



Updated: June 27, 2023

Request for Qualifications# 2022-008

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Authorized Dealer List for Clean Cars for All Program

SECTION I – SUMMARY	1
SECTION II – BACKGROUND	2
SECTION III – DEALERSHIP QUALIFICATIONS	3
SECTION IV – SUBMISSION REQUIREMENTS	5
SECTION V – SUBMISSION CONTENTS	6
SECTION VI – QUALIFICATIONS EVALUATION	7
SECTION VII – SAMPLE CONTRACT	7

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 qualify and authorize dealerships to participate in the Air District’s [Clean Cars for All Program](#) (“Program”). The Program provides incentives to low-income consumers in disadvantaged communities to replace their older vehicles with new or used advanced technology vehicles or alternative transportation options. Authorized dealerships will sell or lease new or used hybrid electric vehicles, plug-in hybrid electric vehicles, and battery electric vehicles to eligible vehicle owners in the Program. Qualified dealerships will be placed on the Program’s Authorized Dealership List. Eligible vehicle owners may only use their incentive to purchase or lease vehicles from authorized dealerships.

To respond to this Request for Qualifications (“RFQ”), an interested Dealership should submit one (1) electronic copy via email (in Adobe Acrobat PDF file format) of its statement of qualifications to:

Michael Chao, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
E-mail: mchao@baaqmd.gov

Statements of qualifications will be accepted on a continuous basis until 4:00 p.m. on **Sunday, June 30, 2024 (“deadline”).
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 Air District's Procurement Portal ("Portal").**

Portal link: <https://baaqmd.bonfirehub.com>

SECTION II – BACKGROUND

A. Air District Overview

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

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

The Air District is governed by a twenty-four member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The Interim Executive Officer / Air Pollution Control Officer for the Air District is Alexander Crockett.

B. Clean Cars for All Program Information

The Air District's Clean Cars for All Program provides incentives for low-income members of communities disproportionately affected by air pollution to retire their older vehicles and replace them with hybrid electric vehicles ("HEV"), plug-in hybrid electric vehicles ("PHEV"), battery electric vehicles ("EV"), fuel cell electric vehicle ("FCEV"), or mobility options (public transit card or electric bicycles).

The Air District's Clean Cars for All Program began in 2019 and has received over \$35 million in funding to date. Funding for Clean Cars for All comes from a variety of sources, including California Climate Investments, Volkswagen Settlement Funds, Air Quality Improvement Program, and Transportation Fund for Clean Air. Future funding may also be made available to the Program.

Under the Program, a vehicle owner applies for funding for a vehicle replacement or a mobility option. The Air District will issue an award letter (See Appendix C – Sample Award Letter) to the eligible vehicle owner ("Participant") who will take the award letter to an authorized dealership to purchase or lease an eligible replacement vehicle. Authorized dealerships will have access to the Program's Online Dealer Portal (baaqmd.fluxx.io) where dealers can verify the Participant's award. Dealers must submit a sales report and sales invoice on the Online Dealer Portal immediately at the point of sale. See Appendix

B for Sample Sales Report. The Air District will verify the sales report and submit the Participant's award via a check directly to the dealer.

Incentives range between \$5,000-\$9,500 and vary depending on the Participant's income and the vehicle or alternative transportation option chosen. The Air District projects funding between 1,000-2,000 projects given the current funding. Below is a chart of the funding amounts:

GRANT AMOUNTS

\$5,000 - \$7,000 for Hybrids

\$5,500 - \$9,500 for Plug-in Hybrid Vehicles

\$5,500 - \$9,500 for Battery Electric and Fuel Cell Vehicles

Up to \$7,500 for a Pre-Paid Card for Public Transit or E-bikes

Up to \$2,000 for a Home Electric Vehicle Charger
(only available with the purchase of an EV)

The Air District has contracted with GRID Alternatives Bay Area (GRID) to provide Case Management support for the Program and with Fluxx, Inc. (Fluxx) as the software provider for the Program's Grant Management System.

C. Purpose of this RFQ

The goal of this Request for Qualifications is to identify qualified dealerships to sell or lease new or used hybrids, plug-in hybrids, or battery electric vehicles to Program Participants. The Air District will consider statements of qualifications as they are received and add qualified dealerships to the Program's Authorized Dealership List on a continuous basis beginning April 21, 2022. There is no limit to the number of dealerships authorized to participate in this Program and the list will be periodically updated to include new qualified dealers. A current list of authorized dealerships can be found at: <https://www.baaqmd.gov/funding-and-incentives/residents/clean-cars-for-all/resources/participating-dealerships>.

SECTION III – DEALERSHIP QUALIFICATIONS

A. Basic Requirements

Interested dealerships must meet the following basic qualifications and requirements in order to participate in the Clean Cars for All Program:

1. Dealership must be located within the Air District's jurisdiction.
2. Dealer must have a valid business license and seller's permit issued in California. Dealer must have license for a minimum of the last two years, unless approved by Air District.
3. Dealer must have a valid dealership license with the DMV.
4. Dealer must maintain the following insurance:

- a. Worker's compensation and employer's liability insurance;
- b. Occurrence-based commercial general liability insurance with a minimum \$1,000,000 per occurrence; and
- c. Business automobile liability insurance with a minimum \$1,000,000 per each accident

Dealer must provide to provide the following to Participants:

1. A vehicle history report, such as CARFAX, for used vehicles;
2. Any vehicle warranty information (if applicable);
3. Information about California's Low-Cost Auto Insurance Program (<https://www.mylowcostauto.com/>);
4. Estimate of cost of car ownership;
5. Vehicle maintenance schedule;
6. Minimum three-day return or exchange period for used vehicles. (Please note that dealers may include restrictions, such as mileage limits or vehicle condition. Dealers who can't offer this for new vehicle may opt to only sell used vehicles); and
7. Negotiated prices must be honored. Dealer may not increase vehicle prices due to Participant having a grant.

The Air District reserves the right to modify the basic requirements at its discretion.

B. Vehicle Eligibility

Vehicles sold or leased to Participant shall meet the following requirements:

1. Vehicle must be a new or used hybrid electric vehicle, plug-in hybrid electric vehicle, or battery electric vehicle;
 - a. Hybrid vehicles must have a minimum 35 MPG combined rating or better (MPG can be found here: <http://www.fueleconomy.gov>)
 - b. Hybrid electric vehicles may not be leased
 - c. Leased vehicles must be eligible for the California State rebate (Clean Vehicle Rebate Program – <https://cleanvehiclerebate.org/en>)
2. Used Vehicles:
 - a. Must be 8 model years old and newer (2022 = 2015 or newer, 2023 = 2016 or newer)
 - b. Have less than 75,000 miles on the odometer, unless approved by Air District
 - c. Cannot have modifications to vehicles emissions control systems, hardware, software calibrations, or hybrid system
 - d. Vehicles with a salvaged title (as defined in California Vehicle Code, Section 544)
 - e. Must come with a three (3) day return policy
3. Vehicle must be registered in California;
4. Vehicle must have less than 75,000 original miles, unless approved by Air District;
5. Vehicle must not have any open recalls (recalls require proof of repair); and
6. All auto loans must have an interest rate of less than 16%

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.
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 Air District may modify the RFQ or issue supplementary information or guidelines during the submission preparation period prior to the deadline. Please check our [Portal](#) for updates prior to the deadline.
5. The Air 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 Friday September 16, 2022**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) within 30 days of receiving the question(s).
7. The cost for developing the statement of qualifications is the responsibility of the responding firm, and shall not be chargeable to the Air District.
8. A firm's selection and the execution of a contract with the Air District does not guarantee any particular amount of work.

B. Submittal of Statements of Qualifications

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

1. **Deadline** – All statements of qualifications will be accepted until **4:00 p.m. on Sunday, June 30, 2024**, and must be emailed to:

Michael Chao, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
E-mail: mchao@baaqmd.gov

2. Statements of qualifications received after the deadline 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). E-mail submissions will be acknowledged with a return email. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal deadline. **All submissions for this RFQ must be e-mailed to the recipient stated above. Submissions will not be accepted through the Procurement Portal.**
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 the RFQ closes on **June 30, 2024**. 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 dealerships 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.
4. Interview teams should be representative of the dealership team.

SECTION V – SUBMISSION CONTENTS

A. Contents of Statement of Qualifications

Interested dealerships must submit the Dealer Information Form (Appendix A), **updated June 27, 2023** and the required documentation listed below to the Air District:

1. Dealer Information Form (Appendix A), [updated June 27, 2023](#)
 - a) Company name and contact person
 - b) Phone number
 - c) E-mail address
 - d) List of dealership(s) and address(es)
 - e) Conflict of Interests - 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.

2. Required Documentation
 - a) Business license
 - b) Seller's permit
 - c) DMV license
 - d) W-9
 - e) Proof of Insurance

SECTION VI – QUALIFICATIONS EVALUATION

Air District staff will evaluate all statements of qualifications as they are received. Dealerships who meet the basic requirements and qualifications will be added to the Program's Authorized Dealership List on a continuous basis. There is no limit to the number of dealerships authorized to participate in this Program. All authorized dealers must enter into a professional services contract with the Air District before providing services under the Program. A sample contract to carry out the work described in this RFQ is included as Appendix D – Sample Contract, [updated September 8, 2022](#).

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 – APPENDICES

- Appendix A – [Dealer Information Form, updated June 27, 2023](#)
- Appendix B – Sample Sales Report
- Appendix C – [Sample Award Letter, updated December 20, 2022](#)
- Appendix D – [Sample Contract, updated September 8, 2022](#)
- Appendix E – [Dealership Checklist, updated December 20, 2022](#)
- [Appendix F – Sample Proof of Insurance, updated June 27, 2023](#)