



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

August 1, 2022

Request for Proposals# 2022-013

**Information Technology
Infrastructure Design and Planning**

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District) seeks a contractor to provide Information Technology (IT) infrastructure design and planning services for the refresh of its server, storage, network, monitoring, IT security and disaster recovery infrastructure. The Air District anticipates selecting a single contractor for this design and planning engagement, however, the Air District, at its sole discretion, may select more than one contractor if necessary to complete the work detailed in this Request for Proposals (RFP).

To respond to this RFP, an interested company should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its proposal 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>

**Proposals must be submitted and received by
4:00 p.m. on Friday, September 9, 2022 (“deadline”).
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, local businesses and Certified

Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP must 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 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.

B. IT Infrastructure Design and Planning

The Air District evaluates and refreshes its IT infrastructure periodically and is currently due for a refresh of its computer server, storage and network infrastructure.

The Air District supports a total of approximately 500 users, predominately on Microsoft Windows Operating System hardware clients. Approximately 100 of the 500 users work in the field regularly. Approximately 20 users are stationed in two remote offices in Richmond, California. Server infrastructure is highly virtualized and centralized at a single location housing approximately 150 virtual servers and approximately 20 physical servers. In addition, the Air District currently maintains a geographically remote backup/disaster recovery site connected by a Metro ethernet wide area network (WAN) link and a separate internet service provider (ISP) connection.

The Air District intends to refresh all server, storage, network, monitoring, IT security and disaster recovery infrastructure. The selected contractor will provide design services for the IT refresh.

SECTION III – SCOPE OF WORK

The selected contractor will provide the following services to the Air District:

Project Plan: The selected contractor will develop a project plan that details all activities, resources, and schedules required for the design, procurement and implementation of the new IT infrastructure. The project plan will also include detailed tasks required to migrate each IT service to the new infrastructure without unplanned service disruption. The project plan will be broken down into tasks that require no more than 16 person hours to complete. The project plan will also include the implementation plans for the server and storage

design, network design, IT security design, and system monitoring design. The project plan will be delivered as an Adobe Acrobat pdf document file, and as a Microsoft project electronic file.

Server and Storage Design and Specifications: The selected contractor will analyze the Air District's projected future needs for server and storage and deliver a detailed server and storage design and specification document that is sufficient to hand off to an implementer without any substantial redesign required. The sever and storage design specifications will map Air District software applications and services to physical and virtual servers and include memory, input/output (I/O) and storage needs for each server. The sever and storage design specifications will include a failover methodology that results in a zero recovery point objective (RPO) and a two-hour recovery time objective (RTO) and will also include a detailed bill of materials and cost estimate for server and storage procurement. The server and storage specification document will be delivered as a series of Microsoft Word documents and Excel spreadsheets.

Network Design and Specifications: The selected contractor will analyze the Air District's projected future needs for networking and deliver a detailed network design and specification document that is sufficient to hand off to an implementer without any substantial redesign required. The network design and specifications will include all Air District physical and virtual networks including, but not limited to, backup and disaster recovery networks, air monitoring networks, in office networks and virtual private network (VPN). The network design and specification document will include an evaluation and recommendation of WAN requirements to meet RPO and RTO objectives and will also include a detailed bill of materials and cost estimate for network equipment procurement. The network design and specifications document will be delivered as a series of Microsoft Word documents and Excel spreadsheets.

IT Security Design and Specifications: The selected contractor will analyze the Air District's projected future needs for IT security and deliver a detailed enterprise information security design and specifications document that is sufficient to hand off to an implementer without any substantial redesign required. IT security design specifications will include all Air District perimeter and internal firewalling, VPN access, and intrusion detection/prevention scheme, in accordance with industry best practices and any relevant compliance standards (PCI-DSS, HIPAA, etc.). The IT security design specification document will also include a detailed bill of materials and cost estimate for equipment procurement. The IT security design specifications will be delivered as a series of Microsoft Word documents and Excel spreadsheets.

System Monitoring Design and Specifications: The selected contractor will analyze the Air District's projected future needs for monitoring of servers, storage and networking equipment and deliver a detailed design and specification document that is sufficient to hand off to an implementer without substantial redesign required. The system monitoring design and specification document will include a list of hardware and software required as a bill of materials, and a cost estimate to procure it. The system monitoring design and specifications will be delivered as a series of Microsoft Word documents and Excel spreadsheets.

SECTION IV – INSTRUCTIONS TO BIDDERS

A. General

1. Interested firms must create an account through the Portal described in this RFP to view RFP documents and addenda, and to submit questions and bid documents.
2. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
3. All information should be complete, specific, and as concise as possible.
4. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the proposal.
5. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the deadline. Please check our [Portal](#) for updates prior to the deadline.
6. Proposals shall constitute firm offers. Once submitted, proposals may be withdrawn, modified and resubmitted through the Portal up until the deadline.
7. The Air District reserves the right to reject any and all proposals.
8. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Friday, August 19, 2022**. 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 Thursday, August 25, 2022**.
9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Deadline – All proposals are due no later than 4:00 p.m., September 9, 2022, and must be submitted via the Portal:

Cynthia Zhang, Senior Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
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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 deadline to finalize their submissions and complete the uploading process. Bidders will not be able to submit documents after the deadline. Proposals received after the deadline will not be considered.

3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format) to the Portal. 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 deadline.
5. Grounds for Rejection – A proposal 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 Proposals – All responses to this RFP 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. Proposals 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 proposal 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 District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, may be altered up until the deadline. Proposals may not be modified after the deadline. All proposals shall constitute firm offers valid for ninety (90) days from the deadline.

C. Interviews

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted.

3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal

- a. Cover Letter (Section I) – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
- b. 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.
- c. Table of Contents – Clearly identify material contained in the proposal by section
- d. Summary (Section II) – State overall approach to IT Infrastructure Design and Planning, including the objectives and scope of work.
- e. Firm Organization (Section III) – Provide a statement of your firm’s background and related experience in providing similar services to governmental organizations, if any. Describe the technical capabilities of the firm.
- f. References (Section IV) - Provide a minimum of three (3) references of other, similar projects including company name or government entity, contact name, title, phone number and e-mail address for all references listed. For each reference, include a description of services provided and dates the services were provided.
- g. Project Organization (Section V) – Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically addressing the firm’s ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed schedule.

- h. Assigned Personnel (Section VI) – Provide the following information about the staff to be assigned to the project:
 - List all key personnel assigned to the project by level and name. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the Air District's assigned program manager.
 - Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project.
 - Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project. Make particular mention of with reference to experience dealing with governmental agencies, procedures, and environmental regulations.
 - i. Retention of Working Papers (Section VII) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.
 - j. Subcontractors (Section VIII) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
 - k. Conflict of Interest (Section IX) – Address possible conflicts of interest with the firm's other clients affected actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
 - l. Additional Data (Section X) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc.).
2. Cost Proposal
 - a. The Cost Proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform and complete the tasks required by this RFP.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the

selection of the contractor to the Executive Officer/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 RFP. A link to a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

| Criteria | Description | Points |
|-----------------------------|--|---------------|
| Expertise | Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm's ability to perform and complete the work in a professional and timely manner.* | 20 |
| Skill | Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies. | 19 |
| Approach | Responsiveness of the proposal, based upon a clear understanding of the work to be performed. | 19 |
| Cost | Cost or cost effectiveness and resource allocation strategy. | 20 |
| References | References of the firm. | 20 |
| Firm's Specialty Focus Area | Local business/Green Business.** | 2 |
| | Total | 100% |

- * "Size and structure of firm" refers to the ability of a firm's size to meet the needs of the Air District. It does not give absolute preference to larger or smaller firms.
- ** 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.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP 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 Professional Services Contract link)