CITY OF EAST PROVIDENCE
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT
REQUEST FOR PROPOSALS
EP26/27-01
PURCHASE & INSTALLATION OF ELECTRIC VEHICLE CHARGING STATIONS
BID OPENING WENDESDAY, OCTOBER 14, 2026, AT 11:00AM

SPECIFICATIONS

I. Introduction

The City of East Providence is seeking competitive proposals from qualified vendors, equipment manufacturers, and licensed electrical contractors to furnish, deliver, install, and network six (6) commercial-grade Dual-Port Level 2 Electric Vehicle (EV) Charging Stations. The project location is the new Community Center located at 610 Waterman Ave, East Providence, RI 02914.

The scope encompasses turnkey services including hardware procurement, full electrical site preparation, concrete pad/base fabrication, physical protective bollard installation, testing, commissioning, and a minimum three (3) year cloud-based software network management service agreement.

II. SCOPE OF WORK & TECHNICAL SPECIFICATIONS

The selected Contractor shall provide all labor, tools, equipment, materials, permits, and supervision necessary for a complete operational turnkey installation in full compliance with local, state, and national electrical codes.

A. Hardware & Certification Requirements (6 Units)

- **Energy Star Certification:** All EVSE equipment purchased and installed **must be ENERGY STAR-certified**. Level 1 (120V) equipment does not qualify.
- **Charging Type:** Commercial Level 2 EV Charging Stations (Dual-Port configuration preferred).
- **Output Power:** Minimum 7.2 kW to 19.2 kW per port (30A to 80A continuous output capacity per port).
- **Connector Standard:** SAE J1772 standard compliant (or dual J1772/NACS option). Cables must be a minimum of 18–25 feet with integrated cable management or retraction systems.
- **Access & Payment:** Integrated cellular communications, RFID reader, contact-less credit card reader, and mobile application payment compatibility.
- **Enclosure & Durability:** NEMA 3R or NEMA 4 rated, weather-proof, vandal-resistant enclosures suitable for outdoor New England climate conditions.

B. Site & Accessibility Requirements

- **ADA Accessibility:** At least one (1) ADA-accessible parking space must be designated at the installation site in full compliance with applicable ADA requirements, including proper operating heights, clear ground space, accessible routes, and appropriate signage.
- **Concrete Bases:** Pour and cure dedicated concrete foundations/mounting pads designed to manufacturer specifications for each charger unit.
- **Bollard Protection:** Install heavy-duty, steel concrete-filled protective bollards (minimum 2 bollards per charging unit) painted high-visibility safety yellow or covered with durable protective sleeves.
- **Signage & Striping:** Provide standard pavement markings (*EV Charging Only*, ADA accessibility symbols) and post-mounted regulatory signage for all designated EV charging spaces.

C. Permitting, Timeline & Execution

- **Permitting:** All required municipal, building, and electrical permits **must be obtained prior to installation**. The contractor is responsible for filing and securing all necessary permits.
- **Execution Timeline:** The project **must be fully installed and operational** no later than December 5, 2026.
- **Utility Coordination:** Coordinate with local power utilities as necessary for service capacity review or meter tie-ins.

D. Network, Cloud Service & Software Agreement

- **Agreement Term & Commencement:** A minimum **three (3) year network/cloud service agreement** must be obtained and maintained for all installed EVSE units, **commencing from the date of operational status**.
- **Core Capabilities:**
    - Remote monitoring, automated diagnostics, fault reporting, and over-the-air firmware updates.
    - Customizable pricing schedules (e.g., fee-per-kWh, fee-per-hour, idle fees, or municipal employee discounts).
    - Automated payment processing and revenue collection/reimbursement to the City.
    - Comprehensive reporting dashboards tracking energy consumption, GHG reductions, usage metrics, and revenue generation.
    - Open Charge Point Protocol (OCPP) compliance (OCPP 1.6J or higher) to prevent vendor lock-in.

E. Warranty & Maintenance

- Minimum 3-year comprehensive manufacturer warranty covering hardware, parts, and labor.
- Service Level Agreement (SLA) specifying response times for hardware outages and maintenance support.

III. SUBMISSION REQUIREMENTS & PROPOSAL STRUCTURE

Proposals must be organized logically and include the following mandatory sections:

1. **Executive Summary & Company Qualifications:** Profile of firm, years in business, relevant licensing, and experience with municipal or commercial EVSE installations.

2. **Technical Approach & Project Schedule:** Detailed work plan confirming compliance with the **6-month operational deadline**, equipment spec sheets verifying **ENERGY STAR certification**, trenching/pad design layout, and ADA layout design.
3. **Network Software Specifications:** Detailed capabilities of the cloud platform, security features, reporting samples, and OCPP compliance proof.
4. **References:** Minimum of three (3) references for similar municipal or commercial EV charging projects completed within the past 3 years.
5. **Cost Proposal Sheet:** Itemized pricing structured per Bid Form.

IV. EVALUATION CRITERIA

Evaluation Criteria	Weight
Total Cost Proposal: Overall cost-effectiveness including hardware, installation, and 3-year cloud fees.	**35%**
Technical Specification & Compliance: Verification of ENERGY STAR certification, Level 2 specs, NEMA weather rating, and ADA site design.	**25%**
Firm Experience & References: Demonstrated track record with municipal/public EVSE projects, licenses, and references.	**20%**
Project Timeline & Execution: Ability to complete full installation and operational status within the required 6-month window.	**10%**
Cloud Platform & Software Capabilities: OCPP compliance, payment integration, reporting features, and long-term support.	**10%**

Any questions must be submitted in writing to Dominic Leonardo, Senior Planner, at dleonardo@eastprovidenceri.gov and Jessica Lamprey, Procurement Specialist at jlamprey@eastprovidenceri.gov no later than **WEDNESDAY, OCTOBER 7, 2026, AT 4:00PM.**