



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

June 18, 2018

Request for Qualifications# 2018-005

Seeking Organizations to Support New
**Community Air Monitoring Plan in the Richmond-San
Pablo Area ¹**

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SECTION I – SUMMARY

In carrying out its mission to improve air quality and protect public health in the San Francisco Bay Area, the Bay Area Air Quality Management District (Air District) seeks to obtain the following services:

- Stakeholder Group Coordination and Backbone Support
- Outreach and Promotion
- Logistics for Meetings and Workshops
- Community Technical Expertise
- Neutral Meeting Facilitation

Through this Request for Qualifications (RFQ), the Air District expects to select one or more qualified organizations including, community-based organizations, not-for profit organizations, non-government organizations, faith-based organizations or consultants to provide the services sought in this RFQ.

Selected organizations will be asked to provide a detailed Scope of Work. The Air District anticipates the work to commence on October 1, 2018 and continue through June 30, 2019. Contracts may be extended annually into fiscal year 2020, subject to funding availability. The Air District may, at its sole discretion, provide seed funding for

¹ For the purposes of this RFQ, the Richmond – San Pablo Area includes the City of Richmond, City of San Pablo, Unincorporated area of North Richmond, Unincorporated area of East Richmond Heights, and the City of El Cerrito.

organizations that need a discrete amount of funding up-front to perform their contractual obligations.

To respond to this Request for Qualifications (RFQ), an interested firm should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its statement of qualifications to the Air District's Procurement Portal (Portal):

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

**Statements of qualifications must be submitted and received by
4:00 p.m. on July 23, 2018
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 submitted through the Portal.**

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

B. AB 617 Community Air Monitoring Plan: Richmond-San Pablo Area

The Air District has recently created the Community Health Protection Program consistent with Assembly Bill 617 (C. Garcia, Chapter 136, Statutes of 2017) to further expand efforts to reduce community exposure to air pollutants in disproportionately impacted communities. Through this program, the Air District is partnering with community groups, environmental organizations, regulated communities, and other stakeholders to develop a new community-focused action framework for community protection. As part of this program, the Air District is convening a multi-stakeholder group (Stakeholder Group) to

work with the Air District to develop a community air monitoring plan (Monitoring Plan) in the Richmond-San Pablo area, as required by AB 617². The purpose of the Monitoring Plan is to obtain more information about people's exposure to air pollution in the Richmond-San Pablo area, and to provide information to guide future Community Emission Reduction Plans.

The Air District will establish a multi-stakeholder group co-led by the Air District and one or more community groups to ensure community members are partners in the development of the Monitoring Plan.

The goal of this Request for Qualifications is to identify qualified organizations the Air District may contract with to assist with Stakeholder Group formation and management, community participation, and the development of the Monitoring Plan.

Pre-Bid Conference:

The Air District will hold two pre-bid conferences for the purpose of providing an outline of the RFQ requirements and an opportunity for Q&A. The same information will be provided in both sessions. An [online webinar](#) is available to those unable to attend in-person. **Pre-registration for the webinar is required.** Attendance is encouraged, but not mandatory.

Dates: Monday, July 9, 2018, 11 a.m. – 1:00 p.m.
Thursday, July 12, 2018, 5 p.m. – 7:00 p.m.

Location: 11784 San Pablo Ave., El Cerrito, CA 94530

Dial-in Number: +1 (562) 247-8321
Access Code: 597-168-324

SECTION III – GENERAL DESCRIPTION OF SERVICES

A. Services Needed

The Air District seeks to provide ample opportunity for low-income residents, limited-English proficient communities, and communities of color to participate in the planning and implementation of the Monitoring Plan. It is anticipated that most of the funds from this RFQ will be assigned to organizations engaged with low-income communities and/or communities of color. Organizations who work with individuals with limited English proficiency (LEP) are encouraged to apply. Organizations that work on issues such as public health, health equity, environmental health, youth or senior service organizations are also encouraged to apply.

Respondents to this RFQ may choose to provide one or more of the following services:

² The California Air Resources Board (CARB) concept paper "Community Air Protection Program Framework" describes the intent and process of developing a community air monitoring plan in more detail: <https://ww2.arb.ca.gov/resources/documents/community-air-protection-program-concept-paper>.

- A. Stakeholder Group Coordination and Backbone Support
- B. Stakeholder Outreach and Event Promotion
- C. Logistics for Meetings and Workshops
- D. Community Technical Expertise
- E. Neutral Meeting Facilitation

Applicant headquarters **for all categories except for Neutral Facilitation must be in the Richmond-San Pablo Area:** City of Richmond, City of San Pablo, City of El Cerrito, and the unincorporated areas of North Richmond and East Richmond Heights.

Service Category A: Stakeholder Group Coordination and Backbone Support

Minimum qualifications: A minimum of three years proven experience coordinating and convening a multi-stakeholder group

Services may include:

- a) Work with Air District staff to develop a Community Participation Plan and a Stakeholder Group formation plan
- b) Assist with the identification and recruitment of Stakeholder Group members
- c) Host regular Stakeholder Group meetings at a convenient and accessible location
- d) Work with the Air District and Stakeholder Group to implement the community participation plan
- e) Work with the Air District and Stakeholder Group to identify meeting and workshop objectives and prepare agendas
- f) Provide occasional meeting facilitation that generally keeps meetings and workshops on schedule and on topic that uses a variety of collaborative facilitation strategies
- g) Track and communicate, in coordination with the Air District, progress toward project goals
- h) Provide meeting and workshop materials in hardcopy and an online file share
- i) Take notes and prepare meeting summaries
- j) Develop and implement process for continuous communication with Air District and Stakeholder Group
- k) Facilitate quantitative evaluation services for meetings and workshops
- l) Provide onboarding services for new Stakeholder Group members
- m) Advertise and send invitations for meetings and workshops, track responses and meeting/workshop attendees
- n) Arrange for the comfort/accessibility to participate for Stakeholder Group members (for example, provide snacks and/or meals, arrange for child care, translation, etc.)
- o) Any of the tasks listed in service categories B through E and other tasks as mutually agreed to with the Air District

Service Category B: Stakeholder Outreach and Event Promotion

Services may include:

- a) Attend key meetings of other community organizations to share information about this project and to encourage diverse participation at various program stages
- b) Coordinate and organize meetings and/or events, in coordination with the Air District, to educate the community about this effort

- c) Attend public meetings, in coordination with the Air District, to raise awareness about this project among community leaders
- d) As appropriate and in coordination with the Air District, conduct door-to-door outreach to inform residents about key opportunities for engagement and participation
- e) Provide culturally-relevant information in appropriate languages (arrange for translation of materials as needed)
- f) Identify and share local stakeholder contacts with Air District and Steering Committee
- g) When relevant, promote meetings, workshops, events and program progress. Advertise and send targeted invitations, track responses

Service Category C: Meeting and Workshop Logistics

Services may include:

- a) Identify and secure ADA accessible meeting facilities with low to zero facility rental costs - prefer venues that are transit accessible
- b) Identify and secure childcare as requested
- c) Identify and secure translation services as requested
- d) Provide healthy refreshments
- e) Ensure the audiovisual needs are met

Service Category D: Community Technical Expertise

Services may include:

- a) Provide technical expertise in a field relevant to ambient air monitoring plan development (for example, air quality or meteorology measurements and/or data analysis, or source (stationary, area or mobile) emissions and characteristics) from a local perspective. If specific expertise does not apply, explain how other experience may be applicable to the areas above.

Service Category E: Neutral Meeting Facilitation

Minimum Qualifications: A minimum of three years proven experience of successfully providing neutral facilitation services for diverse stakeholder groups and participatory decision-making.

Services may include:

- a) Work with Stakeholder Group and Air District to design and run successful meetings that help Steering Committee reach decisions and plan actions
- b) Provide post meeting recap summaries to Air District staff and Steering Committee to document meeting outcomes

SECTION IV – SUBMISSION REQUIREMENTS

A. General

1. Interested firms must create an account through the Portal described on p.2 of this RFQ to view RFQ documents and addenda, and to submit questions and bid

documents.

2. 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 submission.
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 submission preparation period prior to the due date. Please check the [Portal](#) 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 submitted through the Portal no later than **4:00 p.m. on July 16, 2018**. Firms 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. on July 18, 2018**.
7. All bidders are encouraged to attend one of the pre-bid conferences on July 9, 2018 or July 12, 2018. See Section II (B) for pre-bid conference details.
8. The cost for developing the statement of qualifications is the responsibility of the responding firm, and shall not be chargeable to the Air District.
9. 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 submission.

1. Due Date – All statements of qualifications are due no later than **4:00 p.m., July 23, 2018**, and should be submitted via the Portal:

Cynthia Zhang, 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 due date to begin the uploading process and to finalize their submissions. Bidders will not be able to submit documents after the due date and time. Statements of qualifications received after the date and time previously 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) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. 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 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 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 5 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 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 5-page limit) – Samples of up to 5 major projects that the firm has completed in the areas sought through this RFQ. 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 statement of qualifications.
- g. Category or Categories of Services to be provided – Specify which of the services outlined in **Section III – General Description of Services** you plan to provide. For service categories A and E, include how you meet the minimum qualifications.

- h. 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 5-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 may need to 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:

- Demonstrated understanding of and ability to provide services to the Air District.
- Quality and diversity of work product as demonstrated through submitted work samples, if applicable.
- Experience of the firm with comparable organizations and types of services.
- Conformity with applicable Air District policies as noted herein.
- Proposed fee structure relating to services the firm 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 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 Air District's website, [here](#).