

**PUBLIC NOTICE  
REQUEST FOR PROPOSALS FOR  
PUBLIC ELECTRIC VEHICLE CHARGING STATIONS**

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The Town of Cape Elizabeth is requesting proposals from qualified vendors to design, furnish, and install Level 2 charging stations for public use on town-owned property. A turnkey solution is sought in which the vendor would design, furnish, excavate, install, and power 4 different charging stations that offer the ability to charge 8 vehicles at a time.

The work requires that the vendor or the vendor's installation subcontractor be licensed by the State of Maine as an Electrical Contractor. Ideally, the vendor should have a minimum of three (3) years of experience with electric charging station installations.

For more information please contact **Perry Schwarz at 207-799-9574 or email [pschwarz@capeelizabethschools.org](mailto:pschwarz@capeelizabethschools.org)**

The right is reserved to reject any or all proposals, to waive any informality in proposals, and to accept, modify, or reject any items of the proposal.



## Scope

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The scope of work generally includes all aspects of installation, operation, and maintenance as necessary to furnish and install charging stations at two town parking lots. More specifically this includes, but may not necessarily be limited to the following.

- Securing and complying with all town permits (Fee is Waved).
- Installation of electrical conduits and electric connection to supply power for the complete installation and operation of the EV chargers
- Furnishing EV charger material and equipment for a complete in-place system
- Installation of signage, pavement markings, and restoration of existing conditions
- Testing and commission of the EV charger stations
- Enabling and processing point of sale transactions while providing flexible payment options that allow for universal public access

### Charging Sites

The locations where the town would like to have charging stations installed are listed below along with the “maximum” number of stalls the town envisions at each location. Aerial photos of these locations are included as a supplemental attachment to this RFP.

- Fort Williams Parking Lot (4 stalls)  
1000 Ocean House Road  
Cape Elizabeth, ME 04107
- Cape Elizabeth Community Center (4 stalls)  
343 Ocean House Road  
Cape Elizabeth, ME 04107

### EV Charger Technical Specs

The following charging stations specifications and requirements should be satisfied:

1. High quality and visually attractive materials that are weatherproof, including resistance to rain and wind;
2. Americans with Disabilities Act (ADA) compliant;
3. SAE J1772 charge connectors with self-retractable cables;
4. Fully networked to allow for the management of charging operations including operational status, pricing, power distribution, and charging notifications;



5. Accessible to all members of the public, with no membership to a specific network required for access;
6. Capable of accepting and processing point of sale transaction payments of all major credit cards and ATM cards through a secure system;
7. Web-based station location and real-time availability through sites
8. Screen display shall be user-friendly and easy to operate. Displays shall be LCD, LED, or equivalent, and shall be readable in direct sunlight and at night;
9. Level 2 charging capacity.
10. 24/7 customer support available for drivers.

#### Site Examination

The vendor shall carefully examine the various locations where work is contemplated. The submission of a proposal shall be conclusive evidence that the vendor has investigated and is satisfied with the conditions and constraints of each site. If the vendor determines that any portion of a site presents a significant problem the vendor shall describe the problem and potential solutions in their proposal.

#### Power and Communication Network

The vendor shall furnish and install all materials, equipment, and labor necessary to install fully functioning charging stations. This shall include all work related to the development of plans and the coordination with outside utilities, as necessary, to supply power and the communications network. The vendor shall be responsible for securing all related permits and satisfying all permit conditions. Following installation, the vendor shall activate and test the EV charger stations and will be responsible for the safe operation and ongoing maintenance associated with all equipment and connections.

#### Protection and Restoration of Existing Improvements

The vendor shall repair or replace all existing improvements not designated for removal which are damaged or removed as a result of its operation including but not limited to curbs, sidewalks, driveways, pavement, grass, or plantings. Improvements shall be restored to a condition equal to or better than the original condition.

#### Traffic and Access

The vendor shall be responsible, during all phases of the work, to provide for public safety and convenience by the use of traffic cones, signs, barricades, caution tape, temporary paving, or steel plates.



### Maintenance and Communications

The successful vendor shall provide maintenance services to ensure that all equipment is properly checked, tested, and activated for proper operation. The vendor shall provide a network communications system with a service provider capable of monitoring the EV chargers for any error or malfunction 24 hours a day, seven days a week. As needed maintenance of the EV charger stations should be performed by local service providers who have the capability to notify and respond promptly.

### Data Service Provider

The vendor should describe in their proposal how data will be collected and what reports, if any, would be periodically generated for the town as part of the charging operations. Charging stations should be accessible to all members of the public, with no membership to a specific network required for access. The charging stations should be set up so as to be capable of accepting and processing point of sale transaction payments of all major credit cards and ATM cards through a secure system.

### Product Safety

The EV charger stations shall have the ability to stop the flow of power when not in use. The system shall have over-current protection to prevent vehicles from drawing too much power.

### **(NOTE)**

**The start of this project would be after the new fiscal year budget goes into effect on July 1st, 2021.**



## Proposal Requirements

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### Cover letter

Describe the company's background and experience along with an understanding of the services to be provided. The letter should include the name of the person who will be authorized to represent the vendor, their title, telephone number, and email address.

### Qualifications and Experience

- Describe company longevity, structure, financial stability, industry presence.
- List past experience in site planning, implementation, and maintenance of EV charger installations for public agencies. Provide references from a public agency and/or private sector entities for which you have installed EV charging stations that have been in operation for at least a year.
- Describe staffing expertise and capacity to implement the desired improvements.
- List the proposed network service provider, if it is a separate entity from the vendor.
- List any subcontractors along with their qualifications

### Technical Product Information

Provide information and the technical capabilities of the equipment to be provided.

### Schedule

Submit an approximate schedule for the various phases including design, utility coordination, equipment procurement, installation, and the ultimate date that live operation is anticipated.

### Insurance

Submit proof of liability insurance showing the Town of Cape Elizabeth as an additional insurer.

### **Proposals are due by 2:00 pm on Thursday, May 13th, 2021**

Submit two (2) hard copies of the proposal to:

**Matthew Sturgis (Town Manager)**

**320 Ocean House Road**

**Cape Elizabeth, ME 04107**



**Topic: EV Charging Station Bid Opening**

**Time: May 13, 2021, 02:00 PM Eastern Time (US and Canada)**

**Join Zoom Bid Opening**

**<https://zoom.us/j/93594942928>**

**Meeting ID: 935 9494 2928**

**One tap mobile**

**+16468769923,,93594942928# US (New York)**

**+13017158592,,93594942928# US (Washington DC)**

**Dial by your location**

**+1 646 876 9923 US (New York)**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 408 638 0968 US (San Jose)**

**+1 669 900 6833 US (San Jose)**

**Meeting ID: 935 9494 2928**

**Find your local number: <https://zoom.us/u/acjDkkOaRI>**

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### Cape Elizabeth Community Center Location



### Fort Williams Location (Parking lot layout has changed slightly since photo)



