

Connecticut Department of Transportation

Request for Proposal

2016 – Connecticut Clean Fuel Program

Introduction

The Connecticut Department of Transportation (CTDOT) has allocated funding that allows for the purchase of clean fuel vehicles and/or EPA approved diesel retrofit technologies. CTDOT is seeking proposals from public entities that want to add alternative fuel vehicles (AFV), clean fuel vehicles (CFV) or diesel retrofit technologies (DRT) to their fleet operations. Typically, CFVs tend to operate as hybrid electric vehicles, or operate on compressed natural gas, propane or electricity. Typically, DRT involves the addition of an emission control device to remove emissions from the engine exhaust. Examples of emission control devices used for diesel retrofit include diesel oxidation catalysts, diesel particulate filters, exhaust gas recirculation, and closed crankcase filtration systems.

The Connecticut Clean Fuel (CCF) program is intended to improve air quality, reduce our dependency on petroleum based fuels and enhance public awareness of alternative fuel based technologies in the automotive and transportation industries by providing incentives for entities to adopt clean fuel technologies. These technologies may also provide cost savings in purchased fuel and vehicle maintenance.

Submitting a proposal does not guarantee that funding will be awarded. The proposal must have been awarded and the applicant must have an executed agreement with CTDOT in order to receive reimbursement. The applicant is responsible for expending its own monies first, and then is reimbursed for the award amount specified in the agreement. Without a fully executed agreement in place, the applicant assumes all costs for all purchases.

Program Description

CTDOT is seeking proposals from eligible applicants who want to add, operate, and maintain AFVs, CFVs or DRTs to their fleet operations. The CCF program has a secondary goal of increasing the awareness of AFVs, CFVs and DRTs availability and the availability of funding through CTDOT for providing for the purchase of this equipment.

Since the purchase cost of an AFV or CFV tends to be higher than the conventional gasoline or diesel powered vehicle, the CCF program intends to fund the incremental cost associated with the purchase of an AFV or CFV. It is important to note that only new Original Equipment Manufacturer (OEM) models are eligible for reimbursement. Other than for DRT purchases, retrofitted or remanufactured vehicles or engines are not eligible.

The CCF program will reimburse the full cost of the EPA approved DRT purchase. The installation and maintenance cost will be the responsibility of the recipient.

Examples of AFVs or CFVs eligible for reimbursement

- Hybrid electric vehicles (HEV)
- Compressed natural gas vehicles (CNG)
- Electric vehicles (EV)
- Propane vehicles (LPG)

Examples of DRTs eligible for reimbursement

- Diesel Particulate Filter (DPF)
- Diesel Oxidation Catalyst (DOC)
- Closed Crankcase Filtration System

Deadline

Responses to the Request for Proposals must be received by **4:00pm EDST, Friday April 29, 2016**. It is anticipated that the initial awards will be announced after June 1, 2016. All awarded funds are required to be expended and claimed by December 31, 2017.

Eligibility

Public entities including state agencies, town governments, city governments, municipal governments, municipal utilities, or transit districts.

Funding Guidelines

1. This program will supplement the incremental cost of an OEM AFV or CFV:
2. The applicant is responsible for purchasing the vehicle(s) and then providing proof of purchase which shall consist of a dated manufacturer's or vendor's invoice naming the applicant as recipient of the vehicle(s), fully identifying the vehicle(s), marked as "Paid in Full" and signed by an official representative of the manufacturer or dealer. The invoice will also contain the vehicle supplier's statement which attests to the Incremental Cost of the alternative/clean fuel options of each vehicle and if requested to do so, submitting additional information concerning comparable vehicles to assist CTDOT in determining the eligible incremental cost of the purchase.
3. Specialized AFVs or CFVs can be awarded incremental funding. The applicant must provide an OEM invoice statement from a conventional gas or diesel powered counterpart of similar make and model to serve as a basis for CTDOT to determine the incremental cost of the AFV/CFV. The invoice must show all credits, rebates, or other incentive funding that the applicant has (or will) receive. **Leased vehicles are ineligible.**
4. Several AFVs and CFVs have entered the market and may not have a conventional gas or diesel powered counterpart. However, these vehicles may be eligible for reimbursement. CTDOT will determine eligibility and award amounts for all vehicles requested through this RFP.
5. The CCF program will reimburse the full cost for the diesel retrofit technology procured through acceptable competitive purchasing requirements. Installation and maintenance cost will be the responsibility of the recipient.

Program Timeline

Below is the timeline for this program.

1. Proposals must be received by **4:00pm EDST on Friday April 29, 2016**.
2. Eligible applicants are expected to be notified of their proposal being approved, modified, or denied after June 1, 2016.
3. The notification of approval or modification will indicate the award amount. The applicant must accept the award amount and the program terms and conditions within 30 days of receiving the notification in order to remain eligible to receive funding. The applicant will then enter into the agreement process with CTDOT.
4. The applicant will have until December 31, 2017 to purchase the approved vehicle and claim the incremental funding for this project.

All awardees must adhere to the guidelines of this RFP prior to being reimbursed.

Request for Proposal Outline

Please refer to the contact list below for any questions regarding this RFP. Applicants may be disqualified if portions of their proposal are missing or may be asked to submit additional information regarding their proposals.

Proposals shall include the following information:

1. Cover page. Include the following:
 - Applicant's Information
Name and affiliation
Mailing address
Phone and fax numbers
 - Contact information
Name and affiliation
Mailing address
Phone and fax numbers
2. A summary of existing operations including:
 - A description of the organization.
 - A description of the existing fleet operation including existing vehicle types, maintenance facilities, existing fuels and fueling stations utilized, specific operational tasks per vehicle type, and miles driven per year per vehicle type.
3. Proposed AFV/CFV purchase(s). Provide a summary including:
 - A detailed list of vehicles proposed for reimbursement under the CCF program. For each vehicle type, indicate if the vehicle(s) will use an existing fueling facility or require the installation of new fueling facilities. Is the fueling facility open to the general public or shared with other fleets utilizing the same fuel?
4. Proposed DRT Purchase(s). Provide a summary including:
Provide a list of vehicles including make, model, model year, engine type, horsepower, engine family, engine manufacturer and the proposed type of EPA approved DRT each vehicle will be fitted with. Also please indicate the number of years that you expect this piece of equipment to remain in use in your fleet.
5. Specialized vehicle purchases. Provide the following:
 - Provide any information pertinent to determining the award amount. Include the OEM invoice price for the proposed purchase and an OEM invoice price of a similar make and model.
6. Purpose and need. Provide a project summary including the following:
 - Will the purchase of this AFV/CFV replace an existing vehicle or expand current fleet operations? If expanding, please describe your needs for expansion.
 - Please describe how the AFV/CFV will be used including specific tasks, estimated yearly mileage, and estimated hours of operation.
 - Please describe how the vehicle equipped with DRT will be used including specific tasks, estimated yearly mileage, and estimated hours of operation.
 - Who will be the primary operator of the vehicle and who will benefit?
 - What are the organizational benefits of this purchase?
7. A secondary goal of this program is an education and outreach effort to enhance public awareness of alternative fuel technologies and/or DRTs. Explain how the applicant will foster this effort.

To receive the electronic version of the required CTDOT CCF program application form in Acrobat pdf format, please contact Kevin Peak (see contact list).

Reimbursement Requirements

- The applicant will enter into the agreement process with CTDOT.

- The full contact information of the person in charge of implementing this purchase must be provided.

- AFV/CFV Purchase
 1. Vehicles are to be purchased directly from a dealer and must be OEM vehicles.
 2. The make, model and vehicle identification number (VIN) of each purchased vehicle must be provided.
 3. The dealership name, address, and phone number and name of the sales representative must be provided.
 4. A copy of the final invoice price of the AFV/CFV or OEM invoice of the other alternative or specialized vehicle must be provided.

- DRT Purchase
 1. A copy of the final invoice showing the price, make, model and type of each DRT purchased must be provided.
 2. Provide proof DRT is EPA approved and was procured through competitive purchase process.
 3. Indicate the make, model, year, engine type, engine family, engine manufacturer and horsepower of each vehicle the DRT was installed on.

- A copy of proof of insurance must be submitted.

- CTDOT reserves the right to perform spot inspections to verify purchases of AFV/CFV or DRT.

All awardees must adhere to the guidelines of this RFP and have a fully executed agreement in place with the State prior to being reimbursed.

Evaluation Criteria

1. The impact the proposed usage of vehicle(s) will have on improving air quality and reducing our dependency on petroleum based fuels. (50%)
2. Funding requested in relation to the total cost of the AFV/CFV. (15%)
3. The appropriateness of the AFV/CFV to perform the tasks described by the applicant. (25%)
4. Applicant's education and outreach goals to enhance public awareness. (10%)

Awards

Award letters and agreements will be provided to those eligible applicants whose proposals most closely meet the standards as outlined within this program.

Contact List

All submittals shall be addressed to:

Connecticut Department of Transportation
Bureau of Public Transportation
2800 Berlin Turnpike
P.O. Box 317546
Newington, CT 06131-7546
Attn: Kevin Peak

Phone (860) 594-2807
Fax (860) 594-3445
E-mail: Kevin.Peak@ct.gov

List of Abbreviations

AFV – Alternative Fuel Vehicle
CCF – Connecticut Clean Fuel program
CFV – Clean Fuel Vehicle
CTDOT – Connecticut Department of Transportation
DRT- Diesel Retrofit Technology
EPA – Environmental Protection Agency
OEM – Original Equipment Manufacturer
RFP – Request for Proposal

Useful Resources

www.ct.gov/dot
www.eere.energy.gov/cleancities/

Connecticut Department of Transportation
2016 – Connecticut Clean Fuel Program
Application Form

Section 1:

<i>Applicant's name</i>	
<i>Organization/Affiliation</i>	
<i>Mailing address</i>	
<i>Phone</i>	<i>Fax</i>

Contact Person

<i>Name</i>	
<i>Organization/Affiliation</i>	
<i>Mailing address</i>	
<i>Phone</i>	<i>Fax</i> <i>Email</i>

Section 2:

Summary of Existing Operations

Description of the organization

Description of the existing fleet operation including existing vehicle types, existing fueling stations used, specific operational tasks per vehicle type, and miles driven per year per vehicle type.

Section 6:

Purpose and Need

Provide a project summary to include the following information:

Will the purchase of this AFV/CFV replace an existing vehicle or expand current fleet operations? If expanding, please describe your needs for expansion.

Please describe how the AFV/CFV will be used including specific tasks, estimated yearly mileage, and estimated hours of operation.

Please describe how the vehicle equipped with DRT will be used including specific tasks, estimated yearly mileage, and estimated hours of operation.

Who will be the primary operator of the vehicle and who will benefit?

What are the organizational benefits of this purchase?

Section 7:

Enhance Public Awareness

A secondary goal of this program is an education and outreach effort to enhance public awareness of alternative fuel and/or diesel retrofit technologies. Explain how the applicant will foster this effort.

Section 8:

Optional

Please provide any additional information that would assist the committee (one page maximum).

