



Memorandum

TO: Prospective Proposers

CC:

FROM: Southeastern Regional Transit Authority (SRTA)

DATE: May 28, 2025

RE: Request for Proposals (RFP 25-04) for Electric Vehicle Charger Station (EVCS) Installations

Background:

The Southeastern Regional Transit Authority (SRTA) is responsible for public transit services in ten (10) communities within the Southeastern Massachusetts region, and is funded with Federal, State, and local subsidies, as well as fare box revenue. The SRTA was created pursuant to Commonwealth of Massachusetts General Laws, Chapter 161B, and thus is considered a political subdivision of the Commonwealth of Massachusetts. The SRTA is required to comply with the mandates of the Americans with Disabilities Act (ADA), as are the entities in which it contracts with.

The resultant contract is subject to the applicable guidelines for project administration issued by the Federal Transit Administration (FTA) of the U.S. Government Department of Transportation (DOT). Additionally, the resultant contract is subject to financial assistance contracts between the SRTA, DOT-FTA, and the Massachusetts Department of Transportation (MassDOT). All Contractors conducting business with the SRTA must comply with all applicable laws, rules, and regulations in effect.

The SRTA reserves the right to reject any or all proposals, or any part of any proposal, that the SRTA deems it in its best interest to do so.

Scope of Services:

The SRTA is issuing this Request for Proposals (RFP) for Electric Vehicle Charger Station (EVCS) Installations to obtain written Proposals from qualified Proposers to provide for the installation of new electric vehicle charging stations (EVCSs) – ChargePoint Power Link 2000 dual-port dispenser and two ChargePoint Power Blocks – at the SRTA’s New Bedford Maintenance Facility located at 65 Potomska Street, New Bedford, MA 02740.

Serving the Communities of

Acushnet, Dartmouth, Fairhaven, Fall River, Freetown, Mattapoisett, New Bedford, Somerset, Swansea, Westport

700 Pleasant St., Suite 530, New Bedford, MA 02740

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Additional information regarding the expected *Scope of Services* can be found in the full solicitation package. To obtain a copy of this document, please refer to the instructions outlined in the ensuing *Intent to Respond* section.

Intent to Respond:

Prospective Proposers can request the Solicitation Package via email to procurement@srtabus.com (Subject Line: SRTA RFP 25-04: Electric Vehicle Charger Station (EVCS) Installations) beginning on the date of *RFP Release* and until the date and time of *RFP Submission Due*, as outlined in the *Estimated Key Action Dates* table below.

The body of the *Intent to Respond* email shall include the official name of the Proposer as well as the name and contact information of the preferred Contact Person (POC) for this procurement.

Estimated Key Action Dates:

The table below lists the dates for key milestones of the procurement process. All dates are subject to change, however, any changes to this schedule will be released via addendum.

Please note that “COB” identifies Close of Business, which is defined as 4:00PM Eastern Time (ET) for this procurement. The successful Proposer should be prepared to begin work immediately upon contract execution or official notice to proceed.

Milestone	Date	Time
RFP Release	Wednesday, May 28, 2025	COB
Pre-Proposal Meeting / Site Visit	Friday, June 6, 2025	9:00AM ET
Questions and Clarifications Submitted	Wednesday, June 11, 2025	2:00PM ET
Questions and Clarifications Responses	Wednesday, June 18, 2025	COB
RFP Submission Due	Friday, June 27, 2025	2:00PM ET
Notice of Intent to Award	Friday, July 11, 2025	COB

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