

SWIFT Number: 269408  
AI: 41392  
Activity ID: PRO20250001

**Project title:** Municipal Fleet Decarbonization Planning Project

## 1. Project Summary

**Organization:** City of Saint Paul (the City)

**Contractor contact name:** Liz Boyer

**Title:** Climate Coordinator

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### Minnesota Pollution Control Agency (MPCA) contact:

**MPCA project manager:** Liz Wiese

**Title:** State Program Administrator

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### Project description

This proposed project will focus on helping advance carbon neutrality in the City's fleet operations through the development of a Municipal Fleet Decarbonization Plan, which will identify an actionable framework for implementing decarbonization strategies across city departments through vehicle replacements and the expansion of alternative fueling infrastructure. The City will use MPCA funding to contract with a technical consultant to develop a Municipal Fleet Decarbonization Plan setting clear priorities and objectives, as well as identifying strategies for addressing initial cost barriers, to advance the City's progress toward zero emissions in municipal operations.

### Project deliverables:

Municipal Fleet Decarbonization Plan, including potential funding and financing sources.

### Workplan:

**Task 1 of 2:** identify and contract with consultant firm or team to lead development of a Municipal Fleet Decarbonization Plan.

**Subtask 1a:** Develop and distribute Request for Proposals (RFP)

**Brief description of activities involved:** Develop and distribute Request for Proposals (RFP) to solicit bids from qualified consulting firms with experience developing similar plans.

**Subtask 1b:** Evaluate responses to RFP

**Brief description of activities involved:** Evaluate responses to RFP based on experience, expertise, and capacity to effectively complete a comprehensive plan that will include a timeline for implementation

alongside estimated costs.

**Subtask 1c:** Execute contract with selected consulting firm or team.

**Brief description of activities involved:** Execute the contract, incorporating terms and conditions in alignment with project goals and grant requirements.

**Subtask 1d:** Oversee the selected vendor's development of a Municipal Fleet Decarbonization Plan

**Brief description of activities involved:** Provide oversight and guidance during the plan development process. Provide access to all necessary and relevant information and documents. Serve as the vendor's primary point of contact.

## **Task 2 of 2: Final Report and Project Deliverables**

**Subtask 2a:** Submit Grant Final Report

**Brief description of activities involved:** The grantee will provide a final grant project report using the MPCA template approximately one month prior to the end of the grant agreement of June 30, 2025, or at completion of the project, whichever occurs first. The grantee will respond promptly to any requests by the MPCA authorized representative for additional information and/or corrections to the report.

**Subtask 2b:** Submit Project Deliverables

**Brief description of activities involved:** The grantee will provide electronic files of all project deliverables to the MPCA authorized representative one month prior to the end of the grant agreement of June 30, 2025, or at the completion of the project, whichever occurs first.

## **2. Budget**

Cost category	Grant funds	Budgeted cash match	Total budget
Contractor Costs	\$49,000.00	\$24,500.00	\$73,500.00
<b>Project Totals (not to exceed)</b>	<b>\$49,000.00</b>	<b>\$24,500.00</b>	<b>\$73,500.00</b>