

## ODOT Electric Vehicle Infrastructure Program Manager Scope of Services

### Overview

This document describes the activities and resources needed to continue delivering the National Electric Vehicle Infrastructure (NEVI) Formula Program, which will provide a total of roughly \$140M over a period of five years, to plan, install, operate, and maintain a network of DC Fast Chargers on Ohio's alternative fuel corridors and beyond.

### Program Manager

ODOT seeks a program manager to act on behalf of the department to continue delivering projects under the NEVI Formula Program. ODOT envisions the program manager providing a turnkey approach to all the services necessary to develop and deliver EV Charging Infrastructure projects. This includes, but is not limited to, program administration, procurement support, public involvement and stakeholder engagement, environmental clearance, project management, ongoing services, and construction inspection and oversight.

### Program Administration

Program administration will include all the work necessary to comply with NEVI program guidance. This includes, but not limited to:

- Developing a management system to provide ODOT real-time visibility of project status, budgets, schedules, risks, and any other relevant metrics.
  - “Management system” is not meant to imply a novel IT application, but rather the simplest tools necessary to meet the program requirements.
  - Any proposed management tool shall be accessible, user-friendly, and readily supported by existing ODOT systems where possible.
- Developing and maintaining a system for operational stations, during the operations and maintenance period of the projects that meet the API requirements listed in [Federal NEVI Standards and Requirements](#).
- Developing program guidance documents, requirements and specifications for vendors, property owners, stakeholders, and the general public.
- Ongoing review and support services during Operation and Maintenance period.

Please note that wherever feasible, automation must be incorporated and leveraged for administrative tasks. The program manager is expected to identify opportunities to automate repetitive processes to improve efficiency, accuracy, and auditability.

### Procurement Support

Procurement support activities will be provided as needed and may be reduced depending on NEVI Program progress. The program manager will focus on essential procurement tasks, including but not limited to:



- Coordinating with DriveOhio and relevant ODOT Divisions to support procurement of EV charging infrastructure.
- Develop or update procurement and contract documents (RFIs, RFPs, P3 Agreement, etc.) to comply with standard FHWA, ODOT and [Federal NEVI Standards and Requirements](#).
- Advising on procurement strategies and regulatory compliance as required.
- Support ODOT in evaluating vendor bids or responses to RFPs.
- Facilitate coordination with FHWA and other stakeholders regarding procurement and contract activities.

### **Project Development**

Project Development activities include, but are not limited to:

- Review deliverables specific to the design and development of EVSE projects and ensure compliance with contract documents.
- Environmental documentation for properties that are selected to host EV charging infrastructure.
- Oversight and management of Uniform Act / real estate acquisition provisions, as applicable.
- Coordination and tracking of Developer progress in construction/installation of EV charging equipment to ensure compliance with contract documents.
- Coordinate appropriate documentation necessary for invoice and support their review.

### **Stakeholder Engagement and Outreach Support**

Stakeholder engagement and outreach activities include, but are not limited to:

- Coordinating with utility companies to ensure effective planning and implementation of EV charging infrastructure.
- Engaging key partners (utility companies, industry, public) to gather input, address concerns, and promote program benefits.
- Providing GIS mapping support to visualize project locations, stakeholder impacts, and infrastructure needs.
- Provide support for potential public meetings or workshops, including preparing agendas, drafting meeting summaries, and tracking action items.

### **On-Site Construction Inspection, Oversight and Documentation Support**

Construction inspection, oversight and documentation support activities include, but are not limited to:

- Oversight of compliance to applicable construction standards, procedures, and specifications by NEVI Developer.
- Oversight of compliance to applicable State and Local building codes
- Support Pre-Construction and Construction Progress meetings
- Support with claims negotiations



- Perform periodic site visits to inspect critical construction milestones (e.g. concrete pours, testing and commissioning, etc.).
- Develop periodic work reports to include pictures, project construction progress, equipment used, personnel, etc.
- Completion of Construction Checklist for each project prior to making site operational.
- Monitoring and documentation of Title 23 compliance (e.g. wage interviews, bulletin board, BABA, etc.)
- Oversight support with the testing and commissioning process of new EV charging stations.
- Review invoices in the Design and Construction phase of the project

### Operation and Maintenance Oversight

Project Development activities include, but are not limited to:

- Employ the management system(s) required to oversee the five-year operations and maintenance period for each project.
- Review and advise on operations and maintenance invoices.
- Demonstrate and produce program status reports that comply with NEVI requirements.
- Maintain orderly, auditable project file structure on ODOT server.
- Monitor EV charging station uptime and contract non-compliance such as damaged or malfunctioning EV charging equipment, property sale or foreclosure, vendor bankruptcy, abandonment, etc.
- Create contract closeout procedure.

