STATE OF DELAWARE
Announcement: Request for Proposals
SCOPE OF WORK

The Delaware Alternative Fueling Infrastructure Grant

The Delaware Department of Natural Resources and Environmental Control
Delaware Division of Energy and Climate
Clean Transportation Incentive Program

Please read all information contained in this Scope of Work carefully and make sure that all elements within the application are completed.

www.de.gov/cleantransportation

1. Introduction

Delaware's transportation sector plays a pivotal role in achieving Governor Markell's goals of reducing greenhouse gases and improving our environment. Innovations in the transportation sector are critical to ensuring that Delaware businesses remain competitive. Reducing costs on fuels and vehicles and seeking the newest and best technologies for vehicle fleets to increase Delaware's competiveness throughout the region.

Delaware has paid particular to attention to those technologies and policies that provide both benefits to the economy and the environment. Delaware has made significant strides in reducing greenhouse gases from mobile sources including adopting the Low Emission Vehicle Standards, reducing vehicle miles traveled by the state fleet, and working with our institutions of higher learning to promote new and cutting-edge technologies.

The Delaware Clean Transportation Incentive Program provides a foundation for promoting deployment of alternatively fueled vehicles (electric, propane, natural gas and hydrogen) and the infrastructure to support them. The goal of this program is to provide Delawareans and Delaware businesses with options to find a fuel and a vehicle that best meets their needs and to further encourage the development of Delaware's clean energy economy.

This Request for Proposals (RFP) announces the Alternative Fueling Infrastructure Grant Program, a component of the Delaware Clean Transportation Incentive Program. Through the Alternative Fueling Infrastructure Grant Program, approximately $1.4 million is available on a competitive basis to offset the costs of equipment associated with the installation of alternative fueling infrastructure including DC fast charging, natural gas, propane and hydrogen fueling stations.

This funding opportunity is made possible by Delaware's participation in the Regional Greenhouse Gas Initiative or RGGI. RGGI is the nation's first cap and trade program designed to reduce carbon dioxide and greenhouse gas emissions from the electricity generation sector. Proceeds generated from RGGI are invested in energy efficiency, renewable energy, and programs designed to reduce greenhouse gas emissions, such as the Delaware Clean Transportation Incentive Program.

2. Program Overview

The Alternative Fueling Infrastructure Grant Program is intended to facilitate the development of alternative fueling stations throughout the State of Delaware and to facilitate the movement of people, goods and products throughout the state.

The Alternative Fueling Infrastructure Grant Program has $1,400,000 allocated for grants to offset the cost of equipment and materials necessary for the development of public and private alternative fueling stations in Delaware including but not limited to:

- Fast charge electric vehicle charging stations (DC fast charging equipment);
- Compressed and liquefied natural gas fueling stations;
- Propane fueling stations; and
- Hydrogen fueling stations.

Grant awardees can receive reimbursement of up to 50% of the total equipment costs associated with the installation of a proposed *private* alternative fueling station. A private fueling station is one that does not allow use by the public.

Grant awardees can receive reimbursement of up to 75% of the total equipment costs associated with the installation of a *public* alternative fueling station. A public fueling station is one that will allow for alternative fuel purchase and/or use by individuals, businesses and/or government agencies.

The maximum award regardless of fuel, station type or reimbursement rate is $500,000. DNREC envisions awarding 3-5 grants through this program and reserves the right to decrease or extend funding for this program.

Grants will be awarded on a reimbursement basis. Successful applicants must sign a state contract and comply with the requirements therein. See Appendix B to review the state contract language.

3. Definitions

Applicant- The Applicant is the lead point of contact on the proposed project. The applicant will receive all the correspondence and work with the DNREC Division of Energy and Climate on the deployment of the proposed project.

Eligible Costs- Eligible costs are costs that are eligible under this RFP grant announcement. See Section 7 "Eligible Costs" for additional information.

Greenhouse Gases- Greenhouse gases are any gas that absorbs infrared radiation in the atmosphere. Greenhouse gases include, carbon dioxide, methane, nitrous oxide, chlorofluorocarbons, hydrochlorofluorocarbons, hydrofluorocarbons, perfluorocarbons and sulfur hexafluoride.

Ineligible Costs- Ineligible costs are those costs that do not qualify for funding under this grant announcement. See Section 8 "Ineligible Costs" for additional information.

Private Fueling Station- Any fueling infrastructure built that is **not** open to the general public. Usage is restricted to a specific fleet(s) or to a select group of users.

Public Fueling Station- Any infrastructure built that is accessible to all of the general public for fueling their vehicle. Public fueling stations should have the capacity to accept major credit cards and other forms of payment to ease the fueling operations for the general public.

Total Project Costs- Total project costs, including eligible and ineligible costs, associated with the entire project.

4. Project Eligibility

The following requirements **MUST** be met to be eligible to participate in this competitive grant.

A. In accordance with 7 Del Code § 6046 (c)(4), projects must result in quantifiable and verifiable reductions in greenhouse gas emissions in Delaware.

B. The project must demonstrate readiness to proceed through achievement of milestones including, but not limited to, control of land and financial commitments.

C. If construction and/or site improvement is a component of the application, all construction and/or site improvement related to the proposed project must be completed within two (2) years of signing the final contract.

D. The applicant and project team must demonstrate the experience and capacity necessary to complete the project.

E. The project must demonstrate that it will produce results that could be readily replicated by others in Delaware and elsewhere.

F. Grant recipients must submit data reports to the DNREC Division of Energy and Climate on a quarterly basis for a period of no less than four (4) years. Data reports may include gallons of petroleum (gasoline and/or diesel) displaced, hours of charging, amount of alternative fuel dispensed from the proposed station, etc. Data report format and content will be mutually agreed upon by DNREC and grant recipient and will be defined in the contract (See Appendix B)

G. All projects must be located in the state of Delaware.

H. All project proposals must have a robust calculation of the estimated amount of greenhouse gases avoided or reduced and gallons of gasoline or diesel displaced and/or avoided by the proposed project.

I. The Applicant and Project Team must demonstrate that the proposed project budget is reasonable, applicable and eligible for funding. There will be an evaluation of the proposed budget as part of the evaluation process.

5. Applicant Eligibility

The applicant for each project must be a Delaware-based business, Delaware county/municipal/state agency, academic institution or non-governmental organization (NGOs)[1] In addition all applicants must have a physical presence in the State of Delaware.

6. Applicant Ineligibility

Individuals are not eligible for this program.

7. Eligible Costs

Eligible grant expenses that can be included in this grant application are limited to actual and necessary costs incurred for the purchase of the alternative fueling station equipment.

Equipment eligible for funding includes (but is not limited to):

- Pumps,
- Hoses,
- Nozzles/Dispensers,
- Compressors,
- Dryers,
- Payment and tracking technologies (key pads, credit card readers, etc.),
- Tanks,
- Electrical equipment,
- Electrical conduit,
- Security fencing (fencing around the station only)
- Concrete pad (concrete only),
- Fueling canopies,
- Alternatively fueled power generators,
- Storage tanks,
- Other necessary equipment for the refueling station,
- Necessary signage (i.e. directional signage, safety and usage signage, etc.).

Each applicant must demonstrate how the equipment is necessary for the deployment of the project.

[1] Non-governmental organizations must be in good standings and eligible to receive tax-deductible charitable contributions with the Internal Revenue Service as stated in the Internal Revenue Code under section 501(c)(3).

8. Ineligible costs

Ineligible costs under this grant announcement include any costs that are not necessary equipment. Ineligible costs include (but are not limited to):

- Labor,
- Administration,
- Fringe benefits,
- Printing and supplies,
- Office equipment,
- Acquisition of real estate property,
- Travel,
- Acquisition of permits,
- Landscaping,
- Renewable energy infrastructure (solar, wind, geothermal, etc.), or
- Energy efficiency projects.

Operations and maintenance costs of new or existing infrastructure and/or equipment are not eligible for funding.

9. Evaluation Process

Each grant application shall be subject to two (2) review steps:

1. A preliminary **administrative completeness review** of the grant application to confirm inclusion of all required information. Grant applications determined to be administratively incomplete will be rejected, no further review will be conducted, and the submitting entity will be notified of the rejection.

2. A **program and technical evaluation** of the grant application will be conducted by the Grant Program Review Committee. The Committee will apply the criteria outlined in Section 9 to evaluate and score the applications.

Evaluation Criteria

The following criteria will be used by a Grant Review Committee to review and score applications received for the Delaware Alternative Fueling Infrastructure Grant Program:

Project Award Criteria	Maximum Points Available
Measurable, verifiable reduction in GHG emissions - The project will produce a net reduction in greenhouse gas emissions in the State and result in a measurable, verifiable reduction in greenhouse gas emissions relative to the costs of the project. - Projects will be ranked on relative greenhouse gas reductions.	40
Project Budget - The proposed budget is thorough, robust, realistic and detailed	15
Ability to be Replicated throughout the State - The proposed project has the ability to be replicated throughout the state with other fleets or for public access.	10
Collaboration with other Entities in the State - The project includes collaborative efforts between the applicant and project team (an anchor fleet or fleets, utility/fuel provider, vehicle dealer, or manufacturer).	10
Thoroughness of the Operations and Maintenance and Signage Plan - The Operations and Maintenance plan is adequate, robust and demonstrates the long-term Operations and Maintenance of the facility. - The Signage plan is adequate, robust and demonstrates how the facility will be signed and promoted.	10
Local Jobs and Economic Development - The project creates and/or retains local jobs for Delawareans. - The project serves as an economic development engine for local Delaware based companies.	5
Experience Installing, Operating and Maintaining Alternative Fueling Infrastructure - The Applicant and Project Team have demonstrated expertise in installing, operating and maintaining alternative fueling infrastructure.	5
Proposed Project Location - The project is sited near a major highway or transportation corridor, shipping route, or near a shipping logistics center. - The project avoids environmentally sensitive areas and critical habitat.	5
TOTAL	**100 points**

Each applicant will be expected to address each of the above scoring and award criteria in their application. DNREC Division of Energy and Climate reserves the right to award grants to maximize geographic distribution, technology diversity and to limit the number of awards given to any applicant submitting multiple applications.

10. Application Procedure

Each applicant is required to complete an application form and provide all the supporting documentation included in the application form (Appendix A). All applications are due to the Division of Energy and Climate **NO LATER THAN Monday, February 29, 2016 at 4:30pm EST. In order to reduce paper waste, we will only accept applications in an electronic format.** Applications must be submitted in PDF format or by dropping off or mailing the completed materials on an electronic format (CD or DVD). Emailed applications are limited to a file size of 10 MB.

Applications should be submitted to one of the following address:

Email: DNREC.Transportation@state.de.us

Mail: *Delaware Clean Transportation Incentive Program*
Attn: Kathleen Harris
506 S. State Street, Suite 5A
Dover, Delaware 19901

Applicants will be notified within five (5) business days of the receipt of their application.

Please note that due to an office move, applications will be accepted via mail and in-person ONLY between Tuesday, December 15, 2015 and Monday, February 29, 2016 at 4:30pm EST. Emailed applications will be accepted at any time prior to the deadline.

11. Project Duration

All construction and/or site improvements must be completed within two (2) years of signing the final contract, if the application requires construction and/or site improvement. The overall project period will be defined as a part of the final scope of work and grant contract. Applicants will be required to submit quarterly progress reports for no less than four (4) years after the implementation of the project. Timelines for reporting and protocols will be specified in the final contract.

12. Project Siting

Accessibility and geographic distribution of the stations is a critical component of this program in order to facilitate the movement of people and goods throughout the state.

Each proposed location should meet the following criteria:

- The location shall be clearly outlined in the submitted application. Public stations located near or on a major highway or transportation corridor, shipping route, or near a shipping logistics center may receive additional points.
- Each applicant must have or be able to secure necessary property rights, easements, right of

way and access to the property for the station. Documentation (e.g. a letter of commitment, lease, or property title) must be included in the grant application.
- The station must avoid permanent damage or deterioration to environmentally sensitive areas including but not limited to: wetlands, floodplains, mature forests and other sensitive habitats.
- The station must have access to electronic payment options.

Each proposal with a public component should meet the above siting criteria as well as the following:

- Be operable and accessible to the public and contain adequate lighting and other equipment that can be operated in all weather conditions.
- Signage and station communications should be clear so that the public easily understands the fuels that are offered at the station.
- The station must be operable year round and be maintained to avoid any obstacles (debris, snow, ice, etc.) to the station- including all entrances and exits.

13. Project Timeline

The table below outlines important dates and deadlines for this program.

Action	Date
Announcement of funding	Monday, October 19, 2015
Pre-Application Conference Call Call in: 1-877-643-6951 Passcode: 42391937	Monday, November 16, 2015 from 3pm to 4:30pm EST* (or until all questions are addressed)
All questions must be submitted	Monday, December 7, 2015 at 4:30pm EST
Answers to all submitted questions will be posted on the website	Monday, January 11, 2015 at 4:30pm EST
Start date for applications to be submitted by mail or in- person (*emailed applications will be accepted at any time prior to the deadline)	Tuesday, December 15, 2015
Proposals Due	Monday, February 29, 2015 No later than 4:30pm EST
Notification of grant winners	Friday, May 27, 2015

* **Please note that the Conference Call will begin at 3pm with an overview of the grant program, eligibility criteria and application procedures. General questions will be answered and a list of technical questions will be compiled. The conference call will continue until all questions have been accepted.**

14. Pre-Application Conference Call

The intent of the pre-application conference call is to present an overview of the grant program and to answer general and procedural questions. The conference call will take place on Monday, November 15th at 3pm EST.

To join the toll-free conference call, dial 1-877-643-6951 and enter the passcode 42391937#. The conference line will be available until 4:30pm EST, or until all questions are addressed.

Technical questions and other questions that cannot be answered during the pre-application conference call will be compiled. These questions will be posted on the grant website

(www.de.gov/cleantransportation) with answers no later than 4:30pm EST on Monday, January 11, 2015. Many questions will be answered prior to that date; applicants should check the website periodically for question answers and FAQs.

15. Technical Specifications

The following are the minimum specifications for alternative fueling stations eligible for grant funding:

DC fast charger:

- Direct-current (DC) fast charging equipment, typically (480 V 3-phase AC input) must be installed to enable rapid charging of electric vehicles.
- The minimum power level is 20Kw. Greater power levels are encouraged.
- The project must include BOTH CHAdeMO and SAE combo charging standards (either as a dual connector or as two separate stations).

Hydrogen

- To the extent practicable and with consideration of local ordinances, the following should be used as a guideline for hydrogen refueling station design:
    - The station should be in accordance with the National Fire Protection Association (NFPA) 2: Hydrogen Technologies Code: 2011, http://www.nfpa.org
    - The station must be designed to accept the delivery of hydrogen fuel from a mobile Refueler OR hydrogen tube trailer if on-site hydrogen production goes offline.
    - Hydrogen dispensed at the station(s) shall meet the requirements in the Society of Automotive Engineers (SAE) International J2719: 2011 "Hydrogen Fuel Quality for Fuel Cell Vehicles" (www.sae.org)
    - The station should have a minimum average daily fueling capacity of no less than 100kg. Each project must be able to deliver the rated daily capacity over a 12 hour period. The average daily station capacity (kg/day) shall be the total kg of hydrogen that can be delivered to a 7 kg-capacity fuel cell vehicle according to the SAE J2601, over a 12 hour period.

Natural Gas

- Station must dispense fuel at a minimum rate of 8 gasoline gas equivalent (GGE) per minute.
- Station must sell natural gas at a pressure of at least 3,600 psi.
- Installations must follow NFPA 52: Vehicular Gaseous Fuel Systems Code

Propane

- Stations must follow NFPA 58: Liquefied Petroleum Gas Code.
- Station must have a minimum flow rate of 8 GGE/minute
- Installations must dispense HD5 grade propane
- Installations must be able to accommodate multiple vehicle classes.

16. **Operations and Maintenance Plan**

All applicants must include a proposed Operations and Maintenance Plan with their application. The Operation and Maintenance plan should outline how the Owners and Operators will manage the installed equipment and ensure that it remains in good working order. The Operations and Maintenance plan should also include a succession plan for how future Owners and Operators will manage the facility in the future.

17. **Signage Plan**

All fueling stations must comply with federal highway and State of Delaware signage requirements. Specific signage that will be located on the property is at the discretion of the jurisdiction or property owner.

Private Stations must have signage that directs designated fleets to fueling, emergency operation procedures, and other critical station components.

Public stations must have the above signage as well as signage that directs the general public to the fueling station and signage that assists customers in fueling.

The signage plan should detail how signage will assist customers locate and identify the refueling sites, emergency contact information, and other pertinent information.

For more information on Federal Highway Signage Requirements and the Delaware Department of Transportation's signage requirements please visit
http://deldot.gov/information/pubs_forms/manuals/de_mutcd/

18. **Compliance with Americans with Disability Act and Accessibility (ADA)Standards for Public Stations**

Public stations installed under this grant must be accessible to all drivers. Each successful applicant must demonstrate that the installation will meet the accessibility standards outlined in the Americans with Disabilities Act. For more information please visit
http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm#accessibiltystdscompliance

19. **No Exemption from Public Works and/or Prevailing Wage Code**

Receipt of grant funding from this project shall not exempt state agencies, if applicable, from the adherence to Chapter 29, Title 69, § 6960 Prevailing wage requirements as identified. Further, any state agency shall be required to adhere to § 6961 Small public works contract procedures or § 6962 Large public works contract procedures, if applicable to the scope of the recipient's intended project.

20. **Cancellation**

The DNREC Division of Energy and Climate reserves the right to cancel this RFP, accept or reject any and all proposals in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussion with all qualified or potentially qualified offering parties in any manner necessary to serve the best interests of the State.

21. Grant Notification

To the extent possible, the DNREC Division of Energy and Climate will notify applicants regarding award decisions within ninety (90) days of the project application due date.

Grant Award Conditions

- All grant awardees will be required to sign a State Contract (see Appendix B).
- All grant awards will be made via a Delaware Department of Natural Resource and Environmental Control Grant Contract and associated grant conditions (Appendix B).
- All grant award recipients will be required to submit quarterly project progress reports for a period of no less than four (4) years. Generally, progress reports must describe the project implementation success and actual greenhouse gas reductions resulting from project completion, utilization of infrastructure, difficulties encountered during the reporting period, and successes encountered during the reporting period.
- All payments for this program are by reimbursement only. Grant payments will be reimbursed based on actual costs incurred during the completion on the project. All receipts are due at the completion of the project for reimbursement. All reimbursements are contingent on the completeness and correctness of the submitted final report, as well as complete documentation of the costs incurred (all receipts for equipment will be required). The content and schedule for the payment will be determined in the final grant contract.
- Contracts must be fully executed within 60 days of award notification or risk forfeiture of the grant award. The Division of Energy and Climate may, at its discretion, extend the time of execution.

22. Questions

All questions concerning this RFP must be submitted by e-mail to: DNREC.Transportation@state.de.us or by calling 302-735-3480.

All questions regarding this RFP and Scope of Work must be received no later than 4:30pm EST on Monday, December 7, 2015. All questions and responses will be posted on the website (www.de.gov/cleantransportation) as well as on the State's Bid Solicitation Directory (http://bids.delaware.gov/) no later than 4:30pm EST on Monday, January 11, 2015.

23. Contact Information

For more information about this RFP, please contact:

Kathleen Harris or Susan Love

Delaware Division of Energy and Climate

302-735-3480

Kathleen.Harris@state.de.us

Susan.Love@state.de.us