



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

February 2, 2015

Request for Quote No. 2015-003

Job Classification Studies

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District) seeks a contractor to conduct job classification studies for a series of classes.

To respond to this RFQ, an interested company should submit one (1) electronic copy of its quote to:

Tina Landis Administrative Analyst
Bay Area Air Quality Management District
939 Ellis Street, San Francisco, CA 94109
tlandis@baaqmd.gov

**Quotes must be received at the Air District offices at
939 Ellis Street, San Francisco, California, 94109 by 4:00 PM on March 5, 2015.
Late quotes will not be considered.**

Proposals must address all information requested in this RFQ. A quote may add information not requested in this RFQ, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises and Certified Green Businesses are encouraged to submit proposals.

**Any questions regarding this RFQ should be directed to Tina Landis at
tlandis@baaqmd.gov.**

SECTION II – INSTRUCTIONS TO BIDDERS

A. General

1. All quotes must be made in accordance with the conditions of this RFQ. Failure to address any of the requirements is grounds for rejection of this quote.
2. The Air District may modify the RFQ or issue supplementary information or guidelines during the quote preparation period prior to the due date. Please check our website for updates.
3. Quotes shall constitute firm offers. Once submitted, quotes cannot be altered without the written consent of the Air District, but proposals may be withdrawn.
4. The Air District reserves the right to reject any and all quotes.
5. The cost for developing the quote is the responsibility of the bidder, and shall not be chargeable to the Air District.
6. All questions must be in written form or emailed directly to Tina Landis, Administrative Analyst, and arrive by 4:00 pm on February 25, 2015. All questions will be answered in writing and posted on the BAAQMD RFP webpage by February 26, 2015.

B. Submittal of Quotes

1. A copy of the quote must arrive at the address specified in Section I by 4:00 p.m. on March 5, 2015.
2. Proposals received after the time and date provided previously specified will not be considered.

SECTION III – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Quote

Submitted proposals must follow the format outlined below and include all requested information.

1. Technical Proposal

Please describe the scope of work proposed (see Section IV below).

2. Cost Proposal

The cost proposal must list all the fully-burdened hourly rates and the total

number of hours estimated for the entire project.

B. Proposal Submission

All proposals must be submitted according to the specifications set forth in this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Signature – All proposals should be signed by an authorized representative of the bidder.
2. Due Date – All proposals are due no later than 4:00 p.m., March 5, 2015, and should be emailed to Tina Landis at tlandis@baaqmd.gov.
3. Submittal – All submissions shall be sent via email. Late proposals will not be accepted. Any correction or re-submission of proposals will not extended the submittal due date.
4. Grounds for Rejection – A proposal may be immediately rejected if it is submitted at any time after the deadline; is not in the prescribed format; or is not signed by an individual not authorized to represent the firm.

SECTION IV – SCOPE OF WORK

PROJECT BACKGROUND INFORMATION

A labor contract between the Bay Area Air Quality Management District (Air District) and its labor organization, the Employee Association (EA), provides that either party may request up to three classification studies in each year, to be conducted by an expert consultant who is mutually selected and funded by both parties. At this time the EA has proposed that classification studies be conducted for the following class series:

- Air Quality Inspector
 - Air Quality Inspector I/II – 44 incumbents
 - Senior Air Quality Inspector – 11 incumbents
 - Supervising Air Quality Inspector – 4 incumbents
- Air Quality Engineer
 - Air Quality Engineer I/II – 19 incumbents
 - Senior Air Quality Engineer – 16 incumbents
 - Principal Air Quality Engineer – 5 incumbents
 - Supervising Air Quality Engineer – 9 incumbents
- Administrative Analyst
 - Administrative Analyst – 11 incumbents

DESCRIPTION OF SERVICES AND DELIVERABLES

The Air District seeks the services of a consultant with expertise and experience in the

public sector classifications, ideally including environmental and air regulatory functions. The consultant is expected to understand the general business environment and procedures of the Air District, as well as the future trends in comparable organizations or industries.

The consultant will review the current classification specifications for the three occupational series to ensure appropriate alignment with business needs and recommend changes to the classification specifications. This may include revising existing classification specifications and/or drafting new classifications specifications, as well as recommending the reallocation of the subject incumbents either within the current series or to other classifications.

Communication

- The consultant will facilitate an initial meeting to plan the implementation strategy with the parties to discuss data collection methods, project plan, timeline, and deadlines.
- The consultant will provide status updates to the parties via email, conference call, or in person as necessary.

Job Analysis

- The consultant will perform job analyses on the classifications by developing and distributing a survey in the form of a written position description questionnaire from each incumbent within the study classifications, which outlines the essential duties performed and the percent of time allocated to each of those duties. The questionnaires will encompass all information required to:
 - Assess the current roles and responsibilities of the incumbents in each classification;
 - Comply with the Americans with Disabilities Act (ADA); and
 - Make appropriate classification recommendations.
- The consultant will collect written feedback on each position description questionnaire from the incumbent's supervisor.
- The consultant will conduct follow-up interviews to clarify the information collected. A minimum of 10% of incumbents will be interviewed either individually or in groups as appropriate.
- The consultant will analyze the information collected in the questionnaires, supervisor's feedback, and interviews to determine whether or not each incumbent is appropriately classified.
- The consultant will determine whether the duties performed by each incumbent are within the scope of the assigned classification.
- The consultant will review specified existing classifications associated with each phase of the study and recommend a classification structure that aligns with

current business needs. This will include the amendment of existing classifications and/or creating new classifications as necessary.

- The consultant will identify appropriate career paths for related classifications within the Air District structure.

Report of Findings – Classification

- The consultant will prepare a preliminary report of all classification findings and recommendations.
- The consultant will facilitate a meeting with the parties to discuss the classification findings.

Job Documentation

- The consultant will amend and/or draft new classification specifications as necessary.

SECTION V – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all quotes. Quotes will be evaluated on the following criteria:

Expertise	Technical expertise, size and structure of the firm and personnel assigned to RFQ tasks; firm's ability to perform and complete the work in a professional and timely manner.*	30%
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	10%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	15%
Cost	Cost or cost effectiveness and resource allocation strategy	25%
References	References of the firm	10%
Available Resources/Customer Relations	Speed and thoroughness of responding to inquiries, requests and number of days.	10%
	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 quotes 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.

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