



REQUEST FOR QUALIFICATIONS

MICHIGAN DEPARTMENT OF TRANSPORTATION Design-Build-Operate-Maintain Project

National Electric Vehicle Infrastructure (NEVI) – Round 1

**Job Numbers: 217941
Control Section: Not applicable**

**Original Issue
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1 INTRODUCTION

The Michigan Department of Transportation (MDOT), in partnership with the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Michigan Public Service Commission (MPSC), and Office of Future Mobility and Electrification (OFME) (“Program Partners”) is requesting Statements of Qualifications (“SOQs”) from entities (“Submitters”) interested in submitting proposals for the design, construction, operations and maintenance of electric vehicle (EV) charging infrastructure along Michigan’s Alternative Fuel Corridors (AFC) to establish an interconnected network to facilitate data collection, access, and reliability (the “Project”). The National Electric Vehicle Infrastructure (NEVI) Formula Program, funded by the Federal Highway Administration (FHWA), 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 Future Mobility Plan](#) and the [MI Healthy Climate Plan](#). Michigan is receiving approximately \$110M in total NEVI funding through fiscal year (FY) 2026. Approximately \$39M will be available for FY22 and FY23 as part of Round 1 procurement. The goal of Round 1 is to deploy and fund the maximum possible number of EV charging sites along Michigan’s designated AFCs. The Project will be funded with a maximum of eighty (80) percent federal-aid dollars thereby requiring the Submitters adhere to all pertinent federal, state and local requirements. A minimum of twenty (20) percent of the total eligible cost of the Project will be funded by the Submitter.

MDOT and its Program Partners have concluded that harnessing private-sector creativity through a design-build-operate-maintain approach is the best way to ensure cost-effective and expedited delivery of this Project to maintain corridor mobility, minimize environmental impacts, support safe and reliable EV charging improvements, and provide economic development benefits to the public.

1.1 Procurement Process

MDOT intends, through this procurement, to enter into a Contract or Contracts that will result in cost-effective and expedited completion of all elements of the Project. The Contract will obligate the design-build-operate-maintain contractor (“Contractor”) to administer, design, construct, operate, and maintain the Project. MDOT will use a two-phase procurement process to select a Contractor or Contractors to deliver the Project. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information, in the form of SOQ’s, that MDOT and its Program Partners will evaluate to determine which Submitters are qualified to successfully deliver the Project. MDOT will determine the prequalified Submitters that are eligible to receive the Request for Proposals (RFP).

In the second phase, MDOT will issue an RFP for the Project to the prequalified Submitters. Only the prequalified Submitters will be eligible to submit technical and price proposals in response to the RFP for the Project. Each prequalified Submitter that submits a proposal in response to the RFP is referred to herein as a “Proposer.” MDOT intends to award a Contract or Contracts for the Project to the Proposer(s) offering the Best Value Proposal, to be determined as described in the RFP.

The Contract(s) will include a fixed price to complete the Project. The Contract(s) will set forth the terms of the Contractor compensation and additional details of the Contractor’s anticipated obligations and responsibilities in connection with the administration, design, construction, operation, and maintenance of the Project(s).

Award of a Contract will be conditioned upon finalization of a Design-Build-Operate-Maintain Contract, and the satisfaction of other conditions that will be set forth in the RFP.

1.2 Project Goals

The following goals have been established for the Project:

- A. Establish a network of fast chargers across Michigan as part of a larger nationwide 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 (GHG) emissions.

- D. Position U.S.-based industries for global leadership in the vehicle electrification ecosystem.
- E. Ensure a convenient, reliable, affordable, accessible, and equitable charging experience for all users.
- F. Safety
 - i. Provide a safe Project area for the traveling public and workers during execution of the Project.
 - ii. Provide a solution consistent with current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards.

2 BACKGROUND INFORMATION; RFQ PROCESS

2.1 Project Description; Scope of Work

The Project is located at sites statewide along designated AFCs, and must address the following items:

- Design, construction, operations, and maintenance by qualified technicians of EV charging infrastructure located no more than one driving mile from the end of the nearest designated Alternative Fuel Corridor off ramp for limited access routes, and no more than one driving mile from any point along a non-limited access Alternative Fuel Corridor. The [Michigan NEVI Planning Map](#) shows the preferred areas that the State is requesting chargers as part of this Project.
- Projects must comply with the [National Electric Vehicle Infrastructure Standards and Requirements](#), with major items summarized below.
 - A minimum of four network-connected direct current (DC) 150 kilowatt (kW) charging ports capable of simultaneously and continuously charging four EVs.
 - Charging ports capable of charging any Combined Charging System (CCS)-compliant vehicle and each charging port must have at least one permanently attached CCS Type 1 connector.
 - Charging stations available for use by the public 24 hours a day, seven days a week, and on a year-round basis.
 - Charging stations with basic user amenities on-site or nearby, which at minimum includes on-site restrooms.
 - All facilities must be connected to an American with Disabilities Act (ADA) compliant charging space via an accessible route.
 - Secure payment methods, accessible to persons with disabilities, 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; and access and service must not be restricted by membership or payment method type.
 - 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.
 - Physical safety and security strategies, which at a minimum includes site lighting.
 - Cybersecurity safety and security strategies, which at minimum includes user data protection.
 - The operation and maintenance of charging infrastructure in compliance with the provisions in this program for at least five years following the date when the charging station is commissioned.
 - Interoperability of EV charging infrastructure.
 - Regular and comprehensive collection, sharing, and reporting of EV charging infrastructure data.
 - Secure communication between the EV charger and the charging network, the utility provider, other charging networks and the vehicle being charged.
 - Annual average EV charging station uptime of 97% or higher.
 - Ability to maintain qualified staff, including NEVI Electric Vehicle Infrastructure Training Program (EVITP) certified staff, and transitioning new staff over the term of the agreement.

See the [Michigan NEVI Planning Map](#) for locations that are candidates for this Round 1 procurement of charging infrastructure. Program Partners are looking to qualify Submitters for these locations. Submitters that are prequalified based on their responses to this RFQ will be eligible to move to the RFP stage and submit a response for any location(s) identified within the designated polygons in the [Michigan NEVI Planning Map](#). Submitters and their team members can be part of multiple teams. Each unique team combination (e.g., team members serving in different roles, changes to Submitting entity, or change in team members) must submit an individual response to this RFQ.

For this RFQ response Submitters are not yet required to identify at which sites they are interested in installing charging stations. Failure to obtain prequalification from this RFQ will not limit participation in future rounds of NEVI procurement.

The Michigan NEVI Planning Map shows preferred locations along Interstates and US Routes designated by FHWA as [EV AFC](#) eligible for DC fast charging sites based on the [NEVI guidance](#). The polygons along the **limited access** corridors (all Interstates and some US Routes) shown in the ‘NEVI Candidate Sites’ layer displays the area that a driver could travel within 1-mile of the Interstate at an exit. Similarly, for the **non-limited access** portions of the EV AFCs along US Routes, the ‘NEVI Candidate Sites’ layer shows the 1-mile buffer area along the entire route that is eligible for a proposed NEVI charging site. The preferred locations were grouped by corridor, and one site from each group will be selected in Phase I. Also note that at some locations where two or more AFCs intersect, there may be a corridor group to serve each AFC to meet the 1-mile travel distance NEVI requirements. For example, the 4 polygons along I-69 near Flint are eligible for NEVI funding to serve the I-69 corridor. The 3 polygons along I-75 are also eligible for NEVI funding to serve the I-75 corridor near Flint. The goal of Round 1 is to work toward the full build out of Michigan’s designated AFC and add redundancy as deemed appropriate. Refer to the [NEVI Formula Program Guidance](#) (pg. 12) for the definition of fully built out.

More information on Michigan’s approach to NEVI can be found in the Michigan State Plan for [Electric Vehicle Infrastructure Deployment](#).

2.2 Project Schedule

MDOT anticipates carrying out the first phase of the procurement process contemplated hereby in accordance with the following schedule:

Issue RFQ	May 4, 2023
Virtual Industry Forum	Early May
Deadline for submitting RFQ questions	May 29, 2023, 4:00 pm EDT
SOQ due date	June 6, 2023, 4:00 pm EDT
Evaluation of SOQs	May 29, 2023-June 9, 2023
Anticipated Notification of prequalified Submitters (Proposers)	June 9, 2023
Anticipated RFP Issuance	July 2023
Proposal Due	60 days after RFP release
Anticipated Award	October 2023

This schedule is subject to modification at the sole discretion of MDOT. Submitters will be notified of any change by an addendum to this RFQ. MDOT intends to issue the RFP shortly after establishing prequalified Proposers and to engage Proposers in procurement of a Contract award thereafter.

2.3 Inquiries and General Information

Information regarding this RFQ, including addenda to the RFQ, questions and answers, and project specific information, will be posted at the following website:

<https://www.michigan.gov/mdot/business/contractors/innovativecontracting>.

In order to facilitate receipt, processing and response, all questions regarding the Project shall be submitted by e-mail to MDOT-michigan-nevi@michigan.gov by the date indicated in Section 2.2. The employees and representatives of the Submitter may not contact any MDOT staff or Program Partners outside of the project email (i.e., direct phone calls, emails, or other communication will not be responded to). Such contact may result in disqualification.

MDOT may make edits in addenda to this RFQ in response to clarification requests. Alternatively, MDOT may respond to those questions that MDOT deems to be material and not adequately addressed through potential addenda to the RFQ. MDOT will post any such responses and/or addenda to this RFQ on the MDOT Innovative Contracting website.

Proposers are responsible for monitoring the Project Webpage for information concerning this procurement.

Addenda to the RFQ:

MDOT reserves the right to revise this RFQ at any time before the SOQ due date. Such revisions, if any,

will be announced by addenda and posted on the MDOT Innovative Contracting website. Submitters are responsible for monitoring the MDOT Innovative Contracting website for information concerning this procurement as teams responding to this RFQ will be required to acknowledge in Attachment A, Submitter Introduction Form, that they have received and reviewed all Addenda posted thereon.

News Releases:

Any news releases pertaining to this RFQ or the services, study, data or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

Observers During Evaluation:

Submitters are advised that observers from federal or other agencies affected by the Project and local governmental entities, may observe the SOQ evaluation process and will have the opportunity to review the SOQs after the SOQ Due Date.

Disclosure:

All information in a Submitter's SOQ and any contract resulting from this RFQ are subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

2.4 Not Used

2.5 Major Participants

As used herein, the term "Major Participant" means any of the following entities: all general partners or joint venture members of the Submitter; all individuals, persons, proprietorships, partnerships, limited liability partnerships, corporations, professional corporations, limited liability companies, business associations, or other legal entity however organized, holding (directly or indirectly) a 30% or greater interest in the Submitter; any subcontractor(s) that will perform work valued at 30% or more of the overall contract amount; the lead engineering/design firm(s); and each engineering/design sub-consultant that will perform 30% or more of the design work. At a minimum, the following team members must be clearly identified in Submitters' SOQ, whether the services are performed by the primary Submitter or a subcontracting partner:

1. Site host (property owner/operator/lessee)
2. Electric Distribution Utility
3. Site Designer
4. Electric Vehicle Supply Equipment (EVSE) Charging Station (hardware)
5. Installer/Electrical Contractor
6. Charging Network Provider (software)
7. Operations and Maintenance Provider

Items 1-7 may be performed by a single entity or multiple entities. Submitters shall identify which entity is performing each of the necessary functions and whether that entity is a Major Participant.

2.6 MDOT Consultant/Technical Support

MDOT has retained consultants to provide guidance in preparing and evaluating the RFP and advice on related contractual and technical matters for this design-build project. The following consultants are not eligible to participate on any Submitter's team: HNTB Michigan, Inc.

2.7 Conflicts of Interest

The Proposer shall accept responsibility for being aware of the requirements of 23 Code of Federal Regulations (CFR) 636.116 and include a full disclosure of all potential organizational conflicts of interest in the Proposal.

The Submitter shall complete a Conflict-of-Interest Statement (See Attachment B) certifying that they have read

and understand MDOT's policy regarding conflict of interest and the CFR and that each Major Participant has done the same. The Submitter shall certify that they and each Major Participant have no conflict of interest with the Project. If there is a conflict with the Project, then the Submitter needs to describe the conflict.

The Submitter agrees that, if after award, an organizational conflict of interest is discovered, the Submitter shall make an immediate and full written disclosure to MDOT that includes a description of the action that the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MDOT may, at its discretion, cancel the design-build contract for the Project. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MDOT, MDOT may terminate the contract for default.

2.8 Changes to Organizational Structure

All changes in Key Personnel or a Major Participant from a Submitter's SOQ to the Submitter's Proposal in response to the RFP shall be approved by MDOT in writing by submitting [Form 5100G](#). Changes in Key Personnel or a Major Participant shall be approved by MDOT prior to submitting a proposal in response to the RFP. MDOT may revoke an awarded contract if any Key Personnel or Major Participant identified in the SOQ is removed, replaced or added without MDOT's prior written approval. To qualify for MDOT approval, the written request shall document that the proposed removal, replacement or addition will be equal to or better than the Key Personnel or Major Participant provided in the SOQ. MDOT will use the criteria specified in this RFQ to evaluate all requests. Form 5100G Changes in Key Personnel shall be submitted to MDOT's Project Manager as identified in Section 2.3

2.9 Federal Requirements

Submitters are advised that the RFP will be drafted based on the assumption that the Project will be eligible for federal-aid funds. Therefore, the procurement documents and the Contract shall conform to requirements of applicable federal law, regulations and policies. MDOT anticipates that certain federal procurement requirements will apply, including but not limited to Equal Opportunity requirements (Title VI of the Civil Rights Act of 1964, as amended), Buy America requirements (49 Code of Federal Regulations Part 661), Waiver of Buy America Requirements for Electric Vehicle Chargers established by the Federal Highway Administration on 2/21/2023 ([Document 88 FR 10619](#)), and Davis-Bacon wage rates. MDOT reserves the right to modify the procurement process described herein to address any concerns, conditions or requirements of federal agencies, including the Federal Highway Administration ("FHWA"). Proposers shall be notified in writing via an addendum of any such modifications.

2.10 Equal Employment Opportunity

The Submitter will be required to follow both State of Michigan and Federal Equal Employment Opportunity (EEO) policies.

2.11 Disadvantaged Business Enterprises

It is the policy of MDOT that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, MDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT)-assisted contract because of sex, race, religion, or national origin. MDOT has established a DBE program in accordance with regulations of the DOT, 49 CFR Part 26. MDOT encourages all prime contractors, subcontractors, and consultants, who plan to participate in the NEVI program, to attend the virtual NEVI Program Industry Forum.

3 CONTENT OF STATEMENT OF QUALIFICATIONS

This section describes specific information that shall be included in the SOQ. SOQs shall follow the outline of this Section 3.0. Submitters shall provide brief and concise information that addresses the requirements of the Project consistent with the evaluation criteria described in this RFQ. SOQs shall be submitted exclusively in the English language, inclusive of English units of measure and cost terms in United States of America dollar denominations.

3.1 Introduction

The Submitter must complete and sign the Submitter Introduction Form (Attachment A). **The form certifies the truth and correctness of the contents of the SOQ.** This information will be used to define the Submitter team structure and composition, identify the Submitter and its designated contact, and will be reviewed on a pass/fail basis only and not as part of the qualitative assessment of the SOQ.

3.2 Not Used

3.3 Qualifications of Team

The Submitter must complete Attachment C to provide the qualifications of the Submitter’s team that includes, at a minimum, the roles and capabilities to meet the required qualifications and experience listed in the table below. Where team members are applying to perform more than one of these roles for the team their qualifications should be presented separately for each role.

Role	Required Qualifications and Experience
1. Site Host	<ul style="list-style-type: none"> A public, private, non-profit, or other entity that owns/operates the property where publicly accessible EVSE will be installed. Locally staffed to readily address any EVSE related issues.
2. Electric Distribution Utility	<ul style="list-style-type: none"> Electric utility with the reliability of service and ability to provide interconnection services that meet the power requirements of the NEVI program.
3. Site Design	<ul style="list-style-type: none"> Minimum of one Professional Engineer Licensed in Michigan with experience in electrical and civil design disciplines pertaining to EVSE installation. Experience designing and permitting at least five 50 kW or higher EVSE that are now operational. Experience with utility coordination efforts and conflict resolutions for EVSE installations.
4. Electric Vehicle Supply Equipment (EVSE) (Hardware)	<ul style="list-style-type: none"> Ability to provide EVSE equipment that meets the NEVI requirements At least ten 50 kW or higher EVSE commissioned in the past two years that are still operational.
5. Installer / Electrical Contractor	<ul style="list-style-type: none"> Experience constructing and permitting EVSE. At least five 50 kW or higher EVSE commissioned in the past two years that are still operational. At least one licensed electrician / electrical contractor that has EVITP or similar certification by the time of RFP proposal submission. Must be able to meet any EVSE requirements.
6. Charging Network Provider (Software)	<ul style="list-style-type: none"> Minimum two years of experience collecting, protecting, sharing, and reporting EV charger data.

Role	Required Qualifications and Experience
	<ul style="list-style-type: none"> • Minimum two years of experience providing the required software functionality, online connectivity, secure payment processing, and data sharing. • Minimum two years of experience managing an existing charging network, providing at a minimum an online connection and displaying real-time state. • Have a Data Sharing Agreement executed with EGLE by the time of RFP proposal submission.
7. Operations & Maintenance Provider	<ul style="list-style-type: none"> • Experience providing EVSE O&M for at least five 50 kW or higher EVSE for at least the past 12-months.

3.3.1 Organization of Project Team

Provide an organizational chart(s) showing the flow of the “chain of command” with lines identifying participants who are responsible for major functions to be performed and their reporting relationships, in managing, designing, building, maintaining, and operating the Project. The chart(s) must show the functional structure of the organization and must identify Key Personnel by name. Identify the Submitter and all known Major Participants in the chart(s).

Submitters may be unable to identify all subcontractors who are providing services. If a Submitter is unable to provide the name of a teaming partner or subcontractor, they should include a plan of how they will obtain the firm including what qualifications they would expect the firm to provide.

3.3.2 Key Personnel

The listing below describes the minimum key personnel for the Project (“Key Personnel”); others may be added by the Submitter. Submitters may propose alternate plans to staff and manage the Project, which may be approved in MDOT’s sole discretion. SOQs with alternate staffing plans are required to have details (i.e. qualifications, experience, resumes) of the key staff and their roles and responsibilities in a manner similar information requested in this RFQ.

The Submitter must complete Attachment D to show the Key Personnel meet the minimum qualifications and experience. Key Personnel will be evaluated, in part, based on the extent they meet and/or exceed minimum qualifications and experience. Any certifications required to meet the requirements of the RFQ shall be in place by the time the first notice to proceed is issued. One person may be proposed in more than one Key Personnel position, unless otherwise noted.

Key Personnel Role	Responsibility (see Attachment D for minimum qualifications and experience)
Project Manager	Responsible for the overall design, construction, operations, and maintenance, quality management, and contract administration for the Project.
Site Host Representative	Responsible charge of the Project site.
Design Lead	Responsible for ensuring that the Project is designed in accordance with the Project requirements.
EVITP	EVITP, or similar, certified electrician is responsible for the electrical site work during construction, operations, and maintenance of the Project.

Key Personnel Role	Responsibility (see Attachment D for minimum qualifications and experience)
Construction Manager	Responsible for ensuring that the Project is constructed in accordance with the Project requirements.
Operations and Maintenance Manager	Responsible for managing the Contractor’s operations and maintenance personnel and administering all operations and maintenance requirements of the Contract.

SOQs shall include an express written statement from the Submitter committing that the Key Personnel designated in the SOQ for the positions or roles described in this Section 3 shall be available to serve the role so identified in connection with the Project.

Proposers are advised that additional Key Personnel may be required to be identified at the RFP stage.

3.3.3 Other Personnel

The following non-Key Personnel roles must be identified on the Submitter’s organizational chart.

- A. Utility Engineer Lead
- B. EVSE Lead
- C. Charging Network Provider Lead

3.4 Submitter Experience

Submitters must complete Attachment E to describe at least two but a maximum of four EV charging infrastructure projects the Submitter has completed or participated in (if the Submitter is not yet existing or is newly formed, please explain) and at least two but a maximum of four projects each listed Major Participant has managed, and/or designed, and/or constructed, and/or operated and maintained. All projects must have been installed within the last five years. List Michigan installations first, then other installations in the United States. For projects in which several of the proposed Major Participants were involved, the Submitter may provide a single project description. Cite projects with scope comparable to that anticipated for the Project. If some Major Participants are unknown at the time SOQ’s are submitted, the Submitter’s plan (see Section 3.3.1) for obtaining the firm for this area of work will be considered. MDOT may elect to use the information provided in Attachment E as a reference check.

3.5 Not Used

3.6 Legal and Financial (Pass/Fail)

The information required in response to this Section 3.6 shall be submitted as an appendix to the SOQ – Legal and Financial. Information provided in response to these sections will not count towards the overall page limitation defined in Section 5.2. Information required by this section will be evaluated on a pass/fail basis.

3.6.1 Organizational Conflicts of Interest

Identify all relevant facts relating to past, present or planned interest(s) of the Submitter’s team (including the Submitter, Major Participants, proposed consultants, contractors and subcontractors, and their respective chief executives, directors and key project personnel) which may result, or could be viewed as, an organizational conflict of interest in connection with this RFQ.

Disclose: (a) any current contractual relationships with MDOT, EGLE, MPSC, or OFME (by identifying the MDOT, EGLE, MPSC, or OFME contract number and project manager) that may result in, or could be viewed as a potential conflict of interest on this Project; (b) present or planned contractual or employment relationships with any current MDOT, EGLE, MPSC, or OFME employee; and (c) any other circumstances that might be considered to create a financial interest in the contract for the Project by any current MDOT, EGLE, MPSC, or OFME

employee if the Submitter is awarded the contract. The foregoing is provided by way of example and shall not constitute a limitation on the disclosure obligations.

For any fact, relationship or circumstance disclosed in response to this Section 3.6.1 identify steps that have been or will be taken to avoid, neutralize or mitigate any organizational conflicts of interest.

In cases where Major Participants on different Submitter teams belong to the same parent company, each Submitter shall describe how the participants would avoid conflicts of interest through the qualification and proposal phases of the Project.

The required information for Organizational Conflicts of Interest shall be submitted using the Conflict of Interest Statement in Attachment B.

3.6.2 Legal Structure

If the Submitter organization has already been formed but does not currently have paperwork on file with MDOT, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Submitter and Major Participants to conduct business in the State of Michigan. MDOT will verify the legal structure of Submitters with paperwork currently on file with MDOT. If the Submitter organization has not yet been formed, provide a brief description of the proposed legal structure or draft copies of the underlying agreements.

3.6.3 Financial Structure

Describe general financial capabilities of the Submitter and document: 1) any funding commitments or financing in place for the Project by the Application date, 2) funding sources that will be available in the future that are intended to support the Project, and 3) how the team plans to manage cash flow during the Period of Performance.

Describe the financial structure. Include who will assume ownership of the Project, receive any financial benefits, and pay for operations, maintenance, and repair.

4 EVALUATION PROCESS

4.1 SOQ Initial Review

MDOT will initially review the SOQs for responsiveness to the requirements of this RFQ. The information in the SOQ will then be measured against the evaluation criteria described in Section 3. Submitter's SOQ response shall be complete based on the RFQ requirements. A non-responsive or partially non-responsive SOQ missing required information may result in a "fail".

4.2 SOQ Evaluation (Pass/Fail)

MDOT, EGLE, MPSC, and OFME will evaluate all responsive SOQs and measure each Submitter's response against the Project goals and evaluation criteria set forth in this RFQ, resulting in a pass/fail determination for each SOQ.

4.3 Determining Prequalified Submitters

MDOT will use the SOQ evaluation to prepare a list of prequalified Submitters.

MDOT reserves the right, in its sole discretion, to cancel this RFQ, issue a new RFQ, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.

This RFQ does not commit MDOT to enter into a contract or proceed with the procurement of the Project. MDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter.

4.4 Notification of Prequalification

Prequalified teams will have their Submitter's names posted on [MDOT's innovative contracting website](#), which will serve as the prequalification announcement. Teams that are not prequalified will only have their Submitter name posted; however, each Submitter will receive their individual evaluation sheet from MDOT via e-mail within five working days of the prequalification results being posted. See Attachment F for an example of the prequalification announcement.

4.5 Debriefing

Feedback may be provided via face to face meeting, phone or email at the discretion of the Project Manager however, it will not be provided until after the award of the contract(s), if any.

5 SOQ SUBMITTAL REQUIREMENTS

The following section describes requirements that all Submitters shall satisfy in submitting SOQs. Failure of any Submitter to submit their SOQ as required in this RFQ may result in rejection of its SOQ.

5.1 Due Date, Time and Location

SOQs are due on the date and time listed in Section 2.2. Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration or evaluation.

SOQs shall be delivered via email to MDOT-michigan-nevi@michigan.gov.

The SOQs shall have the subject line of “SOQ for MI NEVI Round 1 DBOM”. MDOT will not accept SOQs by facsimile, or any other means of delivery.

5.2 Format

All SOQ’s shall comply with the following:

- A. Provide a Portable Document File (PDF). The maximum file size allowable for emailing is 14 megabytes (MB).
- B. The SOQ shall include the following completed components:
 - i. Attachment A – Submitter Introduction Form
 - ii. Attachment B – Conflict of Interest
 - iii. Attachment C – Qualifications of Team
 - iv. Attachment D – Qualifications of Key Personnel, including supporting license and certification documentation
 - v. Attachment E – Submitter Experience
 - vi. Required legal information defined in Section 3.6
 - vii. Organizational chart as defined in Section 3.3.1
- C. Pages shall be 8 ½ inches by 11 inches.
- D. Font must be a minimum of 12 point.
- E. All pages must be numbered continuously throughout and in the format of “Page 1 of _”, including appendices and legal understanding.
- F. Graphics are allowed within established page limits. Text used on graphics shall be legible and shall be used to describe the contents of the graphic. Any additional narrative text that does not directly relate to a graphic may be excluded from MDOT consideration at MDOT’s sole discretion.

6 PROCUREMENT PHASE 2

This Section 6.0 is provided for informational purposes only so that each Submitter has information that describes the second phase of the Project procurement process, including a summary of certain anticipated RFP requirements. MDOT reserves the right to make changes to the following, and the prequalified Submitters shall only rely on the actual RFP if and when it is issued. This Section 6.0 does not contain requirements related to the SOQ.

6.1 Request for Proposals

The Submitters who receive prequalification following Phase 1 of the procurement process will be eligible to move to Phase 2 and receive the RFP. While MDOT may make the RFP available to the public for informational purposes, only prequalified Submitters will be allowed to submit a response to the RFP.

6.2 RFP Structure

The RFP will be structured as follows:

- A. Instructions to Proposers
- G. Contract Documents
 - i. Book 1 (Contract Terms and Conditions)
 - ii. Book 2 (Project Requirements)
 - iii. Book 3 (Standards)
- H. Reference Information Documents (RID)

6.3 Proposal Evaluations

MDOT has determined that award of the Project will be based on the Best Value proposed by a qualified Proposer or Proposers to deliver the Project. The bids will be evaluated by combining the proposal technical score(s) and proposal price score(s) to achieve the highest scoring, best value proposal(s).

Attachment A Submitter Introduction Form

Submitter Organization Information: *If the Submitter is a joint venture, include information from each member of the joint venture.*

Business Name:	
Business Address:	
Business Type: (corporation, partnership, joint venture, etc.)	

Submitter’s Point of Contact: *This person will be the single point of contact on behalf of the Submitter organization, responsible for correspondence to and from the organization to MDOT. MDOT will send all Project-related communications to this contact person.*

Name:	
Address:	
Telephone number:	
E-mail Address:	

Major Participants:

Major Participant Name/Contact	Address of Head Office	Description of Role (i.e. site host, designer, contractor, O&M, etc.)	Percent of Work Each Major Participant is Expected to Provide

Acknowledgement of RFQ Addenda: *Identify and acknowledge all RFQ addenda provided by number and date.*

Addenda Number:	Addenda Date:	Acknowledgement: (check box)
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Signatures:

This form is required to be signed by authorized representatives of the Submitter organization. If the Submitter is a joint venture, the joint venture members shall sign the form. It should be noted, that Lead Engineering Firms or other consultants providing professional services cannot serve as a member of a joint venture. If the Submitter is not yet a legal entity, the known Major Participants shall sign the form.

By signing below, the Submitter certifies the truth and correctness of the contents of the SOQ, including this Submitter Introduction Form.

Printed Name:	Signature:	Date:	Organization/Role:

Attachment B Conflict of Interest Disclosure

_____ (Prime Contractor Name) certifies that it has read and understands the following:

The PRIME CONTRACTOR, its team members, and its Affiliates agree not to have any public or private interest, and shall not acquire directly or indirectly any such interest in connection with the Project, that would conflict or appear to conflict in any manner with the performance of the services under this Contract. The PRIME CONTRACTOR and its team members are aware of and understand the requirements of 23 CFR, subsection 636.116. "Affiliate" means a corporate entity connected to the PRIME CONTRACTOR through common ownership. "Team member" means any known entity the PRIME CONTRACTOR intends to be in a contractual relationship with to complete the work associated with the Project. The PRIME CONTRACTOR, its team members, and its Affiliates agree not to provide any services to any entity that may have an adversarial interest in the Project, for which it has provided services to the DEPARTMENT. The PRIME CONTRACTOR, its team members, and its Affiliates agree to disclose to the DEPARTMENT all other interests that the PRIME CONTRACTOR, its team members, or sub consultants have or contemplate having during each phase of the Project. The phases of the Project include, but are not limited to, planning, scoping, early preliminary engineering, design, and construction. In all situations, the DEPARTMENT will decide if a conflict of interest exists. If the PRIME CONTRACTOR, its team members, and its Affiliates choose to retain the interest constituting the conflict, the DEPARTMENT may terminate the Contract for cause in accordance with the provisions stated in the Contract.

- Certification for Subject Project: Based on the foregoing, the PRIME CONTRACTOR certifies that no conflict exists with the subject Project for it, or any of its team members and/or Affiliates
- Disclose of Conflict with Subject Project: Based on the foregoing, the PRIME CONTRACTOR certifies that a potential conflict does or may exist with the subject Project for it, and/or any of its team members and/or Affiliates. The attached sheets describe the potential conflict

This form, and any attachments, must be certified by a person from the PRIME CONTRACTOR who has contracting authority.

Certified by: Printed Name: _____
 Signature: _____
 Title: _____
 Company Name: _____
 Date: _____

Attachment C Qualifications of Team

Role	Lead Organization	Organization’s Capability to Meet the Role’s Required Qualifications and Experience
1. Site Host		
2. Electric Distribution Utility		
3. Site Design		
4. EVSE (Hardware)		
5. Installer / Electrical Contractor		
6. Charging Network Provider (Software)		
7. Operations & Maintenance Provider		

Attachment D Qualifications of Key Personnel

Classification		Project Manager	
Resource Name and Company:			
Actual work examples on similar projects, project dates, duties performed:			
Required Qualification and Experience	Does resource have this required qualification/experience (Y/N):	Description of qualification and experience:	
Two years of recent experience managing projects with a similar scope of work			
Available at all times that Work is performed			
Have authority to bind Submitter on all matters relating to the project			
Classification		Site Host Representative	
Resource Name and Company:			
Actual work examples on similar projects, project dates, duties performed:			
Required Qualification and Experience	Does resource have this required qualification/experience (Y/N):	Description of qualification and experience:	
24-hour access to and in responsible charge of the Project site(s)			
Authorized to make emergency management decisions			
Authorized to make decisions on behalf of the legal owner			
Classification		Design Lead	
Resource Name and Company:			
Actual work examples on similar projects, project dates, duties performed:			
Required Qualification and Experience	Does resource have this required qualification/experience (Y/N):	Description of qualification and experience:	

Five years of recent experience managing the design of similar projects		
Licensed professional engineer in the State of Michigan now or by the award of the project <i>(Submitter must include proof of licensure)</i>		
Ability to administer all design requirements of the Contract		
Classification	EVITP	
Resource Name and Company:		
Actual work examples on similar projects, project dates, duties performed:		
Required Qualification and Experience	Does resource have this required qualification/experience (Y/N):	Description of qualification and experience:
EVITP certified electrician in the State of Michigan now or by the award of the project <i>(Submitter must include proof of certification)</i>		
Ability to be on site to install, operate, and maintain EVSE for all electrical work <i>(identify more than one EVITP if this changes during construction, operations, and/or maintenance)</i>		
Classification	Construction Manager	
Resource Name and Company:		
Actual work examples on similar projects, project dates, duties performed:		
Required Qualification and Experience	Does resource have this required qualification/experience (Y/N):	Description of qualification and experience:
Five years of recent experience managing field operations on construction projects of similar scope		
Be on site during all construction activities (or the Approved designee must be on site)		

Ability to manage the Contractor personnel, schedule, and ensure the Project is constructed in accordance with the Project requirements		
Classification	Operations and Maintenance Manager	
Resource Name and Company:		
Actual work examples on similar projects, project dates, duties performed:		
Required Qualification and Experience	Does resource have this required qualification/experience (Y/N):	Description of qualification and experience:
Responsible for managing the operations and maintenance personnel and administering all operations and maintenance requirements of the Contract		
Be available whenever operations and maintenance activities are being performed		

- Certification that Key Personnel designated in the SOQ for the positions or roles described in this Section 3 shall be available to serve the role so identified in connection with the Project.

Attachment E Submitter Experience

Team Member(s)	Role(s)	Contact Information	Location	Site Design Start Date	EVSE Operational Start Date	Number of Charging Ports	Power Level(s) (kW)	Charger Uptime % Over Past Six Months	Other Relevant Information

Attachment F Example Notice of Prequalified Results



April 26, 2023

MDOT NEVI Design-Build-Operate-Maintain Project

MDOT Job No. 217941

The following teams have been prequalified for the MI NEVI Round 1 Design-Build-Operate-Maintain Project:

Prequalified Team Name	Result (Pass/Fail)	Criterion #1 Team Qualifications (Pass/Fail)	Criterion #2 Submitter Experience (Pass/Fail)	Criterion #3 Legal and Financial (Pass/Fail)
Company 1				
Company 2				
Company 3				
Company 4				
Company 5				
Non-Prequalified Team (Names are not provided)	Result (Pass/Fail)	Criterion #1 Team Qualifications (Pass/Fail)	Criterion #2 Submitter Experience (Pass/Fail)	Criterion #3 Legal and Financial (Pass/Fail)
<i>(Intentionally Left Blank)</i>				
<i>(Intentionally Left Blank)</i>				
<i>(Intentionally Left Blank)</i>				
<i>(Intentionally Left Blank)</i>				