

**REQUEST FOR APPLICATIONS (RFA)**  
**ZERO EMISSION DIESEL REPLACEMENT**



**1 East Armour Boulevard, Suite 150**  
**Kansas City, Missouri 64111**  
**(816) 531-7283**  
<https://www.metroenergy.org>

---

**Due: May 2, 2025**  
**RFA – Zero Emission Diesel Replacement**

<b>RFA Issue Date</b>	March 21, 2025
<b>Pre-Application Meeting</b>	April 17, 2025
<b>RFA Questions Deadline</b>	April 21, 2025
<b>RFA Submission Deadline to MEC</b>	May 2, 2025
<b>Expected Date for MEC Selection Notification</b>	May 9, 2025
<b>Expected Timeframe for Negotiations</b>	Selected Applicants will receive funding from secured resources provided by the Environmental Protection Agency (EPA).

**Funding allocations:**

Total available federal funding is \$1.75 million.

Minimum cost-share requirement from Applicants is 55%.

MEC plans to select up to six (6) projects, with proposed deployments scheduled within six (6) to fourteen (14) months of selection (deployment deadline: 05/31/2026).

**Equipment eligibility:**

Vehicles eligible for replacement are Class 5-8 diesel on- or off-road units, with a minimum gross vehicle weight rating (GVWR) of 16,001 pounds. New units are limited to electric vehicles, with an emphasis on transit, school and shuttle buses, and yard trucks/hostlers and their associated EV charging equipment.

**RFA Information:**

<https://metroenergy.org/procurement/>

Contents

I. RFA Overview .....	3
II. Program Goals and Benefits .....	3
III. Eligibility and Programmatic Requirements .....	3
IV. Criteria for Evaluation .....	5
V. Pre-Application Information and Q&A.....	6
VI. Application Forms and Submission .....	7
VII. Selection Process.....	7
VIII. Administrative Information .....	8
IX. Reporting and Payment Procedures for Successful Applicants .....	9

## I. RFA Overview

This Request for Application seeks to select organizations that will replace their aging heavy duty diesel vehicles with electric, zero emission alternatives.

Total federal funding available is approximately \$1.75 million. MEC expects to select up to six (6) projects, though we may select fewer or more.

Applications under this RFA are limited to replacement of eligible diesel vehicles with electric vehicles, the replacement of eligible diesel engines with electric motors, and associated charging infrastructure. Federal reimbursement is limited to 45% of the total cost of purchase and installation.

Follow-on activities including public engagement, workforce readiness training, and negative weather impact mitigation are allowed and encouraged.

These projects must achieve significant reductions in pollution emitted from diesel engines.

Applicant selections will be made within four weeks after the RFA closing date. MEC reserves the right not to select any Applicants or to offer partial funding to Applicants. Costs incurred during the application process are ineligible for reimbursement.

## II. Program Goals and Benefits

Priority goals for Applicant selection include reducing criteria air pollutants affecting vulnerable populations, reduced use of petroleum diesel in school buses, electrification of heavy diesel vehicles, and Applicant participation in outreach and public awareness campaigns. In addition, EPA guidelines prioritize these short-term outcomes:

- Improvements within the goods movement sector, including rail and freight terminals, ports and distribution centers,
- Zero emission deployments within communities hurt by air pollution,
- Inclusion of plans for workforce readiness and worker training through clean fuels deployments involving drivers, technicians, mechanics and other essential personnel,
- Inclusion of plans to protect funded investments from negative weather impacts – floods, storm damage, etc.

Data capture and lessons learned is an important goal and projects on the leading edge of technology are encouraged. These will be leveraged into project success stories and shared through our business and community relationships using targeted outreach and educational peer-to-peer presentations. Together, deployments and outreach will encourage the adoption of electric vehicles.

Long-term benefits and outcomes will include:

- Reduction of NOX, particulate matter, and other criteria air pollutants,
- Better air quality for communities hurt by pollution,
- Better market readiness for electric vehicle deployment, moving toward a self-sustaining regional and national EV market.

## III. Eligibility and Programmatic Requirements

### A. Eligible Entities

All organization types, public and private, are eligible to apply. No selections will be made to individuals.

### B. Site Locations

The RFA will prioritize projects in Kansas and Missouri. Locations in Iowa and Nebraska are also allowed.

Further prioritized consideration will be given for projects that operate within nonattainment or maintenance areas for PM 2.5 and Ozone (see EPA's Green Book at <https://www3.epa.gov/airquality/greenbook/mapnmpoll.html>).

### C. Funding Allocations and Cost-Sharing

Total available federal funding is \$1.75 million. MEC expects to select up to six (6) projects, though we may select fewer or more, depending on the quality and value of applications received.

Cost-sharing requirements apply to all electric vehicle deployment project types. Please see table(s) below. Applicants willing to forgo some funding (for instance, asking for a 30% reimbursement instead of the 45% maximum on a vehicle replacement) will improve their chances of approval, though doing so cannot guarantee success.

**Table 1: Cost-Share Requirements**

Eligible Technologies	EPA Reimbursement Limit / Cost-Share	Mandatory Applicant Cost-Share
Vehicle or Equipment Replacement with Zero-tailpipe Emission Power Source	45%	55%
Vehicle or Equipment Replacement with Zero-tailpipe Emission Power Source	40%	60%

The following table shows how cost sharing requirements can be applied.

**Table 2: Cost-Sharing Examples:**

Project Description	Total project cost	Cost-Share Split	Federal Share/ Reimbursement	Local Cost-Share
Replace 4 diesel transit buses with electric (\$450,000 ea.)	\$1,800,000	45% Federal 55% Applicant	\$810,000	\$990,000
Replace 4 diesel transit buses with electric (\$450,000 ea.)	\$1,800,000	40% Federal 60% Applicant	\$720,000	\$1,080,000

### D. Equipment, Technology and Programmatic Eligibility

For this RFA, vehicles eligible for replacement are Class 5-8 diesel on- or off-road units, with minimum GVWR of 16,001 pounds. New units are limited to electric vehicles (EVs), with an emphasis on transit, school and shuttle buses, as well as yard trucks (hostlers) and their associated charging stations.

**Table 3: Medium- and Heavy-Duty Truck, Transit Bus, and School Bus Eligibility****DERA 2023 Project Eligibility Criteria**

Current Engine Model Year (EMY)	Medium and Heavy-Duty Truck, Transit Bus, and School Bus Vehicle Replacement EMY 2021+ Zero Emission
Older - 2006	Yes
2007 - 2009	Yes
2010 - Newer	Yes

Current Engine Tier	Nonroad Engine Project Vehicle/Equipment Replacement EMY 2021+ Zero Emission
Unregulated – Tier 2	Yes
Tier 3	Yes
Tier 4	Yes

Current Engine Tier	Nonroad Engine Project Engine Replacement EMY 2021+ Zero Emission
Unregulated – Tier 2	Yes
Tier 3	Yes
Tier 4	Yes

Other restrictions apply, as follows.

- Applicants cannot use DERA funding to enlarge a fleet,
- All vehicles, engines or equipment replaced under this program must be destroyed. There are specific requirements for the scrapping process, including prescribed methods, photographs (or site visits), and sales receipts,
- Any income from scrapping old units will be subtracted from Applicant reimbursements,
- Old units must be scrapped within 90 days of the date that replacement vehicles are placed in service,
- Non-diesel vehicles, equipment, or engines are not eligible for replacement or conversion,
- To ensure the planned replacement or upfit is certified and eligible for use under these funds, and to confirm eligibility of old vehicles, search engine family names through the California Air Resources Board (CARB). These are listed by engine model year (EMY), type and original equipment manufacturer (OEM) at <https://ww2.arb.ca.gov/new-vehicle-and-engine-certification-executive-orders>.
- New vehicles must perform substantially the same work as the units they replace and have substantially the same horsepower and displacement. Increases of up to 10% of GVWR within an engine's intended service class may be allowed for vocational trucks, but EPA must agree to variances like this before purchase.

**IV. Criteria for Evaluation**

All applications will be assessed by a Review Committee consisting of MEC staff and other members offering technical evaluations and assistance, as necessary.

Applicants will be notified if additional information or documentation is required. All the information required to complete the application for funding is provided in this RFA. 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 listed below. 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.

Complete and eligible applications will be ranked in each of the following categories, weighted by rank, and given a final score.

**Table 4: Evaluation Criteria**

<b>Category</b>	<b>Weight</b>
Deployment in nonattainment or maintenance area for criteria pollutants	<b>25</b>
Diesel fuel reduced (fuel volume displaced)	<b>25</b>
Duty Cycle: School / Transit Buses = Rank 1 Urban Freight/Multimodal Yards = Rank 2 All Others = Rank 3	<b>15</b>
Cost Effectiveness (cost-sharing percentage)	<b>15</b>
Operating Geography: KS/MO = Rank 1 NE/IA = Rank 2	<b>10</b>
Other Programs: Outreach Participation (5) Workforce Readiness (5)	<b>10</b>
<b>TOTAL</b>	<b>100</b>

## **V. Pre-Application Information and Q&A**

### **A. Website and Notifications**

MEC maintains information about this opportunity on its website at <https://metroenergy.org/procurement>.

### **B. Pre-Application Meeting**

The Pre-Application meeting will be held on April 17, 2025. During the meeting, MEC staff will conduct a walk-through of the RFA document. The meeting will be conducted online only, and attendees should register to receive join credentials (website TBD).

Applicants will have the opportunity to ask questions about the program and application process. A recording of the meeting will be made for prospective Applicants who cannot participate at this time, and it will be posted on the RFA web page.

### **C. Questions and Answers**

Applicants are also encouraged to submit questions in writing to [rfa@metroenergy.org](mailto:rfa@metroenergy.org). Questions will be accepted until April 21, 2025. MEC will try to respond to all questions publicly via an FAQ on its website, at <https://metroenergy.org/procurement/>. Emails should use the subject line: "Query for DERA RFA".

## VI. Application Forms and Submission

Applications must be received by May 2, 2025, at 4:00PM CST. MEC is not responsible for technical or transmittal issues. Hard copy applications will not be accepted. E-mail your application to [rfa@metroenergy.org](mailto:rfa@metroenergy.org) subject: “Zero Emission Diesel Replacement <Applicant Name>”. Upon submission, Applicants will receive a receipt confirmation via email within two business days.

### A. Application Form (Required)

Download the pdf application form to use all features and signature fields. Follow the instructions on the form.

Save as a pdf and name the file “ApplicantName\_Application”

### B. Budget and Fleet Data Form (Required)

Download the excel file from the procurement web page and follow the instructions in the Fleet Data tab. See also instructions and information in the Application Form.

Save as an excel file and name the file “ApplicantName\_Budget”

### C. Other Support Documents (Recommended)

In a combined pdf, provide other support documents, including vehicle and infrastructure quotes. Use links from section 3.B., to generate maps that show your project location in relation to, nonattainment or maintenance zones.

Combine all documents into a single pdf and name the file “ApplicantName\_OtherAttachments”.

### D. Additional Narrative (Optional)

If the spaces provided in the application form are inadequate, Applicants are welcome to state “See Additional Narrative” in the form fields and provide a longer narrative as an attachment (limit three (3) pages). More information is always welcome; however, the omission of the Additional Narrative will not affect your candidacy for selection.

Save as a pdf and name the file “ApplicantName\_Narrative.”

**Table 5: Summary of Application Documents**

Required	Application Form
Required	Budget Table/Fleet Worksheet
Optional (recommended)	Other Support (quotes, maps)
Optional	Additional Narrative

## VII. Selection Process

Additional information may be requested from Applicants by MEC prior to final determination. MEC is under no obligation to fund any application and reserves the right to deny applications for any reason. Funding is limited. Applications meeting all the program’s general policy guidelines may not necessarily be selected. 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 Selection Notices are anticipated to be made by May 9, 2025, and Applicants will be notified of the Review Committee’s determinations via email. Selected Applicants are expected to sign and return the Agreement to MEC within four (4) weeks of receiving the document unless otherwise noted in writing by the MEC Contract Specialist.

Selection is based on a competitive process where applications are weighed against other applications and overall program goals. Changes unapproved by MEC to a selected Applicant's scope of work post selection will not be allowed and may result in nullification. Funding decisions are final.

## **VIII. Administrative Information**

### **A. Proprietary and Confidential Information**

Any restrictions on 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.

Confidential and Proprietary information must be clearly identified, marked, and packaged separately from the rest of the application. Co-mingling of confidential and proprietary and other information is not acceptable.

Neither an application in its entirety, nor application price information will be considered confidential or 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 individual may be ineligible for selection if they are found to have an "Organizational Conflict of Interest," as outlined below, in relation to this solicitation and the resulting Agreement. Applicants must disclose any potential conflicts of interest.

Individuals or business entities who have been engaged by MEC to assist in preparing the original application or who have had access to sensitive information related to this procurement process prior to the solicitation, including but not limited to requirements, statements of work, or evaluation criteria, will not be eligible to directly or indirectly apply. MEC considers such prior engagement or access as an Organizational Conflict of Interest, as it may create an unfair competitive advantage.

If MEC determines that an Organizational Conflict of Interest exists, MEC may choose to cancel the Agreement. If the Selected Applicant was aware of such a conflict prior to selection and did not disclose it, MEC may terminate the Agreement for default.

### **C. RFA Response Material Ownership**

MEC has the right to retain original applications and other RFA 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 presented in response to the RFA, subject to limitations outlined in the Section Proprietary and Confidential Information. The 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 RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the application of the Applicant or an officer of the Applicant legally authorized to execute contractual obligations and shall bind the Applicant to the application. By applying, the Applicant affirms its acceptance of the terms and requirements of this RFA, 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 notification. MEC reserves the right to make partial or no selections.

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

By applying in response to this RFA 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 application 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), and
- Have not within a three-year period preceding the Due Date of this application 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 application. This explanation is exempt from page limitations on the application, if any apply. The inability of the Applicant to provide the certification will not necessarily result in disqualification. 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 RFA, and any amendments and modifications thereto, reflect the best and most accurate information available to MEC at the time of RFA 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. IRS Form W-9**

If the Applicant is selected to enter a contract with MEC, the Applicant will be required to provide an IRS Form W-9.

#### **H. Incurred Cost**

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.

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

Successful Applicants shall comply with applicable Federal, State, and local laws and regulations in the performance of all work under the resulting Agreement. Successful Applicants 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 EPA.

#### **J. Contractual Agreement**

Successful Applicants will enter into a contractual agreement. In the performance of the work, successful Applicants will manage and expend funding to maximize benefits, including commencing expenditures and activities as quickly as possible, consistent with prudent management. If relevant, subcontract planning, evaluation, and selection to vendors will be required to align with the program's core goal as stated above.

### **IX. Reporting and Payment Procedures for Successful Applicants**

All funding is conditioned upon the veracity of information provided within the application and will require accountability and reporting by the successful Applicant. 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 Applicant:

#### **A. Progress Reporting**

Applicants will participate in monthly status calls with other project participants and will submit on a quarterly basis a written progress report of activities under this Contract. The preparation of reports in a

timely manner will be the responsibility of the successful Applicant and failure to comply may result in the delay in payment of funds and termination of the Agreement, or both.

The report will refer to the status of work to be performed pursuant to this Contract, 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 MEC prior to implementation.

The successful Applicant will produce and submit to MEC a project completion report that provides a comprehensive technical account of the total work performed. The report will document the successes, the results achieved, and lessons learned, and shall include a financial status summary.

Compliance with all local building and operational codes, as demonstrated by a signed permit or similar from the local Authority Having Jurisdiction (AHJ) is required for construction activities. Non-compliance will result in the nullification of the Agreement and repayment of any funds.

### **B. Annual Reporting**

After the project concludes and through the life of the vehicles and any installed equipment, successful Applicants will track and report to MEC on an annual basis performance metrics of equipment, successes and problems encountered, and lessons learned. This data and information will aggregate with our Clean Cities Annual Report to help justify Federal program funding allocations nationwide.

### **C. Payments**

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

Successful Applicants will be compensated only for MEC approved equipment they deploy or install pursuant to the terms of the Agreement. Payment will also be contingent upon MEC's timely receipt and acceptance of the required reports described herein.

For more information:

Greg Betzwieser, Contract Specialist  
Metropolitan Energy Center  
1 East Armour Boulevard, Suite 150  
Kansas City, MO 64111  
rfa@metroenergy.org