



September 16, 2013

Request for Proposals 2013-010

BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

**Peralta Laney College Near-Road Monitor Site Work**

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**SECTION I – SUMMARY**

A new Air Monitoring site will be installed at Laney College, in the campus parking lot located between East 8th street and Interstate 880 in Oakland, California. This RFP seeks a qualified contractor to install electrical and security infrastructure for an air monitoring equipment trailer, consisting of new a 200 amp electrical service, completion and testing of final electrical connections to the Bay Area Air Quality Management District (BAAQMD) monitoring equipment trailer when delivered to the site, and erection of security fencing around the trailer perimeter. Work for this contract will require coordination with the BAAQMD Project Manager and designated staff, the Peralta Community College Department of General Services Director of Capital Improvements, City of Oakland, and PG&E.

To respond to this Request for Proposals (RFP), an interested company should submit one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format) of its proposal to:

Mailing Address:  
Rebekah Davies, Purchasing Agent  
Bay Area Air Quality Management District  
939 Ellis Street; San Francisco, CA 94109

Email Address:  
rdavies@baaqmd.gov

**Proposals must be received at the Air District offices at  
939 Ellis Street; San Francisco, California, 94109 by 4:00 p.m. Monday, September  
30th, 2013.**

**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 Rebekah Davies at: [rdavies@baaqmd.gov](mailto:rdavies@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 deal with 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 certain transportation and mobile source measures.

The Air District is governed by a twenty-two 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 Broadbent.

### **B. Peralta Laney College Near-Road Monitor Site Work**

A new Air Monitoring site will be installed at Laney College, in the campus parking lot located between East 8th street and Interstate 880 in Oakland, California. This RFP seeks a qualified contractor to install electrical and security infrastructure for an air monitoring equipment trailer, consisting of new a 200 amp electrical service, completion and testing of final electrical connections to the Bay Area Air Quality Management District (BAAQMD) monitoring equipment trailer when delivered to the site, and erection of security fencing around the trailer perimeter. Work for this contract will require coordination with the BAAQMD Project Manager and designated staff, the Peralta Community College Department of General Services Director of Capital Improvements, City of Oakland, and PG&E.

Work for this contract shall be performed during non-business hours on Saturdays or after 10:30 p.m. weeknights to allow continuous and undisturbed use of campus facilities. Construction drawings and written specifications are subject to revision and it is the contractor's responsibility to ensure that they are constructing from the most current documents available from the Project Manager. The general contractor shall issue bid invitations to subcontractors in sufficient time for subcontractors to review the project

documents and prepare responsible and responsive bids. The Air District anticipates two additional Near Road projects, of similar scope, to be completed in 2013 in San Jose and Berkeley.

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

#### **A. General**

1. 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.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The 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 prior to the due date.
5. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the District, but proposals may be withdrawn.
6. The District reserves the right to reject any and all proposals.
7. The total quotation for this project should be submitted as a turnkey solution with a Not To Exceed cost.
8. All questions must be in written form or emailed directly to Rebekah Davies, Purchasing Agent, and arrive no later than one week prior to RFP due date. All questions will be answered in writing and posted on the BAAQMD RFP webpage at least one week prior to the due date.
9. 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., **Monday, September 30th, 2013**, and should be directed to:

Mailing Address:  
Rebekah Davies, Purchasing Agent  
Bay Area Air Quality Management District

939 Ellis Street; San Francisco, CA 94109

Email Address:  
rdavies@baaqmd.gov

2. Proposals received after the time and date provided previously specified will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format). Electronic submissions submitted via email will be acknowledged with a return email. Hard copies of the proposal shall plainly mark the upper, left-hand corner of the submission with the name and address of the bidder and the RFP number. 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, or is not in the prescribed format, or is not signed by an individual 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 and/or a question-and-answer session.

**SECTION IV – SCOPE OF WORK**

**General:** It is the responsibility of the contractor to pay for permit fees and to obtain said permits and coordinate inspections.

**Coordination:** Contractor is required to meet with PG&E prior to start of any work, and to schedule and participate in a PG&E on-site pre-construction conference to verify specifications at power point connection at PG&E in-ground vault/pull box. Work for this contract will also require coordination with the BAAQMD Project Manager and designated staff, the Peralta Community College Department of General Services Director of Capital Improvements, and City of Oakland.

**Safety:** Job site is an active college parking lot. Contractor shall erect safety barricades and cones/caution tape as needed around directional bore pits and any other hazards present during construction. To minimize disruption to the parking facility, construction activity will be scheduled for Saturdays or evening hours after 10:30 PM when the campus is closed.

**Electrical** Install (1) 200A, 120/240V electrical circuit from PG&E vault/pull box to BAAQMD air monitoring station equipment trailer; connect new circuit to new service disconnect on H-frame at trailer site then to power point connection on trailer service panel.

- Install new power point of connection at PG&E in ground vault/pull box.
- Install 200A Tesco pedestal on new 2' 0" x 1' 6" concrete slab, near sidewalk on 8<sup>th</sup> Street.
- Install underground HTBE conduit, sized per required conductor and National or California Electric code, from PG&E pull box to PPC cabinet at monitoring trailer using trenchless, directional bore machine, a distance of approximately 395 feet.
- Install traffic rated underground pull box per National or California Electrical code at 200 foot minimum interval. Metal traffic rated cover plates shall be welded down to deter copper wire theft.
- Install service disconnect panel on new H-frame at monitoring trailer location.
- Install power conduit, sized per required conductor and National or California Electric code, from service disconnect panel to PPC on monitoring trailer.

Option: Install step-up/step-down transformers to increase voltage on conductors and decrease overall conductor size. (i.e. voltage increase from 120/240 volt to 480 volt and back to 120 volt at the monitoring trailer.)

**Restoration of Paving Surfaces:** Contractor shall restore all paving surfaces disturbed during construction.

**Monitoring Trailer Location Fencing:** Install perimeter security fencing around trailer location per construction drawings.

- Install 6 foot high permanent curved-top black steel fencing, with two (2) 10 foot double access gates.

See Appendix A for Project General Notes and Appendix B for Construction Drawings/Specifications.

LANEY COLLEGE NEAR ROAD-SITE TASKS	COMPLETION
Conduct Bid Walk for interested contractors	TBD
RFP closes	9/30/2013
Select Contractor - Award Bid	10/7/2013
BAAQMD accepts contract – BAAQMD contract signatures	10/11/2013
PG&E Pre-construction conference – Coordinate with Nicholas Eslinger – PG&E	Week of 10/14/2013
Schedule electrical and site work – Coordinate with Peralta District Dept. of General Services Director	Week of 10/14/2013
Final schematics issued	September 25 <sup>th</sup> 2013
Construction begins	4th week October, 2013
Construction complete	December 1 <sup>st</sup> , 2013

## 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

- 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 and email address
  - 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 Peralta Laney College Near-Road Site Work, 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, if any. 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 management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically addressing 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, 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 of 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**

A panel of Air District staff 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, 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 providing similar services for other private enterprises or governmental agencies.	30%
Cost or cost effectiveness and resource allocation strategy	30%
References of the firm	10%

- \* "Size and structure of firm" refers to the ability of a firm's size to meet the needs of the District. It does not give absolute preference to larger or smaller firms.

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 and/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 the work described in this RFP is available on the District's website at <http://www.baaqmd.gov/Divisions/Administration/RFP-RFQ/Sample-Documents.aspx>

## Appendix A – Project General Notes

### PROJECT GENERAL NOTES

1. THIS FACILITY IS AN UNOCCUPIED AIR QUALITY MEASUREMENT FACILITY.
2. PLANS ARE NOT TO BE SCALED AND ARE INTENDED TO BE A DIAGRAMMATIC OUTLINE ONLY, UNLESS NOTED OTHERWISE.
3. THE SCOPE OF WORK SHALL INCLUDE FURNISHING MATERIALS, EQUIPMENT, APPURTENANCES AND LABOR NECESSARY TO COMPLETE ALL INSTALLATIONS AS INDICATED ON THE DRAWINGS.
4. PRIOR TO THE SUBMISSION OF BIDS, THE CONTRACTORS SHALL VISIT THE JOB SITE AND BE RESPONSIBLE FOR ALL CONTRACT DOCUMENTS, FIELD CONDITIONS AND DIMENSIONS, AND CONFIRM THAT THE WORK MAY BE ACCOMPLISHED AS SHOWN PRIOR TO PROCEEDING WITH CONSTRUCTION. ANY DISCREPANCIES ARE TO BE BROUGHT TO THE ATTENTION OF THE CONSTRUCTION MANAGER AND ENGINEER PRIOR TO PROCEEDING WITH THE WORK.
5. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PAY FOR PERMIT FEES, AND TO OBTAIN SAID PERMITS AND TO COORDINATE INSPECTIONS.
6. THE CONTRACTOR SHALL RECEIVE, IN WRITING, AUTHORIZATION TO PROCEED BEFORE STARTING WORK ON ANY ITEM NOT CLEARLY DEFINED OR IDENTIFIED BY THE CONTRACT DOCUMENTS.
7. CALL BEFORE YOU DIG. CONTRACTOR IS REQUIRED TO CALL 811 (NATIONWIDE "CALL BEFORE YOU DIG" HOTLINE) AT LEAST 72 HOURS BEFORE DIGGING.
8. ALL WORK PERFORMED AND MATERIALS INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS, AND ORDINANCES. CONTRACTOR SHALL GIVE ALL NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, REGULATIONS AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY REGARDING THE PERFORMANCE OF THE WORK.
9. THE GENERAL CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK USING THE BEST SKILLS AND ATTENTION. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES. CONTRACTOR SHALL ALSO COORDINATE ALL PORTIONS OF THE WORK UNDER THE CONTRACT; INCLUDING CONTACT AND COORDINATION WITH THE CONSTRUCTION MANAGER AND WITH THE LANDLORD'S AUTHORIZED REPRESENTATIVE.
10. THE CONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT EXISTING IMPROVEMENTS, PAVING, CURBS, GALVANIZED SURFACES, ETC., AND UPON COMPLETION OF WORK, REPAIR ANY DAMAGE THAT OCCURRED DURING CONSTRUCTION TO THE SATISFACTION OF THE PROJECT MANAGER.
11. KEEP GENERAL AREA CLEAN, HAZARD FREE, AND DISPOSE OF ALL DIRT, DEBRIS AND RUBBISH. REMOVE EQUIPMENT NOT SPECIFIED AS REMAINING ON THE PROPERTY. LEAVE PREMISES IN CLEAN CONDITION AND FREE FROM PAINT SPOTS, DUST, OR SMUDGES OF ANY NATURE.
12. ALL EXISTING INACTIVE SEWER, WATER, GAS, ELECTRIC, AND OTHER UTILITIES, WHICH INTERFERE WITH THE EXECUTION OF THE WORK, SHALL BE REMOVED AND/OR CAPPED, PLUGGED, OR OTHERWISE DISCONNECTED AT POINTS WHICH WILL NOT INTERFERE WITH THE EXECUTION OF THE WORK, AS DIRECTED BY THE RESPONSIBLE ENGINEER, AND SUBJECT TO THE APPROVAL OF THE OWNER AND/OR LOCAL UTILITIES.
13. ALL EXISTING ACTIVE SEWER, WATER, GAS, ELECTRIC AND ALL OTHER UTILITIES WHERE ENCOUNTERED IN THE WORK SHALL BE PROTECTED AT ALL TIMES.
14. DETAILS ARE INTENDED TO SHOW END RESULT OF DESIGN. MINOR MODIFICATIONS MAY BE REQUIRED TO SUIT JOB DIMENSIONS OR CONDITIONS, AND SUCH MODIFICATIONS SHALL BE INCLUDED AS PART OF THE WORK.
15. THE CONTRACTOR SHALL PROVIDE A TOILET FACILITY DURING ALL PHASES OF CONSTRUCTION.
16. SUFFICIENT MONUMENTATION WAS NOT RECOVERED TO ESTABLISH THE POSITION OF THE BOUNDARY LINES SHOWN HEREON. THE BOUNDARY REPRESENTED ON THIS MAP IS BASED ON COMPILED RECORD DATA AND BEST FIT ONTO EXISTING IMPROVEMENTS. IT IS POSSIBLE FOR THE LOCATION OF THE SUBJECT PROPERTY TO SHIFT FROM THE PLACEMENT SHOWN HEREON WITH ADDITIONAL FIELD WORK AND RESEARCH. THEREFORE ANY SPATIAL REFERENCE MADE OR SHOWN BETWEEN THE RELATIONSHIP OF THE BOUNDARY LINES SHOWN HEREON AND EXISTING GROUND FEATURES, EASEMENTS OR LEASE AREA IS INTENDED TO BE APPROXIMATE AND IS SUBJECT TO VERIFICATION BY RESOLVING THE POSITION OF THE BOUNDARY LINES.

## **Appendix B – Construction Drawings/Specifications**

See <http://www.baagmd.gov/Divisions/Administration/RFP-RFQ/Open-RFP-RFQ.aspx>  
for PDF Construction Drawings and Specifications