

Request for Proposals
For Electric Vehicle Readiness Plan
For
Southwest Michigan Planning Commission (SWMPC)

Benton Harbor, Michigan
376 W Main Street, Suite 130
Benton Harbor, MI 49022
(269) 925-1137

Date Issued:

Tuesday, June 11, 2024

Send Questions To:

Kimberly Gallagher, Senior Planner gallagherk@swmpc.org

Submit questions:

On or before Monday, June 19, 2024 @ 5:00 p.m.

Proposals Due:

Wednesday, July 10, 2024 @ 4:00 pm, (EST)

Introduction

The Southwest Michigan Planning Commission (SWMPC) is soliciting interested consultant teams (Consultants) to submit proposals for a planning project that will develop an Electric Vehicle (EV) Readiness Plan (Plan) for the SWMPC region. SWMPC is seeking Consultant with: (1) recent applicable experience in developing zero emissions vehicle readiness plans, (2) knowledge of issues and concerns related to southwest Michigan and the SWMPC region, and (3) knowledge of electric vehicles and electric vehicle infrastructure. Consultant is expected to have expertise in utility data and forecasting tools on EVs including the ability to tailor these products to SWMPC and create a mapped analysis of priorities for future EV infrastructure, particularly to increase equitable access to such infrastructure.

The goal of the project is to make the SWMPC vision and plug-in Electric Vehicle (PEV) ready by developing a Plan that provides a vision for EV readiness, identifies key partnerships and actionable strategies needed to achieve the vision, and facilitates community support for electric vehicles.

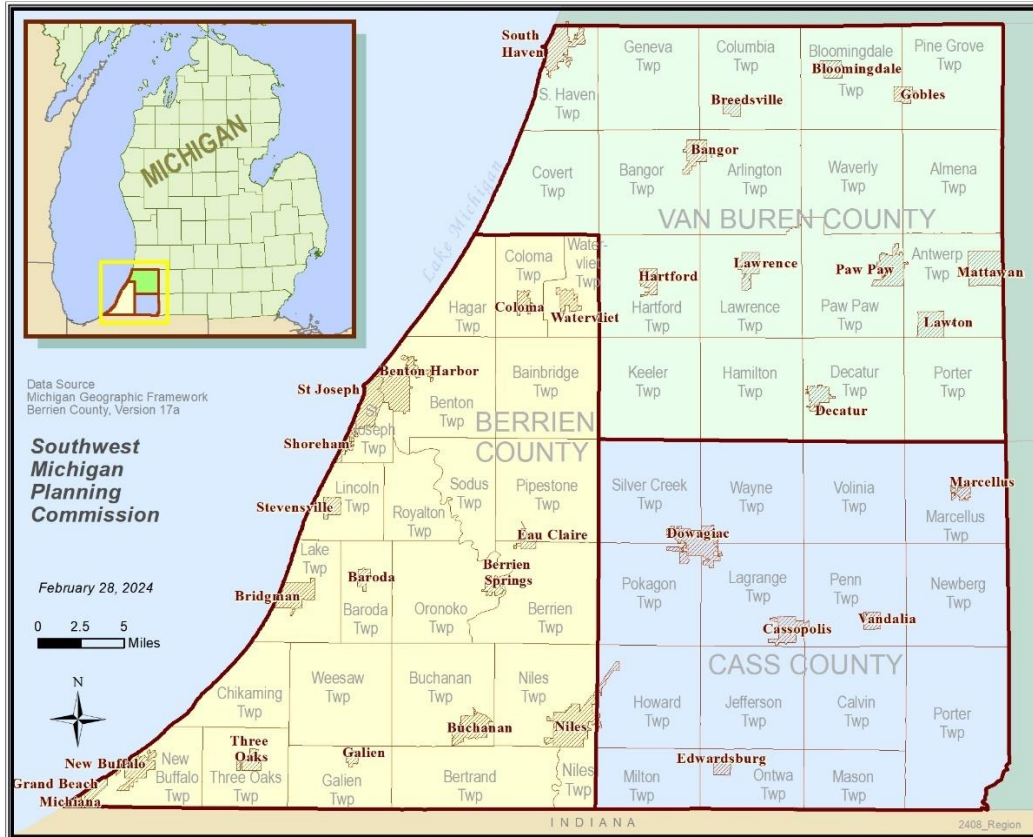
Background

The Southwest Michigan Planning Commission (SWMPC) serves the regional planning needs of Berrien, Cass, and Van Buren Counties and is one of fourteen regional planning and development organizations in the State of Michigan. The planning region consists of 3,179 square miles and 88 different municipalities as seen in the image below. These include 39 municipalities in Berrien County, 29 municipalities in Van Buren County, and 20 municipalities in Cass County. SWMPC also serves as the Metropolitan Planning Organization (MPO) for two MPO's in the region, (Benton Harbor/St. Joseph and Niles/Buchanan/Cass County) and manages programming for several other transportation programs including Congestion Mitigation & Air Quality (CMAQ), Michigan Rural Task Force Transportation Program, and Michigan Small Urban Program.

SWMPC has received a grant from the Michigan Department of Transportation (MDOT) to plan for the future electrification of vehicles, and support Governor Whitmer's commitment to decarbonizing our communities. As the transportation sector moves aggressively to ramp up the production of EV vehicles, there remains the need to deploy corresponding charging infrastructure to further consumer adoption and ensure sufficient charging infrastructure to support the operation of the growing EV fleet.

A critical first step in this process is to determine optimal locations for the installation of EV charging stations across our communities. The Michigan Department of Environment, Great

Lakes, and Energy (EGLE) worked with Michigan State University (MSU) to understand state-wide deployment and has already produced two studies to identify optimal locations for DC fast charging stations along major highways and within major urban areas. For more information on those studies, please follow this [link](#).



Project Timeline

This schedule is preliminary and subject to change.

Issuance of RFP	June 11 th , 2024
Question Submittal Deadline	June 19 th , 2024, at 4pm EST
RFP Questions Posted	June 24, 2024, at noon EST
Proposals Due	July 10th, 2024, at 4pm EST
Interviews (only if needed)	July 22 nd -25 th , 2024
Anticipated Award Date	July 31 st , 2024
Anticipated Project Start Date	September 1, 2024
Project End Date	August 15, 2025

Proposal Submittal Requirements

All proposals must include the following information:

1. **Cover Sheet/Letter of Intent:** The cover sheet shall list the name of the Consultant with names, email addresses and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how they can be reached, including phone number and email address.
2. **Project Understanding:** Provide a brief narrative explaining the team's understanding of the project goals and scope.
3. **Project Team and Qualifications:** The Consultant qualification information shall include:
 - a. **Firm Information:** Provide information on firm size, years in business, locations, and primary services. Include the same information for any subcontractors on this project.
 - b. **Project Team:** Provide a project organizational chart showing the proposed team structure for this contract. Identify the project manager, key personnel, and their roles and responsibilities on the project. Clearly identify the roles of any subcontractors.
 - c. **Representative Projects:** Describe specific experience of both individuals and firms with projects of a similar type that demonstrate the knowledge and experience of the personnel proposed in the areas identified in the scope of work. Describe the client/community, project, location, common issues, and links to electronic versions of work products, if possible.
 - d. **References:** Identify at least three references for similar projects completed by the personnel proposed for this project. Include the client, contact person, mailing address, email address, and telephone number for each reference.
 - e. **Resume:** Provide professional resumes for all personnel proposed for work on this project in an appendix.
4. **Project Approach:** Describe the team's approach to the project's scope of work. Include information on methods, meetings, deliverables, and other project related information for the tasks. The Consultant is encouraged to offer additional insights and may propose modifications to the scope of work identified above.
5. **Project Management:** Describe the team's project management approach including coordination across disciplines and managing the work of subcontractors, if applicable. Describe the methods and timeline of communication the team will use with SWMPC staff and other parties. Describe the team's expectations and requirements of SWMPC and its partners to effectively perform the services outlined in the RFP.

6. **Schedule and Work Plan:** Provide a project schedule and work plan indicating various tasks, major benchmarks, and key elements that may be dependent and may affect other tasks and timelines separately for each aspect of the project. Provide a summary of personnel workload and availability to complete this project within the desired schedule.
7. **Cost Proposal: Estimate the personnel hours and hourly rates for each task needed to complete the proposed scope of work.** Include the hourly rates for all project personnel and the costs for each firm. Provide cost estimates for labor, materials, travel, overhead, and a clearly labelled total not to exceed cost representing the maximum amount of work to be performed. Some tasks can be itemized as “optional” and be bid independently to allow flexibility in fee. The proposal should clearly state what is received for the base fee.

All responses are due July 10, 2024, by 4:00 pm EST. Proposals shall be submitted electronically in PDF format via email sent to gallagherk@swmpc.org, uploaded to Consultant’s FTP site with download access and instructions emailed, or placed on a USB drive and delivered to:

Southwest Michigan Planning Commission
C/O Kim Gallagher, SWMPC Senior Transportation Planner
376 W Main Street, Suite 130
Benton Harbor, MI 49022

Selection Process

Proposal Opening

Proposals will not be publicly presented. All proposals and evaluations will be kept strictly confidential, as allowed by law, throughout the evaluation, negotiation and selection process. Only the members of the evaluation team and other SWMPC officials, employees and agents that have a legitimate interest will be provided access to the proposals and evaluation results during this period.

Proposal Evaluation

An evaluation committee will review and rank all proposals based on the criteria outlined in the Evaluation Sheet, provided as Attachment A. The review and ranking will be done individually and without consultation with other members of the evaluation committee. The evaluation committee will consist of four people who will individually review each proposal based on the criteria for this RFP. During the evaluation period, SWMPC reserves the right to interview some or all the proposing firms.

Proposal Requirements and Evaluation (Maximum of 100 points)

Document requirements: Times New Roman, Size Font – 12.

Evaluation and Scoring of Proposals

Accepted proposals will be reviewed by the SWMPC selection team. The proposals will be scored using the following criteria:

Project Understanding and Work Plan	30 pts.
Project Schedule and Timeline	15 pts.
Description of Firm	15 pts.
Project Team and Experience with Similar Projects	15 pts.
Desired and Value-Added Capabilities	10 pts.
Budget and Fee Information (*see Section vi)	15 pts.
Total Points	<u>100 pts.</u>

i. Project Understanding and Work Plan (30 possible points)

Elements that will be evaluated are:

1. Demonstrates understanding of the project.
2. Clear and concise explanation of specific tasks needed to accomplish the project.
3. Defines issues to be resolved during the project.
4. Previous work and tools.
5. Coordination efforts.
6. General tools that will help within the study.

ii. Project Schedule and Timeline (15 possible points)

Elements that will be evaluated include:

1. Time required to complete individual tasks (duration).
2. Inter-relations between tasks (dependencies).
3. Key events during the project (milestones).
4. Critical input points from SWMPC

iii. Description of Firm (15 possible points)

Elements that will be evaluated are:

1. Background & stability of firm (length of time in business, ownership, affiliations, financials, etc.).
2. Relevant projects the firm has completed (provide references).
3. Background of any sub consulting firm(s) used on this project, and an explanation of prior relationships with the consultant.
4. Relevant projects the sub consulting firm(s) has completed (provide references).
5. Provide three (3) references for individuals/agencies with contact information (i.e. phone numbers and e-mail) who can attest to your firm's ability to undertake and complete this project.

iv. Project Team and Experience with Similar Projects (15 possible points)

This criterion relates to the project principal, project manager, key staff, and sub consultant staff. Elements that will be evaluated are:

1. Number of people and hours assigned to this project with information to be provided in a spreadsheet format that clearly identifies staff and hours, and associated costs.

2. Extent of principal and project manager involvement.
3. Key project team members who worked on similar projects and unique qualifications that make them a valuable resource on this specific project, including experience with other consulting firms.
4. Key project team member roles during this project.
5. Does the project team cover all phases of this project?
6. Project Manager's technical and managerial experience with projects of similar scope and nature.

v. Desired and Value-Added Capabilities and Solutions (10 possible points)

The Consultant may submit any relevant information that does not fit within the proposal. This may include brochures, company information, supplemental resumes, additional project descriptions, and any other information the consultant believes is useful. You may use this section to include innovative approaches your firm would take in working on this project or additional items that would complement the approaches outlined. This additional submittal will be reviewed and used by the Project Team.

vi. Budget and Fee Information (15 possible points)

Work that the consultant would not provide and must be provided separately by the SWMPC must be identified. Elements that will be evaluated include:

1. Availability of resources from the consultant and the sub consultant(s) for the project.
2. Estimated hours and fees to complete individual work elements.
3. Estimated total fee for the project, based on hourly rates including a not-to-exceed cap.
4. List of tasks not performed by the consultant or sub consultant(s) for project, which must be performed by the SWMPC.
5. Identify what your firm considers reimbursable expenses and detailed costs of each. All reimbursement for food, lodging, and millage will be at the current State of Michigan reimbursement rates.

All costs, as requested, for furnishing the product(s) and/or services must be included in this proposal. The proposed budget will be 15% of the overall project scoring. All prices must be quoted in U.S. Dollars.

Scope of Work

SWMPC anticipates a project scope that includes the activities outlined below; however, applicants should detail a clear project approach that will effectively assess the needs of the SWMPC region and meet SWMPC's purpose of creating a Plan with a vision, goals, and action-based strategies and recommendations.

Deliverables

Monthly Progress Reports

At a minimum monthly progress reports will be provided to SWMPC to remain on schedule, identify challenges and opportunities, and comply with grant funding requirements. In addition, meetings will be scheduled with representatives of SWMPC as needed to review the draft report and related materials.

Written Report

The Plan will provide a comprehensive approach to increasing destination, gateway, workplace, multi-family housing and corridor PEV's by fleets and individuals in the SWMPC planning area, in addition to giving visitors the ability to travel to and within the region with their PEVs. Elements expected to be included in the Plan include:

- Analysis of SWMPC provided stakeholder survey data and how it was used in the recommendations.

Links to Draft Surveys Here:

Municipal Survey : <https://www.surveymonkey.com/r/EVMunicipal>

Public Input Survey: <https://www.surveymonkey.com/r/EVPublicInput>

Fleets Survey: <https://www.surveymonkey.com/r/EV-Fleets>

Dealers and Servicers: <https://www.surveymonkey.com/r/EVAutomotive>

Community Entities Survey: <https://www.surveymonkey.com/r/EVEntities>

- Research and report on current and projected future demand for EV infrastructure in the region
- Equity analysis including barriers to adoption, implementation, and access
- Identification of needed programs and services including sales, maintenance, incentive programs, smart charging, and other innovative technologies
- Criteria development for identifying optimal locations for and quantities of charging infrastructure in the region
- Identify general locations and quantities needed for level 2 charging infrastructure throughout the region with consideration to existing and future broadband and utility capacity
 - [Van Buren Public ISP](#)
 - [Berrien County Broadband](#)
- Implementation Plan with timelines, ranged estimated costs,
- Connect this project to existing relevant plans and invested stakeholders, including but not limited to:
 - [Michigan Zoning Database](#)
 - [EV Charger Placement Optimization in Michigan: Phase I – Highways](#)

- [EV Charger Placement Optimization in Michigan: Phase I, Supplement I: Full Tourism Analysis](#)
- [EV Charger Placement Optimization in Michigan: Phase II - Urban](#)
- [Michigan Is Automobility Report](#)
- [Southeast Michigan Electric Vehicle Resource Kit and Planning Hub \(SEMCOG\)](#)

Recommendations

The consultant(s) will be expected to develop recommendations to guide the SWMPC's actions involving EV infrastructure that acts as a resource for constituents and partners. The recommendations should include the following:

- Analysis and recommendations for SWMPC's role in EV infrastructure development and deployment
- Recommended education, best practices, and technologies in the following:
 - Charger station type
 - Charger station software and data management
 - Desirable network management capabilities
 - Risk and safety considerations including incident management
 - Design specifications/standards for EV infrastructure
 - Emerging technologies related to EV infrastructure
 - Construction and maintenance considerations
 - Best management practices of EV programs for cities, villages, and townships
- Potential funding sources/funding mechanisms
- Site selection and placement of EV infrastructure. Must include curb-space management considerations, ADA considerations, and public health and safety considerations.
- Sample templates of Parking Ordinances, Zoning Ordinances, Building Codes, Permitting and Inspection Templates, Standard Operating Procedure Templates for emergency incidents involving EVs and EVSEs, and EVSE Procurement Request for Proposal Template.
- Suggested signage and wayfinding signage that complies with the most recent version of the Manual on Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration.

Screen Recording and Voiceover

The consultant will develop and deliver a digital video presentation with accompanying voiceover narration to SWMPC. This video will cover the key highlights outlined in the written report, encompassing topics such as EV fundamentals, current regional EV benchmarks, proposed strategies and recommendations, implementation strategies, and projected benefits and impacts. Intended for future presentations to community

stakeholders, elected representatives, and the SWMPC board, the video should demonstrate professional production quality. It should feature high-quality visuals, clear audio, concise narration, and engaging content while meeting ADA accessibility requirements to ensure inclusivity and accessibility for all viewers.

Proposal Terms and Conditions

1. RFP Document ¹

The information provided herein is intended solely to help Proposers prepare their Proposals. To the best of the Southwest Michigan Planning Commission's (SWMPC) knowledge, the information provided is accurate. However, SWMPC does not warrant such accuracy and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP.

2. Ownership of Records

SWMPC will retain ownership of all interim and final documents and related materials produced or developed with the Consultant's contract. The Consultant is prohibited from copying or distributing any of these documents or other reports developed in conjunction with the Southwest Michigan Planning Commission (SWMPC) without written permission from SWMPC.

3. Personnel and Subcontractors

The SWMPC must approve or disapprove the selection of key personnel as identified in the application and/or this Agreement. Any new hires or changes in key personnel require prior written approval from the SWMPC. Resumes, in sufficient detail to reveal the experience, education, and other general and specific qualifications for the position, must be submitted to the SWMPC for its consent prior to approval of a candidate.

The CONSULTANT agrees to comply with the requirements regarding support of salaries and wages in 2 CFR Part 200.430, "Compensation-personal services."

It is intended that a single contractor will have total responsibility for all services identified in the SWMPC region EV Readiness Plan RFP. Therefore, any Proposer desiring to use a sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled attachment "Sub-contractors" and should include:

- their company's name,
- the company's principal owner(s),
- description of their involvement in the project, and
- qualifications for each aspect of the SWMPC EV Readiness Plan RFP that they will be involved with.

The subcontractor(s) cannot be changed after submission of the Proposal without the written approval of SWMPC. The Consultant is responsible for all actions, workmanship, performance, and payment for their subcontractor(s). A contract between the Consultant and the subcontractor must be signed within 14 business days of the Consultant's signed contract with SWMPC. SWMPC reserves the right to a copy of the signed contract between the Consultant and the sub-contractors. SWMPC reserves the right to terminate the terms of its contract in the event of Consultant's failure to establish a signed contract between the Consultant and subcontractor within 14 business days. A copy of the final contract between the Consultant and the sub-contractor must be sent to SWMPC within 21 business days of the Contract execution between SWMPC and the Consultant.

4. RFP Proposal Costs

SWMPC is not liable for any costs or expenses incurred by any Proposer in the preparation of the Proposal, attendance at any conference, or meeting related to this RFP. SWMPC is not liable for payment of any amount to the selected proposer until the Contract has been awarded and executed by SWMPC and the Contractor has performed services pursuant to the Contract that entitle the Contractor to receive payment under the terms of the Contract.

5. Acceptance of Proposal Content

By submitting a proposal, the proposer agrees that all or portions of the proposal's contents may become part of a contract, if accepted, and SWMPC will reject any proposal submitted by a proposer who does not accept this condition.

6. Rejection of Proposals

SWMPC reserves the right to waive any informality, and/or to reject, at any time and for any reason, all Proposals received as a result of this RFP. Southwest Michigan Planning Commission's intent is to enter into a Contract as a result of this RFP. However, if after reviewing the Proposals received, SWMPC determines that SWMPC should not enter into any contract, or to enter into a partial or different contract from the Contract contemplated by this RFP, SWMPC will act in accordance with what SWMPC determines at that time to be in its best interest. No Proposer or any other party has any entitlement, interest, or right in this decision by the SWMPC and by submitting a Proposal, acknowledges SWMPC's right to exercise its discretion in this regard without any right of recourse by the Proposer.

7. Insurance and Hold Harmless

A. Per 2 CFR 200, the successful proposer will be required to provide proof of insurance prior to the signing of the contract, which shall include the following types and amounts:

1. Comprehensive General Liability - \$1,000,000 combined single limits per Occurrence.
2. Auto Liability - \$300,000 combined single limits per occurrence; and

3. Workers' Compensation Insurance - Covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers' Compensation Act, including Employer's liability of \$500,000.

B. The vendor/consultant shall indemnify and hold harmless the SWMPC against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease, or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.

8. Contract Negotiations

Southwest Michigan Planning Commission (SWMPC) reserves the right to negotiate the award and conditions of the proposal prior to entering into a written agreement.

9. Applicability of State and Federal Regulations

The selected contractor shall comply with all applicable terms and conditions of SWMPC, the Michigan Department of Transportation, and the Federal Highway Administration.

The consultants and subcontractors will comply with federal regulations for 2 CFR 200 and 23 CFR 450 and 420. 23 CFR 450.308 Funding for transportation planning and unified planning work programs.

- (a) Funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d), and 49 U.S.C. 5307, are available to MPOs to accomplish activities described in this subpart 23 CFR 450.336 Self-certifications and Federal certifications.
- (b) For all MPOs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every 4 years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:
 - (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart.
 - (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93.
 - (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
 - (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;

- (5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity programs on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities

10. Nondiscrimination & Equal Opportunity

During the performance of a contract awarded pursuant to this advertised “Request for Proposal,” the Consultant agrees as follows:

- A. The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Consultant. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The vendor, in all solicitations or advertisements for employee’s places by or on behalf of the vendor, will state that such Consultant is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purposes of meeting the requirements of this section.
- D. Consultant shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

11. Audits

1. The CONSULTANT agrees to comply with audit requirements as specified in 2 CFR Part 200.
2. The CONSULTANT shall provide any audit with findings related to this award, with copies of the reporting package (including corrective action plans), management letters issued by an auditor, and audit working papers, to the SWMPC.
3. The SWMPC will seek to issue a management decision to the CONSULTANT within six months of receipt of an audit report with findings, and the CONSULTANT shall take timely and corrective action to comply with the management decision.
4. The SWMPC reserves the right to conduct an independent follow-up audit.

12. National Policy Requirements

1. **Debarment and Suspension**

The CONSULTANT agrees to comply with 2 CFR Parts 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” and 1125, “Department of Defense Nonprocurement Debarment and Suspension.” The CONSULTANT also agrees to communicate the requirement to comply with Parts 180 and 1125 to entities and persons at the next lower tier with whom the recipient enters into transactions that are “covered transactions” under Parts 180 and 1125.

2. **Drug-Free Workplace**

The CONSULTANT agrees to comply with Subpart B, “Requirements for Recipients Other Than Individuals,” of 32 CFR Part 26, “Governmentwide Requirements for Drug- Free Workplace (Financial Assistance).”

3. **Hatch Act**

The CONSULTANT is advised that its employees may be subject to the Hatch Act (5 U.S.C. § 1501-1508). If doubt exists in particular cases, the CONSULTANT should seek legal counsel.

4. **Universal Identifier Requirements and Central Contractor Registration**

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 25, as amended, “Universal Identifier and Central Contractor Registration.” The System for Award Management (SAM) has replaced the CCR system. Any bidder must be registered in SAM.gov prior to responding to this RFP.

5. **Trafficking Victims Protection Act of 2000**

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 175, “Award Term for Trafficking in Persons.”

6. **Reporting Sub-award and Executive Compensation Information**

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 170, “Reporting Sub-award and Executive Compensation Information.”

7. **Restrictions on Lobbying**

The CONSULTANT agrees to comply with the requirements of 31 U.S.C. § 1352, “Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.” Appropriated funds cannot be used to pay any person to influence or attempt to influence employees of any agency or Congress. Links to the requirements referenced above as well as the full listing of all National Policy Requirements are provided on the FHWA/DOT website at <https://highways.dot.gov>.

13. Prior Written Approval

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consulting firms interested in providing SWMPC with a completed Electric Vehicle Readiness Plan. Any changes in the project/program described in the proposal including those identified below require prior written approval from the SWMPC in the form of an amendment request:

1. Changes in the specific activities described in the application
2. Changes in key personnel as specified in the proposal.
3. Budget reallocations that exceed 10 percent of the total budget among approved direct cost categories or are transferred to new budget line items.

14. Protest Procedures

A. General Procedures

1. Any Proposer or Consultant whose direct economic interest would be affected by the award of the Contract or the failure to award the Contract may file a protest, claim or dispute with SWMPC pursuant to these protest procedures prior to filing any protest, claim or dispute with the FTA.

2. Protests, claims or disputes, where applicable, shall be in writing and filed with SWMPC directed to the Executive Director, 376 W. Main Street, Benton Harbor, Michigan. Failure to comply with any of the requirements may result in rejection of the protest.

B. Protest Before Proposal Opening

Protests shall be submitted in writing prior to the opening of proposals, unless the aggrieved person did not know and could not have known of the facts giving rise to such protest prior to the opening. In that case, the protest shall be submitted within five (5) calendar days after such aggrieved person knows or should have known of the facts giving rise to the protest. The protest shall clearly identify:

1. The name, address, and telephone number of the protester.
2. The grounds for the protest, any and all documentation to support the protest and the relief sought\
3. Steps that have been taken to date in an attempt to correct the alleged problem or concern.

C. Protest After Award

1. Any individual or entity may file a protest with SWMPC alleging a violation of applicable federal, state law and/or SWMPC policy or procedure relative to seeking, evaluating and/or intent to award a procurement Contract. In addition, any individual or entity may file a protest with SWMPC alleging that SWMPC has failed to follow its Procurement Protest Procedures. Such protest must be filed no later than five (5) calendar days from the notice of intent to award or non-award of the procurement Contract.
2. A protest, dispute, or claim with respect to the award of a Contract through solicitation of bids shall be submitted in writing within five (5) days of notification of such award to the SWMPC Executive Director at the address herein for a decision. All claims shall clearly identify:
 - a. The name, firm, address, and telephone, and email address of the protester
 - b. The grounds for the protest, any and all documentation to support the protest and the relief sought
 - c. Steps that have been taken to date in an attempt to correct the alleged problem or concern.

A written decision by the SWMPC Executive Director *stating the grounds for allowing or denying the protest* will be mailed to the protestor prior to execution of the Contract.

ATTACHMENT A

Electric Vehicle Readiness Plan Proposal Evaluation Sheet – SWMPC

For internal use only- Companies do not complete

Company Name: _____

Guidelines for company selection:

YES/NO **Are all items requested in the proposal package provided? If not, do not complete the rest of this form.**

0-15 Pts ____ **Project Understanding and Work Plan** – The consultant demonstrates understanding of the project and has a clear and concise explanation of specific tasks needed to accomplish the project. The consultant defines issues to be resolved during the project and includes previous work and tools available. The consultant demonstrates their coordination efforts and provides general tools that will help within the study.

0-15 Pts ____ **Project Schedule and Timeline** – The consultant provides the time required (duration) to complete individual tasks and notes the inter-relations between tasks. The consultant provides key events (milestones) during the project with specific dates and includes critical input points from SWMPC.

0-15 Pts ____ **Description of Firm** – The consultant has provided satisfactory background and stability of the firm information. The proposal includes relevant projects the firm has completed and provides background information and previous relevant projects for any subcontractors. The consultant has provided at least three (3) references of individuals/agencies with contact information.

0-15 Pts ____ **Project Team and Experience with Similar Projects** – The proposal includes the number of people, hours assigned, and associated costs for this project. A spreadsheet format that clearly identifies these aspects is provided. The proposal includes the extent of principal and project manager involvement, as well as key project team members with qualifications and previous experience. The consultant provides key project team member roles, and the project team covers all phases of the project. The project manager has technical and managerial experience with projects of similar scope and nature.

0-10 Pts ____ **Desired and Value-Added Capabilities and Solutions** – The Consultant provides information they believe relevant that does not fit within the body of

the proposal (i.e. brochures, company information, supplemental resumes, additional project descriptions, and other useful information). The consultant includes innovative approaches for working on this project or additional items that would complement the approaches outlined.

0-15 Pts ____ **Budget and Fee Information** – The consultant identifies the availability of resources and tasks not performed by the consultant nor subconsultant and must be performed by SWMPC. The estimated hours and fees to complete individual work elements are provided as well as the estimated total fee for the project that is based on hourly rates including not-to-exceed caps. The consultant identifies what are considered reimbursable expenses and the detailed costs of each.

____ **Total Points** – 100 possible points

Comments: _____

Note:

ATTACHMENT B

Proposer Questionnaire

1. Company Details

Company Name: _____

Contact Person & Title: _____

Company Address: _____

E-mail Address: _____ Phone: _____

Company website: _____

Taxpayer Identification Number: _____

Indicate which of the following apply:

- Corporation
- Partnership
- Sole Proprietor
- Small Business
- Disadvantaged Business Enterprise (DBE)

2. Please provide three (3) customer references.

Each reference must have completed an EV Readiness Plan or similar with your Company in the past three years. References that have no knowledge of your company's expertise, references that refuse to answer questions or provide information, or references that cannot be reached after three attempts, will not be considered as having met the satisfactory reference requirement.

Organization Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Dates of Project: _____

Describe Service: _____

Organization Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Dates of Project: _____

Describe Service: _____

Organization Name: _____
Contact Person: _____
Telephone: _____
Email: _____
Dates of Project: _____
Describe Service: _____

3. Provide a brief summary of your firm’s history and organizational structure.

4. Describe specific plans for how you will manage, control and supervise the planning process in order to ensure satisfactory provision of services.

5. Provide a brief summary of current workload and consultant’s availability over the period of the 12 months.

6. Describe any and all software/hardware requirements not covered in your company cost estimate that will be required to make the project function. The vendor is responsible for all costs not listed in the proposal but required for the successful completion of the project unless otherwise amended through a change of the project scope.

CERTIFICATION

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of the Request for Proposals and certify that I am authorized to sign for the Proposer.

Signature _____ Date _____

Printed Name _____ Title _____

Attachment C

Cost Proposal Form Template

Please Note: The following template is a guideline for the providing estimated project cost. Vendor is responsible for grouping tasks and sub-tasks as needed for their proposal. Tasks and sub-tasks should match the groupings on the Project Schedule Template. SWMPC reserves the right to waive the award of any sub-tasks for any reason.

Tasks for the EV Readiness Plan

Task 1

Sub-Task	Costs	Notes
Sub-task #1		
Sub-task #2		
Sub-task #3		

Task 2

Sub-Task	Costs	Notes
Sub-task 1		
Sub-task 2		
Sub-task 3		

Task 3

Sub-Task	Costs	Notes
Sub-task 1		
Sub-task 2		
Sub-task 3		

Task 4

Sub-Task	Costs	Notes
Sub-task 1		
Sub-task 2		
Sub-task 3		

Task 5

Sub-Task	Costs	Notes
Sub-task 1		
Sub-task 2		
Sub-task 3		

Task 6

Sub-Task	Costs	Notes
Sub-task 1		
Sub-task 2		
Sub-task 3		

Attachment D

Project Schedule Template

Please Note: The following template is a guideline for the proposed Project Schedule section of the submitted proposals. Tasks and sub-tasks should match the groupings on the cost proposal form. Assume a start date of September 2024 when preparing the schedule. The final schedule will be developed in consultation with the Project Team.

Tasks for the EV Readiness Plan

Task 1

Sub-Task	Start Date	End Date	Notes
Sub-task 1			
Sub-task 2			
Sub-task 3			

Task 2

Sub-Task	Start Date	End Date	Notes
Sub-task 1			
Sub-task 2			
Sub-task 3			

Task 3

Sub-Task	Start Date	End Date	Notes
Sub-task 1			
Sub-task 2			
Sub-task 3			

Task 4

Sub-Task	Start Date	End Date	Notes
Sub-task 1			
Sub-task 2			
Sub-task 3			

Task 5

Sub-Task	Start Date	End Date	Notes
Sub-task 1			
Sub-task 2			
Sub-task 3			

Task 6

Sub-Task	Start Date	End Date	Notes
Sub-task 1			
Sub-task 2			
Sub-task 3			