



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

January 12, 2012

Request for Proposal

RFP # 2012-001

## Bay Area Lawn Mower Replacement Program

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### SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District) plans to implement a Bay Area Lawn Mower Replacement Program (Program). Under the Program residents of the Air District will be able to obtain a discount voucher for the purchase of a new, cordless electric lawn mower after turning in an operable gasoline lawn mower for scrapping.

The Air District plans to replace approximately 2,400 mowers through the Program, which will run from June 1, 2012, until September 31, 2012, or until the funds are exhausted, whichever happens first. The Program budget is \$347,565, with \$145 being provided via a voucher for each lawn mower replaced. **The voucher amount is the only reimbursement that the Air District will provide to the contractor selected under this RFP (Contractor).**

The Air District is soliciting proposals from cordless electric mower manufacturers, cordless electric mower merchants, or other companies that can provide all services for the Program, including all interactions with customers. The successful Contractor(s) will provide customer registration, used-mower turn-in and recycling, handling of hazardous materials disposal, new-mower sales and service, advertising, and required data and reports to the Air District.

To respond to this RFP, an interested company should submit two hard (2) copies and one (1) electronic copy via email (in Microsoft Office or Adobe PDF format) of its proposal to:

Tom Flannigan, Administrative Analyst  
Bay Area Air Quality Management District  
939 Ellis Street San Francisco, CA 94109

E-mail Address: [tflannigan@baaqmd.gov](mailto:tflannigan@baaqmd.gov)

Proposals must be received at the Air District offices at  
939 Ellis Street, San Francisco, California, 94109 by 4:00 p.m. April 25, 2012.  
Late proposals will not be considered.

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be directed to Tom Flannigan at: [tflannigan@baaqmd.gov](mailto:tflannigan@baaqmd.gov).**

## SECTION II – BACKGROUND

### A. Air District Overview

The Bay Area Air Quality Management District (Air District) was created by the California Legislature in 1955 as the first regional agency to combat air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact transportation and mobile source measures.

The Air District is governed by a twenty-three member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The Chief Executive Officer of the Air District is the Air Pollution Control Officer (APCO), a position currently held by Jack P. Broadbent.

### B. Bay Area Lawn Mower Replacement Program

The basis and general parameters of the Program are described below.

The general process for mower replacement will be as follows.

1. A resident of the Air District will reserve a voucher online, by telephone or at a participating location.

2. The resident will be informed by the Contractor at that time what is required to redeem the voucher (i.e., filling out a form, presenting an operable gas lawnmower for exchange, etc.)
3. The resident will then take and surrender an operable gasoline mower to one of several locations in the Bay Area during business hours.
4. The Contractor will inspect the lawnmower surrendered to ensure it is operable.
5. Once the Contractor has confirmed the lawnmower being surrendered is eligible, the resident can then fill out a form to secure a voucher to purchase a cordless electric mower from the Contractor.
6. The Contractor will then dispose of the surrendered lawnmower in compliance with the requirements of the program.
7. The Air District will then reimburse the Contractor in the amount of \$145 per voucher, based on proof of new, cordless electric lawn mower sale and destruction of old gasoline lawn mower, provided to the Air District by the Contractor.

See Section IV, Scope of Work, for additional details. While in the past, the Air District has held one-day mower exchange events at single locations, this Program will be open over a period of weeks or months, depending on how long funds last, and will allow residents to turn in gasoline lawn mowers at multiple locations.

The Air District is requesting proposals from Contractors to handle a range of implementation responsibilities, including all interactions with customers. Preference will be given to proposals that demonstrate turn-key, seamless service to the Air District and to Program customers, at a competitive price. In order to provide all required services, the Contractor may partner with other entities, which become that Contractor's subcontractors (e.g. hazardous waste materials disposal company or recycling company). The Air District may select more than one Contractor from this RFP.

The Program must meet California Air Resources Board (ARB) requirements, including a ***\$145 cap on funding provided per lawn mower replaced***. The Air District has been awarded a grant from ARB under its Air Quality Improvement Program, Lawn and Garden Equipment Replacement Project. The Air District is also providing matching funds that are subject to the Carl Moyer Program Guidelines for Lawn and Garden Equipment, as amended on April 28, 2011. Thus, the Air District and selected Contractors must comply with the requirements and guidelines of both ARB programs, which will be included as contractual obligations between the Air District and the selected Contractors.

A Program voucher does not reduce the purchase price of the lawn mower, but is an incentive to the lawn mower owner that will result in a lower price paid by the participant. The receipt of the voucher funds does not lower the base price of the lawn mower nor does it reduce the tax basis of the lawn mower.

**Averaging, Banking and Trading Program Exclusion:** Emission reductions achieved by the Program may not be used as marketable emission reduction

credits, or to offset any emission reduction obligation of any person or entity. Therefore, electric lawn mowers sold under the Program will not generate credits through ARB's zero-emission equipment credit averaging, banking and trading program or any similar program.

## **SECTION III – INSTRUCTIONS TO BIDDERS**

### **A. General**

All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.

- All information should be complete, specific, and as concise as possible.
- Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
- The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates.
- Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the Air District, but proposals may be withdrawn.
- The Air District reserves the right to reject any and all proposals.
- The total quotation for this project should not exceed three hundred forty-seven thousand, six hundred and sixty-eight dollars (\$347,668).
- All questions must be in written form and directed to Tom Flannigan and arrive no later than one week prior to RFP due date. All questions will be answered in writing and posted on the Air District RFP webpage at least one week prior to the due date.
- The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

### **B. Submittal of Proposals**

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than 4:00 p.m., April 25, 2012, and should be directed to:

Tom Flannigan, Administrative Analyst  
Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, CA 94109

Email address: tflannigan@baaqmd.gov

2. Proposals received after the time and date provided previously specified will not be considered.
3. Signature – All proposals must be signed by an authorized representative of the bidder.
4. Submittal – Submit two hard (2) copies and one (1) electronic copy (in Microsoft Office or Adobe format) of the proposal. The hard copies must be sent in a sealed envelope. Plainly mark the upper, left-hand corner of the envelope with the name and address of the bidder and the RFP number.

The electronic copy may either be sent on a disk with the hard copies in an envelope or may be submitted electronically at the e-mail address above. Electronic submission of the electronic copy will be acknowledged with a return email. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.

5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline; is not in the prescribed format; or is not signed by an individual not authorized to represent the firm.
6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the

contracting team, cannot be altered without prior written consent of the Air District. All proposals shall constitute firm offers valid for ninety (90) days from the due date.

### **C. Interviews**

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation or a question-and-answer format or any combination of these.

## **SECTION IV – SCOPE OF WORK**

Proposals will be evaluated against each element of the Scope of Work below.

### **A. OBJECTIVES**

1. The goals of the Program are to provide for:
  - The replacement of approximately 2,400 gasoline-powered lawn mowers in the Bay Area with cordless electric-powered lawn mowers which are high-performing and durable.
  - Efficient and courteous service to all customers, interested parties, and the Air District.
  - Accurate administration of the Program and reporting of all relevant data.
2. A selected Contractor will perform the following functions:
  - Customer registration,
  - Program eligibility determination,
  - Used lawn mower inspection,
  - Used lawn mower turn-in, destruction, and recycling,
  - Hazardous materials disposal,
  - Issuance of vouchers to eligible customers,
  - New-mower sales and service to customers,
  - Advertising to the public, and
  - Submittal of invoices, data, and reports described in this Section to the Air District.

### **B. WORK STATEMENT**

1. Time Frame: The expected time for Program operation is June 1, 2012, until September 31, 2012, or until funding is exhausted, whichever occurs first.

The Air District may choose to extend the Contract at its sole discretion; however, all funds associated with the program must be disbursed by June 30, 2013.

2. Program Implementation: The proposal must describe how the Contractor would implement the Program requirements below:
  - a. Prepare outreach and educational materials and conduct the outreach necessary for the project to be successful.
  - b. Develop and update as needed a user-friendly public webpage to provide general information about lawn mower exchange events including at a minimum:
    - List of eligible lawn and garden equipment
    - Voucher/rebate amounts
    - Dates and locations of exchange events
  - c. Conduct one or more public lawn and garden equipment exchange events.
  - d. Voucher Registration: Provide on-line registration 24 hours a day, toll-free phone registration during business hours and in-person registration at participating locations. The Contractor must respond to customer inquiries within 24 hours. The Contractor must ensure that the number of vouchers reserved or provided does not exceed available funds. Voucher reservations will be provided on a first-come-first-serve basis. In the event that the Contractor is oversubscribed, it may maintain a “wait list” of applying customers based on contact date. Vouchers may be provided to customers on the “wait list” in the event a reservation is not redeemed (see below).

Customers must be informed of program requirements at the time of registration and that a voucher reservation is not guarantee of funding. The Contractor will only hold a reservation for 30 days. If the customer does not redeem their voucher within that time period it will be canceled and a new voucher provided to the next customer either on a first-come-first-serve basis if all vouchers have not been reserved or from a “wait list” in the event the program is over subscribed.

- e. Application: The Contractor must track voucher or rebate reservations. Following a voucher reservation, the Contractor must provide the reserving customer an application form approved by the Air District. The application will contain the following information about the Applicant:
  - Name
  - Mailing address (including city, state, zip code)
  - Physical address (if different from mailing address)
  - Phone number
  - Date of application

The application must also include Information about the Applicant’s

existing gasoline lawn mower, including:

- Manufacturer (if known)
- Model Year (if known)

The application shall also require the applicant to certify the following information is accurate and true by signing a statement containing the following:

- Existing gasoline lawn mower is operational.
  - Applicant resides in the Bay Area Air District.
  - Applicant currently owns and operates the gasoline lawn mower in California.
  - From the date of purchase, applicant intends to own and operate the new, cordless, zero-emission electric lawn mower in California for a minimum of thirty-six (36) months from the date of purchase.
  - The information provided in the application is true and correct and meets the minimum requirements of the Carl Moyer Program Lawn and Garden Equipment replacement program.
  - “I understand that an incomplete or illegible application may be immediately rejected, and I will be notified.”
  - “I understand as an applicant that incentive programs have limited funds and shall terminate upon depletion of program funding.”
- f. The Contractor must confirm the following prior to issuing a voucher:
- All information in the application is completed and the application certification section is completed and signed
  - The lawnmower being turned in must operate on gasoline, be able to start, move, and have all operational parts.
  - The application form used by the Contractor for voucher redemption must contain a signature line where a Contractor representative certifies that the equipment turned in is operable and in compliance with all requirements of the program.
- g. Rejected Application: The Contractor must reject an application if it is incomplete or illegible. The Contractor must reject the application immediately and notify the applicant within five days of receipt but may follow up with an applicant in order to complete an incomplete or illegible application.
- h. Accept gasoline mowers:
- The Contractor must promptly accept eligible gasoline mowers in at least the four areas below during business hours. The proposal should describe the address, hours of operation, and staff experience at each of the following locations:
    - San Francisco / Peninsula (San Francisco or San Mateo Counties),



- South Bay (Santa Clara County),
- East Bay (Alameda or Contra Costa Counties), and
- North Bay (Marin, Sonoma, Napa or Solano Counties).
- Proof of residence: The Contractor shall verify proof of residence in the Air District for participants to be eligible to participate in program. Proof of residence may be provided by submittal of a current utility bill in the applicants name showing a Bay Area address.

Destruction and recycling: The Contractor is required to have contracts that are subject to District approval with:

- A hazardous waste materials disposal company; and
- A recycling company

These contracts will allow the Air District or ARB to conduct on-site audits to confirm that program lawn mowers are being recycled in compliance with the requirements of the program. A failed audit of a recycler or hazardous materials company will be grounds for the Air District to terminate its agreement with the Contractor.

Additionally, the Contractor must ensure the destruction of each mower and engine within 60 days of receipt from a program participant such that the mower is no longer operable or repairable. The Contractor also must ensure that the mower is recycled for its metal content and must send the Air District a signed receipt indicating the number of lawn mowers destroyed.

- Waste handling: The Contractor or its designee (see above) must have all the necessary permits and facilities for handling of waste oil and gasoline. The Contractor must properly empty gasoline mowers and manage and dispose of all hazardous waste materials, including gasoline and oil, in accordance with all applicable regulations and permits. Customers will not be required to empty gasoline and oil before turning in their gasoline mower.
- Voucher issuance: The Contractor must issue a voucher or unique voucher number to each eligible customer relinquishing an operable mower on the same day as acceptance of the gasoline mower (if vouchers have not been exhausted).
- Approval: The Contractor must establish a formal procedure by which a designated Contractor representative approves each voucher before finalization of sale, and by which sales are held until each voucher is approved. The Contractor must submit this procedure to the Air District for approval before approving any vouchers.
- Sales: The Contractor must process the sale of a new, cordless, zero-emission electric lawn mower to customer, allowing payment by either credit card or check, and provide to customer the new cordless electric mower. Preference will be given to proposals with mulching mowers or mowers with mulching attachments, in order to reduce solid waste volumes.

In addition to the application forms, the Contractor must maintain an invoice signed by the applicant that shows the final purchase price less the voucher award. In the case of an online merchant, the invoice does not have to be signed by the applicant (see reporting).

Also, if a recycling code is used in addition to a voucher in order to purchase the lawn mower, the recycling code must be included in the information submitted to the Air District (see reporting).

- Service: The Contractor must provide information on how customers can obtain prompt warranty service.
- Promotion: The Contractor must promote the Program for its duration and use the Air District logo and credit the Air District in any promotions.

### 3. Reporting and Reimbursement

- a. Monthly Report: The Contractor must submit a monthly report to the Air District that must include, at a minimum, the following information:
  - Invoice signed by the applicant that shows the final purchase price less the voucher award. In the case of an online merchant, the invoice does not have to be signed by the applicant.
  - The dates on which vouchers were redeemed, the applicant's names, their address, the make and model year of the lawn mowers recycled, the make and model numbers of the replacement lawn mowers.
  - The total number of vouchers redeemed.
  - The total number of applications accepted.
  - The total number of applications rejected. In the case of a rejected application, the contractor must provide the date on which the application was received, the date on which it was rejected and the reason for rejection provided to the applicant.
  - The total number of voucher reservations taken and/or individuals placed on "wait lists".
  - Total number of new pieces of equipment (by equipment type, make, and model) funded with Program funds.
  - Total cost per piece of equipment, participant cost, and voucher cost by equipment model (participant cost + voucher cost = total cost per piece of equipment).
  - A signed receipt from the Contractor's recycler certifying how many lawn mowers have been destroyed (this should equal the number of lawn mowers for which the Contractor is seeking reimbursement).
  - Number of vouchers remaining.
  - Identified problems or concerns.
  - A request for reimbursement and invoice for the Air District

referencing the summary report and documentation submitted.

- b. Final Report: Provide a final report at the conclusion of the Program. The final report must include, at a minimum an overall summary of the monthly reports submitted including:
- A summary report, stating the dates on which voucher were redeemed, the applicant's names, their address, the make and model year of the lawn mowers recycled, the make and model numbers of the replacement lawn mowers. The total number of vouchers redeemed.
  - The total number of applications accepted.
  - The total number of applications rejected. In the case of a rejected application, the contractor must provide the date on which the application was received, the date on which it was rejected and the reason for rejection provided to the applicant.
  - The total number of voucher reservations taken and/or individuals placed on "wait lists".
  - Total number of new pieces of equipment (by equipment type, make, and model) funded with Program funds.
  - Total cost per piece of equipment, participant cost, and voucher cost by equipment model (participant cost + voucher cost = total cost per piece of equipment).
  - A signed receipt from the Contractor's recycler certifying how many lawnmowers have been destroyed.
  - Number of vouchers remaining.
- c. Technical Specifications: The Contractor must provide the following information about each cordless, zero-emission electric lawn mower model that will be offered through the Program, as part of this proposal:
- Model name,
  - Year of production,
  - Cutting radius,
  - Battery description (voltage) – if applicable,
  - Charging duration (hours) – if applicable,
  - Manufacturer's suggested retail price,
  - Base price for Program (before voucher),
  - Shipping and handling cost,
  - Tax,
  - Total cost to consumer,
  - Warranty duration and description,
  - Any discounts on offer for bulk purchases,

- Technical specifications, including mulching capability,
- Any available third-party reviews of mower performance and durability,
- Demonstration that sufficient stock is available for the Program.

#### 4. Contractor Information

- a. All contractors must meet the following requirements:
  - The Contractor must demonstrate that it has had a valid business license issued in California for a minimum of the last two years.
  - The Contractor must include a statement agreeing to allow the Air District or ARB to inspect cordless, zero-emission electric lawn mowers or audit program records covered under the agreement with the Contractor during normal business hours.
  - Air District Does Not Warrant or Endorse Lawn Mowers: The Contractor must include a statement that it understands that the Air District does not warrant or endorse the Contractor's lawn mowers for any purpose, including materials, workmanship, merchantability or fitness for use and that it agrees it will not in any way suggest otherwise or represent anything in the contract between the Air District and the Contractor as a warranty or endorsement.
  - Return of Funds: The Contractor must include a statement agreeing that, should it fail to show that it is implementing the program in a manner consistent with the Carl Moyer Lawn and Garden Equipment replacement program requirements, it will return to the Air District funds for any lawn mower for which it fails to meet program requirements.
- b. If the Contractor is a manufacturer, then it must meet the following additional requirements:
  - Aftermarket Service: The manufacturer must demonstrate that it provides aftermarket service to customers against defects in materials or workmanship as defined by the terms and conditions listed in the product warranty.
  - Recalls: Manufacturer must include a statement agreeing that as soon as reasonably possible, manufacturer will notify the Air District and individually notify any and all purchasers of equipment through this program of any recall of the lawn mower or any of its constituent parts sold under the program.
  - Averaging, Banking and Trading (ABT) Program Exclusion: Manufacturer must include a statement agreeing that emission reductions generated by the Carl Moyer Program will not be used as marketable emission reduction credits or to offset any emission reduction obligation of any person or entity. The statement must further agree that electric lawn mower models sold under the program are not generating credits by participating in ARB's zero-emission equipment credit averaging, banking and trading program or any

similar program and that manufacturer will not seek such credits.

5. Air District Responsibilities: The Air District will:

- Promote the Program on its website and in a press release,
- Provide a Program liaison,
- Monitor Contractor performance, and
- Reimburse the Contractor for eligible voucher costs incurred.

**The Air District will *not* pay for administrative or other costs above the voucher amount.**

## SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

### A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal (Section references below refer to the organization of the proposal and not to sections of this RFP)
  - a. Cover Letter (*Section I*) – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
  - b. Firm Contact Information – Provide the following information about the firm:
    - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
    - Name of firm’s representative designated as the contact.
    - Name of project manager, if different from the individual designated as the contact.
  - c. Table of Contents – Clearly identify material contained in the proposal by section.
  - d. Summary (Section II) – State overall approach to the Program, including the objectives and scope of work.
  - e. Program Schedule (Section III) – Provide projected milestones or benchmarks for completing the project within the total time allowed.
  - f. Firm Organization (Section IV) – Provide a statement of your firm’s background and related experience in providing similar services to governmental organizations. Describe the technical capabilities of the firm and, in particular, the firm’s exposure with working with environmental regulations, if any. Provide references of other similar projects including

contact name, title, and telephone number for all references listed.

- g. Project Organization (Section V) – Describe the proposed program, ensuring that it meets the requirements set forth in Section IV of this RFP. Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically address the firm’s ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed schedule.
- h. Assigned Personnel (Section VI) – Provide the following information about the staff to be assigned to the project:
  - List all key personnel assigned to the project by level and name. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, curriculum vitae (CV), or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the Air District’s assigned program manager.
  - Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project.
  - Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project. Make particular mention with reference to experience dealing with governmental agencies, procedures, and environmental regulations.
- i. Retention of Working Papers (Section VII) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.
- j. Subcontractors (Section VIII) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
- k. Conflict of Interest (Section IX) – Address possible conflicts of interest with other clients affected by contractors’ actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
- l. Additional Data (Section XI) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification,

etc.).

2. Cost Proposal

- a. Name and Address – The Cost Proposal must have the name and complete address of the bidder in the upper, left hand corner.
- b. Cost Proposal – The cost proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. In addition, costs should be estimated for each of the components of the Scope of Work.
- c. The Cost Proposal does not need to be a separate, sealed document.

**SECTION VI – PROPOSAL EVALUATION**

The Air District will convene a panel that will evaluate all proposals. The panel will recommend the selection of the contractor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the contract to carry out the work described in this RFP. An example of a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm’s ability to perform and complete the work in a professional and timely manner.*	30%
Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	20%
Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	20%
Cost	20%
References of the firm, local business/Green Business**	10%

- \* “Size and structure of firm” refers to a firm’s ability to meet the needs of the Air District. It does not give absolute preference to larger or smaller firms.
- \*\* The Air District gives preferences to local businesses and those that are certified as green businesses by a government agency or independent private rating organization.

The Air District reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the Air District’s evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of

new material will not be permitted at that time. Interviews may involve a presentation or a question-and-answer format or any combination of these.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

## **SECTION VII – SAMPLE CONTRACT**

A sample contract to carry out work similar to this RFP is available on the Air District's website at <http://www.baaqmd.gov/Divisions/Administration/RFP-RFQ/Sample-Documents.aspx>.