



November 29, 2021

Request for Qualifications# 2021-015

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

**Regular and On-Call Heating, Ventilation, and Air
Conditioning (HVAC) Services**

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks State-licensed heating, ventilation, and air conditioning (“HVAC”) contractors to provide regular and on-call maintenance and repair services for various Air District facilities located in the Air District’s nine (9)-county jurisdiction in the San Francisco Bay Area. Selected contractor(s) will provide full-service, regularly scheduled HVAC maintenance and on-call repair services, in compliance with all applicable laws, regulations, policies and procedures.

The Air District anticipates establishing a pool of up to three (3) qualified contractors to provide the required services based on the nature of the work, expertise, service area, and availability of the firms.

The Air District anticipates the contract(s) to begin February 2022 and continue for a period of three (3) years through January 2025. The Air District, at its sole discretion, may extend the contract(s) for an additional one (1)-year term based on contractor’s performance.

To respond to this Request for Qualifications (RFQ), an interested company should submit its statement of qualifications electronically (in Adobe Acrobat PDF file format) to the Air District’s Procurement Portal (Portal):

Cynthia Zhang, Senior 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 Wednesday, January 12, 2022.
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 Air District was created by the California Legislature in 1955 as the first regional agency to address 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 measures related to transportation and mobile sources.

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. Regular and On-call HVAC Maintenance

The Air District intends to identify and establish a bench of qualified contractors to provide full-service HVAC maintenance and repair services to Air District facilities on a regular and on-call basis and in compliance with all applicable laws, regulations, policies and procedures. The Air District expects to select multiple qualified contractors to ensure sufficient geographical coverage for the various Air District facilities. Air District facilities are located in the nine (9) San Francisco Bay Area counties that fall under the Air District's jurisdiction: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties.

SECTION III – GENERAL DESCRIPTION OF SERVICES

Selected contractor(s) will provide full-service regular and on-call HVAC maintenance and repair services to Air District facilities. The equipment to be maintained includes, but is not limited to: air handlers, evaporative coolers, split systems, exhaust fans, boilers, pumps, gas fired unit heaters, package units, ductless units and forced air systems. The equipment to be maintained are of various types of manufacturers and are typically rooftop units.

A. HVAC Maintenance and Repair Services

Services may include, but are not limited to, the following:

1. Furnishing all labor, parts and materials, tools, equipment, supplies, services, tasks, and incidental and customary work necessary to competently perform HVAC maintenance and repair work at various Air District facilities. Mark-up on parts and materials may not exceed 10% of contractor's cost.
2. Maintaining all HVAC equipment in accordance with the manufacturer's recommendation unless specified by the Air District.

Selected contractor(s) will be expected to:

1. Retain and provide professional personnel who have successfully and competently provided HVAC maintenance and repair services on projects of similar scope and complexity.
2. Provide HVAC maintenance and repair services in accordance with the highest standards of the industry, skill, workmanship, and applicable trade practices. Maintenance and repair services shall meet warranties and be in conformance to all applicable laws, codes, and regulations.
3. Provide appropriate tools and vehicles necessary to support all facility HVAC maintenance and repair functions during hours of operation and for response after normal working hours.
4. Possess and maintain a C-20 Warm-Air Heating, Ventilating and Air Conditioning License by the State of California Contractors Licensing Board for the term of the contract and comply with all other license, insurance and permit requirements of the City, State and Federal governments, as well as all other requirements of the law. All personnel performing work shall possess and maintain a state journeyman certification and be directly employed and supervised by the contractor. Any assigned apprentice shall work directly under the supervision of a qualified journeyman.
5. Leave work areas free of all dirt, litter, lubricants, or other materials utilized to perform HVAC maintenance and repairs.
6. Discard all used materials.
7. Erect barricades, warning signs, and any other devices to prevent unauthorized access by the public or unauthorized Air District staff to work areas.

B. Service Frequency for Regular Maintenance

Regular HVAC maintenance and filter changes are required every six (6) months at the locations listed below. The Air District anticipates selecting a single contractor from the bench of qualified contractors to provide routine, regular maintenance.

1. 9925 International Blvd. Suite 10 Oakland, CA 94603
2. 9925 International Blvd. Suite 11 Oakland, CA 94603
3. 900 Fallon St. Oakland, CA 94607
4. 1100 21st St. Oakland, CA 94607
5. 897 Barron Ave. Redwood City, CA 94063
6. 5551 Bethel Island Rd. Oakley, CA 94561
7. 793 Rincon Ave. Livermore, CA 94551
8. 304 Tuolumne St. Vallejo, CA 94590
9. 521 Jones St. Martinez, CA 94553

10. 140 West Richmond Ave. Richmond, CA 94801
11. 1865 Rumrill Blvd. San Pablo, CA 94806
12. 158 Jackson St. San Jose, CA 95112
13. 1007 Knox Ave. San Jose, CA 95112
14. 4114 Lakeside Dr. Richmond, CA 94806

C. On-Demand Repair Services

In addition to regular maintenance, the selected contractor(s) will provide HVAC repair services on an as-needed basis upon the Air District's request. Service may be at the locations listed above, or at other Air District locations within the San Francisco Bay Area.

D. Work Hours

1. Scheduled maintenance and repairs will typically occur during Air District normal business hours: Monday-Friday, 7:00 a.m. – 5:00 p.m.
2. Emergency repairs are twenty-four (24) hours a day, seven (7) days a week.

E. Response Time

Selected contractor(s) shall respond to all requests for unscheduled repairs as required, twenty-four (24) hours per day, seven (7) days a week, including holidays. Response times shall not exceed the following:

1. EMERGENCIES..... four (4)-hour response time
2. NON-EMERGENCIES..... twenty-four (24)-hour response time

Service requests for repairs and non-emergency tasks shall be completed within three (3) working days from the date a fully executed Task Order is issued by the Air District to the contractor.

F. Prevailing Wages and Contractor Registration

1. Prevailing Wage
The submission must include prevailing wage. Wage rates can be located online at <http://www.dir.ca.gov/dlsr>. The selected contractor(s) shall comply with all applicable Labor Code provisions, including but not limited to, hours of labor, employment of apprentices and debarment of contractors.
2. Contractor Registration
Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a proposal, or enter into an agreement to perform public work must be registered with the Department of Industrial Relations (DIR). No proposal will be accepted, nor any contract entered into without proof of the contractor's and subcontractors' current registration with the DIR to perform public work. If awarded a contract, the contractor and its subcontractors, of any tier, shall maintain active registration with the DIR for the duration of the contract.
3. Labor Compliance

The work is subject to compliance monitoring and enforcement by the DIR. In bidding on this project, it shall be the contractor's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its submission.

SECTION IV – SUBMISSION REQUIREMENTS

A. General

1. Interested firms must create an account through the Portal described in 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.
3. All information should be complete, specific, and as concise as possible.
4. Statements of qualifications should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
5. The Air District may modify the RFQ or issue supplementary information or guidelines during the submission preparation period prior to the due date. Please check our [Portal](#) for updates prior to the due date.
6. The Air District reserves the right to reject any and all submissions.
7. All questions must be in written form (in Adobe Acrobat PDF file format) and submitted through the Portal no later than **4:00 p.m. on Friday, December 10, 2021**. 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 Wednesday, December 22, 2021**.
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., Wednesday, January 12, 2022**, and should be submitted via the Portal to:

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 finalize their submissions and to complete the uploading process. 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 received after the date and time previously specified will not be considered.
5. Grounds for Rejection – A statement of qualifications may be rejected at any time if it arrives after the deadline, 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 Air 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 Air 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 Air District for, and to indemnify, defend, and hold harmless the Air 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 Air 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.

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 HVAC 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, including any certifications and licenses, 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. Service Area – Complete Exhibit A – Contractor’s Service Area to indicate the geographical area your firm covers for HVAC services
 - e. Response Time – Describe your plan to offer timely service and your typical response time for emergency and non-emergency requests. Confirm your ability to meet the response times indicated in Section III – General Description of Services and your ability to provide 24-hour on-call emergency service.
 - f. Subcontractors – List any subcontractors that may be used and the work

to be performed by them.

- g. 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.
- h. Additional Information – Provide any other information that the firm wishes the Air District to consider in evaluating the submission.

2. Cost Proposal

- a. Complete Exhibit B – Cost Proposal with the semi-annual and annual costs for regular HVAC maintenance and hourly rates for on-demand repair services that may be required on an as-needed basis. Semi-annual and annual costs should be inclusive of all labor and expense, including profit/overhead, transportation expenses, and fuel surcharges.
- b. The Cost Proposal must include prevailing wage. Wage rates can be located online at <http://www.dir.ca.gov/dlsr>. The selected contractor(s) shall comply with all applicable Labor Code provisions, including but not limited to, hours of labor, employment of apprentices and debarment of contractors.

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 firms to the APCO, who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors may be required 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:

- 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 the Air District's project in general, and in particular, providing HVAC services to governmental agencies.
- Demonstrated knowledge of Air District activities.
- Experience of the firm with comparable organizations and types of services.
- Firm's staff ability and availability for working with Air District directors, officers, staff and consultants.
- Firm's ability and willingness to provide HVAC services in a timely matter.
- Firm's ability to provide HVAC services to multiple regions in the San Francisco Bay Area.

- Conformity with applicable Air District policies as noted in this RFQ.
- Proposed fee structure relating to services the firm(s) would provide.
- Local business or green business. The Air District gives preferences to local businesses and those that are certified as green businesses by a government agency or independent private rating organization. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction.

The Air District reserves the right to reject any and all statements of qualifications submitted and/or request additional information.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFQ is available on the Air District’s website at <http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>. (Click the + to the left of Sample Contracts, and then click on the Master Services Contract link)

SECTION VIII – EXHIBITS

1. Exhibit A – Contractor’s Service Area
2. Exhibit B – Cost Proposal

EXHIBIT A

CONTRACTOR'S SERVICE AREA

CONTRACTOR INFORMATION

Contractor Name	
Contractor's State License Board/Certificate Number	
DIR Registration Number	

CONTRACTOR SERVICE AREA

Mark "yes" or "no" for ability to provide service to the following counties:

SERVICE AREA	ABILITY TO SERVICE? (YES/NO)	EXCLUSIONS (if any)
ALAMEDA COUNTY		
CONTRA COSTA COUNTY		
MARIN COUNTY		
NAPA COUNTY		
SAN FRANCISCO COUNTY		
SAN MATEO COUNTY		
SANTA CLARA COUNTY		
SOUTHWESTERN SOLANO COUNTY*		
SOUTHERN SONOMA COUNTY**		

* The portion of Solano County which lies south and west of a line described as follows: Beginning at the intersection of the westerly boundary of Solano County and the 1/4 section line running east and west through the center of Section 34, T6N, R2W, M.D.B. & M., thence east along said 1/4 section line to the east boundary of Section 36, T6N, R2W, thence south 1/2 mile and east 2.0 miles, more or less, along the west and south boundary of Los Putos Rancho to the northwest corner of Section 4, T5N, R1W, thence east along a line common to T5N and T6N to the northeast corner of Section 3, T5N, R1E, thence south along section lines to the southeast corner of Section 10, T3N, R1E, thence east

along section lines to the south 1/4 corner of Section 8, T3N, R2E, thence east to the boundary between Solano and Sacramento Counties.

** The portion of Sonoma County which lies south and east of a line described as follows: Beginning at the southeasterly corner of the Rancho Estero Americano, being on the boundary line between Marin and Sonoma Counties, California; thence running northerly along the easterly boundary line of said Rancho Estero Americano to the northeasterly corner thereof, being an angle corner in the westerly boundary line of Rancho Canada de Jonive; thence running along said boundary of Rancho Canada de Jonive westerly, northerly and easterly to its intersection with the easterly line of Graton Road; thence running along the easterly and southerly line of Graton Road, northerly and easterly to its intersection with the easterly line of Sullivan Road; thence running northerly along said easterly line of Sullivan Road to the southerly line of Green Valley Road; thence running easterly along the said southerly line of Green Valley Road and easterly along the southerly line of State Highway 116, to the westerly line of Vine Hill Road; thence running along the westerly and northerly line of Vine Hill Road, northerly and easterly to its intersection with the westerly line of Laguna Road; thence running northerly along the westerly line of Laguna Road and the northerly projection thereof to the northerly line of Trenton Road; thence running westerly along the northerly line of said Trenton Road to the easterly line of Trenton-Healdsburg Road; thence running northerly along said easterly line of Trenton-Healdsburg Road to the easterly line of Eastside Road; thence running northerly along said easterly line of Eastside Road to its intersection with the southerly line of Rancho Sotoyome; thence running easterly along said southerly line of Rancho Sotoyome to its intersection with the Township line common to Townships 8 and 9 North, M.D.M.; thence running easterly along said township line to its intersection with the boundary line between Sonoma and Napa Counties, State of California.

EXHIBIT B

COST PROPOSAL

A. Regular HVAC Maintenance - Regular maintenance and filter changes are required every six (6) months. The Air District anticipates selecting a single contractor from the bench of qualified contractors to provide routine, regular maintenance. **List the labor hours per visit, semi-annual and annual costs. Costs must be inclusive of all labor and expense, including profit/overhead, transportation expenses, and fuel surcharges.**

Location	City	Number of HVAC Units	Labor Hours Per Visit (Every 6 Months)	Semi-Annual Cost	Total Annual Cost
9925 International Blvd. Suite 10	Oakland, CA	1			
9925 International Blvd. Suite 11	Oakland, CA	1			
900 Fallon St.	Oakland, CA	1			
1100 21 st St.	Oakland, CA	1			
897 Barron Ave.	Redwood City, CA	1			
5551 Bethel Island Rd.	Oakley, CA	1			
793 Rincon Ave.	Livermore, CA	1			
304 Tuolumne St.	Vallejo, CA	1			
521 Jones St.	Martinez, CA	1			
140 West Richmond Ave.	Richmond, CA	1			
1865 Rumrill Blvd.	San Pablo, CA	1			
158 E Jackson St.	San Jose, CA	1			
1007 Knox Ave.	San Jose, CA	1			
4114 Lakeside Dr.	Richmond, CA	12-15			
Total					

B. On-Demand Repair Services – HVAC repair services on an as-needed basis upon the Air District’s request. **List the hourly rates that would be charged to the Air District.**

ITEM	HOURLY RATE	COMMENTS
Licensed Contractor (Monday to Friday, 7:00 a.m. to 5:00 p.m.)		
Contractor Apprentice (Monday to Friday, 7:00 a.m. to 5:00 p.m.)		
Licensed Contractor (After Hours, Monday – Friday, 5:00 p.m. to 6:00 a.m.)		

ITEM	HOURLY RATE	COMMENTS
Contractor Apprentice (After Hours, Monday – Friday, 5:00 p.m. to 6:00 a.m.)		
Licensed Contractor (Saturday, Sunday, and Holidays Rate)		
Contractor Apprentice (Saturday, Sunday, and Holidays Rate)		
Travel (Time Expense or Flat Rate)		
Percentage Mark-up for Materials and Parts		
LIST ALL OTHER COSTS/FEEES:		