

MEMORANDUM



TO: Charles Boulard, Community Development Director
FROM: Andy Gerecke, Building Official
SUBJECT: Electric Vehicle Charging Stations Update
DATE: May 10th, 2011

AP 5/11/11

This communication is a follow up to the previous memo that was sent regarding the installation of Electric Vehicle Charging Stations on the City of Novi Civic Center Campus and at the Novi Library.

5-11-11
To: Mayor (R)
Council Member
Pri

Charging Station Grant:

The Community Development Department has been working with Coulomb Technologies to modify the Chargepoint Master Services Agreement and the \$0 purchase order in compliance with Secrest Wardle's recommendations. After several rounds of very detailed review and changes, the appropriate contract language has been approved by our legal counsel. The subscription documents and P.O. will be sent to Chargepoint once they have been signed by the Mayor later this week.

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Electrical Contractor: An on site meeting was held with four separate electrical contractors that were interested in bidding for the installation of the Electric Vehicle Charging Stations. The contractor originally selected is unavailable to perform the work resulting in a substitution of a second contractor able to perform within the budgeted amount and complete the installation within our time scope. The contractor is responsible for the entire installation process from the concrete foundations, to the final electrical connections. We hope to have the contracts signed next week for the installation of the EV stations. JS Vig Inc. will be assisting the City and the contractor in complying with the federal reporting requirements that are an integral part of this grant.

Installation Timeframe: Once Coulomb receives the documents that were sent by the City, we have an approximate 8-10 week lead time for the delivery of the units. It is our intention to begin the installation process as soon as we receive the two units. The process of the installation should only take 2-3 days from start to finish.

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Station Commissioning: Once the EV Stations have been installed and powered up, we will need to have Charge Now (sub contractor for Coulomb) start up and commission the charging stations so that they are available for public use. We are working with Coulomb Technologies and Charge Now to help establish the fees that the City will be charging for the use of these stations. After the fee structure has been established, we will present the fee information to City Council in the form of a resolution for their approval.

Please let me know if I can provide any further information.