



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

April 26, 2013

Request for Proposals 2013-006

Construction Management Services

**SECTION I – SUMMARY ..... 1**  
**SECTION II – BACKGROUND ..... 2**  
**SECTION III – INSTRUCTIONS TO BIDDERS ..... 2**  
**SECTION IV – SCOPE OF WORK ..... 4**  
**SECTION V – PROPOSAL FORMAT AND CONTENTS ..... 5**  
**SECTION VI – PROPOSAL EVALUATION ..... 6**  
**SECTION VII – SAMPLE CONTRACT ..... 7**

**SECTION I – SUMMARY**

The Bay Area Air Quality Management District is seeking a contractor to provide a variety of project planning and construction management services for development of District air monitoring sites, including obtaining necessary permits, development and submission of project plans to permitting authorities, gathering/providing/coordinating information to satisfy plan check requirements and engineering calculations, coordinating new PG&E permits, construction and installations, and site inspections with PG&E, electrical contractors, and affected property owners.

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

Mailing Address: (if you wish to mail a CD or other media)  
Rebekah Davies, Purchasing Agent  
Bay Area Air Quality Management District  
939 Ellis Street; San Francisco, CA 94109

Email Address: (if you wish to email your file)  
rdavies@baaqmd.gov

**Proposals must be received at the Air District offices at  
939 Ellis Street, San Francisco, California, 94109 by 4:00 p.m. on May 24, 2013.  
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 Rebekah Davies at: [rdavies@baaqmd.gov](mailto:rdavies@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. Air Monitoring Site Development**

The District currently operates a network of monitoring equipment to monitor pollutants in ambient air throughout the nine-county Bay Area. Information on this monitoring and a map of the current monitoring network is available on the District website at <http://www.baaqmd.gov/Divisions/Technical-Services/Ambient-Air-Monitoring.aspx>. The equipment installed at each site varies. Sites are typically used by the District under a license agreement with another public entity such as a city or county, although some sites are operated under a license with a private entity. The licensed area is typically fairly small, as the monitoring equipment usually has a small footprint. To develop a typical site, the District needs to install one or more electrical circuits and a phone line. A PG&E electrical service drop may be required for some sites. In some cases minor construction, such as paving or the pouring of a small concrete pad may be required. Much of the expected site development work will be paid for with federal funds.

## **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 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 District reserves the right to reject any and all proposals.
7. The quotation for this project should be done as time and materials.
8. All questions must be in written form or emailed directly to Rebekah Davies, Purchasing Agent, 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 at least one week prior to the due date.
9. 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., May 24, 2013, and should be sent as described on the first page of this RFP.
2. Proposals received after the time and date previously specified will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit one 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 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 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 a variety of project planning and management services for the District’s periodic air monitoring site development needs, including obtaining necessary permits; developing and submitting project plans to permitting authorities; gathering/providing/coordinating information to satisfy plan check requirements including engineering calculations if required; coordinating new PG&E applications for service and new PG&E infrastructure installations; coordinating site inspections and construction activities with PG&E, telecommunications providers, electrical contractors and affected property owners. These services and activities are typically coordinated with the District’s Air Monitoring Section Manager.

Examples of task orders include but are not limited to soliciting general or electrical contractors; preparing specifications for bid, arranging project bid walks, revising bid

specifications, summarizing bids for District; reviewing and revising bid documents, design drawings, and contracts for work; coordinating with Air Monitoring Section Manager to deliver plans, manage projects, oversee construction, and conduct final inspections.

In response to this RFP, the District seeks bids describing qualifications and experience and the billing rates to be charged for providing the services described in this RFP. An eligible candidate may be a licensed building contractor, a planner, a construction manager, or any other individual or firm that can demonstrate substantial experience securing local permits for residential or commercial construction and managing such projects.

## **SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL**

Submitted proposals must follow the format outlined below and include all requested information. Failure to include all required information can result in the proposal being eliminated from evaluation and consideration.

- A. Cover Letter** – Must include the name, address, and telephone number of the individual or company, and, if for a firm, must be signed by a person authorized to represent the firm. Indicate whether you or your firm have been certified as a Disadvantaged Business Enterprise (DBE) such as a Minority Business Enterprise/Women’s Business Enterprise (MBE/WBE). Additional information listed below can be included in the letter, attached to the letter, or included as separate documents.
- B. Description of Experience** – Provide a statement about your background or that of your firm and a description of experience in providing services similar to those described in this RFP. Provide references for other, similar projects including contact name, title, and telephone number for all references listed.
- C. Assigned Personnel** – Provide the following information about the staff to be assigned to the project:
  - 1. List all key personnel assigned to the project by name. Provide a description of each person’s background, along with a summary of their experience in providing similar services and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet.
  - 2. Provide a statement of education and training for the staff identified for participation in the project.
- D. Subcontractors** – List any subcontractors that will be used and the work to be performed by them. Indicate whether any subcontractors to be used have been certified as a Disadvantaged Business Enterprise (DBE) such as a Minority Business Enterprise/Women’s Business Enterprise (MBE/WBE).
- E. Conflict of Interest** – Address possible conflicts of interest with other clients affected by work to be 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 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.

- F. Additional Data** – Provide any other useful data that may assist in the evaluation of the proposal.
- G. Billing Rates** – Provide the hourly billing rates to be charged for the services described in this RFP. The rate may be a single hourly rate, or the rates may vary depending upon the services being performed. If the rate would vary depending upon the type of service, please clearly list each type of service and the rate to be charged for each. Include any additional amounts to be charged above and beyond the hourly billing rates.

**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, 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 providing similar services for other private enterprises or governmental agencies.	30%
Cost	30%
References of the firm	10%

Contractors who are a Disadvantaged Business Enterprise (DBE) such as a Minority Business Enterprise/Women’s Business Enterprise (MBE/WBE) will be given special consideration by the Air District. The Air District follows fair share objective as a goal based on the capacity and availability of qualified, certified MBEs and WBEs in the relevant geographic market for the grant recipient in the procurement categories of construction, equipment, services, and supplies, compared to the number of all qualified entities in the same market for the same procurement categories.

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 may at its option accept the lower cost proposal or the proposal that most helps the Air District meet its MBE/WBE objectives.

## **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/RFB-RFQ/Sample-Documents.aspx>