**ITP Form K**

**PROPOSER QUALIFICATIONS AND EXPERIENCE**

INSTRUCTIONS:

* + 1. Submit one copy of ITP Form K for the Proposer. For the avoidance of doubt, only one copy is required despite a Proposer submitting Proposals for multiple NEVI Zones. **Proposer should delete any bracketed and italicized text and replace with the information requested therein.**
    2. In ITP Form K, Part A, complete the provided chart with a description of the proposed project team structure for the Project. **In addition, attach a corresponding organizational chart to the application form.**

ITP Form K, Part A must be no more than 3 pages, not including the organizational chart. Tables may be reformatted to better fit the information provided and 11x17 pages may be used.

* + 1. In ITP Form K, Part B, complete the provided table with prior experience of all team members related to EV charging sites that have 50 kW or higher ports. List up to five prior EV installations completed by team members. Prioritize those installations completed in the last five years, located in Arizona, and that meet the standards included in the NEVI requirements, and then other installations in the US. Charger up-time per port must be computed using the formula defined in 23 CFR 680.116(b)(3) and provided for all combined ports per location.

ITP Form K, Part B must be no more than 2 pages. Tables may be reformatted to better fit the information provided and 11x17 pages may be used.

* + 1. In ITP Form K, Part C, complete (i) a Key Personnel Bio and (ii) an executed Key Personnel Statement of Availability for the Project Manager, Design Manager, Construction Manager/Electrician (which can be one or two different people), and O&M Manager. Each of these Key Personnel roles shall be consistent with the requirements described in PA Exhibit 2-1 (*Key Personnel Requirements*). Describe relevant professional qualifications, EV experience, current workload, and availability for any resultant Project. Detail relevant EV work experience where the individuals had a significant role that demonstrates their capability relevant to the proposed role in this Project. **All Key Personnel information must be in ITP Form K, Part C. No Key Personnel resumes will be accepted.**

Each ITP Form K, Part C must be no more than 2 pages per Key Personnel, not including the Key Personnel Statement of Availability.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Proposer:** |  | | | |
| **Part A: Proposer Team Organization** | | | | |
| **Firm Name** | **Proposed Roles and Responsibilities** | **Experience and Qualifications of the Firm** | **Key Team Members** | **Contracting Status** |
|  | Proposer |  |  |  |
|  | Host Site |  |  |  |
|  | Site Design |  |  |  |
|  | EVSE Network Provider (Software) |  |  |  |
|  | Operations and Maintenance Provider |  |  |  |
|  | Other key team member (duplicate for each key team member) |  |  |  |
| Any additional team information: | | | | |
| What is the average up-time across the Proposer’s (or Proposer’s network provider’s) charging system? | | | | |
| What is your experience in engaging and using local, small, women-owned, minority-owned, veteran-owned, and/or other diverse business and or workforce in project delivery? | | | | |
| Has the Proposer had experience with NEVI or other Title 23 Federal Programs?  ☐ Yes ☐ No *Any additional detail:* | | | | |
| Has the Proposer and its key team members worked together on any past projects?  ☐ Yes ☐ No *Any additional detail:* | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part B: Prior EV Experience and Performance** | | | | | | | | |
| **No.** | **Team Member** | **Location of Charger (address, city, state, zip code)** | **Publicly Accessible (Y/N)** | **EVSE Operational Start Date (MM/YYYY)** | **Power Level (kW)** | **Number of Ports** | **Charger Up-Time (%) per Port in Previous 12 Months** | **Charger Up-Time (%) for Combined Ports in Previous 12 Months** |
|  |  |  |  |  |  |  | [Port 1] = [Port 2] =  [Port …] = |  |
|  |  |  |  |  |  |  |  |  |
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| **Part C: Key Personnel Bios** | | | | | | | |
| **C-1. Background** | | | | | | | |
| Name | |  | | Role on Project | |  | |
| Company | |  | | Current Position and years in Position | |  | |
| Current Workload and Availability | |  | | | | | |
| Education | |  | | | | | |
| Other Professional Credentials, Licenses, Certifications, etc. | |  | | | | | |
| Total # of Years with Firm | |  | | | | | |
| Total # of Years of EV Infrastructure Experience | |  | | | | | |
| **C-2. Relevant EVSE Work Experience** | | | | | | | |
| Describe relevant experience with the design, construction, and/or operations and maintenance of EVSE. | | | | | | | |
| Describe relevant experience working in a collaborative team of professionals to design and construct EVSE. | | | | | | | |
| Describe relevant experience identifying and mitigating risks associated with the design, construction, and operations of EVSE. | | | | | | | |
| Describe relevant experience at every stage of EVSE implementation, from initial feasibility and assessment of projects to design, permitting, and construction of projects. | | | | | | | |
| **C-3. Relevant EVSE Project Experience** | | | | | | | |
| EVSE Project Title | | | Location | | Year Completed | | Done w/ Current Firm? |
|  | | |  | |  | | Yes  No |
| Brief description of project, your role, and record of performance |  | | | | | | |
| EVSE Project Title | | | Location | | Year Completed | | Done w/ Current Firm? |
|  | | |  | |  | | Yes   No |
| Brief description of project, your role, and record of performance |  | | | | | | |
| EVSE Project Title | | | Location | | Year Completed | | Done w/ Current Firm? |
|  | | |  | |  | | Yes  No |
| Brief description of project, your role, and record of performance |  | | | | | | |
| EVSE Project Title | | | Location | | Year Completed | | Done w/ Current Firm? |
|  | | |  | |  | | Yes  No |
| Brief description of project, your role, and record of performance |  | | | | | | |
| EVSE Project Title | | | Location | | Year Completed | | Done w/ Current Firm? |
|  | | |  | |  | | Yes  No |
| Brief description of project, your role, and record of performance |  | | | | | | |

**C-4: Key Personnel Statement of Availability (Complete one form per Key Personnel)**

Proposer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the "**Proposer**")

Understanding ADOT’s concern that the personnel resources specifically represented and listed in this Proposal actually be assigned to the Project and not also be committed to other projects, the Proposer commits that if awarded the Project Agreement, to the extent within the Proposer’s control, the named Key Personnel and other individuals named in the Proposal will be available on a full-time basis for the periods necessary to fulfill their responsibilities.

Key Personnel Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Personnel Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Personnel Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the "**Employer**")

Understanding ADOT’s concern that the personnel resources specifically represented and listed in this Proposal actually be assigned to the Project and not also be committed to other projects, the Employer commits that if awarded the Project Agreement, to the extent within the Employer's control, the named Key Personnel in this statement will be available on a full-time basis for the periods necessary to fulfill their responsibilities.

Signed:

Printed Name:

Title:

Date: