

# 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.

## Prequalifications

- Environmental Documentation Preparation – CE
- Right of Way Project Management
- Complex Lighting Design
- Project Inspector

## Special Selection Subfactors

Knowledge and experience with Electric Vehicle Supply Equipment manufacturers, vendors, and service suppliers.

## 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, 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 program metrics and a management system to oversee the operation and maintenance of project locations to ensure EV charging station availability
  - “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 readily supported by existing ODOT systems.
- In the operations and maintenance period of the projects, the system shall provide ODOT with a project-level and program-level view of performance metrics, e.g., NEVI Program uptime requirements of EV charging equipment.
- This includes an Application Programming Interface (API) for data interchange with public or private sector EV charging databases/websites.



- Developing program guidance documents, requirements and specifications for vendors, property owners, stakeholders, and the general public.
- Project controls (budget, schedule, risk management)
- Ongoing review and support services during Operation and Maintenance period.

## Procurement Support

Procurement support activities include, but are not limited to:

- Work with ODOT Division of Construction Management, Opportunity, Diversity and Inclusion, Finance, Planning, Chief Legal Counsel and Special Counsel to implement an efficient procurement approach for EV charging infrastructure.
- Develop or update procurement and contract documents (RFIs, RFPs, P3 Agreement, etc.) to comply with standard FHWA and ODOT contract terms and conditions as well as the [Federal NEVI Standards and Requirements](#).
- Provide advice as to performance bonds to cover the construction/installation of EV charging equipment and five years' operating and maintenance period.
- Conduct meetings with EVSE suppliers and vendors to vet alternative procurement approaches to assess market and risk.
- Advise ODOT on Buy America waiver requests.
- Advise ODOT on state and local regulations that may impact the implementation of the NEVI Program.
- Develop bid strategies (individual projects, corridor bundles, geographic bundles) and package projects for procurement.
- 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.
- Coordinate meetings and provide document management services during the different phases of the project.
- Environmental documentation for properties that are selected to host EV charging infrastructure.
- Oversight of compliance by NEVI Developer to meet all Design Standards and specifications as applicable.
- Oversight and management of Uniform Act / real estate acquisition provisions, as applicable.
- Oversee the vendor's progress in construction/installation of EV charging equipment. This includes administration of terms and conditions that enable efficient and effective progress toward project completion: e.g., ordering equipment and materials; coordinating with utilities; obtaining building permits.
- Coordinate appropriate documentation necessary for invoice and support their review.



## 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

Operation and Maintenance Oversight 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.

