

SCOPE OF WORK

The scope of work below identifies the tasks, schedule, and deliverables required of each Awardee upon the selection of a site.

1 TASK 1 — PRELIMINARY ENGINEERING AND NEPA CLEARANCE

During Task 1, the Awardee shall complete the following tasks and furnish the following deliverables.

Due Date	Task 1 activities and deliverables shall be completed within 180 days after the agreement has been signed and executed. All Task 1 deliverables shall be provided to NDDOT and approved before beginning work on Task 2.		
Task Review and Approval	NDDOT will review the documentation to confirm the activities and deliverables are completed and align with the requirements of the agreement. If required, and at NDDOT’s request, the Awardee shall remedy or amend the deliverables. After confirmation of successful completion of Task 1, NDDOT will issue a Notice to Proceed to Task 2.		
Task Number	Task Name	Task Description	Deliverable
1.1	Kick Off Meeting	Awardee shall attend an initial project kick-off meeting hosted by NDDOT after execution of the agreement and before starting preliminary engineering and the NEPA approval process. Awardee shall provide a signed letter certifying attendance at kick-off meeting.	A. Signed letter certifying attendance
1.2	NEPA	Awardee shall supply all project site information required by NDDOT to complete appropriate resource agency coordination, complete NEPA document preparation and commitments, and achieve NEPA approval.	A. Signed and approved NEPA document
1.3	Project Schedule	Awardee shall provide a comprehensive project schedule that addresses each task number outlined in this document and includes all phases of the project, including but not limited to, key milestones and required reviews. The schedule shall include the timeframes and dates to meet all task numbers and requirements of the agreement, including reporting deadlines. After review and approval by NDDOT, the project schedule will establish due dates for all other tasks. The project schedule can be modified only with approval from NDDOT.	A. Project schedule

1 TASK 1 — PRELIMINARY ENGINEERING AND NEPA CLEARANCE

During Task 1, the Awardee shall complete the following tasks and furnish the following deliverables.

1.4	Emergency Management Plan	Awardee shall develop and provide an Emergency Management Plan to NDDOT, as required in Attachment 1, Technical Requirements.	A. Emergency Management Plan
1.5	Equipment Manuals	Awardee shall provide the following: charging equipment operating manuals (including troubleshooting information, fault codes, fire safety and emergency response procedures, preventative maintenance schedules and frequency, and list of essential spare parts to have on site) and installation manuals.	A. Equipment operating manuals B. Installation manuals
1.6	Contracting Requirements	All contracts, subcontracts, and agreements between Awardee and third parties must contain all applicable provisions of the agreement, and copies shall be provided to NDDOT within 30 days of execution of said contracts, subcontracts, and agreements.	A. Copies of contracts, subcontracts, and agreements with third parties

1 TASK 1 — PRELIMINARY ENGINEERING AND NEPA CLEARANCE

During Task 1, the Awardee shall complete the following tasks and furnish the following deliverables.

<p>1.7</p>	<p>Test Plan</p>	<p>Awardee shall develop and provide a test plan that details the test procedures and equipment that will be used to perform the testing required in Task 3. The test plan shall include the actions that will be taken to test the electric vehicle supply equipment (EVSE) prior to full operations to confirm adherence to the agreement. The test plan shall include the template the Awardee will use to report test results to NDDOT. At a minimum, this shall include the test date, the name of the person performing the test, the serial number of any equipment used during the test, and the test results. The test plan shall include, but is not limited to, the following items:</p> <ul style="list-style-type: none"> • Verify that application programming interface (API) works. • Verify charge sessions can be canceled by the EV user via the charger screen interface. • Verify that all payment functions are operational (app, RFID, credit, debit, etc.). • Verify charge sessions are ended when the EV reaches the maximum charging capacity. • Verify remote charger monitor functions work (via OCPP and OCPI). • Verify that all ports can output 150 kW simultaneously for a minimum of 15 minutes without tripping any breakers or switchgear. • Verify each charger remains operational and charging when the communication network is disabled during a charging session. • Verify each charger can successfully begin and complete a new charging session while the communications network is disabled. • Verify each charger remains operational and charging when the communication network is enabled/restored during a charging session. <p>Provide documentation proving the charging stations work per the requirements of the agreement.</p>	<p>A. Test Plan B. Test report template</p>
<p>1.8</p>	<p>Updated Site Plan</p>	<p>Awardee shall develop and provide an updated site plan that reflects the Awardee’s response to the NOFO and is consistent with the final site host agreement.</p>	<p>A. Updated site plan</p>

1 TASK 1 — PRELIMINARY ENGINEERING AND NEPA CLEARANCE

During Task 1, the Awardee shall complete the following tasks and furnish the following deliverables.

<p>1.9</p>	<p>Cybersecurity and Data Management Plan</p>	<p>Awardee shall develop and provide the Cybersecurity and Data Management Plan per Attachment 1, Technical Requirements, and the agreement. The Cybersecurity and Data Management Plan shall include the Cybersecurity Event Management Plan, per Attachment 1, Technical Requirements 3.2, which includes the identification of the CEMT. Awardee shall provide an index that identifies the sections of the Cybersecurity and Data Management Plan that address the specific requirements of the agreement. The index shall identify the requirement, the section of the plan that addresses the requirement, and the corresponding section of the NIST CSF used. The Cybersecurity Requirements Index shall include, but is not limited to, the following items:</p> <ul style="list-style-type: none"> • EV Charging Final Design and Permitting Phase Cybersecurity Best Practices • EV Charging Construction and Commissioning Phase Cybersecurity Best Practices • EV Charging Operations and Maintenance Phase Cybersecurity Best Practices • Safeguarding Against Cyberattacks • Data Privacy During Transportation and Storage • Data Protection from Unauthorized Access, Modification, and Destruction • Threat Surfaces and NIST 800-53 Controls • Roles for Governance and Oversight of EV Charging Deployment Program 	<p>A. Cybersecurity and Data Management Plan B. Cybersecurity Requirements Index</p>
<p>1.10</p>	<p>Proof of Insurance</p>	<p>Awardee shall provide proof of insurance, as detailed in Attachment 6 – Draft Agreement, Exhibit K, Risk Management Requirements, within 14 days of executing the agreement. Proof of insurance shall be provided prior to commencement of any activities under this agreement.</p>	<p>A. Proof of Insurance</p>

2 TASK 2 — FINAL DESIGN AND PERMITTING

During Task 2, the Awardee shall complete the following tasks and furnish the following deliverables.

Due Date	Task 2 activities and deliverables shall be completed by the dates detailed in the project schedule. All Task 2 deliverables shall be provided to NDDOT and approved before beginning work on Task 3.		
Task Review and Approval	NDDOT will review the documentation to confirm the activities and deliverables are completed and align with the requirements of the agreement. If required, and at NDDOT’s request, the Awardee shall remedy or amend the deliverables. After confirmation of successful completion of Task 2, NDDOT will issue a Notice to Proceed to Task 3.		
Task Number	Task Name	Task Description	Deliverable
2.1	Utility Coordination	Awardee shall work with the local utility to finalize any required utility work to provide electrical service to the project. Awardee shall provide the final plans for utility work and a signed agreement with the utility to provide the required utility work, which must comply with federal requirements including, but not limited to, NEPA and the Build America, Buy America (BABA) Act. The final plans for utility work shall include the make ready work required to provide electrical service to the project.	A. Final utility work plans B. Signed agreement with utility
2.2	Final Site Plan and Construction Drawings	Awardee shall complete final design of the project site after NEPA approval has been provided and shall provide the final site plan and construction drawings. Awardee shall assess if the final site plan and construction drawings indicate a need for a re-evaluation of NEPA. If so, the Awardee shall provide the final site plan, construction drawings, and all necessary documents to NDDOT for review.	A. Final site plan and construction drawings B. Additional documents as request by NDDOT, if applicable
2.3	Permitting	Awardee shall attain the required federal, state, and local permits in alignment with the dates specified in the project schedule. Awardee shall include floodplain permitting, if required. Awardee shall provide copies of all approved permits.	A. Copies of all approved permits

3 TASK 3 – CONSTRUCTION AND COMMISSIONING

During Task 3, the Awardee shall complete the following tasks and furnish the following deliverables.

Due Date	Task 3 activities and deliverables shall be completed by the dates detailed in the project schedule. All Task 3 deliverables shall be provided to NDDOT and approved before Task 4 can begin.
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Task Review and Approval	NDDOT will review the documentation to confirm the activities and deliverables are complete and align with the requirements of the agreement. If required, and at NDDOT’s request, the Awardee shall remedy or amend the deliverables. After confirmation of successful completion of Task 3, NDDOT will issue a Notice to Proceed to Task 4.
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Task Number	Task Name	Task Description	Deliverable
3.1	Project Site Upgrades	Awardee shall finish all necessary project site upgrades to comply with all requirements of the agreement. Upon completion of the project site, the Awardee shall notify NDDOT and schedule a site inspection, as detailed in Task 3.4. Awardee shall provide NDDOT with as-built plans prior to site inspection, as well as a signed letter certifying the project site, including equipment and utility work, is in full compliance with the agreement.	<ul style="list-style-type: none"> A. Documentation proving all work on the project site has been completed, including but not limited, to proof of inspections required by permits B. Copies of approved permits C. As-built plans D. Signed certification of project site compliance E. Any additional documentation required by the agreement F. Documentation that all project equipment meets required certifications, including BABA documentation

3 TASK 3 – CONSTRUCTION AND COMMISSIONING

During Task 3, the Awardee shall complete the following tasks and furnish the following deliverables.

<p>3.2</p>	<p>Installation of EVSE Infrastructure</p>	<p>Awardee shall obtain and install the EVSE infrastructure, as specified in the Awardee’s final site plan and construction drawings. The EVSE infrastructure shall meet the requirements of this agreement. Awardee shall notify NDDOT upon final installation of the EVSE infrastructure.</p>	<ul style="list-style-type: none"> A. Proof of delivery of EV chargers B. Notification of start of installation C. Notification of completion of installation D. Documentation that all project equipment meets required certifications, including BABA documentation
<p>3.3</p>	<p>EVSE Infrastructure Testing</p>	<p>Awardee shall conduct all testing included in the test plan, per Task 1.5. Awardee shall notify NDDOT of the testing date 5 business days ahead of planned testing so that NDDOT can attend, if desired.</p>	<ul style="list-style-type: none"> A. Notification of testing date B. Documentation proving the operability of the EVSE station C. Completed test template submitted in Task 1.5 confirming all tests have been passed
<p>3.4</p>	<p>Site Inspection</p>	<p>Awardee and NDDOT shall schedule and conduct a site inspection. During the inspection, the Awardee shall confirm each individual item from Attachment 1, Technical Requirements, has been met, as well as any additional items detailed in the Awardee’s proposal, final site plan, and any items specifically detailed by the EVSE manufacturer in the installation instructions. Awardee shall document the site inspection in a form detailing the results of the inspection and shall submit a completed site inspection form with a signature confirming accuracy to NDDOT.</p>	<ul style="list-style-type: none"> A. Signed and completed site inspection form

3 TASK 3 – CONSTRUCTION AND COMMISSIONING

During Task 3, the Awardee shall complete the following tasks and furnish the following deliverables.

3.5	NACS Connectors	Awardee shall install NACS connectors, as detailed in Attachment 1, Technical Requirements. Awardee shall certify to NDDOT that the NACS equipment meets the requirements of this agreement and shall submit documentation demonstrating that all NACS connectors are certified by an Occupational Safety and Health Administration Nationally Recognized Testing Laboratory. DCFC chargers must be certified to the appropriate Underwriters Laboratories (UL) standards for EV charging system equipment.	<ul style="list-style-type: none"> A. Certification of NACS connector installation B. Signed and completed inspection form
3.6	Customer Service Systems	Awardee shall furnish customer service systems per Attachment 1, Technical Requirements.	<ul style="list-style-type: none"> A. Proof of publicly accessible customer service systems
3.7	Safety Trainings	Awardee shall conduct safety training per Attachment 1, Technical Requirements. Awardee shall submit proof of safety training, including the time and location of safety training, training materials, and sign-in sheets listing attendees.	<ul style="list-style-type: none"> A. Proof of safety training B. Copy of all safety training materials C. Training sign-in sheets
3.8	Baseline Risk Assessment Report	Awardee shall provide a baseline risk assessment report, as outlined in Attachment 1, Technical Requirements.	<ul style="list-style-type: none"> A. Baseline risk assessment report
3.9	Regularly Scheduled Risk Assessments	Awardee shall provide the schedule for risk assessments and the subsequent reports per Attachment 1, Technical Requirements.	<ul style="list-style-type: none"> A. Risk assessment schedule B. Risk assessment reports

3 TASK 3 – CONSTRUCTION AND COMMISSIONING

During Task 3, the Awardee shall complete the following tasks and furnish the following deliverables.

<p>3.10</p>	<p>Capital Construction Reimbursement Claim</p>	<p>Awardee shall send NDDOT a Capital Construction Reimbursement Claim for all eligible reimbursements per the agreement and in the format determined by NDDOT. Awardee shall provide all requested supporting documentation, including but not limited to, invoices and proof of payment for reimbursement of costs already paid, actual costs incurred, BABA certifications, proof of compliance with Davis-Bacon Act, completed wage rate reports, and copies of the certified transcript of labor payroll. Awardee shall submit the reimbursement claim within 60 days of NDDOT review and approval of all tasks and deliverables for the respective period.</p>	<ul style="list-style-type: none"> A. Reimbursement claim form B. Proof of payments for actual costs incurred C. BABA certifications D. Proof of Davis-Bacon Act compliance E. Completed wage rate reports F. Copies of the certified transcript of labor payroll G. Any additional documentation requested and deemed necessary by NDDOT
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4 | **TASK 4 — OPERATIONS AND MAINTENANCE**

During Task 4, the Awardee shall complete the following tasks and furnish the following deliverables.

Due Date	All operations and maintenance work (O&M), corresponding activities, and deliverables must be completed and provided to NDDOT by the end of each year of O&M, per the project schedule.		
Task Review and Approval	NDDOT will review the documentation to confirm the activities and deliverables are completed and align with the requirements of the agreement. If required, and at NDDOT’s request, the Awardee shall remedy or amend the deliverables.		
Task Number	Task Name	Task Description	Deliverable
4.1	Reports	Awardee shall submit the required reports detailed in Task 5, Reporting Requirements, for 5 years beginning upon receipt of Notice to Proceed to Task 4, Operations and Maintenance.	<ul style="list-style-type: none"> A. One-time data report B. Annual data reports C. Quarterly data reports D. Maintenance logs (see Task 5.5) E. Customer service reports (see Task 5.7)
4.2	Safety Training	Awardee shall conduct annual safety training per Attachment 1, Technical Requirements. Awardee shall submit proof of safety training, including the time and location of safety training, training materials, and sign-in sheets listing attendees.	<ul style="list-style-type: none"> A. Proof of safety training B. Copy of all safety training materials C. Training sign-in sheets
4.3	Uptime Requirements	Awardee shall meet the uptime requirements per 23 CFR 680 and the agreement. Reimbursements during O&M may be reduced for failure to meet the 97 percent uptime requirement.	<ul style="list-style-type: none"> A. Annual data reports B. Quarterly data reports C. Maintenance logs (see Task 5.5) D. Customer service reports (see Task 5.7)
4.4	Operations and Maintenance	Starting with the Notice to Proceed to Task 4, the Awardee shall operate and maintain the project for 5 years, in accordance with the terms of the agreement.	N/A

4 TASK 4 — OPERATIONS AND MAINTENANCE

During Task 4, the Awardee shall complete the following tasks and furnish the following deliverables.

4.5	Annual SOC 2 Audit	Cybersecurity operations shall adhere to and maintain certification for System and Organization Controls (SOC 2) and conduct an annual SOC 2 audit.	A. Annual SOC 2 audit report
4.6	Cybersecurity Event Notification	Awardee shall inform NDDOT of any cybersecurity event that requires notification to any person under federal or state law, including data breaches or incidents affecting an electric utility, within 24 hours of the Awardee's discovery of the event.	A. Cybersecurity event notification(s)
4.7	Regularly Scheduled Risk Assessments	Awardee shall conduct regular risk assessments per the schedule provided in Task 3, Construction and Commissioning, and submit the resulting risk assessment reports per Attachment 1, Technical Requirements.	A. Risk assessment reports
4.8	Annual O&M Reimbursement Claim	Awardee shall send NDDOT annual O&M reimbursement claims for all eligible reimbursements per the agreement and in the format determined by NDDOT. Awardee shall provide all requested supporting documentation, including but not limited to, invoices and proof of payment for reimbursement of costs already paid, actual costs incurred, BABA certifications, proof of compliance with Davis-Bacon Act, completed wage rate reports, and copies of the certified transcript of labor payroll. Awardee shall submit the reimbursement claim within 60 days of NDDOT review and approval of all tasks and deliverables for the respective period.	<ul style="list-style-type: none"> A. Reimbursement claim form B. Proof of payments for actual costs incurred C. BABA certifications D. Proof of Davis-Bacon Act compliance E. Completed wage rate reports F. Copies of the certified transcript of labor payroll G. Any additional documentation requested and deemed necessary by NDDOT
4.9	Annual updated Letter of Credit	Awardee shall provide an updated letter of credit to NDDOT in the amount outlined in the agreement. This shall be provided after NDDOT has certified compliance with the agreement for the prior year.	A. Updated letter of credit

5 TASK 5 — REPORTING REQUIREMENTS

During Task 5, the Awardee shall complete the following tasks and furnish the following deliverables.

Due Date		All reports shall be submitted in accordance with the due dates described below.	
Task Review and Approval		NDDOT will review the documentation to confirm the activities and deliverables are completed and align with the requirements of the agreement. The reports shall be submitted in a form detailed by NDDOT. If required, and at NDDOT’s request, the Awardee shall remedy or amend the deliverables.	
Task Number	Task Name	Task Description	Deliverable
5.1	Annual Data Reporting	Awardee shall submit the annual reports per 23 CFR 680.112. The annual reports shall be submitted in a format and method to be determined by NDDOT and shall be submitted by February 1st of each year following the Notice to Proceed to Task 4, O&M.	A. Annual reporting data
5.2	Quarterly Data Reporting	Awardee shall submit the quarterly data reports per 23 CFR 680.112. Additionally, the Awardee shall provide the date-time stamp of any service outage, the reason for the outage, and whether the outage is excluded in addition to the duration required by 23 CFR 680.112 (a)8. The Awardee shall also provide the peak power requested by the vehicle for each charging session in addition to the peak power delivered as required by 23 CFR 680 112 (a)5. Awardee shall submit these reports in a format and method to be determined by NDDOT and shall be submitted by April 15th, July 15th, October 15th, and January 15th of each year following the Notice to Proceed to Task 4, O&M.	A. Quarterly data reports
5.3	One-Time Data Report	Awardee shall provide the one-time data submittal required per 23 CFR 680.112. The one-time data report shall be submitted in a format and method to be determined by NDDOT and shall be submitted by February 1st of each year following the Notice to Proceed to Task 4, O&M.	A. One-time data report

5 TASK 5 — REPORTING REQUIREMENTS

During Task 5, the Awardee shall complete the following tasks and furnish the following deliverables.

<p>5.4</p>	<p>Qualified Workforce Training and Technician Documentation</p>	<p>Awardee shall provide proof that the workforce installing, maintaining, and operating chargers has appropriate licenses, certifications, and training to ensure the installation and maintenance of chargers is performed safely by a qualified and increasingly diverse workforce of licensed technicians and other laborers per the requirements of 23 CFR 680.</p> <p>Awardee shall provide this documentation with each reimbursement claim and by February 1st of each year following the signing of the agreement through the duration of all tasks.</p>	<p>A. Qualified workforce training and technician documentation</p>
<p>5.5</p>	<p>Maintenance Records</p>	<p>Awardee shall maintain and provide date and time stamped records of performed preventative and non-preventative maintenance and shall provide these records quarterly. Awardee shall submit these reports in a format and method to be determined by NDDOT and shall be submitted by April 15th, July 15th, October 15th, and January 15th of each year following the Notice to Proceed to Task 4, O&M.</p>	<p>A. Preventative maintenance record reports B. Non-preventative maintenance record reports</p>
<p>5.6</p>	<p>Application Programming Interface</p>	<p>Awardee shall provide the Application Programming Interface (API) per 23 CFR 680.116(c) for the entire length of the agreement.</p>	<p>A. Publicly accessible API</p>
<p>5.7</p>	<p>Customer Service Report</p>	<p>Awardee shall submit a report of all customer service activities during the O&M phase. The report shall include all issues reported to customer service by the public and Awardee response and/or action taken in response to the reported issue. The Customer Service Report shall include responses to ADA and Limited English Proficient (LEP) persons. The report shall also include customer service outages, duration of outage, and remedy taken by Awardee to resolve outages. Awardee shall submit these reports in a format and method to be determined by NDDOT and shall be submitted by April 15th, July 15th, October 15th, and January 15th of each year following the Notice to Proceed to Task 4, O&M</p>	<p>A. Customer service reports B. Publicly accessible customer service mechanisms</p>

5 TASK 5 — REPORTING REQUIREMENTS

During Task 5, the Awardee shall complete the following tasks and furnish the following deliverables.

5.8	Certified Payrolls	The Awardee shall submit certified payrolls for itself and each approved subcontractor to NDDOT weekly. The Awardee shall list the craft for each employee covered by the Predetermined Wage Rates as part of the certified payrolls. The Awardee shall sign each of the subcontractor’s payrolls to acknowledge the submittal of the certified payroll.	A. Weekly certified payrolls for Awardee and each approved subcontractor
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6 TASK 6 — PROJECT CLOSE-OUT

Due Date	Awardee shall submit all final deliverables and invoices no later than 90 days from the completion date.
Task Review and Approval	The project will be closed out upon completion of the fifth year of O&M. NDDOT will review the documentation to confirm the activities and deliverables are completed and align with the requirements of the agreement. If required, and at NDDOT’s request, the Awardee shall remedy or amend the deliverables.
Deliverables	Awardee shall submit a signed letter stating the amount of profit earned as well as all remaining performance, financial, and other reports to NDDOT that are required by the agreement.