

NEW YORK CITY HOUSING AUTHORITY
ELECTRIC VEHICLE CHARGING SOLICITATION FOR QUALIFIED
PARTNER LIST & AWARD OF CONDITIONAL DESIGNATION TO
DEVELOP INITIAL SITES

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1 OVERVIEW

1.1 Introduction and Overview

The New York City Housing Authority (“**NYCHA**”) is the largest public housing authority in North America and administers the largest Section 8 program in the United States of America. Additional details about NYCHA’s organization, the population that it serves, and its programming can be found in the [2025 NYCHA Factsheet](#).

As the largest landlord in New York City, NYCHA plays a critical role in advancing the city’s goal of reducing greenhouse gas emissions by 80% by 2050 (“80 x 50”). NYCHA’s [Sustainability Agenda](#) outlines its commitments to lowering its own emissions while leveraging the scale of its portfolio to support the City’s broader climate objectives. In the [2023 PlaNYC](#), the City committed to ensuring that all New Yorkers live within 2.5 miles of a fast-charging hub by 2035, and in alignment with this goal, NYCHA’s 2021 Sustainability Agenda includes a goal to explore the feasibility of installing a public-facing electric vehicle charging network on NYCHA properties.

In order to help fulfill these goals, NYCHA is developing a public electric vehicle charging program, in which teams of qualified electric vehicle (“**EV**”) charging infrastructure providers (the “**Respondents**”) are invited to submit responses (“**Responses**”) to own, finance, design, install, operate, monitor and maintain EV charging projects (collectively the “**Projects**”, individually, a “**Project**”) on NYCHA properties (the “**Developments**”).

NYCHA’s goals under this program are to:

- Generate revenue to support the Authority's primary mission of providing quality housing
- Increase access to EV charging stations in underserved neighborhoods
- Support the City’s and State’s initiatives to increase low-carbon modes of transportation
- Provide training, green job opportunities, and other benefits to NYCHA residents.

All Projects developed under this solicitation must be open to the public as well as NYCHA residents. NYCHA cannot cover any costs, capital or otherwise, associated with the Projects. NYCHA shall not provide any financial security (i.e., letter of credit, guarantee, etc.) to secure its obligations in conjunction with a lease agreement (“**Lease Agreement**”). NYCHA will host the EV charger installations through Lease Agreement(s) (the “**Lease(s)**”). The term (“**Term**”) of the Lease(s) shall be 15 years (the “**Initial Term**”), with two optional 5-year renewal period (the “**Renewal Period**”), exercisable at NYCHA’s sole discretion by written notice to the lessee (“**Lessee**”).

1.2 Summary

NYCHA seeks to accomplish two objectives with this solicitation. First, NYCHA will establish a Qualified Partner List (“**QPL**”) from this solicitation consisting of all Respondents who meet the minimum qualifications set forth in this solicitation. The QPL will serve as a pool of vendors capable of providing EV charging services across NYCHA’s

portfolio of developments and that NYCHA may consider working with to identify, design, and implement multiple EV charging stations. Respondents who meet the minimum qualifications set forth in this solicitation will be automatically added to the QPL.

Second, NYCHA will evaluate all Respondents who meet the minimum qualifications set forth in this solicitation, using the evaluation criteria outlined in **Section 4.3**. This evaluation will produce scores that determine which Respondents are selected to move forward with additional site due diligence for their preferred NYCHA parking facilities. The one (1) to three (3) top scoring Responses and the corresponding Respondents (now **“Project Developer(s)”**) will proceed with a due diligence phase in preparation for developing EV charging stations at NYCHA.

Each selected Project Developer shall enter into an agreement with NYCHA (henceforth known as a **“Conditional Designation”**) to further determine the feasibility of EV charging station installation at a smaller subset of Developments identified as preferred Developments in their Response. NYCHA will conduct its own feasibility determination of each Development at this time and reserves the right to reject any Developments that are deemed by NYCHA to be infeasible. After feasibility has been determined, the Project Developer(s) shall enter into one or more Lease Agreement(s) with NYCHA. NYCHA expects that each Project Developer will pay NYCHA monthly for the use of the parking facilities where the EV chargers are installed, at a per parking space rate. Lease terms will be structured such that Lessees will pay NYCHA the higher of a fixed monthly lease payment, or a percentage of gross revenue.

The Project Developer(s) shall be solely responsible for designing, permitting, owning, insuring, commissioning, interconnecting, metering, operating, maintaining, monitoring, decommissioning, and removing the Projects, and for providing security for the Projects at all times. The Project Developer shall be responsible for securing at the Project Developer’s cost new electrical service if needed for the Project(s), or if a Project is able to use existing NYCHA building electrical service, they must have their own meter or submeter for reimbursement to NYCHA. Project Developers will be responsible for paying for any electricity used by the EV chargers.

NYCHA shall host the installation(s) for a maximum of 25 years through one or multiple Lease Agreement(s). NYCHA will oversee EV charging project development and monitor the fulfillment of the Lease commitments. NYCHA will not participate in financing the Projects.

Respondents who are added to the QPL but not selected as top scoring Responses will remain on the QPL for a period of five (5) years, unless NYCHA chooses to resolicit sooner. During that time, NYCHA may reach out to Respondents on the QPL to pursue additional EV charging work at NYCHA. Future work may involve the same NYCHA parking facilities as put forth in this Solicitation, or a subset or different set of parking facilities selected by NYCHA. Being on the QPL does not guarantee future EV Charging work with NYCHA. Respondents on the QPL should notify NYCHA at any time within the five years if the Respondent’s organization no longer meets the minimum qualifications as set forth in this

Solicitation. If NYCHA chooses to resolicit sooner than five years, all Respondents will have to submit new Responses to the new solicitation.

An overview of additional information, deliverables, and procedures that will be necessary to develop and construct the EV charging stations, but which are not specifically required as part of this Response, is attached as **Exhibit D**.

1.3 NYCHA Parking Facilities

The list of NYCHA parking facilities open to consideration for EV charging infrastructure is included as **Exhibit A**. As noted in **Section 3.3.2**, Respondents must provide their top twenty developments, in order of preference, as part of their Response to this Solicitation. Final determination of site viability will happen in conjunction with the Project Developer(s) and all relevant parties during the Conditional Designation stage of the solicitation process. While NYCHA will make its best effort to accommodate Respondents' preferences, no site is guaranteed to be available to host EV charging stations. NYCHA reserves the right to add additional parking facilities or remove parking facilities from this solicitation at any time.

1.4 Solicitation Timetable

1.4.1 Release Date

The release date of this Solicitation is May 11, 2026 (the "**Release Date**").

1.4.2 Respondent's Conference

A virtual Respondent's Conference ("**Respondent's Conference**") will be held at 10:00 AM EDT on May 18th, 2026. Although attendance is not mandatory at the Respondent's Conference, it is strongly recommended that all interested Respondents attend. Interested parties should register for the Respondent's Conference by emailing sustainability@nycha.nyc.gov.

1.4.3 Submission of Written Questions

Respondents are encouraged to ask NYCHA questions about the EV charging response requirements, as well as any items included in the Exhibits or Attachments. NYCHA requests that Respondents submit questions via e-mail. All questions must be sent to sustainability@nycha.nyc.gov. Written questions in reference to this Solicitation must be sent no later than 5:00 PM EDT on May 26th, 2026. All questions will be answered in the Q&A period detailed in **Section 1.4.5** of this Solicitation and posted on the NYCHA EV Charging website by June 9th, 2026.

Questions submitted in writing must include the firm's name and the name, title, address, telephone number, and e-mail address of the individual submitting the question.

All questions and answers will be posted on the NYCHA EV Charging Website. Respondent contact information and which questions were asked by each Respondent will not be published in the responses.

1.4.4 Response Submission Deadline

Responses must be received by NYCHA no later than 2:00 PM EDT on June 23rd, 2026 (the “**Response Submission Deadline**”). Respondents should refer to Section 3.2 of this Solicitation for details on Response packaging and submission requirements.

1.4.5 Solicitation Milestones

Significant dates and times relevant to this Solicitation are listed in the milestone table below.

Event	Date	Time
Solicitation Release Date	May 11, 2026	
Respondent’s Conference	May 18, 2026	10:00 AM EDT
Deadline to submit questions	May 26, 2026	5:00 PM EDT
Q&A released	June 9, 2026	
Response Submission Deadline	June 23, 2026	2:00 PM EDT
Anticipated notice of Qualified Partner List establishment	Summer 2026	
Anticipated Lease execution(s)	Winter 2026	

2 SCOPE OF WORK

2.1 Obligations of the Project Developer

The Project Developer shall be responsible for the following:

2.1.1 Identifying, negotiating, and securing project financing

The Project Developer shall be solely responsible for obtaining project financing necessary to fund all of the Project Developer's obligations with respect to the Projects, including designing, permitting, owning, insuring, commissioning, interconnecting, metering, operating, maintaining, monitoring, decommissioning, and removing the Projects, and for providing security for the Projects at all times. The Project Developer shall be solely responsible for paying any taxes that may arise from the Projects. NYCHA will not cover any costs, capital or otherwise, associated with the Projects. NYCHA shall not provide any financial security (i.e., letter of credit, guarantee, etc.) to secure its obligations in conjunction with a Lease Agreement.

2.1.2 PASSPort Registration and undergo NYCHA Procurement Policies

The intended Lessee and general contractor will be subject to a Vendor Name Check ("VNC") conducted by NYCHA Procurement and the Office of the Inspector General ("OIG") in order to enter into a Lease Agreement and start work on the sites, respectively. Lessee and all parent entities must be registered and have a "filed" status in PASSPort in order for a VNC to be requested. It is expected that selected Project Developers will immediately work on registering themselves and all parent entities within PASSPort upon notice of being selected for the QPL. Please refer to **Exhibit D** for additional information.

Please note that the VNC process can take between 60-120 days.

2.1.3 Full project management and ownership

The Project Developer shall designate a representative that will be responsible for managing and responding for the project team members. This representative is expected to monitor the Projects' progress, ensuring the Projects are on schedule as stated in the Conditional Designation Letter and Lease Agreement, monitoring deadlines and deliverables and keeping NYCHA informed of any upcoming activities. This representative is expected to remain as the point of contact throughout the term of the Lease. Should the representative leave, a new one shall be appointed within 30 days.

2.1.4 Full system ownership for the entire life of the Lease, including decommissioning

The Project Developer shall own, operate, and maintain all electric vehicle charging systems installed pursuant to this Solicitation, including all electric vehicle charging hardware and related equipment necessary to facilitate the charging of electric vehicles (collectively, the "Charging Equipment"). The installation and major repairs of the Charging Equipment are subject to Davis-Bacon and Related Acts prevailing wage.

Notwithstanding the foregoing, the Project Developer's ownership interest shall be limited solely to the Charging Equipment and shall expressly exclude any improvements made to the premises in connection with the installation or operation of such equipment. Improvements to the premises, including but not limited to repaving, fencing, utility lines installed beneath the parking lot, trenching, conduit, or other similar site or infrastructure improvements, shall not be deemed part of the Charging Equipment and shall remain the property of NYCHA unless otherwise expressly agreed in writing. Any equipment owned by the Respondent may be used as collateral to secure financing, obtain tax credits, or otherwise benefit the Project(s) financials.

The Project Developer shall be responsible for decommissioning the Projects at the end of the Lease Agreement(s) term(s) or earlier expiration thereof and restoring the sites to their original condition, including removal of all applicable systems for the charging equipment, . The Project Developer will be required to provide , security in the form of an escrow fund, irrevocable letter of credit, surety bond, or third-party guarantee as requested by NYCHA and subject to the proposed and accepted number of final sites. The security payment or bond will be calculated based on the projected costs for site improvements and installation of equipment. The security payment or bond must be sufficient to cover the cost of the removal of the Project(s) and restoration of the Development(s) at the expiration or earlier termination of the Lease Agreement.

Assignments of the leasehold interest by the selected Project Developer to another entity shall be on terms and conditions as detailed in the Lease Agreement. Additionally, NYCHA has the right to transfer the Developments to another entity in its sole discretion at any time and to assign the Lease Agreement to a new lessor if necessary.

2.1.5 System design, site preparation, construction and commissioning according to all local, State, Federal, and utility requirements and minimum specifications as documented in Exhibit B

The Project Developer shall design the electrical, physical, and mechanical systems. NYCHA staff will review the systems design (See **Section 2.2.3**) to make sure the EV charging installations will not impact normal building or groundskeeping operations.

NYCHA's Architectural & Engineering Services ("**AES**") must review and accept plans and specifications for conformance with any NYCHA standards . Relevant construction documentation should be submitted to NYCHA prior to filing for DOB permits for construction work. Submitted drawing sets must include all the applicable AES checklist items and shall comply with NYCHA's AES design guidelines set forth in **Exhibit G**. The Project Developer shall be responsible for the permitting and interconnection approval processes, including all fees and/or costs associated with any required network upgrades. The Project Developer shall be responsible for site preparation, minimizing disruption of building operations, and taking into account other construction work that might be underway at the same time. The Project Developer shall be responsible for systems construction and commissioning.

2.1.6 System and component safety and security, including preventing risks to NYCHA sites, staff and residents, both during construction and over the entire term of the Lease Agreement

The Project Developer shall be responsible for ensuring safety and security at all stages of the project development, construction and operation. The Project Developer shall be responsible for preventing risks to NYCHA staff and residents. See **Exhibits B** and **E** for more information. The Project Developer shall develop safety procedures that will be reviewed and approved by NYCHA in accordance with requirements for such safety procedures that are set forth in the Lease Agreement(s).

2.1.7 Lease payments to NYCHA

The Project Developer shall be responsible for making lease and revenue share payments to NYCHA in return for their use of NYCHA's facilities (parking lots and electrical rooms), according to the executed Lease Agreement(s).

2.1.8 Identifying subscribers and/or customers for the EV charging stations and provide discounts to Low and Moderate Income ("LMI") customers in NYC, including NYCHA residents

The Project Developer shall identify subscribers for the EV charging stations. These subscribers may include for-hire vehicle drivers and other light duty vehicle drivers. Subscribers and/or customers should consist only of light duty vehicles that can seat seven or fewer passengers.

The Project Developer shall offer a discount to LMI customers and verified NYCHA residents. NYCHA can provide verification of residency.

2.1.9 Training and hiring NYCHA residents

NYCHA is committed to providing job opportunities to its residents. NYCHA's EV charging program provides a unique opportunity to provide NYCHA residents with a long-term career pathway in a burgeoning industry.

Project Developers are required to commit to resident hiring and training goals, which are made part of the Lease Agreement(s). NYCHA's goal is that at least 25 percent of labor hours on construction projects are to be Section 3 workers with preference given for labor hours going directly to NYCHA residents or targeted Section 3 workers. Project Developers are expected to meet or exceed that goal and should outline any pathways to achieving Section 3 compliance in their subsequent proposals. Respondents are not required to disclose resident hiring goals and plan in their response in **Attachment B** at this time, but will be required to provide a completed **Attachment B** prior to lease execution. All types of jobs (construction, clerical, IT, accounting, sales, etc.) should be considered for this requirement. For this section, NYCHA residents are defined as referenced in **Attachment B**.

To fulfill this commitment, the Project Developer is expected to devise a strategy that maximizes the outreach to NYCHA residents. NYCHA, through its Resident Economic Empowerment and Sustainability (“**REES**”) department, will assist the Project Developer by reaching out to qualified NYCHA residents and will be the team confirming residence of trainees and applicable laborers. During the Project’s lifetime, the Project Developer must submit Employment Verification Forms, attached for reference as **Exhibit H**, to NYCHA’s REES department to confirm eligibility.

The Project Developer is nonetheless expected to conduct its own outreach efforts to proactively identify residents with relevant skills and experience. Project Developers are welcome to recruit into a training program while also recruiting for qualified residents to fill open positions.

REES recruitment efforts may include, but are not limited to, sourcing residents from the following training programs:

- 1) Graduates of the NYCHA Resident Training Academy (“NRTA”)-Construction track. These graduates attend job-readiness training courses, construction training courses, and are OSHA certified.
- 2) Residents who may have received other outside EV charging training and/or have worked in the industry.
- 3) Graduates of the NYCHA YouthBuild Program.

2.1.10 Delivery of additional direct benefits to NYCHA residents

The Project Developer shall propose, fund, develop, deliver and monitor any additional direct benefits to NYCHA residents that are included in the Response and incorporated into the Lease Agreement. NYCHA will support with any internal coordination and provide guidance for that purpose.

2.2 NYCHA responsibilities

NYCHA shall be responsible for the following:

2.2.1 Host and Lessor for EV charging stations.

NYCHA shall host EV charging stations at its parking lots.

NYCHA (also referred to as the “**Lessor**”) shall sign a Lease Agreement with the Project Developer (also referred to as the Lessee), with template terms and conditions attached to this Solicitation (**Exhibit C**), for each EV charging station installation that will reference the obligations of each party. Respondents may access all Exhibits and Attachments via the NYCHA EV Charging website, except for **Exhibit A** – Table of Developments. Respondents should email sustainability@nycha.nyc.gov for copies of **Exhibit A**. Changes to the template terms will not be accepted unless factual in nature.

2.2.2 Provide site access

NYCHA shall provide access to the Developments, including parking lots, electrical interconnection rooms, and other key areas. Permission to enter upon the Developments will be granted in the form of the Lease Agreement(s) duly executed by the Project

Developer and NYCHA. Prior to execution of the Lease Agreement, NYCHA can provide supervised site access to Project Developers to conduct their due diligence pursuant to a Site Access License Agreement that NYCHA will provide to selected Project Developers.

2.2.3 Review plans, designs, and procedures to ensure continuity of building operations

NYCHA staff, including architects and engineers, building operation staff and authorized external consultants, shall review and approve in its sole discretion:

- Proposed electrical, physical and mechanical designs and construction plans with the exclusive intent to determine any adverse impact on NYCHA building operations, safety, or security. If it is determined that the proposed system designs would impact normal building operation, NYCHA will require corrected designs. The proposed plans will be submitted to NYCHA for review and must reflect the items in **Exhibits B, E and G**.
- Construction plans to prevent disruption of the Development's normal operation and to anticipate construction coordination needs with any upgrades or repairs planned by NYCHA.
- Operations, maintenance and safety procedures for the long-term operation of the EV charging stations, with the exclusive intent to determine any adverse impact on NYCHA building operations and identify coordination needs.

The Project Developer remains fully responsible for all aspects of designs and plans and for compliance with all Federal, State and local laws, rules and requirements. NYCHA reserves the right to verify that designs, procedures and actions taken by the Project Developer's operations and maintenance staff are consistent with the approved plans and designs.

2.2.4 Project commissioning review

During and upon completion of construction, NYCHA shall attend commissioning inspections with the Project Developer, at NYCHA's discretion.

2.2.5 Construction safety inspections

NYCHA may perform periodic inspections during construction or assign a field inspector to be an onsite liaison to ensure adherence to safety and security protocols and requirements. NYCHA reserves the right to stop work if the site safety inspector deems there is an imminent threat to life and/or safety of NYCHA staff or residents.

2.2.6 Emergency management during operations

NYCHA reserves the right to intervene and take action on the systems if there is an imminent threat to the safety of NYCHA staff, NYCHA residents or the general public.

2.2.7 Introduce Project Developer to NYCHA Resident Association(s)

NYCHA shall facilitate meetings with Resident Associations with the intent that these meetings will support and result in:

- Maximizing the potential for NYCHA resident hiring opportunities
- Resident outreach about any NYCHA resident benefits and information about construction of the EV charging stations on-site

2.2.8 Assist in NYCHA resident hiring and training

NYCHA's REES team shall assist the Project Developer with identifying NYCHA resident candidates for training and hiring on EV charging projects that arise from this Solicitation. Once the Project Developer has defined the needs, notably in terms of skills and certifications, REES will verify qualified NYCHA resident candidates' interest for potential EV charging jobs and their availability and with such residents' written consent send their resumes to the Project Developer. The Project Developer shall conduct interviews and select trainees and hires. The Project Developer and partnering CBOs or non-profits will coordinate with NYCHA for maximizing –to the extent of the possibilities- the match between trainees and hires' residency and the Development(s) where installations will take place.

2.2.9 Facilitate parking lot maintenance

NYCHA and its parking management firm ("LAZ") shall provide the same services it affords to other parking tenants, including snow removal and towing, booting, and issuance of notices to unauthorized vehicles.

3 SOLICITATION PROCEDURES

3.1 Solicitation

3.1.1 General information

This section sets forth the procedures, requirements, and deadlines for responding to NYCHA under the Solicitation. It is the Respondent's responsibility to ensure it has a complete and thorough understanding of all requirements regarding what NYCHA expects from the Respondent prior to submitting its Response. By submitting a Response, the Respondent covenants that it will not make any claims for or have any rights to damages because of any misinterpretation or misunderstanding of the scope of work, as described in **Section 2** of this Solicitation, or because of any misinformation or lack of information concerning this EV charging program or Response submittal requirements.

3.1.2 Solicitation selection process

All Respondents will submit a Response to this Solicitation detailing their capabilities and qualifications with respect to EV charging in accordance with the requirements detailed in **Section 3.3** and evaluated as per **Section 4.3**.

Respondents that meet NYCHA's minimum qualification requirements as described in **Section 4.1** and **Attachment D** will be placed on a QPL for potential future opportunities. NYCHA will select up to three (3) Responses, beginning with the highest scoring response and proceeding to the next highest scoring, to proceed to the next step of the solicitation process, where Respondents will be provided with a Conditional Designation Letter. The Conditional Designation Letter will allow the highest scoring Respondents to work as Project Developers and further evaluate project sites to develop a final scope of work to be incorporated into a Lease Agreement(s).

Respondents that do not meet NYCHA's minimum qualifications will be notified that their submission was unsuccessful and that they have not been added to the QPL. NYCHA may consider additional solicitations for Project Developers to resubmit or newly submit Responses to be added to the QPL in the future.

The one to three Respondents selected to advance will be required to conduct additional site investigations in coordination with NYCHA in order to refine and narrow the list of proposed project sites and confirm site viability. If there are multiple selected Respondents who have an overlap in preferred sites, lease award for the overlapping sites will be determined after due diligence and a revenue share proposal from the respective Respondents. To support this work, where available, NYCHA may provide site plans, utility drawings, environmental reviews, and site surveys upon request. The goal of this stage is for NYCHA and the selected Project Developer(s) to jointly determine a subset of sites deemed most feasible. The Project Developer will then submit a final scope of work which includes a proposed annual lease payment and a proposed percentage of revenue share for each site. Upon mutual agreement on terms, NYCHA will issue a Lease Agreement for execution. NYCHA anticipates this work will take a minimum of two months to complete.

3.1.3 Modifications and negotiations

NYCHA reserves the right to issue addenda to correct, modify or amend this Solicitation (including any Scope of Work requirements and/or terms or conditions) prior to the Response Submission Deadline, via Addenda posted on the EV Charging website. NYCHA will advise such parties of any clarifications or revisions it makes to this Solicitation. If, in NYCHA's sole judgment, additional time is required for Respondents to respond, NYCHA may grant an extension of time to all Respondents.

NYCHA reserves the right to communicate with any of the Respondents, but it is not obligated to do so. NYCHA may discuss the Responses of any Respondents concurrently or sequentially, as NYCHA may determine to be in its best interest. No Respondent has any rights against NYCHA arising from any such invitation to a discussion, or from any negotiations that may arise pursuant to the discussions.

A Respondent must comply with all requests for information and, if requested by NYCHA, participate in discussions. If a Respondent fails to do so within the time period given (or within any time extension that NYCHA may grant), NYCHA may deem the failure to be an act of nonconformance with the Solicitation requirements, which will permit NYCHA to progress project scope development with another Respondent or to solicit new Responses. NYCHA may require a Respondent to produce more detailed information concerning the professional background of those persons who own and manage such Respondent, a report on the financial background of such Respondent, and/or information concerning the nature and status of any past, pending or threatened charges or actions (including lawsuits, criminal or disciplinary actions, administrative proceedings by any governmental or regulatory agency or bankruptcy action) against such Respondent or any of its partners, directors, officers, employees or shareholders, as the case may be.

Please note that the Developments and content included in the Responses received under this Solicitation will be evaluated as a basis for final negotiation and may be modified at any time before Lease Signature with the mutual agreement of NYCHA and the Project Developer. NYCHA explicitly reserves the right, as a part of this Solicitation, to continue negotiations with Respondents selected to be on a QPL and those invited to provide further project scope development under this Solicitation, or to allow Project Developers to edit their Responses in response to project conditions.

3.2 Response Packaging and Submission Requirements

All narrative sections in the Response are NOT TO EXCEED the number of pages indicated in each section, single-spaced pages with 1" margins and 12pt text. The final Response (including all narrative sections and requested Attachments) must be submitted electronically in PDF and XLS format to **sustainability@nycha.nyc.gov** by the Response Submission Deadline of **2:00 PM EDT June 23rd, 2026**. All Responses shall become the property of NYCHA. NYCHA may choose, in its sole discretion, to extend the Deadline for any or all selected teams. NYCHA may additionally choose to waive what it considers to be non-material nonconformance by a Respondent with these Requirements.

3.3 Response Content Requirements

The Cover Page (template provided as **Attachment A**) must include, for the lead Respondent and all team member organizations, the following:

- Primary point of contact name and role
- Phone number
- Email address
- Legal name of the entity that would be intended to sign as Lessee

The Cover Page must include a listing of the names of the twenty developments that are included in the response.

The Cover Page must also include the major quantitative commitments required by NYCHA: hiring and training of NYCHA residents; total lease payment and revenue share percentage for the sample development included in **Attachment F**.

3.3.1 Section 1: Team information and experience

The team information and qualifications narrative (maximum 3 pages) must demonstrate the Respondent's ability to finance, design, install, own, maintain, and operate the Projects successfully and in a timely manner. It must describe previous experience in similar projects to address each specific area of focus.

This section should include an overview of the Project Developer's team structure and a description for each organization in the team, highlighting the name of the business entity that would sign a future Lease Agreement as the Lessee and including roles and expected major tasks during project development, construction and operations. For project and team planning purposes, please note that with prior permission from NYCHA, subletting is allowed.

Respondent must also include an organization chart identifying the names, titles, and reporting relationships of key personnel, organizations, and subcontractors who will be assigned to develop, own, maintain and operate the Projects over the duration of the Lease Agreement.

Résumés for each person named in the organization chart, including training, education and prior experience must be provided. The foregoing information must also be provided for any subcontractor that the Respondent proposes to utilize. Respondents should be prepared to provide references for key personnel and organizations upon request.

The organization chart and résumés do not count in the maximum number of pages for this section, nor do the items requested in the bullet points below.

Respondent must also provide the following information for the entity designated as the planned Lessee:

- The legal entity that will be the counterparty on the NYCHA lease should provide proof of legal existence as a business entity; if the Respondent was not organized

under the laws of the State of New York, proof that the Respondent is qualified to do business in New York; and, if the Respondent is conducting business under an assumed name, a copy of the certificate required to be filed pursuant to the General Business Law of the State of New York. If the Respondent is a joint venture, provide information regarding the percentage of profit and loss allocable to each member of the joint venture.

- The legal entity that will be the counterparty on the NYCHA lease should provide audited financial statements for its most recent two (2) fiscal years, or the filled-out financial statement in **Attachment C** if audited financial statements cannot be provided. If the Respondent is a joint venture, provide this information with respect to each member of the joint venture.
- **Attachment D** filled out, demonstrating the Respondent's ability to satisfy the Minimum Qualifications Requirements.

3.3.2 Section 2: Listing of preferred Developments; Technical approach, deployment, and construction plan

Respondent must provide a list of their top twenty priority Developments, in priority order, from the list provided in **Exhibit A**. At this stage, Respondents do not need to identify individual parking lots within the Developments. All information must be submitted in **Attachment E** in the original Microsoft Excel format. Please note: Following installation of EV charging stations, all parking lots must maintain at least 5% parking availability and a minimum of five available non-EV parking spaces if 5% parking availability is less than 5 spaces. To ensure these thresholds are met, respondents may be limited in the number of EV chargers they are permitted to install in a given lot. The parking permit numbers provided in **Exhibit A** are for illustrative purposes and change frequently throughout the year as new residents obtain permits. Parking availability will need to be reconfirmed when Project Developers move into the due diligence phase.

The Respondent must provide an illustrative deployment timeline that indicates when construction is likely to be started and completed for the first five (5) Developments listed in **Attachment E**. This timeline should be in Gantt chart format and should be accompanied by a narrative (maximum 6 pages, not including the Gantt chart or **Attachment E**) detailing the Respondent's technical approach, deployment and construction plan, including the outreach and engagement timeline for NYCHA resident hiring and training. This narrative must demonstrate that the project(s) will be delivered in a timely manner. This plan must address any technical, utility, scheduling, regulatory and/or zoning approvals that are required and construction coordination concerns and requirements that could impact the Respondent's ability to deliver the projects. It must address the unique requirements of building EV charging stations on NYCHA property, considering all the parties involved (including but not limited to the utility, NYC permitting authorities, HUD, NYCHA staff and residents) and at what stages the Respondent would engage the different parties.

This narrative must also highlight any potential risks and contingencies that may arise during the permitting and construction period and would impact the milestones in the

timeline. The technical approach narrative must include answers to the following questions:

- How will the Respondent's design minimize the impact on building and groundskeeping operations during and after installation, and minimize the need for post-installation maintenance and repairs?
- How will the Respondent minimize the risk of damaging NYCHA assets and resident units during installation (e.g., utilities, walkways, green space, etc.)?
- How will the Respondent plan to run the conduit from a property line box, building electrical room or sidewalk or street vault? Does the electrical infrastructure require any additional upgrades, or modifications to accept the additional load such as new transformers, meter pans, etc.?
- Please identify specific staff and work practices that will be employed to ensure the highest levels of safety, reliability, and quality for this project, including safety credentials of the onsite team.
- Please identify the necessary space requirements for safely and securely storing equipment during installation either on NYCHA property or on public roadways/sidewalks.

Respondent must refer to **Exhibit B** which includes required minimum technical specifications for all EV charging infrastructure that will be proposed for installation on NYCHA property, and **Exhibit G** which contains NYCHA's design checklist and guidelines. While this is not comprehensive, it does include requirements for all major components, installation, and operational expectations, and will be incorporated into the Lease Agreement. NYCHA will not own or be responsible for any of the proposed EV charging equipment; however, as a host for the equipment, it is important that industry best practices are followed to reduce risks to property and individuals. Additionally, the minimum technical specifications in **Exhibit B** detail several NYCHA-specific requirements tailored to NYCHA's safety and security concerns and operational needs.

3.3.3 Section 3: Operations, maintenance, and security

The operation, maintenance, and security narrative (maximum 3 pages) must describe the Respondent's plans to efficiently operate and maintain the EV charging equipment while avoiding disruption to the day-to-day operation and maintenance of NYCHA buildings and grounds. Respondent must provide a detailed maintenance schedule that describes the frequency and type of routine maintenance that will be performed. The Respondent should detail how the operations and maintenance plan will ensure the uptime requirements detailed in **Exhibit B**. Respondent should refer to the Safety and Security table attached as **Exhibit E**, the Minimum Technical Specifications (**Exhibit B**), NYCHA's responsibilities (**Section 2.2**), and Expectations for Projects (**Exhibit D**) as references for this section.

Respondent must include answers to the following questions:

- What are the Respondent's operation and maintenance roles and responsibilities?

- What coordination for site access will Respondent need to make to NYCHA staff (both on-site operations and central office) in order to carry out its roles and responsibilities?
- What are the procedures the Respondent will follow for identifying and promptly resolving any charging system or electrical issues that may impact the host site and/or utilization, including any access requirements?
- What are the procedures the Respondent will follow to respond to questions or concerns from NYCHA operations staff, NYCHA residents, or in case of any safety or security incidents?
- What is the Respondent's approach in terms of operational management and security for the EV charging equipment? What methods does the Respondent recommend to detect and minimize any risks to the NYCHA site, residents, or staff?
- Is there any training and/or documentation that will be provided to NYCHA facilities staff prior to operation? Please quantify the impact these installations will have on NYCHA's staff.
- How will Respondent ensure that the system is safely decommissioned at the end of the Lease?

3.3.4 Section 4: Project financing

The financing approach narrative (maximum 2 pages) must provide information about the financing team and evidence that financing for Projects has been secured or is sure to be secured upon signing of a final Lease Agreement. It is acceptable to provide a letter that states financing will be provided contingent upon signing of the final Lease Agreement.

The Respondent must also detail the discount program available to LMI/NYCHA residents to support their use of the EV chargers and how the discount can be used and applied for. The minimum discount rate should be 50% for NYCHA residents. Respondent should describe how they will encourage enrollment in the discount program by LMI/NYCHA residents and the amount of the discount available.

Respondent must include answers to the following questions:

- Who are the envisioned partners for financing the Projects?
- What is the Respondent's experience with working with these financing partners?
- What is the envisioned financing structure for the Projects?
- What are the factors that could influence the Respondent's ability to secure the Projects' financing?
- What form of security will Respondent provide NYCHA to cover the Projects' removal costs?

NYCHA understands that Respondents may not be able to secure a final financing partner prior to receiving a Conditional Designation Letter; however, NYCHA strongly encourages the Respondent to identify financing and/or the system's long-term owner as part of the Response.

3.3.5 Section 5: Average uptime of previous installs and projected uptime at NYCHA sites

The average uptime narrative (maximum 3 pages) must provide information about the average uptime at previous installs, a description of any anomalies that might have impacted average uptime, the projected uptime of EV chargers installed at NYCHA sites and how the Respondent proposes to achieve that uptime.

The respondent must use the National Electric Vehicle Infrastructure Program's ("**NEVI**") [definition and formula](#) to provide the average monthly uptime at minimum of three previous installs. Additional sites examples with uptimes can be listed along with average uptimes but are not required. Please note that uptime of chargers installed at NYCHA parking facilities will be calculated using a six-month average as outlined in **Exhibit B**.

Charging port uptime percentage for previous installs must be calculated using the following equation:

$$\mu = ((525,600 - (T_{\text{outage}} - T_{\text{excluded}})) / 525,600) \times 100$$

Where:

- μ = port uptime percentage
- T_{outage} = total minutes of outage in previous year, and
- T_{excluded} = total minutes of outage in previous year caused by the following reasons outside the charging station operator's control, provided that the charging station operator can demonstrate that the charging port would otherwise be operational: electric utility service interruptions, failure to charge or meet the EV charging customer's expectation for power delivery due to the fault of the vehicle, scheduled maintenance, vandalism, or natural disasters. Also excluded are hours outside of the identified hours of operation of the charging station.

3.3.6 Section 6: Customer experience

Respondent must provide a narrative (maximum 4 pages) describing the user interface and user experience for charging their EV at their charging ports. Respondent should refer to the Minimum Technical Specifications (**Exhibit B**) and Expectations for Projects (**Exhibit D**) as references for this section. The narrative must speak to, at a minimum, the following:

- Interoperability (agnostic of vehicle and plug type)
- Payment options supported (credit card, mobile pay, RFID)
- ADA accessibility
- Multilingual support
- Customer support availability
- Average customer issue resolution time
- Driver satisfaction ratings
- Ability to increase utilization rate

- Ability to move people out of a charging spot once they are done charging
- Marketing (EV user partnerships, high app usage already)

3.3.7 Section 7: Delivering financial benefits to NYCHA and NYCHA residents

Respondent must describe its proposed financial benefits to NYCHA itself. Because sites have not been finalized at this stage, NYCHA is providing a hypothetical scenario for a single site that Respondents must use in order to outline the proposed financial benefits to NYCHA, were they to install EV chargers at this site. NYCHA will use the response to evaluate the Respondents' proposed financial benefits to NYCHA. Respondent must provide a monthly lease payment and gross revenue share percentage offer, with the expectation that a lease would be structured such that, for each month, the Respondent would pay the higher of the two to NYCHA. The scenario outlined in **Attachment F**, and the assumptions therein, were created by NYCHA solely for the purposes of this evaluation and are not binding. Respondents should expect that NYCHA's lease terms shall include a standard rent escalation of 3.5% per annum over the course of the lease term.

In a narrative no longer than 2 pages, the Respondent should describe strategies planned to attract customers and generate revenue for the installation and NYCHA. The Respondent should describe marketing strategies deployed in previous installs, discount programs used to attract users, relationships with high usage groups, or associations or trades groups the Respondent is part of that would help deliver financial benefits to NYCHA.

3.3.8 Section 8: NYCHA resident hiring

The Response must include a NYCHA resident hiring and training narrative (maximum 3 pages) that explains the Respondent's approach and timeline for outreach, training enrollment and hiring of verified NYCHA residents and putting them on EV charging career pathways. Respondents will be expected to document their hiring and training goal and plan in **Attachment B** with quantitative commitments prior to lease execution, but not as part of their Response to this Solicitation. All types of jobs (construction, clerical, IT, accounting, sales, etc.) should be considered for this requirement. **Attachment B** is provided as a reference at this stage and provides definitions of qualified NYCHA residents.

Respondents are also encouraged to offer administrative training and job opportunities. Respondents will be responsible for coordinating with REES to retain NYCHA residents for EV installations and other on-site assistance.

Respondent must include answers to the following questions:

- Has the Respondent had any past experience in working with NYCHA residents or low-income communities? Describe specific achievements and include any experience in the communities of the scoped bundle(s).
- Does the Respondent envision working with partners on this requirement? Please name them and provide precedents, including their role in delivering NYCHA

resident hiring and training commitments and any other additional benefit to NYCHA residents.

- What kind of support does the Respondent require from NYCHA to develop and implement a NYCHA resident training and hiring plan?
- What are the expected skills to be gained by NYCHA residents hired for the Project?

Attachment B also includes a Hiring and Training Reporting Table template. The Project Developer will have to fill out this Hiring and Training Reporting Table as needed once the Lease Agreement is executed and until permission(s) to operate has been received.

3.3.9 Section 9: Additional benefits to NYCHA residents and LMI discounts

Respondents are additionally encouraged to identify and offer other creative direct benefits to NYCHA residents in this section in addition or complementary to NYCHA resident hiring and training that can ensure tangible benefits for NYCHA residents; for example, educational programs, community funds, micro grants, etc. In a narrative no longer than 2 pages, the Respondent should describe additional proposed benefits to NYCHA residents.

3.3.10 Section 10: Additional Information and Exceptions (optional)

The Respondent should note in this section any additional information not specifically requested in the sections above that will be helpful for NYCHA to evaluate their Response and ability to execute the Projects. This section may include articles, pre-printed brochures, and other material not specifically prepared for the Respondent's Response in response to this Solicitation, but that the Respondent believes will help NYCHA to evaluate the Respondent's qualifications and Response.

4 EVALUATION OF RESPONSES

4.1 Minimum Qualifications

Respondent must meet the below Minimum Qualifications in order to be placed on a QPL and evaluated on the evaluation criteria referenced in **Section 4.3**. Responses for Minimum Qualifications must be provided in **Attachment D** in **Section 3.3.1** of the Response.

- a. At least one member of the Respondent's team (may be a contractor or subcontractor rather than the lead Respondent) must demonstrate at least three (3) years of prior experience providing EV charging services. This may include installation, maintenance, and/or operation. If the Respondent is a joint venture, the foregoing may be provided with respect to one or more members of the joint venture, and a detailed description of the form of the joint venture must be included.
- b. At least one member of the Respondent's team must have been either the prime contractor or sub-contractor on at least 3 successful EV charging station

installations in North America. Preference will be given to Respondents with installations in New York City.

- c. The Respondent must provide three (3) references with direct knowledge of past EV charging installations performed by the Respondent. If the Respondent is a joint venture, each member of the joint venture must provide three (3) references with direct knowledge of their past EV charging installations.
- d. The Respondent must, at a minimum, hold or have a sub-contractor who holds an NYC General Contractor License. The Respondent must also identify a staff person or subcontractor on the project team who is either a Registered Architect or Professional Engineer who will be responsible for filings and submissions, as well as a staff person or subcontractor who holds an NYC Master Electrician's license.

4.2 Exceptions to this Solicitation

Submission of a Response signifies that the Respondent is aware of, and agrees to, all the terms and conditions of this Solicitation, including those incorporated by reference, except to the extent that any specific written exception to those terms and conditions is stated in the Response, pursuant to **Section 3.3.10** of this Solicitation. The evaluation of a Response may be negatively affected by any exception taken by the Respondent to any part of this Solicitation, or by the failure of the Respondent to furnish all information required by this Solicitation. NYCHA reserves the right to seek guidance from NYCHA's Law Department regarding whether and how any stated exceptions may affect the selection process and NYCHA will not consider exceptions to the Solicitation unless identified in the submitted Response by the Respondent. If the Respondent does not have any exceptions, the Respondent must affirmatively state as such within their Response.

4.3 Evaluation Process and Criteria for Responses

Responses that do not demonstrate that the Respondent meets the Minimum Qualifications, or which are determined by NYCHA to be non-responsive, will be rejected. Responses meeting the Minimum Qualifications will be evaluated by an evaluation committee ("**Solicitation Evaluation Committee**") formed by NYCHA. The Solicitation Evaluation Committee will also consider information provided by Respondents during Respondent interviews and presentations, if any. The evaluation will be determined by total points given to each Respondent in each of the categories below. A total of 50 points may be awarded per the following table. Regardless of evaluation score, so long as a Respondent meets the Minimum Qualifications, the Respondent will be placed on a QPL for potential future work on this program.

Evaluation Criteria	Maximum Points Available	Weight	Sections in Solicitation
---------------------	--------------------------	--------	--------------------------

1. Qualifications, Financial and Technical Approach	30	60%	3.3.1 to 3.3.6
1.1. Proposer Experience, Qualifications, Financial Plan This section evaluates the Respondent's qualifications and team organization, including the clarity on roles and responsibilities of the project participants, previous experience and average uptime of past installations, and financing experience and capacity.	10	20%	3.3.1, 3.3.4, and 3.3.5
1.2. Project Technical Approach and Construction Plan The Respondent provides a deployment plan timeline for construction start and completion across multiple sites.	10	20%	3.3.2
1.3. Operations, Maintenance, Security, and Customer Experience Evaluates the Respondent's strategy for maintaining and securing electric vehicle charging installations, minimizing risks, ensuring long-term system management, and ease of use by customers. Higher scores are given for well-documented plans with prior experience in effective operations and risk mitigation.	10	20%	3.3.3 and 3.3.6
2. Benefits to NYCHA and NYCHA Residents	20	40%	3.3.7 to 3.3.9
2.1. Lease Payments to NYCHA Evaluates the Respondent's proposed financial benefits to NYCHA and its residents, including lease payment and revenue share percentage for the scenario provided.	10	20%	3.3.7
2.2. Resident Hiring Commitments and Plan, and Other Benefits to NYCHA Residents Evaluates the Respondent's plan for training and hiring NYCHA residents in the EV industry, with higher scores for	10	20%	3.3.8 and 3.3.9

well-documented commitments and prior experience.			
TOTAL POINTS AVAILABLE	50		

4.4 Establishment of QPL and Award of Conditional Designation Letter(s)

After completion of the evaluation of Responses and following the Law Department’s review of any exceptions stated in the Responses, NYCHA expects to establish a QPL and provide Conditional Designation Letters to one or more Respondents. Respondents acknowledge and agree that any such award of Conditional Designation Letter(s) to other Respondents shall not be seen as, or constitute, an attempt by NYCHA to deprive the Respondent(s) of any payments, compensation, business opportunities, or other benefits.

No later than 60 days after the Response Submission Deadline, NYCHA will notify the Respondent(s) if they have been selected as Project Developer(s) to receive a Conditional Designation Letter to continue site specific investigations. Note that accepted Responses may be modified and further negotiated after notice of selection as detailed in **Section 3.1.3** above. Upon final acceptance of the Response and successful negotiation of the Lease, as well as any other steps as laid out in **Exhibits C and D** or otherwise required by HUD, federal, state, or local laws and regulations, NYCHA expects to enter into a Lease Agreement with the Respondent for a base term of 15 years with two optional five-year renewal periods. The accepted Response(s), including the Cover Sheet, will be attached to the Lease Agreement to memorialize the commitments laid out in the Response. This attachment will not include the Respondent’s pro forma, lease agreement comments, or other Attachments/supplemental materials, but will include all narrative sections. Project Developers should be aware that NYCHA expects to finalize a complete Response and sign Lease Agreements with selected teams within nine months of notice of Conditional Designation Letter execution. NYCHA reserves the right to rescind any Conditional Designation Letter that has not progressed to an agreed-upon Lease Agreement within that timeframe. NYCHA may extend this deadline in its sole discretion. Construction, ownership, and operation of the EV charging stations by the Project Developer will be governed by the terms of the Lease Agreement. For reference, the Project Developer will be required to provide additional information to NYCHA as summarized in **Exhibit D**.

5 TERMS AND CONDITIONS

5.1 Compliance

Respondents’ participation in NYCHA’s EV Charging Program is subject to all federal, state, and local laws and regulations. To the extent that any of these Rules are in conflict with the requirements of the United States Housing Act of 1937 (1937 Act), as amended, federal regulations, and the Annual Contributions Contract (“**ACC**”), as amended, and

other HUD requirements, the HUD requirements shall control and govern in such instances of conflict.

5.2 Postponement or Cancellation

NYCHA reserves the right to postpone or cancel this Response Submission Deadline, to reject any and all Responses, and/or to re-advertise, if NYCHA deems it in its best interest to do so. NYCHA is under no legal obligation to lease the premises at any Developments that are included in the Solicitation. In addition, NYCHA may add additional Developments other than those specified to be part of the Project.

5.3 Costs incurred by Respondents

NYCHA is not obligated to pay, nor shall NYCHA in fact pay, any costs or losses incurred by any Respondent or Project Developer at any time, including any costs incurred in preparing either the Response, or for travel expenses related thereto.

5.4 Publicity

Respondents or Project Developers shall not make news releases or other public announcements relating to their Response or Lease Agreement without the prior written approval of NYCHA.

5.5 Release

Project Developers agree to comply with and be bound by these Response requirements and the decisions of NYCHA, which are binding and final. Proposers agree to release and hold harmless NYCHA from any and all claims, expenses, and liabilities arising out of or relating to participation in the EV Charging program.

5.6 Amendments

NYCHA may, at any time, waive compliance with, or change any other terms and conditions listed here; entertain modifications or additions to selected Responses, or withdraw or add individual Developments or parking facilities listed on **Exhibit A**. These EV Charging Response requirements may be subject to additional terms and conditions at NYCHA's sole discretion.

5.7 Insurance and Indemnity

5.7.1 Insurance

The Lease Agreement will require the Project Developer to obtain and maintain insurance consisting of the amounts and types attached as **Exhibit F**, with NYCHA named as an additional insured in each case. NYCHA, however, reserves the right to change or modify such insurance requirements at its discretion.

5.7.2 Indemnity

Additionally, the Conditional Designation Letter and the Lease Agreement will require the Lessee, and its contractors and subcontractors, to compensate NYCHA for certain types of losses that arise from the actions occurring on NYCHA property pursuant to the Lease Agreement, as well as hold NYCHA harmless from third party claims that arise similarly. The Lessee shall not receive any payment or reimbursement for the cost of such insurance and indemnity obligations.

5.8 Confidentiality

NYCHA anticipates that Respondent and/or Project Developer (“Data Recipient”) may acquire access to information and data about the operations (including, but not limited to, information concerning NYCHA’s assets and financial data), the staff and the resident population of NYCHA (the “Confidential Information”). To the extent that Data Recipient, or any consultant or subcontractor of Data Recipient, obtains any Confidential Information, Data Recipient agrees that such information will be safeguarded and governed by the confidentiality provisions set forth in **Exhibit C**. Data Recipient shall ensure that any consultant or subcontractor shall comply with this **Section 5.8**, and Data Recipient shall be liable for any of their breaches of this **Section 5.8** or any of its own breaches of this **Section 5.8**. Data Recipient agrees that the obligation of confidentiality set forth in this section shall survive the termination or expiration of the Solicitation.

Data Recipient shall not disclose any part or all of such Confidential Information to any party, including, without limitation, any law firm or any corporate or government office, except to the extent essential to the preparation of the Response, or, in the case of Project Developer, the provision of services, unless that party has first signed a confidentiality agreement that contains the confidentiality provisions set forth in **Exhibit C**. Further, such confidentiality agreement must name NYCHA as an intended third-party beneficiary with the right to enforce all remedies in an event of any such breach or unauthorized disclosures.

Documents submitted to NYCHA may be subject to disclosure under the New York State Freedom of Information Law (“**FOIL**”), N.Y. Pub. Off. Law §§ 85-90. It is the Respondent’s responsibility to designate those portions of its Response, if any, that the Respondent claims should be exempt from disclosure under FOIL. A Respondent must clearly designate in its Response those portions of the Response, if any, that the Respondent believes are trade secrets or are maintained for the regulation of commercial enterprise

that, if disclosed, would cause substantial injury to the competitive position of the Respondent. To the extent the law permits, NYCHA will use reasonable efforts to hold the designated portions of the application in confidence but such characterizations are not determinative when NYCHA is evaluating the applicability of any exemptions in response to a FOIL request.