July 2, 2018

Request for Qualifications# 2018-007

Community-led Sensing Program

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

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) seeks to develop a Community-led Air Quality Sensing Program designed to respond to, and encourage, community interest in using low-cost sensors to assist the community and the Air District to better assess local air quality. The program's goal is to help guide non-Air District and Air District grant supported low-cost sensing projects in identifying the appropriate approach for achieving their intended objective(s) of collecting data, and to ensure sufficient data quality such that the data can best inform potential voluntary and, possibly, regulatory actions. The following plan identifies systems, protocols and resources to ensure community-led sensing efforts will result in data "fit for purpose" (described in the next paragraphs), and, hopefully, a positive and productive experience for all parties involved. The Air District would also desire applicants to supply costs associated with meeting the implementation schedule contained later in this document.

All measurement programs share a fundamental element – the collection of data that can be used to answer a question, provide new information, or address an objective. A key function of the program is to support community-led monitoring efforts to ensure that both the methods utilized and resulting data are appropriately matched with what the study is intended to achieve. The data needs to be:

- Accurate and of sufficient quality to the extent required
- Valid
- Complete
- Relevant

- Timely, and
- Documented

The term "data fit for purpose" is used in the description of this program, and will be used in conversations with community-led sensing project leaders, to underscore the fundamental importance of collecting data in a manner that supports the intended purpose of the study. Data fit for purpose are suitable for answering a question posed in a study, add credibility to one's analysis and conclusions, and allow others to use the data for future applications.

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 received by 4:00 p.m., July 31, 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.**

Pre-Bid Conference:

A pre-bid conference will be held on **July 18, 2018 at 1:30 p.m. to 4:00 p.m.** for the purpose of providing an outline of the RFQ requirements and an opportunity for Q&A. The conference will be hosted at the Air District's office located at 375 Beale St. in San Francisco, CA. An online webinar is available to those unable to attend in-person. Attendance is encouraged, but not mandatory.

Dial-in Number: 1-872-240-3311
Access Code: 925-088-757

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.   Community-led Air Quality Sensing Program

The Community-led Air Quality Sensing Program is an important initiative for the Air District as it continues to seek new and improved ways to partner with community groups in improving air quality throughout the Bay Area. The Program is intended to respond to a variety of both internal and external community needs, including the following:

Significant community interest The Air District recognizes that, with the availability of low-cost monitors, community-led sensing efforts (and that immense amounts of data that will come with them) will be increasing significantly in the future. It is essential that the Air District have a structured program in place to manage these efforts and the resulting data that result from them.
Consistent and transparent process A clear, consistent process – both internal and external – is needed to ensure that community-led sensing efforts are helpful and lead to data fit for purpose. This process should achieve the following: • Help increase transparency and expectations about the potential outcome(s) of sensing efforts. • Help the Air District manage its resources efficiently. • Support productive interactions and build trust with community groups.
Data integrity and accuracy Information gathered from community-led sensing needs to be fit for its intended purpose with each application. It is important to focus on how the information is being captured and its accuracy to ensure it will be fit for purpose.
Community capacity Capturing and interpreting data requires time, resources and technical skills. Community members often have limited capacity to devote to the work, and they usually do not have the resources nor specific technical skills to plan, manage, and collect data that is fit for purpose. The Air District will need to provide guidance and resources to ensure communities are successful in their efforts.

Through this RFQ, the Air District seeks to select one or more firms to further develop and operate this Community-Led Air Quality Sensing Program. The selected firm or firms will work with the Air District's Meteorology and Measurement, Emissions Assessment and Modeling, and Community Protection and Strategic Policy Divisions. 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.

SECTION III – GENERAL DESCRIPTION OF SERVICES

A.   Services Needed

The Air Quality Sensing Resource Center ("Center") will serve as the cornerstone and "hub" of the Community-led Air Quality Sensing Program. Air District staff and external stakeholders expressed broad support for a third-party resource center concept during interviews and working group meetings. They identified several potential benefits for the third-party approach (compared to operating the program internally at the Air District), including:

- More nimble and responsive
- More easily scale-able according to varying needs and available resources
- Able to coordinate more easily across various Air District divisions
- Likely to be more trusted by the community, and can help build stronger relationships among the Air District and community members

The Center will have its own dedicated staff and operating space, and will be responsible for the overall management of the program, with close oversight and guidance from the Air District. The Center will support community-led projects through each step in the process, and will report back to Air District staff, identified to perform specific task and hold specific responsibilities, at key decision-points and milestones and make recommendations for the Air District's consideration. Figure 1 below indicates the flow and frequency of information between the Sensing Resource Center, the Air District, and community monitoring groups. Having the Center will allow the Air District to engage with community groups on a strategic level, while allowing the Center to manage more time-consuming day-to-day tasks and interactions.
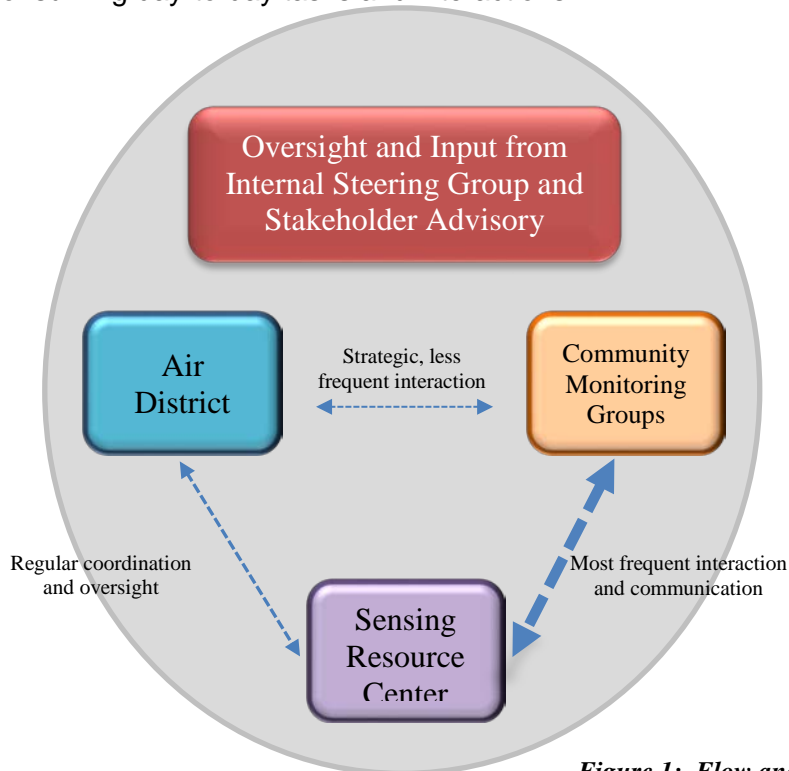

Figure 1: Flow and Frequency of Communication

The table below outlines the services that the Center can provide to the Air District and community groups. While the Center will manage the overall Sensing Program, it will also be available to assist community groups with more discrete and bounded requests for assistance.

Engagement Type/Service	Description	Examples
End-to-End Support	Assist with all aspects of community monitoring from inception, monitoring, analysis, and next steps.	Support a community group in setting up a "pre-AB 617" monitoring program.
Advisory Role	Provide guidance on one or more aspects (i.e., a la carte) of air monitoring or capacity building – planning, training, sensor lending, analysis, interpretation, etc.	• Work with an existing community group/grantee to help with selecting a sensor, siting it, and using data management tools. • Provide initial screening for a prospective community grant applicant to create a viable and technically sound approach. • Match a community group with a technical expert. • Conduct a training course on specific or all aspects of setting up and installing a sensor network.
Education/Training	Design and conduct educational program(s) to build capacity and awareness.	• Develop and make available a variety of educational materials. • Operate an "Air Quality Academy" to inform community groups about air quality (basics/measurement/ data interpretation), and aspects of air quality management.
Expert Guidance	Answer "one-off" questions and provide information.	• Answer a community group's question of "What sensor should we buy?"

Oversight would be provided by Air District staff and a Stakeholder Advisory Committee ("Committee") will be convened to promote ongoing dialogue and transparency with the community regarding the Community-led Sensing Program. The Committee will function in an advisory capacity; that is, it will receive updates, share information, identify preferences and provide recommendations for Air District consideration. The Committee will not have explicit decision-making authority.

The Committee will have broad representation from Bay Area communities, and will include low-cost monitoring project proponents, youth organizations, industry, and academia. The Committee will meet quarterly and potentially more frequently around key milestones and decision-points for the program. Air District and Sensing Resource Center staff will support and participate in Committee meetings.
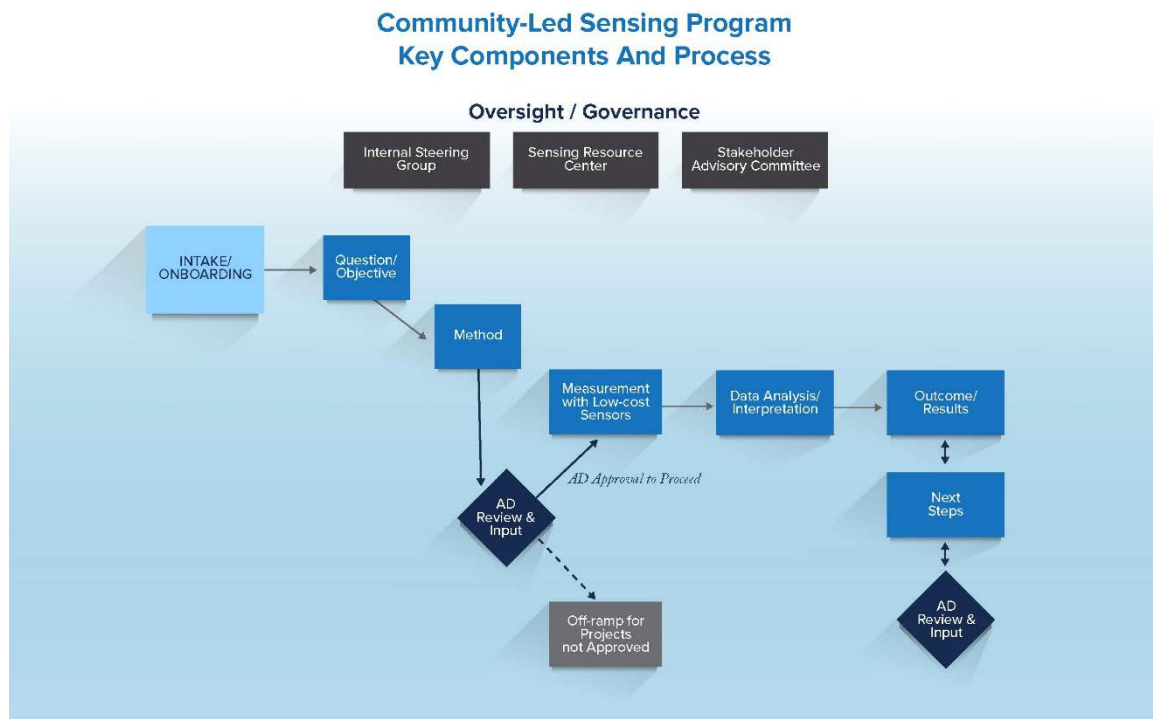

Figure 2: Key Program Components and Process

- **Step 1: Intake**
    - Description: Work with the community to identify issues, create an initial approach, and discuss potential outcomes. This serves as an initial screening and expectation-setting step for the community group and Air District.
    - Process:
        - Community group will provide basic information (name, organization, project description) using a form template
        - Conduct an onboarding phone conversation
        - Identify and frame question/issue
        - Identify desired outcome
        - Determine possible methods to achieve outcome
        - Determine how the Air District/Center can potentially assist
        - Create a project identification number and enter into tracking database

- **Step 2: Identify Objectives**

- o Description: Work closely with community group to fully refine its monitoring objective(s). Conduct in-person meetings and/or site visits, and develop clear objectives (or questions) stating the need for air monitoring and the desired outcome.
- o Process:
    - Continue to work with the community to identify and refine questions and sub-questions, including:
        1. State the problem
        2. Identify information inputs
        3. Define the boundaries of the study
        4. Identify the goals of the study and expected outcome

- **Step 3: Method**
    - o Description: Create a Monitoring Plan that provides specific details of the project's methodology for monitoring, including: approach to project management, measurements, data quality and validation, analysis and insights, funding, oversight, and next steps. This plan will be based on elements identified in EPA's Quality Assurance Project Plan (QAPP).
    - o Process:
        - Work with the community group to flesh out details of the Monitoring Plan
        - Assist the community group with sensor selection and design of the monitoring approach to collect data to address their concerns
        - Identify the resources needed to implement the Plan (technical expertise, hardware, sensors/instruments, funding, etc.)
        - Foster common expectations regarding likely next steps and/or actions depending on the study findings
        - The Air District's Internal Steering Group will review and approve, or recommend improvements to, the project outlined in the Monitoring Plan document.
        - If the Internal Steering Committee concludes that the project's Monitoring Plan is not adequately designed to achieve its intended purpose, the Committee will recommend that the project not move forward to subsequent steps. There will be an "off-ramp" step during which the Air District and Resource Center will work with the project proponent to identify potential alternative options, partners or resources for achieving its goals.

- **Step 4: Measurement**
    - o Description: Provide a range of assistance, such as planning, siting, equipment use, procuring and/or lending sensors/instruments, troubleshooting, and data management. Because the community primarily will be installing, operating, and using the sensors, the Center may be asked to help with a wide range of support services from answering simple questions to assisting with onsite training. This process will aim to assist the community in making sound technical decisions and achieving data fit for purpose.
    - o Process:
        - Follow the measurement methods identified in the Monitoring Plan
        - Set up check-ins to ensure the monitoring progresses and produces data with the highest level of quality possible

- Conduct early and mid-project data reviews to catch problems and issues that commonly occur when making measurements
- Provide adaptive on-call support and training services as needed. This could include answering questions, providing data reviews, conducting additional training, and assisting with data management.

- **Step 5: Data Analysis and Interpretation**
  - Description: During this stage, the community group will review and interpret data using the approach outlined in the Monitoring Plan. This step is a challenging as it involves extracting meaning from the data and seeking to answer the question posed during Step 2. The community group will likely analyze the data continuously during and at the end of the monitoring, and therefore there will be a need to be responsive and nimble. The Center will be flexible by providing technical support, guidance, insights, expert matching, and answering questions. This step will be easier for some community groups rather than for others; thus, the Center must be adaptive in working with each community group. Some groups may need tools or software while other groups may need a training course on interpreting data or connecting with an expert.
  - Process:
    - Help the community group develop and follow the analysis approach outlined in the Monitoring Plan document.
    - Check in shortly after measurements begin:
      1. Provide technical training on data analysis and interpretation, as needed
      2. Provide training or consultation on analysis tools and techniques
      3. Assist with display and visualization of data
    - Identify other information and resources that may be needed to interpret the data and connect the community group with the best informational resource (Air District staff, experts, other governmental organizations).
    - Provide other on-call support and training services as needed.

- **Step 6: Summarize Results and Identify Next Steps**
  - Description: Based on the results of monitoring, data analysis, and interpretation the Center will work with the community group to develop a summary of its findings and to identify or confirm next steps following completion of the monitoring and analysis. This could include a range of activities: additional monitoring with low-cost sensors, more sophisticated monitoring performed by the Air District or other organizations or agencies, other types of pollution/source assessments, and awareness and education efforts.
  - Process:
    - Conduct meetings and discussions to determine next steps with the community group
    - Engage the Air District or other jurisdictional agencies for advice on next steps
    - Prepare a summary of the findings and next steps
    - Review the summary with the Internal Steering Group

The anticipated duration a community-led project from initial intake (Step 1) to summarizing results and next steps (Step 6) is approximately 12 months, though the timeline will depend on several factors, including: project scale, the project sponsor's capacity to complete its work; and how much assistance the sponsor requires to refine its approach to yield data fit for purpose.

The Community-led Sensing Program will aim to build the capacity of community groups to become active partners with the Air District and other government agencies in identifying, evaluating, and ultimately reducing air pollution and exposure to harmful emissions in their communities. The program will include the following resources and infrastructure:

Resource	Description
Sensing Resource Center	The Center will be comprised of staff with sensor and air monitoring expertise, a collection of tools and sensors/instruments, and training materials and processes to support the program. • Staffing and experience. Will include dedicated staff and on-call contactors with extensive experience working with air monitoring, air sensors, data management, as well as community engagement and training. • Center location. Initially, the Center will be virtual as its various parts are being developed. Over time, the Center could have a physical space and/or function as a mobile lab that can travel to communities and perform work on location.
Sensing Project Tracking and Management	Each project that comes through the Center will receive a project identification number, and all information and recommendations related to that project will be saved in a project management database accessible to appropriate Air District and Center staff. Having the database will allow for easy access to project information and effective coordination across various Air District divisions.
Program Website	The Program website will provide resources, contact information, training videos, examples of data use, and an open forum for sharing insights and recommendations. Initially, the website will be linked from BAAQMD.gov to an external website. Over time, the website could include data analysis tools and systems to easily manage data, case studies, success stories, and other resources.

Training	The Center will provide trainings to community groups to build their capacity and expertise related to air quality monitoring. These trainings can take place in person and also be recorded and made available on the Program website. Trainings can be offered as a single or multi-part course that provides detailed information and guidance on more complex topics from issue identification to air monitoring best practices (see list of education resource topics below). The Center could also sponsor an Air Academy that has a class of trainees who receive training on a variety of topics to help them be effective in their work. The trainees will also support one another in implementing their respective monitoring efforts.

Educational Resources	The Center will develop an extensive library of resources on various monitoring topics. Topics that receive the most interest can be developed into training modules.
	
	• How to frame a project's purpose/objective
	• Who controls an emissions source?
	• Sensor/instrument
	  o Selecting and operating an air sensor
	  o Types of monitoring
	• Overview information
	  o Air District 101
	  o Air Quality 101
	  o Data Science 101
	• Quality
	  o Developing a QAPP
	  o QA/QC concepts
	  o What are Data Quality Indicators?
	  o Choose the right balance of quality assurance and documentation
	  o Record keeping and documentation
	  o Validating air sensor data
	• Monitoring location and placement
	  o Designing a network
	  o Siting air monitors
	• Data management fundamentals
	  o Tools and tips for managing data
	  o Using online tools
	• Visualization
	  o Using simple data display tools
	  o Visualizing results with online tools
	• Interpreting data
	  o Making sense of sensor data
	  o Telling a story with data
	• Determining next steps based on your results

Sensor Lab (Please provide a separate line item cost for section)	The Center could have a Sensor Lab that would support (e.g., guide purchasing, help set up, repair) and make available validated and appropriate sensors/instruments to meet the objectives of the various monitoring efforts. The lab would have a small supply of sensors for demonstrations and may include some sensor loaning capacity for short duration projects for appropriate technologies. The lab could be located at a small warehouse/office or vehicle. The lab would include: • Assistance with instrument setup and answering questions about the best technology to purchase. • Assistance with troubleshooting, validating, and repairing low-cost sensors. • A sensor loan program that provides short-term (i.e., less than 6 months) loans of sensors. Providing low-cost sensors for longer-term studies may not be cost-effective and would need to be investigated. As appropriate this function may be a procurement, rather than a loan program, depending on the technology and advisement of the steering committee. • Mid-cost instrument support may also be included (resources permitting).
Expert Matching	Matching sensing project sponsors with experts will help community groups gain insights and expertise and create monitoring results with higher quality data. The Center will maintain a roster of independent technical experts who are interested in working with community groups on monitoring projects. This will include experts with knowledge of air quality, emissions, public health, epidemiology, policy, and regulation. There will be a vetting process for all experts before they are added to the roster. Criteria that will be considered in the vetting process will include: education background, professional experience, independence/neutrality, location, and ensuring there are no conflicts of interest with the Air District and/or community groups.

Data Management, Analysis and Interpretation	Air sensors produce high volumes of data that can be difficult to manage. Having easy-to-use, scalable, and transparent tools to manage and use sensor data will be an asset to both the community and the Air District and will help promote higher quality data. In addition, having a data management system operated by the Center will help incorporate more oversight and promote data quality.
	Developing or purchasing a data management system will take time and resources, and we recommend beginning with the following steps:
	• Survey and identify tools that allow high-quality data management at a cost-effective price. Work with the Air District to identify likely systems.
	• Work with community groups to identify the highest priority needs and tools.
	• Create a list of tools, resources, and methods to manage and interpret data, along with a schedule that can be implemented in phases.
	• Create a list of software tools that can aid in analysis and interpretation of data. Many free or open source tools are now available, and with modest training could be used by community groups to provide insights about their data.

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 23, 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 26, 2018.**

7. All bidders are encouraged to attend the pre-bid conference held on **July 18, 2018 at 1:30 p.m.** The conference will be hosted at the Air District's office located at 375 Beale St. in San Francisco, CA.

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. on July 31, 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 proposals will not be accepted. Any correction or re-submission of proposals 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 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

similar services 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) – If applicable, 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. 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. A "not to exceed" estimate of costs associated with performing all functions on the timeline provided below.

d. Any other fees or charges.

3. Task List and Timeline

   a. Develop a sample Task List and Timeline, such as that presented below, that describes what implementation steps would be taken and the approximate timelines that these steps would be completed by once a contract has been signed.

Project Task	Q1	Q2	Q3	Q4
Internal Coordination and Education	• Share final implementation plan broadly with Air District staff • Hold Internal Steering Group kick-off meeting • Develop detailed program work plan • Present on Sensing Program to Executive Committee	• Internal Steering Group kick-off meeting • Host internal brown bag on Sensing Program	• Monthly Internal Steering Group meetings • Present on Sensing Program to Public Engagement Committee	• Monthly Internal Steering Group meetings
Coordination with External Stakeholders	• Share implementation plan with stakeholders, gather feedback • Identify stakeholder priorities for training and education topics	• Recruit Stakeholder Advisory Committee members • Hold Stakeholder Advisory Committee kick-off meeting	• Quarterly Stakeholder Advisory Committee meeting • Co-sponsor community meeting to build community awareness about the Sensing Program	• Quarterly Stakeholder Advisory Committee meeting • Conduct ongoing outreach to build community awareness about the Sensing Program
Sensing Resource Center	• Identify staffing and resource needs for Center • Recruit and hire Center staff • Set up process for reporting to Internal Steering Group and	• Set up virtual Sensing Resource Center • Develop Center/resource sharing website		• Set up Sensing Resource Center (mobile and/or physical space)

	Stakeholder Advisory Committee			
Support for Community-Led Monitoring Projects	• Select two monitoring projects for end-to-end assistance, conduct intake process • Develop intake form • Establish project tracking system/database	• Begin providing a la carte support to other community groups	• Identify one additional project for end-to-end assistance (total of 3), conduct intake process • Provide a la carte support to other community groups	• Identify one additional project for end-to-end assistance (total of 4), conduct intake process • Provide a la carte support to other community groups
Tools and Resources	• Develop Monitoring Plan template • Establish protocol for Sensor Lab • Survey and identify tools for data management • Identify appropriate tools and systems for data display and visualization	• Establish initial methods to manage data • Create a list of software and tools • Set up Sensor Lab and begin using in communities as part of training.	• Setup data management system and process • Create framework for Expert Matching • Recruit experts to participate in program	• Begin expert matching
Training and Education	• Develop 6-8 information sheets • Develop curricula for training courses • Recruit participants (internal and external) for trainings and Air Academy	• Conduct two 101 training courses • Develop additional information sheets as needed	• Conduct 101 training course • Create training videos, make available on Program website	• Launch Air Academy

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 similar services sought in this RFP to governmental agencies.
- 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 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.