



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

August 7, 2023

Request for Proposals# 2023-033

**Technical Support for the
Bay Area Regional Climate Planning Initiative**

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks a contractor to provide technical support to the Air District as it develops two key deliverables for its Bay Area Regional Climate Planning Initiative, an effort funded by the United States Environmental Protection Agency’s (EPA) Climate Pollution Reduction Grants (CPRG) program. The CPRG program is designed to help advance the goals of the federal Justice40 Initiative. The two key deliverables due to the EPA, that are part of this request, include:

1. A targeted regional climate action plan, or Priority Climate Action Plan (PCAP) by March 1, 2024; and
2. A comprehensive regional climate action plan, or Comprehensive Climate Action Plan (CCAP) due September 2025.

The resulting contract from this RFP will be federally funded by the EPA. The selected contractor will be expected to comply with federal law, regulations, and requirements including, but not limited to:

- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and
- 2 CFR Part 1500 EPA Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

To respond to this Request for Proposals (“RFP”), an interested firm 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, 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 received by
4:00 p.m. Pacific Time (PT) on Monday, August 28, 2023 (“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 should be submitted through the Portal.**

SECTION II – BACKGROUND

A. Air District Overview

The Air District is the government agency responsible for protecting air quality in the San Francisco Bay Area. The Air District is tasked with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties. It is governed by a 24-member Board of Directors composed of locally elected officials from each of the nine counties. The Air District’s mission is to create a healthy breathing environment for every Bay Area resident, while protecting and improving public health, air quality and the global climate.

The Air District aims to achieve its mission through many strategic goals, including: reducing and eliminating health problems caused by air pollution, achieving and maintaining air quality standards, leading the Bay Area’s efforts to fight global climate change, creating high-quality regulatory programs, and applying environmental best practices in all operations. To do so, the Air District regulates air pollution emissions from stationary emission sources such as factories, refineries, and power plants, and from smaller facilities like gas stations and dry cleaners. The Air District ensures that such facilities comply with air pollution laws and regulations, provides incentives to replace older, higher-emitting vehicles and equipment with cleaner alternatives, and gives grants and provides outreach to encourage healthy clean air choices by businesses and consumers. The Air District implements these efforts with an equity focus, aiming to reduce air quality disparities and promote environmental justice by targeting local air pollution in overburdened communities.

The Air District is the lead coordinating agency for the EPA’s CPRG program’s planning grant to the San Francisco-Oakland-Berkeley Metropolitan Statistical Area (MSA). The MSA covers Alameda, Contra Costa, Marin, San Mateo, and San Francisco counties. The

Air District has convened an Advisory Workgroup (AWG) of regional agency, county, and city staff to help coordinate this effort.

B. Technical Support for the Bay Area Regional Climate Planning Initiative: Measure Quantification and Identification (BARCPI: MQI)

The selected contractor (hereinafter referred to as “contractor”) will assist the Air District in developing a PCAP and a CCAP for the San Francisco-Oakland-Berkeley MSA through the CPRG planning grant. Specific tasks will include quantifying greenhouse gas (GHG) emissions reductions from measures in the PCAP and CCAP; estimating costs to implement PCAP measures and projects; providing key assumptions for GHG projections in the CCAP; recommending measures to reduce GHG emissions for the CCAP; quantifying changes in criteria air pollutants and hazardous air pollutants from CCAP measures; and synthesizing documentation of input, methods, and findings into a report and assisting the Air District in developing PCAP and CCAP technical appendices.

Desired Qualifications:

- Solid understanding of the GHG emissions inventory development process.
- Expertise in interpreting existing and proposed GHG rules, policy measures, technological improvements, rule- and policy-driven changes in activity data and consumption behavior, and rule and technology adoption rates.
- Ability to develop quantifiable metrics based on factors that would be applied in estimation of GHG and co-pollutant emissions changes.
- Prior experience estimating costs to implement climate action measures and projects.
- Prior experience working with regional and local agencies to develop climate action plans.

SECTION III – SCOPE OF WORK

The contractor will provide technical support to the Air District as it develops a PCAP and a CCAP and will complete the following tasks:

Task 1: Project Management

The contractor will convene an initial kick-off meeting with the Air District to:

- Review the scope of work;
- Develop a shared understanding of project objectives and deliverables;
- Review data needs and collaboratively identify available data sources and potential gaps; and
- Confirm project timelines and roles.

After the kick-off meeting, the contractor will continue to coordinate with the Air District, including holding regular check-in calls. The contractor will provide regular updates on hours spent on project/project budget spend down and progress reports that cover budget, timeline, and deliverables.

Task 2: Quantify GHG Emission Reductions from PCAP Measures

The Air District will identify up to six (6) draft GHG reduction measures for inclusion in the PCAP through a separate stakeholder engagement process. The contractor will quantify the GHG emissions reductions from these draft PCAP measures.

Task 2.1 Develop Methodology and Collect Data for Each Draft PCAP Measure

For each of six (6) draft PCAP measures, the contractor will document the methodology it proposes to use to estimate GHG emissions reductions. The Air District will review the proposed estimation methodology and suggest modifications, if needed. The contractor will also document reference information that includes, but is not limited to, data sources and assumptions for mathematical modeling (such as emission factors, control factors, adoption rates of policies and/or controls, timelines for implementation of different regulations, improvements in technology, fleet mix ratios, product mix, equipment turnover rates, and raw data that will be used for forecasting (e.g., population growth, vehicle-miles traveled (VMT), and other activity data)).

Task 2.2 Quantify GHG Emissions Reductions for Each Draft PCAP Measure

Upon the Air District's approval, the contractor will use the proposed methodology to estimate GHG emissions reductions for each of the draft PCAP measures. The contractor will document how the data collected under Task 2.1 are used in this Task 2.2 to quantify GHG emissions changes associated with each PCAP measure. The contractor will submit estimates of GHG emission reductions from the draft PCAP measures to the Air District for review and feedback.

Task 2.3 Quantify Emissions Reductions for Each Final PCAP Measure

Based on the contractor's estimation of GHG emissions reductions from the draft PCAP measures and stakeholder engagement, the Air District will confirm a list of final PCAP measures. For this final list of measures, the contractor will quantify GHG emissions changes associated with each measure and share documentation regarding the final version of data sources and assumptions (if updated from those used in Tasks 2.1 and 2.2), as well as the results of the quantification calculations, with the Air District. The Air District may consider leading on quantifying certain final measures for which the contractor does not have expertise, as necessary.

Task 3: Estimate Costs for Implementing PCAP Measures and Projects

Task 3.1 Estimate Costs to Implement PCAP Measures

The contractor will estimate the costs to implement final PCAP measures, including the costs of implementation to government agencies and the net cost of implementation to the public (i.e., implementation costs minus available incentives). The contractor will share the proposed cost estimation methodology with the Air District for review and approval before beginning final estimation calculations. The Air District and its partners will provide the contractor with any relevant, useful information collected to date. The Air District estimates a range of 4-6 measures will be included in the PCAP.

The Air District acknowledges that estimating implementation costs can be a difficult task, particularly when the scope of a project or a measure is not yet clearly defined. Bidders shall include cost estimations in their proposal (e.g., provide different cost estimates for different types of measures (building electrification, trip reduction/mode shift, etc.), provide a range of cost per measure with a maximum number of measures estimated, etc.).

Task 3.2 Estimate Costs to Implement Projects Supporting PCAP Measures and GHG Reductions

Upon the Air District's request, the contractor will estimate the costs to implement specific projects that are consistent with a PCAP measure, such as the cost to the government and net costs to the public, and estimate anticipated GHG emission reductions from those projects, for 2-4 projects. The contractor will share its proposed cost estimation methodology with the Air District for review before beginning estimation calculations. GHG emissions reductions for the project(s) will build upon quantification of the relevant PCAP measures.

Task 4: Provide Key Assumptions for GHG Projections in CCAP

The Air District will develop GHG projections for 2030 and 2045 (e.g., using normalized growth profiles) to inform development of the CCAP. The contractor will support the Air District by providing data for sector and sub-sector key growth assumptions (e.g., projected population and number of households, growth profiles for equipment targeted by measures, etc.) with documented references, including but not limited to those applied by the Metropolitan Transportation Commission (MTC) for its Plan Bay Area 2050 update. The contractor will work with the Air District to develop the list of specific assumptions to be provided.

Task 5: Recommend GHG Reduction Measures for CCAP

The Air District will develop a comprehensive regional climate action plan, referred to as the CCAP, to meet regional GHG reduction targets for 2030 and 2045 for the five-county region. The 2045 target will be determined in 2024 and may focus on carbon neutrality or net zero carbon emissions. Measures in the CCAP to reach these targets will be regional in nature and provide benefits to frontline communities, support and enable local climate action (including cross-jurisdictional efforts) and address other GHG sources and sinks within regional agencies' purview and beyond local control.

The contractor will support the Air District in identifying GHG reduction measures for possible inclusion in the CCAP to achieve the GHG reduction targets. The contractor must be able to think beyond the traditional "cookie-cutter" approach to climate action plans and measures to help the Air District develop a transformative plan to achieve a bold vision for the region of an equitable, healthy, and zero-carbon economy. (This vision will be further developed with a separate stakeholder input at the beginning of the CCAP engagement process.) The contractor will meet up to four (4) times with the Air District and its partners to recommend regional measures for the CCAP. Measures will focus on filling the gap to carbon neutrality and meeting other measure selection criteria as determined by the Air District.

Task 6: Quantify GHG Emission Reductions, Criteria Pollutant Reductions, and Hazardous Air Pollutant Reductions for CCAP Measures

The Air District will identify a list of GHG reduction measures for inclusion in the CCAP through a stakeholder engagement process. The contractor will quantify the estimated emission reductions of GHGs, criteria air pollutants (including total particulate matter (PM), PM_{2.5}, PM₁₀, nitrogen oxide (NO_x), sulfur dioxide (SO₂), carbon monoxide (CO), and total organic gases) and appropriate hazardous air pollutants (e.g., benzene, toluene,

ethylbenzene, xylene (BTEX) compounds, formaldehyde, ethanol, etc.) associated with each draft and final CCAP measure, at a minimum geographic specificity of the county and facility (if appropriate) level.

The CCAP will cover seven sectors (agriculture, commercial & residential (or buildings), transportation, electricity generation, industrial, waste management, and land-use change & forestry (including sinks)), with potentially an average of 3-5 measures per sector. The Air District anticipates up to 21-35 draft CCAP measures. The actual number of measures will be determined with stakeholder input by Autumn 2024. In addition, some CCAP measures may be PCAP measures that have been incorporated into the CCAP.

Task 6.1 Develop Methodology and Collect Data for Each Draft CCAP Measure

The Air District will work with stakeholders to identify GHG emissions reduction measures for the CCAP. For each of these measures, the contractor will document the methodology it proposes to use to estimate GHG emissions reductions and share this with the Air District. The Air District will review the contractor's proposed estimation methodology and suggest modifications, if needed. The contractor will also document reference information that includes, but is not limited to, data sources and assumptions for mathematical modeling (such as emission factors, control factors, adoption rates of policies and/or controls, timelines for implementation of different regulations, improvements in technology, fleet mix ratios, product mix, equipment turnover rates, and raw data that will be used for forecasting (e.g., population growth, VMT, and other activity data).

Task 6.2 Quantify GHG Emissions Reductions for Each Draft CCAP Measure

With the Air District's approval, the contractor will use the proposed methodology to estimate GHG emissions reductions for each of the draft CCAP measures. The contractor will document how the data collected under Task 6.1 are used in this Task 6.2 to quantify GHG emissions changes associated with each CCAP measure. The contractor will submit estimates of GHG emission reductions from draft PCAP measures to the Air District for review. The Air District will provide the contractor with feedback.

Task 6.3 Quantify GHG Emissions Reductions for Each Final CCAP Measure

Based on the contractor's estimation of emissions reductions from the draft CCAP measures and stakeholder engagement, the Air District will provide a list of final measures to the contractor. The Air District anticipates up to 21-35 final measures, but the actual number will be determined with stakeholder input in Winter/Spring 2025 and may be less than the number of draft CCAP measures. For this final list of measures, the contractor will quantify GHG emissions changes associated with each measure and share documentation regarding the final version of data sources and assumptions (if updated from those used in Tasks 6.1 and 6.2), as well as the results of the quantification calculations, with the Air District. The Air District may consider leading on quantifying certain final measures for which the contractor does not have expertise, as necessary.

Task 6.4 Estimate Co-pollutant (Criteria Air Pollutant (CAP) and Hazardous Air Pollutant (HAP)) Emissions Reductions for Each Final CCAP Measure

The contractor will estimate emission reductions of both CAPs and HAPs from implementation of the final CCAP measures, relative to the Air District's base year CAP inventory and EPA's National Emissions Inventory (NEI) with a minimum

geographic specificity at the county level and/or facility level. The Air District will review the contractor's methodology and suggest modifications, if needed, to estimate changes before the contractor begins this task. The Air District may consider leading on quantifying certain final measures for which the contractor does not have expertise, as necessary. The contractor may consider using tools listed in EPA's Technical Guidance ([link](#)). EPA does not require estimates of CAP and HAP emission reductions from measures associated with land use, land-use change, and forestry so the total number of CCAP measures for CAP and HAP estimation will be fewer than for Task 6.3.

Task 7: Synthesize Documentation on Methods and Findings from Tasks 2-6 and Supporting Materials into a Report for Input into PCAP and CCAP Technical Appendices

The contractor will synthesize documentation of input, methods, and findings of Tasks 2-6 into a report and assist the Air District in developing PCAP and CCAP technical appendices. The contractor will submit to the Air District supporting materials needed for replication of the deliverables with sufficient information (metadata and READMEs) for the Air District to follow the contractor's methods.

Task 7.1: Prepare a Report Summarizing Input, Methods, and Findings from Tasks 2-3

The contractor will submit a draft summary report documenting the methods and findings of Tasks 2 through 3 to the Air District for review and modifications, as needed. The contractor will provide a final report that incorporates the Air District's comments.

Task 7.2: Support Development of PCAP Technical Appendices

The contractor will draft language for inclusion in the technical appendices for PCAP based on the report. The Air District will review and suggest modifications, as needed.

Task 7.3: Prepare Supporting Materials Needed for Developing All Task Deliverables

The contractor will submit draft supporting materials needed for replication of the deliverables with sufficient information (metadata and READMEs) for the Air District to follow the contractor's methods. The Air District will review and suggest modifications, as needed.

Task 7.4: Prepare Report from Tasks 4-6 and Final Supporting Materials, Incorporating Air District Comments

The Air District will submit a draft summary report documenting the methods and findings of Tasks 4 through 6 for the Air District's review and modifications, as needed. The contractor will provide a final report – with final supporting materials as described in Task 7.3 – that incorporates Air District's comments.

Task 7.5: Support Development of CCAP Technical Appendices

The contractor will draft language for inclusion in the technical appendices for CCAP based final report. The Air District will review and suggest modifications, as needed.

Estimated Project Timeline

Task	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025
Task 2.1 Develop methodology and collect data for each draft PCAP measure	x						
Task 2.2 Quantify GHG emissions reductions for each draft PCAP measure	x						
Task 2.3 Quantify emissions reductions for each final PCAP measure	x	x					
Task 3.1 Quantify costs to implement PCAP measures	x						
Task 3.2 Estimate costs to implement projects supporting PCAP measures and GHG reductions		x					
Task 4: Provide key assumptions for GHG projections				x			
Task 5: Recommend GHG reduction measures for CCAP			x	x	x	x	
Task 6.1 Develop methodology and collect data for each draft CCAP measure				x			
Task 6.2 Quantify GHG emissions reductions for each draft CCAP measure				x	x		
Task 6.3 Quantify emissions reductions for each final CCAP measure						x	x
Task 6.4 Estimate co-pollutant (criteria pollutant and hazardous air pollutant) emissions reductions for each final CCAP measure							x
Task 7.1 Prepare a report summarizing input, methods, and findings from Tasks 2-3		x					
Task 7.2: Support development of PCAP technical appendices		x					
Task 7.3 Prepare supporting materials needed for developing all task deliverables							x
Task 7.4 Prepare a report summarizing input, methods, and findings from Tasks 4-6 and final supporting materials							x
Task 7.5: Support development of CCAP technical appendices							x

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 proposal 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 the proposal.

3. All information should be complete, specific, and as concise as possible.
4. Proposals should include any additional information that the bidder 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 the [Portal](#) for updates prior to the deadline.
6. All proposals shall constitute firm offers valid for ninety (90) days from the deadline. 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. The Air District anticipates the costs to range from \$150,000 to \$200,000 for this project.
9. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Monday, August 14, 2023**. Bidders 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 Friday, August 18, 2023**.
10. 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. PT on Monday, August 28, 2023**, and must 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 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 must 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, or 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.

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 should follow the format outlined below and include all

requested information. Failure to submit proposals in the required format may result in the proposal being eliminated from evaluation and consideration. Proposals should not exceed 10 pages, excluding examples of previous work and resumes/CVs.

1. Technical Proposal

- a. Cover Letter (Section I) – Include the name, address, and telephone number of the firm, and signed by the person(s) authorized to represent the firm.
- b. 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 Technical Support for the Bay Area Regional Climate Planning Initiative: Measure Quantification and Identification, including the objectives and scope of work.
- e. Experience and Qualifications (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. Include relevant details of experience and qualifications in:
 - GHG emissions inventory development process.
 - Interpreting existing and proposed GHG rules, policy measures, technological improvements, rule- and policy-driven changes in activity data and consumption behavior, and rule and technology adoption rates.
 - Developing quantifiable metrics based on factors that would be applied in estimation of GHG and co-pollutant emissions changes.
 - Estimating costs to implement climate action measures and projects.
 - Working with regional and local agencies to develop climate action plans.
- 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 Approach and Methodology (Section V) – Provide a detailed description of the approach and methodology to be used to accomplish the scope of work.
- h. Project Schedule (Section VI) – Provide projected milestones or benchmarks for completing the project.
- i. Project Organization (Section VII) – Describe the proposed management structure, program monitoring procedures, and organization of the proposed team. Provide a statement addressing your firm’s ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed project schedule.
- j. Assigned Personnel (Section VIII) – 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, curriculum vitae, 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.
- k. Subcontractors (Section IX) – 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.
- l. Retention of Working Papers (Section X) – 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 and will provide any project related papers to the Air District upon request.
- m. Conflict of Interest (Section XI) – Address possible conflicts of interest with other clients affected by contractors’ 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.

- n. Additional Data (Section XII) – Provide other essential data that may assist in the evaluation of the proposal.

2. Cost Proposal

- a. 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 the tasks required by this RFP. In addition, costs should be estimated for each of the components of the Scope of Work.
- b. Include a list of anticipated reimbursable expenses, such as expenses for travel, presentation materials, supplies, deliveries, black/white and color printouts and copies, faxes, photo scans, copywriting and copyediting services and the rate charged for each.
- c. Any other fees or charges.

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 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 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.*	25
Skill and Experience	Relevant experience and qualifications of the firm and, in particular, past experience of the team working on projects of similar scope for other governmental agencies.	25
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	25
Cost	Cost or cost effectiveness and resource allocation strategy.	25
	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.

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)

In addition to the terms and provisions outlined in the Air District’s Professional Services Contract, the selected contractor and its subcontractors will be expected to comply with federal law, regulations, and requirements including, but not limited to:

- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and
- 2 CFR Part 1500 EPA Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.