New Hampshire VW Environmental Mitigation Trust
Electric School Bus Replacement Program
Request for Proposals
June 13, 2019
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Section 1. Request for Proposals – Information and Instructions

1.1 Title and Purpose
Title: New Hampshire VW Environmental Mitigation Trust – Electric School Bus Replacement Program

Purpose: New Hampshire Office of Strategic Initiatives (OSI) and New Hampshire Department of Environmental Services (NHDES) request proposals for the replacement of diesel school buses with electric school buses.

1.2 Available Funding
Approximately $1,250,000 is available for this solicitation to fund one or more projects involving the replacement of older diesel school buses with electric school buses. Funding includes the acquisition and installation of associated electric vehicle supply equipment (EVSE) for charging the school bus.

This program is a reimbursement program only. Selected applicants may request reimbursement for eligible project expenses as agreed to in their approved contract upon successful completion of all contract requirements including required reporting.

1.3 Designated Contact Person
Any questions related to this Request for Proposals must be submitted in writing to:

Tim White, Supervisor
Mobile Source Section
New Hampshire Department of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095

Or by email:
Timothy.White@des.nh.gov

1.4 Program Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Deadline</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>June 13, 2019</td>
<td></td>
</tr>
<tr>
<td>Informational Session</td>
<td>June 21, 2019</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Question Period Closes</td>
<td>June 24, 2019</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Responses to Questions Posted</td>
<td>June 28, 2019</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>July 26, 2019</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Project Start upon G &amp; C Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Completion</td>
<td>December 31, 2020</td>
<td></td>
</tr>
</tbody>
</table>
OSI reserves the right to modify this schedule at its discretion. Any changes or additional information regarding the RFP schedule, including responses to questions, will be posted on the VW page of the OSI website: https://www.nh.gov/osi/energy/programs/vw-settlement.htm

1.5 Informational Session
An information session will be held via webinar at the date and time specified in Section 1.4. Interested parties should register for the webinar at: https://attendee.gotowebinar.com/register/344428381155192577

1.6 Questions
Questions regarding this RFP must be submitted by email to the Designated Contact Person in Section 1.3 prior to the close of the question period specified in Section 1.4. All questions and responses will be posted on the OSI website at https://www.nh.gov/osi/energy/programs/vw-settlement.htm.

1.7 Proposal Submittal Deadline
Proposals must be received by the due date and time specified in Section 1.4. Proposals received after the deadline will not be considered. No changes or additions to a proposal will be accepted after the specified due date and time. The proposal evaluators may contact applicants for clarification of information submitted if deemed necessary.

1.8 Cost of Proposal Preparation
Costs incurred in the preparation of any proposal in response to this RFP are the sole responsibility of the applicant.

1.9 Contract Award
All respondents to this RFP will be notified of the contract award decision by email prior to the anticipated award date in Section 1.4. OSI reserves the right to negotiate the final terms and conditions of the contract award. Recipients must fund the project and then request reimbursement. No project costs may be incurred prior to approval of the contract by the Governor and Executive Council.

1.10 Related Requests for Proposals
OSI anticipates issuing additional requests for projects related to the New Hampshire VW Environmental Mitigation Trust. These opportunities will be posted at https://www.nh.gov/osi/energy/programs/vw-settlement.htm.
1.11 Eligible Applicants
Eligible project applicants include New Hampshire municipalities, public and nonpublic schools, school districts and contractors operating school buses for the purpose of transporting K-12 students in New Hampshire.

1.12 Eligible Projects
Eligible projects include the replacement of existing diesel Class 4 - 8 (Type A, B, C or D) diesel school buses that are model year 2009 or older with an electric school bus of similar class. Buses being replaced must currently be in use for the transportation of K-12 school students by the applicants. Grantees must permanently disable an eligible school bus for every new electric school bus acquired through this funding opportunity.

Electric school buses funded through this Program must be purchased new from an original equipment manufacturer (OEM) or OEM-authorized dealer and shall be fully equipped by the manufacturer, or third party at the direction of the manufacturer, to operate on electricity at the time of purchase and registration. Each electric school bus purchased through the Program must be certified/approved by the U.S. EPA\(^1\) and must comply with all federal and safety requirements. Rebuilt school buses, school buses utilizing technologies not available from an OEM and school buses with repowered or remanufactured engines are not eligible for this Program. Applicants selecting electric buses to be funded through this Program should consider features of the vehicle such as:

- EVSE requirements
- Vehicle size
- Battery configuration
- Options for heating the bus interior during cold weather
- Warranty, maintenance schedule
- Training programs for operations/maintenance

1.13 Project Costs
Eligible project costs include:

- The cost of the replacement electric bus including all accessories that are legally necessary for the operation of that vehicle as a school bus or, by approval in the contract agreement, that were on the bus being replaced and for which the case can be made that they are necessary equipment
- Costs related to the acquisition and installation of associated EVSE required for the project

The following project costs are not eligible:

- Project management, engineering and personnel costs;
- The cost of ancillary equipment not included on the vehicle being replaced and not necessary for the lawful operation of the school bus;

- Salary and benefits, including for project management and engineering that are a part of the project;
- Special signage or logos on the buses;
- Vehicle registration fees;
- Scrappage fees

1.14 Match Requirement
Grantees must provide a minimum forty (40) percent match for these projects. Eligible match includes:

- Grantee expenditures toward the cost of the electric school bus;
- Grantee expenditures for onsite EVSE that is to be used for the charging of electric buses acquired under this proposal.

Section 2. Background Information
There are approximately 850 Class 4 or larger (greater than 14,000 lbs.) school buses in New Hampshire, of which about 90 percent are diesel powered. Exposure to diesel exhaust can exacerbate respiratory conditions such as asthma and bronchitis and can cause lung damage and even premature death. Children are especially susceptible to the negative impacts of diesel exhaust because their respiratory systems are not fully developed and they breathe faster than adults. Replacing older diesel school buses with electric school buses will reduce emissions of nitrogen oxide (NOx) and diesel particulates.

This Program advances the goal of New Hampshire’s VW Mitigation Plan goal to “alleviate excess nitrogen oxide emissions caused by the VW violations through implementation of cost-effective projects in all regions of the state”. This request for proposals also addresses additional goals of the Mitigation Plan to: 1) maximize air quality benefits beyond just nitrogen oxide reductions; 2) replace publically-owned vehicles and save taxpayers money through lower operating and maintenance costs and 3) support the use of zero emission and near-zero emission vehicles throughout the state.

This program has also been designed to provide information concerning the feasibility of electric school buses and EVSE operating under a full range of weather and terrain conditions. It is hoped that this program will also result in the introduction of electric school bus technology to New Hampshire communities.

Section 3. General Conditions
In addition to the specific scope of work that will be executed by contract between OSI and the selected applicants, all applicants must agree to the following if selected for funding:

- The applicant must provide timely responses to OSI or their designee in order to enable development and approval of a contractual agreement in a timely manner.
- The replacement electric school bus must be of the same vehicle class as the original school bus, operate in the same manner over similar routes as the replaced school bus.
- The project proposal must include details of the EVSE infrastructure to be used to charge the bus purchased through the grant.
- Recipients must provide OSI with the following information on the bus to be replaced immediately upon notification of funding approval:
  - Annual miles driven
  - Vehicle Identification Number (VIN)
  - Engine Model Year
  - Gross Vehicle Weight Rating (GVWR)
  - Annual fuel use and fuel type
  - Vehicle Class
  - Engine Manufacturer
  - Engine Serial Number
  - Annual idling hours
  - Description of routes or typical use

- The replaced school bus shall be taken out of service no later than 15 days following the placement into service of the electric school bus.
- The replaced school bus will be scrapped within 90 days from the date the electric school bus is put into service.
- Recipients shall use the electric school bus in normal service for a period of no less than five (5) years. In the event that recipients sell or surplus the replacement electric school bus within five years of the effective date of the contract, recipients shall be required to reimburse the State of New Hampshire as specified in the contract.
- Recipients must register the replacement electric school bus in accordance with New Hampshire law; maintain the replacement electric school bus in accordance with manufacturer recommendations; not make modifications on the replacement electric school bus or engine and, make the electric school bus and related documents (including maintenance records) available for follow-up inspection for five years from date of grant approval, if requested by OSI or their designee.
- Recipients must scrap the school bus being replaced or render it permanently disabled by creating a minimum 3” diameter hole in the engine block and cutting the chassis rail in half. Representatives of DES or OSI shall be allowed the opportunity to witness the destruction of the school bus engine and chassis with a two week (minimum) advance notice of the event.
- Recipients must submit Project Status Reports as specified in the contract agreement that will include, but not necessarily be limited to the amount of electricity used during the reporting period; the number of miles the vehicle was used in the reporting period; and the estimated amount of idling experienced in the reporting period.

Section 4. Proposal Requirements

Proposals must follow the format and provide the information in Appendix A of this Request for Proposals.

Proposals must be delivered to the attention of the designated Contact Person specified in Section 1.3 of this RFP by the data and time specified in Section 1.4.

Failure to provide all required information by the date and time specified will result in the disqualification of the proposal.

Project cost information related to purchase and installation of appropriate EVSE should also include consideration of charging strategies necessary to achieve cost-effectiveness. Additional considerations may include managed charging, demand charge costs as well as the training and equipment
maintenance costs. Proposals should include the steps taken by the applicant to reach out to affected utilities to determine the feasibility of the project from an electric infrastructure and supply perspective.

Project cost information should also include a plan which demonstrates the financial viability of the proposed project, the purchase schedule and the anticipated payback (expected period of time to recover the cost of the applicant’s anticipated investment, likely to be achieved through fuel and/or vehicle maintenance savings).

Section 5. Proposal Evaluation and Award
Applications will be evaluated based on:

- Emissions reductions (NOx, PM and CO2) calculated by NHDES based on total fuel use and mileage.
- The cost effectiveness of the project in dollars per ton of pollutant.
- The applicants’ proposed plan to showcase the electric school buses to demonstrate their ability to meet the needs of the school and their reduced emissions.
- The extent to which the project specifically reduces the exposure of students to harmful air pollutants.
- The extent to which this award will benefit a community or communities that are economically disadvantaged.
- The extent to which this award will benefit a community or communities that are disproportionately impacted by air pollution.
- Whether the project will result in the establishment of new accessible EVSE facilities benefiting the community.
- How the school district(s) is complying with RSA 200:48\(^2\) relative to the development and implementation of a plan to reduce exposure of students to harmful air pollution.
- The extent to which the applicant is able to demonstrate it possesses adequate fleet/transportation staff or resources for operation and maintenance and that all personnel involved in the project are supportive of electric school bus deployment.

Section 6. Rights Reserved
OSI reserves the right to cancel or extend the RFP process at any time. OSI also reserves the right to reject any and all submissions in response to this RFP and to waive formalities if doing so is in the best interests of the New Hampshire Environmental Mitigation Trust agreement. Invoices submitted for reimbursement under the resulting contract shall be sufficiently specific to allow OSI to evaluate charges billed for eligibility and consistency with this request and subsequent contract.

\(^2\) RSA 200:48 Air Quality in Schools. – The school board of each school district shall develop and implement a policy governing air quality in schools. The policy shall address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, maintenance vehicles, and other motorized vehicles used for transportation on school property taking into account the state anti-idling and clean air zone policies established by the department of environmental services.
APPENDIX A – PROJECT PROPOSAL FORM

All project applications shall provide the information required in this section. A copy of this application form is available at the following site https://www.nh.gov/osi/energy/programs/vw-trust-funding.htm. Applicants may either utilize that application form or create their own form that contains the same required information in the same order. Any questions regarding technical information to be included in the application should be submitted in writing to:

Tim White, Supervisor
Mobile Source Section
New Hampshire Department of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
Timothy.White@des.nh.gov
New Hampshire Office of Strategic Initiatives (OSI) and New Hampshire Department of Environmental Services (NHDES) requests proposals for the replacement of diesel school buses with electric school buses. The following information is required for consideration. Incomplete submissions will be disqualified.

<table>
<thead>
<tr>
<th>Project Applicant (name of entity):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Town:</td>
</tr>
<tr>
<td>Project Location:</td>
</tr>
<tr>
<td>Percentage of operation of school bus in NH (based on hours of operation or miles traveled):</td>
</tr>
</tbody>
</table>

Please provide a brief narrative describing how and where the existing school bus is used, including travel location (e.g., operates entirely within _____ School District) or routes (e.g., daily trips/mileage within school district, special trips). Please indicate any sensitive receptors other than schools (i.e. hospitals, nursing homes, other (please describe) that are impacted by the operation of the current school bus:

<table>
<thead>
<tr>
<th>Total Vehicle Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total EVSE Cost:</td>
</tr>
<tr>
<td>Total Project Cost:</td>
</tr>
<tr>
<td>Detailed Cost Proposal</td>
</tr>
</tbody>
</table>
Please provide specific information about your project in the applicable section below. This information can also be submitted using an alternative document or format. Please include all of the required information.

### Existing School Bus Vehicle Information

<table>
<thead>
<tr>
<th>Number of School Buses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Weight Class</td>
<td></td>
</tr>
<tr>
<td>Make/Model</td>
<td></td>
</tr>
<tr>
<td>Model Year</td>
<td></td>
</tr>
<tr>
<td>Average miles traveled per year</td>
<td></td>
</tr>
<tr>
<td>Gallons of fuel used per year and fuel type</td>
<td></td>
</tr>
<tr>
<td>Idling Hours per year</td>
<td></td>
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<tr>
<td>Proposed Fuel Type</td>
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</table>

### New Electric School Bus Vehicle Information

<table>
<thead>
<tr>
<th>Number of School Buses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Vehicle Weight Class</td>
<td></td>
</tr>
<tr>
<td>Make/Model</td>
<td></td>
</tr>
<tr>
<td>Model Year</td>
<td></td>
</tr>
<tr>
<td>Engine Emissions Certification Level (Tier Level)</td>
<td></td>
</tr>
<tr>
<td>Horsepower</td>
<td></td>
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<tr>
<td>Battery Specifications</td>
<td></td>
</tr>
</tbody>
</table>
Please provide the details of a financial plan to ensure the viability of the project.

Please provide details on the EVSE infrastructure that will be used to charge the new electric school buses purchased through this grant.

Please describe how the school district(s) being served by the proposed alternative fuel buses has complied with RSA 200:48 relative to the development and implementation of a plan to reduce exposure of students to harmful air pollution.
Please indicate any additional benefits this project will have on the community or environment.

Will your project positively impact an economically disadvantaged community or population or a community disproportionately impacted by air pollution? If so, please explain how.