SCOPE OF WORK

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

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 Iowa DOT and approved before beginning work on Task 2.
Task Review and Approval	Iowa DOT will review the documentation to confirm that the activities and deliverables are completed and align with the requirements of the Agreement. If required, and at Iowa DOT's request, the Awardee shall remedy or amend the deliverables. After confirmation of successful completion of Task 1, Iowa DOT 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 Iowa DOT after execution of the Agreement and before starting preliminary engineering and the NEPA approval process. Attendee 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 Iowa DOT to complete appropriate resource agency coordination and 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 Iowa DOT, the Project Schedule will establish due dates for all other Tasks. Awardee shall submit written requests to Iowa DOT for any modification to the Project Schedule within 2 business days of idenitification of the need for modification. The Project Schedule can only be modified with approval from Iowa DOT.	A. Project Schedule

TASK 1 – PRELIMINARY ENGINEERING AND NEPA CLEARANCE			
Task Number	Task Name	Task Description	Deliverable
1.4	Emergency Management Plan	Awardee shall develop and provide an Emergency Management Plan to Iowa DOT, 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	Awardee shall provide copies of all contracts, subcontracts, and agreements between Awardee and third parties and they must contain all applicable provisions of this Agreement. Copies shall be provided to Iowa DOT within 30 days of execution of said contracts, subcontracts, and agreements.	A. Copies of contracts, subcontracts, and agreements with third parties

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TASK 1 – PRELIMINARY ENGINEERING AND NEPA CLEARANCE			
Task Number	Task Name	Task Description	Deliverable
1.7	Test Plan	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 EV charging equipment 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 Iowa DOT. 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 results of the test. The Test Plan shall include, but is not limited to, the following items: • 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 each charger can charge the same vehicle twice consecutively. • Verify each charger can charge two different vehicles consecutively. • 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. • Provide documentation proving the charging stations work per the requirements of the Agreement.	A. Test Plan B. Test report template

Task Number	Task Name	Task Description	Deliverable
1.8	Updated Site Plan	Awardee shall develop and provide an updated Site Plan that reflects the Awardee's response to the Notice of Funding Opportunity (NOFO) and is consistent with the final Site Host Agreement.	A. Updated Site Plan
1.9	Cybersecurity and Data Management Plan	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: • 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	A. Cybersecurity and Data Management Plan B. Cybersecurity Requirements Index

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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 Iowa DOT and approved before beginning work on Task 3.
Task Review and Approval	Iowa DOT will review the documentation to confirm that the activities and deliverables are completed and align with the requirements of the Agreement. If required, and at Iowa DOT's request, the Awardee shall remedy or amend the deliverables. After confirmation of successful completion of Task 2, Iowa DOT 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 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 indiciate a need for a re-evaluation of NEPA. If so, the Awardee shall inform Iowa DOT so that additional review can be conducted.	A. Final Site Plan and construction drawings B. Additional documents as requested by Iowa DOT, 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. Awardeee shall confirm that the design complies with local buidling code and requirements. Awardee shall include floodplain permitting, if required. Awardee shall provide copies of all approved permits.	A. Copies of all approved permits

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 Iowa DOT and approved before Task 4 can begin.
Task Review and Approval	Iowa DOT will review the documentation to confirm that the activities and deliverables are complete and align with the requirements of the Agreement. If required, and at Iowa DOT's request, the Awardee shall remedy or amend the deliverables. After confirmation of successful completion of Task 3, Iowa DOT will issue a Notice to Proceed to Task 4.

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 Iowa DOT and schedule a Site inspection, as detailed in Task 3.4. Awardee shall provide Iowa DOT with as-built plans prior to site inspection, as well as a signed letter certifying that the Project site, including equipment and utility work, is in full compliance with the Agreement.	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 Build America, Buy America documentation

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Task Number	Task Name	Task Description	Deliverable
3.2	Installation of EV Charging Infrastructure	Awardee shall obtain and install the EV charging infrastructure, as specified in the Awardee's Final Site Plan and construction drawings. The EV charging infrastructure shall meet the requirements of this Agreement. Awardee shall notify Iowa DOT upon final installation of the EV charging infrastructure.	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 Build America, Buy America documentation
3.3	EV Charging Infrastructure Testing	Awardee shall conduct all testing included in the Test Plan, per Task 1.5. Awardee shall notify Iowa DOT of the testing date 5 business days ahead of planned testing so that Iowa DOT can attend, if desired.	A. Notification of testing date B. Documentation proving the operability of the EV charging station C. Completed test template submitted in Task 1.5 confirming all tests have been passed
3.4	Site Inspection	Awardee and Iowa DOT 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 EV Charging 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 Iowa DOT.	A. Signed and completed Site inspection form

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Task Number	Task Name	Task Description	Deliverable
3.5	NACS Connectors	Awardee shall install NACS connectors as detailed in Attachment 1, Technical Requirements. Awardee shall certify to Iowa DOT 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.	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.	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.	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.	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.	A. Risk assessment schedule B. Risk assessment reports

Task Number	Task Name	Task Description	Deliverable
3.10	Capital Construction Reimbursement Claim	Awardee shall send Iowa DOT a Capital Construction Reimbursement Claim for all eligible reimbrusements per the Agreement and in the format determined by Iowa DOT. Awardee shall provide all requested supporting documentation, including, but not limited to, invoices and proof of payment for reimbursement of costs already paid; of actual costs incurred; Build America, Buy America certifications; proof of compliance with Davis-Bacon Act; completed wage rate reports; and copies of Certified Transcript of Labor Payroll. Awardee shall submit the reimbursement claim within 60 days of Iowa DOT review and approval of all Tasks and deliverables for the respective period.	A. Reimbursement claim form B. Proof of payments for actual costs incurred C. Build America, Buy America certifications D. Proof of Davis-Bacon Act compliance E. Completed wage rate reports F. Copies of Certified Transcript of Labor Payroll G. Any additional documentation requested by and deemed necessary by Iowa DOT

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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 Iowa DOT by the end of each year of O&M, per the Project Schedule.
Task Review and Approval	Iowa DOT will review the documentation to confirm that the activities and deliverables are completed and align with the requirements of the Agreement. If required, and at Iowa DOT'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.	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.	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.	A. Annual data reports B. Quarterly data reports C. Maintenance logs (see Task 5.5) D. Customer service reports
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
4.5	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

Task Number	Task Name	Task Description	Deliverable
4.6	Cybersecurity Event Notification	Awardee shall inform Iowa DOT 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 Cybersecurity Training	Awardee shall conduct annual cybersecurity training per Attachment 1, Technical Requirements. Awardee shall submit proof of cybersecurity training, including the training materials.	A. Proof of cybersecurity training B. Copy of all cybersecurity training materials
4.9	Annual O&M Reimbursement Claim	Awardee shall send Iowa DOT annual O&M Reimbursement Claims for all eligible reimbursements per the Agreement and in the format determined by Iowa DOT. 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; Build America, Buy America certifications; proof of compliance with Davis-Bacon Act; completed Wage Rate Reports; and copies of Certified Transcript of Labor Payroll. Awardee shall submit the reimbursement claim within 60 days of Iowa DOT review and approval of all tasks and deliverables for the respective period.	A. Reimbursement Claim Form B. Proof of payments for actual costs incurred C. Build America, Buy America certifications D. Proof of Davis-Bacon Act compliance E. Completed wage rate reports F. Copies of Certified Transcript of Labor Payroll B. Any additional documentation requested by and deemed necessary by Iowa DOT
4.10	Annual Updated Letter of Credit	Awardee shall provide an updated Letter of Credit to Iowa DOT in the amount outlined in the Agreement. This shall be provided after Iowa DOT has certified compliance with the Agreement for the prior year.	C. Updated Letter of Credit

TASK 5 – REPORTING REQUIREMENTS

Throughout Tasks 1-4, 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	Iowa DOT will review the documentation to confirm that the activities and deliverables are completed and align with the requirements of the Agreement. The reports shall be submitted in a form detailed by Iowa DOT. If required, and at Iowa DOT'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 Iowa DOT 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. Awardee shall submit these reports in a format and method to be determined by Iowa DOT 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 Iowa DOT 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

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Task Number	Task Name	Task Description	Deliverable
5.4	Qualified Workforce Training and Technician Documentation	Awardee shall provide proof that the workforce installing, maintaining, and operating chargers has appropriate licenses, certifications, and training to ensure that the installation and maintenance of chargers is performed safely by a qualified and increasingly diverse workforce of licensed technicians and other laborers. Further, the Awardee shall provide proof that all electricians installing, operating, or maintaining EV charging infrastructure have obtained certification from the Electric Vehicle Infrastructure Training Program (EVITP). For projects requiring more than one electrician, the Awardee shall provide proof that at least one electrician meets the requirements above, and at least one electrician must be enrolled in an electrical registered apprenticeship program. Awardee shall provide proof that all other on-site, non-electrical workers directly involved in the installation, operation, and maintenance of chargers must have graduated from a registered apprenticeship program or have appropriate licenses, certifications, and training, as required by the State. The documentation shall be provided by February 1st of each year following the signing of the Agreement through the duration of all tasks. In addition to the annual reports, this report is also due upon the completion of each task.	A. Qualified workforce training and technician documentation
5.5	Maintenance Records	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 Iowa DOT 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. Preventative maintenance record reports B. Non-preventative maintenance record reports
5.6	Application Programming Interface (API)	Awardee shall provide the API per 23 CFR 680.116(c) for the entire length of the Agreement.	A. Publicly Accessible API

Task Number	Task Name	Task Description	Deliverable
5.7	Customer Service Report	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 Iowa DOT 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. Customer service reports B. Publicly accessible customer service mechanisms
5.8	Certified Payrolls	The Awardee shall submit certified payrolls for itself and each approved subcontractor to Iowa DOT 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 acknolwedge the submittal of the certified payroll. Certified Payroll requirements may be different for Scott County per the State of Iowa. For more information see Attachment 7, Wage Rates.	A. Weekly certified payrolls for Awardee and each approved subcontractor

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 5th year of O&M. Iowa DOT will review the documentation to confirm that the activities and deliverables are completed and align with the requirements of the Agreement. If required, and at Iowa DOT's request, the Awardee shall remedy or amend the deliverables.
Deliverables	Awardee shall submit all remaining performance, financial, and other reports to Iowa DOT that are required by the Agreement.