



1. INTRODUCTION

1.1. Summary

This Request for Information (RFI) is issued as a means of discovery and information gathering for the City of Milwaukee's Electric Vehicle Charging Infrastructure Program (EVCIP).

The City of Milwaukee is reaching out to interested vendors including developers, site hosts, contractors, EVSE suppliers, installers, operators, and payment and reservation technology providers.

Participation in this RFI is voluntary and the RFI is for planning purposes only. This is not a formal solicitation or a means to pre-qualify vendors, but a request for interested parties to provide information as specified in the identified scope. No purchases will be made as a result of this request. Any price information provided shall be used for general estimation purposes only to inform funding requirements.

Obtaining a copy of the RFI

Interested parties may download the complete RFI and addenda from milwaukee.gov/EV.

1.2. Background

The City of Milwaukee is planning and implementing initiatives to address mobility, climate action goals, and equity issues identified by residents, the Common Council, and City staff. In October 2018, the Complete Streets Policy was signed into law. Complete Streets help to integrate people and place by making the city safe, enjoyable, and convenient to walk, bike, take transit, or simply experience our streets and public spaces—no matter one's age or ability. The City aims to achieve reduce local air pollution and greenhouse gas emissions from cars and trucks as outlined in the Milwaukee Climate and Equity Plan. The Plan has two primary objectives:

1. **Reduce community greenhouse gas (GHG) emissions:** 45% by 2030 and achieve netzero emissions by 2050.
2. **Improve racial and economic equity** by creating green jobs that pay at least \$40,000 annually and are focused on recruiting people of color from the local community.

The Milwaukee Climate and Equity Plan includes Ten Big Ideas to achieve these goals, and two of these ideas directly support the City's electric vehicle infrastructure initiatives.

The Wisconsin Department of Transportation (WisDOT) received approval from the US DOT for the Wisconsin National Electric Vehicle Infrastructure Formula Program (NEVI). The City of Milwaukee is working with WisDOT to realize the program's benefits in Milwaukee while completing a Preliminary Electric Vehicle Readiness Plan. The Plan will identify potential locations and private partners to locate electric vehicle (EV) charging stations throughout the city. The Plan will also serve as a catalyst for developing public/private partnerships to host EV charging stations on both public and private property, which will help partners share the cost of installation, operations, and maintenance of the charging stations.

The Preliminary EV Readiness Plan will lay the groundwork to coordinate with WisDOT and the State of Wisconsin (Site) NEVI Plan for charging station placement in Milwaukee and make the City competitive for the new US DOT Charging and Fueling Infrastructure (CFI) Discretionary Grant Program. City staff are currently completing a CFI Grant Program application, which will be submitted in June 2023. If awarded, the City will utilize the grant funding to complete a Final EV

Readiness Plan for the City. The grant funding will also enable the City to provide 80% share of installation, operations, and maintenance costs for a minimum of ten (10) EV charging stations within the City of Milwaukee.

The City hopes this will further expand and promote equitable access to the local EV charging network. During the planning process for the Final EV Readiness Plan, the City will announce the schedule of the public input process beginning in Spring 2024 related to the complete EV charging system build-out in Milwaukee. A timeline of recent and future actions related to these initiatives is included below.



1.3. Contact Information

Contact: Pamela Ritger de la Rosa, Environmental Sustainability Program Manager

Email: pritge@milwaukee.gov

Phone: (414) 708-7331

Department: City of Milwaukee Environmental Collaboration Office

1.4. Timeline

All times are Central Daylights Saving Time. City reserves the right to change dates and/or locations as necessary.

RFI Posted:	May 12, 2023
RFI Inquiries Due Date:	May 31st, 2023, 5:00pm
RFI Submittal Due Date:	June 7th, 2023, 5:00pm RFI Electronic Submittal: pritge@milwaukee.gov

2. SCOPE OF WORK

2.1. Purpose

The purpose of this RFI is to gain knowledge of interest, capabilities, and qualifications of businesses to install, deploy, operate and maintain (O&M), and/or provide charge management services for public EV charging infrastructure. The City of Milwaukee is particularly interested in understanding the Electric Vehicle Service Equipment (EVSE), O&M, and charge management service offerings available from the industry. The information gained will assist in the development of EV charging strategies and programs funding to accelerate EV adoption and foster EV charging infrastructure, equity in accessibility, and awareness. The City is committed to taking an active role in decreasing greenhouse gas emissions and improving the local air quality for its residents.

Milwaukee continues to work with WisDOT on statewide initiatives for EV infrastructure site identification, contracting, deployment and operations. Federal funding from NEVI (at the State level) and CFI (at the City level) will help to defer the cost of implementation and ensure an equitable deployment of EV charging infrastructure throughout the State of Wisconsin. The City is currently evaluating both public and private site locations for the installation and operation of Level 2 charging technology. Once a specific property and property owner is identified within the approximate area of the identified location by the city, the site owner will coordinate with vendor(s) identified through the City's procurement process to deploy and operate the charging infrastructure. With confirmation of a CFI program award, and through the procurement of a vendor(s), the City will provide funding to offset a portion of the cost of installation and/or operation of the charging infrastructure up to 80%. The portion of funding to be provided is anticipated to be dependent on the vendors proposed solutions and revenue generating potential of the identified charging locations.

The information received from this RFI will equip the city to confirm and evaluate near-term, fundable EV charger strategies and opportunities for the public, with a focus on low-income and disadvantaged communities. The City intends for this RFI to demonstrate funding readiness, including potential implementation partners, and thereby increase the city's competitiveness for upcoming solicitations under the federal CFI program. The City is also interested in understanding any additional barriers that potential EV charging infrastructure implementers experience trying to increase installations and deployments. Vendors to this RFI have the opportunity for early engagement, relationship building, and co-learning with the city.

Following review of responses to this RFI, the city may elect, at its discretion, to issue a Request for Proposals (RFP), at a later date to solicit specific proposals for program implementation. This RFI is a key step in developing competitive project proposals for future funding solicitations.

2.2 . Scope

The City of Milwaukee is interested in receiving ideas and information for any of the topics or combination of topics listed below:

- Partnerships
 - Selection criteria for appropriate public and private sites
 - Agreement structures between the City, site hosts, EV infrastructure vendors, and utilities
 - Utility coordination
 - Sharing data between parties to determine viability of sites based on traffic flow, number of parking spaces, types of buildings, etc.
 - Proposed plan for when agreement(s) expire (e.g. charging unit removal, transfer of ownership, and/or contract renewal options)
- EV Charging at Public Facilities – General Specifications
 - Apps available to drivers for wayfinding
 - Security designs
 - Remote monitoring and diagnostics
 - America Disabilities Act (ADA) requirements
 - Overall durability in extreme heat and cold (including snow and ice) such as screen display and quality
 - Subscription service and fees
 - Forms of payment accepted
 - Payment/rate structures
- EVSE Capabilities
 - Metering
 - Open operability
 - Network/Non-Network
 - User notifications when charge is complete
 - Port connection types
 - Pedestal and/or wall mount, and streetlight connection options.
 - Level 2 charger types and capabilities and maximum KW rate
 - Warranty coverage and timeframes, including optional warranty extensions
 - Customer payment options and/or RFID reader capabilities to include billing options
 - Microgrid solutions
 - Battery Integration for resiliency and peak load management
 - Adaptiveness to technology advancements
- Maintenance Program
 - Inspection and/or preventative maintenance programs or contracts
 - Items covered in maintenance program
 - Response time and guaranteed up-time
 - Replacement and/or upgrades to equipment
 - Communication plan
 - Notifications of equipment failures
 - Warranties
- Reporting Capabilities
 - Types of information provided in reports
 - Access to report information
 - Sample reports
- Business Models
 - Ownership/operational model options
 - Revenue Sharing vs. lease arrangements (for EV stations on public land)

- Utilization of grant funds
- Electricity payments
- Plan, design, install, finance, operate and maintain
- Service to Low-Income and Disadvantaged Communities
 - Approach to deployment
 - Programs and payment options
 - Metrics to identify success
 - Promotion of EV charging at multi-family buildings
- Education and Outreach
 - Public and business education and outreach campaigns
- Supplemental Documentation
 - Sample agreement with another municipality or other government agency
 - Photos of your EVSE options
 - Any other supporting documentation or materials you deem relevant and responsible to this RFI
 - Build America Buy America Act compliance
- Organizational Competency
 - Experience
 - Investments in the last 3 years
 - Number of chargers installed/under maintenance agreement last 3 years

This RFI is being issued for the purpose of gaining knowledge of the technologies and services available in the market that addresses the purpose of the RFI. Vendors to this RFI may be asked to provide a presentation or demonstration to the City seeking to gain a better understanding of product offerings.

3. SUBMITTAL REQUIREMENTS

An electronic PDF copy of the material shall be submitted following the outline provided herein. The following questions shall be answered in no more than ten (10) pages, double sided plus a one-page cover letter. Pages that have photos, charts and graphs will count towards the maximum number of pages. Sales material can be submitted and shall not count towards the ten (10) page count.

The submittal shall include:

- A one-page cover letter prepared on the company's letterhead and signed by an authorized employee of the company. Provide primary contact information and contact person's telephone number, e-mail address, and company webpage. A brief summary shall be included in the cover letter that provides information on the company's background and expertise as relates to this RFI. (This sheet will not be included in the page count.)
- Each submittal should clearly mark which problem statements are addressed with the solution being proposed. They should be marked using the problem statement designation number provided in the scope of work. Solutions can be proposed for one or more problem statements. Vendors do not have to propose solutions to all problem statements.

4. INSTRUCTIONS TO VENDOR

4.1. PREPARATION OF RESPONSE

It is the responsibility of all vendors to examine the entire RFI and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a response.

- The City does not reimburse the cost of developing, presenting or providing any response to this RFI. Responses submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The vendor is responsible for all costs incurred in responding to this RFI. All

materials and documents submitted in response to this RFI become the property of the City and will not be returned.

4.2. SUBMISSION OF INFORMATION

For Electronic Submittal: Please submit your response via email to pridge@milwaukee.gov. The date and time on the email will provide proof of submission and verification if the Offer was received on or prior to the due date and time specified. Please identify the request for information number and title in the subject line of the email when submitting the Offer.

The City email file size is limited. To send larger files electronically, the upload and receipt time may take longer than expected. It is the responsibility of the vendor to ensure that the response meets the due date and time.

Submittals shall be in the actual possession of the Procurement Division on or prior to the exact time and date indicated in the Schedule of Events. Late submittals may not be considered. The prevailing clock shall be the Department's desk clock.

4.3. WITHDRAWAL OF SUBMITTAL

At any time prior to the RFI due date and time, a vendor (or designated representative) may withdraw the submittal by submitting a request in writing and signed by a duly authorized representative.

4.4. INQUIRIES

All questions that arise relating to this RFI shall be directed in an email to: pridge@milwaukee.gov. Inquiries received will then be answered in an addendum and published on the City's Website.

4.5. PUBLIC RECORD

All submittals in response to this RFI shall become the property of the City and become a matter of public record available for review pursuant to Wisconsin State law.

If a vendor believes that a specific section of its response is confidential, the vendor shall isolate the pages marked confidential in a specific and clearly labeled section of its response. The vendor shall include a written statement as to the basis for considering the marked pages confidential including the specific harm or prejudice if disclosed and the Environmental Sustainability Program Manager will review and make a determination.

4.6. DEMONSTRATIONS

- Vendors may be invited to construct a hands-on demonstration or presentation of their solution at the City of Milwaukee.
- The City does not reimburse the cost of developing, presenting, or demonstrating a solution, and the vendor is responsible for all costs incurred.

5. VENDOR QUESTIONNAIRE

- Describe your organization (provide full legal name) and provide a brief history.
- Please tell us about the capabilities, skills, and/or services that you offer. Does the organization have a focus or specialization?
 - If applicable what are the technical specifications for the Level 2 chargers your firm offers?
- Please provide your website address, email, and other contact information.
- What regions and countries do you operate in?

- Estimated cost for applicable services provided (optional). Any price information provided shall be used for general estimation purposes only to inform funding requirements. Submittals may be for individual categories or a combination of categories as applicable. Please provide general cost with estimations for the following for a system of approximately forty (40) charging stations:
 - Initial cost to develop a system of EV chargers
 - Planning
 - Design
 - Power distribution and access
 - System set-up and configuration
 - Testing
 - Training
 - Implementation
 - Technical support
 - Operations
 - Security requirements
 - Annual maintenance costs
 - Any other costs associated