

EVALUATION CRITERIA

If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL

1. Objectives and Services

1. Weight: 10

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. **Define any assumptions made** in formulating Criteria Response.

2. Methods

2. Weight: 10

Response must outline the methods or approach for accomplishing the proposed Statement of Services. Describe what, when, where, how, and in what sequence the work will be done to meet the schedule. Address how experience, and capabilities of your firms (Offeror and Proposed Subcontractors) and Project Staff might *specifically* contribute to the proposed methods and understanding of the stakeholders involved. Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interaction required from/with the Contracting Agency; etcetera. Suggest alternatives, if appropriate. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized equipment or unique approaches or concepts **relevant to the required services** which the firms may use.

3. Management

3. Weight: 10

Response must describe the administrative and operational structures that will be used for performing the proposed contract. For example consider: who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? A graphic depiction is preferred in your response to this criterion. Additionally, the Authority may want to inspect work products in progress and have a close ongoing working relationship with your Project Staff. Accordingly, your response should also identify where the various contract services will be performed, *in proximity to the Authority's office*, and how communications will be maintained between your Project Staff, the Authority, and any other government agencies or the public, as applicable.

4. Proposed Project Staff

4. Weight: 20

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services:

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract)
3. Meeting Facilitation
4. EV Infrastructure Planning
5. GIS

Offerors which fail to provide a name for the individuals to perform the services below maybe considered non-responsive and their proposal maybe rejected:

Continued on Next Page

Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract**. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least 3 professional references (contact persons and telephone numbers) for each person.

5. Workload and Resources

5. Weight: 5

Response must: (1) discuss both current and potential time commitments of your proposed Project Staff to all clients; (2) discuss the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and (3) demonstrate adequate support personnel, facilities and other resources to provide the services required. Provide a list of current contracts with the Contracting Agency in which your proposed Project Staff are participating. Include all contracts statewide with the Authority.

6. Past Performance

6. Weight: 25

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Describe the dollar amount of the projects and a brief narrative of the successes of the projects. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. The State reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

7. Schedule Commitment

7. Weight: 5

Some of the services to be provided under this agreement are required to adhere to strict schedules. The firm selected for this agreement must be committed to providing completed deliverables as negotiated by individual NTP's.

Describe your commitment, should you be awarded this agreement, to provide the required deliverables in accordance with the schedules as negotiated by individual NTP's. Explain how you will assure that the submittals are acceptable to the Authority prior to their due dates.

SECTION II - PRICE

If price is not an Evaluation Criterion, weights for Criterion #6 shall be "0". If price is an Evaluation Criterion, the weight for Criterion #6 shall be at least "15", and all Offerors shall submit Price Proposals in the specified format(s).

See item #9, under Notices in Part A - RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B - Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement (DOT&PF Form 25A257).

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allocability in accordance with AS 36.30.400, .420 & .480, 2 AAC 12.550 and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

6. Labor Billing Rates (Required Format)

6. Weight: 15

Provide a proposed total hourly Billing Rate (i.e. inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job **FUNCTIONS** listed below. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. **Only the maximum rate paid to any individual for each listed job function** - regardless of employer (Offeror or Subcontractor) - **must be provided and will be considered for this response**. Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations.

- | | |
|-------------------------------|--|
| 1. Contract Management | (Estimated at 5% of total labor effort) |
| 2. Project Management | (Estimated at 10% of total labor effort) |
| 3. EV Infrastructure Planning | (Estimated at 75% of total labor effort) |
| 4. GIS | (Estimated at 10% of total labor effort) |

*In accordance with the submittal Checklist ('rfp-b'), item 10.3, *Billing Rates must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor)*

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation - except that the **score will be zero if a rate for each listed function is not provided by an Offeror**.

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that **designate preferences on page one of Part D**.

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)]5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum \$5000)5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)]15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)]10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt

Alaska Energy Authority PROPOSAL FORM

PART

D

THIS FORM MUST BE THE FIRST PAGE OF PROPOSAL. Attach criteria responses as explained in Part B - Submittal Checklist. No transmittal letter or cover sheet will be used.

PROJECT

Project Title	AEA EV Program Support
RFP No.	22074

OFFEROR (CONTRACTOR)

Contractor.....:	
Street.....:	
P.O. Box.....:	
City, State, Zip.....:	
Alaska Business License Number	
Federal Tax Identification No.:	
Individual(s) to sign contract	
Title(s)	
Type of business enterprise (check one).....:	[] Corporation in the state of . :
[] Individual	[] Partnership
[] Other(specify)	:

ALASKA STATUTORY PREFERENCES (IF NO FEDERAL FUNDING)

Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C): <input checked="" type="checkbox"/> Alaska Bidder (Offeror)
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PROPOSED SUBCONTRACTOR(S)

<u>Service, Equipment, etc.</u>	<u>Subcontractor & Office Location</u>	<u>AK Business License No.</u>

CERTIFICATIONS

I certify: that I am a duly authorized representative of the Contractor; that this Submittal accurately represents capabilities of the Contractor and Subcontractors identified herein for providing the services indicated; and, that the requirements of the Certifications on page 2 and 3 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Cost and Pricing Data, 4) Trade Restrictions/Suspension/Debarment, 5) Foreign Contracting and 6) Former Public Officer - will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. Failure to comply with these Certifications is a fraudulent act. The Authority is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Contractor and Subcontractors.

Signature		
Name.....		Date:
Title.....		Telephone (voice):
		(fax):
		Email Address:

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

Contractor and all Subcontractors shall comply with the following applicable requirements of Alaska Statutes:

1. **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors. In accordance with Administrative Manual, Section 81.120, proof of application for an Alaska Business license will satisfy this requirement. Per AAM 81.120, acceptable evidence that the offeror possesses a valid Alaska business license consists of any one of the following:
 - a. Copy of the Alaska business license.
 - b. A canceled check that demonstrates payment for the Alaska business license fee.
 - c. A copy of the Alaska business license application with a receipt stamp from the State's business license office.
 - d. A sworn notarized affidavit that the bidder/offeror applied and paid for the Alaska business license.
 - e. Other forms of evidence acceptable to the Department of Law.
2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(14)) for Architecture, Engineering or Land Surveying (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).
3. **Certificate of Authorization for Corporate Practice** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering or Land Surveying (Form 08-2407 issued under AS 08.48.241). Corporations offering to provide Architectural, Engineering or Land Surveying services do not need to be registered for such disciplines at the time proposal is submitted provided they obtain corporate registration before contract award (AS 08.48.241).
4. **Certificate of Incorporation** (Alaska firms) or **Certificate of Authorization for Foreign Firm** ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).
5. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering or Land Surveying (reference AS 08.48.241) which names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract/Subcontracts.
6. **All partners** in a Partnership to provide Architectural, Engineering, or Land Surveying **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) which the Partnership offers.
7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).
8. **Contracts for Architecture, Engineering or Land Surveying** may not be awarded to individuals, corporations or partnerships not in compliance, respectively, with the provisions of paragraph 2, 3, and 6, above (AS 36.90.100).

[For information about licensing, Offerors may contact the Alaska Department of Commerce and Economic Development, Division of Occupational Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: <http://commerce.alaska.gov/dnn/cbpl/Home.aspx>]

CERTIFICATION FOR INSURANCE

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements APPENDIX D, Indemnification and Insurance. CONTRACTOR shall name Denali Commission as an additional insured on the Liability Insurance Policy.

CERTIFICATION - COST AND PRICING DATA

In accordance with 3 AAC 109.550, any cost and pricing data submitted herewith, or in any future price proposals for the proposed contract, will be accurate, complete and current as of the date submitted and will continue to be accurate and complete during the performance of the contract, if awarded.

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

The individual signing this proposal certifies to the best of his or her knowledge that the Contractor and any subcontractors are in compliance with Appendix A, General Conditions, Article A25 and Article A26.

CERTIFICATION - FOREIGN CONTRACTING

By signature on this solicitation, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the offeror must contact the Contracts Officer to request a waiver at least 10 days prior to proposal deadline. The offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with this requirement may cause the state to reject the bid or proposal as non-responsive, or cancel the contract.

CERTIFICATION – FORMER PUBLIC OFFICER

Any proposer listing as a member of the proposer's team a current public officer or a former public officer who has left state service within the past two years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position.

The Ethics Act bars a public officer who leaves state service from representing, advising or assisting a person for compensation regarding a matter – that was under consideration by the administrative unit in which the officer served, and in which the officer participated personally and substantially through the exercise of official action, for two years after leaving state service. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

Additionally, former public officers may not disclose or use information acquired in the course of their official duties that could in any way result in a benefit to the former public officers or their families, if the information has not been disseminated to the public or is confidential by law, without appropriate authorization. See AS 39.52.140.

Each current or former public officer is responsible for determining whether he or she may serve in the listed capacity on this project without violating the Ethics Act. A form that a former public officer may use to certify their eligibility is attached. Current public officers may seek advice from their designated ethics supervisors concerning the scope and application of the Ethics Act. Former public officers may, in writing, request advice from the Office of the Attorney General, Ethics Attorney concerning the application of the Ethics Act to their participation in this project. It is the responsibility of the individual and the proposer to seek resolution in a timely manner of any question concerning the individual's eligibility.

**Former Employee’s Certification of Eligibility
Under the Alaska Executive Branch Ethics Act
(AS 39.52.140, AS 39.52.180)**

I am a former employee of the State of Alaska and left state service within the last two years. My last position with the state was [job title] with the [name of state agency and administrative unit]. I propose to work on [describe state contract or other matter] on behalf of [name of current employer]. This work will not involve any matter (a) that was under consideration by the state administrative unit that I served, and (b) in which I participated personally and substantially during my state service through the exercise of official action (“official action” means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction). I am therefore eligible to participate in this [contract or matter] under the Alaska Executive Branch Ethics Act. I also understand that as a former public officer I may not disclose or use information acquired in the course of my official duties that could in any way result in a benefit to me or my family, if the information has not been disseminated to the public, or that is confidential by law, without appropriate authorization.

I certify under penalty of perjury that the foregoing is true.

Dated: _____, 20__, at _____, Alaska.

[name of former state employee]

STATE OF ALASKA)
) ss.
_____ JUDICIAL DISTRICT)

On this _____ day of _____, 20__, [name of former state employee], whom I know to be the individual described in and who executed this certification, personally appeared before me and acknowledged that [s]he signed the certification as [her or his] free and voluntary act.

IN WITNESS WHEREOF, I have placed my signature and affixed my official seal.

Notary Public in and for Alaska
My commission expires: _____

If no notary or other official (judge, magistrate, U.S. postmaster or municipal clerk) is available, omit the notary certificate and include the following statement in the text: A notary or other official empowered to administer oaths is unavailable.

PROPOSED STATEMENT OF SERVICES

APPENDIX B

Date Prepared: 2/23/2022

RFP No.: 22074

RFP No. 22074

AEA EV Program Support

BACKGROUND:

The Alaska Energy Authority (AEA or the Authority) was created by the Alaska Legislature in 1976. The Authority worked throughout the 1980s to develop the state's energy resources as a key element in diversifying Alaska's economy. Additional legislation in 1993 and 1999, programmatically expanded the Authority's role as the State's energy office. The primary mission of the Authority is to reduce the cost of Energy in Alaska.

On January 29, 2018, Alaska became a beneficiary of the VW Environmental Mitigation Trust (Trust) established through a court settlement to fund mitigation projects that reduce nitrogen oxide (NOx) emissions. The Authority was designated as the State's lead agency to manage and distribute the funds to complete eligible mitigation projects. The Authority segued into the electric vehicle (EV) realm through the State's allocation of \$1.25 million of Trust funds for the installation of EV charging infrastructure (EVSE). Thereafter, AEA adopted a secondary mission to reduce barriers to EV adoption.

To achieve its secondary mission, AEA has conducted public outreach and education and has worked towards reducing range anxiety by strategically installing EV chargers. In 2020, AEA facilitated the development of the Alaska Electric Vehicle Working Group (AKEVWG), composed of representatives of utilities, state and local government, researchers, EV owners, and stakeholder industries. The AKEVWG meets quarterly and holds technical meetings on all topics EV, including solutions to impediments to EV market adoption, utility demand fees and EV charging rate structures, and siting criteria for EV chargers. Past agendas, presentations, meeting notes or recordings, and quarterly newsletters developed by AEA can be found on AEA's website. Last year, AEA also hosted the first Electric Vehicle Car Show along with other partners and sponsored an EV Ride-and-Drive event.

The lack of EV charging infrastructure has been identified as a significant barrier to EV market adoption in Alaska. To address this, AEA has initiated a multi-pronged approach to establish a statewide, interconnected EV fast-charging network along the highways and ferry terminals and community-based Level 2 charger installations. In 2021, AEA utilized Trust funds and Department of Energy (DOE) State Energy Program (SEP) funds, along with private matching funds from site hosts, to install 15 fast chargers and eight Level 2 chargers at nine stations connecting Seward and Homer to Healy. The first station was commissioned in Homer in September 2021; the remaining sites are anticipated to be completed in 2022. Utilizing SEP funds, three Level 2 chargers were installed in downtown Anchorage at state- owned facilities, with additional sites planned in 2022.

The recently passed Infrastructure Investment and Jobs Act (IIJA) offers a once-in-a-lifetime funding opportunity to complete a statewide EV fast-charging network as well as community-based charging installations in both rural and urban areas throughout the state. Under the IIJA National Electric Vehicle Infrastructure (NEVI) Formula Program Alaska will receive more than

\$50 million over five years beginning in fiscal year 2022, which will be managed by the Authority, to strategically deploy publicly accessible EVSE along designated alternative fuel corridors of the National Highway System. To access these funds, the State must develop and submit an implementation plan describing how the funds will be disbursed each year to meet the program objectives. In February 2022, the Federal Highway Administration issued additional guidance on the NEVI Formula Program. The IIJA also appropriates \$2.5 billion for competitive grants under the Charging and Fueling Infrastructure Program for the installation of publicly accessible EVSE and several other IIJA programs provide funding for EVSE installations or transportation electrification.

In the coming year, the Authority will continue facilitating the quarterly and technical AKEVWG meetings, developing quarterly newsletters, and hosting public outreach and education events. The Authority will coordinate with other government agencies and conduct stakeholder outreach to develop a plan for the strategic deployment of publicly accessible EV chargers in both rural and urban areas throughout the state, which will be implemented in subsequent years. AEA also intends to develop partnerships and pursue funding opportunities to facilitate EV adoption throughout the state, including isolated rural areas that are not part of the National Highway System.

By way of this RFP, the Authority is soliciting proposals from consultants with knowledge in transportation electrification and planning who are qualified to: (a) support the Authority in development of a statewide plan for the strategic deployment of publicly available EV charging infrastructure; and (b) assist the Authority in implementing the statewide EVSE plan.

This RFP is for a term contract for these services. The duration may be up to five years with a maximum contract value of \$500,000. The Authority may award more than one term contract. Notices to Proceed (NTP) for specific services will be issued to the selected term contractor(s) as need arises.

The successful Contractor(s) will have the following minimum qualifications:

- Knowledge and experience with the EV market in Alaska, transportation electrification, barriers to EV adoption, and utility rate structures.
- Knowledge and experience in regional, urban or rural planning related to EV charging infrastructure, transportation, or energy.
- Knowledge and experience in relevant data collection and analysis, and GIS.
- Basic understanding of the recently enacted Infrastructure Investment and Jobs Act (IIJA) National Electric Vehicle Infrastructure (NEVI) Formula Program and the Charging and Fueling Infrastructure Program; and NEVI Formula Program guidance documents distributed by the Federal Highway Administration in February 2022, including the State EV Charging Plan template.

SCOPE OF WORK

The term contract(s) that will be awarded under this RFP is intended to assist the Authority in developing and implementing a plan for disbursing funds from the Infrastructure Investment and Jobs Act (IIJA) National Electric Vehicle Infrastructure (NEVI) Formula Program over a period of 5 years. The scope of work items are identified below. The actual scope of work and requirements for each task order will be identified in the request for proposals (RFP) issued to the selected term Contractor(s). All task orders will include a Project Management component. The Contractor shall invoice monthly and submit brief monthly progress reports (1-2 pages) that

include a description of the activities and/or deliverables completed that period, budget status, and planned activities for the next quarter.

Task 1: EVSE Planning and Implementation

Task 1.1: Statewide EVSE Plan Development

The IIJA NEVI Formula Program requires the development of a plan for disbursing funds to strategically deploy publicly accessible EVSE each federal fiscal year (FY) from FY22 through FY26. It is estimated at this time that Alaska will receive approximately \$50 million under this program. The Contractor shall support the Authority in developing a statewide plan each fiscal year for the strategic deployment of publicly available EV charging infrastructure following the guidelines issued by the Federal Highway Administration. Plan development will include stakeholder outreach, gathering and summarizing baseline data (e.g., registered EVs, EVSE inventory), GIS geodatabase development, and map production.

Task 1.2: Statewide EVSE Plan Implementation

The Contractor shall assist the Authority in implementing the required annual plan referenced above in Task 1.1. This may include developing partnerships with stakeholders; identifying EVSE site hosts; drafting requests for information (RFI's) and/or requests for proposals (RFPs) or requests for applications (RFAs); gathering and summarizing performance metric data; and preparing draft annual reports.

This document does not and is not intended to include or address every item that will be included or addressed in the contract for professional services.

The base period of this contract shall be from date of AWARD to April 7, 2023, with (4) subsequent annual option years. The duration may be up to five years with a maximum contract value of \$500,000. The Authority may award more than one term contract. RFPs for specific services will be issued to the selected term contractor(s) as need arises.

ADMINISTRATIVE REQUIREMENTS

The Contractor shall not perform services or incur billable expense except as authorized by issued Notice to Proceed (NTP).

The Contractor shall be responsible for all tasks and services authorized by the Notice to Proceed (NTP) signed by the designee established by the Authority, and shall provide such services in accordance with the project schedule.

Submittal Requirements. Deliverables shall be compatible with standard commercial software, and submitted in PDF.