



On-Street Charging Solutions Program Questions and Answers

Updated as of August 27, 2024

Funding & Budget

- 1) Is there a maximum amount of funding allocated for administration in the budget?
 - a) While there is not a maximum amount of funding allocated for administration, applicants should maximize funding allocated towards each scope of work.

- 2) Will additional funding be provided for the procurement, construction, and installation of the EVSE? Or is the project budget of \$11,250,000 expected to cover procurement, construction, and installation of the EVSE?
 - a) The project budget of \$11,250,000 is expected to cover all scopes of work including procurement, construction, and installation of the EVSE. MassCEC will not provide any additional funding.

- 3) How is this program related to the Justice40 requirements?
 - a) This Program advances President Biden's [Justice40 Initiative](#), which made it a goal that 40% of the overall benefits of certain federal climate, clean energy, affordable and sustainable housing, and other investments flow to disadvantaged communities that are marginalized by underinvestment and overburdened by pollution. All the funds awarded through the Program are subject to this requirement. This Program will also help both the Commonwealth, and the federal government achieve their emissions reductions goals.

- 4) The RFP mentions that "Applicants are strongly encouraged to allocate at least 25% of the proposed funding to Diverse Suppliers." Will proposals that do not achieve the 25% be considered?
 - a) We encourage applicants to aim for this goal. However, MassCEC recognizes that the 25% goal is aspirational. All proposals should provide responses detailing how their program will support suppliers, vendors, and businesses that are often underrepresented or underserved in the



Commonwealth. Proposals that do not meet this goal should explain the goal they propose and describe the challenges to meeting the 25% goal.

- 5) Of the \$11,250,000 total funding available, what is the maximum amount allocated for the Technical Consultant/project manager for the program? Does MassCEC have approximate amounts it would like to allocate across the four scopes of work?
 - a) While there is not a maximum amount of funding allocated for administration, applicants should maximize funding allocated towards each scope of work.

- 6) Does MassCEC have a percentage dollar amount goal and/or requirement for CBOs to be awarded funding from the winning project proposal or is the only percentage requirement related to 25% of the proposed funding to be used for Diverse Suppliers? Since most local CBOs are non-profit organizations, and our understanding is they are not able to qualify as Diverse Suppliers, utilizing their services should count towards the 25% diversity effort as CBOs are often Minority/Women/Veteran/LGBT owned and operated organizations.
 - a) No, the CBO designation does not count toward the 25% supplier diversity goal. Although we encourage applicants to aim for this goal, MassCEC recognizes that the 25% goal is aspirational. All proposals should provide responses detailing how their program will support suppliers, vendors, and businesses that are often underrepresented or underserved in the Commonwealth. Proposals that do not meet this goal should explain the goal they propose and describe the challenges to meeting the 25% goal.
 - b) The Technical Consultant is encouraged to work with CBOs and other organizations that serve low-income disadvantaged communities (LIDAC).

- 7) In order to provide cost estimates, approximately how many municipalities should be engaged as part of this program?
 - a) The Technical Consultant will determine the number of municipalities participating in the Program based on the budget. MassCEC encourages Applicants to provide reasoning for cost estimates, including number of municipalities and expected number of charging stations per site.



- 8) The program provides funding for implementation. If there are other or additional incentives or grants available for the municipality do those incentives go to the primary vendor, municipality, or the MassCEC. In other words, does the primary vendor pay for the entire implementation prior to factoring in incentives? If they are factored in, how do you envision the money flowing.
 - a) The funds MassCEC provides are intended to cover the entirety of the work laid out in the scope of work. The Technical Consultant should not factor in outside incentives for Program work.

- 9) How should we structure pricing for awardee to run the program? Or is there a set price for the awardee to be paid after winning the bid?
 - a) MassCEC does not have a pricing structure for the awardee. Applicants should refer to the budget spreadsheet to determine how they would like to allocate program funds. The total budget for the Program is \$11,250,000. All funding will be awarded directly to the Lead Applicant who will be responsible for distributing funds to sub-contractors.

- 10) Is there a recommended portal for executing the funding program after the awardee is selected or is it the responsibility of the bidder to select and use a portal if deemed necessary?
 - a) It is the responsibility of the Applicant to select and utilize a portal for executing the funding, if they see fit. MassCEC has no preference regarding a portal for executing the program funding.

Scope of Work

- 11) Can you provide an estimated number of sites and charging ports that are expected to be deployed throughout the project's lifetime?
 - a) The number of sites and charging ports to be deployed are subject to the applicant's discretion. Applications that lead to the greatest deployment of infrastructure will be viewed favorably.

- 12) Task 3.3A: Finalized Site Selection and Continued Community Outreach states that the "...Technical Consultant will determine the Finalized Site(s) for On- Street Charging EVSE installation in each municipality." We would certainly make strong recommendations on finalized sites but someone other than the consultant would need decision-making authority, is that correct and who would that typically be?



- a) As with all of the Tasks, the Technical Consultant will work in coordination with MassCEC. For Task 3.3A, the Technical Consultant will work with sub-applicants and municipalities to perform on-site assessments that will result in EVSE site selection. The Technical Consultant, in coordination with MassCEC, has the final decision-making power over site selection.

13) Task 3.3B: Permitting Approvals and EVSE Procurement states “Technical Consultant will Procure On-Street Charging technology on behalf of the municipalities. The Technical Consultant will work with each municipality to ensure that all procurement follows MA public procurement requirements, as needed. Then the next section states “The Technical Consultant’s EVSE vendor will ensure that each municipality’s preferred charging station is procured.” The preferred charging station by the municipality and the publicly procured station may be conflicting. **Can you clarify if the consultant is publishing an RFP and that the municipality will score the results? These two sections seem difficult to comply with.**

- a) The Technical Consultant will work with the municipality first to determine charging needs and then procure an EVSE company for installation. Procurement in this instance refers to the permitting and siting processes in accordance with Massachusetts and local laws.
- b) The Technical Consultant will not publish an RFP. The Technical Consultant will determine which EVSE company suits each municipality and will consider supplier diversity in their selection process. The Technical Consultant does not need to work with the same EVSE company for every municipality.

14) The RFP states “*Scope 2 will solely provide planning services and will not include funding for implementation.*” Can you provide clarification on what activities MassCEC is expecting for the Task 2.1A **Feasibility Study Template** “*Assistance with and recommendations for stakeholder engagement and public outreach efforts related to project planning*”?

- a) The Technical Consultant should outline how they intend to engage with stakeholders and conduct outreach within municipalities to best determine site selection. Community buy-in is an essential component of identifying EVSE siting locations.



- 15) For Task 3.1A, can you clarify this statement: “*Given the Program timeline, municipalities selected for Scope 3 will likely be distinct from municipalities selected for Scope 2 as both Scopes will be occurring concurrently.*” Will program planning and feasibility studies be concurrent with the program implementation?
- a) The Technical Consultant will perform feasibility studies for a cohort of municipalities while also implementing and deploying charging infrastructure to a separate cohort of municipalities concurrently.
- 16) Would it be possible to submit a design only proposal and exclude implementation construction and still be considered compliant?
- a) All documentation and services required without construction would be provided as required by the RFP, but no construction will be provided.
 - b) MassCEC requires prospective applicants to review and respond to all four (4) scopes described in the RFP. MassCEC will select one Applicant Team to work on all four (4) Scopes.
- 17) Is there a port minimum or a min/max number of chargers per site? Should the awardee plan to develop a min/max in the proposed plan?
- a) The number of sites and charging ports to be deployed are subject to the Applicant’s discretion. The Technical Consultant is expected to install EVSE based on municipality recommendations and community feedback from outreach efforts.
- 18) Should the elected contractor input guidelines for a limit on kW min/max?
- a) The elected contractor will work within the confines of the charging solutions chosen and the electric capacity, planned or present, of the selected charging site.
- 19) Are we allowed to bring in out of state contractors in the event of using 3rd party contractors?
- a) While MassCEC encourages Applicant Teams to be MA-based, teams including out of state entities are still eligible.
- 20) Is the contractor tasked with developing a project close out procedure?
- a) Following Program Implementation, in accordance with Scope 3, Tasks 3.4C-3.4D, the Technical Consultant must provide Ongoing Support to each



municipality throughout the duration of the Program term and develop a Maintenance and Operations Plan to assist each municipality with ongoing maintenance and operations following the Project term.

- 21) Is there a peak/target number of chargers MA is trying to achieve or is it based on till the money is out?
- a) See question 11.

Applicant Teams

- 22) Should proposals identify or secure partnerships with municipalities, technology providers, installers etc., or are those selected during the program itself after the administrator is awarded?
- a) Applicant teams that include technology providers and installers are preferred, but not required. Municipalities will be selected through a competitive process after award, applicants should not apply with municipal partners.
- 23) Are technical consultants expected to be responsible for the construction and installation of the EVSE? Or are technical consultants expected to conduct procurement and construction management?
- a) Technical consultants are expected to be responsible for the procurement and management of EVSE. Applicant teams that include technology providers and installers are preferred, but not required. On a case-by-case basis and as time permits, municipalities may have the option to utilize third-party vendors for the procurement and installation of EVSE, however the Technical Consultant should be prepared to provide these services.
- 24) The RFP states in “Task 3.4A: EVSE Installation and Commissioning - The Technical Consultant will lead the Installation of On-Street Charging Stations on behalf of each municipality” additionally “on a case-by-case basis and as time permits, municipalities may have the option to utilize third-party vendors for the procurement and installation of EVSE, however the Technical Consultant should be prepared to provide these services.” This language suggests that an installation component is required which is not typically performed by a technical design consultant. As such the RFP reads as what would commonly be referred to as a Progressive Design Build. Meaning a consultant and contractor are joined as a team



and the consultant leads the design, technical advisory and other pre-construction elements. A contractor then picks up the implementation of the construction documents. The construction partner would typically be the Prime entity on Progressive Design Build contracts. **Should this RFP be considered a Progressive Design Build led by a contractor as Prime?** A consultant would not typically hold a construction contract.

- a) MassCEC is agnostic as to which entity on the Applicant Team is the lead on the contract. However, a main point of contact must be available throughout the Project. The Applicant Team, consisting of the lead applicant and sub-contractors, must be able to fulfill all four (4) scopes of work.

25) Are there any special requirements for contractors?

- a) MassCEC has no special requirements for contractors. However, MassCEC seeks qualified Applicant Teams with experience in clean transportation, municipal procurement, on-street electric vehicle charging, and utility coordination to deploy the On-Street Charging Program.

26) Is there a pre-approved list of preferred vendors? Or should the awardee plan to include an onboarding plan for approved vendors?

- a) MassCEC encourages Applicants to form a team with sub-vendors to provide all the requisite experience required for the Scope of Work, including sub-vendors responsible for procurement, installation, and maintenance of On-Street Charging stations. Additionally, in line with MassCEC's Supplier Diversity Goals, Applicant Teams are encouraged to form teams comprised of diverse suppliers, MA-based businesses, and small businesses. Applicants are encouraged to join the On-Street Charging Slack Channel to connect and form Applicant Teams with other entities including EVSE vendors. Applicants that do not apply with vendors are encouraged to include a comprehensive onboarding plan in their project workplan, describing how they will partner with a vendor.

Program Eligibility

27) Is there a requirement to support ongoing reporting after deployment or after the two-year contract term for this program?

- a) The Technical Consultant will be expected to remain available to each fleet for ongoing support throughout the duration of the Program term. The Technical Consultant will develop a Maintenance and Operations Plan to



assist each municipality with ongoing maintenance and operations after the close of the Program term and the end of the EVSE warranty. To ensure informed budgeting and resource allocation, the Maintenance and Operations Plan should include a projected cost of ownership for the stations. The term of the Program will not extend past 2026.

28) Must all work be 100% completed and implemented by the 2026 deadline or do you see the option to move beyond this timeline given the potential for programmatic and/or project delays?

a) All work including the Guidebook, Final Reports, and final invoicing must be completed by the end of 2026. Due to funding restrictions, there is no possibility of extension.

29) Do you anticipate that the municipal procurements (for the most part) would be under the guidelines of M.G.L. c25A & 11C?

a) Any procurement made under this award should be in accordance with Massachusetts laws. Municipalities should consult with their procurement officer on the most suitable method.

30) Are there restrictions on which chargers can be used?

a) The Technical Consultant is expected to install EVSE based on municipality recommendations and community feedback from outreach efforts. All EVSE proposed must be Energy Star Certified and classified as On-Street or Curbside to be considered for funding.

31) Are there ADA requirements we should plan to include in site designs?

a) While site designs are not required to include ADA requirements, Applicant Teams are encouraged to develop deployment plans that will have an equitable impact across all communities. The Technical Consultant is expected to install EVSE based on municipality recommendations and community feedback from outreach efforts.

Additional Resources

32) Would information about this program be made available directly on the MassCEC website? – e.g. The vendor would create the content and MassCEC would post it? Or would the vendor need to create a dedicated program website?



- a) MassCEC and the Department of Energy Resources' Green Communities Program will assist the Technical Consultant with outreach regarding program awareness for municipal participation. However, the Technical Consultant will need to develop outreach strategies that are outlined throughout Scope 3 and in Task 4.1B.
- 33) For Task 4.2 Guidebook Development, does MassCEC want the guidebook to be a PDF that is available on the MassCEC website, or do you envision some other way of presenting this information?
- a) The guidebook should be designed and published as a PDF. In collaboration with MassCEC, the Technical Consultant will determine the most effective way to advertise and publish the guidebook.
- 34) Does MassCEC want a mix of Level 2 and/or Level 3 (DCFC) chargers for On-Street charging project applications? Can you please provide an approximate percentage allocation if this is known?
- a) There is no mix preference for Level 2 and DC Fast Chargers. The Technical Consultant is expected to install EVSE based on municipality recommendations and community feedback from outreach efforts.
- 35) Is there a goal for a specific number of DCFC and L2 chargers to be installed?
- a) See question 11.
- 36) Do you anticipate that the municipal procurements (for the most part) would be under the guidelines of M.G.L. c25A & 11C?
- a) Any procurement made under this award should be in accordance with Massachusetts laws. Municipalities should consult with their procurement officer on the most suitable method.
- 37) Is there a specific software/mfg that you would like included or excluded in this bid? Or should the awardee plan to compose a list of approved chargers and software mfg's?
- a) Applicant Teams should include a list of potential chargers and are encouraged to include potential software mfg's in their proposals.



- 38) Are they requiring NACS, CCS? What ports are approved? Or should the awardee plan to include this in the program guidelines when submitting the bid?
- a) While there are no requirements in terms of including NACS or CCS, the Technical Consultant is expected to install EVSE based on municipality recommendations and community feedback from outreach efforts.