

NEVI Rounds 3a & 3b

Technical Assistance - Contract Scope of Work

Overview

Transportation has been the largest contributor of carbon emissions in Minnesota since 2016. Minnesota is committed to decarbonizing the transportation sector to reduce greenhouse gas emissions. Transitioning vehicles to electric vehicles is key in MnDOT's [Carbon Reduction Strategy](#) (2023). Electric vehicle (EV) adoption is necessary to achieve reductions in carbon emissions from transportation and improve air quality. For people to use EVs, there needs to be a statewide recharging network.

The National Electric Vehicle Infrastructure (NEVI) Formula Program was authorized under the Bipartisan Infrastructure Law, signed on November 15, 2021. The NEVI Formula Program provides dedicated funding to states to strategically deploy EV charging infrastructure and establish an interconnected network to facilitate data collection, access, and reliability. MnDOT has obligated \$41.8 Million of FY23-25 funds for all Round 3 NEVI grants.

MnDOT has completed two competitive grant rounds to build DCFC stations along our Alternative Fuel Corridors (AFCs) (I-35, I-90 and I-94) resulting in 24 awarded projects and executed contracts. A list of locations can be found on the [National Electric Vehicle Infrastructure program in Minnesota webpage](#). As of April 2026 there are:

1. 3 sites operational (Burnsville, North Branch, Stewartville)
2. 5 projects currently under construction
3. 16 projects in pre-engineering phases, preparing for groundbreaking in spring 2026

All awarded projects are located on privately-owned land, forming public-private partnerships that will support both the construction and long-term operation of fast-charging (DCFC) stations. Nineteen of these projects are funded with NEVI formula funds and 5 with State of Minnesota funds. MnDOT received our certification of fully built out status for the AFCs from the Federal Highway Administration (FHWA) in December 2025 and can now begin to use NEVI funds for projects off other roadways around the state.

To continue to implement NEVI, MnDOT is seeking to utilize \$41.8 million in obligated funding to support stations at up to 74 locations across Minnesota. These locations were identified as part of MnDOT's [EV Infrastructure Needs Assessment \(EVINA\)](#) that was completed in July 2025. MnDOT anticipates the funding distribution will happen through two rounds of RFPs (3a and 3b) that will begin in late summer 2026.

MnDOT is seeking consultant support to provide technical assistance to potential applicants and awarded grantees, environmental review and site inspections.

Budget and Schedule

The project budget for this scope of work is \$1,962,644 and the schedule is September 1, 2026 – June 30, 2029.

Tasks

Task 1 – Manage the Process

Task 1.1 Assist with managing the scope, schedule, budget, staffing, and work progress for the NEVI program.

Task 1.2 Keep the MnDOT appointed project manager and other staff informed through bi-monthly progress meetings, which will be conducted via teleconference or virtually as determined by MnDOT over the length of the contract. Provide written progress reports to MnDOT monthly.

Deliverables

1. Meetings scheduled and held with applicants and grantees
2. Work is carried out within budget
3. Monthly written progress reports to MnDOT

Task 2 – Applicant Support

Estimated timeframe: Round 3a – September 1, 2026 – October 15, 2026, Round 3b - Spring 2027 – Summer 2027

Provide subject matter expertise to support applicants during the preapplication period to help applicants understand the requirements of 23 CFR 680, technical aspects of the project, grant management and reporting requirements of the NEVI program in Minnesota. Depending on the timing of consultant contract execution and Round 3a RFP this task is subject to change. Consultant is not expected to do any site design or assist applicants in completing the application.

Task 2.1 – Technical assistance support

Develop and deliver technical assistance resources for NEVI applicants, including webinars, guidance documents and tracking and response to questions from applicants. This task is intended to help applicants better understand the requirements of the program and how the requirements impact design, costs and implementation of the projects. Building this shared understanding is anticipated to lead to better applications and smoother implementation of projects. All communication materials will meet MnDOT accessibility standards as noted on [MnDOT's Consultant Corner webpage](#).

Task 2.1.1 – Webinars

The consultant will work with MnDOT staff to refine existing materials and deliver a set of webinars during each RFP round (3a and 3b). Applicants will be provided the opportunity to attend a live session or watch recordings of presentations on topics as they prepare to apply for a NEVI project. Attendance at the live session will not be

mandatory but additional points may be awarded for participation. The live sessions will be offered at least two different times prior to each RFP to allow for greater participation. Recorded versions of the presentations from the topics covered in the webinars will be posted on the NEVI program webpage within 2 weeks of the live sessions. The following are proposed topics for the webinars. The consultant and MnDOT project manager will finalize topics and sequencing.

Potential Webinar topics

Webinar 1: Preparing to Apply (max 2 hours): this will be a walk-through of the RFP documents to submit as well as some key items that are important for site design.

1. Contents of the RFP package
2. Site design expectations with focus on Americans with Disabilities Act requirements and US Access Board site design recommendations
3. Charging station technical requirements
4. Utility collaboration

Webinar 2: Post-award Grantee Expectations Webinars: this will be a high-level overview that introduces the concepts and expectations if applicants are chosen to be grantees. Additional training and support will be provided after grantees are selected as part of Task 4 of this scope of work.

1. Buy America compliance
2. Cybersecurity (in collaboration with MNIT).
3. NEPA process
4. EV-ChART data submittal
5. Prevailing wage and AASHTOWare (in collaboration with MnDOT Labor Compliance)
6. MnDOT audit & invoicing expectations in collaboration with MnDOT Audit & Finance

Task 2.1.2 – Guidance Materials

1. Develop an FAQ document that addresses questions that are covered in the webinar topics for posting on the MnDOT NEVI program webpage.

Task 2.1.3 - Respond to applicant questions during the time the RFP is open. Applicants will submit questions via an online form. Consultant will respond to questions by developing and posting responses weekly on the MnDOT webpage during the time RFP is open.

Deliverables

1. Power points files for webinars that meet MnDOT accessibility requirements with speaker notes of all trainings provided.
2. Mp4 files of all recorded presentations with captioning that meets accessibility requirements.
3. PDF versions of all guidance documents
4. Word versions of all guidance documents
5. Log of applicant questions and responses
6. PDF version of Q&A responses document

Task 3 – RFP Application evaluation support and technical assistance

Estimated Timeframe: Round 3A - October – December 2026, Round 3B - Fall/Winter 2027

Provide technical assistance and subject matter expertise to MnDOT evaluation team on site design, equipment or other technical requirements as they review the applications. This assistance may involve emails, meetings or calls with evaluation staff as needed.

Deliverables

1. Log of questions and responses provided to MnDOT staff.

Task 4 - Post award grantee support (Technical assistance and NEPA)

Estimated timeframe: Round 3A - January 2027 ~ June 2028, Round 3B – Winter 2027 – June 30, 2029

Task 4.1 Technical Assistance

Task 4.1.1 – Technical Trainings for applicants in conditional award phase

Consultant will work with MnDOT staff to develop in-depth training webinars on technical and scope of work requirements that are part of the contract to include but not limited to:

1. Buy America compliance
2. Cybersecurity
3. NEPA process
4. Prevailing wage and AASHTOWare
5. EV-ChART data submittal
6. MnDOT audit & invoicing expectations
7. Final site design and ADA
8. Site inspection and commissioning

The live training webinars will be offered at least 2 different times for Round 3a and Round 3b. Recorded versions of the presentations from the topics covered in the webinars will be made available for conditionally awarded applicants to watch. Applicants that are in conditional award status will be required to participate in these webinars.

The consultant and MnDOT staff will determine how to break out the topics but total time for all topics should not exceed 4 hours of technical webinars for each Round 3a and 3b.

Task 4.1.2 – Technical Assistance office hours

Consultant will establish routine “office hour” times that grantees can set up appointments for questions on any technical items they have questions on during preliminary engineering and construction tasks of the contract. Maximum amount of office hours estimated at 4 hours per week for 18 months.

Task 4.1.3 - Grantee Kick Off Meeting Administration

Consultant will attend and provide technical assistance for kick-off meetings between MnDOT and grantees for Round 3a and 3b. Details will be determined based on consultation with MnDOT.

Deliverables

1. Power points files that meet accessibility requirements with speaker notes of all trainings provided.
2. Mp4 files of all recorded presentations with captioning that meets accessibility requirements.
3. PDF versions of all guidance documents
4. Word versions of all guidance documents
5. Log of applicant questions and responses
6. Written summary notes from office hour meetings

Task 4.2 NEPA Documentation

The number of sites that will require NEPA documentation will be determined as the Round 3a and 3b awards are made. The maximum number of potential sites is 74 and will be spread over two RFP rounds..

The NEPA review process will begin as part of the conditional award phase and can extend through contract execution and Task 1 (Preconstruction) phase for grantees. MnDOT will provide consultants with information from the applications to begin NEPA process.

Task 4.2.1: Gather any additional site information from grantees.

1. Project location, description, footprint, site design details from grant application submitted to MnDOT and grantee documents.
2. Photographs and site design detailed layouts as needed for additional information.
3. Possible site visits if circumstances warrant.

Task 4.2.3: Complete Early Notification Memos (ENM)

- a. For each project site, complete ENM document provided by MnDOT
 - i. Site description
 - ii. Project activities
 - iii. Connect with appropriate MnDOT staff for each section of ENM that will need review as noted on the ENM document.
- b. Meet with grantees and MnDOT staff as needed to resolve any questions or gather data.
- c. Review ENMs with MnDOT NEVI OSPH Engineer
- d. Submit ENM to MnDOT Office of Environmental Stewardship (OES) staff for review and response
- e. Collect responses from OES Functional unit staff and incorporate ENM responses incorporated into the Categorical Exclusion (Catex) document. It is anticipated this step could take at least 30 days for functional unit staff review.

Task 4.2.4: Complete Programmatic Catex document

- a. For each site, complete Programmatic Categorical Exclusion (PCE), C-List Short Form (using the (c)(23) citation)

- b. MnDOT OES reviews draft PCE prior to signature
- c. Make any edits or gather additional information if requested by OES staff.
- d. Finalize PCE document and attachments and share with OSPH Engineer.

Deliverables

1. PDF versions of ENM and PCE documents and attachments

Task 5 - Site Inspections and Annual Site Visits

Consultant will assist in and provide site plan review and inspections of charging stations before the stations are deemed operational. In addition, consultant may conduct annual site visits or provide technical assistance to grantees on an as needed basis to prepare for annual site visits. Consultant will be conducting site inspections in greater Minnesota primarily.

Task 5.1: Conduct onsite visits as requested by MnDOT project manager at select project locations around the state of Minnesota.

1. Perform inspections during the installation/verification and commissioning phase.
2. Provide written summaries, photos, and compliance checks based on MnDOT standards.
3. Indicate and document any compliance issues, coordinating technical assistance with OSPH Engineer.
4. Work with OSPH Engineer to resolve any outstanding issues with grantees.

Deliverables

1. Photos from inspections
2. Completed inspection reports
3. Other documentation that may be requested by OSPH Engineer

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