



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Updated: November 20, 2014

Request for Proposal # 2014-011

Project #1: Financial Audit for Fiscal Year 2014-2015; and
Project #2: TFCA Audit for Projects and Programs Closed
in Fiscal Year 2013-2014

Project #3: Review of Carbon Offset Fund Projects

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“District”) is the regional governmental agency responsible for the control of air pollution from stationary sources in the Bay Area Air Basin, which encompasses the counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, the western half of Solano, and the southern half of Sonoma. The District is governed by a twenty-two (22) member Board of Directors as established in California Health and Safety Code Sections 40220, *et seq.* The Board of Directors includes representatives from all the counties within the District’s jurisdiction. The Air Pollution Control Officer (Chief Executive Officer) and District Legal Counsel are appointed by the Board of Directors. All other employees serve under the authority of the Air Pollution Control Officer, a position currently held by Jack Broadbent.

One of the Deputy Air Pollution Control Officers is the Chief Financial Officer of the District and the Finance Manager supervises the activities of the Finance Department under his direction. The Finance Department administers the District’s financial activities for the General Ledger, Accounts Payable, Accounts Receivable, Budgeting and Treasury Management. The Finance Department is responsible for ensuring the compliance of District operations with best business practices and generally accepted standards of internal control.

The District’s fund structure includes the General Fund and one Special Revenue Fund. The Special Revenue Fund contains subprograms that account for specific District activities. The District has no proprietary or fiduciary funds. The District’s financial statements for fiscal year 2013-14 were prepared in conformance with GASB 34 and

were audited by Gilbert & Associates LLP, Certified Public Accountants. We are soliciting proposals at this time as per District policy. The District uses J.D. Edwards software to process and account for its financial activity.

The District is also the program administrator for Transportation Fund for Clean Air (TFCA) funds derived from Assembly Bill 434 (AB434). TFCA funding comes from a \$4 surcharge on motor vehicles registered within the District's jurisdiction. TFCA funding may be used only to fund eligible projects that reduce motor vehicle emissions and support the implementation of the transportation and mobile source control measures in the 1994 Clean Air Plan. All projects must fall within the categories listed in California Health and Safety Code Section 44241.

California Health and Safety Code Section 44242 requires that any agency receiving fee revenues from the District shall be subject, at least once every two years, to an audit of each funded program or project. The audit is to be conducted by an independent auditor selected by the District in accordance with Division 2 (commencing with Section 1100) of the California Public Contract Code. The audit results report shall be made available to the public and to the affected project sponsor upon request. If, after reviewing the audit results, the District determines that TFCA revenues have been spent inappropriately, the District shall provide an adequate opportunity for explanation by the affected project sponsor, including a public hearing. The District may then, if deemed necessary, withhold distribution of future fee revenues in an amount equal to those fees spent contrary to the intent of the law.

The District also administers a greenhouse gas reduction grant program using funds from a Settlement Agreement between the Attorney General of California and ConocoPhillips Company (Conoco) to resolve a dispute regarding the environmental impact of greenhouse gas (GHG) emissions (primarily carbon dioxide) from the Clean Fuels Expansion Project at the refinery in Rodeo, California. The District entered into an MOU with the Attorney General to administer the "Carbon Offset Fund" program which requires grant recipients to make available to the Air District, for public distribution, all records showing the activities that were conducted with the grant funds, the cost of the activities, and all records relevant to evaluating the GHG reductions achieved.

To respond to this RFP, an interested company should submit an electronic (PDF) copy of its proposal to:

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

**Proposals must be received electronically at the Air District offices at
939 Ellis Street, San Francisco, California, 94109
by 4:30 PM on December 4, 2014.**

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, and Certified Green Businesses are encouraged to

submit proposals. **Any questions regarding this RFP should be directed to Tina Landis via email: tlandis@baaqmd.gov.**

All questions must be in written form and emailed directly to Tina Landis, Administrative Analyst, **and be received no later than 4:00 pm on October 30, 2014**. All questions will be answered in writing and posted on the BAAQMD RFP webpage on November 6, 2014.

Pre-Bidders Conference:

A pre-bidders conference will be held on **Thursday, October 30, 2014, at 2:30 p.m.** for the purpose of providing an outline of the RFP requirements and an opportunity for Q&A. The conference will be hosted at the Air District's office located at 939 Ellis Street, San Francisco, CA. Attendance is encouraged, but not mandatory.

Webinar:

An informational webinar will be held on **Thursday, November 20, 2014 from 11:00 am – 12 Noon**, for the purpose of providing an outline of the RFP requirements and an opportunity for additional Q&A. **[Pre-registration for the webinar is required](#)**. Attendance is encouraged, but not mandatory.

SECTION II – BACKGROUND

A. OVERVIEW OF WORKSTATEMENT

The District is requesting proposals from qualified firms of certified public accountants for the following three projects:

- Project #1 is to audit its financial statements for fiscal year 2014-15,
- Project #2 is to conduct Financial Statement Audits of TFCA projects and programs closed in fiscal year 2013-2014, and
- Project #3 is to assist the Air District in obtaining evidence that Carbon Offset Fund projects were completed in accordance with their funding agreement requirements (Project Review).

Audits are to be performed in accordance with generally accepted auditing standards; the standards set forth for financial and compliance audits in the U.S. General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions; the provisions of the Single Audit Act of 1984, as amended in 1996; U.S. Office of Management and Budget (OMB) Circular A-133; and Governmental Accounting Standards Board (GASB) Pronouncements. The District may choose to extend this audit engagement for an additional two years at its discretion.

B. DISTRICT RESPONSIBILITIES

For Project #1:

The District will prepare the final closing of the books, and provide balance sheets and statements of revenue and expenditures for all funds, as well as detailed subsidiary ledgers.

The District will provide required records, documentation and supporting information within its possession, as well as provide a listing of sponsors and contacts for

awarded project funding as applicable.

The District will produce the audit financial confirmation letters that are mailed by the auditors.

The District will provide office space, desks, tables, chairs, and phones at the District's offices. The auditors will also be furnished access to facsimile machines, and photocopying machines.

The District will review the preliminary draft of the financial statements, Single Audit, and Management Letter, and provide comments to the auditor within 5hkk business days of receipt from the auditor.

For Projects #2 and #3:

The District will assist contractor in locating required records, documentation, and supporting information within its possession.

The District will provide a list of the contact person(s) for each project to be audited or reviewed.

The District will work to ensure that the selected firm receives the cooperation from the Project Sponsors in the conduct of the audits or review.

C. REQUIRED QUALIFICATIONS

The firm must have a background and experience in providing financial and compliance auditing services to governmental organizations. In addition, the firm must be familiar with the California Clean Air Act of 1988 and environmental regulations, in general.

Individuals assigned to the audit should be qualified to perform an audit of a government unit and be familiar with environmental regulations.

The firm must be qualified according to rules and regulations of the State of California and the Comptroller of the Currency to issue the reports as described in Section III.

The firm must be independent and free of conflicts of interest in discharging professional responsibilities. Independent is specifically defined in Rule 101 of the Code of Professional Conduct issued by the American Institute of Certified Public Accountants.

D. RESPONSE SUBMITTAL REQUIREMENTS

1. Independence

The firm should provide an affirmative statement that it is independent of the Bay Area Air Quality Management District as defined by generally accepted auditing standards. Moreover, the firm must have no conflict of interest with regard to any other work performed for the District. It is understood that the services performed by the auditors are in the capacity of independent contractors and not as an officer, agent, or employee of the Bay Area Air Quality Management District.

2. License to Practice in California

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in the State of California.

3. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the staff to be assigned to the engagement. Please indicate whether any members of the audit team assigned to the District are reviewers in the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting program.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement as to whether that quality control review included a review of specific government engagements.

The firm will provide information on the results of any federal or State desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with State regulatory bodies or professional organizations.

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 10) performed in the last five years that are similar to the engagement outlined in this request for proposals. The firm shall state experience with clients issuing Financial Statements under GASB 34. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

4. Partner, Supervisory and Staff Qualifications and Experience

The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in the State of California. The firm should provide information on their governmental auditing experience also, including the scope of audit services requested by the District, of each person, and information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

The firm should provide as much information as possible, including resumes, regarding the number, qualifications, experience and training of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement would be assured.

Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Bay Area Air Quality Management District. However, in either

case, the Bay Area Air Quality Management District retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Bay Area Air Quality Management District, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

5. Specific Audit Approach

The proposal should set forth a work plan for both tasks, including an explanation of the audit methodology to be followed in performing the services required in Section II of this request for proposals.

6. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Bay Area Air Quality Management District.

7. Total All-Inclusive Maximum Price

The bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

8. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

The bid should include a schedule of professional fees and expenses that supports the total all-inclusive maximum price.

9. Ownership of District-Related Documents

All property rights, including publication rights of all reports produced by proposer in connection with services performed under this agreement shall be vested in the Bay Area Air Quality Management District. The proposer selected shall not publish or release any of the results of the engagement without express written permission.

10. Acceptance of Proposal Contents

After auditors are selected by the District, the contents of the submitted proposal will become a contractual obligation. The successful proposer will be required to execute a standard consultant agreement with the District (See Section VII). Failure of the selected firm to agree to include the proposal as part of the contractual agreement may result in cancellation of the award. The District reserves the right to reject those parts that do not meet with the approval of the District.

11. Acceptance or Rejection and Negotiation of Proposals

The District reserves the right to reject any or all proposals, to waive non-material irregularities or information in the request for proposal, and to accept or reject any item or combination of items. By requesting proposals, the District is in no way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the District reserves the right to reject any and all proposals prior to the execution of the contract(s), with no penalty to the Bay Area Air Quality Management District. If the District elects to reject all proposals, it reserves the right to continue with its current services arrangement.

12. Cost Proposal Guidelines

A. Project #1: Financial Audit for Fiscal Year 2014-2015

The Financial Audit for the Fiscal Year 2014-2015 is a fixed price contract. To assist in preparing a cost estimate for each segment, copies of the *Adopted Budget for Fiscal Year 2014-15* (Appendix A) and the *Audited Basic Financial Statements and Office of Management and Budget Circular A-133 Reports Fiscal Year 2012-13* (Appendix B) have been posted on the District's website at <http://www.baaqmd.gov/Divisions/Finance.aspx>

The Cost/Price format for the proposal must be as follows:

Tasks /Price

1. Consolidated Annual Financial Report \$
2. Single Audit Report \$
3. TOTAL COST OF PROPOSAL \$

The total quotation for this project should not exceed One Hundred and Fifty Thousand Dollars (\$150,000).

B. Project #2: TFCA Audit for Projects & Programs closed in FY 2013-2014

The Cost/Price format for the proposal must be as follows:

Tasks /Price

1. Individual Audit Reports for all audited TFCA projects and programs \$
2. Summary Audit Report \$
3. TOTAL COST OF PROPOSAL \$

Project #2 TFCA Audit Cost

1. Total Audit Cost for all audited TFCA projects and programs:

Average Cost per project = \$ _____ X 172 projects/programs* =
\$ _____

2. Two (2) Summary Audit Reports = \$ _____

3. TOTAL COST OF PROPOSAL (line #1 plus Line #2) \$ _____

***The District anticipates the total # of projects/programs to be audited is 172.**

Project #3: Review of Carbon Offset Fund Projects

The Cost/Price format for the proposal must be as follows:

Tasks /Price

1. Individual Reports for all Project Sponsors \$
2. Summary Report \$
3. TOTAL COST OF PROPOSAL \$

The total quotation for this project shall not exceed Thirty Thousand Dollars (\$30,000).

In addition, list the fully burdened hourly labor rates and the total number of hours estimated for each level of professional staff to be used to perform each segment.

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

13. Grounds for Rejection - A proposal may be immediately rejected if it is received at any time after the deadline; if it is not in the prescribed format; or if it is not signed by an individual authorized to represent the firm.

14. Disposition of Proposals - The District reserves the right to reject any or all proposals. All responses become the property of the District. One copy of the proposal shall be retained for District files. Additional copies and materials will be returned only if requested and at the bidder's expense.

15. Modification or Withdrawal - Once submitted, proposals, including the composition of the contracting team cannot be altered without the prior written consent of the District. All proposals shall constitute firm offers and may not be withdrawn following the last day to accept proposals.

SECTION III – 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

Project #1: Financial Audit for Fiscal Year 2014-2015

A. OBJECTIVES

The selected audit firm shall:

1. Perform a financial and compliance audit to determine: (a) whether the financial statements of the District fairly present the financial position and the results of financial operations in accordance with generally accepted accounting principles; and (b) whether the District has complied with laws and regulations that may have a material effect upon the financial statements.
2. The auditor will consider the District's internal accounting controls and accounting procedures and render written reports of their findings and recommendations to the Deputy Air Pollution Control Officer and the Finance Manager. The consideration shall be made and reports rendered in accordance with generally accepted government auditing standards.
3. In the required reports on internal controls, the auditor shall communicate any significant deficiencies found during the audit. A significant deficiency shall be defined as a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles.
4. Significant deficiencies that are also material weaknesses shall be identified as such in the report. Non-significant deficiencies discovered by auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal control.
5. The auditor shall be required to make an immediate report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Deputy Air Pollution Control Officer and the Finance Manager.
6. The Finance Manager will be responsible for coordinating the audit process for the District. The auditors will meet on a weekly basis during the field work process with the Finance Manager to discuss preliminary audit findings and management recommendations. Prior to issuing their final reports, the auditors will meet with the Deputy Air Pollution Control Officer and the Finance Manager. All audit reports will be addressed to the Board of Directors.
7. The auditors may be consulted occasionally throughout the year as an information resource. The auditors may be asked to provide guidance on the implementation of Government Accounting Standards Board (GASB) requirements and specifics of federal and state regulations as they may affect District accounting, and may be asked to assist with the implementation of new pronouncements. The District is subject to additional audit requirements under the *Health and Safety Code* for the Transportation for Clean Air (TFCA) funding. The selected auditor will be asked to propose at a later date for the

TFCA audit.

8. The selected firm will issue and deliver the following:

a. Preliminary draft reports in accordance with the following production schedule:

Preliminary draft audit reports on the basic financial statements, the Single Audit, and the Management Letter due by November 20, 2015.

b. Final audit reports on the basic financial statements, the Single Audit, and the Management Letter due by January 7, 2016, to be presented at the Budget & Finance Committee meeting on January 28, 2016.

c. Thirty (30) copies of the reports, as indicated above, by January 12, 2016. The Management Letter should address the following:

- Material findings of noncompliance with laws, rules, and regulations discovered during the course of the examination.
- Any other material items discovered during the conduct of the examination that require comment.

These reports shall be addressed to:

Mr. Jeffrey M. McKay
Deputy Air Pollution Control Officer
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109

Project #2: TFCA Audit for Projects & Programs closed in FY 2013-2014

A. OBJECTIVES

The selected audit firm shall:

1. Provide a Summary Report on whether TFCA revenues awarded by the Air District to other public agencies were spent on the reduction of air pollution from motor vehicles, in accordance with the transportation control measures adopted pursuant to Sections 40233 and 40717 of the California Health and Safety Code, and that fee revenues supported projects as specified in Section 44241 of the same code. The said report shall reflect a determination of the propriety of the expenditures incurred, not the degree of efficacy in reducing air pollution. Attachment 1 provides a sample list of the projects to be audited under this contract.
2. Submit to the District the individual Audit Reports for TFCA projects and programs described in this Section.

B. WORK STATEMENT

The selected audit firm shall perform a compliance and financial statement audit on each of the projects audited. Audit guidelines and other requirements are described in Paragraphs 1 through 4 below.

1. Parts of the TFCA

The auditor will audit both parts of the TFCA—the TFCA Regional Fund and the TFCA County Program Manager Fund.

2. Estimated Number of Projects and Site Visits

The estimated number of projects for the Regional Fund is 30 projects, with a site visit to each project site, which is an estimated 15 site visits, as some grantees have multiple projects. All project sites are within the nine-county Bay Area, except for one Regional Project that requires travel to Portland, Oregon. The estimated number of County Program Manager projects is 150, with site visits to each of the nine County Program Manager agencies (Project Sponsors).

3. Compliance and Financial Audit Requirements

- a) Compliance Audit - The selected audit firm shall conduct a compliance audit as required under Project #2 Objectives section paragraphs 1 and 2 above, subject to Government Auditing Standards, and shall prepare a report on the recipient's compliance with the terms of the applicable project funding agreement and the provisions of the TFCA (California Health and Safety Code Sections 44220 through 44242). The report must make specific reference to tests for compliance with the applicable laws and regulations in accordance with *Statement on Auditing Standards (SAS) Number 74: Compliance Auditing Applicable to Governmental Entities and Other Recipients of Governmental Financial Assistance (SAS-74)*.

The test for compliance must emphasize the following requirements of the project funding agreement and the TFCA:

- the use of the money for the reduction of emissions from motor vehicles,
- the adoption of appropriate resolutions authorizing the grant application, or, where applicable, an authorizing letter of commitment,
- the expenditure of funds within two (2) years unless a longer period was approved in writing by the District, and
- confirmation of reporting and monitoring requirements; verification of the use of the District-approved logo for all TFCA projects implemented.

- b) Financial Statement Audit - The examination of financial statements shall be conducted in accordance with generally accepted accounting principles ("GAAP"). GAAP standards include the Statements of Auditing Standards issued by the Auditing Standards Board of the American Institute of Certified Public Accountants and the *Governmental Auditing Standard: Standards for Audit of Governmental Organizations, Programs, Activities, and Functions* issued by the Comptroller General of the United States.

The test for financial compliance must emphasize the following requirements of the project funding agreement and TFCA:

- use of indirect cost rates that are consistent with District Guidelines, and;

- that no more than five percent (5%) of the TFCA revenues were expended on TFCA administrative costs.

4. Other Areas of Concern

The selected audit firm shall itemize any other areas of concern with respect to the contractual, legal, administrative, or financial aspects of the grantee's implementation of the TFCA project, as such concerns may emerge during the course of the audit. The audit firm shall also provide recommendations for resolution of those concerns, to the extent that the firm has information or experience to do so.

5. District Support

- a) The District will assist the selected audit firm in locating required records, documentation, and supporting information within its possession. The selected firm will be responsible for scheduling times to review material in possession of project sponsors.
- b) The District will provide the selected audit firm with a final list of projects and the contact person(s) for each project.
- c) The District will work to ensure that the selected firm receives the cooperation of the Project Sponsors and County Program Managers in the conduct of the audits.

6. The Finance Manager and District Grant Programs Manager will be responsible for coordinating the audit process for the District. The auditors will meet on a bi-weekly basis during the field work process with the Finance and District Grant Programs Manager to discuss preliminary audit findings and management recommendations. Prior to issuing their final reports, the auditors will meet with the Deputy Air Pollution Control Officer and the Finance and District Grant Programs Manager. All audit reports will be addressed to the Board of Directors.

7. The auditors may be consulted occasionally throughout the year as an information resource. The auditors may be asked to provide guidance on the implementation of Government Accounting Standards Board (GASB) requirements and specifics of federal and state regulations as they may affect District accounting, and may be asked to assist with the implementation of new pronouncements.

Project #3: Review of Carbon Offset Fund Projects

A. OBJECTIVES

The selected audit firm shall:

1. Provide a Summary Report on a determination of the propriety of the expenditures incurred. Attachment 2 provides a sample list of the projects to be reviewed under this contract.
2. Submit to the District the individual project assessment reports for each of the projects described in this Section.

B. WORK STATEMENT

The selected audit firm shall perform a fiscal review and visual equipment verification (site visit) for each of the completed projects. Review guidelines and other requirements are described in Paragraphs 1 through 4 below.

1. Estimated Number of Projects and Site Visits

Awards have been made to approximately nine Project Sponsors and 46 project components. File review will be conducted on-site at the office of each of the nine Project Sponsors. Approximately 16 site visits for the approximately 46 project components will be required. Some of these may overlap with the Project Sponsor office locations.

2. Project Review Requirements

The selected audit firm shall conduct a fiscal review and a building site visit to ensure that each of the project components were completed in accordance with the funding agreement requirements:

- Funds were used to achieve reductions of greenhouse gases;
- Confirmation of reporting and monitoring requirements; and
- Verification of the use of the District-approved logo for all TFCA projects implemented.

3. Other Areas of Concern

The selected firm shall itemize any other areas of concern with respect to the contractual, legal, administrative, or financial aspects of the grantee's implementation of the project, as such concerns may emerge during the course of the project review. The firm shall also provide recommendations for resolution of those concerns, to the extent that the firm has information or experience to do so.

4. District Support

- d) The District will assist the selected firm in locating required records, documentation, and supporting information within its possession. The selected firm will be responsible for scheduling times to review material in possession of Project Sponsors.
- e) The District will provide the selected firm with a final list of projects and the contact person(s) for each project.
- f) The District will work to ensure that the selected firm receives the cooperation of the Project Sponsors in the conduct of the review.

5. The Finance Manager and District Grant Programs Manager will be responsible for coordinating the review process for the District. The firm members will meet on a bi-weekly basis during the field work process with the Finance and District Grant Programs Manager to discuss preliminary findings and management recommendations. Prior to issuing their final reports, the firm will meet with the Deputy Air Pollution Control Officer and the Finance and District Grant Programs Manager. All reports will be addressed to the Board of Directors.

SECTION V – 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.	15%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	25%
Cost	Cost	25%
Firm's Specialty Focus Area	References of the firm, local business/Green Business*	10%
Total		100%

* 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 VI – SCHEDULE

RFP Release Date	October 20, 2014
Pre-Bidder's Conference	October 30, 2014
Questions Due Date	October 30, 2014
Answers Provided Via Website	November 6, 2014
Webinar	November 20, 2014
Proposal Submission Due Date	December 4, 2014
Selection of Finalist	January 14, 2015*
Contract Submission for Board Consideration	January 21, 2015*

Commencement of Contract	February 1, 2015*
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** Dates are tentative and subject to change*

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>

Attachment 1

**SAMPLE LIST OF REGIONAL FUND AND COUNTY PROGRAM MANAGER PROJECTS
 TO BE AUDITED**

REGIONAL FUND PROJECTS:

Project Number	Project Sponsor	Project Title	City	Award Amount
N/A	Alta Bikeshare	Bay Area Bikeshare Program	Portland, OR	\$5,351,372
11R16	City of Alameda	Estuary Crossing Bicycle/College Shuttle	Alameda	\$114,380
07R65	City of Burlingame	Bayshore Highway Corridor Interconnect	Burlingame	\$147,900
09R24	UC Davis Fleet	(1) CNG Bus	Davis	\$41,350
06R07	City of El Cerrito	San Pablo Avenue Transit, Streetscape, Bicycle and Pedestrian Access Improvements	El Cerrito	\$172,441
03R24	City of Oakland	Coliseum Transit Hub Streetscape Improvements	Oakland	\$303,188
12R18	City of Oakland	Oakland "B" Shuttle	Oakland	\$177,302
09R39	County of Alameda	(40) Electric Vehicle Charging Spots	Oakland	\$84,760
11R05	Metropolitan Transportation Commission	511 Rideshare Program	Oakland	\$1,000,000
12R07	City of Redwood City	Midpoint Caltrain Shuttle	Redwood City	\$20,000
11R12	City of Richmond	Transmetro (Richmond Circular & Marina Bay Shuttles)	Richmond	\$313,036
12R14	Peninsula Corridor Joint Powers Board	Caltrain Shuttles	San Carlos	\$1,000,000
14R01	Bay Area Air Quality Management District (BAAQMD)	Administration	San Francisco	\$1,187,250
14R02	BAAQMD	Spare the Air	San Francisco	\$1,443,668
14R03	BAAQMD	Mobile Source Enforcement	San Francisco	\$514,820
14R04	BAAQMD	Bicycle Rack Voucher Program	San Francisco	\$3,991
09R32	City & County of San Francisco	(60) Electric Vehicle Charging Spots	San Francisco	\$98,334
07BFP24	San Francisco Recreation and Parks Dept.	Marina Pedestrian and Bicycle Improvement Project	San Francisco	\$40,045
12R12	Associated Students, San Jose State University	SJSU Ridesharing & Trip Reduction	San Jose	\$120,000
09R35	County of Santa Clara	(40) Electric Vehicle Charging Spots	San Jose	\$85,720
12R15	Santa Clara Valley Transportation Authority	ACE Shuttles	San Jose	\$960,000
08R71	City of San Ramon	Crow Canyon Rd. Signal Timing	San Ramon	\$124,700
08R72	City of San Ramon	Bollinger Canyon Road Signal Timing Project	San Ramon	\$264,450
09R59	McDonalds	(54) Electric Vehicle Charging Spots	San Ramon	\$98,004
08BFP03	County of Sonoma	County of Sonoma Electronic Bicycle Locker Program	Santa Rosa	\$70,000
12R06	San Joaquin Regional Rail Commission	Shuttle Route 53	Stockton	\$44,000
12R08	San Joaquin Regional Rail Commission	Shuttle Route 54	Stockton	\$50,000
08R76	Solano Transportation Authority	Safe Route to School Program	Suisun City	\$400,000

COUNTY PROGRAM MANAGER PROJECTS:

County Program Manager	Project Number	Sponsor	Project Title
Alameda County Congestion Management Agency	07ALA06	BART	Bart Electronic Bicycle Locker Program - Phase 2
	08ALA02	BART	Castro Valley BART Station Bicycle Lockers
	08ALA03	City of Berkeley	Berkeley 9th Street Bicycle Blvd.
	08ALA05	City of Oakland/ACCMA	San Pablo Ave. TSP, Transit Improvement
	09ALA02	County of Alameda	Fairmont Campus to BART Shuttle Bus Service
	09ALA04	City of Berkeley	Berkeley Citywide Bicycle Parking
	09ALA05	City of Fremont	South Fremont Arterial Management
	09ALA08	Alameda County CMA	Guaranteed Ride Home Program
	09ALA10	Alameda County CMA	Bike to Work Day Marketing and Survey
	10ALA00	Alameda County CMA	Program Administration
	10ALA01	Alameda County	Fairmont Campus Shuttle to BART
	10ALA03	City of Fremont	Signal Retiming: Paseo Padre Parkway and Auto Mall Parkway
	10ALA05	City of Oakland, Economic Development	Oakland Broadway Shuttle
	10ALA06	City of Oakland, Transportation Services Division	Webster/Franklin Bikeway Project
	10ALA07	City of Pleasanton	Pleasanton trip Reduction Program
	10ALA08	AC Transit	Transit Information - Transform
	10ALA09	LAVTA	Rte 8 - BART to Downtown Pleasanton
	10ALA10	LAVTA	Shuttle Service--Route 9 Hacienda Business Park
	10ALA11	LAVTA	ACE Shuttle Service--Route 53
	10ALA12	LAVTA	ACE Shuttle Service--Route 54
	10ALA13	City of San Leandro	San Leandro LINKS Shuttle
	11ALA00	Alameda County Transportation Commission	Program Administration
	11ALA05	Cal State University East Bay	Transportation Demand Management Program
	11ALA10	City of Oakland	Broadway Shuttle - Daytime Operations
	11ALA11	City of Pleasanton	Pleasanton Trip Reduction Program
11ALA14	Livermore Amador Valley Transit Authority (LAVTA)	Route 9 Shuttle BART/Hacienda Business Park	
11ALA15	Livermore Amador Valley Transit Authority (LAVTA)	Route 10 - Dublin/Pleasanton BART	
Contra Costa Transportation Authority	06CC04	West Contra Costa Transportation Advisory Committee	West Contra Costa Bicycle Rack Program
	08CC02	West Contra Costa Transportation Advisory Committee	West County Employer Outreach
	08CC03	West Contra Costa Transportation Advisory Committee	Countywide Guaranteed Ride Home Program
	08CC06	City of San Ramon	511 South Contra Costa Countywide Vanpool Incentive Program
	08CC07	City of San Ramon	511 South Contra Costa County Employer Program
	09CC03	WCCTAC	Countywide Guaranteed Ride Home
	09CC06	City of San Ramon	511 CC Countywide Vanpool Incentive Prgm

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	09CC07	City of San Ramon	511 South Contra Costa County Employer Program
	09CC08	City of San Ramon	511 South Contra Costa County Student Program
	10CC00	Contra Costa Transportation Authority	Program Administration
	10CC03	WCCTAC	Countywide Guaranteed Ride Home Program
	10CC04	TRANSPAC/City of Pleasant Hill	Central/East country Trip Reduction Program
	10CC05	City of San Ramon	511 South Contra Costa County Employer Program
	11CC00	Contra Costa Transportation Authority	Program Administration
	11CC04	TRANSPAC/City of Pleasant Hill	Central/East Contra Costa Trip Reduction Program
	11CC07	City of San Ramon	511 South Contra Costa Countywide Vanpool Incentive Program
Transportation Authority of Marin	07MAR01	Transportation Authority of Marin	Class I Bike Path and Gap Closure - Puerto Suello Hill
	09MAR08	Transportation Authority of Marin	Vanpool Program
	10MAR00	Transportation Authority of Marin	Program Administration
	11MAR00	Transportation Authority of Marin	Program Administration
	08MAR03	Transportation Authority of Marin	Emergency Ride Home Program
	09MAR09	Transportation Authority of Marin	Emergency Ride Home Program
	08MAR01	County of Marin	Marin County Bicycle Program
	09MAR05	County of Marin Department of Public Works	Marin City Transit Hub Improvements
Napa County Transportation Authority	07NAP01	City of American Canyon	West American Canyon Road Class II Bike Lane Gap Closure
	07NAP06	City of Napa	Network Car - Vehicle Management
	08NAP00	Napa County Transportation Planning Agency	Program Administration
	08NAP03	County of Napa	Duhig Road Class II Bike Lanes
	09NAP00	Napa County Transportation and Planning	Program Administration
	09NAP03	City of Napa	Light-Duty Hybrid Passenger Cars for Parking Enforcement
	09NAP04	City of Napa	Bicycle Lockers and Racks
	10NAP00	Napa County Transportation and Planning Agency	Program Administration
	10NAP02	County of Napa	Las Amigas class II bike lane
	10NAP03	County of Napa	Tubbs Lane Class II bike path
	11NAP00	Napa County Transportation and Planning Agency	Program Administration
12NAP04	City of Calistoga	Calistoga Bike Racks	
Santa Clara County Valley Transportation Authority	07SC03	City of Sunnyvale	Provide pedestrian and bus-stop improvements as part of Tasman/Fair Oaks Streetscape Project
	07SC04	City of Mountain View	Permanente Creek/US 101 Overcrossing
	08SC08	City of Morgan Hill	West Little Llagas Creek Bike Trail, Phase 4 (Edes court to Spring Ave)
	09SC01	City of Santa Clara	Monroe Street Class 2 Bike Lanes
	09SC02	City of Santa Clara	San Tomas Aquino Creek Trail--Reach 4
	09SC03	City of Sunnyvale	Borregas Avenue Bicycle Lanes
	09SC04	City of Morgan Hill	Cochrane Road Bike Lane Improvement Project
	09SC05	City of Mountain View	Stevens Creek Trail-Sleeper Open Space to Dale/Heatherstone

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	10SC00	Santa Clara Valley Transportation Authority	Program Administration
	10SC03	City of Santa Clara	DOWNTOWN AREA CLASS 2 BIKE RACKS
	10SC04	County of Santa Clara Roads and Airports Dept	Capitol and Lawrence Expressway Weekday Signal Timing
	10SC07	VTA	VTA Light Rail Shuttle Program
	10SC08	City of Morgan Hill, Public Works department	Madrone Channel Trail
	11SC00	Santa Clara Valley Transportation Authority	Program Administration
	11SC02	County of Santa Clara Roads and Airport Dept	Almaden/Capitol Expressways Weekend Traffic Responsive Signal Timing
	11SC03	Santa Clara Valley Transportation Authority	Light Rail Shuttle Program
San Francisco County Transportation Authority	03SF09	SFMTA	Broadway Tunnel Bicycle Improvements
	04SF08	SFMTA	Class 2 Bicycle Lanes - Laguna Honda Blvd.
	04SF09	SFMTA	Class 2 Bicycle Lanes - Phelan Ave.
	05SF07	SFMTA	Class 2 Bicycle Lane - Bayshore Blvd.
	05SF09	SFMTA	Class 2 Bicycle Lane and Path - San Jose Avenue
	05SF10	SFMTA	Class 2 Bicycle Lane - Townsend Street
	06SF04	San Francisco Municipal Transportation Agency	Class 2 Bicycle Lane -Cesar Chavez Street
	06SF06	County of San Francisco	Class 2 and Class 3 Bicycle Lane - McAllister Street
	06SF07	SFMTA	Class 2 Bicycle Lane - Ocean Avenue
	06SF08	SFMTA	Class 2 Bicycle Lane - Portola Drive
	06SF09	SFMTA	Class 2 Bicycle Lane- Sagamore Street/Sickles Avenue
	06SF12	SFMTA	Class 2 Bicycle Lanes - Kirkham Street
	07SF02	City College of San Francisco	Bicycle Parking Expansion Project
	07SF08	Golden Gate Bridge, Highway and Transportation Dis	Bicycle Patrol Program
	08SF01	County of San Francisco	Bicycle Fleet Program
	08SF03	San Francisco Municipal Transportation Agency	Geneva Corridor Transit Preferential Streets Equipment
	08SF04	San Francisco Municipal Transportation Agency	Class II Bicycle Lane - Kirkham Street
	08SF06	San Francisco State University	Class I Bicycle Path - San Francisco State University Campus
	09SF01	SF Department of Environment	Bicycle Fleet Program
	09SF02	San Francisco Department of the Environment	Commuter Benefits Program
	09SF03	San Francisco Department of the Environment	Emergency Ride Home Program
	09SF04	San Francisco Department of the Environment	Light-Duty Hybrid-Electric Taxis
	09SF07	San Francisco MTA	17th Street Corridor Bike Lanes and Shared Roadway Markings
	09SF08	San Francisco MTA	Wireless Traffic Signal Detection Loops
	09SF10	County of San Francisco	Shuttle Service to the San Bruno Jail
	10SF00	San Francisco County Transportation Authority	Program Administration
	10SF01	Department of the Environment	CCSF Bicycle Fleet
	10SF02	Presidio Trust	Presidio Coastal Trail Bike Lane, Widening, and Gap Closure
10SF04	San Francisco Municipal Transportation Agency	Laguna Honda Blvd. Bike Lanes, Plaza St. to Woodside Ave.	
10SF05	San Francisco Municipal Transportation Agency	Market Street Bike Lanes: Octavia to 17th	

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	10SF06	San Francisco Municipal Transportation Agency	Market/Valencia Bicycle Improvements and Gap Closure Project
	10SF07	SF Unified School District	Bike Racks for SF Schools
	10SF09	Yellow Cab Cooperative	Clean Air CNG Taxi Program
	11SF00	San Francisco County Transportation Authority	Program Administration
	11SF02	San Francisco Department of the Environment	Commuter Benefits Program
	11SF06	Department of Public Health	Bayview Hunters Point Shuttle Service
San Mateo City/ County Association of Governments	10SM00	City/County Association of Governments	Program Administration
	10SM01	Peninsula Traffic Congestion Relief Alliance	County-wide Voluntary Trip Reduction Program
	10SM02	SamTrans	SamTrans Shuttle Bus Program
	11SM00	C/CAG	Program Administrations
	11SM01	Peninsula Traffic Congestion Relief Alliance	County-wide Voluntary Trip Reduction Program
	11SM02	SamTrans	SamTrans Shuttle Program
Solano Transportation Authority	08SOL01	Solano Transportation Authority	Solano County Safe Routes to School Pilot Program
	09SOL01	Solano Transportation Authority	Safe Routes to School Program: Part time Program Coordinator and Part-time Safety Coordinator
	10SOL00	Solano Transportation Authority	Program Administration
	10SOL02	Solano Transportation Authority	Solano Commute Alternatives Incentive and Outreach Program
	11SOL00	Solano Transportation Authority	Program Administrations
	11SOL02	Solano Transportation Authority	Solano Commute Alternatives Incentive and Outreach Program
	12SOL00	Solano Transportation Authority	Program Administration
Sonoma County Transportation Authority	08SON02	Sonoma County Transit	Transit Marketing Program
	09SON03	City of Santa Rosa	FY2009 Student/Youth Bus Pass Subsidy
	09SON05	City of Petaluma	Washington St. & Petaluma Blvd. Corridor Signal Timing
	09SON06	City of Sonoma	Comprehensive Class III Route Sign Program and South Fifth Street West Class II Lanes
	09SON07	City of Rohnert Park	Commerce Boulevard Bike Lane Gap Closure
	09SON08	City of Rohnert Park	Redwood Drive Bike Lane Gap Closure
	10SON00	Sonoma County Transportation Authority	Program Administration
	10SON01	City of Santa Rosa	FY2010/2011 Student/Youth Bus Pass Subsidy
	10SON02	City of Santa Rosa	FY2010/2011 Santa Rosa Free Ride Trip Reduction Incentive Program
	10SON04	County of Sonoma - Sonoma County Transit	Sonoma County Transit Bus Stop Enhancements
	10SON05	County of Sonoma - Sonoma County Transit	Downtown Sebastopol Transit Hub
	10SON07	City of Petaluma - Petaluma Transit	Petaluma Transit - Transit Marketing
	11SON00	Sonoma County Transportation Authority	Program Administration
	11SON02	City of Santa Rosa - CityBus	Student/Youth Bus Pass Subsidy
	11SON03	City of Santa Rosa - CityBus	Free Ride Trip Reduction Incentive Program
12SON00	Sonoma County Transportation Authority	Program Administration	

Attachment 2

SAMPLE LIST OF CARBON OFFSET FUND PROJECTS:

Project Sponsor	City	Project Number	Building	Component Number	Project Component	Award Amount
The City of Pinole	Pinole	09GHG03	City Hall	09GHG03.2	Replace boilers	\$37,120
				09GHG03.3	Solar panels	\$162,308
				09GHG03.4	HVAC controls	\$79,236
		09GHG04	Swim Center	09GHG04.1	Pool Pump	\$15,270
				09GHG04.2	Install pool heater	\$41,248
				09GHG04.3	Solar panels	\$207,423
		09GHG05	Youth Center	09GHG05.1	Install fluorescent light fixtures	\$1,176
				09GHG05.2	Solar panels	\$110,768
		09GHG07	Senior Center	09GHG07.1	Vending Miser	\$89
				09GHG07.2	Install fluorescent light fixtures	\$1,742
				09GHG07.3	Install high-efficiency water heater	\$12,309
				09GHG07.4	Solar panels	\$159,911
Contra Costa County	Martinez	09GHG08	Employment & Human Services	09GHG08.1	Install Fluorescent light fixtures	\$43,993
				09GHG08.2	Solar Panels	\$1,155,074
	Martinez	09GHG09	Rodeo Senior Citizen Club	09GHG09.1	Install fluorescent light fixtures	\$3,993
Crockett-Carquinez Fire Protection District	Martinez	09GHG10	Station 78	09GHG10.1	Replace food service equipment	\$70
				09GHG10.2	Install fluorescent light fixtures	\$1,894
				09GHG10.3	Install high efficiency water heater	\$2,186
				09GHG10.4	Replace food service equipment	\$445
				09GHG10.5	Replace boilers	\$16,784
				09GHG10.6	Solar panels	\$102,105
John Swett Unified School District	Rodeo	09GHG11	John Swett High School	09GHG11.1	Replace food service equipment	\$5,798
				09GHG11.2	Install fluorescent light fixtures	\$4,368
				09GHG11.3	Install lamps, ballasts, and occupancy controls	\$23,654
				09GHG11.4	Solar panels	\$449,247
				09GHG11.5	Replace single pane with double	\$498,169
				09GHG12	Carquinez Middle School	09GHG12.1
				09GHG12.2	Solar panels	\$318,052
Rodeo Sanitary District	Rodeo	09GHG14	Rodeo Sanitary District	09GHG14.1	Install fluorescent light fixtures	\$19,424
				09GHG14.3	Install Variable Speed Blower	\$88,810
				09GHG14.4	Repair Airlines	\$21,200
Rodeo-Hercules Fire Protection District	Hercules	09GHG15	Fire Station 75	09GHG15.1	Vending Machine Controller	\$85
				09GHG15.2	Install fluorescent light fixtures	\$1,351
				09GHG15.3	Gas Fired Water Heater	\$3,019
				09GHG15.4	Solar Panels	\$36,075
		09GHG16	Station 76	09GHG16.1	Vending Machine Controller	\$85
	09GHG16.2			Install fluorescent light fixtures	\$2,606	
	09GHG16.3			Install Window film	\$884	
	09GHG16.4			Install high efficiency central water heater	\$4,810	
			09GHG16.5	Solar Panels	\$72,963	
West Contra Costa USD	Richmond	09GHG19	Stewart ES	09GHG19.1	Install Cool Roof	\$121,757
	Richmond	09GHG20	Hercules Middle-HS	09GHG20.1	Install fluorescent light fixtures	\$25,980
	09GHG20.2			Solar panels	\$1,302,682	
Housing Contra Costa County	Martinez	09GHG22	Administration Building	09GHG22.1	Install attic and/or roof/ceiling insulation	\$22,529
				09GHG22.3	Install at least 91 dual glazed windows	\$44,402
Crockett CSD	Crockett	09GHG24	Crockett Community Center	09GHG24.1	Replace 20 windows	\$78,136