

STATE OF MARYLAND
R.F.P. LA-08-22
SPECIFIC REQUIREMENTS

NOTICE – The Department of General Services Office of Real Estate has contracted with and has authorized CBRE, to serve in the capacity of Exclusive Tenant Representative (Broker) for commercial leases where the State is the Tenant. CBRE has engaged Birch Associates, to assist in this effort. As customary, the Broker’s commission will be the responsibility of the Landlord executing a lease with the State and will be due in its entirety upon approval by the Board of Public Works.

The State of Maryland requires office space for lease for the **Department of Labor** and the **Department of Information Technology**.

1. Requirements

1.1 Type and amount:

- 84,357 net square feet (NSF) of administrative office space with client contact as further defined in Section 2 below.

1.2 Location

Baltimore City, specifically within the following boundaries:

- North: The Southern side of Route 40
- East: The Western side of Interstate 83
- South: The Northern side of Pratt Street
- West: The Eastern side of Martin Luther King Boulevard

1.3 Term

- (1) Original Term– Ten (10) years
- (2) Renewal Term – One (1) for five (5) years

1.4 Offerors shall submit proposals in accordance with the requirements contained in this Request for Proposals (“RFP”), the Department of General Services Office of Real Estate General Performance Standards and Specifications for State of Maryland Leased Facilities as of 7/2013 (“Performance Standards”) as amended by this RFP. All improvements necessary to bring the space into compliance with the Performance Standards by the required delivery time shall be made by the Offeror and at the Offeror’s expense.

1.5 Using the NSF and space program provided herein (“Space Program”), Offerors must indicate the net usable square feet (NUSF as defined in the Performance Standards) required to complete the project at its proposed facility. The measured NUSF will be what is listed in all documentation and will be the figure all economics are derived from.

1.5.1 As an exhibit to its RFP submission, Offerors must include a proposed

test-fit to support its NUSF measurement. The test fit should be detailed to provide the NUSF measurement of each individual program requirement listed on the provided space program. When completing the test fit, the space program and sheet labeled “Department of Labor Adjacencies”, attached as an exhibit to this document, should be used to detail adjacencies and business units that will be required to be located within proximity to each other. The special purpose space of each division is listed in each respective division throughout the space program, but an additional page labeled “Special Purpose Space Additional Clarification”, has been added to the end of the document to provide additional detail on each special purpose program requirement where applicable. The contents of that portion of the document are not additional program requirements, but additional detail on the special purpose space throughout.

1.5.2 The space is to be designed with all enclosed rooms/offices located along the interior of the proposed space, and all open workstations should be situated along the window line of the space/exterior wall to allow maximum natural light in the space

1.5.3 In addition to the units described in the space program there will also be an internal common area component to the requirement, and a client facing component to the requirement. All items throughout the space program labeled “located in the conference center” are to be placed in a centrally located area accessible for all staff. An additional page labeled “Conference Center and Shared Space Breakdown” has also been inserted near the end of the space program to summarize all components of the shared area detailed throughout.

The client facing area is limited only to the payment center function which is detailed in the Occupational and Professional Licensing Office portion of the space program and further broken down in the Special Purpose Space Additional Clarification portion of the space program. The client facing space should be located at street level of any proposed site with its own separate entrance, and in no event can these departments share a suite or floor with any other administrative portions of the program.

1.5.4. If Offerors are required to make changes to their proposed plan/ test fit they will have the ability to adjust their NUSF by +/- 5%, however the proposed annual rent cannot increase beyond their initial proposal even if there is an increase in square footage.

1.6 The proposed rental rate for the 5-year option term will be negotiated prior to the commencement of the renewal term.

- 1.7 By submitting a proposal in response to this RFP the Offeror, if selected for award, shall be deemed to have accepted the terms and conditions of this RFP, the attached Standard State Lease Form and Addendum A and the Performance Standards, as amended by this RFP, and excluding Section A, subsection E, Selection Criteria. A red-lined document reflecting any proposed changes to the Standard State Lease Form and Addendum A **must** be submitted with the technical proposal package. Do **NOT** redline the rent schedule or any portions of the Lease form related to costs in your submission. Any exceptions to the aforementioned documents will be taken into consideration when evaluating the Offeror's proposal. The Procurement Officer reserves the right to accept or reject any proposed changes to the Standard State Lease Form and Addendum A.
- 1.8 Offerors may be required to make oral presentations to State representatives during the site visit process. Oral presentations are considered part of the Technical Proposal. Offerors must confirm in writing any substantive oral clarification of, or change in, their Proposals made in the course of discussions. Any such written clarifications or changes then become part of the Offeror's Proposal. The Procurement Officer will notify Offerors of the time and place of oral presentations/site visit(s).
- 1.9 Multiple or Alternative proposals will not be accepted.
- 1.10 Any protest or dispute related to this solicitation or the Contract award shall be subject to the provisions of COMAR 21.10 (Administrative and Civil Remedies).
- 1.11 Any proposal that does not meet the above requirements and/or fails to include any of the above requirements will be deemed not reasonably susceptible for award.

2 Procurement Instructions

- 2.1 Offerors must submit the financial and technical portions of their RFP Proposals in separate sealed envelopes and labeled respectively. Failure to do so will result in an inability for the procurement team to review the submission. Do **NOT** include any financial components of your proposal (rent, operating expense structure, parking costs, etc.) in your technical proposal. Inclusion of any financial terms in your technical proposal will result in being deemed not reasonably susceptible for award.
 - 2.1.1 In addition to submitting the financial and technical portions of the RFP Proposals in separate sealed envelopes and labeled, respectively, Offerors are required to submit the proposals in electronic format. The electronic versions of the Technical and Financial proposals must be submitted on separate USB flash drives in PDF format in the appropriate hard copy envelopes.
 - 2.1.2 "The Department of General Services, Financial Proposal, Offer to Lease Space to the State of Maryland" (**Attachment 1**) constitutes the entirety of the Price Proposal that is required to be submitted.

- 2.2 Offerors must acknowledge that they have read the attached Executive Order 01.01.2009.12 for Transit Oriented Development in their Technical Proposal.
- 2.3 Offerors are required to be registered and in “good standing” with the Maryland Department of Assessments and Taxation. Offerors must submit a certificate of status reflecting good standing status at the time of RFP submission in their Technical Proposal.
- 2.4 An online/virtual pre-proposal conference will be held on **Thursday, June 9, 2022, at 2:00 PM EST** to provide context to this RFP. Pre-proposal conference invitations will be sent to all parties that have requested a proposal package and have identified in the request the building(s) they intend to offer by e-mailing Kimberly White at dgs.re-bidsproposals@maryland.gov.
- 2.5 All questions must be submitted in writing to the attention of Kimberly White at dgs.re-bidsproposals@maryland.gov with the subject line being “RFP LA 08-22 Questions” no later than **Friday, June 17, 2022, by 5:00 PM EST**. Any questions submitted verbally or to any place other than the provided e-mail address will be disregarded.
- 2.6 Proposals must be received on **Thursday, July 21, 2022, by 3:30 PM EST**.
- 2.7 Information on other pending Request for Proposals (RFP) for lease space may be found on the DGS website at www.dgs.maryland.gov/Pages/RealEstate/index.aspx

3 Minimum Qualifications

The following qualifications/specifications, in addition to those found in Section 1 (Requirements) must be complied with/provided. Whenever these special qualifications/specifications conflict with the specifications contained elsewhere in this proposal package, these special qualifications/specifications shall prevail:

- 3.1 Offeror must indicate the location and costs to the State, associated with parking in their financial portion of the RFP response. A minimum of 325 total parking spaces must be provided with a breakdown as follows:
 - 3.1.1 Forty (40) of the parking spaces are required to be located on-site. Seventeen (17) of the proposed spaces must be located on-site for fleet vehicles in a designated area. Eight (8) of the fleet vehicle spaces are required to have electric vehicle charging stations. The electric vehicle charging station specifications have been attached as an exhibit to this RFP. The remaining twenty-three (23) on-site parking spaces will be required to be reserved/named spaces for executive level leadership.

- 3.1.2 Offeror must indicate the cost and location of the remaining two hundred and eighty-five (285) parking spaces. The cost of parking should only be included in the financial portion of the RFP response.
- 3.1.3 Offeror must allow the conversion of additional on-site parking spaces to electric vehicle charging stations at the State's expense should they choose to do so in the future.
- 3.1.4 24/7 access to the parking areas identified in 3.1.1 and 3.1.2 above is required. The agency must be able to access parking areas 24 hours per day, 7 days per week including holidays.

3.2 Proximity to Multiple Modes of Transportation:

Every submission is mapped to track the availability and distance to light rail, metro, and bus lines.

- 3.2.1 Offeror must have 4 different bus lines within 2 blocks of the proposed site or sites; and
- 3.2.2 Offeror must have light rail or metro access within ½ mile of the proposed site or sites.

3.3 24/7 security at the building and at the parking areas identified in 3.1.1 and 3.1.2 above will be required. All proposed sites must have security personnel on site 24 hours per day, 7 days per week including holidays. Security personnel are not required to be for the exclusive use of the State, but must be staffed 24 hours per day, 7 days per week. If the proposed site does not currently have the required security personnel on site, the landlord must commit to having the required services in place prior to the State accepting the space for occupancy.

3.4 The State requires access to the proposed space 24 hours per day, 7 days per week including holidays.

3.5 All floors occupied by the State are required to be keycard access from elevators and stairwells. If a proposed portion of the space is on a multi-tenanted floor suite entry will be required to have keycard-controlled access.

Failure to meet any of the above Minimum Qualifications will result in the Offeror's Technical Proposal being rejected.

4 Evaluation and Selection Process

Evaluation of Proposals will be performed in accordance with COMAR 21.05.03 by a committee established for that purpose (the "Evaluation Committee") and based on the

evaluation criteria set forth below. The Evaluation Committee will review proposals, participate in Offeror oral presentations and discussions, tour potential building locations and provide input to the Procurement Officer. The Department reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate. During the evaluation process, the Procurement Officer may determine at any time that a particular Offeror is not susceptible for award.

4.1 Technical Proposal Evaluation Criteria

The criteria to be used to evaluate each Technical Proposal are listed below in descending order of importance. Unless stated otherwise, any sub-criteria within each criterion have equal weight.

4.1.1 **Agency program consideration, efficiency of building layout, etc.**

Offerors are judged based on their ability to meet the specific needs outlined in the “Requirements” portion of this RFP and the attached Space Program. The ability to lay out the space in a format that creates operational efficiencies will also be evaluated. Layout of the building including column spacing, irregular space configurations, long narrow runs of space, and atriums, light wells or other areas interrupting contiguous spaces, or any other unusual building features will be evaluated.

4.1.2 **Access to Retail and Outdoor Amenities.** Offeror’s Proposals are judged based on the availability of the following amenities within a 2-block radius of each building proposed:

- Pharmacy
- Dry Cleaner
- Gym/ Fitness
- Restaurant
- Parking Garage(s)

4.1.3 **Indoor Amenities**

Responses will be evaluated on the availability of building amenities. These amenities include the availability of tenant conference centers/facilities, fitness centers, on-site food service options/restaurants, concierge service, bike rooms, and any other amenity that the Offeror provides to tenants in the building.

4.1.4 **Ease of access by the public.**

Walkability to the proposed site from public transportation will be evaluated with respect to the physical characteristics of the path of travel to enter the building from public transportation modes available to the building which will allow both a person with or without a temporary or permanent incapacity or disability to gain access to the building.

- 4.1.5 **Quality of outdoor environment.** Quality of outdoor environment will be evaluated for protection of noise interference, views from building windows on proposed floors, availability of or proximity to green space and access to walking paths/recreational areas.
- 4.1.6 **First Impression of facility appearance.** First impression of facility appearance will be evaluated for maintained landscaping, operating elevators, clean mats, cleanliness and maintenance of the interior and exterior of the building, building signage condition, lobby and common area lighting, recent building renovations/common area upgrades and maintenance, and general condition of building façade.
- 4.1.7 **Conformity of Use.** Offeror's proposed location/building will be evaluated on whether it is surrounded by other similar office buildings as opposed to industrial buildings, medical/institutional education buildings, and residential buildings.
- 4.1.8 **Distance to Other State Agencies.** Offeror's proposed location/building will be evaluated on being within a 2-block radius of another State agency.

4.2 Financial Proposal Evaluation Criteria

The Financial Proposal Form (Attachment 1) is used to calculate the Offeror's Total Net Effective Rent. The Net Effective Rent is used as the basis for the Offeror's fully evaluated financial rating. The criteria to be used to evaluate each Financial Proposal are listed below in descending order of importance. Unless stated otherwise, any sub-criteria within each criterion have equal weight.

- 4.2.1 **Net Effective Rent:**

The Net Effective Rent is inclusive of base rental rate, annual escalations, operating expense structure, rent abatement, parking costs, and any other miscellaneous pass-throughs proposed by the offeror.
- 4.2.2 The full point total is awarded to the lowest proposed annual net effective rent while each successive response receives a score that is proportionately reduced based upon the percentage difference from the lowest annual net effective rent.
- 4.2.3 **Turn-Key Buildout:**

The proposal will be evaluated based on whether Offeror elects to complete the proposed build-out per the RFP as turnkey. A turnkey buildout is defined as one that the Offeror assumes the entire cost of construction and will not be eligible for excess fit-up reimbursement per the DGS construction process.
- 4.2.4 **Janitorial Provided by Landlord:**

It is always the State's preference for the procurement of janitorial services to be the responsibility of the Landlord.

4.2.5 Pass Through Costs:

- The three main operating expenses Landlords can pass through to the State are janitorial, utilities, and real estate taxes. All Offerors have the option of procuring these services on behalf of the State, or directly passing through the cost/responsibility to the using agency. If the offeror chooses to assume procurement responsibilities, they also have the option to cover any increases over a base year, or to pass that cost through to the State.
- The Offeror will receive consideration for any pass through the Offeror not only procures on behalf of the State, but also assumes the costs of any increases over the base year.

4.2.6 Targeted Growth Zone and Revitalization Zone:

- A **Targeted Growth Zone** is one that capitalizes on the state's influence on economic growth and development. These are existing communities and places designated by local governments indicating where they want state investment to support future growth. Consideration is given if the Offeror's site meets this qualification.
- **Revitalization Zones** are those within the boundaries of a Sustainable Community and help achieve the outcomes identified in a communities Sustainable Communities Action Plan. Consideration is given if the Offeror's site fits this qualification.
- **Designated Transit Oriented Developments (TOD)** are those that meet the definition of a dense, mixed-use deliberately planned development within a half-mile of transit stations that is designed to increase transit ridership. Consideration is given if the Offeror's site fits this qualification.

4.2.7 State Energy Initiatives:

Offerors are given the opportunity to disclose the energy efficiency of their site by disclosing whether it has earned LEED Gold or Silver classification, or by filling out a Tier I or Tier II energy efficiency checklist. Greater consideration will be given in descending order as follows:

LEED Gold
LEED Silver
Tier II Environmental and Energy Efficiency
Tier I Environmental and Energy Efficiency

5 Selection Procedures

5.1 General

- 5.1.1 The contract will be awarded in accordance with the Competitive Sealed Proposals (CSP) method found at COMAR 21.05.03. The CSP method allows for the conducting of discussions and the revision of Proposals during these discussions. Therefore, the State may conduct discussions with all Offerors that have submitted Proposals that are determined to be reasonably susceptible of being selected for contract award or potentially so. However, the State reserves the right to make an award without holding discussions.
- 5.1.2 With or without discussions, the State may determine that an Offeror is not responsible, or the Offeror's proposal is not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Proposals and prior to contract award.
- 5.1.3 The Procurement Officer may limit discussions and negotiations to only those responsible offerors that submitted the three best proposals based upon the procurement officer's preliminary review, in accordance with the evaluation factors, of all proposals received in response to the request for proposals.
- 5.1.4 When in the best interest of the State, the Procurement Officer may permit Qualified Offerors to revise their initial Proposals and submit, in writing, Best and Final Offers (BAFOs). The State may make an award without issuing a request for BAFO. Only Offerors being classified as reasonably susceptible of being selected for award will be permitted to revise their initial Proposal in BAFOs.

5.2 Award Determination

Upon completion of the Technical Proposal and Financial Proposal evaluations and rankings, each Offeror will receive an overall ranking. The Procurement Officer will recommend award of the Contract to the responsible Offeror that submitted the Proposal determined to be the most advantageous to the State. In making this most advantageous Proposal determination, financial factors will receive greater weight than technical factors. After obtaining the approval of this recommendation by the agency head or designee, the Maryland Board of Public Works, and all other required approvals and certification of funds by the appropriate fiscal authority, the procurement agency shall award the lease.

Information may be found on eMMA by clicking the below link:

https://emma.maryland.gov/page.aspx/en/bpm/process_manage/29994

STATE OF MARYLAND
R.F.P. LA-08-22
AMENDED GENERAL PERFORMANCE STANDARDS AND SPECIFICATIONS FOR
STATE OF MARYLAND LEASE FACILITIES AS OF 07/2013

The following special specifications must be complied with/provided. Whenever these special specifications conflict with The Department of General Services Office of Real Estate *General Performance Standards and Specifications for State of Maryland Leased Facilities as of 07/2013* (available electronically at <https://dgs.maryland.gov/Pages/RealEstate/index.aspx>), these special specifications shall prevail:

1. LED lighting shall be required throughout the demised premises which will meet all other specifications as contained within the V. Section E. Electrical System Criteria & Components, B. Lighting as contained within *General Performance Standards and Specifications for State of Maryland Leased Facilities as of 07/2013*.
2. Carpeted areas will require carpet tiles which will meet all other specifications as described in VI. Section F. Interior Construction & Finishes, C. Floor Coverings, 2. Carpet Tiles as contained within *General Performance Standards and Specifications for State of Maryland Leased Facilities as of 07/2013*.
3. Space offered for lease to the State must contain the required net square footage (plus or minus 5%) as required by the solicitation. Upon delivery, the actual number of net useable square feet of space delivered will be determined by mutual field measurement. In no event shall the State pay a greater annual rent than the amount submitted by the Offeror on DGS Form 680-2, "Offer to Lease Space." However, the State shall be entitled to a credit/rental reduction if by mutual field measurement the amount of net usable square footage is less than the amount submitted on the DGS Form 680-2.
4. All restroom fixtures (including hand soap and paper towel dispensers) on floors proposed to be occupied by the State will be required to be touchless and sensor operated which will meet all other specifications as described in IV. Section D. Mechanical & Plumbing Systems Criteria, B. Plumbing/Utilities, 3. Restroom Fixtures
5. All doors to lunchrooms/kitchenettes, focus rooms, interview rooms, and huddle rooms will be required to have a full glass pane installed to allow for access to natural light which will meet all other specifications as contained within the VI. Section F. Interior Construction and Finishes, G. Interior Doors as contained within *General Performance Standards and Specifications for State of Maryland Leased Facilities as of 07/2013*.
6. Offeror shall provide office doors with clear tempered glass lights. Interior office partitions shall include a glass side light adjacent to office doors that are 12-18" wide and which extend from the floor to the top of the door frame (7'-0"). The sidelight frame shall be the same frame material as the door frames. Sidelights shall meet the same partition rating and STC rating as the office partitions in which they are installed. Glazing shall be 1/4" clear fully tempered glass.
7. Drinking Fountains/Water Bottle Filling Stations shall be required throughout the demised premises and must meet the below Bottle Filling Station Specifications. These specifications supersede the specifications within IV. Section D. Mechanical & Plumbing Systems Criteria, Section B. Plumbing/Utilities, 2. Drinking Fountains as contained within the *Standards and Specifications for State of Maryland Leased Facilities as of*

07/2013.2013

8. Solid surface countertops will be required in all wellness/lactation rooms and all lunch/breakrooms.

BOTTLE FILLING STATION PRODUCT SPECIFICATION SHEET

Sanitary, touchless activated electric water cooler & bottle filling station.

Minimum drinking water delivery of 8 GPH drinking water (refrigerated) w/ quick fill rate

Easy touch controls, menu, and push bar activation

LED light will illumination and filter monitor

Must be certified to NSF/ANSI 42 & 53, with visual filter monitor to indicate when replacement is necessary (2500 gallons or more).

New filter detection with reset.

Automatic refrigeration control with hermetically sealed, reciprocating type, single phase, and self-lubricating

Display menu with temperature control and sensor

Stainless steel w/anti-microbial protection w/ drain system; combination self-cleaning cooling unit

Cooling unit should have continuous copper tubing, stainless steel tank (fully insulated)

Unit shall meet ADA guidelines.

STANDARD FEATURES

- Filtration System must be certified to NSF/ANSI 42 & 53 (Lead, Class 1 Particulate, Chlorine, Taste & Odor) and Unit must be UL399 and FCC compliant
- Unit shall be a lead-free design which is certified to NSF/ANSI 61 and 372 and meets Federal and State low-lead requirements.
- Fan cooled condenser with copper tube & aluminum fins.
- Meets UL requirements for self-extinguishing material.

**STATE OF MARYLAND
R.F.P. LA-08-22
GENERAL INFORMATION**

The Department of General Services Office of Real Estate *General Performance Standards and Specifications for State of Maryland Leased Facilities* are only available electronically at www.dgs.maryland.gov/Pages/RealEstate/index.aspx

PLEASE BE ADVISED THAT ELECTRONIC PROPOSALS SHALL NOT BE ACCEPTED. ONLY HARD COPY SEALED PROPOSALS: (1) DELIVERED IN AN ENVELOPE ADDRESSED TO: KIMBERLY WHITE, CHIEF OF LEASE MANAGEMENT & PROCUREMENT, STATE OF MARYLAND, DEPARTMENT OF GENERAL SERVICES, OFFICE OF REAL ESTATE, 300 WEST PRESTON STREET, ROOM 601, BALTIMORE MARYLAND 21201, (2) MARKED RESPONSE TO RFP-LA-08-22 CLEARLY ON THE ENVELOPE AND (3) DELIVERED WITHIN THE PERMITTED TIME PERIOD SHALL BE ACCEPTED.

PROPOSERS MUST REQUEST COPIES OF THE REQUIRED PROPOSAL DOCUMENTS ALLOWING SUFFICIENT TIME TO RESPOND BY THE CLOSING DATE BY CONTACTING KIMBERLY WHITE at dgs.re-bidsproposals@maryland.gov WITH THE SUBJECT LINE “RFP-LA-08-22 RFP DOCUMENTS REQUEST”. EACH SUBMISSION MUST REQUEST THEIR OWN RFP DOCUMENTS AND IDENTIFY THE BUILDING(S) THEY INTEND TO SUBMIT.

ALL PROPOSALS MUST BE DELIVERED TO THE OFFICE OF REAL ESTATE AT 300 WEST PRESTON STREET, ROOM 601, BALTIMORE, MARYAND 21201.

PROPOSALS NOT SUBMITTED ON TIME, ON THE PROPER FORMS OR IN THE PROPER ENVELOPE FORMAT WILL BE DETERMINED TO BE NON-RESPONSIVE AND WILL NOT BE CONSIDERED. Proposals must be received on Thursday, July 21, 2022, by 3:30 PM EST.

Information on pending Request for Proposals (RFP) for leased space may be found on the DGS web page @ www.dgs.maryland.gov/Pages/RealEstate/index.aspx

REGULATORY NOTICES:

Public Information Act. Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, General Provisions Article, Title 4, of the Annotated Code of Maryland [COMAR 21.05.08.01]

If the proposal is for a contract that is reasonably expected to exceed \$50,000.00 or if this procurement requires bid security under an applicable Federal law or a condition of Federal assistance, the Procurement Officer may require bid security in some form determined by DGS or Federal law, as the case may be. Offerors are encouraged to inquire whether such bid security is required for this solicitation if such notice is not given by DGS. [COMAR 21.05.08.02]

Minority business enterprises are encouraged to respond to this solicitation. [COMAR 21.05.08.03]

By submitting a response to this solicitation, an offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the lease if selected for contract award. [COMAR 21.05.08.06]

Please review, complete and sign the accompanying Proposal Affidavit and the Conflict-of-Interest Affidavit and Disclosure and be sure to include them with your proposal. Note that both affidavits provide that you are signing each affidavit under affirmation based upon the best of your knowledge, information and belief. Failure to include the affidavits will result in your proposal being rejected as non-responsive.

EV Charging Station Specifications for Leases

I. Equipment Requirements

A. Charging Station Requirements by Type

1. Charging stations must be Level-2 OR Level-3.
2. Charging stations must meet the relevant criteria based on charging station type:
 - a. Level-2 Charging Port shall provide a minimum of 7.2KW Power.
 - b. Level-3 (DC Fast Charging) Single Unit shall provide a minimum of 50KW Power.
3. Level-2 chargers must be ENERGY STAR certified, using the most recent version of the ENERGY STAR certification system in effect at the time of purchase.
4. Level-3 chargers are strongly encouraged to be ENERGY STAR certified, using the most recent version of the ENERGY STAR certification system in effect at the time of purchase.

B. Other Requirements

1. Electric Vehicle Supply Equipment (EVSE) shall be certified by a nationally recognized testing laboratory (NRTL)

and UL listed and labeled as required by codes.

Visit the Occupational Safety & Health Administration website

(<https://www.osha.gov/nationally-recognized-testing-laboratory-program>) for a list of NRTLs.

2. EVSE shall be factory assembled; no field assembly required.
3. EVSE enclosures shall be made of non-corrosive materials, NEMA 3R rated protection.
4. EVSE mounting type may be Wall, Pedestal, or Pole mount and may be indoor or outdoor. For both indoor and outdoor locations, NEMA 3R protection shall be a minimum requirement.

5. LED Lights: High visibility multi color, for indication of EVSE status with minimum 5 LEDs.
6. LCD Messaging Screen, backlit, with 4 lines-16 characters per line to communicate charging instructions to EV drivers.
7. Charging ports shall comply with SAE J1772 regulation for EV and plug-in hybrid vehicles and CHAdeMo and CCS Type 1 in DC fast charging; it will also be able to charge any new EV.
8. Standard Cable Management: Standard cable management is a looped 20'-25' cable on a stainless-steel rack. When the charging session is complete, the EV driver returns the plug to the head unit and manually loops the cable on the rack.
 - a. Optional Cable Management System: When Charging Session is complete, the EV driver returns the plug to the head unit and the cable automatically retracts to an organized loop.
9. RFID compatible – Smart Card Authentication: For open or restricted access control, for billing and payment for EV drivers.
10. Charging access shall also be accessible through an additional method such as smart phone or tablet app, QR code scan and credit card entry, or credit card payment by phone.
- 11 . Energy measurement metering system-revenue grade included, with 1-5% accuracy at 15-minute interval.
12. Safety Features: overcurrent, overvoltage, undervoltage, ground fault including DC residual current protection, integrated surge protection (6KV at 3000A).
13. Operating Temperature: ambient range from (- 22-degrees F to +122-degrees F).
14. Operating relative Humidity: Maximum 95 % Non-condensing.
15. Must be EMC Compliant: FCC Part 1 Class A.
16. Networking: Wide Area Network – 5G / 4G LTE. Network Communication Protocol – TCP/IP. Network Security: HTTPS, 128-bit AES Encryption. Smart Card Reader – ISO 15693.
17. Provide the Tenant with web-based station management software,

capable of configuring EVSEs for access policies and pricing, generating operational reports, including transaction, energy usage, total sessions and drivers, cost, revenue, and sustainability reports.

18. Non-Account Based Access Methods for First Time Users (Charging Stations listed on Network for Public Charging): There must be a method for first time EV users to start and pay for charging using one or more of the following methods: credit cards, smartphone app, website, etc. as applicable and as directed by the Procuring Agency's policy.

APPROVED EQUIPMENT MANUFACTURERS

1. Level 2 EVSE must be certified by EPA ENERGY STAR. Approved products list can be accessed at:

<https://www.energystar.gov/productfinder/product/certified-evse/>.

2. Approved Manufacturers include, but are not limited to:

- a. ChargePoint (USA);
- b. BTC Power (USA);
- c. SemaConnect Inc. (USA)

II. CONSTRUCTION & INSTALLATION REQUIREMENTS

1. Pedestal mounted / Pole mounted EVSE shall be mounted on concrete pads, with wiring entering through the concrete pad underground.
2. The Landlord shall ensure the installation meets ADA requirements.
3. Installation of EVSE shall be weatherproof, and watertight as required per site conditions.
4. The Landlord shall provide all electrical work necessary to power EVSE, along with wiring from source power panel up to EVSE, using all required materials like conduits, cable/wires, junction box/pull box, transformer, accessories etc. as required by the project, safely and in accordance with all applicable local and state/federal codes, standards, and industry accepted best practices.
5. If the Charging Station Power is to be provided by new electric service, the Landlord shall be responsible for all procedures to get new utility service up to the final power connection. Coordinate with the Utility Company and Tenant Agency to get new service. All service connection charges to be paid to the utility company shall be paid by the Tenant Agency. All other expenses including supply of labor and materials shall be paid by the Landlord.
6. All Charging Stations shall have dedicated power circuits from the power source. No other load shall be connected on these circuits. If the Power source Panelboard is not on site, away from the

Charging Station, provide a fuse disconnect switch/enclosed circuit breaker per dedicated circuit as required.

7. Wiring in conduits shall be underground for all outdoor EVSE locations per the National Electrical Code (NEC). Wall mount wiring shall be for wall mounted EVSEs as per applicable codes, and the NEC. Provide weather treated wooden board (3/4" thick) as base for wall mounting, size as required.
8. The Landlord shall make all trench/digging work for all underground wiring as required. After completion, the Landlord shall refill all trenches safely, and in accordance with all applicable codes, standards, and industry accepted best practices.
9. It shall be the Landlord's responsibility to verify the location of all existing utilities.
10. Protection bollards (concrete filled) shall be provided in front of EVSE for protection from vehicles.
11. The Landlord shall provide all signage systems for EVSEs as required by the Procuring Agency and as per applicable codes.
12. The Landlord shall configure the EVSEs per Tenant Agency/using agency requirements.
13. The Landlord shall perform testing and monitoring of EVSEs for full operational performance with the manufacturer's trained engineer/technician as part of commissioning.
14. The Landlord shall clean EVSEs promptly after installation in accordance with manufacturer's instructions.

IV. Signage and Pavement Markings

1. Landlord shall stencil each EVSE-designated parking space for a total of (1) space per charging port as per the following, unless otherwise specified:

- a. Stencil a green colored 42-inch square box at the center of the entrance of the parking space with EV graphic (See example below.)
- b. Stencil "ELECTRIC" in 6-8-inch tall white letters at the top of the box.
- c. Below "ELECTRIC", stencil "VEHICLE" in 6-8 inch tall white letters.
- d. Below "VEHICLE", stencil "CHARGING" in 6-8-inch tall white letters.



Pavement marking and signage examples

2. The Landlord shall provide signage for each EVSE-designated parking space for a total of (1) space per charging port.
3. A sign designating an EV charging space shall:
 - a. Be at least 18” inches high and 12” inches wide.
 - b. Be clearly visible to the vehicle driver entering the Plug-in EV charging space.
 - c. Meet all applicable State and federal requirements for parking signs as applicable.
4. For **reserved fleet parking**, enhanced signage shall be required to identify spaces reserved for authorized vehicles only.



Enhanced signage example

V. ADDITIONAL REQUIREMENTS

Network

- Networked charging stations must use one of the following networks:
 - Greenlots SKY
 - ChargePoint
 - Sema Connect

Data Access

- Must provide access to data portal so that DGS and tenant Agency users may view charging station real-time availability and status, usage (including energy usage, number and length of charging sessions, number of unique drivers), and costs.

RFID Cards

- Must provide a minimum of 5 RFID cards per charging station for state fleet vehicles to use to initiate charging at the charging stations. RFID card account set up shall be completed by the tenants.

Availability

- Chargers must offer a reliable way for State fleet vehicles to charge. Chargers must be online and functional for a minimum of 95% of the time (95% uptime required).

Maintenance & Repairs

- The Landlord must respond to any work orders or reported issues with charging stations within 48 hours and work to resolve them expeditiously.
- The Landlord must ensure any available software updates are applied when the manufacturer releases new software.
- The Landlord shall keep the EVSE clean by cleaning it regularly.
- The Landlord will display a contact phone number on the charging station for driver support and maintenance requests.