



May 22, 2023

Request for Proposals# 2023-026

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

**Facilitation and Meeting Coordination Services for
Community Steering Committee (CSC) of the Bayview
Hunters Point/ Southeast San Francisco’s Community
Emissions Reduction Plan (CERP)**

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks proposals for facilitation and meeting coordination services for the Community Steering Committee of the Bayview Hunters Point/ Southeast San Francisco Community Emissions Reduction Plan. The Air District seeks consultants with skills and experience with cultural competency and mediation, group dynamics and conflict resolution. The contract will be for a one-year term, and is tentatively anticipated to start as early as September 2023. The contract will run through August 2024. The Air District may extend the contract for an additional one-year term at the Air District’s sole discretion.

To respond to this Request for Proposals (“RFP”), an interested firm should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its proposal to the Air District’s Procurement Portal (“Portal”):

Michael Chao, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

**Proposals must be received by 4:00 p.m. pacific daylight time (PDT) on Thursday,
June 22, 2023 (“deadline”).
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, local businesses, and certified green businesses are encouraged to submit proposals. **Any questions regarding this RFP should be submitted through the Portal by the deadline given below.**

SECTION II – BACKGROUND

A. Air District Overview

The Air District is the government agency responsible for protecting air quality in the San Francisco Bay Area. The Air District is tasked with regulating stationary sources of air pollution in the nine counties that surround the San Francisco bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties. It is governed by a 24-member Board of Directors composed of locally-elected officials from each of the nine counties. The Air District's mission is to create a healthy breathing environment for every Bay Area resident, while protecting and improving public health, air quality and the global climate.

The Air District aims to achieve its mission through many strategic goals, including reducing and eliminating health problems caused by air pollution, achieving and maintaining air quality standards, leading the Bay Area's efforts to fight global climate change, creating high-quality regulatory programs, and applying environmental best practices in all operations. To do so, the Air District regulates air pollution emissions from stationary emission sources such as factories, refineries, and power plants, and from smaller facilities like gas stations and dry cleaners. The Air District ensures that such facilities comply with air pollution laws and regulations, provides incentives to replace older, higher-emitting vehicles and equipment with cleaner alternatives, and gives grants and provides outreach to encourage healthy clean air choices by businesses and consumers. The Air District implements these efforts with an equity focus, aiming to reduce air quality disparities and promote environmental justice by targeting air pollution in overburdened communities.

B. Facilitation and Meeting Coordination Services for Community Steering Committee (CSC) of the Bayview Hunters Point/ Southeast San Francisco's Community Emissions Reduction Plan (CERP)

The Air District's Community Health Protection Program works to reduce community exposure to air pollutants by partnering with Bay Area Communities to plan and implement Assembly Bill (AB) 617 (C. Garcia, Chapter 136, Statutes of 2017). This community-driven initiative will employ proven and innovative strategies to improve community health by reducing exposure to air pollutants in neighborhoods most impacted by air pollution through a CERP. On February 23, 2023, the Bayview Hunters Point/ Southeast San Francisco was nominated by the California Air Resources Board as the Bay Area's newest AB 617 site for which a CERP will be developed.

The Air District is co-leading this effort with two community groups, the Marie Harrison Community Foundation and the Bayview Hunters Point Community Advocates, and will establish a Community Steering Committee (CSC) in Bayview Hunters Point/ Southeast

San Francisco that will direct the development of a CERP. The CSC will consist of residents from the affected community who will meet monthly and be responsible for developing the CERP within one to two years. This RFP aims to award an organization with which the Air District may contract to assist with supporting CSC project management tasks, meeting logistics, and facilitation services. The Air District seeks consultants with skills and experience with cultural competency and mediation, group dynamics and conflict resolution.

SECTION III – SCOPE OF WORK

Task 1. Conduct project management and facilitate planning meetings

The selected firm will conduct all administrative tasks needed to ensure a seamless experience for CSC members during all meetings. The selected firm will facilitate monthly planning meetings as needed by the CSC, to discuss and share input to successfully conduct these tasks. Stakeholders attending meetings to prepare for Steering Committee meetings will include Marie Harrison Community Foundation (MHCF), Bayview Hunters Point Community Advocates (BVHPCA), and the Air District.

Deliverables:

- *Copy of developed agendas and other materials for meetings, meeting notes, and any other meeting-related documents.*

Task 2. Secure meeting locations in the Bayview Hunters Point community and coordinate logistics for hybrid Community Steering Committee meetings

The selected firm will schedule meetings, create Zoom links, record meetings, and meet accessibility requirements, including but not limited to captioning meetings and creating meeting transcripts for the Steering Committee meetings. Meeting recordings will be sent by the selected firm to Air District staff no later than two days after Steering Committee meetings. CSC meetings will be in the evening on business days, Monday to Friday.

The selected firm will coordinate space rentals, childcare, translators, interpreters, live captions, and food with Air District staff and Co-Leads for the Steering Committee and other related meetings (in-person or virtual, as needed).

Deliverables:

- *Secure location for in-person meetings in coordination with the Air District, MHCF, and BVHPCA;*
- *Zoom links and records of meetings that meet accessibility requirements, including live captioning video recordings, translated meeting materials and in-meeting interpretation; and*
- *Written summary and meeting notes for each CSC meeting.*

Task 3. Administer, prepare for, and host CSC Meetings

The selected firm will develop public-facing and facilitation agendas, prepare for meetings, send out meeting agendas and materials to Steering Committee members, and follow up on any issues and/or tasks for the Steering Committee meetings, as needed, and with Air District staff's approval. Meeting agendas will be sent to Steering Committee members three (3) to five (5) calendar days prior to each meeting. The selected firm will create a

draft of meeting notes for the Steering Committee meetings that will be reviewed by the staff of the Air District, MHCF, BVHPCA. In addition to the CSC meetings, the selected firm may potentially schedule, facilitate, and take notes at up to three (3) monthly Sub-committee meetings, yet to be determined by the Steering Committee, and as requested by Air District staff.

Deliverables:

- *Meeting plans, agendas and other materials for meetings; meeting notes; and meeting sign-in sheets and evaluations; and*
- *Spreadsheet to track follow-up on any issues and/or tasks that arose from meetings, track work plan progress, and attend sub-committee meetings.*

Task 4. Materials translation and simultaneous interpretation into 2-3 languages (Chinese, Spanish, and others identified)

Upon Air District request, the selected firm will translate slides and documents for each Steering Committee meeting and obtain two (2) interpreters as needed (two same language interpreters needed for 2-hour meetings) for Spanish, Chinese, and/or other languages requested by CSC members. The selected firm's translation services shall include translation of materials from English into Spanish, Chinese, and/or other languages requested by CSC members and the public.

Deliverables

- *Translations of monthly steering committee meeting materials and other files, as needed;*
- *Interpretation for CSC meetings; and*
- *Accounting records for translation and interpretation services.*

Task 5. Childcare coordination

The selected firm will coordinate the provision of in-person childcare for in-person CSC meetings, as requested by CSC members and the public, to support full attendance and participation of CSC members who are parents/guardians.

Deliverables

- *Childcare for CSC meetings; and*
- *Accounting records for childcare payments.*

Task 6. Food coordination

The selected firm will coordinate local food delivery for in-person meetings, and gift cards for remote meetings of the CSC, to support full attendance and participation.

Deliverables

- *Food provision for CSC meetings; and*
- *Accounting records for food payments.*

Task 7. Stipend and transportation reimbursement distribution for CSC members

The selected firm will administer stipend payments to CSC members and coordinate annual tax information for up to twenty-five (25) eligible CSC members who request to be compensated for their participation on the CSC. Steering Committee members will be compensated at a rate of \$150 per meeting (an estimate based on \$75 per hour for Steering Committee members' attendance at a two-hour meeting). Stipends will have a cap of three monthly committee meetings for up to twenty-five (25) CSC members each for 12 to 18 months. The selected firm will distribute stipends on an invoice and reimbursement basis, at a maximum of \$750 per person, quarterly. Quarterly stipend checks are estimated to total up to \$12,000. Transportation reimbursement will be based on current Internal Revenue Service standard mileage rates, or on actual cost of other forms of transportation, as determined from Committee members providing receipts for other forms of transportation. (The current standard mileage rate is 65.5 cents per mile). The selected firm will track stipends and follow up with Steering Committee members to ensure the processing of payments.

Deliverables

- *Record of CSC stipends and travel reimbursements (can be included in monthly invoices).*

Task 8. Capacity-building for CSC members and CERP development

The selected firm will provide trainings for community members that support the content development of the CERP on topics such as the effective collaboration between government agencies and community residents and organizations; restorative justice and conflict resolution; community building and group dynamics; and community agreements for healthy and functional Steering Committee operations. Additionally, the selected firm may sub-contract with technical consultants, as determined and selected by the Air District, MHCF, and BVHPCA to provide technical analysis or assistance to inform the development of the CERP.

Deliverables

- *Capacity building trainings delivered to CSC members.*

Task 9. Miscellaneous

As requested by staff of the Air District, MHCF, and BVHPCA, the selected firm will provide additional resources or support to the Bayview Hunters Point/Southeast San Francisco AB 617 CERP process that are not accounted for in other tasks or that require additional funds.

Deliverables

- *Monthly accounting records (can be included in monthly invoices).*

Task 10. Reporting

As requested by Air District staff, the selected firm will provide information and data used to report to the State twice per year. This may include information about jobs and positions created, and information about community outreach conducted, through the contract.

Deliverables

- *Spreadsheet with data on jobs and positions created, and data about community outreach conducted, through the contract.*

SECTION IV – INSTRUCTIONS TO BIDDERS

A. General

1. Interested firms must create an account through the [Portal](#) to view RFP documents and addenda, and to submit questions and proposal documents.
2. 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 the proposal.
3. All information should be complete, truthful, specific, and as concise as possible.
4. Proposals should include any additional information that the bidder deems pertinent to the understanding and evaluation of the proposal.
5. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the deadline. Please check the [Portal](#) regularly for updates prior to the deadline.
6. All proposals shall constitute firm offers valid for ninety (90) days from the deadline. Once submitted, proposals may be withdrawn, modified and resubmitted through the [Portal](#) up until the deadline.
7. The Air District reserves the right to reject any and all proposals for any reason, as allowed by law.
8. The Air District has established a budget of Three Hundred and Fifteen Thousand Dollars (\$315,000) for this project, for one year.
9. All questions must be in written form and submitted through the [Portal](#) no later than **4:00 p.m. PDT on Thursday, June 8, 2023**. Bidders will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. PDT on Thursday, June 15, 2023**.
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, below, and this Section IV. Failure to adhere to these specifications may be grounds for the rejection of the proposal.

1. **Deadline** – All proposals are due no later than **4:00 p.m. PDT on Thursday, June 22, 2023** (deadline), and must be submitted via the Portal to:

Michael Chao, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

2. **Uploading large documents** may take significant time, depending on the size of the file(s) and internet connection speed. Bidders should plan sufficient time before the deadline to finalize their submissions and complete the uploading process. Bidders will not be able to submit documents after the deadline. Proposals received after the deadline will not be considered.
3. **Signature** – All proposals must be signed by an authorized representative of the bidder under penalty of perjury.
4. **Submittal** – Submit one (1) electronic copy (in Adobe Acrobat PDF file format) to the [Portal](#). Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal deadline and must be submitted before the deadline or they will not be considered.
5. **Grounds for Rejection** – A proposal may be rejected at any time if it arrives after the deadline, does not include any required information, 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, as allowed by law. 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 the inadvertent disclosure of the information, or disclosure required by law. 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 that it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act (Gov. Code, §§ 7920.000 et seq.), 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 District’s non-disclosure of any such designated portions of a

proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, may be altered up until the deadline. Proposals may not be modified after the deadline.

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.
4. Firm interview teams should be representative of the firm's project team.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals should follow the format outlined below, and include all requested information. Failure to submit proposals in the required format may result in the proposal being eliminated from consideration.

1. Technical Proposal
 - a. Cover Letter (Section I) – Include the business name, address, and telephone number of the firm. The cover letter must be signed by the person(s) authorized to represent the firm.
 - b. Business Contact Information – Provide the following information about the firm:
 - Business address and telephone number of the office nearest to San Francisco, California, and the business address and phone number of the office that each of the proposed staff members are based out of, if different from the office nearest to San Francisco, California.
 - Name of firm's representative designated as the contact and the contact's business email address.
 - Name of project manager, if different from the individual designated as the contact, and the project manager's business email address.
 - c. Table of Contents – Clearly identify material contained in the proposal by section.
 - d. Summary (Section II) – State overall approach to the Facilitation and Meeting Coordination Services for the CSC of the Bayview Hunters Point/ Southeast San Francisco CERP, including the objectives and scope of work.

- e. Experience and Qualifications (Section III) – 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.
- f. References (Section IV) - Provide a minimum of three (3) references from other, similar projects, including company name or government entity, contact name, title, and business phone number and e-mail address for all references listed. For each reference, include a description of services provided and dates the services were provided to that particular entity.
- g. Project Approach and Methodology (Section V) – Provide a detailed description of the approach and methodology to be used to accomplish the scope of work.
- h. Project Schedule (Section VI) – Provide projected milestones or benchmarks for completing the project within the total time allowed.
- i. Project Organization (Section VII) – Describe the proposed management structure, program monitoring procedures, and organization of the proposed team. Provide a statement addressing your firm’s ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed project schedule.
- j. Assigned Personnel (Section VIII) – 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 providing similar services for governmental agencies, and any relevant specialized expertise they may have. Background descriptions can be a resume, curriculum vitae, or summary sheet. Substitution of project manager or staff will not be permitted after the deadline without prior written approval of the Air District’s assigned program manager.
 - Provide a statement of the availability of staff in any local office, and their 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 their experience dealing with governmental agencies, procedures, and environmental regulations.
- k. Retention of Working Papers (Section IX) – 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 from the end of the project.

- I. Subcontractors (Section X) – 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.
 - m. Conflict of Interest (Section XI) – Address possible conflicts of interest with other clients affected by the contractors’ actions performed by the firm on behalf of the Air District, and the procedures for identifying and resolving conflicts of interest to be used during work for 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 a description of 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.
 - n. Additional Data (Section XII) – Provide other essential data that may assist in the evaluation of the proposal.
 - o. Self-Certification for Local Business (XIII) - If applicable, include a statement self-certifying that your firm qualifies as a local business. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction.
2. Cost Proposal
- a. 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.
 - b. Include a list of anticipated reimbursable expenses, such as expenses for travel, presentation materials, supplies, deliveries, black/white and color printouts and copies, faxes, photo scans, and copywriting and copyediting services, and the rate charged for each.
 - c. Any other fees or charges.

SECTION VI – PROPOSAL EVALUATION

A panel comprised of staff from the Air District, MHCF, and BVHPCA 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’s Board of Directors. The Air District’s Board of Directors may be required to approve the contract to carry out the work described in this RFP. A link to a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated using the following criteria:

Criteria	Description	Points
Expertise	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; the 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 or community groups.	25
Approach	Responsiveness of the proposal, and whether it shows a clear understanding of the work to be performed.	25
Cost	Cost or cost effectiveness, and resource allocation strategy.	20
Firm's Specialty Focus Area**	Local 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 gives preferences to local businesses. "Local business" means that a firm's headquarters is located within the nine counties of the Air District's jurisdiction. The bidder must include a statement in their proposal self-certifying that the bidder qualifies as a local business to receive points for this criteria.

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

SECTION VII – RFP SCHEDULE

MILESTONE	DATE
RFP RELEASE DATE	05/22/2023
WRITTEN QUESTIONS DUE	06/08/2023
ANSWERS POSTED ON PORTAL	06/15/2023
PROPOSAL DEADLINE	06/22/2023
SELECTION OF FINALIST(S)*	07/20/2023
COMMENCEMENT OF CONTRACT*	09/20/2023

*Dates are tentative and subject to change.

SECTION VIII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the Air District's website at <http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>. (Click the + to the left of Sample Contracts, and then click on the Professional Services Contract link.)