



**ELECTRIC VEHICLE (EV) SUBCOMMITTEE
LEBANON ENERGY ADVISORY COMMITTEE (LEAC)
JUNE 13, 2024 - 3:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. May 9, 2024
 - 3. Old Business**
 - A. E-street sweepers (Granite State Clean Fleet grant)
 - B. Lebanon workplace charging program
 - C. Solar e-bike charging stations
 - D. Letter to school board
 - E. EV infrastructure plan for Lebanon TIFF area
 - a. SolaflectEV Proposal
 - b. Request for Information (RFI)
 - F. Lebanon Fleet EVs
 - 4. New Business**
 - A. Charging & Fueling Infrastructure (CFI) grants 2024
 - 5. Open to the Public**
 - 6. Upcoming Events & Future Agenda Items**
 - A. Upper Valley EV Expo-Sunday, September 29, 2024, from 12-4 pm at the New London Historical Village, 179 Little Sunapee Road, New London, NH
 - 7. Set next meeting**
 - 8. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

AGENDA
ELECTRIC VEHICLE SUBCOMMITTEE OF THE
LEBANON ENERGY ADVISORY COMMITTEE
June 13, 2024

AGENDA ITEM 2
APPROVAL OF MINUTES:

May 9, 2024



ELECTRIC VEHICLE SUBCOMMITTEE MEETING MINUTES

(Subcommittee of the Lebanon Energy Advisory Committee)

City Hall Council Chambers

May 9th 2024, 3:00 PM

-- Draft --

MEMBERS PRESENT: Sherry Boschert (Chair), Tom Benzel, Bill Stearns, Clifton Below.

MEMBERS ABSENT: none.

STAFF PRESENT: Tad Montgomery, Energy & Facilities Manager (note taker)

GUESTS PRESENT: Vijay Prithiv (remote)

1. **CALL TO ORDER:** Meeting called to order by Ms. Boschert at 3:05 PM.

2. **APPROVAL OF PAST MINUTES:**

Mr. Benzel moved to accept the April 2024 EV Subcommittee minutes; Mr. Stearns seconded. Approved unanimously.

3. **OLD BUSINESS**

- A. **Granite State Clean Fleet Grant for Street Sweepers** – Mr. Montgomery said that the grant is now waiting for approval by the Governor and Executive Council.
- B. **Employee EV Charging Policy** – Ms. Boschert, Mr. Benzel, and Mr. Montgomery gave an update on the development of this policy. One big issue needs to be finalized before the draft policy can be presented to the City Manager – how City Staff with EVs will record their usage. DPW Management would prefer an automated system built into the City's chargers, but this would require replacement of the two existing 'dumb' city chargers or finding a technology that would raise their IQ's adequately to document usage by vehicle or user. We are working with Greg Ames to find such a conversion technology while the DPW looks for funds to purchase them.
- C. **Drive Electric Earth Day Event** – Sherry Boschert gave an overview of the event. It was quite successful, despite the cold weather, with 198 registrants and total attendance estimated at 200-300. There was a discussion of possible future expos and on the possibility of EV 'ride-and-drive' events in conjunction with other local events such as farmers markets and Solarfest in Vermont.

- D. **Solar e-Bike Charging Stations** – Mr. Montgomery gave an overview of his discussion of this project with the Ped-Bike Committee and said that a meeting is planned on the project for the week of May 20th. The Ped-Bike Committee gave good feedback on possible locations for a station in the downtown area, requested that it be a ‘secure’ place for bikes, and requested that the project also include covered storage for regular bikes in both locations. The big issue now will be finding funds for the two installations.
- E. **Letter to the School Board** – Ms. Boschert said that there was not anything to report on this.
- F. **EV Infrastructure Plan for Lebanon TIF District** – Ms. Boschert gave an update on recent work on this project. There has been a conversation with Liberty Utilities about the project and a letter has been sent to Liberty requesting their input and cost estimates for installing EV charging stations (EVCS) at various locations in the TIF District. Ms. Boschert & Mr. Montgomery are drafting an RFP for this TIF District EVCS in conjunction with their participation in a Harvard Kennedy School bootcamp on green procurement. Ms. Boschert said that they would appreciate any assistance that the committee members could provide on the RFP.

4. NEW BUSINESS

- A. **Preferred Acronym** – Ms. Boschert led a discussion on acronyms for EV charging accoutrements. The Subcommittee settled on EVCS – Electric Vehicle Charging Stations.
- B. **New Funding Opportunities** – Ms. Boschert mentioned three new funding opportunities and asked if any Subcommittee member was interested in working on them. If so, Mr. Montgomery said that the next step would be to contact him and Rebecca Owens to talk through the grant opportunity. Grants that Ms. Boschert referred to were:

- Energy Efficiency & Community Block Grants Program. Grafton County might be receiving funds through EECBG. Mr. Below recommended reaching out to Councilor/State Rep. Sykes.
- Taking Charge Accelerator Fund – a new federal initiative with \$58M to assist communities without access to home charging infrastructure.
- NH Clean Diesel (DERA) Program

c. **Lebanon's Fleet EV's** – Ms. Boschert led a discussion around which vehicles the City is transitioning to electric, and showed a spreadsheet from the recent Greenhouse Gas Report with potential vehicles for conversion and their year of replacement. There were questions about which EVs are planned for purchase next year.

d. **Other:**

- Strategic Plan – Mr. Below said that the City Council adopted all of the strategic plan recommendations from LEAC and the EV Subcommittee without edits. Mr. Montgomery asked if this included the alteration of the City's GHG goal to 100% renewable by 2050 and 50% renewable by 2035, and Mr. Below said yes.
- Liberty Time-Of-Use Rates – Ms. Boschert briefly discussed new TOU rates for EV charging that Liberty has proposed.

UPCOMING EVENTS AND FUTURE AGENDA ITEMS:

- **Upper Valley EV Expo** – New London will host the 2024 Upper Valley EV Expo on the last weekend on September 29th, noon – 4 PM, New London Historic Village. Info: (802) 291-3939, WhyPumpGas@gmail.com, <http://UVEVExpo.org>.

NEXT MEETING:

Thursday, June 13th, 3 PM, Council Chambers, City Hall.

ADJOURNMENT:

Mr. Benzel moved to adjourn the meeting at 4:01 PM, seconded by Mr. Below. The motion passed unanimously without delay or acrimony.

Respectfully submitted,

Tad Montgomery

AGENDA
ELECTRIC VEHICLE SUBCOMMITTEE OF THE
LEBANON ENERGY ADVISORY COMMITTEE
June 13, 2024

AGENDA ITEM 3
OLD BUSINESS:

E. a SolaflectEV Proposal & Solar EV Charger Specifications

For agenda item 3.E.a.:



Solar EV Charging Proposal

June 6, 2024

Tad, Sherry and Tom,

Thanks again, and apologies for not being clearer with a proposed approach for Solar EV Charging for the City of Lebanon. The following is intended to directly address the unique proposed approach for this installation.

Solar EV Charger Installation Specifics

Solaflect Energy proposes to install a Solar EV Charger for the City of Lebanon, providing EV charging for the general public.

- **Installation location:** To be determined by the City of Lebanon. The Solar EV Charger can be relocated over time as needs change.
- **Installation surface:** Installation requires a 10' x 10' level surface, either fully on pavement, or on an unpaved surface adjacent to the parking surface, or on pavement overlapping with unpaved surface. Surface must be level (or close to level if on pavement – some adjustment can be made to accommodate slight grade). If any portion of 10' x 10' foundation 'arms' extend off of paved surface, bare ground must be prepared with crushed stone to meet local permitting requirements.
- **Number of chargers:** The Solar EV Charger (in the near term) will be modified from current configuration of 4 charging stations to 2 charging stations, effectively doubling the charging speed and charging capacity of the 2 charging stations. Solaflect will install the additional 2 charging stations at any time in the future, as requested, at no additional cost.
- **User Authentication and Payment:** The installation will integrate the AmpedUp! evPayMate EV Charging Kiosk Payment System with the Autel chargers mounted on the Solar EV Charger. The AmpedUP! integration team is currently backed up with other projects, so timing will be depend somewhat on their capacity. The additional hardware cost of the point of sale credit card reader is incorporated in the overall pricing.

- **Software Integration:** Software development by Solaflect will integrate the AmpedUp! solution into the Autel charger functionality. The Solar EV Chargers will be activated by AmpedUp!'s cloud system, which will then message our system once authentication and payment is confirmed, and then start charging sessions. The Solar EV Charger software will continue to handle load management.
- **Installation Timeframe:** We expect to be able to install within 90 days, as soon as software integration is complete.

Equipment

Solar EV Charger equipment includes:

- Solaflect Energy Suspension PV Tracker (patented, 40% more power than fixed)
- 16 Axitec solar modules, 390 DC Watts each, 6,240 DC Watts total
- Two Level 2 EV chargers
- 8 kW hybrid inverter (Sol-Ark)
- 10.24kWh LFP Battery (POWERSYNC)
- Foundation, inverter, and equipment to enable functionality
- Free web-based system monitoring

Project Cost and Terms

Purchase

- \$52,000
- \$300 annual service/maintenance fee

Terms

- \$26,000 Due at time of contract
- \$26,000 Due at time of installation

Best regards,



Rob Adams
Chief Operating Officer
Solaflect Energy

Solar EV Charger Specifications

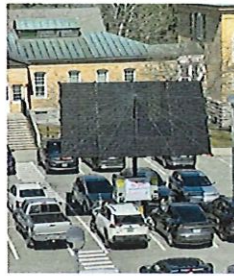
- Total EV charger power: up to 6.4kW
- Daily range delivered: up to 240 miles, based on local driving and weather conditions
- Level 2 charge up to 4 vehicles
- Array dimensions (LxW): 22' x 15'
- Base: 2 foundation arms, 10' x 1', in "plus" shape
- Gross weight: 12,500 lbs
- Surface loading: <5 psi
- Certified wind load: 105 mph
- Max height: 23 ft
- Minimum ground clearance: 8 ft
- Asphalt ground anchors – 9" penetration at end of each "arm", 8 total
- Connected – collects real-time data and reporting
- Dynamic power allocation between 4 chargers
- Deploys in 1 day



Solar EV Charger, Dartmouth College

Solar EV Charger Production Update

Summary Performance
December 20, 2023-
April 30, 2024

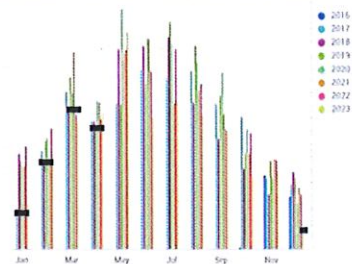


Solar Production Snapshot

4+ Months Includes Lowest Solar Production Weeks of Year

- 8 years actual production data from solar Tracker on Dartmouth Campus
- Solar EV Charger averaging 31 miles per day charging for each of 4 EVs/Plug-in hybrids

Actual Dec '23 – Apr '24 Solar EV Charger Production



Charging Summary: 12/22/23 – 4/30/24*

- 31 average miles charging per vehicle per day
- 2,348 total miles if used on daily basis (e.g. 71 out of 75 working days Chevy Bolt)

Type	Vehicle	Days Plugged In	Total Kwh	Avg Daily Kwh	Total Miles	Avg Miles Per Day
Full EV	Chevy Bolt	71	587	8.3	2,348	33
Full EV	Tesla Model Y	43	381	8.9	1,533	35
Plug-in hybrid	Toyota RAV 4	40	299	7.5	1,195	30
Plug-in hybrid	Mazda CX90	33	216	6.6	865	26
Totals		92	1,483	7.8	5,941	31

* Shortest/cloudiest/least solar productive winter season – rest of year sunnier/more production



Dartmouth Employee Commuting Distance Survey

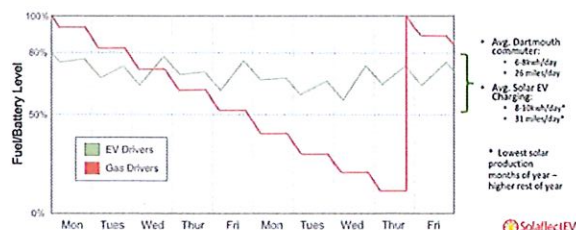
- Average daily commute 26 miles
- 73% of commuters average 20 miles each day
- Solar EV Charger produced average 31 miles each day (through shortest/cloudiest/winter days of year)
- Covering well more than commute “range anxiety”

Survey 1 way commute	<10 Miles	10-20 miles	20-30 miles	>30 miles
% of EV/PHEV drivers	41.5%	31.7%	18.3%	8.5%
# of EV/PHEV drivers	34	26	15	7
Avg roundtrip commute	10 miles	30 miles	50 miles	80 miles



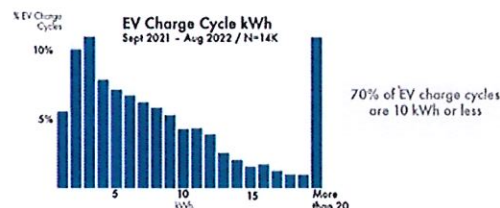
How EV Drivers Charge Battery vs Gas Drivers Fill Tank

- Solar EV Charging is daily “topping off”- matches charging habits



How EV Drivers Charge Battery vs Gas Drivers Fill Tank

- EV Drivers “Sip at Chargers”
- Translates to less than 2 hours on Level 2 grid-tied charger



AGENDA
ELECTRIC VEHICLE SUBCOMMITTEE OF THE
LEBANON ENERGY ADVISORY COMMITTEE
June 13, 2024

AGENDA ITEM 3
OLD BUSINESS:

E. b RFI for Electric Vehicles Charging Station

REQUEST FOR INFORMATION
2024-07-08
INSTALLATION AND OPERATION OF
ELECTRIC VEHICLE CHARGING STATIONS



City of Lebanon
City Hall 51 N. Park Street
Lebanon, NH 03766

RELEASE DATE FOR COMMENT PERIOD: July 8, 2024
DEADLINE FOR QUESTIONS: July 12, 2024
RESPONSES TO QUESTIONS: July 15, 2024
COMMENTS DEADLINE: July 22, 2024

RESPONSES MUST BE SUBMITTED ELECTRONICALLY THROUGH LEBANON'S
PROCUREMENT PORTAL:
<https://LebanonNH.gov/Bids>

City of Lebanon
REQUEST FOR INFORMATION
Installation and operation of electric vehicle charging stations

- I. Introduction
 - 1.1 Summary
 - 1.2 Background, Goals & Description
 - 1.3 Timeline
- II. Draft Scope of Work
 - 2.1 Summary
 - 2.2 Detailed Specifications
- III. Design Guidelines
 - 3.1 Hardware Selection
 - 3.2 Key System Integrations or Customizations
- IV. Sites for Consideration
- V. Planning Budget
- VI. EV Charging Infrastructure Provider Profile
 - 6.1 Background and Work Experience
 - 6.2 Subcontractors
- VII. Proposal Evaluation and Award Rubric
- VIII. Instructions, Inquiries, and Terms
 - 8.1 Submission Requirements
 - 8.2 Submission Instructions
 - 8.3 Submission Components
 - 8.4 Inquiries
 - 8.5 Terms
- IX. Vendor Submissions

Attachments:

A – Map of Tax Increment Financing (TIF) District Boundaries

B -- Suggested EV Charging Sites

1. Introduction

1.1. Summary

The City of Lebanon, N.H. is seeking comments through this RFI for installation of electric vehicle (EV) charging infrastructure in order to help make our RFP clearer and more helpful to potential respondents and the City. ***PLEASE NOTE: This RFI seeks only comments and suggested changes for improving the RFP, which will be issued later. (See 1.3 Timeline.) Because of the open nature of the RFP we are particularly interested in suggestions for how we can compare vastly different proposals that may have differing cost, technology, and ownership structures. We specifically are seeking comments on Sections 1 through 7 and the Attachments; sections 8-9 relate to this RFI, not the RFP, and do not need comments.***

The City of Lebanon aims to reduce local greenhouse gas (GHG) emissions by 50% by 2035, and by 100% by 2050, which will require almost all drivers to switch from gas and diesel vehicles to electric vehicles (EVs). EVs save drivers money, produce no tailpipe pollutants that can cause respiratory problems, and their sales prices continue to drop as global competition to manufacture them heats up. EVs reduce GHG emissions by at least two-thirds compared with comparable gas vehicles and more if the electricity comes from renewable sources. All Lebanon residents should have access to these benefits. Many residents (especially renters) cannot charge an EV at home or at work, however, and there are no public chargers in downtown Lebanon, making it very difficult to switch to an EV. In addition, an increasing number of tourists and other visitors who drive EVs have nowhere to charge in downtown Lebanon and may avoid visiting, taking their tourism dollars elsewhere. An additional 1.85 million EVs are expected on New England roads within a decade. Installing EV charging benefits the local economy by increasing sales at businesses near the chargers, studies show.

Lebanon intends to install public EV charging on City-owned properties within the downtown Tax Increment Financing (TIF) district boundaries to service both residents and visitors and to support the local economy.

This RFP seeks to implement this action by developing a partnership to leverage City properties and/or rights of way to expand EV charging access in the TIF district. The City is increasing the number of EVs in its fleet and may consider utilizing these chargers as part of its fleet electrification plan.

1.2. Background, Goals & Description

The City of Lebanon is the employment, commercial, civic, and housing hub for 69 small communities in the rural Upper Connecticut River Valley. Lebanon is at the core of the largest micropolitan statistical area in the country. Situated near the junction of U.S. Interstate Routes 89 and 91, Lebanon itself is a small city with a resident population of

approximately 15,000 people, but its daytime population is estimated at around 40,000 as a result of the City's role as a major regional destination for employment, shopping, and services. EVs are on the rise in Lebanon and the Upper Valley. In Lebanon alone, EVs made up 0.5% of registered vehicles in 2020 and nearly 1.5% in 2023. The daytime population of commuters from outside Lebanon brings many more EVs to the City.

Some of our goals are:

- A. To reduce citywide GHG emissions by 50% by 2035 and 100% by 2050 in part through installing EV charging stations that will inspire the most people to choose to drive EVs.
- B. Show Lebanon's commitment to reducing GHG emissions and be a model for residents, businesses, and other communities.
- C. Promote equitable policies and services so that all Lebanon residents may benefit.
- D. Contribute to local economic prosperity and a thriving business economy.
- E. Keep Lebanon's expenses low and generate revenue for the City.

Meeting these targets will require a significant increase in EV adoption rates in Lebanon. Lebanon is requesting proposals for sustainable business models and partnership opportunities with third-party EV charging station (EVCS) providers who will install, operate, maintain, and possibly own publicly accessible EV charging infrastructure on City property. The City may fund the purchase and installation of the EVCS with the expectation of recouping its investment over time via property leasing or easements and/or revenue sharing by the EVCS owner/operator.

Sites may include off-street public parking lots, curbside parking spaces, and off-street parking facilities such as public parks. Lebanon is proposing specific sites for respondents to evaluate and propose options; however, respondents may suggest additional sites on City-owned property for consideration. Proposing more than one type of EVCS is allowed. Proposing EVCS for some sites but not all of them is allowed.

The City of Lebanon may be willing to take on one or more of the following responsibilities:

- Funding some or all of the EV charging infrastructure, which could include electrical infrastructure, hardware, network, installation costs and materials;
- Pre-vetting of City-owned sites by the City and Liberty Utilities;
- Being a landlord and site owner willing to provide leases or easements on City property;
- Enforcing proper use of EVCS and EV parking;
- Streamlining funding opportunities and leading on grant applications;
- Utilizing and promoting public charging infrastructure for the City fleet;
- Making available data on EV registrations in the City;
- Promoting EV charging stations and educating residents on the importance of transitioning to electric mobility;

- Maintenance of parking spaces after EVCS installation (street sweeping, snow removal, etc.)

1.3. Timeline

RFI released for comment period – July 8, 2024

Deadline for questions – July 12, 2024, 2:00 p.m.

Responses to questions – July 15, 2024, 2:00 p.m.

Deadline for responding to the RFI -- July 22, 2024, 2:00 p.m.

Anticipated:

RFP release date – July 29, 2024

Deadline for submitting questions about RFP – August 12, 2024, 2:00 p.m.

Question response deadline – August 16, 2024, 2:00 p.m.

Deadline to submit proposals – August 26, 2024, 2:00 p.m.

Evaluation period – August 27 to September 16, 2024

Selection of vendor – September 23, 2024

NOTE: These dates represent a tentative schedule of events. Lebanon reserves the right to modify these dates at any time, with appropriate notice to prospective vendors.

2. Draft Scope of Work

2.1 Summary

Lebanon is seeking proposals from firms or organizations with relevant experience and expertise in EV charging stations (EVCS) to provide the following services

- A. Help Lebanon choose sites for EV charger installations.
- B. Participate in a project kick-off to discuss roles and responsibilities, adjustments to the schedule, and/or any modifications that might be necessary.
- C. System design and planning for turnkey solution for rapid deployment of EVCS (Level 2 and/or DC fast charging) including all necessary related infrastructure.
- D. Furnish, install, operate, and possibly own publicly accessible EVCSs and any necessary related infrastructure on City-owned property, with possible City funding for purchase and installation. The vendor's responsibilities shall include:
 - a. Cover all costs associated with maintenance and electricity for the EVCS.
 - b. The electrical infrastructure will ultimately be owned by the City while the charging infrastructure may be owned by the EVCS vendor or a third party such as Lebanon Community Power.
 - c. The vendor may establish a service charge and method of payment collection to recoup these costs as well as any operating profit from EVCS users. The vendor also may pursue additional revenue streams

- to cover its costs, including station sponsorship, advertising, dwell time fees, or others to be evaluated by the city.
- d. If the City funds any part of this project, the vendor will negotiate an agreement with the City for land leasing/easements and/or revenue sharing so that the City may recoup its costs over time and potentially derive a revenue stream from the EVCS.
- e. Provide proper EV parking signage and reconfiguration of any parking spaces for EV parking.
- f. Comply with all permitting, Americans with Disabilities Act (ADA), and parking requirements. The City has a strong preference for at least one EVCS space to be designed for use by disabled drivers.
- E. Oversee operations, maintenance, and customer services for the charging stations, all through a turnkey solution as described herein. It's the City's preference that this will include:
 - a. A 5-year contract term, with option to extend;
 - b. A description of the operations and maintenance requirements of the system that you propose;
 - c. If City staff can be trained to undertake Operations and Maintenance, undertake the training;
 - d. Hardware uptime and availability requirements of 97%+ annually;
 - e. Tier 1 and Tier 2 customer service and maintenance including an 800-number for drivers that is staffed 24/7;
 - f. Conformance to Open Charge Point Protocol (OCPP) v1.6 or later;
 - g. Share data in quarterly reports with the City, including usage statistics and demographic data, with the City having access to real-time data as needed;
 - h. The EVCS should be accessible to EV drivers regardless of their membership or non-membership in EVCS networks;
 - i. It's envisioned that the pricing structure will be set by the EVCS operator, and that the pricing structure may be changed over the course of the project. It is the City's preference that the pricing remain less than the equivalent cost to fuel a gasoline vehicle and no more than 20% higher than the typical market charging prices in the area. It's also the City's preference that the vendor provide notification and an opportunity for comment 30 days in advance of any pricing change. The City will look favorably upon proposed systems that allow time-of-use pricing and tiered pricing structures for low- to moderate-income (LMI) users with a mechanism for determining LMI status. Proposals should indicate whether the proposed system(s) can accommodate tiered and time-of-use pricing as well as bidirectional electricity flow;
 - j. Location-based exclusivity to EVCS vendors for the Term of the Agreement, and
 - k. Options for the EVCS specified for when the agreement expires (e.g., charging unit removal, transfer of ownership, contract renewal options).

As a result of this RFP, Lebanon intends to enter into at least one agreement for deployment of EVCS on city-owned property. Depending on responses, the City may elect to enter into multiple contracts with multiple vendors (such as one for utility-

Title: Installation and operation of electric vehicle charging stations

pole-mounted EVCS and another for pedestal EVCS, or one for DCFC and another for L2 charging stations). Proposing more than one type of EVCS is allowed. Proposing EVCS at some sites but not all is allowed.

2.2 Detailed Specifications

- A. Provide detailed descriptions of the pros and cons of the products being proposed compared with other products, including the expected limitations of your proposed systems.
- B. Provide a warranty for the EV charging stations that meets industry standards or better, covering parts and labor for a minimum of 5 years, and a description and cost of an extended warranty.
- C. Provide all necessary documentation, including specifications, installation and commissioning instructions, as-built plans, and maintenance guidelines.
- D. All equipment shall be new and not refurbished.
- E. Submit a performance bond that covers the scope of the project.
- F. Site assessments:
 - a. The chosen vendor shall visit the sites for evaluation.
 - b. The chosen vendor will help negotiate with the utility on interconnection costs, infrastructure upgrades, make-ready contributions, and other pertinent topics.
 - c. Negotiate with the City to produce a final list of sites with infrastructure locations, equipment specifications, and preliminary cost estimates, to be evaluated and approved by the Lebanon Department of Public Works staff, City management, the Lebanon Energy Advisory Committee, and the City Council. Preliminary cost estimates should include the costs for designing, furnishing, and installing EVCS, and ancillary work such as designated pavement painting, signage, bollards, etc.
- G. Installation, system initiation, operation, and maintenance
 - a. Provide a detailed project schedule prior to commencing the work, including specific timelines for equipment delivery and installation.
 - b. Provide complete engineering designs for each site with comprehensive cost estimates for approval or negotiation with the City.
 - c. Obtain the necessary permits.
 - d. Deliver properly labeled equipment, protected during transportation, following an agreed-upon schedule.
 - e. Design, furnish, install, and commission the requested charging stations including ancillary work such as designated pavement painting, signage, bollards, etc.
 - f. Upon completion of each EVCS installation, remove all debris and waste generated during the project, leaving the premises in a clean and organized condition.
 - g. If the EVCS is to be owned by a third party (such as Lebanon Community Power) either during or after the contract term, the vendor/operator will collaborate in this arrangement.

- h. At commissioning, ensure that all EVCS are performing as specified and designed on or before the agreed-upon deadlines.
- i. Upon project completion, submit a systems manual and final report detailing the work performed, including as-built drawings, equipment specifications, commissioning results, and warranty information.
- j. Perform preventative maintenance as specified in the project contract.
- k. Be available for repair or troubleshooting under response times and costs as specified in this RFP or otherwise negotiated in the project contract.

H. Other duties

- a. Publicize where Lebanon residents and others in the Upper Valley can find the EV chargers, how to use them, and how much it costs, including one or more launch events.
- b. Educate users and the public about the associated environmental and financial benefits of Lebanon's public charging stations, and how easy it would be for other communities, landlords, and businesses to offer EVCS too.
- c. Provide an alert to the City and the EVCS system operator when EVCS problems occur.
- d. The City requests quarterly and annual reports for EVCS usage data. These shall include data on EVCS usage (including the percentage of occupied or unoccupied station time), the number and percentage of repeat users, numbers and demographic data for new users, power usage, the speed of charging, up-time, problems, environmental benefits, income from various components of the revenue stream, costs, gross and net revenue to the City, and feedback from EVCS users. Other details of these data reports may be negotiated with the vendor during the contract negotiations.
- e. Respondents should include in their proposals:
 - i. Information on all other costs that are common or anticipated.
 - ii. Evidence that the vendor and/or its subcontractors are licenses or certified installers for that equipment in the State of New Hampshire.
 - iii. A description of your readiness to complete at least some portions of the project in 2024 and a description of which portion(s) would be done in 2025 or later, and in which calendar years.
 - iv. A proposal for recompensing the City for its costs through leasing/agreements, revenue sharing, or other mechanisms.
 - v. A list of aspects of the proposed EVCS in your proposal that are proprietary (if any).
 - vi. Data on the EVCS model's history of up-time and average response time for troubleshooting problems.
 - vii. Proposed options for the EVCS when the agreement expires (such as system removal, transfer of ownership, or contract renewal) and their associated potential costs.

- viii. An indication of whether your proposal could help the City receive financial incentives or rebates such as Elective Pay tax credits and/or what your firm might do to help facilitate that process.

3. Design Guidelines

Lebanon is interested in EV charging stations that fit within the following guidelines. Any deviations from the guidelines shall be described in the proposal to be considered:

3.1 Hardware Selection

- A. Level 2 or DCFC types of stations
 - a. Equipment must be listed by an approved product listing agency, rated for outdoor use, and installed in accordance with the manufacturer's specifications.
 - b. All DC Fast Charging EVCS must provide at least one SAE J1772 DC Combined Charging System (CCS) Type 1 compliant connection per site and at least one North American Charging Standard (NACS) compliant connection per site or an explanation of why you are proposing alternatives.
 - c. Each DCFC port should be capable of providing a minimum of 150 kW.
 - d. All Level 2 EVSE must provide at least one SAE J1772 connection.
- B. Operating temperature range of <-30 degrees Centigrade to +50 degrees Centigrade (<-22 degrees Fahrenheit to +122 degrees Fahrenheit).
- C. Five-year hardware warranty - parts and labor.
- D. Demand response support: Demand management capability should be available for all DCFC stations and ready to be activated for L2 chargers in anticipation of the time when there is the ability to do demand management on our lower-usage electrical accounts.
- E. Cloud connected, networked charging station.
- F. The City will look favorably on EVCS capable of bidirectional electricity flow, in anticipation of more EVs being bidirectional.

3.2 Key System Integrations or Customizations

- A. Compliance with the Payment Card Industry Data Security Standard (PCI-DSS).
- B. Multiple access methods and payment mechanisms (mobile app, payment card and RFID for fleets, etc.)
- C. Roaming/interoperability with other networks prominent in New England.

4. Sites for Consideration

Lebanon is proposing specific sites for respondents to evaluate and propose options; however, respondents may suggest additional sites on City-owned property within the downtown TIF District for consideration. A list of potential EVCS Sites is included in the Appendix with more detailed descriptions, and will be further vetted after the contract is awarded. **Please note:** We have intentionally excluded any grid-intertied installations in the two municipal parking lots behind Lebanon City Hall due to planned redevelopment at that site, as well as the parking spaces along Taylor Street in front of CCBA due to right-of-way complications. Please do not propose permanent installations in these areas.

The City has identified seven potential sites within the downtown TIF District for possible EVCS – four on utility poles and three for EVCS pedestals in municipal parking lots or at on-street parking spaces. The City prefers at least one site to host a DCFC station with at least two ports and the infrastructure work to make the site EV Capable of adding two more ports easily. The other sites would be Level 2 EVCS with one or more ports per site.

Proposers should include a prioritized list of their top three sites (which can be the suggested sites or others on City-owned properties in the TIF District), and may include more than three sites in their proposal. Site finalization and selection will occur in partnership with the selected developer and the City.

To emphasize the economic benefits that are a cornerstone of the TIF program, the City may give preference to sites that are within 100 meters (328 feet) of businesses, a proximity that was shown in recent research to induce an average 13% increase in monthly sales for nearby businesses after EVCS were installed. The City also may give preference to sites that are near multi-unit or affordable housing, guided by our goal of equitable policies and services so that all Lebanon residents may easily reduce their carbon footprint and reap the benefits of owning EVs.

5. Planning Budget

This RFP solicits services either at low/no cost to Lebanon or that include up-front financing from Lebanon to be recompensed over time from the project's operations. The City is willing to dedicate sites for EV charging infrastructure using some of its Tax Increment Financing (TIF) funds for purchasing and/or installing equipment.

Responders should indicate which model they are proposing – low/no costs to Lebanon, or up-front financing from Lebanon to be recompensed over time. Proposals should include an estimated project budget to allow the City to evaluate the cost-effectiveness and long-term financial viability of proposed services (installation, operation, and maintenance). Projects with self-sustaining business models that require no further investment from Lebanon are highly preferred. Budgets should include a breakdown of anticipated costs and revenues of the project, including a scenario incorporating starting

Title: Installation and operation of electric vehicle charging stations

at 10% of hours in use and growing by 10% per year. The intent of the budget is to allow for City evaluation of the various types of EV charging technologies and site configurations. The budget shall be used for evaluation purposes, but is understood to be an anticipated, conceptual budget prior to confirmation of site-specific considerations and cost factors.

Revenue may be collected from the use of the charging stations through advertising revenue, sponsorship, and charging for use of energy. The City prefers that the cost to charge be no higher than the cost of fueling with gasoline and preferably as inexpensive as possible, especially to Lebanon residents and low- to moderate-income individuals.

6. EV Charging Infrastructure Provider Profile

6.1 Background and work experience

- A. List all communities within New Hampshire in which the provider has provided and maintained publicly available EVCS during the last three years, if applicable, whether they are still active or have been shut down or removed. Operational time should be given as a percent, and the reasons for down-time, and any/all other EVCS station data that might be useful for Lebanon. Include a contact name and phone number for the organization that contracted with you for the EVCS, the number of EVCS provided, and sample sales and usage reports, if available.
- B. List additional communities in the United States in which the provider has provided and maintained publicly available EVCS in the last five years, if applicable, with the number of EVCS provided and a contact name and number. Operational time should be given as a percent, and the reasons for down-time, and any/all other EVCS station data that might be useful for Lebanon.
- C. List the provider's three most recent projects with a short description of the scope of work and contact info for a reference.
- D. Please list any public agencies that have chosen to cancel or not renew EVCS contracts with your firm during the last five years.

6.2 Subcontractors: If available, identify subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.

7. Proposal Evaluation and Award Rubric

A 100-point scale will be used to evaluate eligible proposals. Scores will be used to develop final recommendations. Proposals will be evaluated and ranked according to the following criteria.

Criteria	Points available
Financial viability: Cost effectiveness is based on applicant-provided budget and	20

revenue information - Financial stability of the proposer as reflected in a certified financial statement or other certified statement - Viability of proposed business model, as reflected in the submitted budget detailing anticipated revenues, etc.	
Substance of proposal to share EVCS revenues with Lebanon in order for the City to recoup its expenses, or proposal to limit Lebanon's participation to low/no costs	10
Judicious selection of number of proposed sites and chargers per site. A shown interest and proven ability to scale.	15
Conformance to Technical Preferences - Hardware Requests - Strength, quality, durability, advanced technology, future flexibility and aesthetic appeal of proposed EVSE - Software Requests - Interoperability and future-proof technology of EVSE - Operations and Maintenance - Proposed maintenance, repair and replacement schedule including response times for malfunctioning EVSE (e.g., vendor's proximity to Lebanon and number of proposer's employees performing maintenance functions)	20
User Experience, Accessibility, and Payment Mechanisms - Conformance to city preference of proposed EV customer rate structure and methods of customer payment used to charge customers - Maximum public benefit; defined as highest uptime, most affordable, and customer responsiveness	10
Proposed options for EVSE when the agreement expires, and potential costs to	5

Lebanon System removal, transfer of ownership, contract renewal options	
Project Team Experience and Qualifications Current and past vendor performance in customer service, commercial acumen, public service Schedule and workplan	20
Total	100

8. Instructions, Inquiries, and Terms (RFI)

8.1 Submission Requirements

Respondents to this RFI will be given additional consideration during any subsequent RFP process. Respondents must submit the following information: Contact information for primary and secondary contacts including the name, address, telephone number, and email of the individual(s) who will be authorized to act on behalf of the Respondent to answer questions or requests for additional information.

8.2 Submission Instructions

All information must be submitted through the City of Lebanon eProcurement Portal located at LeganonNH.gov/Bids. Comments on the RFI shall be received by the City of Lebanon by **July 22, 2024, 2:00 p.m.**

8.3 Submission Components

Ideally, the vendor response to the RFI would include information on all other costs that are common or anticipated.

8.4 Inquiries

The City of Lebanon will accept questions from RFI Respondents through the OpenGov Procurement portal only, no later than Wednesday, **August 7, 2024, 2:00 p.m.** Please do not submit questions via email or any other means or medium.

Responses to all timely and appropriate questions will be posted through the OpenGov Procurement Portal on or before Wednesday, **August 14, 2:00 p.m.**

The City of Lebanon reserves the right to conduct interviews with or pose questions in writing to RFI Respondents in order to clarify the content and to ensure a full and complete understanding of each submission. The City of Lebanon reserves the right to

modify the RFI and its schedule at the City's discretion. Notification of changes in connection with this RFI will be made available via the City's website.

8.5 Terms

This RFI is not a request for competitive proposals, and in no way obligates the City of Lebanon to enter into a relationship with any entity that responds to this RFI. This RFI does not limit or restrict the City's right to enter into a relationship with an entity that does not respond to this RFI. At its sole discretion, the City may pursue discussions with one or more entities responding to this RFI or none at all. The City of Lebanon further reserves the right, at its sole discretion, to cancel this RFI at any time and for any reason. To the extent that the City elects to enter into a relationship with an entity regarding a development proposal, such entity shall be required to comply with the City of Lebanon's policies.

Information provided in response to this RFI will become the property of the City of Lebanon and will be subject to public discourse. If an entity responding to this RFI believes that a specific portion of its response is exempt from disclosure, the entity must clearly identify that specific information as a "PROPRIATARY - confidential trade secret." Identification of information as a "PROPRIATARY - confidential trade secret" does not necessarily mean that the information will be exempt from disclosure. The City of Lebanon will make that determination based on the nature of the information and the requirements of New Hampshire Law.

The City of Lebanon is self-represented for this transaction and will not pay any third-party brokerage fees.

9. Vendor Submissions

9.1 Respondent Information*

Please provide contact information for primary and secondary contacts including name, address, telephone number, and e-mail of the individual(s) who will be authorized to act on behalf of the Respondents to answer questions or requests for additional information.

* Response required.

9.2 Please Upload Your Completed Response to the RFI.*

Upload your completed RFI response as outlined in the Instructions, Inquiries, and Terms section of this RFI through the City's OpenGov procurement portal.

* Response required.

9.3 Additional Information (Optional)

Please use this area to include any other information that you want us to consider in relation to your response to this RFI.

9.4 Additional Attachments (Optional)

DRAFT

Attachments

- A. Map of Downtown Lebanon's Tax Increment Financing District, also available on the City website here: <https://lebanonnh.gov/1124/Tax-Increment-Financing-TIF>



B. Suggested EV Charging Sites

There is currently no public EVCS within Lebanon's downtown TIF District. The closest DCFC station is five miles away in West Lebanon. Downtown Lebanon is approximately one mile or less from Exit 18 on Highway I-89, which is used daily by tens of thousands of drivers commuting to work in Lebanon, Dartmouth Health's Medical Center and clinics, and the nearby college town of Hanover, N.H.

We suggest that no more than one site be proposed for DCFC due to their high costs. At that site we suggest two DCFC ports and EV Capable work to allow at least two more in the future at that site. Please propose at least two sites for Level 2 EVCS.

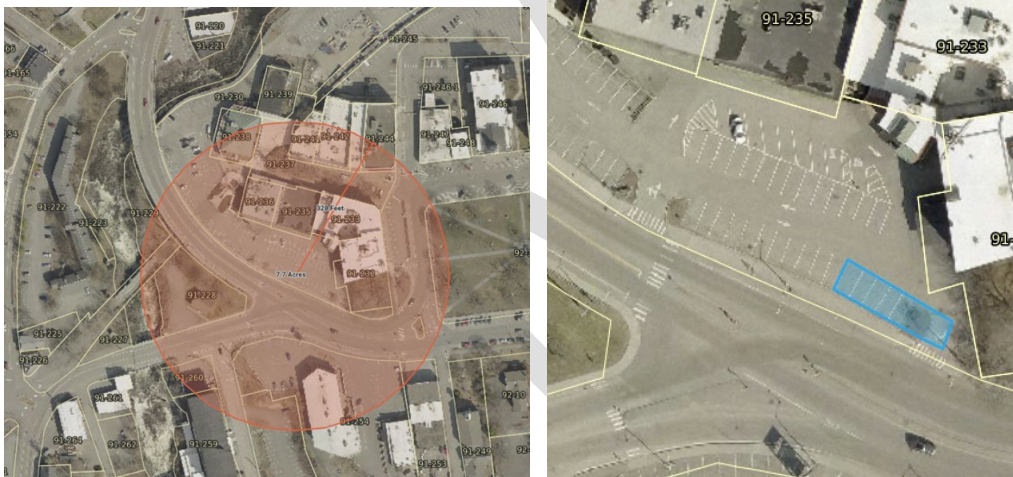
Site 1 below is suggested for a DCFC station with two ports and "EV Capable" infrastructure work to be able to add at least two more ports easily in the future. Site 2 could be either DCFC or Level 2 EV chargers. Sites 3-8 are suggested for Level 2 charging.

Please note: We have intentionally excluded any grid-intertied installations in the two municipal parking lots behind Lebanon City Hall due to planned redevelopment, as well as the parking spaces along Taylor Street due to right-of-way complications. Please do not propose permanent installations in these areas.

Specific parcels' information can be examined on the City's GIS website, which can be found here, though boundary lines should not be relied on:

<https://lebanonnh.mapgeo.io/datasets/properties?abuttersDistance=300&latlng=43.638888%2C-72.247616>

Site 1: Hanover Street municipal parking lot, 0 Hanover Street, Lebanon, NH (Parcel 91-230). The suggested DCFC location (see blue rectangle) is behind the commercial Whipple Building (formerly Citizens Bank Building) and is within 100 meters of the adjacent Lebanon Mall featuring multiple retail businesses, restaurants, a community college, and more. The red circle indicates the businesses within 100 meters. The site also is across West Park Street from the City's "green" (Colburn Park), which hosts the weekly Farmers Market and many events. City Hall, which includes the very active Lebanon Opera House, is within walking distance. This is a very busy parking lot and one of the most-visited areas in Lebanon. We suggest installing two DCFC ports initially with "EV Capable" infrastructure work to easily add at least two more in the future.



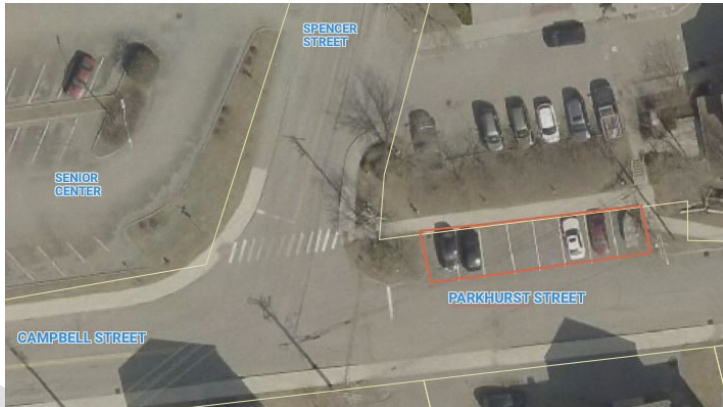
Liberty Utilities assessment of capacity for Site 1: (To come; if possible, include nearest primary feeder / interconnection point, headroom on an existing transformer, determine what that headroom is and voltage level (480 or 208V), and physical room inside the transformer or vault (photograph).

Site 2: Parkhurst Street at Spencer Street. These eight on-street parking spaces could host either DCFC or Level 2 stations. The City suggests starting either with two DCFC ports or at least two L2 ports and EV Capable infrastructure work to add more of either in the future. An informal survey of usage of these spaces found 2-5 cars there at any time. The site is adjacent to and across the street from affordable housing complexes,

2024-??-??

Title: Installation and operation of electric vehicle charging stations

with a larger residential neighborhood on one side. It is within a short walking distance of the CCBA recreation center, the much-used Northern Rail Trail bike and pedestrian path, several businesses, the Grafton County Senior Center, Lebanon's "green" (Colburn Park), City Hall, and the Lebanon Mall. This site may be the ideal location to include an ADA accessible parking space at one of the EV charging stations.



Liberty Utilities assessment of capacity for Site 2: (To come.)

Site 3: Hanover Street lot, 0 Hanover Street, Lebanon, NH (Parcel 91-230). The City previously vetted two parking spaces in the north-central part of Hanover Street Parking lot for a possible two-port L2 pedestal. Electrical capacity appears to be sufficient. This site is at the Lebanon Mall featuring multiple retail businesses, restaurants, a community college, and more. The red circle indicates the businesses within 100 meters. The site also is across West Park Street from the City's "green" (Colburn Park), which hosts the weekly Farmers Market and many events. City Hall is within walking distance. This is a very busy parking lot and one of the most-visited areas in Lebanon.

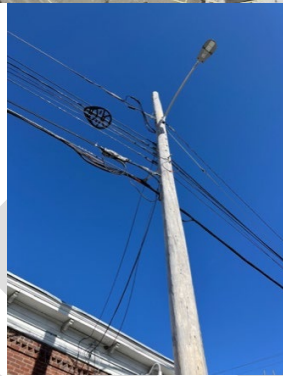
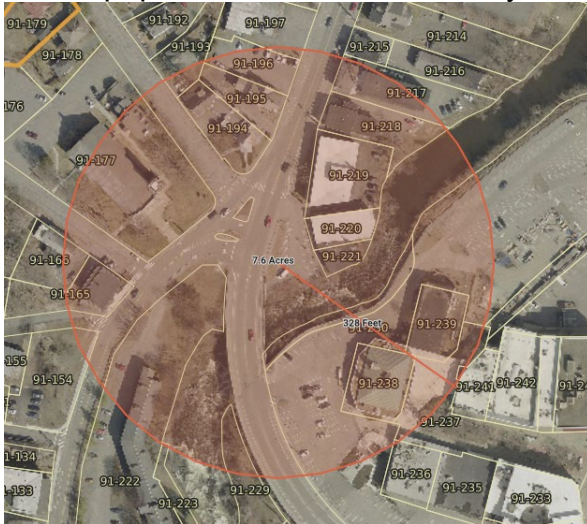


Liberty Utilities assessment of capacity for Site 3: (To come.)

Request for Proposal Comments #2024-???-???

Title: Installation and operation of electric vehicle charging stations

Site 4: Utility pole in city-owned parking lot at 55-57 Hanover Street, Lebanon. We suggest a dual-port, pole-mounted L2. Businesses on site include a minority-owned hair salon and the Apothecary, Dazzle Cupcakes, and Burnham. The site is across the street from a popular restaurant and a very short walk from the Lebanon Mall businesses.



Liberty Utilities assessment of capacity for Site 4: (To come.)

Site 5: One of two curbside utility poles next to a single parking space in front of 87 Hanover Street (a U-Haul store). The economic benefits within 100 meters of this EVCS will reach multiple businesses in parts of north and south Hanover Street. Many renters live in the nearby residential neighborhood with no access to EV charging at present.

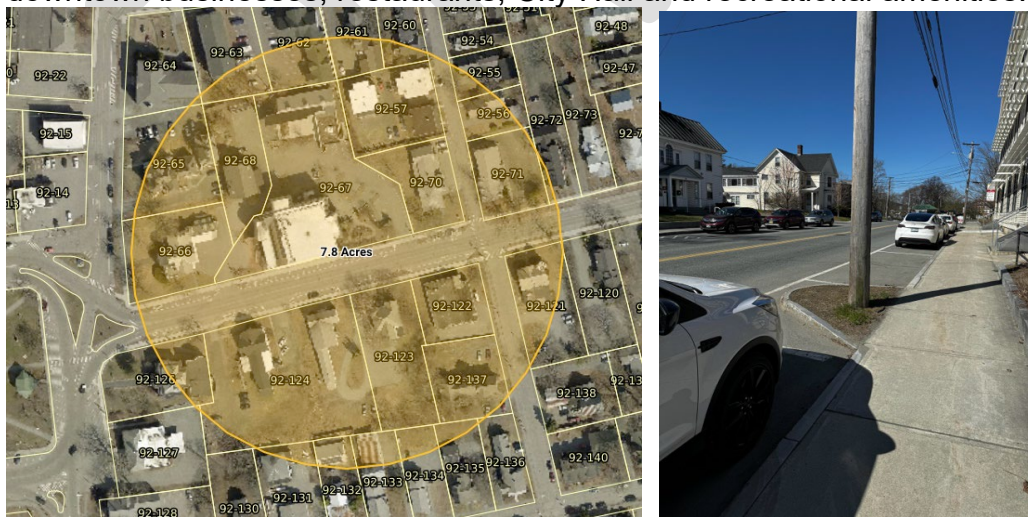
Request for Proposal Comments #2024-???-???

Title: Installation and operation of electric vehicle charging stations



Liberty Utilities assessment of capacity for Site 5: (To come.)

Site 6: A curbside utility pole next to two on-street parking spaces in front of 11 Bank Street (AVA Art Gallery). Possible for a dual-port L2 station. Across the street, nearby, is the Lebanon Library and U.S. Post Office. The AVA Gallery draws many visitors and hosts events. The site is a very short walk from the Lebanon “green” (Colburn Park) and downtown businesses, restaurants, City Hall and recreational amenities.



Request for Proposal Comments #2024-???-???

Title: Installation and operation of electric vehicle charging stations



Liberty Utilities assessment of capacity for Site 6: (To come.)

Site 7: A curbside utility pole next to one on-street parking space in front of 11 School Street. Possible for a single L2 port. In a residential neighborhood with some churches and social-service agency residential programs.



Liberty Utilities assessment of capacity for Site 7: (To come.)

Request for Proposal Comments #2024-???-???

Title: Installation and operation of electric vehicle charging stations

Site 8: A curbside utility pole next to two on-street parking spaces at city-owned 0 Mascoma Street (parcel 91-277). Possible for a dual-port L2 station. A busy street in terms of vehicle traffic but not foot traffic.



Liberty Utilities assessment of capacity for Site 8: (To come.)