**Alabama Department of Economic and Community Affairs Request for Proposals**

**for Electric Vehicle Planning and Education Consultant**

**August 6, 2021**

The purpose of this document is to provide detailed specifications to the Alabama Department of Economic and Community Affairs (ADECA) for seeking a consultant to provide Planning and Education services by developing a Comprehensive Statewide Electric Vehicle (EV) Infrastructure Plan for the State of Alabama.

This document provides the following:

* Description of Goals
* Description of Tasks
* Suggested Minimum Experience and Qualifications
* Technical Proposal Requirements for Respondents
* Selection Criteria

Proposals are due **Friday, August 20, 2021** and must be received electronically no later than 12:00 noon at [mary.blackmon@adeca.alabama.gov](mailto:maureen.neighbors@adeca.alabama.gov).

This document requires integration with the State of Alabama required procurement guidelines and requirements in order to be finalized.

**Statement of Need:**

Today, the EV market is steadily increasing. The State of Alabama has been tasked with planning for and deploying charging infrastructure grants. The Alabama Legislature and Governor Kay Ivey have recognized the importance of EV charging stations and appropriated funding to provide charging infrastructure as well as education and planning. The State has completed the first planning efforts for EV infrastructure deployment by issuing the Alabama EV Infrastructure Plan focusing on EV charging on Alabama interstate corridors, establishing an EV Education Program, and funding 18 EV infrastructure charging projects.

ADECA is now seeking an experienced consultant who shares this vision and will assist ADECA in continuing its planning and education efforts to address Alabama’s EV infrastructure needs. The selected entity must demonstrate the ability to update and expand the planning activities taken through the Alabama EV Infrastructure Plan by providing a Comprehensive Statewide EV Infrastructure Plan.

**Proposal Responses should address the following:**

**Scope of Work**

The entity must provide a detailed proposal for developing a Comprehensive Statewide EV Infrastructure Plan. The proposal should address all aspects of the planning process, costs, and goals, including but not limited to, the following deliverables:

* **Deliverable 1:** Develop a Comprehensive Statewide EV Infrastructure Plan (to be completed in the first 90 days)
* Convene stakeholders and facilitate meetings for input (stakeholders shall be comprised of representatives of electric utilities, car manufactures, and others to include representation from all regions of the state.)
* Ensure the Plan reflects the goals of the program
* Determine locations most feasible to accomplish the goals of the program
* The Plan must incorporate the needs of the citizens of Alabama including hurricane evacuations, workplace charging, new single family residential charging and multifamily residential charging
* The Plan should address the need for both rural and urban charging
* Assist in the preparation of the application process and rating criteria for the EV Infrastructure Grant Program
* **Deliverable 2:** Education of the Comprehensive Statewide EV Infrastructure Plan (to be completed in the second 90 days)
* Educate interested parties on the Plan to encourage participation in the grant program
* Promote and distribute the Plan and grant program in multiple scenarios

**Experience**

* The responding entity should demonstrate successful coordination of planning and education projects
* The responding entity must have experience in the EV sector as well as knowledge of Alabama’s auto manufacturing industry
* The responding entity should have multiple years of experience
* The responding entity must submit three (3) references from previous engagements providing similar services
* The responding entity will provide letters of reference from three (3) previous customers or clients knowledgeable of the responding entity’s performance in providing services similar to the services described in this Request for Proposals (RFP) and a contact person (telephone number and email address) for each reference.
* Describe the responding entity’s experience working with the EV industry relevant to the requirements of this RFP.

**Reporting**

* The responding entity must detail the expected timeline and tasks involved in achieving the core deliverables over a 6-month period
* The responding entity shall describe reporting mechanisms to apprise ADECA of project status

**Budgeting**

* The responding entity must detail the services to be provided to ADECA using a budget of $50,000, $100,000, and $250,000.

**Additional Requirements**

* As part of this RFP, submissions shall also include a complete and executed State of Alabama Disclosure Statement form.
* Successful consultants will be required to submit a Beason-Hammon form with corresponding E-Verify and be registered in the State of Alabama Accounting and Resource System (STAARS) Vendor Self Service (VSS) portal.

**Merit Review**

Compliant proposals will be evaluated as follows:

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| --- | --- |
| Criteria | Maximum Points |
| Strategy for providing deliverables | 35 |
| Experience | 25 |
| Reporting | 15 |
| Cost | 25 |
| Total Maximum Points | 100 |

Additionally, ADECA reserves the right to hold in-person and/or virtual interviews as part of the review process.

**Term of initial award: 6 months**