

# Community Electric Vehicle Charging Infrastructure Plan Consultant

## Request for Proposal

CITY OF SOUTH BEND - OFFICE OF SUSTAINABILITY

Responses due by 12:00 PM EST on Friday September 9, 2022. Responses should be submitted via email to Evelyn Bauman, Sustainability Director, at [ebauman@southbendin.gov](mailto:ebauman@southbendin.gov).

### Objective – Community Electric Vehicle Charging Infrastructure Plan

The City of South Bend seeks a consultant to prepare a Community Electric Vehicle (EV) Charging Infrastructure Plan. The Plan will help South Bend prepare for the expected increase in EVs in the community, pursue and prioritize funding for public EV charging stations, and proactively address inequities in access to EV charging. The intended audience is for government staff and EV stakeholders in the South Bend community.

By creating this communitywide plan for EV charging infrastructure, the City will be equipped with tools to achieve equitable access to EV technologies and opportunities for workforce development in EV technologies, both of which can particularly benefit low-income populations and marginalized communities.

### Community EV Charging Infrastructure Plan Expectations

The City would like a plan that:

- Enables the City to sustainably expand equitable access to public EV charging citywide and increase EV adoption at the level necessary to meet the City's climate action plan goals
- Considers the City's role in solutions for residents that cannot add private EV charging at home
- Explores pathways for equitable access to workforce development opportunities in EV charging

The Consultant will create a Community EV Charging Infrastructure Plan that DOES:

- Consider South Bend's context while relying heavily on existing best practices and tested strategies
- Provide aggressive but achievable numerical targets for EV charging stations and EV adoption numbers in the boundaries of South Bend to be reached by 2025
- Focus on equitable access to EV charging
- Include targeted stakeholder feedback

And does NOT:

- Provide in-depth recommendations for municipal fleet electrification

### Background Information

About the Office of Sustainability

The Office of Sustainability is located within the City's [Department of Community Investment](#).

The Office's mission is to mobilize the community to address the climate emergency. We do this by:

- Illuminating ways to reduce pollution and adapt to a changing climate
- Collaborating with the community to address the climate emergency
- Designing, developing, and delivering climate solutions.

Currently, the Office is focused on these priorities as they relate to South Bend's first Climate Action Plan.

#### About the 2019 Climate Action Plan

In 2019, South Bend passed its first Climate Action Plan (CAP), [Carbon Neutral 2050](#). The communitywide plan focuses on mitigation strategies to reduce greenhouse gas emissions from the energy and transportation sectors. There are two major goals in each sector, and multiple actions for each goal. For transportation, the goals include:

- Goal 1. Reduce both vehicle miles traveled (WMT) and single occupancy vehicle (SOV) trips
- Goal 2: Transition to cleaner, more efficient vehicle fuels and technology in passenger and commercial vehicles.

The Community EV Charging Infrastructure Plan will focus on Goal 2. Specifically, it will guide the implementation efforts around Action T2.2, which encourages the City to plan and implement EV charging infrastructure throughout South Bend and expedite EV charging infrastructure by developers and property owners.

#### About existing City-owned EVSE

The City currently owns and operates *two* public Level 2 EVSE, one located in the heart of downtown at the City County Building (non-networked) and the other located in the East Bank at Howard Park (networked). Both stations are located on-street with parallel parking and have two charging ports. The City will be installing 9 new charging stations (10 new charging ports) in the fall of 2022 in the three downtown parking garages (six single plug stations total), the Century Center (two single plug stations on a pedestal), and the Potawatomi Zoo (one dual plug station).

There have been significant commitments for federal investment in EV charging infrastructure throughout the U.S. Through the creation of this plan, South Bend will be prepared to take full advantage of the upcoming investment opportunities, especially as it relates to equitable deployment of EVSE.

#### For Use in the Community EV Charging Infrastructure Planning Process

The selected consultant will have access to several background documents that provide context on the South Bend community and recent community member input. For example:

- 2019 Climate Action Plan
- ZEF Dashboards that showcase the Howard Park EVSE usage statistics in real-time (The other EVSE is non-networked)
- Indiana EV Infrastructure Deployment Plan
- City Plan
- 2016 Downtown Parking Study
- Various neighborhood and small-area plans
- Community survey results from 2018, 2020, 2022
- Community Budget Reports
- Indiana Bureau of Motor Vehicles Data for registered plug-in vehicles (2014-2021, by County and Zip)

Many plans can be viewed at <https://southbendin.gov/plans>.

## Proposed Scope and Timeline

This proposed scope of work, including activities, deliverables, and timeline, will be finalized in partnership with the selected consultant. Regular meetings will be scheduled with the consultant to review progress and deliverables. The tasks in **RED** will be completed by the Office of Sustainability. They are included here for reference.

### Task 1: Background and Context

<b>Task 1.1</b>	<b>Create a Glossary</b>
<i>Purpose</i>	The goal of this task is to explain key terms and acronyms related to EVs and electric vehicle supply equipment (EVSE).
<i>Task Description</i>	Provide a list of terms and definitions that will be used throughout this scope of work.
<i>Products</i>	Final Plan Section – Glossary (Word Document)
<i>Timeline</i>	September 30, 2022

<b>Task 1.2</b>	<b>Write Context and History</b>
<i>Purpose</i>	The goal of this task is to summarize South Bend’s commitment to electrified transportation and provide background information on the City’s climate action goals.
<i>Task Description</i>	Prepare a statement about the City of South Bend’s commitment to EV Readiness and deployment of equitable charging infrastructure. Provide an overview of the City’s 2019 Climate Action Plan and related Transportation Goals and clean transportation initiatives to date.
<i>Products</i>	Final Plan Section – Context and History (Word Document)
<i>Timeline</i>	September 30, 2022

<b>Task 1.3</b>	<b>Basics of EV Charging</b>
<i>Purpose</i>	The purpose of this task is to provide an overview of electric vehicles and electric vehicle supply equipment. This section will provide readers of the plan with knowledge of the fundamental concepts in EV technology.
<i>Task Description</i>	Prepare images, diagrams, infographics, and educational text about EV technology, including types of EVs and EVSE components and different types. (Examples include <a href="#">this one-pager</a> or select material from this <a href="#">multi-page guide</a> that the City of Boston published on its online EV Resource Hub.)
<i>Products</i>	Final Plan Section – Basics of EV Charging (Word Document)
<i>Timeline</i>	September 30, 2022

### Task 2: Current and Future EV Landscape Analysis

<b>Task 2.1</b>	<b>Baseline Analysis &amp; Target Setting</b>
<i>Purpose</i>	The goal of this task is to summarize the current EV charging infrastructure in South Bend and analyze the current and future charging needs for the community.
<i>Task Description</i>	Provide a graphic report of the current charging landscape in South Bend. <ul style="list-style-type: none"> <li>Review and summarize the power level and quantity of publicly accessible and municipally owned EVSE. (Data will be provided.)</li> </ul> Prepare projections for future EV charging infrastructure needs in the City according to best practice evaluation techniques. <ul style="list-style-type: none"> <li>Review and evaluate existing EV data sets for South Bend, including, but not limited to:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Registrations for St Joseph County for EVs (data will be provided)</li> <li>○ Use of rebates from utility (Utility submits this data to the Indiana Utility Regulatory Commission; publicly available)</li> <li>● Document forecast assumptions</li> <li>● Provide a written summary of the methods and tools used to develop EV forecasts</li> </ul> <p>Recommend targets for the City’s EV infrastructure based on market penetration and City’s climate action goals.</p>
<i>Products</i>	Draft Plan Section: Baseline Analysis & Target Setting (Word Document)
<i>Timeline</i>	October 14, 2022

### Task 3: EV Readiness Policy Recommendations

<b>Task 3.1</b>	<b>Recommend EV Readiness policies</b>
<i>Purpose</i>	The goal of this task is to recommend policies to promote and anticipate EV charging infrastructure needs.
<i>Task Description</i>	<p>Review the City’s zoning, codes, permitting, inspection codes, and related processes and new construction development conditions to recommend updated, or new, language to promote and anticipate EV Charging infrastructure needs.</p> <p>Provide recommendations on best practices for EV Readiness in the following areas:</p> <ul style="list-style-type: none"> <li>● Zoning</li> <li>● Accessibility</li> <li>● Permitting</li> <li>● Inspection</li> <li>● Parking &amp; Enforcement</li> <li>● New Construction</li> </ul> <p>Explore how to encourage electric mobility options where possible (i.e. EV carshare incentives, E-bike parking and charging).</p>
<i>Products</i>	Draft Plan Section: EV Readiness Policy Recommendations (Word Document)
<i>Timeline</i>	October 30, 2022

### Task 4: City-owned property EVSE Prioritization Plan

<b>Task 4.1</b>	<b>Establish a framework for siting EVSE on City-owned property</b>
<i>Purpose</i>	The goal of this task is to create a framework for assessing City-owned potential EVSE locations and determine a prioritization strategy.
<i>Task Description</i>	<p>Identify factors and relevant importance for siting EVSE that will:</p> <ul style="list-style-type: none"> <li>● serve those with greatest barriers to charge,</li> <li>● fill network gaps, and</li> <li>● align with the City’s capital planning/redevelopment schedule.</li> </ul>
<i>Products</i>	Draft Plan Section: City-owned Site Prioritization Factors (Word Document)
<i>Timeline</i>	October 30, 2022
<b>Task 4.2</b>	<b>Recommend models for ownership and operational structure for EVSE on City-owned property and pricing requirements</b>

<i>Purpose</i>	The goal of this task is to identify and advise the City on strategic opportunities the City may wish to consider in self-owning and -operating charging infrastructure as compared to third-party private ownership.
<i>Task Description</i>	Outline costing, pricing, technical, and policy requirements for ownership models that may provide benefit to the City and for offering public EV charging applications.  Draft pricing and funding recommendations, including a cost analysis and financial plan such as the one in Pittsburgh's <a href="#">Public Facilities EV Charging Plan</a> .  Suggest roles and responsibilities across City departments for EV charging planning, installation, operations, and maintenance in public facilities.
<i>Products</i>	Draft Plan Section: Operational Recommendations (Word Document)
<i>Timeline</i>	October 30, 2022

<b>Task 4.3</b>	<b>Identify and prioritize City-owned sites for EVSE</b>
<i>Purpose</i>	The goal of this task is to recommend optimal locations for EV charging infrastructure on City-owned property based on framework created in Task 4.1 and models explored in Task 4.2.
<i>Task Description</i>	Create a list of facilities and sites that the City should prioritize for EV charging build out through 2025, based on the framework developed in Task 4.1, recommended operational structure in Task 4.2, and targets set in Task 2.1. Sites identified in this task will provide the City and other partners with blueprints for fundable near-term projects.
<i>Products</i>	Draft Plan Section: City-owned site prioritization list (Word Document)
<i>Timeline</i>	November 15, 2022

## Task 5: Non-City owned property EVSE Prioritization Plan

<b>Task 5.1</b>	<b>Conduct focus groups with different types of landowners about EVSE</b>
<i>Purpose</i>	The goal of this task is to understand different types of landowners' interest in various types of partnerships and site hosting.
<i>Task Description</i>	Meet with major employers, multifamily housing operators, retail owners, and other landowners to understand their interest in supporting electrification through EVSE and reducing driving through e-mobility options. List of contacts will be provided by the city. <ul style="list-style-type: none"> <li>• Schedule focus groups with identified stakeholders.</li> <li>• Draft interview questions.</li> <li>• Host and facilitate focus groups (likely virtual).</li> <li>• Summarize findings.</li> </ul>
<i>Products</i>	Draft Plan Section: Summary of findings from landowner focus groups (Word Document)
<i>Timeline</i>	November 30, 2022

<b>Task 5.2</b>	<b>Create a framework for sites where the City should encourage EVSE on non-City-owned property</b>
<i>Purpose</i>	The goal of this task is to create a framework for assessing non-City-owned potential EVSE locations and determine a prioritization strategy for locations where the City should encourage other developers and property owners to install EVSE.
<i>Task Description</i>	Establish a framework for selecting sites where the City should encourage developers and property owners to install EVSE. <ul style="list-style-type: none"> <li>• For example, identify and prioritize sites that will improve charging access in areas with a high proportion of low-income households, neighborhoods with a concentration of households without access to private electrical service due to</li> </ul>

	lack of off-street parking or private garage or parking facilities, and near multi-unit dwellings that do not provide charging access for tenants.
<i>Products</i>	Draft Plan Section: Non-city-owned Site Prioritization Factors (Word Document)
<i>Timeline</i>	November 30, 2022

<b>Task 5.3</b>	<b>Develop pilot program ideas for incentivizing EVSE on private property priority sites</b>
<i>Purpose</i>	The goal of this task is to prepare research and make recommendations on approaches the City could take to incentivize EVSE expansion on private property sites that align with the framework set forth in Task 5.2.
<i>Task Description</i>	Provide case studies of similar programs in comparable cities and summarize best practice.  Recommend pilot programs, tools, and/or approaches to incentivizing EVSE and other electric mobility options on private property sites that align with the framework set forth in Task 5.2.
<i>Products</i>	Draft Plan Section: Pilot program options for encouraging EVSE deployment and other electric mobility options on non-City-owned sites (Word Document)
<i>Timeline</i>	November 30, 2022

Task 6: Existing and upcoming support from federal government, state government, and utility initiatives for EV charging infrastructure

<b>Task 6.1</b>	<b>Review existing and upcoming support from state, federal, and utility initiatives for EV Charging Infrastructure</b>
<i>Purpose</i>	The goal of this task is to summarize the current and future and opportunities for the City to receive funding or additional support from the federal government, state government, and/or local utilities for EV charging infrastructure.
<i>Task Description</i>	Analyze the upcoming opportunities for EVSE funding and technical support from federal, state, and utility entities. Recommend which competitive funding opportunities the City should pursue.
<i>Products</i>	Draft Plan Section: Existing and upcoming support for EVSE (Word Document)
<i>Timeline</i>	November 30, 2022

Task 7: Workforce Development Opportunities in EVSE

<b>Task 7.1</b>	<b>Review available entry-level training opportunities for EVSE installation and maintenance</b>
<i>Purpose</i>	The goal of this task is to outline workforce development opportunities for South Bend residents that the City could support to increase the number of qualified EVSE contractors and ensure equitable access to EVSE opportunities.
<i>Task Description</i>	Review available entry-level training options for EVSE installation and maintenance.  Provide case studies of similar programs in comparable cities and summarize best practices.
<i>Products</i>	Draft Plan Section: Workforce Development Opportunities in EVSE (Word Document)
<i>Timeline</i>	November 30, 2022

Task 8: Community engagement

<b>Task 8.1</b>	<b>Convene an external Community EV Task Force to gather community input on draft plan sections</b>
<i>Purpose</i>	The goal of this task is to solicit feedback on the frameworks, prioritized sites, and potential incentive programs for communitywide EV charging infrastructure expansion.
<i>Task Description</i>	<p>Support the City in establishing an external EV Task Force. (Participants will be identified by the City).</p> <p>Convene the EV Task Force three times throughout the course of this engagement (virtual or in-person). The three meetings will ensure that community members will:</p> <ul style="list-style-type: none"> <li>• Share feedback on the prioritized list for EVSE on City-owned sites</li> <li>• Share feedback on the framework for prioritizing non-City-owned sites and potential pilot programs to incentivize EVSE on private property</li> <li>• Provide input on proposed community engagement strategy for implementation of this plan</li> </ul>
<i>Products</i>	<p>Final Plan Section: Summary of the recommendations from the Community EV Task Force (Word Document)</p> <p>Incorporate feedback into related sections in Final Plan</p>
<i>Timeline</i>	<p>Meeting 1: Week of November 25<sup>th</sup></p> <p>Meeting 2: Week of December 5<sup>th</sup></p> <p>Meeting 3: Week of December 12<sup>th</sup></p> <p>Final Plan Section: December 30, 2022</p>

<b>Task 8.2</b>	<b>Lead meetings with the City’s internal EV Working Group to gather internal input on draft plan sections</b>
<i>Purpose</i>	The goal of this task is to update the City’s internal EV Working Group on the Plan’s progress and milestone tasks.
<i>Task Description</i>	Convene the EV Working Group at major task milestones and present draft sections of the plan.
<i>Products</i>	<p>Final Plan Section: Summary of the recommendations from the EV Working Group (Word Document)</p> <p>Incorporate feedback into related sections in Final Plan</p>
<i>Timeline</i>	<p>Meeting 1: Week of October 31</p> <p>Meeting 2: Week of December 5<sup>th</sup></p> <p>Meeting 3: Week of December 12<sup>th</sup></p> <p>Final Plan Section: December 30, 2022</p>

<b>Task 8.3</b>	<b>Publish an online EV Resource Hub</b>
<i>Purpose</i>	The goal of this task is to establish a digital online landing page for residents to learn more EVs and EV charging stations in South Bend.
<i>Task Description</i>	<p>Create materials for an online “EV resource hub”.</p> <ul style="list-style-type: none"> <li>• Explore opportunity to merge with Indianapolis’ Highly EVolved campaign.</li> </ul> <p>Explore opportunities to publish this plan and related targets and progress updates on this site.</p>
<i>Products</i>	New landing page on Office of Sustainability’s website about EVs, “how to” guides, and relevant programs and incentives for residents to utilize.
<i>Timeline</i>	December 16 <sup>th</sup> , 2022

## Final Deliverables

Deliverable	Description	Deadline
Community Electric Vehicle (EV) Charging Infrastructure Plan	Final plan in Word Document and PDF format	December 30, 2022
Community EV Charging Infrastructure Plan – PowerPoint Summary	PPT Summary	December 30, 2022

## Budget

The range for project fees is \$50,000 - \$75,000.

## Review Process

Proposals are due September 9, 2022 by 12:00 PM ET, to the Sustainability Director, Evelyn Bauman, at ebauman@southbendin.gov.

## Schedule

RFP issue: *August 23, 2022*  
 Proposals due: *September 9, 2022 (12:00 PM EST)*  
 Virtual interviews: *Week of September 12*  
 Consultant selection: *Week of September 19*

## Basis of Consultant Selection

A panel consisting of staff from the City’s EV Working Group will evaluate each proposal and will contact references. Candidates with the necessary expertise and resources to perform the work described herein will be considered. Those firms judged to be the best qualified to undertake the work may be interviewed, at the City’s discretion, by the City’s selection panel. A final scope of work will be negotiated with the best qualified proposal following review. Price will not be a factor so long as the project fees remain under \$75,000.

Project Approach (40%)	Qualifications/Experience (30%)	Equity (30%)
Overall ability of the company to meet City objectives and the scope of work for this project as determined by the submitted proposal: <ul style="list-style-type: none"> <li>● Flexible and collaborative partner</li> <li>● Open to follow-on work or to referring follow-on work to a well- suited partner</li> <li>● Utilize City’s and other relevant existing reports and data (<i>e.g. EVSE dashboards, Climate Action Plan, and Indiana EV Deployment Plan for NEVI</i>)</li> <li>● Honestly advise on scope items to include or exclude based on cost and value</li> </ul>	Ability of the company to complete the project successfully as determined by prior experience, references, and financial capability: <ul style="list-style-type: none"> <li>● Strong understanding of local government EV deployment strategies and familiarity with relevant Indiana state policies</li> <li>● Project experience with local governments and EV planning</li> <li>● Robust modeling capabilities for determining charging fees and deployment timeline</li> <li>● GIS experience for prioritization exercise</li> </ul>	Commitment, approach, and successes in preparing a plan that will create a network of chargers that are accessible and equitable

### City of South Bend EV Working Group

The City of South Bend’s EV Working Group is convened by the Director of Sustainability and includes:

- Mayor’s Chief of Staff
- Director of Public Works
- Assistant City Engineer
- Director of Finance, Admin & Finance
- Executive Director, DCI
- Director of Central Services
- VPA (TBD - Executive Director, Director of Facilities & Grounds, VPA, or Director of Operations – Venues, VPA)
- Innovation & Technology (TBD - Director of Services, Director of Civic Innovation, Director of Business Analytics)

This internal working group of city staff will evaluate and select the consultant to develop the Community EV Charging Infrastructure Plan and provide oversight over the implementation of the plan and operation and maintenance of city-owned EV assets. This task force will also develop a municipal fleet electrification strategy, which is not part of the scope of this Community EV Charging Infrastructure Plan.

### Response Structure

The City of South Bend wishes to minimize the effort and cost to consultants to respond to this informal request for proposals.

Interested consultants will respond to the following items.

Item	Description	Max Length
Cover Letter	Mission or vision, scope of work, areas of expertise, geography, MWBE status, etc.	1 page
Qualifications and Experience	Brief overview of the project team and its structure Resumes for individuals expected to be most involved	6 pages
Work Plan	Description of the organization’s approach to EV infrastructure planning and other scope of work items deemed necessary for consideration  Initial reactions to fee proposal	5 pages
Project Summaries and References (3)	Description of three past EV planning and/or local government climate action projects, including project name, location, time frame, scope of work, client contact name, email, and phone number	3 pages total

### Submitting Intent and Questions

Questions about this RFP should be submitted via email to Evelyn Bauman, Sustainability Director, at ebauman@southbendin.gov, any time up to 24 hours prior to the submission deadline. The question

and its answer will be emailed to all interested parties. Parties must indicate interest (or simply confirm receipt of RFP) via email to Sustainability Director in order to receive Q&A updates.

### Submitting Responses

Responses are due by 12:00 PM EST on Friday September 9th, 2022. Responses should be submitted via email to Evelyn Bauman, Sustainability Director, at [ebauman@southbendin.gov](mailto:ebauman@southbendin.gov).