

## MCEC RFP: EV Infrastructure Assessment

Questions and Answers – October 18, 2023



### 1. Reference: RFP Section 3.1 - *Schedule of Events*

Question: “The RFP indicates “none” for site visits. Please confirm this is simply for the procurement stage and we should plan and price site visits during the project.”

Answer: MCEC confirms that this specification is for the RFP/procurement stage only.

### 2. Reference: RFP Section 3.1 - *Background*

Question: “The identified dates do not appear to align with the project schedule.”

Answer: We understand that the original target does not align with the project scope and schedule, and we will post a revised RFP noting this and will address during the pre-proposal meeting on 9/26.

### 3. Reference: RFP Section 3.1 - *Background*

Question: “In section 3.1 Background, it states “Specifically, by December 31, 2023, the Consultant shall complete an EV infrastructure plan and adopt recommendations and a timeline for integration of EVSE in Baltimore County facility locations.” With a tentative contract award date of November 24, 2023, this is not feasible.”

Answer: In addition to the general note above, we recommend that you propose a realistic schedule for completion of the assessment, if you believe the revised timeline is untenable.

### 4. Reference: RFP Section 3.2 – *Required Services*

Question: “In Section 3.2, Required Services, under the *Timeline for Services* bullet, it states “Consultant shall provide a final EV Infrastructure Plan and functioning GIS Emissions Calculator no later than January 10, 2023.” This date is in the past, but if it was intended to be January 10, 2024, it would not be feasible.”

Answer: Confirmed that this is a mistake, and the date specified in section 3.2 should have been January 10, 2024. In addition, the date by which MCEC is requesting the EV Infrastructure Plan has been revised and is now May 31, 2024.

### 5. Reference: RFP Section 3.2 – *Required Services*

Question: “Adding up the delivery dates and review periods under the “Consultant shall Provide a draft EV Infrastructure Plan at the following stages and include:” bullet, it appears as though this is intended to be a six-month project. Is that correct? If so, can you provide revised dates related to questions 2 – 4 above?”

Answer: Confirmed that this is intended to be approximately six-months project, and that we’ll be revising the target dates and posting a revision.

### 6. Reference: RFP Section 3.2 – *Required Services*

Question: “Will there still be a need for FY2024 goals and targets in the study if it won’t be completed until near the end of FY2024?”

Answer: We will discuss this issue specifically during the pre-proposal meeting on 9/26, and in general, this should be thought of as “near term goals”.

**7. Reference:** RFP Section 3.2 – *Required Services*

Question: “Will the project PM be staff from MCEC or Baltimore County?”

Answer: Baltimore County

**8. Reference:** RFP Section 1.1 – *Introduction and Background Info*

Question: “Can you elaborate on the County’s involvement in this undertaking?”

Answer: MCEC provides technical support for procurement via Memorandum of Understanding (MOU) Agreements with Clients, including Baltimore County. Through our MOU with the County, MCEC is developing and managing the procurement of this Electric Vehicle Infrastructure assessment on behalf of the County.

Through this relationship, although MCEC will manage procurement and contract development/execution. Baltimore County will manage the Electric Vehicle Infrastructure Assessment, and is the entity the Assessment will be developed for.

**9. Reference:** RFP Section 4.1 – *Management and Qualifications*

Question: “Regarding MBE requirements, do vendors have to be registered locally?”

Answer: Vendors must be registered and certified through the State of Maryland’s MBE certification process. Details can be found here: [Maryland MBE Certification](#)

**10. Reference:** RFP Section 1.1 – *Introduction and Background Info*

Question: “Can you please discuss the relationship to the IaaS RFQ? Do organizations need to submit for both this RFP and the RFQ: IaaS, and is there alignment and collaboration between the two efforts?”

Answer: Interested vendors do not need to submit proposals for both solicitations. There is alignment and collaboration between the two efforts, and the Electric Vehicle Infrastructure Assessment is not within the Scope of Services contemplated in the IaaS RFQ.

**11. Reference:** RFP Section 3.2 – *Required Services*

Question: “For assessment of 15 sites, is the expectation to be on-site/in person for site visits, or will a virtual site assessment suffice?”

Answer: The expectation is to be on-site, but MCEC will consider virtual options/proposals.

**12. Reference:** RFP Section 3.2 – *Required Services*

Question: “Can you discuss the level of effort required for assessment?”

Answer: The level of effort required for the assessment is detailed in Section III of the RFP: Scope of Services Requirements.

**13. Reference:** RFP Section 4 – *Proposal Requirements*

Question: “Is there interest to power the EV charging stations with solar energy on-site with carports and canopies?”

Answer: Yes, and preference will be given to proposals that take the State's requirement for GHG emissions reduction into account.

**14. Reference:** RFP Section 3.2 – *Required Services*

Question: “Regarding the Emissions Calculator, would MCEC/Baltimore County like to see an already existing calculator, or is the expectation for consultant to model a completely new calculator tailored for the County?”

Answer: The expectations are for Offerors to propose what they believe to be the best and/or most viable approach, based upon their professional expertise, and to provide detail and assumptions regarding how calculations were and/or will be performed.

**15. Reference:** *General*

Question: “How will the project be funded?”

Answer: Baltimore County has the budget for this project, and will be paying for it directly.

**16. Reference:** *General*

Question: “How does this three-way relationship work?”

Answer: Please see MCEC's response in Question 8 above.

**17. Reference:** RFP Sections 4.11.12 thru 4.11.14 – *Management and Qualifications*

Question: “If a potential subconsultant does not have MBE status but has similar certifications, would (this) suffice to meet the 30% (MBE Participation) requirement. The subconsultant is currently certified federally as WOSB (Woman-Owned Small Business) through the WBENC as well as a member of the Montgomery County MFD (Minority, Female and Disabled-Business Program). If we can provide certifications for those programs, would that suffice for the MBE requirement?”

Answer: MCEC confirms that it will not negatively impact the scoring of a proposal responding to MCEC's RFQ for EV Infrastructure Assessment for the subconsultant to be WOSB versus MD MBE-certified.

**18. Reference:** RFP Section 4.2 – *Cost; General*

Question: “I would like to inquire if we have to include costs in our proposal as well? Also Can you please send the Prebid Meeting attendee list?”

Answer: Please refer to Section 4.2 of the RFQ for details on cost inclusion. Regarding the list of attendees for the Prebid Meeting, regrettably we won't be able to provide it.

**19. Reference:** RFP Section 4.2 – *Cost*

Question: “The RFP requests that all costs should be included in the proposal. Is this a time and materials, not to exceed estimate?”

Answer: A time and materials NTE estimate will meet RFP requirements.

**20. Reference:** RFP Section 4.2 – *Cost*

Question: “RFP states that for the cost estimate, we should include hourly rates for no more than 4 classes of personnel. Can this be 4 rates for the proposer and 4 rates for any subcontractors, or is this to be a blended rate card with 4 categories overall?”

Answer: MCEC will accept proposals including either 4 rates per contractor/sub-contractor or a blended rate with 4 overall categories.

**21. Reference:** RFP Section 4.2 – *Cost*

Question: “You say in the Q&A that the project timeframe is approximately 6 months. Does that period start after contract is executed?”

Answer: Yes, that 6-month project timeframe begins upon contract execution.

**22. Reference:** RFP Section 3.2 – *Required Services*

Question: “The RFP states “Consultant shall perform EVSE Site Assessments of up to 15 locations based on the needs of individual County departments.”

1. Is the consultant expected to identify the sites or does MCEC have pre-determined sites that the consultant needs to assess/right size?

1. Answer: Site identification and final selection will be collaborative.

2. Per the RFP cover page, it states...Site Visits None. However, 3.2 indicates detail site evaluation for up to 15 sites. Does MCEC maintain no site visits are required and, if so, will MCEC please explain how data will be provided on physical and technical characteristics of sites?

1. Answer: The “Site Visits: None” specification on the Cover Page references the RFP phase, and not the project phase. MCEC apologizes for this confusion.

**23. Reference:** RFP Section 4.1.6 – *Management and Qualifications*

Question: “Does MCEC anticipate the need for a minimum number of stakeholder workshops or engagements? Would any of these workshops need to be in-person or would teams suffice?”

Answer: MCEC intends for the EV Infrastructure Assessment to be a collaboratively completed project, with Baltimore County staff providing guidance per County priorities and existing planning/development efforts. Stakeholder engagement can be in-person or virtual.