

**RFP #2014-012:
Facilitation & Meeting Coordination for the Bay Area
Plug-in Electric Vehicle (PEV) Coordinating Council
Pre-Bidders Conference**

September 26, 2014



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Analyst

Bay Area Air Quality Management District



- Intro to the Bay Area Air Quality Management District (BAAQMD)
- Background on the Bay Area PEV Coordinating Council
- Request for Proposals (RFP)
 - Overview
 - Requirements
 - Evaluation Criteria
- Q&A



Bay Area Air Quality Management District (BAAQMD)

- **Established in 1955**
- **7 million population**
(~ 5.7 million vehicles)
- **9 Counties**
- **5,340 square miles**
- **Mission:** To protect and improve public health, air quality, and the global climate





Background

Bay Area PEV Coordinating Council

- **Created in 2011** during the development of the Bay Area PEV Readiness Plan
- A public-private membership currently representing **27 organizations**
- **Purpose:** Serves as a clearinghouse of ideas and a forum where Members discuss and share information to help facilitate and accelerate adoption PEVs in the Bay Area



- **Objective:** To facilitate and coordinate information exchange among Bay Area PEV Coordinating Council members
 - Organize high-level executive and staff level meetings,
 - Provide professional and impartial facilitation services,
 - Ensure open dialogue among Members, and
 - Track and prepare reports on the region's progress in achieving PEV adoption targets and local government readiness actions.
- **Term:** 1 year, with option to extend for 2 more years
- Proposals that do not address the objectives will be deemed **nonresponsive** and **will not be reviewed or considered.**



- **Task 1:** Convene Three (3) Members Meetings
- **Task 2:** Convene Six (6) Subcommittee Meetings
- **Task 3:** Attend Monthly Check-in Meetings and Perform Administrative Duties
- **Task 4 (Optional):** Assist with Experience Electric Campaign

2015 Schedule (Tentative)	Event
January	Subcommittee Meeting #1
February	Members Meetings #1
March	Subcommittee Meeting #2
April	
May	Subcommittee Meeting #3
June	Members Meetings #2
July	Subcommittee Meeting #4
August	
September	Subcommittee Meeting #5
October	Members Meetings #3
November	Subcommittee Meeting #6
December	



Contractor must have the following skillsets/experience:

- Event organizing and planning;
- Convening and facilitating meetings;
- Working with Bay Area stakeholders;
- Possessing objectivity and neutrality as facilitators and moderators;
- Understanding of processes and group dynamics that help Members convene, collaborate, and communicate effectively;
- Active listening;
- Problem solving, communication and conflict resolution; and
- Bringing a spirit of cooperation, consensus, bridge-building to the meetings.

Note: Previous PEV-related experience is not required, but is preferred.



Technical Proposal

- a. **Cover Letter (Section I)**
- b. Firm Contact Information
- c. Table of Contents
- d. **Summary (Section II)** – State overall approach to Facilitation & Meeting Coordination for the Bay Area Plug-in Electric Vehicle Coordinating Council, 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.



Proposal Format, Content, And Submittal continued...

- 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).**
- 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)**
- k. Conflict of Interest (Section IX)**
- l. Additional Data (Section XI)**



Cost Proposal

The total quotation for **Tasks 1-3 shall not exceed \$40,000**. The budget for **Task 4 (Optional) shall be \$10,000**.

- 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 each of the components of the Scope of Work.
- c. The Cost Proposal does not need to be a separate, sealed document.



Due Date:
4 PM on Tuesday, October 14, 2014

Submit two (2) hard copies and one (1) electronic copy to:

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

Email Address: tlandis@baaqmd.gov



RFP

Evaluation Criteria

Expertise	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.	15%
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies. References of the firm will be considered.	20%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed including other factors (e.g. customer relations, speed and thoroughness of responding to inquiries, requests and number of days.)	30%
Cost	Cost or cost effectiveness and resource allocation strategy	30%
Firm's Specialty Focus Area	Local business/and Green Business. The Air District gives preferences to local business and those that are certified as green businesses by a government agency or independent private rating organization.	5%
Total		100%



Tentative Schedule of Contract Award

September 12, 2014	RFP Released
September 26, 2014	Pre-bidders Conference
<i>October 6, 2014 (4 PM)</i>	<i>Last day to submit questions</i>
<i>October 7, 2014</i>	<i>Post responses to questions</i>
<i>October 14, 2014 (4 PM)</i>	<i>Proposal Due Date</i>
November 7, 2014 (tentative)	Award Date
November 14, 2014 (tentative)	Issue Contract
December 2014 (tentative)	Contract Execution
January 1 – December 31, 2015	Term



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