

Request for Proposal: Washington Electric Vehicle Charging Program Two (WAEVCP2)

Published:

The Jamestown S’Klallam Tribe is requesting Design/Build and operations proposals from qualified contractors with experience sourcing and installing Level 3 Electric Vehicle charging stations.

Instructions for Submitting Proposals:

Proposals can be submitted by email, in person, through US Postal Service, or by ground delivery to:

Jamestown S’Klallam Tribe

Attn: Luke Strong-Cvetich

1033 Old Blyn Hwy

Sequim WA, 98382

Issue RFP	June 11, 2026
Optional Site visit	July 7, 2026 @10AM
Proposal Due	July 31, 2026
Anticipated Award	August 14, 2026

Please send electronic proposal submissions or any questions on the proposal requirements to Luke Strong-Cvetich by email at: lstrong@jamestowntribe.org

Request for Proposal (RFP)

Washington Electric Vehicle Charging Program (WAEVCP2)

The Jamestown S’Klallam Tribe

Introduction

The Jamestown S’Klallam Tribe is a Federally Recognized Tribe located on the North Olympic Peninsula of Washington State. The Jamestown S’Klallam Tribe was awarded funding through Washington State Department of Commerce’s Washington Electric Vehicle Charging Program Round 2 (WAEVCP2). The Tribe is seeking to install six Level 3 DCFC stations in an existing parking lot at the Tribe’s Seven Cedars Resort in Blyn, WA (270756 US101, Sequim, WA 98382).

The Jamestown S’Klallam Tribe is requesting proposals from qualified contractors with experience in designing and installing Electric Vehicle charging stations. A successful Design/Build proposal will include evaluating existing facilities, field verification, and designing a six-port Level 3 Electric Vehicle (EV) charging system (DCFC). Proposals must cover all engineering, system design, equipment, materials, and labor necessary to deliver a fully functional EV charging system that meets the standards of the Washington Electric Vehicle Charging Program.

Proposal Requirements

Provide a Design/Build proposal and a Guaranteed Maximum Price (GMP) for EV charging system installation and implementation. Proposal shall include evaluating existing site conditions, field verification, documentation, and design for a six-port Level 3 EV charging system (DCFC). Proposals must cover all engineering, system design, utility upgrades (coordinate with Clallam PUD for electrical upgrade requirements), equipment, materials, and labor necessary to deliver a fully functional EV charging system that meets the standards of the Washington Electric Vehicle Charging Program. Any costs incurred from PUD will be considered part of the project costs. We have included basic site location information at the end of this document. The Design/Build proposal must include a complete evaluation of the facilities, electrical systems and capacity. A Statement of Qualifications must be included with your proposal.

Scope of Work (requirements from WA Department of Commerce)

Described below are the technical requirements for the equipment and installation set forth by the Washington Electric Vehicle Charging Program as outlined in the Jamestown S’Klallam Tribe WAEVCP award. In performing the work, the contractor will coordinate with the project team, including the Tribal Planning Director (WAEVCP grant manager) and Seven Cedars Resort Staff who oversee the property.

Equipment requirements

Level 3 chargers

All Level 3 chargers installed at covered project sites shall:

- Be networked through Wi-Fi, cellular (4G and above), or Ethernet;
- Be capable of at least a 150 kW power output per port;
- Be capable of using OCPI 2.2.1;
- Be capable of using OCPP 2.0.1;
- Be capable of using ISO 15118-2 and be capable of Plug and Charge.
- Be certified by a nationally recognized testing laboratory to UL 2202 or UL 9741;
- Comply with all relevant state laws and rules in effect, including but not limited to Department of Agriculture rules in WAC 16-662-200, WAC 16-662-210, WAC 16-662-215, and WAC 16-662-220. If requiring payment, support remote start capabilities for, at minimum, payment via a toll-free number;
- If requiring payment, have a mobile payment device physically located on each charger dispenser or on a kiosk serving the charger dispensers that does not require users to download a mobile application to initiate a charging session; and
- Not require a membership for use.

Emergency disconnects

Each Level 3 charger must contain disconnecting means of emergency power shutoff (also known as “e-stop” equipment). Emergency shutoff devices or electrical disconnects must be installed no fewer than 20 feet or more than 100 feet from chargers. The emergency shutoff must be installed in a readily accessible location in sight of the chargers and labeled.

Connector standards

All ports covered in this Contract must, at minimum, have one (1) CCS1, and/or NACS connectors compliant with DC fast charging (DCFC) standards. Connector types other than CCS1, and NACS may be installed at project sites, but are not factored into the grant award amount.

No fewer than 25% of Level 3 ports must have a CCS1 connector.

Installation requirements

Power output

The contractor may install charging ports with the use of power-sharing either through Automated Load Management (ALM) or similar systems.

Level 3 ports

- At each site, Level 3 ports must provide no less than 150 kW when no other ports on site are in use.
- At each site with power-sharing, Level 3 ports must provide no less than 75 kW when multiple ports are in use.

Completion deadlines

The contractor shall complete installation and begin operations of all charging ports on each project site according to the required timelines:

- **Level 3 ports:** Preferred November 2026. Must complete within 580 days following WAEVCP contract execution (December 2027).

Operations and maintenance service agreements

The selected contractor shall provide an operations and maintenance service contract, including a Service Level Agreement (SLA), with a qualified partner to meet requirements of this section of the scope of work.

Operations requirements

Operations duration

The Tribe with the contractor's support shall maintain reliable operations of all charging ports during all typical project site operational hours for at least five (5) years following their first day of operations.

Uptime

The Tribe with the contractor's support shall ensure all charging ports installed are operational no fewer than 97 percent of the charging site's standard hours of operation, as measured by uptime percentage rate, throughout each charging port's required operations duration.

Uptime percentage rate shall be calculated $U = \frac{T-D+E}{T} * 100\%$, with:

- U = Uptime reporting percentage for the reporting period.
- T = Total time of project site operational hours during the reporting period.
- D = Total downtime during the reporting period, including excluded downtime.
- E = Excluded downtime during the reporting period.

Downtime shall be measured as any period of time within the standard hours of operation in which a charger is not operational, including:

- A period in which the charging port's response to the central system's request for notification of operative status indicates that the connector or charging port is in an inoperative state; and
- A period in which maintenance logs show initial notice of a physical or otherwise non-networked issue that results in a non-operational status prior until maintenance logs show repairs have returned the charging port to an operational status.

Excluded downtime shall be defined as a period of downtime caused by any of the following reasons:

- Downtime before initial installation;
- Electric grid power loss that cuts off power supply to the charging port;
- Any failure to charge due to the fault of the vehicle;
- Preventive maintenance, up to 72 hours per year;
- Physical damage to hardware caused by a third party, including vandalism or theft, up to five days for each event;
- Telecommunication network outages beyond the control of the Tribe; and
- Extraordinary events, including natural disasters that are unforeseeable and impossible to plan for in advance.

Maintenance requirements

The Tribe with the contractor's support, shall:

- Perform regular preventive maintenance, including visual inspection, performance testing, functional validation, and reporting;
- Monitor network performance;
- Dispatch maintenance technicians in a timely manner and address malfunctions and repairs within 48 hours of initial notice, except for repairs that are dependent on parts that cannot be procured within 48 hours, in which case parts must be procured as soon as reasonably possible and repairs must be made with 48 hours of receipt of parts; and
- Provide charging station users with call center service at all times of operation that will assist users with any technical issues encountered at the stations.

Security requirements

If installing and operating Level 3 ports, the Tribe with the contractor's support, shall comply with the National Institute of Standards and Technology (NIST) Cybersecurity Framework Profile for Electric Vehicle Extreme Fast Charging Infrastructure, ISO 15118-20:2022, and current payment card industry standards.

Utilization and reliability reporting requirements

Following submission of the final report, the Tribe with the contractor's support, shall submit an operations report with data on each charger once every six months until the end of the operational duration. The Tribe with the contractor's support, shall submit the report no later than 15 days after the end of each six-month period with the following data for the quarter and cumulatively over total operations:

- Average hours per day the charger drew power.
- Average hours per day the charger was connected to an electric vehicle.
- Average kWh per day the charger port dispensed.
- Uptime percentage rate per charger, with all data needed to verify calculations including an itemized summary of the date, duration, and category all excluded downtime being claimed for a reporting period.
- Percentage of successful charging sessions to the total number of charge attempts for each charger.
- All instances of preventative maintenance.
- Time log with information on reported charger malfunctions and corresponding repairs.
- Proof of network monitoring and call center service.

Charging Network Provider requirement (only if direct Grantee)

If the Tribe is a Charging Network Provider, the Tribe shall work with COMMERCE, as requested, to develop reliability metrics and implementation strategies aimed at streamlining future data reporting, providing real-time availability information to drivers, and ensuring charging reliability without compromising any proprietary information and, as feasible, in alignment with national or California metrics.

This requirement does not apply to Charging Network Providers that are not direct Grantees and perform services for the Tribe as part of a service agreement.

Required Credentials and Qualifications:

Required: Licensed Contractor and Certified Electrician. Knowledge and experience working with Tribal organizations in Electric Vehicle Charging Station installation, minimum three years' experience. Familiarity and application of Federal statutory and regulatory requirements for Washington State Electric Vehicle Charging Program. Excellent verbal and written communication skills.

Schedule:

Issue RFP	June 11, 2026
Optional Site visit	July 7, 2026 @10AM
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Site Visit:

The optional site visit on July 7 at 10AM is highly recommended. Additional site visits must be scheduled 5 working days in advance and requestors must have attended the initial site visit.

Submission Requirements, Evaluation Factors and Scoring:

Description	Evaluation Points
Cover Letter	
Statement of Qualifications <ul style="list-style-type: none">• Experience in design build for EV charging projects.• Experience sourcing EV charging equipment.• Tribal work experience.• Minority and Women's Business Enterprises status• Completion of similar projects• Certificate Regarding Debarment (required)	30

<p>Proposed Project Approach</p> <ul style="list-style-type: none"> • Structure of the Design/Builder’s project management team and interface with the Owner. • Fulfillment of the requirements of the RFP • Schedule, provide a general schedule of design and implementation including, identify lead times, and proposed system. (A detailed schedule will be required of the awarded team) • Approach to setup, ease of use and maintenance. 	30
<p>Qualifications of Staff and Subcontractors</p> <ul style="list-style-type: none"> • Experience with EV charging systems • Tribal work experience • Utilization of local sub-contractors (Clallam/Jefferson County) • Minority and Women’s Business Enterprises sub-contractors 	10
<p>Cost proposal based upon the Scope of Work</p> <ul style="list-style-type: none"> • Provide a lump sum, design/preconstruction cost. Provide schedules detailing all personnel billing rates and other anticipated costs for additional services if needed. • Construction team cost structure: • Fee schedule with billing rates for all labor, equipment, insurances, overhead & profit (OH&P). • A major equipment rental schedule and rates for equipment that are anticipated to be necessary for the execution of the work. • Typical consumables allowance. • Identify mark-up on materials, that includes OH&P. • Identify any subcontracted work and mark-ups that includes OH&P. • Provide cost for 100% payment & performance bonds as a percentage of the Cost of Work. 	30
<p>*Indian preference points: up to 10 points are added to the possible 100 points possible</p>	

Method of Review: The Jamestown S’Klallam Tribe and their authorized representatives will review all proposals received and may contact the party to request further information. The Jamestown S’Klallam Tribe may accept any given proposal as submitted or may negotiate with the party to establish terms most advantageous to the Tribe. The decision of the Jamestown S’Klallam Tribe shall be final and not subject to appeal.

For those seeking extra points under Indian preference:

Jamestown S’Klallam Tribe’s Qualified Tribal Enterprise Policy

For an entity to qualify for Tribal preference the company must be owned by Indians, Indian Organizations or Indian-Owned economic businesses in the award of all contracts and/or subcontracts. In order to qualify as an Indian or Indian owned business, one must be an enrolled member of a Federally Recognized Indian tribe, or the business must be majority owned by a federal recognized Tribe or tribal citizen.

Applicants seeking Tribal preference shall submit the following documents during the procurement/bidding process:

- Documentation of membership by a US Federally recognized Indian Tribe, nation or band, including members of federally recognized Alaskan Native villages, communities, and corporations and proof of at least 51 percent Native ownership.
- Business license certifications, business structure documents (sole proprietor, partnership, incorporations, LLC), insurance and bonding capabilities.

- Tribe shall require all other necessary licensing documentation specific for the service provided.
- (Industry Standard) Portfolios that include proof of the experiences and staff expertise in the specific field listed, resume of jobs completed, and references.
- Proposal includes proof of the experience and staff expertise in the specific field, projected financials and references.
- Any other documentation or pertinent information required by the Tribe. The Tribe shall have sole discretion in determining other requirements under this policy.

Provisions:

1. The selected contractor will be required to provide bonding insurance.
2. The selected contractor will be required to acquire all permits from the Tribe and/or County and pass all associated inspections.
3. The Jamestown S’Klallam Tribe shall conduct all procurement transactions in a manner that provides fair, full, and open competition.
4. The Jamestown S’Klallam Tribe shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
5. The Jamestown S’Klallam Tribe wishes to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
6. The Jamestown S’Klallam Tribe shall take reasonable affirmative steps to commit to contracting with Office of Minority and Women’s Business Enterprises (OWMBE)-certified contractor(s) when possible, without infringing on Indian preference where Indian preference is applicable.
7. The Jamestown S’Klallam Tribe shall not use grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
8. Request for Proposals may be terminated by The Jamestown S’Klallam Tribe at any time for cause.
9. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm, or corporation in regard to securing the services being solicited.
10. No employee, Officer, or agent of the Jamestown S’Klallam Tribe may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
11. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.

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Project Location: 270756 US101, Sequim, WA 98382



