

# CenSARA

Central States Air Resource Agencies Association

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## **REQUEST FOR PROJECTS (RFP) BLUE SKYWAYS COLLABORATIVE – GREEN GAS STATIONS PILOT PROGRAM**

**DATE RELEASED: MONDAY, JUNE 22, 2009**

**PROJECT PROPOSALS DUE: FRIDAY, JULY 31, 2009, at Close of Business (5 p.m.  
Central Time)**

**PROJECT AREA: STATES OF ARIZONA, ARKANSAS, CALIFORNIA, HAWAII,  
IOWA, KANSAS, LOUISIANA, MINNESOTA, MISSOURI, NEBRASKA, NEVADA,  
NEW MEXICO, OKLAHOMA, and TEXAS**

**FUNDING CEILING: \$15,000**

The purposes of this funding are to: (1) enable fueling stations/convenience store owners to improve their environmental impact; (2) contribute to the expansion of the infrastructure for alternative fuels; (3) improve energy efficiency and increase the use of renewable energy at fueling stations/convenience stores; and (4) provide a learning experience for motorists to reduce their environmental footprint.

The Central States Air Resource Agencies (CenSARA) Association through its Blue Skyways Collaborative is partnering with the U.S. EPA to provide funding for this series of pilot projects to address one or more of the above 4 purposes.

Eligible Entities: Fueling stations/convenience stores in the designated project area meeting existing environmental regulatory compliance requirements.

The Central States Air Resource Agencies Association (CenSARA) is referred to as CenSARA in this document. The Blue Skyways Collaborative is referred to as BSC in this document. The primary project manager is Kathryn Burke and the secondary project manager is Annette Sharp. **QUESTIONS:** Questions on the RFP should be e-mailed to Kathryn Burke and Annette Sharp at the following addresses: [kburke@blueskyways.org](mailto:kburke@blueskyways.org) and [asharp@censara.org](mailto:asharp@censara.org). Questions must be submitted by 4:00 p.m. Central Time on Wednesday, July 1, 2009. Written responses, along with all questions, will be provided to all interested parties no later than July 8, 2009 and posted on the Blue Skyways Collaborative website (<http://www.blueskyways.org/funding/green-gas-station-q&a.html>).

**CONSIDERATIONS WHEN PROVIDING A QUOTE:**

CenSARA/BSC is interested in completing this project 12 months from the date of the subaward or sooner if possible. CenSARA/BSC has administrative requirements for reporting and invoicing. CenSARA/BSC requires monthly progress reports on all tasks/deliverables. Invoices shall be submitted monthly when totals for services or supplies exceed \$3,000.00. When there are active services or supplies outstanding on a subaward, invoices must be submitted at a minimum of every other month regardless of the amounts of supplies purchased or services performed. Each invoice submitted must identify any work completed by a small business (100 employees or less).

This will be a fixed price subaward. Any change orders initiated by CenSARA/BSC will include appropriate price adjustments, if any are needed. Intellectual work products paid for by CenSARA/BSC remain the property of CenSARA and fall in the public domain.

**PLEASE NOTE:** For entities or individuals who are not legally established as a corporation, you are subject to 40 CFR 30.27 (b). EPA limits the salary rate (excluding overhead) paid to individual consultants by a recipient's contractors or subcontractors to the maximum daily rate for level 4 of the Executive Schedule unless a greater amount is authorized by law. As of January 1, 2009, the limit is \$587.20 per day and \$73.40 per hour.

This rate does not include transportation and subsistence costs for travel performed; recipients will pay these in accordance with their normal travel reimbursement practices. Contracts with firms for services that are awarded using the procurement requirements in this part are not affected by this limitation.

**BACKGROUND**

CenSARA receives funding for the Blue Skyways Collaborative ([www.blueskyways.org](http://www.blueskyways.org)), created to encourage voluntary air emissions reductions in North America's heartland. Through partnerships with other non-profit and environmental groups, private industries and international, federal, state and local governments, Blue Skyways Collaborative (BSC) strives to improve air quality.

Participants of the collaborative pledge to make that goal possible through active and meaningful participation in planning or implementation of projects that use innovations in diesel engines, alternative fuels and renewable energy technologies. Six BSC subcommittees that focus on specific areas of air emissions are: On-road, Air/Water/Rail, Non-Road and Agriculture, Fuels, Energy, and Outreach.

The Green Gas Stations pilot program supports emission reductions projects of the Fuels and the Energy Subcommittees and is designed to promote best practices in environmental stewardship and to advance fuel choices. The projects will involve new or experimental technologies, methods or approaches where the results will be disseminated to other gas stations. The Outreach Subcommittee will take the educational information from Green Gas Station program

subawardees and oversee the development and dissemination of these educational materials to BSC partners and interested stakeholders.

Incorporating “green” into gas stations (new or existing) calls attention to previously unidentified ways to improve the environment which includes, but is not limited to, the reduction of green house gas emissions, the reduction of volatile organic compounds, the reduction of particulate emissions, the reduction of solid waste, the reduction of energy use, the reduction of storm water runoff, and the reduction of hazardous pollutants with the final goal of improving the health of citizens. Some examples of green gasoline station projects could be: solar panels or wind turbines for on-site energy production; the use of recyclable items into building or parking lot construction (i.e. incorporate bits of glass into concrete mixed and poured as parking materials); the utilization of low-energy light sources, etc. “Green” education is a necessary component of each project and may include such components as advising motorists that correctly inflated tires yields greater gas mileage; providing a recycling center on-site, etc.

This request for proposals seeks those innovative approaches to partner with non-traditional air quality stakeholders to improve air quality and to document best practices that may become a guide to other gas stations in managing emissions from their facilities.

### **PROPOSAL DEVELOPMENT – A Total Page Count of Twelve (12)**

**Identity of Project Owner and Reason for Participation:** Please explain, in two pages or less, the project owner’s identity (corporate, private, non-profit), qualifications, and interest in performing this work. Projects are sought in the states of Arizona, Arkansas, California, Hawaii, Iowa, Kansas, Louisiana, Minnesota, Missouri, Nebraska, Nevada, New Mexico, Oklahoma, and Texas. Provide the location for this project. Digital photos and “.pdf” blueprint files of a project are allowed as attachments and not counted in the total page count.

### **Project Description:**

Please describe in six pages or less how the facility/owner:

- Is in compliance with all applicable federal, state, and local laws and regulations;
- Incorporates in this project **an educational component** along with two or more Green Gas Station Technologies; and
- Meets one or more of the long-term outcomes listed below.

### **Green Gas Station Technologies (not limited to the following):**

- **Fuels:** Sale of alternative fuels that reduce petroleum consumption, pollution, and lifecycle greenhouse gas emission. Use of advanced technologies for beyond-compliance management of pumps and tanks.
- **Energy:** Energy efficiency, conservation and alternative energy use at station.
- **Water:** Water efficiency and storm water management.
- **Waste:** Reduction in the volume of solid waste generated at the station.
- **Air Quality:** Implement measures to reduce air pollution.
- **Supply Chain:** Minimize impact of products sold at the station.
- **Green Building:** Maximize site’s environmental performance.
- **Land:** Reuse abandoned/contaminated property (Brownfields).

### Long-term Outcomes:

- Improved air quality
- Improved water quality
- Improve health
- Provide a learning experience for motorists to reduce their environmental footprint
- Improve energy efficiency and increase the use of renewable energy at fueling stations/convenience stores
- Fueling stations improve their environmental footprint
- Contributes to the expansion of the infrastructure for alternative fuels

Applicants must describe the educational components of their project in their proposal. For instance, if you propose to install a rain garden, what will you do to demonstrate the environmental benefits of that project to the public?

Pilot stations should implement technologies, methods or approaches that involve new or experimental technologies, methods or approaches where the results will be disseminated to other gas stations. This could include implementation of technologies, methods or approaches not previously used in this sector, along with a demonstration of the feasibility and cost effectiveness of their use in this sector. Proposals may be for renovations at existing gas stations or part of construction at a new gas station.

**Tasks to be accomplished by the Proposer:** Please provide an explanation of the steps you would take to complete the proposed project including a time line for each step of the project, and methods for determining feasibility and cost effectiveness of the project (should be one page).

CenSARA/BSC may use a follow-up conference call between project proposers and the CenSARA/BSC "Review Committee" to gain additional information or clarification. Prior to the call, a standard set of questions will be forwarded to the entities submitting projects for consideration, and each proposer will be called separately to solicit responses to the prepared questions.

### **List of Deliverables:**

- Draft work plan of all tasks
- Final work plan of all tasks
- Monthly reports and/or invoices on the status of all tasks/deliverables, due by the 15<sup>th</sup> of each month for the preceding month
- Completion of the project and written report describing methodologies or approaches used, energy and cost savings achieved, and recommendations for replication at other gas stations and a report on the validity of the draft "framework"

All deliverables shall be submitted in electronic format (namely, Microsoft Office 2003, unless otherwise indicated) to Kathryn Burke ([kburke@blueskyways.org](mailto:kburke@blueskyways.org)) and Annette Sharp ([asharp@censara.org](mailto:asharp@censara.org)). Other electronic file transfer arrangements may be made upon request and mutual agreement.

**Cost Proposal:**

The cost proposal should be one page and correlate with the steps in a project unless the project is for equipment. When labor costs are included, CenSARA/BSC would expect to see a list of the names of individuals performing the tasks as well as the labor category, plus the number of hours projected by each labor category for each task.

**SELECTION CRITERIA**

Proposals must be submitted to the CenSARA office by no later than 5 p.m. CST on Friday, July 31, 2009. Proposals received after this time will not be considered. The submittal should include one hard copy of the proposal (double-sided if possible) and one electronic copy.

Selection will be based on (1) project's ability to implement the prescribed technologies, as described above; (2) project's ability to provide acceptable deliverables within the specified time frames, and (3) price. The lowest cost project is not necessarily the selected project. Preference will be given to applications that incorporate multiple project types, as described in "Green Gas Station Technologies" above. Preference will also be given to applications that show leveraged funding from private or government sources to do additional environmental projects on the site.

*Historically Underutilized Businesses (HUBs) or MBE/WBE.* CenSARA/BSC is committed to making a Good Faith Effort to utilize Historically Underutilized Businesses (HUBs) in services contracts. CenSARA/BSC accepts and encourages the creation of contractor teams such as joint ventures, mentor relationships, prime contractors with HUB sub-contractors and HUB primes with or without sub-contractors as ways to meet these participation goals.

*Conflict of Interest.* The contractor shall notify CenSARA/BSC immediately upon discovery of any potential or actual conflict of interest. The proposer agrees that CenSARA/BSC has sole discretion to determine whether a conflict exists and that CenSARA/BSC may, at any time, terminate the subaward on the grounds of actual or apparent conflict of interest.

**RESOURCES PROVIDED BY CenSARA**

The CenSARA/BSC project manager will monitor the subawardee's progress and performance of all tasks, and ensure that the subawardee complies with the subaward terms. The CenSARA/BSC staff will timely review and submit comments to draft reports and documents.

The CenSARA project manager is responsible for:

1. Providing contact points for technical and subaward activities and facilitating interactions with CenSARA staff and with the EPA, states and local agencies;
2. Monitoring the subawardee's work through telephone communication, meetings review of monthly progress reports; and review and approval of invoices; and
3. Reviewing and accepting deliverables.

The CenSARA project manager will assist the subawardee in solving problems or answering questions. CenSARA will not be responsible for the subawardee's work performance and CenSARA/BSC reserves the right to reject deficient work.

### **RESOURCES PROVIDED BY SUBAWARDEE**

The subawardee shall appoint a project manager who will be responsible for project monitoring and completion. The project manager must keep the CenSARA/BSC project manager informed of project status through monthly written progress reports. Informal communication shall be more frequent.

The subawardee project manager is responsible for:

1. Submitting invoices, monthly progress reports, and deliverables
2. Discussing with the CenSARA project Managers any changes in subaward tasks
3. Complying with all subaward clauses and conditions
4. Resolving any other issues arising as a result of this subaward

### **BONA FIDE EMPLOYEES**

Definition of *bona fide* employee(s):

Upon award of the subaward, the subawardee shall warrant that all persons assigned to the performance of this subaward shall be employees of the subawardee or specified subcontractor, and that these persons shall be fully qualified to perform the required work. The subawardee shall include a similar provision in any contract with a subcontractor selected to perform work under this contract. Failure of the subawardee to provide qualified staffing at the level required by the proposal specifications may result in termination of this subaward and/or damages.

Substitution of *bona fide* employee(s):

To assure efficiency and continuity, the subawardee's project personnel shall remain assigned to the subaward until its completion. If, during the course of the subaward, the subawardee finds it impossible to provide the personnel specified in the proposal, the subawardee must request permission, in writing, from CenSARA/BSC to provide a substitute(s). This request must be approved by CenSARA/BSC before the proposed replacement performs work on the contract, and shall include:

1. Justification
2. Documentation that the substitute is equivalent in education, qualifications, and experience to the person being replaced

CenSARA/BSC reserves the right to require the replacement of any person(s) assigned to work on this project who is determined by CenSARA/BSC to be unresponsive to CenSARA/BSC needs as defined by the subaward.

Any person(s) substituted or added to project staff during the course of the project shall be *bona fide* employees of the subawardee or specified subcontractor, and these persons shall be fully qualified to perform the required work.

### **Post-Award Conference**

Within ten working days of a properly executed subaward, a post-award conference call shall be held between the subawardee and CenSARA staff to discuss the project and answer any questions.

### **PAYMENT**

Payments shall be made within thirty (30) days of receipt of acceptable invoices for work performed. Payments will be made upon presentation of fully documented invoices to the CenSARA/BSC project manager and shall be accompanied by supporting documentation as required by the subaward (including travel documentation).

CenSARA/BSC may refuse to pay any request submitted more than ninety (90) days after the termination of this subaward.