



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

May 1, 2014

Request for Proposals
RFP # 2014-002

Agricultural Waste Chipping Program

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District) plans to implement a Bay Area Agricultural Waste Chipping Program (Program). Under this Program, private property owners District-wide will be able to obtain free chipping services to dispose of agricultural waste material from certain qualifying agricultural operations in lieu of open burning the material.

The Air District plans to chip approximately 15,000 cubic yards (yd³) of agricultural waste material through the Program, which will run from November 1, 2014 until June 30, 2015 or until funds are exhausted, whichever happens first. The Program budget is \$150,000.

The Air District is soliciting proposals from tree service providers, vineyard management service providers or other companies that can provide all services for the Program, including certain interactions with customers. The successful Contractor(s) will provide chipping services to qualified property owners, and required data and reports to the Air District.

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

Mailing Address:
Tina Landis, Administrative Analyst
Bay Area Air Quality Management District

939 Ellis Street; San Francisco, CA 94109

Email Address:
tlandis@baaqmd.gov

**Proposals must be received at the Air District offices at
939 Ellis Street; San Francisco, California, 94109 by 4:00 p.m., June 2, 2014.
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 Tina Landis at: tlandis@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. Agricultural Waste Chipping Program

The intent of this chipping program is to assist property owners in disposing of agricultural waste materials from certain qualifying agricultural operations by providing free chipping services in lieu of open burning the material. As a non-burning disposal method, chipping this material is expected to reduce Particulate Matter (PM) emissions compared to burning. To qualify, the material to be chipped must otherwise be allowed to be burned as either an Orchard Pruning and Attrition fire or a Crop Replacement fire in accordance with the agricultural fire requirements in District Regulation 5: Open Burning. Therefore, the material must be generated from an agricultural operation that is being pursued as a gainful occupation. The burden of proof of a "gainful occupation" will be on property owners who must demonstrate gross profit or loss from the agricultural operation (as evidenced by tax receipts, sales slips, property lease agreements or other such documentation) to the satisfaction of the Air District. In addition, materials to be chipped are limited to periodic prunings and attrition losses from fruit trees, nut trees,

grape vineyards and cane fruits (boysenberry, raspberry, blackberry, etc.), and crop replacement material cleared for the purpose of establishing an agricultural crop in a location that previously contained another type of crop or natural growth. Attrition losses refer to the removal of dying crops approaching, or dead crops that have reached the end of their plant life cycle. Materials to be chipped must also be prepared by individual owners on their properties and stacked according to Air District Pile Guidelines requirements. Weeds, wild berries, poison oak, stumps, roots, dirt, rocks, mud, leaves, needles, residential yard clippings, construction type-wood, plastics, and any metals are not to be in piles and will not be chipped.

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 not exceed [one hundred and fifty thousand dollars, (\$150,000)].
8. All questions must be in written form or emailed directly to Tina Landis, Administrative Analyst, 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., June 2, 2014, and should be directed to:

Mailing Address:
Tina Landis, Administrative Analyst
Bay Area Air Quality Management District
939 Ellis Street; San Francisco, CA 94109

Email Address:
tlandis@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 two hard (2) copies of the proposal in a sealed envelope to the mailing address above, plus 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

A. Description of Work:

The selected contractor will perform chipping throughout the nine Bay Area counties and portions of counties within the jurisdictional boundary of the Air District (see <http://www.baaqmd.gov/The-Air-District/Jurisdiction.aspx>) on individual properties on the dates and locations assigned on periodic Air District chipping job lists.

The Air District will actively promote the program through the Air District's Communications and Outreach Office, which will include media promotion on the Air District website and targeted notification to potential participants. Project participants must pursue a qualifying agricultural operation as a gainful occupation as described in Section II.B of this RFP. Participants may include individual qualifying private property owners and groups of qualifying private property owners (for example, property owner associations).

Potential participants will contact the Air District by phone or through email. Following initial screening, the Air District will provide the contractor with chipping job lists as new requests are received and approved.

The selected contractor will need to have computer skills, equipment and software adequate for email communications with Air District and property owners, and for filling-out reports in Microsoft Excel.

Upon receipt of Air District chipping job list from the Air District (via email), the contractor will, within one week, contact the requesting property owners via email or phone to schedule and coordinate chipping based on the property owner's scheduling preference and the need for the contractor to coordinate the work with other jobs, and, when necessary, to schedule and carry out pre-assessments of projects. Questions from property owners regarding scheduling received by the Air District will be forwarded to the contractor. Any constraints or limitations experienced by the contractor that would prevent the contractor from completing any project as originally scheduled will be communicated to the Air District by email message to: openburn@baaqmd.gov (Subject:

Chipping Cancellation) within 24 hours of discovery. Included in this email is the date in which the rescheduled Chipping operation will be conducted.

The contractor will provide all necessary tools, equipment and employees to process the materials generated through this project.

The contractor will chip all prepared piles that are stacked according to Air District requirements: See Attachment 1 "Chipper Pile Guidelines" for complete property owner requirements.

- Piles must be easily accessible by heavy duty equipment
- Cut ends are to be stacked in same direction with a diameter not to exceed 8 inches
- Piles must not include any metals, plastics, stumps, roots, dirt, rocks, mud, poison oak, leaves, weeds, wild berries, or residential yard clippings.

Chipped material is to be left on owner's property, off roadways and driveways; unless an alternative (such as off-hauling by the contractor for the contractor's use) is agreed to between the property owner and the contractor at no additional cost to the Air District.

The contractor will have each property owner complete a Customer Satisfaction Evaluation Form at the completion of each chipping program, and request that the property owner sign the form upon completion, and include a copy of each Evaluation Form with the invoice for that project in order to receive project payment from the Air District.

It is expected that the contractor will carry out chipping projects in the most efficient means possible and group jobs by geographic location thereby minimizing unnecessary travel between jobs.

The contractor will provide a report to the Air District on a monthly basis. The Air District will provide the contractor with a report form that will provide the following information: addresses of properties chipped; approximate dimensions of chipper piles; digital "before and after" photos of chipped piles at each location, amount of time spent in travelling to address; amount of time spent chipping the material; time spent traveling to next address or back to point of origin.

The Air District reserves the right to request to view the contractor's upcoming chipping schedule at any time, and the contractor will provide an electronic copy via email to the Air District within 24 hours of receiving a request.

B. Contractor Responsibilities:

The selected contractor and the Air District will enter into a contract to perform all work as outlined in this document. The contract will require the contractor to:

- Maintain accurate records of the quantities of materials chipped, by type, and to cooperate with Air District in any audit or investigations of such quantities.
- Communicate to the Air District within 24 hours of discovery of any constraints or limitations experienced by the contractor preventing completion of any project.

- Provide all equipment, supplies, transportation, labor, and supervision necessary to perform the chipping services required to complete each project.
- Perform all work in a thorough, safe and professional manner so that the residents within Air District's jurisdiction are provided reliable, courteous and high-quality chipping services at all times.
- Prohibit the contractor and its employees from soliciting or accepting any additional compensation or gratuity for services provided under the contract.
- Require the contractor to use best efforts to assure that all employees conduct themselves in a courteous manner and to address any complaints of discourteous conduct.
- Designate contacts to be available by radio or phone during the contractor's hours of operation to handle calls and complaints from the Air District or to follow up on problems and inspect contractor's operations.
- Take appropriate action to remedy any complaint from a chipping customer or any violation of the contract within twenty-four (24) hours after notification by the Air District.
- Accept and agree that there are no promises, expectations, or guarantees regarding the amount of work or services to be ordered by the Air District under the contract.

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 Agricultural Waste Chipping 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, 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:

Cost or price and acceptability of the offer	20%
Capability - 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.*	20%
Past experience of the firm and, in particular, experience of the team working on projects of similar scope, magnitude, and complexity.	15%
Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	20%

Resource allocation strategy – soundness of approach	10%
References of the firm – to verify past performance	10%
Local business/Green Business	5%
Total	100%

- * “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>

ATTACHMENT 1 Chipper Pile Guidelines

Piles must be prepared per these guidelines or they may not be chipped!

Things that CAN go in your piles:

- Materials must be agricultural waste from a commercial agricultural operation (one being pursued as a gainful operation)
- Periodic prunings and attrition losses from fruit trees (apple, cherry, olive, peach, apricot, etc.), nut trees (almonds, walnut, etc.), vineyards, and cane fruits (raspberry, blackberry, boysenberry, etc.)
- Material generated for the sole purpose of establishing an agricultural crop in a location that formally contained another type of crop (e.g., replace an orchard with a vineyard, replace one variety of a crop with another variety of the same), or natural growth (e.g., the clearing of natural vegetation on previously uncultivated land to establish a vineyard or orchard).
- Freshly cut materials chip better than old dry stuff. Piles that have been in place for a long time (a year or so) may not be chipped by the contractor.
- The chipper can handle material up to 8" in diameter.

Things that CAN NOT go in your Piles:

- No Roots or stumps
- No Rocks, dirt or mud
- No POISON OAK or wild berry vines
- No Weeds, Scotch or French Broom or gorse
- No plastics, nails, wires or any metal pieces
- No construction-type wood such as fence posts or 2x4s.
- No rakings or piles of needles, leaves or grass

Stacking your piles:

- Do not make piles more than 4' tall.
- Piles should be stacked with the cut ends facing the same direction, pointing towards access route to piles.

Placement of piles:

Piles must be placed along road or driveway frontages so that crews can work SAFELY without need for additional personnel, signage or road closure permits.

- Do not place piles where they might block roadways or access! Don't put piles within 10 feet of power poles. The chipper and truck must be able to get to a place they can turn around.
- Place piles within 5 feet of chipper access, preferably on the uphill side of road or driveway.
- All material chipped will be blown back onto the property in a place the contractor deems practical and safe. You are responsible for spreading out the piles of chips.
- Limitations of the hours the chipper may spend at any one property may apply.
- You are responsible for following environmental regulations concerning vegetation removal. Contact state, local or municipal agencies for information. If you find a federally listed species on your property, you need to contact the US Fish and Wildlife Service at (916) 414-6600 for technical assistance.