



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

October 14, 2015

## Request for Proposals 2015-007

### IT and Telecom Infrastructure Implementation

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#### SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District) seeks a contractor to provide IT and telecom infrastructure for its new headquarters at 375 Beale Street in San Francisco, where it will be collocating with several other governmental agencies. The Air District is looking to select a single contractor for this procurement and implementation engagement. However, the Air District reserves the right to hire other contractors should it see fit. Bidders may submit proposals that include sub-contractor arrangements to perform certain parts of the services.

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:

Tina Landis, Administrative Analyst  
Bay Area Air Quality Management District  
939 Ellis Street; San Francisco, CA 94109  
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., October 21, 2015.  
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](mailto: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. IT and Telecom Infrastructure Implementation**

The Air District will be moving its headquarters office from 939 Ellis Street, San Francisco to 375 Beale Street, San Francisco in the March 2016 timeframe. In addition, the Air District is due for a refresh of its computer server, storage and network infrastructure, much of which is at end of life.

The Air District supports a total of approximately 400 users, predominately on Microsoft Windows Operating System hardware clients. 100 of the 400 users work in the field regularly. Approximately 20 users are stationed in a remote office in Richmond, California. Server infrastructure is highly virtualized and centralized at a single location housing approximately 150 virtual servers and approximately 20 physical servers. In addition, the Air District currently operates Cisco Systems Inc. VOIP, and maintains a geographically remote backup/DR site connected by a Metro-E WAN link and a separate ISP connection.

In conjunction with the move, the Air District intends to refresh all server, storage, network, monitoring, IT security and disaster recovery infrastructure. Additionally, in the new headquarters building, the Air District will be providing printing services to other agencies on premises, as well as using Wi-Fi and video conferencing services provided from other on-premises agencies on non-Air District IT networks.

This RFP is intended to select a vendor or multiple vendors to provide procurement, project management and implementation services for the technology refresh.

## 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 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 prior to the due date.
5. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the Air District, but proposals may be withdrawn.
6. The Air District reserves the right to reject any and all proposals.
7. The total budget on this project is anticipated not to exceed 3.3 Million Dollars.
8. All questions must be in written form and emailed directly to Tina Landis, Administrative Analyst, and arrive no later than **4:00 p.m., October 16, 2015**. All questions will be answered in writing and posted on the [BAAQMD RFP webpage](#) by **6:00 p.m., October 19, 2015**.
9. Appendices referenced in Section IV, Scope of Work will be provided upon request. To request the Appendices, contact Tina Landis, Administrative Analyst.
10. 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., October 21, 2015** and should be directed to:

Tina Landis, Administrative Analyst  
Bay Area Air Quality Management District

939 Ellis Street; San Francisco, CA 94109  
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 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. 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 Air 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 Air 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 Air District for, and to indemnify, defend, and hold harmless the Air 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 Air 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**

The selected contractor will provide the following services under contract to the Air District.

**Project Plan:** Contractor will develop and maintain a project plan that details all activities, resources, and schedules required for the procurement and implementation of the new IT and telecommunications infrastructure required for the relocation to the new Air District Headquarters at 375 Beale Street, San Francisco. The project plan will also include detailed tasks required to migrate each IT service to the new Air District Headquarter location, the buildout and integration of the Sacramento DR/BC site, and tasks for all other activities listed in this RFP without unplanned service disruption. The project plan will be broken down into tasks that require no more than 16 person hours to complete. The project plan will be delivered as a pdf document file, and as a Microsoft project electronic file. Weekly project status meetings will be led by the Contractor where the Contractor will deliver a status report. The template for the status report will be reviewed and approved by the Air District when the project commences.

For the following activities, the Air District's preferred new IT infrastructure design is included in this RFP as Appendix B; The Air District's preferred Bill of Materials (BOM) is included as Appendix A.

**Server and Storage Procurement and Implementation:** Contractor will analyze the Air District's design and procure the Server and Storage equipment, support, licensing and/or software specified in this RFP. The Contractor will provide all installation, configuration and testing services required to implement the design shown in Appendix B including, but not limited to, all services related to migration of existing virtual servers to the new Datacenter and Sacramento DR/BC site. Contractor should assume that the migration will include 150 virtual servers and that no unscheduled downtime shall be tolerated during the migration.

**Network Equipment Procurement and Implementation:** Contractor will analyze the Air District's design and procure the networking equipment, support, licensing and/or software specified in this RFP. The Contractor will provide all installation, configuration and testing services required to implement the design shown in Appendix B which includes all Air District physical and virtual networks including but not limited to backup and DR networks, air monitoring networks, in office networks and VPN.

**IT Security Systems Procurement and Implementation:** Contractor will analyze the Air District's design and procure all IT Security equipment, support, licensing and/or software specified in this RFP. The Contractor will provide all

installation, configuration and testing services required to implement the design shown in Appendix B which includes all services that would allow for the Air District to implement NIST Cyber Security Framework and the Federal Information Processing Standard (FIPS) 200 and NIST SP 800-53 Revision 4.

**IT Systems Monitoring Procurement and Implementation:** Contractor will analyze the Air District's design and procure all IT System Monitoring equipment, support, licensing and/or software specified in this RFP. The Contractor will provide all installation, configuration and testing services required to implement the design shown in Appendix B which includes all implementation services that would allow for the Air District to monitor and log IT systems in accordance with NIST Cyber Security Framework, the Federal Information Processing Standard (FIPS) 200 and NIST SP 800-53 Revision 4.

**VOIP Upgrade Procurement and Implementation:** Contractor will analyze the Air District's design shown in Appendix B and procure all IP telephony equipment, support, licensing and/or software required for the upgrade specified in this RFP. The Contractor will provide all installation, configuration and testing services required to implement the design detailed in Appendix B.

**Existing Equipment Relocation and Sale:** Contractor will relocate no more than (8) 42-U racks of IT equipment from the current location at 939 Ellis Street, and rack, stack, connect and power on test the equipment. Contractor will review approximately (9) 42-U racks of equipment that will no longer be needed by the Air District, for sale or credit on secondary markets. Under direction from the Air District, contractor will be responsible for the removal and transfer of all equipment to be sold.

**Project Schedule:**

The selected contractor will provide the following services under contract to the Air District in accordance with the Schedule included in this RFP as Appendix C. All work must be complete no later than March 10, 2016.

**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 IT and Telecom Infrastructure Implementation, 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:



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.*	22%
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other similar entities	16%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	20%
Cost	Cost or cost effectiveness and resource allocation strategy	20%
References	References of the firm	20%
Firm's Specialty Focus Area	Local business/Green Business	2%
	Total	100%

- \* "Size and structure of firm" refers to the ability of a firm's size to meet the needs of the Air 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 Air District's website, [here](#).