas are open to the public. The preparation of reports in a timely manner will be the responsibility of grantee and failure to comply may result in the delay of payment of funds and/or termination of the grant.

The report will refer to the status of work to be performed pursuant to this grant and will include a description of the deliverables and tasks completed during the reporting period. The report will include a description of any findings or results, any unanticipated outcomes or roadblocks encountered, and any potential future applications of project results. The report will indicate clearly whether work is proceeding according to schedule, ahead of schedule or behind schedule. If the work is behind schedule, the report must include a summary of the reasons for the delay and a plan of action to bring the project back on schedule, which will be subject to review and approval by the CEO prior to implementation. CEO will provide grantees with a reporting template at time of contract execution.

Grantee will also agree to a minimum five-year, undisrupted (barring unavoidable circumstances) station operation commitment beginning at the plaza's initial public opening. Grantee contract terms will start with contract execution date and include the period through

completion of awarded Plaza(s) and 5 years of operation for each Plaza. Any discontinuation of service before this time may result in the transfer of ownership and station equipment by the CEO to an alternative location, and operator with no guarantee of reimbursement. In such a case, the CEO will work with the plaza owner to reallocate the equipment to an alternative location to continue operation and service to the public.

### Final Report

Grantee will produce and submit to CEO a project completion report that provides a technical account of the total work performed and contains a comprehensive description of the work tasks specified herein, the results achieved, documenting the success/lessons learned/technology implementation of the project and shall include a financial status summary outlining expenditures for grant funds and non-grant cost-shares. The report shall include:

- a. **Project Summary Narrative:** This should summarize the project achievements including, at minimum, the needs that the project addressed, what the goals were, whether or not those goals were achieved, and what audience the project served. The narrative should summarize whether the grantee met the requirements of the contract.
- b. **Before and After Photos:** The project should allow for photos to communicate the work. Please include electronic files with the report immediately following the construction phase. If possible, try to get people in the photos - especially users of the funded equipment.
- c. **Compliance:** Compliance with all local building and operational codes, as demonstrated by a signed letter from the local Authority Having Jurisdiction (AHJ) is required. Non-compliance will result in the nullification of the Award and repayment of any grant funds utilized by the Grantee.
- d. **Other Information:** Other information as requested by CEO.

### Quarterly Reporting for Plaza Service

After plazas are constructed and open to the public, grantees shall provide reports to CEO every three months for a five-year contract term (five-year contract term begins at final plaza completion though plazas completed prior will be expected to report sooner). Required data reports shall be submitted to CEO no later than the end of each three-month period following the beginning of plaza service. This information will be used to benchmark program effectiveness, inform the public of project results via various strategies including press releases, case studies and the CEO website, and meet the reporting requirements of FHWA and CDPHE.

Quarterly data reporting will also be required throughout the duration of the contract with the State as an opportunity to document achievements through the project's work. Reporting criteria will include, but may not be limited to, the following:

- a. **Plaza Usage Report:** A plaza usage report including but not limited to, number of charging events, connect and disconnect times, start and end charge times, maximum instantaneous peak power, average power, total energy (kWh) per charging event, rolling 15-minute average peak power, date/time stamp, unique ID for charging event, Unique ID for identifying the EVSE, other non-dynamic EVSE information (GPS, ID, type, contact info).
- b. **Summary of Quantifiable Metrics:** This will include monthly e-gallon / electricity sales, average monthly e-gallon prices, number and type of jobs created (if applicable); number of individuals trained in station operation, safety and management; and



additional expenses such as replacement of equipment, etc. Station owners may also report other metrics that they deem relevant to the project.

- c. **Project Constituent Testimonials/Quotes:** Include statements about the project's importance from users and managers that could be used for communications. For example, a funded station may include a statement from the station owner, customers, etc.
- d. **Summary of Communications:** Include a summary of any communications to and from the public associated with the station project. For example, this could include press releases, advertising, or newsletters.
- e. **Summary of Operability:** Include a summary of operability and any down time or lapse regarding service to the public. This shall include, but may not be limited to, duration, reasons for the down time, and steps taken to minimize future interruptions.

At any time, the CEO may determine that additional application or reporting information is required and reserves the right to amend grant conditions without penalty. CEO will provide grantees with a reporting template at contract execution.

### Payments

The following payment procedures will be included in the CEO's contract with the Awarded Applicant (Grantee):

Each plaza is eligible for 95% reimbursement upon completion of construction and the plaza's opening to the public. CEO will retain 5% of the total grant award, distributing 1% annually each year from completion of the awarded plaza(s) based on Grantee's timely completion of reporting, required uptime, and continuous operation.

### Billing Procedures

Payments must be made in accordance with the provisions set forth in the grant. The State will reimburse grantee for the reasonable, allocable, and allowable costs based on satisfactory submission of monthly progress reports and required documentation of the work defined in the grant, as determined by CEO. The grantee will be compensated only for completed work by the grantee and accepted by the CEO pursuant to the terms of the grant. Payment will also be contingent upon the CEO's timely receipt and acceptance of the required reports described herein. The grantee will be reimbursed based on the submission of a Request for Payment and a Financial Status Report form provided by the CEO providing a detailed account of the amount of costs, including receipts/invoices, incurred relating to line items per the project budget, and upon opening of the stations.

For more information regarding applications, please contact:

Zach Owens  
Senior Program Manager  
Transportation Fuels & Technology  
Colorado Energy Office  
1600 Broadway, Suite 1960  
Denver, CO 80203  
(303) 866-3279  
[zachary.owens@state.co.us](mailto:zachary.owens@state.co.us)

**Appendix Documents:**

- A. CDOT Signage Information
- B. CDOT Sign Program Station Eligibility Certification for DC Fast-Charging Stations
- C. DEN Cell Phone Waiting Lot Information and Maps
- D. DEN Legal Considerations for Site Host Agreement
- E. State of Colorado Model Contract and Supplemental Federal Provisions

**Attachment Documents:**

1. Application Summary Sheet
2. Request for Taxpayer Identification Number and Certification
3. Application Form