

Drive Clean Indiana

RFP: Project Management Services for US EPA Diesel Emission Reduction Grants

Applications are due by April 5, 2025

Drive Clean Indiana (DCI) seeks a professional and highly motivated contractor with an entrepreneurial mindset to provide specialized services for a five-year term regarding the management, oversight, and compliance of DCI's Environmental Protection Agency (EPA) Diesel Emission Reduction Act (DERA) grant. This RFP outlines the requirements for submitting proposals to aid in the implementation and management of this EPA-funded program in accordance with federal guidelines.

This is an opportunity to shape clean, energy-efficient transportation solutions in the U.S. EPA's Regions 3, 4, and 5. DCI, which is partially funded through a cooperative agreement with the U.S. Department of Energy (DOE) Vehicle Technologies Office, serves as a designated statewide coalition supporting the goals of the National Clean Cities Program.

Qualifications and Experience

- Contractors should have experience in fleet management or the energy industry.
- Contractors must be able to provide project management support for projects located in those regions.
- Preference will be given to contractors with experience managing similar projects on heavy-duty equipment replacement and electrical infrastructure upgrades.
- Preference will be given to contractors with a functional understanding of technical issues and policies related to alternative fuels and related technologies (e.g., alternative fuel vehicles, electric vehicles, idle reduction, energy efficiency)
- Preference will be given to contractors who can bring together members and stakeholders from businesses, communities, governments, and non-governmental organizations.
- Preference will be given to results-oriented contractors who possess excellent communication and leadership skills, are creative, and have strong professional organizational skills.
- Preference will be given to contractors with successful grant administration and project management experience and strong computer and technical skills, particularly with EPA grant programs.

Scope of Work

The selected contractor will develop and implement policies to achieve coalition goals, as required by the EPA's contractual deliverables.

- The selected contractor must provide Grant/Cooperative Agreement Administration: Assistance with administering the EPA DERA grant agreements, including, but not limited to, managing project timelines, deliverables, and financial tracking.
- Compliance and Reporting: Ensure all activities adhere to EPA guidelines, including preparation and submission of required progress reports, financial reports, and performance evaluations
- Budget and Financial Management: Provide support in tracking expenses, managing disbursements, ensuring budget alignment, and ensuring proper documentation for EPA audit purposes
- Technical Assistance: Provide technical assistance and oversight to program beneficiaries, ensuring that project objectives align with EPA requirements, goals, and regulations

The contract will be awarded based on the selection criteria outlined below and a comprehensive evaluation of all proposals received. Please note that DCI reserves the right to negotiate final contract terms and prices with the selected contractor.

Selection Criteria

Proposals will be evaluated based on the following criteria:

1. Technical Approach (30%): Soundness, feasibility, and thoroughness of the proposed methodology and work plan. This includes meeting the objectives outlined in the Scope of Work, project timelines, and deliverables.
2. Experience and Qualifications (30%): Experience of the vendor and proposed personnel in successfully managing EPA grants and cooperative agreements, including relevant technical skills and knowledge of EPA regulations and compliance requirements.
3. Price Proposal (25%): Overall cost of the project. Contractors should provide a budget with the required hours, staff, and hourly rates for each project activity in the EPA work plan. The EPA work plan project activities include replacing cargo handlers and diesel-powered terminal tractor replacements in three fleets. Proposals will be evaluated for cost-effectiveness in the Scope of Work. While price is essential, it will not be the sole consideration in the award decision.
4. Past Performance and References (15%): Quality of the contractor's past performance on similar projects, as demonstrated by references, client feedback, and track record of successful grant management and compliance.

As a sub-recipient of federal funding, all contractors are required to comply with the requirements of 2 CFR 200 and the EPA Assistance Agreements related to this RFP.

Interested contractors are invited to submit a proposal and three business or personal references by 5:00 p.m. Central Standard Time on **April 05, 2025**. Please send all information to Mr. Dave Dorsett (Board President) at dave.dorsett@kerlinbus.com and Mr. Greg Crowley (Board Treasurer) at greg@crowleyengineering.com

Include "DCI Project Management" in the subject line.