



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

December 2, 2009

Request for Proposals No. 2009-027

TFCA Program Review

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## **SECTION I – SUMMARY**

The Transportation Fund for Clean Air (TFCA) is a grant program funded by a \$4 surcharge on motor vehicles registered in the Bay Area. This generates approximately \$22 million per year in revenue.

The purpose of the TFCA program is to provide grants to implement the most cost-effective projects in the Bay Area that will decrease motor vehicle emissions, and thereby improve air quality. Projects must be consistent with the 1988 California Clean Air Act and the Bay Area Ozone Strategy.

Since 1992, the TFCA program has processed approximately 900 TFCA Regional Fund grants. The Project scope involves a detailed review of each of the approximately 700 TFCA Regional Fund grants funded during years 1992 through 2007. The project scope also involves file management, database update and remediation as necessary.

Consultants may bid on a specific task, a combination of tasks, or all tasks.

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

Rebekah Davies, Purchasing Agent, rdavies@baaqmd.gov  
Bay Area Air Quality Management District  
939 Ellis Street San Francisco, CA 94109

**Proposals must be received at the Air District offices at  
939 Ellis Street, San Francisco, California, 94109 by 4:30 PM on December 23.  
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 Satnam Hundel at email: [shundel@baaqmd.gov](mailto:shundel@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-three 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. TFCA Program Review**

Since 1992, the Transportation Fund for Clean Air (TFCA) program has processed approximately 900 TFCA Regional Fund grants. The Project scope involves file management, database update and remedial organization and review as necessary for each of the 700 TFCA Regional Fund grants approved during 1992 through 2007. To some extent, file completion/remediation checklists have been developed but will require review and update by the selected firm.

In order to successfully complete this project, a firm must be familiar with the TFCA program and grants. In order for a firm to acquaint themselves with the program, the Air District highly recommends review of the “TFCA Regional Fund Fiscal Year 2009/10 Application and Guidance” revised July 2009 as well as the additional references of California Health and Safety Code, Sections 44233, 44241, and 44242.

TFCA Guidelines are available on the Air District’s website at:

<http://www.baaqmd.gov/Divisions/Strategic-Incentives/Transportation-Fund-for-Clean-Air/Regional-Fund.aspx>

The California Health and Safety Code is available on the State of California’s website at:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=hsc&group=44001-45000&file=44200-44210>

### **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 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 December 23.
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. All questions must be in written form and directed to Satnam Hundel 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 one week prior to the due date.
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**

1. Two copies of the proposals must arrive at the address specified in Section I by 4:30 p.m. on December 23, 2009.
2. Proposals received after the time and date provided previously specified will not be considered.

#### **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.

## **SECTION IV – SCOPE OF WORK**

### **Scope of Project Work:**

Since 1992, the Transportation Fund for Clean Air (TFCA) program has processed approximately 900 TFCA Regional Fund grants. The Project scope involves file management, database update and remedial organization and review as necessary for each of the approximately 700 TFCA Regional Fund grants approved during 1992 through 2007. To some extent, file completion/remediation checklists have been developed but will require review and update by the selected firm.

### **Task 1: Project Folder Management**

- 1.1 Organize physical project folders for each of the TFCA grant projects funded during the years 1992 through 2007.
- 1.2 Identify and segregate project folders for all projects where no TFCA funds were expended (projects were withdrawn, canceled, or terminated prior to expending funds).
- 1.3 Prepare interim progress report itemizing progress on Tasks 1.1 to 1.2.

### **Schedule:**

Complete items 1.1 and 1.2 by March 26, 2010  
Complete item 1.3 every two weeks

### **Task 2: Project Remediation**

- 2.1 Identify issues in the project files that will require additional remediation (e.g., if additional documentation or correspondence with applicant is required, if remediation of funding awards is required).
- 2.2 Assist with remediation of issues (e.g., inclusion of missing documentation, issuance of additional correspondence to project sponsors) which can be resolved by April 30, 2010.
- 2.3 Prepare interim progress report itemizing progress on Tasks 2.1 to 2.2.

### **Schedule:**

Complete items 2.1 and 2.2 by May 7, 2010  
Complete item 2.3 every two weeks

### **Task 3: Database Management**

- 3.1 Update database records for all projects, including open, withdrawn, canceled, terminated, closed and funded projects.
- 3.2 Prepare interim progress report itemizing projects updated under Task 3.1.

### **Schedule:**

Complete item 3.1 by June 18, 2010  
Complete item 3.2 every two weeks

**Assumptions:**

- To the extent possible, remote work is allowed, though some travel to execute this work may be required, subject to the District's travel policy.
- If on-site work is required, a computer workstation with a recent version of Microsoft Excel and Access, as well as limited access to District email will be available.

**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 – 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. Table of Contents – Clearly identify material contained in the proposal by section
- c. Summary (Section I) – State overall approach to the TFCA Program Review, including the objectives and scope of work.
- d. Firm Contact Information (Section II) – Provide the following information about the firm:
  - Address and telephone number of office nearest to San Francisco
  - Name of firm's representative designated as the contact
  - Name of project manager, if different from the individual designated as the contact
- 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. 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 address 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. Substitution of project manager or staff will not be permitted without prior written approval of the Air District’s assigned Satnam Hundel.
  - 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 clients 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 the name and complete address of the bidder in 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 work plan.

**B. Proposal Submission**

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. Signature – All proposal should be signed by an authorized representative of the bidder.
2. Due Date – All proposals are due no later that 4:30 p.m., December 23, 2009, and should be directed to:

Rebekah Davies, Purchasing Agent  
Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, CA 94109

3. Submittal – Submit two (2) complete copies of the proposal in a sealed envelope. Plainly mark the upper, left-hand corner 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 extended the submittal due date. Also submit one (1) electronic copy (in Microsoft Office or Adobe format) to **rdavies@baaqmd.gov**
4. Addenda – The Air District may modify this RFP and/or issue supplementary information or guidelines relating to the RFP during the proposal preparation period.
5. Grounds for Rejection – A proposal may be immediately rejected 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.
6. Disposition of the Proposals – All responses to this RFP become property of the Air District.
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 November 18, 2009.

**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:

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.	30%
Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	20%
Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	20%
Cost	20%
References of the firm, local business/Green Business*	10%

- \* The District gives preferences to local businesses and those that are certified as green businesses by a government agency or independent private rating organization.

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.

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>