



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

September 5, 2017

Request for Qualifications# 2017-012

Online Permit System
Software Development Services

SECTION I – SUMMARY 1
SECTION II – BACKGROUND.....2
SECTION III – SUBMISSION REQUIREMENTS.....3
SECTION V – SUBMISSION CONTENTS6
SECTION VI – QUALIFICATIONS EVALUATION7
SECTION VII – SAMPLE CONTRACT.....8

SECTION I – SUMMARY

In carrying out its mission to improve air quality in the San Francisco Bay Area, the Bay Area Air Quality Management District (Air District or District) seeks to obtain the services of software development firm(s) for the Air District online permit system software development services. Through this RFQ process, the Air District expects to enter into a time and materials contract(s) with one or more firms that would provide web software development, quality assurance and automation services upon request.

To respond to this Request for Qualifications (RFQ), an interested company should submit one (1) hard copy and one (1) electronic copy (in Adobe Acrobat PDF file format) of its statement of qualifications to:

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

**Statements of qualifications must be received at the Air District office at:
375 Beale Street, Suite 600; San Francisco, California, 94105
by 4:00 p.m., September 26th, 2017.**

Late submissions will not be considered.

Statements of qualifications must address all information requested in this RFQ. A statement may add information not requested in this RFQ, 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 statements of qualifications. **Any questions regarding this RFQ should be directed to Cynthia Zhang at czhang@baaqmd.gov.**

SECTION II – BACKGROUND

A. Air District Overview

The Bay Area Air Quality Management District was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures.

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

B. Web Software Development and Data Management Services

The goal of this Request for Qualifications is to identify qualified firms to seamlessly integrate with the existing Agile teams made up of: A Product Owner, a Certified Scrum Master, Subject Matter Experts, Business Analysts, Quality Assurance Engineers, a User Experience Designer, Front-end and Back-end Developers, a Database Administrator as well as a Legacy Systems Operations Team. The successful firm(s) would provide the following software architecture and implementation resource(s) for ongoing web and mobile software projects including:

Professional Services Categories	
Software Development	
o Web and mobile design and architecture	o C# and AngularJS development
o Responsive User Experience design using Material Design	o Visual Studio IDE
	o TFS for Source code management
Quality Assurance	
o Test case documentation and execution	o Selenium, hosted by SauceLabs
o Software defect tracking	o Automation using C# in Visual Studio
Software Production Management	
o Develop and prioritize Epics	o Collaborate with UX and QA resources
o Coordinate subject matter experts	

- | | |
|---|--|
| <ul style="list-style-type: none">○ Develop user stories and wireframes | <ul style="list-style-type: none">○ Coordinate user acceptance testing○ Communicate effectively with development team members |
|---|--|

Note: Visual Studio Team Services is required to track and coordinate activities including: Epics, Features, User Stories, Bugs, Source code and Automation

Through this RFQ, the Air District seeks to select one or more firms to provide software development support services for the online air permit system. The selected firm(s) will work with the Air District's Information Systems Division. Firms interested in submitting a statement of qualifications to provide such services are required to follow the recommended guidelines and instructions contained in this RFQ. If it becomes necessary to revise any part of this RFQ, revisions will be provided by addenda posted on the [RFP/RFQ page](#) of the Air District's website.

SECTION III – SUBMISSION REQUIREMENTS

A. General

1. All statements of qualifications must be made in accordance with the conditions of this RFQ. 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. Statements of qualifications should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFQ 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. The District reserves the right to reject any and all submissions.
6. All questions must be in written form and emailed directly to Cynthia Zhang, Purchasing Agent, and arrive no later than **4:00 p.m. on Thursday, September 14, 2017**. All questions will be answered in writing and posted on the [BAAQMD RFP/RFQ webpage](#) by **6:00 p.m. on Tuesday, September 19, 2017**.
7. The cost for developing the statement of qualifications is the responsibility of the responding firm, and shall not be chargeable to the Air District.
8. A firm's selection and the execution of a contract with the Air District does not guarantee any particular amount of work.

B. Submittal of Statements of Qualifications

All statements of qualifications must be submitted according to the specifications set forth in Section V (A) – Contents of Statement of Qualifications, and this section. Failure to

adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All statements of qualifications are due no later than 4:00 p.m., September 26, 2017, and should be directed to:

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

2. Statements of qualifications received after the time and date specified will not be considered.
3. Signature – All statements of qualifications should be signed by an authorized representative of the responding firm.
4. Submittal – Submit one (1) hard copy of the statement of qualifications in a sealed envelope to the mailing address above, plus one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted via email will be acknowledged with a return email. Hard copies of the statement of qualifications shall plainly mark the upper, left-hand corner of the submission with the name and address of the bidder and the RFQ number. Late submissions will not be accepted. Any correction or re-submission of statements of qualifications will not extend the submittal due date.
5. Grounds for Rejection – A statement of qualifications 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 Submissions – All responses to this RFQ become the 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. Statements of Qualifications 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 statement of qualifications 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 statement of qualifications.

C. Interviews

1. The Air District, at its option, may interview firms that respond to this RFQ. The interviews will be for the purpose of clarifying the statement of qualifications.
2. Submittal of new materials at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION IV – GENERAL DESCRIPTION OF SERVICES

A. Services Needed

The Air District requires professional services support (i.e. software development, quality assurance testing and software product management) to collaborate with our existing team to support the continued evolution of the Online Permit System. The team currently is responsible for User Story creation including all Subject Matter Expert coordination, design documents, interface development, data management, test case execution, regression testing and user acceptance testing. Prospective vendors are encouraged to submit quantifications for *one or more* professional service categories.

Software Developers can work remotely as part of the Scrum team following a 6-week production cycle release schedule made up of three 2-week sprints. All other team roles will be required to work on-site. All team members will be expected to attend daily 15-minute scrum either in-person or via video conference at 0930 PDT as well as well as 15-30 minute bug scrubs at 0945 PDT. Project deliverables are due to be checked into the source code repository Monday and Friday by 1300 PDT. Team members will also be expected to participate in Sprint Reviews which occur every 2-weeks on Wednesday at 0930 PDT where all stakeholders are assembled to provide feedback on demonstrations of the sprints shippable increments. A Sprint Retrospective and Sprint planning meeting follows the Sprint Review held from 1000-1200 PDT.

For resource allocation purposes, responders should assume full time equivalents for a 12-month period beginning from notice to proceed.

The current Product Backlog has been prioritized into the following epics:

1. User onboarding flow
2. Create emission inventory database
3. Create emission inventory devices
4. Source emission data entry and documentation (Refinery UX)
5. Device list view
6. Device list filtering
7. Device list sorting
8. Device list search
9. Device list flagging
10. Device list tagging
11. Emission formula library
12. Emission formula structured data
13. Emission calculations
14. Dashboard for emission engineers
15. Dashboard for refinery engineers
16. Source validation flow (per source)
17. Emission factor validation
18. Create, read, update, delete deficiency for a source
19. Map pollutants to source types (and fuel inputs)
20. Emission inventory report per facility
21. Roll up report for district refineries
22. Confidential data permissions
23. Notifications
24. [OSI](#) physical inventory data interchange for monthly or quarterly formatting
25. Legacy system year-over-year comparisons
26. Data exchange, for permitting, inspection, enforcement and legal
27. [CEIDARS Report](#)

SECTION V – SUBMISSION CONTENTS

A. Contents of Statement of Qualifications

Submitted statements of qualifications should follow the format outlined below and include all requested information. Please number your responses exactly as the items are presented here, and limit to 10 one-sided pages, except work samples, which should be included in a separate appendix.

1. Experience, Structure, Personnel
 - a. Firm Contact Information – Provide the following information about the firm:
 - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
 - Name of firm’s representative designated as the contact and email address
 - Name of project manager, if different from the individual designated as the contact
 - b. Firm History – Provide a history of your firm’s experience in providing software development services similar to those sought through this RFQ, including any services provided to governmental organizations. Provide references for any similar projects listed, including contact name, title, and telephone number. Describe the technical capabilities of the firm in all areas relevant to the services sought through this RFQ.

- c. Assigned Personnel – List all key personnel who would be assigned to Air District projects by name and role. Provide descriptions of education and training, along with a summary of experience in providing services similar to those sought through this RFQ. Background descriptions can be a resume, CV, or summary sheet. Note that the standard Air District contract will not permit substitution of project manager or staff without prior written approval of the Air District’s assigned program manager.
 - d. Work Samples (Does not count against 10-page limit) – Samples of up to 5 major projects that the firm has completed in the areas of software development. Include the client, the name of a contact person who is able to provide a reference, a description of the nature of the work, and the size and complexity of the project.
 - e. Subcontractors – List any subcontractors that will be used and the work to be performed by them.
 - f. Conflict of Interest – Address possible conflicts of interest or appearance of impropriety regarding other clients of the firm that could be created by providing services to the Air District. Describe procedures to be followed to detect and resolve any conflict of interest or appearance of impropriety. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
 - g. Additional Information – Provide any other information that the firm wishes the Air District to consider in evaluating the submission.
2. Fee Information (Does not count against 10-page limit)
- a. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate that would be charged to the Air District.
 - b. A list of anticipated reimbursable expenses, such as expenses for presentation materials, supplies, deliveries, B/W and color printouts and copies, faxes, photo scans and travel, copywriting and copyediting services and the rate charged for each.
 - c. Any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.
 - d. Any other fees or charges.

SECTION VI – QUALIFICATIONS EVALUATION

A panel of Air District staff will evaluate all statements of qualifications. The panel will recommend the selection of one or more contractors 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 RFQ. An example of a typical contract for professional services used by the Air District is included in Section VII.

In evaluating statements of qualifications submitted pursuant to this request, the Air District places high value on the following factors, not necessarily in order of importance:

- Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to the Air District.
- Experience of firm and employees to be assigned to a District project in general, and in particular, providing software development services and materials to governmental agencies.
- Quality and diversity of work product as demonstrated through submitted work samples.
- Demonstrated knowledge of Air District activities.
- Experience of the firm with comparable organizations and types of services.
- Innovative or outstanding work by firm that demonstrates the firm's unique, creative qualifications to provide software development services.
- Number, complexity, and nature of software development projects handled by the firm.
- Selected firm's staff ability, availability and facility for working with Air District directors, officers, staff and consultants.
- Conformity with applicable Air District policies as noted herein.
- Proposed fee structure relating to services the firm(s) would provide.

The Air District reserves the right to reject any and all statements of qualifications submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview responding firms. The interviews will be for clarification of the statements of qualifications 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.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFQ is available on the District's website [here](#).