



OZARKS TRANSPORTATION ORGANIZATION  
A METROPOLITAN PLANNING ORGANIZATION

Ozarks Transportation Organization  
2208 W. Chesterfield Blvd., Suite 101  
Springfield, MO 65807  
Phone: (417) 865-3042 Ext. 106

**REQUEST FOR QUALIFICATIONS:** RFQ 002-2024, EVSE Vendors

**DEADLINE:** *Friday, August 9, 2024, at 4:00 PM*, Central Daylight Time

**DELIVERY LOCATION:** 2208 W. Chesterfield Blvd., Suite 101, Springfield, MO 65807

**PURCHASING AGENT:** Debbie Parks, [dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org)

**DATE OF ISSUE:** Friday, July 19, 2024

**REQUEST FOR QUALIFICATIONS**

**RFQ 002-2024, EVSE Vendor Prequalification**

Statement of Qualifications shall be submitted in an envelope with the Request for Qualifications number and the respondent’s name and address clearly indicated on the envelope or by e-mail with “REQUEST FOR QUALIFICATIONS: #002-2024” in the subject line. All submissions must be submitted by the time and date above.

Respondents are strongly encouraged to carefully read the entire Request for Qualifications.

The undersigned hereby certifies a thorough review of this Request for Qualifications. The undersigned also certifies the firm and key personnel indicated in its Statement of Qualifications will be used on this project in the same manner and to the same extent as so indicated. All statements, representations, covenants, and/or certifications set forth in the Statement of Qualifications are complete and accurate.

Name of EVSE Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## I. GENERAL INFORMATION

### PURPOSE

The Ozarks Transportation Organization (OTO) is issuing this RFQ to solicit statements of qualifications to compile a list of prequalified electric vehicle supply equipment (EVSE) vendors. The prequalified vendors will be eligible to bid on projects for turnkey services for EVSE throughout the OTO region. These services may include design, purchasing, construction, installation of hardware (and accompanying EVSE management software), operations, maintenance, and reporting. This list of prequalified vendors is anticipated to be in place for a period of two (2) years, with an option for the OTO Board of Directors to extend the term by one (1) year at their discretion.

### OTO POLICIES AND PROCEDURES

The following OTO policies and procedures are applicable to the RFQ:

This RFQ does not commit OTO to select a vendor or to pay any costs incurred in the preparation or mailing of the submittal. A failure to award a contract will not result in a cause for action against the OTO.

OTO reserves the right to the following:

- To waive minor deficiencies and informalities.
- To accept or reject any or all submissions received as a result of the RFQ.
- To obtain information concerning any or all proposers from any source.
- If a prequalified vendor undergoes a change of key personnel, OTO reserves the right to approve any substitute personnel or remove the vendor from the prequalification list at OTO sole discretion.
- Contact vendor to seek clarification of submittal.
- To seek new submissions when such a procedure is reasonable and in the best interests of OTO.

## II. SUBMITTAL INSTRUCTIONS

### FORMAT OF PROPOSALS

For the OTO to adequately compare qualifications and evaluate them uniformly and objectively, all statements of qualifications shall be submitted in accordance with the format outlines below. The SOQs should be prepared simply and economically, providing straight-forward and concise information as requested. Submittals should not exceed fifteen (15) pages in length excluding attached appendices.

1. **Executive Summary.** Provide an executive summary (not more than one page), written as a narrative, in a non-technical style, containing supplemental information for evaluators addressing the Proposer's experience, qualifications, and approach to the Project.

2. **Company Information.** The complete legal name, address, Federal ID number or social security number, permanent address and telephone number of the Company including the name of the person to contact for discussion of the proposals.
3. **Company Overview.** Overview of the Company, including the year founded, office locations, and the number of years services have been provided. A description of the firm's current staffing, and details as to the experience and training of the project managers and known key staff. **Include the names of the individuals anticipated to be primarily responsible for the services to be provided under this SOQ, as well as any anticipated subcontractors that may be utilized.**
4. **Project Approach.** Details of vendor's approach used to meet requirements of these types of projects. This can include but is not limited to:
  - a. Approach to determining what permits will be required for a location,
  - b. Approach to determining the extent of utility improvements required at a proposed site,
  - c. Approach to safety during construction,
  - d. Approach to safety (for EVSE users and staff maintaining EVSE) and emergency response during operation and maintenance
  - e. EVSE warranty related to parts and labor
  - f. Approach to EVSE rate setting, payment methods and capabilities
5. **Experience.** Specific details as to the experience of the company and personnel with similar projects.
  - a. Experience installing Level 2 chargers or higher in Missouri (include number of locations and number of chargers at each location),
  - b. Experience installing Level 2 chargers or higher in other states (include number of states),
  - c. Level 2 or higher EV Chargers that have been in operation for more than 1 year.
  - d. Experience installing EV Chargers utilizing federal funds
  - e. Projects complying with NEVI requirements
6. **EVSE Installation Experience Summary.** The vendor shall compile a list of no more than twenty-five (25) EVSE installations completed in the last five years with reference name and contact information. The Proposer shall prioritize Level 2 installations or greater. OTO values installations that demonstrate sustained uptime percentage greater than 97% over an extended duration. Information on this summary shall include:
  - a. Type of Charger (Level 2, DC Fast Charger, etc)
  - b. EVSE location (address, city & state)
  - c. EVSE operational date
  - d. Connector Type
  - e. Power Level
  - f. Charger Up-Time since Operational Start Date (%)

Statements of Qualifications may be submitted by hand delivery, mail, e-mail, or DemandStar (link is on OTO website). Submissions should be received by OTO no later than the delivery deadline, **Friday, August 9, 2024, at 4:00 PM**

Submissions shall be addressed as follows:

By Mail/Hand Delivery:

Ozarks Transportation Organization (OTO)  
2208 W. Chesterfield Boulevard, Suite 101  
Springfield, MO 65807

By E-Mail:

[dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org)

Submissions should be marked in the email subject line or on the envelope:

“REQUEST FOR QUALIFICATIONS: #002-2024”

Statements of Qualifications submitted by e-mail are not to be considered received until a confirmation has been sent by the Purchasing Agent, Debbie Parks. The confirmation subject line will read, “Confirmation Receipt – OTO RFQ 002-2024.” It is the responsibility of all submitters to verify receipt of submittal. All submittals must be valid for a minimum period of **ninety (90)** days from the close of this RFQ.

#### REQUEST FOR QUALIFICATIONS SCHEDULE

The following is the schedule of events which are anticipated by OTO for the reviewing of submittals and selecting vendors for the prequalification list as outlined in this RFQ. OTO may, at its discretion, revise the schedule of events at any time as may be in its best interests:

<u>Event</u>	<u>Date</u>
Post Request for Submissions	July 19, 2024
Final Questions Due from Vendors	July 29, 2024
OTO’s Response to Questions	August 2, 2024
Submissions Due	August 9, 2024
Prequalification List Finalized	August 16, 2024

#### RFP DELIVERY REQUIREMENTS

Any submittals received after the above stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their RFP delivered to the OTO for receipt on or before the due date and time indicated. If a qualification submittal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the OTO.

#### AMENDMENTS

If it becomes necessary to revise or amend any part of this Request for Proposal, OTO will furnish the revision by notice on the OTO website at <https://www.ozarkstransportation.org/what-we-do/requests-for-proposal> and through DemandStar not later than August 2, 2024.

#### POINT OF CONTACT FOR INQUIRIES AND SUBMISSIONS

Inquiries regarding this request for qualifications may be directed to:

Jennifer Thomas, P.E.  
Ozarks Transportation Organization  
2208 W. Chesterfield Boulevard, Suite 101  
Springfield, MO 65807  
(417) 865-3042 x108  
[jthomas@ozarkstransportation.org](mailto:jthomas@ozarkstransportation.org)

Inquiries must be received by the deadline indicated above. Responses to all inquiries received by this deadline will be posted electronically and made publicly available at <https://www.ozarkstransportation.org/what-we-do/requests-for-proposal> by the deadline shown.

#### III. SUBMISSION EVALUATION PROCESS

The evaluation will be conducted by representatives of OTO, MoDOT and Partner Agencies with oversight from the Federal Highway Administration. Each submittal will be evaluated for full compliance with the RFQ instructions. The objective of the evaluation will be to compile a list of qualified EVSE vendors to bid on future projects managed by OTO. Submittals which are responsive to this Request for Qualifications will be evaluated based on, but not limited to, the following criteria:

- Vendors's experience;
- Vendor's conduct and performance on previous contracts;
- Relevant training and experience of key personnel;
- Past experience and/or quality of Vendor's anticipated subcontractors;
- Vendor's history of successful performance on contracts of similar size and scope; and
- Current or impending legal actions against the Proposer

#### DEBARMENT OR SUSPENSION

No company may participate in this process if such company is currently debarred, suspended, disqualified, or removed from bidding (including having been removed from bidding by MoDOT on account of pending liquidated damages on other projects) or performing work for the State of Missouri, the federal government or any state government or is subject to any proposed, pending, or past debarment, suspension, or similar actions, in the past three years prior to the Submittal Due Date.

#### IV. ADDITIONAL INFORMATION

##### QUESTIONS REGARDING SPECIFICATIONS OR SUBMISSIONS PROCESS

To ensure fair consideration to all vendors, OTO prohibits communication to or with any board or employee during the submission process, except as provided below. Additionally, OTO prohibits communications initiated by an EVSE company to OTO official(s) or employee(s) evaluating or considering the submissions prior to the prequalification list is finalized. Any communication between proposer and OTO will be initiated by the appropriate OTO official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of submissions. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the submissions and/or any future submissions.

Any communication regarding the proposal process and associated specifications should be submitted in writing to the Purchasing Agent, Debbie Parks at [dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org) or 2208 W. Chesterfield Boulevard, Suite 101, Springfield, Missouri 65807. All OTO responses to submitted questions will be posted to <https://www.ozarkstransportation.org/what-we-do/requests-for-proposal>.

## PUBLIC RECORDS

All documents submitted in response to this RFQ become the property of OTO and public records, as such, may be subject to public review after the final firm/consultant is selected.



*For persons with disabilities needing reasonable accommodations please contact OTO at 417-865-3042 at least 48 hours in advance of the question deadline. If you need relay services, please call the following numbers: 711 - **Nationwide relay service; 1-800-735-2966** - **Missouri TTY service; 1-800-735-0135** - Missouri voice carry-over service.*