



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

LAKE MICHIGAN CIRCUIT

REQUEST FOR PROPOSALS

Issue Date: October 5, 2023

Response Due: January 31, 2024

**Michigan Department of Environment, Great Lakes, and Energy
525 West Allegan Street
Lansing, Michigan 48933**

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Lake Michigan Circuit Request for Proposals

PART I **GENERAL INFORMATION**

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy (EGLE), Energy Unit is offering grants to eligible entities for the strategic deployment of electric vehicle (EV) charging infrastructure to support EV tourism along the Lake Michigan coastline. The administration of this program is happening in partnership with the Michigan Department of Natural Resources (DNR), Michigan Department of Transportation (MDOT), and Office of Future Mobility and Electrification (OFME). The Lake Michigan Circuit (LMC), funded by MDOT general funds and Volkswagen Clean Air Act Civil Settlement funds, supports Governor Gretchen Whitmer's priorities to build the infrastructure necessary to support 2 million EVs on Michigan roads by 2030 as stated in the [MI Healthy Climate Plan](#) and [MI Future Mobility Plan](#). The State anticipates the grant period will begin April 1, 2024, and will end on December 31, 2025.

I-B Program Description

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) protects Michigan's environment and public health by managing air, water, land, and energy resources, and is focused on addressing climate change, diversity, equity, and inclusion. In fiscal year (FY) 2024, EGLE will provide grants to support the design, build, operation, and maintenance of EV charging stations to address air pollution caused by petroleum-fueled vehicles. Applicants must consider the following program objectives, priorities, and tasks in the planning of their proposal.

i. Program Objectives

- a. Establish a network of charging stations along the Lake Michigan coastline as part of a larger regional network to accelerate the adoption of EVs and increase the confidence of long-distance travel using an EV.
- b. Make progress toward deploying the infrastructure necessary to support 2 million EVs on Michigan roads by 2030.
- c. Reduce transportation related greenhouse gas emissions.
- d. Position U.S.-based industries for global leadership in the vehicle electrification ecosystem.

- e. Ensure a convenient, reliable, affordable, and equitable charging experience for all users.
- ii. Program Priorities
- a. Showcasing charging stations as an affordable, reliable, adaptable, and environmentally protective solution for Michigan's future.
 - b. Increasing accessibility to charging stations and the associated benefits for a broad range of end-users.
 - c. Strategic deployment of charging stations across Michigan that leverages regional strengths and opportunities.
 - d. Increasing opportunities for business investment, talent enhancement, state branding, and community vitality.
 - e. Supporting the goals of the [MI Healthy Climate Plan](#) and [MI Future Mobility Plan](#).
- iii. Applicant Tasks
- NOTE: Applicants must clearly and succinctly explain how they will accomplish each required task below **during the grant period**.*
- a. *Site Information and Equipment*
 - 1. Charging stations must be located according to the suggested placement depicted by Michigan State University's LMC Optimization Study. The [Electric Vehicle Infrastructure Programs Map](#), Lake Michigan Circuit layer, shows the preferred areas that the State is requesting chargers as part of this RFP. *NOTE: Sites within five miles from the nodes in the Lake Michigan Circuit layer will be preferred, however, EGLE will still consider locations greater than five miles away from the nodes on a case-by-case basis. EGLE reserves the right to award an application regardless of its proximity to the nodes.*
 - 2. Charging stations must be available for use by the public 24 hours a day, 7 days a week, and on a year-round basis, with minor exceptions (e.g., isolated or temporary interruption to service that is less than 24 hours or access for maintenance and repairs would not constitute a violation of this requirement).
 - 3. Charging stations must have basic user amenities on-site or nearby, which at a minimum includes on-site restrooms. Sites with additional amenities will be given preference according to the selection criteria listed in Part III.
 - 4. Charging stations must be located with consideration given to flood and other weather-related risks as well as drainage and prompt

snow removal to allow access for use and shall not interfere with emergency services.

5. Projects should abide by the [Design Recommendations for Accessible Electric Vehicle Charging Stations](#) published by the U.S. Access Board; at least one of the four charging spaces must be Americans with Disabilities Act of 1990, as amended, compliant.
6. Safety and security strategies must include:
 - I. Physical safety and security strategies, which at minimum includes site lighting. Sites with additional strategies will be given preference according to the selection criteria listed in Part III.
 - II. Cybersecurity safety and security strategies, which at minimum includes user data protection. Sites with additional strategies will be given preference according to the selection criteria listed in Part III.
7. Each charging station must have two charging ports that are capable of simultaneously charging at least two EVs.
8. Each direct current (DC) charging port must have continuous power delivery rating of at least 75 kilowatts (kW) per port and the charging station must be capable of providing at least 75 kW per port simultaneously across all DC ports.
9. Each alternate current (AC) level 2 charging port must have continuous power delivery rating of at least 6 kW per port and the charging station must be capable of providing at least 6 kW per port simultaneously across all AC ports.
10. Chargers must obtain certification from an Occupational Safety and Health Administration Nationally Recognized Testing Laboratory.
11. Chargers must allow for customers to report outages, malfunctions, and other issues with charging infrastructure. Reporting mechanisms must be accessible to persons with disabilities and persons with limited English proficiency.
12. Requires a minimum annual average uptime of greater than 97 percent for each charging port.
 - I. A charging port is considered “up” when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity in accordance with requirements for minimum power level.
 - II. Charging port uptime must be calculated on a monthly basis for the previous twelve months.
 - III. Charging port uptime percentage must be calculated using

the following equation:

$$\mu = ((525,600 - (T_{\text{outage}} - T_{\text{excluded}})) / 525,600) \times 100$$

μ = port uptime percentage

T_{outage} = total minutes of outage in previous year

T_{excluded} = total minutes of outage in previous year caused by the following reasons outside the charging station operator's control, provided that the charging station operator can demonstrate that the charging port would otherwise be operational: electric utility service interruptions, failure to charge or meet the EV charging customer's expectation for power delivery due to the fault of the vehicle, scheduled maintenance, vandalism, or natural disasters.

b. Pricing

1. The owner and operator of the charging station will set the price for use. EGLE expects the price to be set at a fair and competitive market rate, with adherence to [Section 445.903 of the Michigan Consumer Protection Act](#), 1976 PA 331, as amended.
2. Payment options must:
 - I. Provide secure payment methods which at a minimum shall include a contactless payment method that accepts major debit and credit cards, and either an automated toll-free phone number or a short message/messaging system (SMS) that provides the charging customer with the option to initiate a charging session and submit payment.
 - II. Not require membership for use
 - III. Not delay, limit, or curtail power flow to vehicles based on payment method or membership.
 - IV. Provide access for users that are limited English proficient and accessibility for people with disabilities; automated toll-free phone numbers and SMS payment options must clearly identify payment access for these populations.
3. Requires chargers to do the following as it pertains to pricing:
 - I. Display and base the price of electrical charge in \$/kWh.
 - II. Price of charging displayed on the chargers and communicated via the charging network must be the real-time price (i.e., price at that moment in time); the price at the start of the session cannot change during the session.
 - III. Price structure including any other fees in addition to the

price for electricity to charge must be clearly displayed and explained.

c. Communication

1. Chargers must conform to ISO 15118-3 and must have hardware capable of implementing both ISO 15118-2 and ISO 15118-20.
2. By February 28, 2024, charger software must conform to ISO 15118-2 and be capable of Plug and Charge. Conformance testing for charger software and hardware should follow ISO 15118-4 and ISO 15118-5, respectively.
3. Chargers must conform to Open Charge Point Protocol (OCPP) 1.6J or higher. By February 28, 2024, chargers must conform to OCPP 2.0.1.
4. By February 28, 2024, charging networks must be capable of communicating with other charging networks in accordance with Open Charge Point Interface 2.2.1.
5. Chargers must be designed to securely switch charging network providers without any changes to hardware.
6. Chargers must communicate with a charging network via a secure communication method.
7. Chargers must have the ability to receive and implement secure, remote software updates and conduct real-time protocol translation, encryption and decryption, authentication, and authorization in their communication with charging networks.
8. Charging networks must perform and chargers must support remote charger monitoring, diagnostics, control, and smart charge management.
9. Chargers and charging networks must securely measure, communicate, store, and report energy and power dispensed, real-time charging-port status, real-time price to the customer, and historical charging-port uptime.
10. A charging network must be capable of communicating with other charging networks to enable an EV driver to use a single method of identification to charge at charging stations that are a part of multiple charging networks.
11. Charging networks must be capable of secure communication with electric utilities, other energy providers, or local energy management systems.
12. Chargers must remain functional if communication with the charging network is temporarily disrupted, such that they initiate

and complete charging sessions, providing the minimum required power level.

d. Data Submittal

1. Grantees must submit semi-annual data that includes:
 - I. Charging station name or identifier.
 - II. Charging port name or identifier.
 - III. Charging session start time, end time, and any error codes associated with an unsuccessful charging session by port.
 - IV. Energy (kilowatt-hour [kWh]) dispensed to EVs per session by port.
 - V. Peak session power (kW) by port
 - VI. Payment method associated with each charging session.
 - VII. Charging station uptime in accordance with the equation in Part I-B(iii)(a)(12) for each of the previous three months.
 - VIII. Duration (minutes) of each outage.
2. Grantees must submit their charging station information to be added to the [Alternative Fueling Station Locator](#) if they use a network that does not automatically import into the platform.

e. Other Requirements

1. Applicant must have written support from the electric utility provider that demonstrates the utility's intent to provide interconnection services and the amount, if any, that the utility can contribute to the project.
2. Applicant is responsible for adhering to the relevant regulations and permitting processes of the local municipality that has jurisdiction over the site.
3. Applicant is responsible for adhering to relevant regulations of the State of Michigan.
4. All agencies or persons installing, maintaining, and operating chargers must be registered through the Michigan Department of Agriculture and Rural Development's [Serviceperson/Service Agency Registration](#).
5. Applicant must make the site available to State staff or State contractors upon request for the purposes of inspection, testing, and audits throughout the term of the grant agreement.
6. Operate and maintain charging infrastructure in compliance with the provisions in this program for at least five years following the date when the charging station is commissioned.

7. Ensure proper and best use disposal of materials used or removed through the project work (recycling, electronic waste disposal, etc.).

I-C Grant Award

Round 1 of the LMC will make available a total of \$1,225,000 in funding. Of this total, \$325,000 is designated for AC level 2 chargers and \$900,000 is designated for DC fast chargers. The maximum award for an AC level 2 charger project is \$5,000 and the maximum award for a DC fast charger project is \$70,000. Future rounds of the LMC will be solicited at a later date.

NOTE: EGLE has the discretion to alter maximum award sizes and/or funding distribution across charger types upon receiving the full pool of applications and assessing the needs of the program in relation to the priorities.

Applicant(s) must provide a complete Budget using the [Approved Budget Form](#) (See Part II-B). Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category. This is a reimbursement-based opportunity, costs must be incurred and paid for before they are reimbursed.

All applicants must provide a **minimum 33 percent (33%) match** of the total requested grant funds (a.k.a. “State share”). Reference Part IV-A for details on acceptable match types. The sum of the State share plus the Recipient share of allowable costs will equal the total allowable project cost.

The Energy Unit will award funds to applicants that agree to the terms set forth in this RFP and the [Grant Agreement](#). The Energy Unit, an entity within the Department of Environment, Great Lakes, and Energy (EGLE), will be the primary contact with selected applicants to negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable. Funds must be expended by December 31, 2025.

I-D Eligibility Criteria

Any public, private, non-profit, or other entity physically located in Michigan that can meet the tasks specified in Part I-B(iii) is eligible to apply.

All funding distributed under the LMC shall be for projects directly related to the design, build, operation, and maintenance of charging infrastructure that is open to the general public 24/7 or to authorized commercial motor vehicle operators from more than one company.

Eligible projects must involve/address the tasks specified in Part I-B(iii). Impacted facilities must be occupied and have long range plans of continued use.

Eligible expenses include costs that directly related to the design, build, operation, and maintenance of charging infrastructure. Examples of eligible expenses include:

1. Costs for site preparation, permitting, and design.
2. Costs to purchase, construct/install, integrate, test, and implement a charging station.
3. Construction costs directly related to a charging station.
4. Costs to acquire and install on-site electric service equipment (e.g., power meter, transformer, switch gear).
5. Costs of minor grid updates (work necessary to connect a charging station to the electric grid distribution network like extending power lines several miles or upgrading existing power lines).
6. Costs of charger hardware.
7. Costs of charger software.
8. Costs to install signage at site.
9. Fixed operating and maintenance costs up to five years after the charging station is commissioned, such as:
 - a. Charger lease fees
 - b. Cellular network fees, internet service fees, or other similar fees
 - c. Other operation and maintenance costs that are paid in advance through a contract for networking, data sharing, and warranty purposes.

I-E Ineligibility Criteria

Entities or individuals that are currently suspended or debarred by the State of Michigan and/or the federal government are ineligible applicants. EGLE may also deem an applicant ineligible due to a compliance or enforcement issue, an outstanding financial liability with the state, or other legal concern.

Ineligible projects include:

1. Projects that fail to meet the tasks specified in Part I-B(iii).
2. Projects deemed illegal under the law or inappropriate under contract management standards.
3. Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
4. Projects that will not be conducted in Michigan.
5. Projects involving demonstration of non-commercially available equipment and technologies.
6. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.

Ineligible expenses include costs that are incurred pre-award, are unreasonable, and/or are not directly related to the design, build, operation, and maintenance of charging infrastructure. Examples of ineligible expenses include:

1. Any costs incurred prior to execution of the grant agreement.
2. Any costs not directly related to a charging station.
3. Sick pay, holiday pay, paid vacation time, and/or payroll taxes.
4. Meals, lodging, and/or travel.
5. Purchase of real property.
6. Costs of major grid upgrades (e.g., line extensions or upgrades over several miles, improvements to off-site power generation, bulk power transmission, or substations).
7. Construction or general maintenance of building and parking facilities if not directly related to a charging station.
8. Sales tax.
9. Variable operating and maintenance costs, including costs for electricity, insurance, and other recurrent business costs such as staffing.
10. Fixed operations or maintenance costs incurred outside of an up-front contract at or near time of charging station commissioning.
11. Utility service costs during operation and maintenance.

I-F Issuing Office and Point of Contact

This Request for Proposals (RFP) has been issued by EGLE's Energy Unit. Questions that arise as a result of this RFP must be submitted to the Energy Unit by email only. All questions must be submitted on or before 5:00 p.m. (ET), January 15, 2024. All questions regarding this solicitation should be directed to:

Lauren Magirl

MagirlL@Michigan.gov

I-G Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted on the [program webpage](#) by January 17, 2024.

I-H Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Program Objectives, Program Priorities, and Applicant Tasks listed in the Program Description I-B, and using the format and attachments provided in Part II.

I-I Response Date

Proposals must be submitted by 5:00 p.m. ET, on January 31, 2024.

PART II

INFORMATION REQUIRED FROM APPLICANTS.

NOTE: The following information must be submitted by all applicants to be considered. *Failure to attach/include the requested information will result in the rejection of the proposal.*

1. Application ([see link and instructions below](#))
2. Approved Budget Form ([see link and instructions below](#))
3. Price quotes for the proposed project including:
 - a. Design and permitting
 - b. Construction and installation
 - c. Utility infrastructure
 - d. Charger hardware
 - e. Charger software
 - f. Operation and maintenance
 - g. Other
4. Utility support letter including:
 - a. Utility's commitment to provide interconnection services,
 - b. Utility's match contribution.
5. Equipment specification sheet including:
 - a. Power capacity per port
 - b. Connector type
 - c. Payment capabilities
 - d. Interface
 - e. Communication protocol
6. Site plan including:
 - a. Accessible charging station layout
 - b. Physical safety and security strategies
 - c. Pull-through spaces [if applicable]
7. Operation and maintenance plan
8. Site host agreement [if applicable]

Please see instructions below for additional information:

II-A Online Application

Complete the [Online Application](#) through Survey Monkey. Questions marked with an asterisk (*) require a response. Applicable materials listed in Part IV must be uploaded within the Online Application. Applicants can submit their completed Online Application by clicking the "Submit" button on the bottom of the application

page. Applicants can preview all the [Application Questions](#) prior to starting an Online Application.

NOTE: DO NOT CLOSE THE ONLINE APPLICATION PRIOR TO SUBMITTING OR ELSE ALL PROGRESS WILL BE LOST.

II-B Approved Budget Form

1. Applicant(s) must use the [Approved Budget Form](#). All budget categories must be addressed. Please use “N/A” or “None” to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: sick pay, holiday pay, paid vacation time, payroll taxes, meals, lodging, travel, real property (e.g., land and buildings), and any other cost listed in Part I-E.
3. All applicants must provide a **minimum 33 percent (33%) match** of the total requested grant funds (aka “State share”). The sum of the State share plus the recipient share will equal the total allowable project cost.
4. **Personnel** – include all internal staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the project. *NOTE: Personnel will not typically be applicable to LMC projects (it is expected that most labor will be covered under “Contractual Services”).*
5. **Fringe Benefits** – allowable benefits typically include health insurance, dental insurance, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Applicant(s) will be required to justify the fringe rates given in their proposed budget prior to an agreement being finalized. If fringe cost rates are approved by a federal agency, identify the agency and date of latest rate agreement, and include a copy of the rate agreement. If fringe cost rates are not approved by a federal agency, explain how total fringe benefit costs were calculated. Your calculations should identify all rates used and the base amount they were applied to. Please include how the base was derived, and a total for each. *NOTE: Fringe benefits will not typically be applicable to LMC projects.*
6. **Contractual Services** – include all anticipated service contracts required for the project. All sub-recipients, vendors, contractors, and consultants and their estimated costs should be identified. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or matching funds. Use to be determined (TBD) if the entity is unknown. Include the basis of cost for each item (competitive, historical, quote, catalog, etc.).

7. **Supplies & Materials** – include items costing less than \$5,000 per unit or a useful life expectancy of less than one year. Supplies are general consumed during the project performance. Supply items must be direct costs to the project and not duplicative of supply costs included in the indirect pool that is the basis of any indirect rate applied for this project. Provide the item, unit cost, and quantity of units. Confirm the matching funds amount, if applicable.
8. **Equipment** – include items costing \$5,000 or more per unit and having a useful life of one year or more. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds, and/or matching funds. List all proposed equipment and briefly justify its needs as it applies to the objectives of this proposal. If the equipment is being proposed as cost match and was previously acquired, provide the value of its contribution to the project and a rationale for the estimated value shown. If it is new equipment that will retain a useful life upon completion of the project, provide a rationale for the estimated value shown. Also, indicate whether the equipment is being used for other projects or is 100 percent dedicated to this project. Equipment purchases over \$5,000 will require additional documentation, such as Lien or Uniform Commercial Code Filing, and the State of Michigan listed as the lienholder/creditor for 5 years prior to reimbursement.
9. **Other Direct Costs** – include all other known direct costs not otherwise categorized or disallowed. Provide the title/name and the cost of each item/service listed.
10. **Travel** – include all mileage, lodging, meals, and other known travel costs. Provide travel costs separately as mileage, lodging, meals, and other known travel costs. All listed travel must be necessary or beneficial to the performance of the proposed grant. State of Michigan travel rates must be used for all travel expenses. Use the most recent State of Michigan Travel Rates posted by the [Michigan Department of Technology, Management & Budget](#). *NOTE: Travel will not be applicable to LMC projects.*
11. **Indirect Rate** – provide the indirect rate (up to 10 percent maximum) used by applicant's organization as a percentage of total personnel and fringe benefits. If the applicant's indirect cost rate has been approved by a federal agency, identify the agency, date of the latest rate agreement, and submit a copy of the agreement with the application.
NOTE: Applicant(s) will be required to justify their indirect rate given in their budget if it exceeds 10 percent. Also, indirect rate will not typically be applicable to LMC projects.
12. **Totals** – confirm the total dollar amounts for each listed line item and each column.

13. **Incurring Costs** – the State is not liable for any costs incurred by an applicant prior to issuance of a Grant Agreement. The following documentation will be required by selected applicants to receive reimbursement:
- a. Receipt/Invoice or payroll summary for cost incurred,
 - b. Proof of payment via bank statement, ACH payment, or scanned cashed check.

NOTE: All match types (cash, in-kind, third-party) will be held to the same documentation requirements.

Additional Budget Information:

1. In the event of a partially funded proposal, selected applicant(s) will be required to submit a revised proposal before entering into a Grant Agreement. The proportion of direct costs to indirect costs will remain the same as in their original request. *New line items to the revised budget are not allowed.*
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
4. Selected applicant(s) may not commingle award funds with current or future awards received from the Volkswagen Clean Air Act Civil Settlement funds. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
5. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.

PART III **SELECTION CRITERIA**

All proposals received shall be subject to an evaluation by EGLE's Energy Unit. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a Grant Agreement to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Part I-D, that do not comply with the requirements of the Grant Agreement, and/or which are incomplete, **will be rejected automatically**. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below.

III-A Scoring of Proposals

Total maximum points are 100.

Project Readiness (pass/fail)

Proposals will be evaluated on project readiness as it pertains to the project meeting all the requirements in Part I-B(iii).

Site Attributes (50 points)

Proposals will be evaluated on site attributes as it pertains to ability to fill gaps, proximity to nodes, proximity to and availability of amenities, presence of safety and security features, duration of stay for associated tourism opportunities, and presence in [air quality non-attainment areas](#), [environmental justice areas](#), or rural areas.

Future Proof (25 points)

Proposals will be evaluated on the project's ability to future proof as it pertains to ability to meet higher power demand, ability to add more power per port, availability of accessible parking spaces, and availability of pull-through spaces.

Cost (15 points)

Proposals will be evaluated on the project's ability to incorporate cost containment strategies, existence of utility contribution and minimize state investment.

Sustainability (10 points)

Proposals will be evaluated on the project's ability to use renewable energy sources, use clean energy storage, and incorporate environmental best practices.

III-B Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

III-C Rejection of Proposals

EGLE's Energy Unit reserves the right to reject any and all proposals received as a result of this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and the Energy Unit. The Energy Unit will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

III-D Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

PART IV ADDITIONAL INFORMATION

IV-A Acceptable Match Types

Applicants may use cash, bond proceeds, tax-exempt leasing and/or Michigan SAVES financing for some or all of their match, and those that do will receive favorable consideration. Match may be categorized as in-kind or monetary from a third-party, or in-kind or monetary from the applicant organization. Match is subject to the same backup documentation as expenses incurred.

IV-B SIGMA Vendor Registration

All selected applicants must be registered as a vendor of the State of Michigan on the SIGMA Vendor Self Services (VSS) before entering into a Grant Agreement. If you are an existing vendor and have an account in [Sigma VSS](#), please verify that all your account information is correct. If not, please use the [Sigma VSS](#) to register. This website is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. **Your registration may take up to two weeks to be processed.**

IV-C News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

IV-D Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, *et seq.*

IV-F Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Recipient must notify their Grant Manager and identify the subcontractor(s), including firm name and address, contact person, complete

description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), UEI number, and/or state license number. The State reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section VI and VII of the [Grant Agreement](#) for a summary of delegation provisions.

IV-G Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants.