

# REQUEST FOR PROPOSALS

## INSTALLATION OF CNG FUEL STATIONS IN KANSAS/MISSOURI



31 West 31<sup>st</sup> Street  
Kansas City, Missouri 64108  
(816) 531-7283  
<http://www.metroenergy.org>

Name of Submitting Business:

---

Due October 31, 2019 at 2:00PM CST

### RFP – INSTALLATION OF CNG FUEL STATIONS IN KANSAS/MISSOURI

RFP Issue Date:	09/30/2019
Pre-Proposal Meeting:	10/14/2019 10:00am CT
RFP Questions Deadline:	10/18/2019
RFP Submission Deadline:	10/31/2019 2:00pm CT
Expected Date for MEC Selection Notification:	11/15/2019
Expected Timeframe for Award Negotiations:	11/2019-01/2020

### Table of Contents

I. Project Overview	2
II. Program Goals and Benefits	3
III. Administrative Information	3
IV. Response Format & Application Requirements	6
V. Criteria for Evaluation	6
VI. Pre-Bid Meeting and Information	11
VII. Application Submission	12
VIII. Award Determination	12
IX. Awarded Applicant Reporting and Payment Procedures	13
X. Payments	14

## **I. Project Overview**

### **A. Background and Project Summary**

The objectives of this RFP is to fund 1-3 compressed natural gas (CNG) fueling stations, which would substantially increase access to CNG fueling on major travel corridors; and to leverage business and community relationships enjoyed by public agencies; in order to multiply awareness of, and adoption of, alternative fuels by generating shared fueling agreements where possible.

These facilities are intended as capable of providing CNG fueling to both light-duty private vehicles and to all classes of freight trucks up to and including Class 8 tractors. Funding from the US Department of Energy (DOE), that is managed through a grant to Metropolitan Energy Center (MEC), (the “Grant”), will provide up to 45% of total costs toward the purchase of station equipment and installation by the successful applicant. The anticipated time for selection of the winning Applicant(s) will be mid-November; and all fueling station projects shall be completed on or before September 30, 2020.

The Kansas City Regional Clean Cities Coalition is part of a national network of nearly 100 coalitions designated by the U. S. Department of Energy. It is active in efforts to reduce air pollution, curb dependence on imported fuel, strengthen regional economies, and encourage the adoption of clean, alternative fuels. KC Clean Cities works with private- and public-sector stakeholders, manages and disseminates federal clean energy funding, and educates the public on alternative fuel issues and technologies. KC Clean Cities is a program of Metropolitan Energy Center, a 501 (c) (3) non-profit based in Kansas City, Missouri.

### **B. Site Locations**

The desired locations for these proposed CNG fueling stations:

1. The I-70 corridor west of Hayes and east of the Colorado state line. Preferred location: 745 S. 1<sup>st</sup> Street; WaKeeney, KS 67672
2. The US Highway 400 corridor within 5 miles of Dodge City; (small volume anticipated to start; sole fueling site for municipal refuse trucks)
3. The I-49 or US400 corridor within 10 miles of Joplin, MO.

***In the proposal packet, indicate which locations you will be responding to.***

### **C. Funding Allocations**

MEC has allocated a maximum \$1,133,000 in federal funding to support a minimum total project cost of \$2,518,000. Applicants may wish to build at 1 site, 2 sites, or all 3. Cost share split is maximum 45% Grant and minimum 55% Applicant (i.e. \$45,000 Grant and \$55,000 Applicant for a \$100,000 project). MEC will divide these funds among all 3 sites. An Applicant who requests, for example, a Grant budget of \$1million for a single site is not likely to be selected.

## **II. Program Goals and Benefits**

A principal goal of this project is to improve the availability of compressed natural gas for transportation by providing fueling capacity at key locations along the state's highways for 1) completing the Kansas City – Denver leg of the I-70 CNG corridor; 2) extending a US 400 CNG corridor while fulfilling a local fleet need; and 3) filling a gap on the Joplin I-49/I-29 corridor in Missouri. By doing so, we hope to ease acceptance and encourage adoption of increased numbers of compressed natural gas vehicles.

As part of this project, we envision other long-term benefits including:

1. Reduction of NO<sub>x</sub> and other diesel pollutants.
2. Removal of barriers for NGV and alternative fuel vehicle adoption, moving toward a self-sustaining market by the Year 2020.
3. Reduction of consumer transportation fuel costs, and concomitant cost savings.
4. Increased demand for clean fuel vehicles, associated servicing and technical training, and increased use of Kansas-produced natural gas.

Successful Applicants who complete a contract agreement will be considered a Subrecipient of the Grant. Subrecipients will manage and expend funding to maximize these benefits, including commencing expenditures and activities as quickly as possible, consistent with prudent management. Contract planning, evaluation, and award to individual stations will be required to align with the program's core goal as stated above. MEC's evaluation will be based in part on how the proposal positively achieves each of the goals.

## **III. Administrative Information**

### **A. Proprietary/Confidential Information**

Any restrictions of the use of or inspection of material contained within the application shall be clearly stated in the application itself. Written requests by the Applicant for confidentiality shall be submitted to MEC in advance of the application submission deadline, along with the application material. The Applicant must state specifically what elements of the application are to be considered confidential/proprietary.

Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the application. Co-mingling of confidential/proprietary and other information is not acceptable. Neither an application in its entirety, nor application price information will be considered confidential and proprietary. Any information that will be included in any resulting Agreement cannot be considered confidential.

### **B. Organizational Conflict of Interest – Requirements of this Application and Subsequent Agreement**

Any business entity or person is prohibited from being awarded an Agreement, if the business entity or person has an "Organizational Conflict of Interest"—as described below—with regard to this solicitation and the resulting Agreement. Applicants should

provide a brief written statement noting any conflict of interest within the “Organizational Conflict of Interest” section of the Grant Application Form.

No person or business entity engaged by MEC to prepare the original grant application, or who has access prior to the solicitation to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of an application for this grant solicitation. MEC considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If MEC determines that an Organizational Conflict of Interest exists, MEC has discretionary power to cancel the Agreement award. In the event the Awarded Applicant was aware of an Organizational Conflict of Interest prior to the award of the Agreement and did not disclose the conflict to the procuring agency, MEC may terminate the Agreement for default.

### **C. RFP Response Material Ownership**

MEC has the right to retain Applicants’ original applications and other RFP response materials for its files. As such, MEC may retain or dispose of all copies as is lawfully deemed appropriate. MEC has the right to use any or all information/material presented in reply to the RFP, subject to limitations outlined in the section, Proprietary/Confidential Information. Applicant expressly agrees that MEC may use the materials for all lawful purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available as required by law or regulation.

### **D. Binding Offer**

An application submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Application Summary Sheet (Section V, Item 9) of the Applicant or an officer of the Applicant legally authorized to execute contractual obligations and shall bind the applicant to the application. By submitting an application, the Applicant affirms its acceptance of the terms and requirements of this RFP, including its attachments and appendices, without exception, deletion, or qualification - and does so without making its offer contingent. The Applicant further agrees to cooperate with MEC and expedite the contracting process upon notice of award.

Applications that do not contain a completed Application Summary Sheet will not be considered for funding under this proposal.

*MEC reserves the right to make partial awards or no awards.*

### **E. Debarment and Suspension**

By submitting a proposal in response to this RFP the Applicant certifies that it, its principals, and proposed sub-contractors (if any):

- Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
- Have not within a three-Year period preceding the Due Date of this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- Are not presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph IV.K.2 of the Code of Federal Regulations (CFR); and
- Have not within a three-Year period preceding the Due Date of this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

If the Applicant is unable to certify to any of the statements in this certification, an explanation must be provided as an attachment to the proposal. This explanation is exempt from page limitations on the proposal, if any apply. The inability of the Applicant to provide the certification will not necessarily result in disqualification of the Applicant. The explanation will be considered in connection with MEC's determination whether to select an Applicant.

**F. Disclaimer:** All statistical and fiscal information contained within this RFP, and any amendments and modifications thereto, reflect the best and most accurate information available to MEC at the time of RFP preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of intentional misrepresentation by MEC.

**G. Federal Employer Identification Number (FEIN)**

Applicant is required to provide their FEIN in their proposal.

**H. DUNS Number**

Applicant is required to provide their DUNS in their proposal, or a pledge to obtain one prior to beginning work. Additionally, successful applicants are required to submit their DUNS prior to the Agreement, or purchase order issuance, or payment from MEC.

**I. Incurred Costs**

MEC is not liable for any cost incurred by the Applicant prior to issuance of a legally executed Agreement, purchase order or other authorized acquisition document.

## **J. Compliance with all Federal, State and Municipal Laws and Regulations**

Successful Applicants (Subrecipients) shall comply with applicable Federal, State and local laws and regulations in the performance of all work under resulting Agreement. Subrecipient shall obtain all Federal, State and local permits, authorizations, and approvals of all work performed under the Agreement. This includes the governing grant agreement between MEC and DOE. See attached Terms and Conditions.

## **IV. Response Format & Application Requirements**

### **A. General Instructions**

Applications, including cover page and table of contents, should not exceed twenty (20) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins and black text. No hard copy applications will be accepted. Digital applications in PDF format must be sent to Jeff Windsor at [Jeff@metroenergy.org](mailto:Jeff@metroenergy.org).

“Required Documents” as described in V.3, which may include pictures, maps, other required forms, and attachments, should be included in ONE (1) additional document containing an index which denotes the appropriate title and page number of each item. Likewise, any confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the application (See Proprietary/Confidential Information section of the RFP for additional information).

### **V. Criteria for Evaluation**

All applications will be reviewed by a Review Committee consisting of MEC staff and other members offering technical evaluations and assistance, as necessary. Applicants will be notified when and if additional information or documentation is required. All information required to complete the application for funding is provided in this RFP. Any additional information pertaining to submissions, including email and phone calls, will not be considered once the review process is under way.

When evaluating projects for funding, the Review Committee will consider the following criteria. The overall quality of the application, containing all required information in a clear and concise format, is a prevailing consideration throughout all categories. The potential maximum number of points is listed to the right for each category.

<b>CATEGORY</b>	<b>Points</b>
<b>PROJECT ABSTRACT AND NARRATIVE</b>	5
<b>STATION DESIGN</b>	25
<b>PROJECT COMMUNICATION</b>	10
<b>BUDGET + BUDGET NARRATIVE</b>	20
<b>BUSINESS PLAN</b>	10

<b>APPLICANT EXPERIENCE AND QUALIFICATIONS</b>	20
<b>PROJECT SCHEDULE</b>	10
<b>TOTAL</b>	<b>100</b>

Applicants must include the following information about the proposed project:

**1. Project Abstract**

Provide a brief description of the station project for which funding is being requested, and clearly state the anticipated benefits and how the project will help meet the program goals. The abstract should be no more than half a page. The abstract should indicate which station location(s) are being proposed and whether the Applicant will accept a partial award for fewer locations than proposed. Please DO NOT include any proprietary information.

**2. Project Narrative**

Provide a project background and narrative that demonstrates, with specificity, a thorough explanation of how the project will contribute to the program goals. Describe the project’s relationship with the objectives of local governments, fleets, utility companies and travel corridors it would impact.

**3. Station Design**

Provide a detailed description of the proposed station(s) including, but not limited to, the following elements. Additional information detailing exemplary station performance and operation is welcome. All materials indicated as “Required Documentation” should be included as an attachment and will not be counted toward the maximum page limit.

- **Technical Merits** - Explanation of why the applied technology is appropriate for the location’s alternative fuels market. Describe the project, including the type and capacity of the fueling equipment. Explain the technical merits of the project including the suitability of the proposed technology and equipment for the application and certified compliance with all state and federal guidelines, NFPA 52 (the principle guiding document for CNG station development), and other industry standards and best management practices. Measures taken to reduce the electrical demand and operation cost should also be clearly stated. To this end, installation of redundant compressor units is strongly encouraged.
- **Access to Property** – Proof of access to property must be shown by evidence of property ownership, a lease, or a letter from the property owner indicating permission or commitment to good faith negotiations. **Required Documentation:** If adding to an existing station, documentation of contact and/or approval with station owner required.
- **Station Maintenance Plan:** The applicant should provide MEC with a written plan for fueling station maintenance. This plan shall include a description of available technical resources, qualifications of personnel who will assist during maintenance

events, expected response times, and any specific, foreseen challenges/barriers to maintenance.

- **General Consumer-Friendliness** - The proposed station must be adequately designed to maximize service to the public. A description of the station's ease of use must be included in the application. Awarded projects must provide 24/7, uninterrupted access to public vehicles as evidenced by an attached site plan. Furthermore, proper ingress and egress for fleet vehicles to access station, relative to the property as well as the surrounding road network, must be determined and adequately demonstrated within the application. Access for all vehicle classes, including class 8, is strongly preferred.
- **Anticipated Consumer Experience** – (including ease and speed of fueling) - should also be discussed. Likewise, payment received from at least two major credit cards is required with additional weighting for fleet cards and other fuel cards. Applications should clearly list all intended payment types within this section. **Required Documentation:** Facility specs/self-certification.
- **Refueling Capability** – The proposed station's flow rate must be appropriate for the target market with a quantifiable output of gasoline gallon equivalents (GGEs) and cubic feet dispersed per minute and hour. This goal must match the capacity of proposed equipment. **Required Documentation** – Equipment specs (preferred) and/or self-certification.
- **Air Quality** – Competitive applications must ensure that the proposed station employs exemplary emission controls. This includes measurable merits related to criteria pollutants and greenhouse gas reduction from the project as interpreted from gasoline gallon equivalents (GGEs) of fuel sold and assurance that the station and its interconnections deploy technologies to minimize system leakages to the utmost potential, maximizing the quantifiable displacement of criteria pollutants and adhering to current best management practices. **Required Documentation:** Equipment specs, industry certification, and/or self-certification.
- **Signage** – Clearly visible signage from roadway, including CNG availability and prices, must be posted at all awarded station locations. Extra consideration will be given to proposals including visible signage along nearby major transportation corridors.
- **Other Benefits** – Other benefits may include the quantity and quality of jobs created by the project, if applicable.

#### 4. Project Communication

Applicants are asked to submit a summary table of fleet commitments for the proposed station that denotes the agency/business name, sector (public, private, or non-profit), type of fuel commitment (fuel contract, letter of commitment, letter of intent / support, or Memorandum of Understanding), and number of GGEs committed over a 5-Year time

frame (per calendar Year). Furthermore, utility line pressure (in PSI) and any required modifications or extensions to utility line during station construction should be clearly stated along with any other significant stakeholder engagement working to ensure successful station development and operation.

#### **For Inclusion as Attachments:**

**Fleet Commitments** – Priority will be given to applications containing proof of contractual negotiations to purchase fuel followed by letters of intent/commitment, support, or a Memorandum of Understanding (MOU). Applicants must include a list of intended customers and corresponding anticipated monthly fuel sales volumes, as evidenced by fleet commitments, and number of vehicles per fleet.

**Consultation with Utility** – Applicants are required to consult with local natural gas and electric utility providers regarding technical aspects of services to the proposed station location. **Required Documentation:** The Review Committee will consider applications providing letters of project approval from the utility company serving the proposed station location, followed by documented evidence of communication with the utility company and/or certified local utility specifications including inlet pressure and demand capacity.

**Communication with Local Government** - Applications must provide, at minimum, one reference of local government support. Letters from officials should describe the relationship of the proposed station to government fleet support (if applicable) and local economic, environmental, and/or social benefits. In the case of applications made by local governments acting as station operators, documented evidence of interagency support is encouraged.

**Other Engagement** – Applicants are encouraged to provide documented engagement with station developers and owners, petroleum marketers, technical consultants, and other entities involved in ensuring successful station development and operation.

#### **5. Budget & Budget Narrative**

Up to \$1,133,000 will be offered to one or more successful applicants to help fund the purchase and/or installation of CNG fueling equipment at 1-3 sites. Applicants may wish to build at 1 site, 2 sites, or all 3. Cost share split is maximum 45% Grant and minimum 55% Applicant. Budgets should indicate total Grant request and total Applicant share; these should add up to total project budget. E.g. \$45,000 Grant and \$55,000 Applicant for a \$100,000 project.

MEC will divide Grant funds among all 3 sites. Applicants who requests, for example, a Grant budget of \$1million for a single site is not likely to be selected.

Applicants must provide an itemized spreadsheet of all project costs including a detailed itemized budget indicating per-unit equipment and supplies costs, construction, engineering, etc.

Furthermore, applicants must provide a budget narrative that describes how the budget costs are determined (include Applicants quotes if obtained) and how they relate to the project.

Describe all other funding sources that will be used as cost sharing for this project and detail any plans to attract additional funding. Likewise, list all project-specific grant funds received to date, whether from public or private sources, including all applications for funding pending with other entities. If funding is not yet secured or awarded from any source, please indicate that clearly.

## **6. Business Plan**

A clearly articulated business case must be presented as a pro forma including all station costs; anticipated retail pricing of fuel costs; projected fuel sales volumes in Years 1 through 5 with adequate justification, including fleet commitments, given for all estimates; and the potential to expand the station based upon consumer adoption that exceeds the station's initially expected capacity. Describe longer-term plans for the facility, potential for expanding and increasing sales of CNG, and marketing strategies for reaching fleets, owner-operators and additional customers. This section may include, but is not limited to, potential expansions of site capacity and associated costs, estimates of CNG sales under different pricing environments for diesel and gasoline, profit/loss, sales and net income projections, and, in the absence of fleets and customers confirmed at the time of application, public- and private-sector fleets under consideration as future committed customers, whether locally based or national firms routing through the region.

## **7. Applicant Experience and Qualifications**

Describe the project staff responsibilities and qualifications. This should include the specific roles and responsibilities of each team member or subcontractor and consist of a brief summary of qualifications and previous accomplishments for similar projects for project manager(s). Prior alternative fuels station development experience (i.e. number of Years, number of stations developed, duties, locations, etc.) should be clearly indicated. This may include, but is not limited to, references from customers (particularly local or state governments), locations and descriptions of other active stations, safety and reliability records, and other unique qualifications. This should be added to the application as an attached document. In the case of joint ventures, relevant prior work experience between involved entities is preferred.

Describe the internal resources available by project team or partners, including facilities, manufacturing capabilities, major equipment and other technical aspects, permits, and administrative resources that will be required for the project. Likewise, applicants must identify any sub-contractor that will be used to complete the work including: **a)** What role will they play; and **b)** How was this sub-contractor identified? **Required Documentation:** Roles and responsibilities for key team members (including all sub-contractor). Reference information from past projects.

Consideration will be given to MBE/WBE businesses and are encouraged to respond to this solicitation as prime contractors. MBE/WBE applicants must be currently registered and listed with a qualifying agency.

### **8. Project Schedule**

A project schedule and work plan must be submitted. Tasks identified in the work plan should identify a reasonable and timely plan for contracting, permitting, construction, and opening; core areas of work; lead individual and/or agency; and the amount of time to complete. A chart (Gantt or similar) should be used to describe timeframes for the project's tasks including length of time required prior to operation, feasibility of the stated timeline, and a detailed task plan. These tasks will be included in the Agreement. Consideration will be given to Applicants that can start the Project immediately after an Agreement is executed.

Scheduled milestones shall include the project's start and end dates. The milestones should reflect major events in the life of the project and should help determine progress to success. These milestones should be included on the timeframe chart, marked accordingly with the tasks. Furthermore, issues or conditions that still need to be resolved before the project can begin and what barriers might be foreseeable shall be clearly stated.

### **9. Application Summary Sheet**

An Application Summary Sheet signed and dated by officer of the Applicant legally authorized to execute contractual obligations binds the applicant to the application. By submitting an application, Applicant affirms acceptance of the terms and conditions, and requirements of this RFP, including its attachments and appendices, without exception, deletion, or qualification, and without making its offer contingent.

## **VI. Pre-Bid Meeting and Information**

A pre-bid meeting will be held on **October 14, 2019, at 10:00AM CST**, at the **MEC Office** located at 31 West 31<sup>st</sup> Street, Kansas City, MO, 64108. During the meeting, MEC staff will conduct a walk-through of the RFP document. The meeting will be conducted in person and on-line. On-line attendees should join this meeting:

### **RFP – Installation of CNG Fueling Stations in Kansas/Missouri**

**Please join our meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/452165893>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3212](tel:+18722403212)

**Access Code: 452-165-893**

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/452165893>

Applicants will have the opportunity to ask questions about the program and application process. A record of the meeting will be made for prospective applicants who cannot participate at this time.

Applicants are also encouraged to submit questions in writing to Jeff Windsor at Metropolitan Energy Center at [Jeff@metroenergy.org](mailto:Jeff@metroenergy.org) by **October 18, 2019**. MEC will try to respond to all questions publicly via an FAQ on its website, [www.metroenergy.org](http://www.metroenergy.org), by **October 24, 2019**. Emails should use the subject line: "Query for CNG RFP".

## **VII. Application Submission**

Applications must be received by **October 31, 2019**. MEC is not responsible for technical or transmittal issues when submitting a grant application. All applications with a MEC inbox timestamp of **2:00 PM CST** or after will automatically be disqualified from the current funding round with no exceptions.

Only electronic applications will be accepted. Hard copy applications will not be accepted. Please e-mail your application to [Jeff@metroenergy.org](mailto:Jeff@metroenergy.org) subject: "**Installation of CNG Fueling Stations in Kansas/Missouri—<Organization/Company Name>**". MEC requests that all materials be included as attachments to one email, however if your documents are too large to send in one email, you may send multiple emails. If you must do this, please use the same email subject each time to assist with processing your materials efficiently. Applicants will receive an e-mail response notification of the receipt of their application within two business days upon submission.

## **VIII. Award Determination**

Additional information may be requested from applicants by MEC prior to final award determination. MEC is under no obligation to fund any proposal and reserve the right to deny proposals for any reason. Funding is limited. Applications meeting all the program's general policy guidelines may not necessarily receive an award. MEC reserves the right to delay any decision due to budgetary constraints.

MEC reserves the right to vary from the evaluation criteria listed within this document during the bid solicitation period as necessary or appropriate. Any modifications to evaluation criteria will be posted to MEC's website. It is the responsibility of the applicant to check for these changes.

The Notices of Intent to Award are anticipated to be made in **mid-November 2019**, and applicants will be notified of the Review Committee's determinations via email. Awardees

are expected to sign and return the Agreement to MEC within 4 weeks of receiving the document unless otherwise noted in writing by the MEC Contract Specialist.

Funding decisions are final. Funds awarded are based on a competitive process where applications are weighed against other applications and overall program goals. Changes unapproved by MEC to an awarded applicant's scope of work after funds are awarded will not be allowed and may result in the nullification of the award.

## **IX. Awarded Applicant Reporting and Payment Procedures**

### **A. Project Impacts and Reporting**

All funding is conditioned upon veracity of information provided within the application and will require accountability and reporting by the successful Applicant (Subrecipient). Such reporting will be in accordance with the procedures developed and prescribed by MEC. MEC staff will also conduct periodic site visits during and after installation to ensure compliance with the Agreement. The following reporting requirements will be included in MEC's Agreement with the Subrecipient.

### **B. Pre-Construction/Construction Phase Reporting**

Subrecipient will submit, on a monthly basis, a written progress report of construction activities under this Grant up to the point of opening sales to the public. The preparation of reports in a timely manner will be the responsibility of Subrecipient and failure to comply may result in the delay of payment of funds and/or termination of the Grant.

The report will refer to the status of work to be performed pursuant to this Grant, including a description of the deliverables and tasks completed during the reporting period. It will include a description of any findings or results, any unanticipated outcomes or roadblocks encountered, and any potential future applications of project results. The report will indicate clearly whether work is proceeding according to schedule, ahead of schedule or behind schedule. If the work is behind schedule, the report must include a summary of the reasons for the delay and a plan of action to bring the project back on schedule, which will be subject to review and approval by the MEC prior to implementation.

Subrecipient will produce and submit to MEC a project completion report that provides a technical account of the total work performed and contains a comprehensive description of the work tasks specified herein, the results achieved, documenting the success/lessons learned/technology implementation of the project and shall include a financial status summary outlining expenditures.

Compliance with all local building and operational codes, as demonstrated by a signed letter from the local Authority Having Jurisdiction (AHJ) is required. Non-compliance will result in the nullification of the Agreement and repayment of any Grant funds utilized by the Subrecipient.

Subrecipient is required to obtain a performance bond prior to the station construction phase that explicitly secures, the work of all subcontracting parties in the event that project terms and conditions are not fulfilled. Failure to do so will result in nullification of the Agreement. Furthermore, the Subrecipient equipment cost match must be paid in full prior to the utilization of any funds offered within the grant award.

### **C. Annual Reporting for Station Service**

Required reports will be submitted to MEC in draft form no later than the end of each quarterly period following the beginning of station service and sales, or as otherwise specified in the Agreement. This information will be used to benchmark station and program effectiveness and to inform the public of project results via various strategies including press releases, case studies and on the MEC website. Quarterly reporting will also be used to document achievements through the project's work. Reporting criteria will include, but may not be limited to, the following:

- a. A summary of quantifiable metrics. This will include monthly natural gas fuel sales, average monthly fuel prices; number of individuals trained in station operation, safety and management; and additional expenses such as replacement of equipment, etc. Station owners may also report other metrics that they deem relevant to the project.
- b. Project summary narrative: This should summarize the project achievements in no more than two paragraphs. Include, at minimum, the needs that the project addressed, what the goals were, whether or not those goals were achieved, and what audience the project served.
- c. Project constituent testimonials/quotes: This should include press release-worthy statements of the project's importance from participants and managers. For example, a funded station may include a statement from the station owner, a fleet manager, customers, etc.
- d. Before and after photos. The project should allow for photos to communicate the work. Please include electronic files with the report immediately following the construction phase. If possible, try to get people in the photos – especially users of the funded equipment.
- e. A summary of any communications to AND from the public associated with the station project. For example, this could include press releases, advertising, or newsletters.

At any time, MEC may determine that additional application or reporting information is required and reserves the right to amend Agreement conditions without penalty.

### **X. Payments**

The following payment procedures will be included in MEC's Agreement with the Awarded Applicant (Subrecipient):

Payments must be made in accordance with the provisions set forth in the Grant. MEC will pay Subrecipient the reasonable, allocable, and allowable costs for equipment installed based on satisfactory monthly progress and required documentation of the work defined in the Grant, as determined by MEC.

The Subrecipient will be compensated only for equipment installed by the Subrecipient and accepted by MEC pursuant to the terms of the Grant. Payment will also be contingent upon MEC's timely receipt and acceptance of the required reports described herein.

The Subrecipient will be reimbursed based on the submission of a Request for Payment and an Invoicing Report form provided by MEC providing a detailed account of the amount of costs, including receipts/invoices, incurred relating to line items per the project budget. MEC will withhold payment of the final ten percent (10%) of the total amount until the Subrecipient has submitted, and MEC has accepted, all required narrative and financial progress reports enumerated in the Grant and Agreement.

**For more information, please contact:**

**Jeff Windsor, Contract Specialist**

**Metropolitan Energy Center**

**31 West 31<sup>st</sup> Street**

**Kansas City, MO 64108**

**[Jeff@metroenergy.org](mailto:Jeff@metroenergy.org)**