

FAIRFIELD TOWNSHIP, NEW JERSEY

REQUEST FOR PROPOSALS (RFP)

Community Energy Plan Implementation (CEPI) Grant Program

1. PURPOSE AND INTENT

The Township of Fairfield is soliciting proposals from qualified vendors to provide Electric Vehicle Supply Equipment (EVSE) and related turnkey services as part of its Community Energy Plan Implementation (CEPI) Grant initiative funded through the New Jersey Board of Public Utilities (NJBPU).

This project supports the Township's efforts to expand electric vehicle charging infrastructure, improve sustainability, and increase access to publicly available and municipal fleet electric vehicle charging. The project includes the design, procurement, installation, networking, and commissioning of dual-port Level 2 electric vehicle charging stations equipped with credit card readers at designated municipal and partner locations.

The selected vendor shall provide Turnkey EVSE services including, but not limited to:

- Site evaluation and electrical capacity assessment
- Coordination with the serving electric utility, Atlantic City Electric
- Equipment, procurement and installation
- Permitting, inspections, and code compliance
- Network activation and commissioning
- Warranty coverage and optional ongoing service and maintenance

This project is funded through the NJBPU Community Energy Plan Implementation Grant Program and must comply with all applicable federal, state, and NJBPU requirements.

2. SCOPE OF WORK

The Township seeks proposals from qualified vendors to furnish, install, commission, and network a total of six (6) Level 2 dual-port electric vehicle charging stations at designated municipal, educational, and commercial partner locations.

Each dual-port charging station shall be capable of charging two vehicles simultaneously and shall include all necessary hardware, mounting systems, protective bollards (where required), conduit, wiring, trenching (if required), network connectivity, commissioning, and integration into a cloud-based charging management platform with credit card payment capability.

The project includes:

- Installation of two (2) dual-port charging stations at municipal park and recreation facilities
- Installation of one (1) dual-port charging station at a municipal Fire Department facility for fleet and potential public use
- Installation of one (1) dual-port charging station at a school facility for faculty and staff use
- Installation of one (1) dual-port charging station at a commercial partner location
- Installation of one (1) dual-port charging station at a commercial partner site

The selected vendor shall:

1. Conduct site visits and perform electrical capacity evaluations at each location.
2. Coordinate with Atlantic City Electric regarding electrical interconnection and Electric Utility Distribution (EUD) requirements.
3. Provide recommendations regarding connection to existing electrical service or installation of new dedicated meters.
4. Implement load management solutions where electrical capacity is limited.
5. Obtain all required permits, approvals, and inspections.
6. Provide complete installation, testing, and commissioning services.
7. Provide as-built drawings and commissioning documentation.
8. Provide warranty information and optional maintenance and network service plans.

All charging stations shall be Level 2 (minimum 7.2 kW per port unless otherwise recommended based on site conditions), network-capable, ADA-compliant where applicable, and compatible with major electric vehicle manufacturers.

3. PROJECT LOCATIONS AND SITE-SPECIFIC CONSIDERATIONS

The project includes installation at the following locations:

Location 1:

70 Fairton-Gouldtown Road, Bridgeton, NJ 08302 — Municipal Building / Park
Two (2) Dual-Port Charging Stations

- Vendor should evaluate electrical capacity at the EMS building and surrounding areas.

- Chargers may be installed near the EMS building or recreation areas, subject to feasibility.
- Vendor shall recommend connection to the existing electrical service or installation of a new dedicated meter.

Location 2:

43 Main Street, Bridgeton, NJ 08302 — Fairfield Township Fire Department
One (1) Dual-Port Charging Station

- Vendor shall evaluate electrical capacity and recommend appropriate electrical connection.

Location 3:

375 Gouldtown-Woodruff Road, Bridgeton, NJ 08302 — School Facility
One (1) Dual-Port Charging Station

- Intended for faculty and staff use.
- Vendor shall coordinate with school administration.
- Electrical capacity evaluation is required.

Location 4:

153 Bridgeton-Fairton Road, Bridgeton, NJ 08302 — Commercial Partner Location
One (1) Dual-Port Charging Station

- Public-facing commercial site.
- Vendors should evaluate electrical service capacity and coordinate installation with the property owner.

Location 5:

991 East Commerce Street, Bridgeton, NJ 08302 — Commercial Partner Location
One (1) Dual-Port Charging Station

- Public-access commercial site.
- Vendor should evaluate electrical service capacity and recommend meter configuration.

General Site Requirements

For each location, the selected vendor shall:

- Perform detailed electrical load analysis
- Confirm transformer capacity with Atlantic City Electric
- Identify utility upgrade requirements, if necessary
- Provide detailed, itemized cost breakdown by location
- Identify trenching, paving restoration, ADA compliance, signage, and striping requirements
- Provide equipment specifications and network service details

- Provide estimated installation timelines for each site

Proposals must clearly identify:

- Per-site installation costs
 - Equipment costs
 - Network subscription fees
 - Utility coordination costs
 - Estimated construction timeline
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4. FEDERAL COMPLIANCE REQUIREMENTS

All selected vendors must comply with applicable federal regulations associated with CEPI funding, including but not limited to:

A. Build America, Buy America (BABA) Act

Vendors must certify that all iron, steel, manufactured products, and construction materials used in the project:

- Are produced in the United States
- Meet applicable domestic content requirements (generally greater than 55 percent)
- Include documentation from suppliers or manufacturers confirming compliance

This requirement applies to all contractors, subcontractors, and suppliers.

B. Davis-Bacon Act (DBA)

Applicable to construction contracts exceeding \$2,000 involving public buildings or public works.

Requirements include:

- Payment of prevailing wages to laborers and mechanics
 - Weekly certified payroll submissions through LCPtracker or equivalent
 - Maintenance of accurate labor compliance records
 - Participation in required compliance training, if applicable
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5. ENVIRONMENTAL AND HISTORIC COMPLIANCE

The selected vendor shall assist the Township, as required, with compliance related to:

- National Environmental Policy Act (NEPA)
 - Historic preservation requirements
 - Ground disturbance documentation and approvals
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6. REPORTING AND DOCUMENTATION REQUIREMENTS

The selected vendor shall support Township reporting requirements, including:

- Quarterly financial and progress reporting
- Project documentation and supporting records
- Photographs documenting project progress and completion
- Compliance documentation for federal and state requirements

All records must be retained for a minimum of three (3) years following project completion.

7. PROJECT TIMELINE

Project period: Up to twelve (12) months from Notice to Proceed.

Vendors must provide:

- Implementation schedule
 - Key milestones
 - Project deliverables timeline
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8. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include:

1. Company profile and qualifications
2. Relevant experience with EV charging or municipal infrastructure projects
3. Experience with federally funded projects (preferred)
4. Detailed description of services offered

5. Proposed project approach and timeline
 6. Cost proposal and fee structure
 7. Documentation demonstrating ability to comply with federal requirements
 8. References from at least three (3) similar projects
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9. EVALUATION CRITERIA

Proposals will be evaluated using a structured scoring system:

Criteria	Points
Experience with municipal EV Charging or infrastructure projects	25
Federal grant compliance experience	20
Technical qualifications and staffing	20
Cost effectiveness	15
Ability to meet timeline	10
References and past performance	10

Total Possible Score: 100 Points

The Township reserves the right to request interviews or additional information.

10. AWARD

Fairfield Township reserves the right to:

- Reject any or all proposals
- Award contracts in whole or in part
- Request clarification or additional information
- Negotiate contract terms

11. FUNDING CONSIDERATIONS

This project is funded through the NJBPU CEPI Grant Program.

No work completed prior to issuance of a formal Notice to Proceed will be eligible for reimbursement.

All work must comply with federal cost principles under 2 CFR Part 200.

12. SUBMISSION DEADLINE

Proposals must be received no later than:

April 3, 2026

Submit to:
Fairfield Township
PO Box 240
Fairton, NJ 08302

Email: michael.burden@fairfieldtownshipnj.org

Late submissions may not be considered.

13. CONTACT INFORMATION

Mike Burden, CPM
Township Administrator / Zoning Officer
Fairfield Township
Phone: 856-451-9284 ext. 308
Email: michael.burden@fairfieldtownshipnj.org

14. FINAL PERFORMANCE EXPECTATIONS

The selected vendor shall assist the Township in preparing final project documentation, including:

- Project summary and outcomes
- Supporting documentation and photographs
- Final reporting required by NJBPU

Final reporting must be completed within ninety (90) days of project completion.

15. INSURANCE AND INDEMNIFICATION

The selected contractor shall maintain, at minimum:

- Commercial General Liability Insurance
- Automobile Liability Insurance
- Workers' Compensation Insurance
- Professional Liability Insurance (if applicable)

Fairfield Township shall be named as an Additional Insured.

The contractor shall indemnify and hold harmless Fairfield Township, its officials, employees, and agents from any claims arising from project work.

16. TERMINATION AND NON-APPROPRIATION

This contract is contingent upon the availability of grant funding.

Fairfield Township reserves the right to terminate the agreement if funding is reduced, withdrawn, or unavailable.

The contractor shall be compensated only for approved work completed prior to termination.
