



December 2, 2016

Request for Proposals# 2016-005

**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

Emergency Preparedness Planning and Training

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District) is seeking to enhance its emergency preparedness by reviewing its existing plans and procedures and by developing a comprehensive Emergency Operations Plan (EOP).

The Air District is soliciting proposals from qualified consulting firms to develop an EOP for the Air District’s normal services and an associated emergency preparedness training program for staff. The successful candidate will provide services that include a work plan detailing the coordination and delivery of the work product.

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

Cynthia Zhang, Purchasing Agent
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
czhang@baaqmd.gov

**Proposals must be received at the Air District office at
375 Beale Street, Suite 600, San Francisco, California, 94105 by 4:00 p.m. on
February 23, 2017.
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 Cynthia Zhang at: czhang@baaqmd.gov.**

SECTION II – BACKGROUND

A. Air District Overview

The 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-four-member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The Executive Officer / Air Pollution Control Officer for the Air District is Jack Broadbent.

B. Emergency Preparedness Program

The Emergency Preparedness Program aims to lessen the impact of natural and manmade disasters to the Air District's personnel, assets, and normal operations through mitigation, preparedness, response, and recovery. The integrated EOP and associated training will enhance the existing emergency management and response procedures.

The Air District has approximately 345 employees split between field and office operations, with approximately 245 employees occupying the Air District's Headquarters building at 375 Beale Street in San Francisco. The Air District operates an additional 39 locations including six field offices and 33 air monitoring sites.

Through this project, the successful candidate will develop a comprehensive EOP and an associated emergency preparedness training program for Air District staff.

The project is anticipated to begin by May 15, 2017. The Air District may choose to extend the contract term.

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 District, but proposals may be withdrawn.
6. The Air District reserves the right to reject any and all proposals.
7. All questions must be in written form or emailed directly to Cynthia Zhang, Purchasing Agent, and arrive no later than **4:00 p.m. on January 12, 2017**. All questions will be answered in writing and posted on the [BAAQMD RFP webpage](#) by **6:00 p.m. on February 2, 2017**.
8. 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., February 23, 2017 and should be directed to:

Mailing Address:
Cynthia Zhang, Purchasing Agent
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105

Email Address:
czhang@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 February 23, 2017, 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

Task #1 – Task Management and Coordination

1. Consultant will coordinate meetings to gather necessary information to successfully research, write, and complete the plan.
2. Consultant will attend and lead meetings, clarify outstanding issues and respond to any comments.
3. Consultant will prepare progress reports and invoices that reflect the professional services provided and summarize the anticipated and completed tasks on a monthly basis and will update project schedule as required.
4. Deliverables
 - a. Meeting agendas and minutes
 - b. Monthly progress reports and invoices
 - c. Detailed project schedule with milestones and deliverables for each component
 - d. Review and adequately respond to comments

Task #2 – Emergency Operations Plan (EOP)

1. Consultant will review existing Air District operations and services.
2. Consultant will evaluate and provide recommendations on existing Air District emergency documents and guides. These documents include the Air District's Pandemic Response Plan (APPENDIX A), Air District's Injury and Illness Prevention Plan and Procedures (APPENDIX B), Draft of the Air District's Incident Response Procedures (APPENDIX C), Draft of the Air District's Business Continuity Plan (APPENDIX D), 375 Beale Street Tenant Emergency Guide (APPENDIX E), and Air District's Emergency Evacuation Assembly Area (APPENDIX F).
3. Consultant will revise or replace existing Air District emergency documents and guides.
4. Consultant will write the EOP for the Air District using an Air District-focused approach and reflecting on the hazards and existing resources within the area.
5. Consultant will reference updated Air District emergency documents and guides into the comprehensive EOP.
6. The EOP shall be developed in compliance with all applicable federal, state, and local laws and requirements including but not limited to Standardized Emergency Management System (SEMS) Guidance for Special Districts (approved 7/29/99) and FEMA's Comprehensive Preparedness Guide 101 (published 11/1/2010)
7. Deliverables
 - a. Recommendations on existing Air District emergency documents and guides (due 3 months after contract execution)
 - b. Draft revisions or replacement of the existing Air District emergency documents and guides (due 3 months after contract execution)
 - c. Draft EOP (due 3 months after contract execution)
 - d. Revised draft EOP including updates and changes (due 6 months after contract execution)
 - e. Final EOP (due 8 months after contract execution)
 - f. Final revisions to existing Air District emergency documents and guides (due 8 months after contract execution)

Task #3 – Associated Emergency Preparedness Training Program

1. Consultant will conduct a training needs assessment of Air District staff.
2. Consultant will provide a written report with suggested base line orientation and overview of needs for staff.
3. Consultant will develop a training plan.
4. Consultant will develop training materials including presentations, manual, and video.
5. Consultant will conduct and coordinate six training exercises and presentations to staff.
6. Deliverables
 - a. Needs assessment (due 6 months after contract execution)
 - b. Training plan for staff (due 8 months after contract execution)
 - i. Including training for Air District training staff for future employees
 - c. Training materials including presentations, manual, and video (due 8 months after contract execution)
 - d. Six training exercises for staff (completed 10 months after contract execution)

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 Emergency Preparedness Planning and Training, including the objectives and scope of work, and an outline of the anticipated Emergency Operations Plan

content.

- 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 experience 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.

- I. Additional Data (Section X) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).
- m. Previous Work Product (Section XI) – Provide a sample of an Emergency Operations Plan for a public agency created by your firm.

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.*	25%
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.	25%
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	20%

References	References of the firm	10%
Firm's Specialty Focus Area	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>

SECTION VIII – APPENDICES

APPENDIX A – Air District's Pandemic Response Plan
APPENDIX B – Air District's Injury and Illness Prevention Plan and Procedures
APPENDIX C – Draft of the Air District's Incident Response Procedures
APPENDIX D – Draft of the Air District's Business Continuity Plan
APPENDIX E – 375 Beale Street Tenant Emergency Guide
APPENDIX F – Air District's Emergency Evacuation Assembly Area