



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

May 10, 2023

Request for Qualifications# 2023-030

Air Sampling Network Maintenance and Operations

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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 a qualified contractor to maintain and operate all aspects of a San Francisco Bay Area network of air sampling sites, and to develop additional sites, as required, to meet the needs of the Air District. The monitoring network is operated pursuant to the federal Department of Homeland Security’s (DHS) BioWatch Program. The Air District will review firm qualifications submitted in response to this Request for Qualifications (RFQ), and select one or more firms to operate and maintain the sampling network, and to develop additional sites, as needed. Work described in this RFQ is anticipated to begin July 1, 2023, and continue through June 30, 2024. The Air District, at its sole discretion, may extend the contract for up to two (2) additional one-year terms.

The contract will be fully funded by federal grant funds from the DHS, estimated not to exceed \$1,434,665 for the fiscal year ending 2024. Actual funding amount will be determined by the Air District, and is dependent on the amount awarded by the DHS. The selected contractor will be required to comply with DHS’s Standard Terms and Conditions; DHS’s current Standard Terms and Conditions are available at <https://www.dhs.gov/sites/default/files/2023-01/FY%202023%20DHS%20Terms%20and%20Conditions%20Version%20%20Dated%20November%2029%202022.pdf>. The selected contractor will also be required to comply with applicable federal, California, and local laws.

This RFQ is the preliminary step in hiring a contractor to operate and maintain the BioWatch air sampling sites, and to develop additional sites, as needed. Depending on the number of responses to this RFQ, the Air District, at its sole discretion, may either award directly from this RFQ or issue a Request for Proposals (RFP) to seek detailed cost

proposals for the work. Only qualified firms that submit a response to this RFQ and are selected by the Air District as meeting the necessary qualifications will receive the detailed RFP. Firms selected to receive the RFP will be required to sign a Non-Disclosure Agreement (NDA). Firms who do not sign an NDA will not be eligible for final selection.

To respond to this Request for Qualifications (“RFQ”), an interested firm should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its statement of qualifications to the Air District’s Procurement Portal (“Portal”) at the link below:

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

**Statements of qualifications must be received by
4:00 p.m. PDT on Friday, May 26, 2023 (“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 business enterprises, veteran business enterprises, local businesses, and certified green businesses are encouraged to submit statements of qualifications. **Any questions regarding this RFQ should be submitted through the Portal by 4:00 p.m. pacific daylight time (PDT) on Wednesday, May 17, 2023, but will not extend the deadline to submit statements of qualifications.**

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 the 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 air pollution in overburdened communities.

B. Air Sampling Network Program

The air sampling network program is a federally funded program that DHS started in February of 2003 to provide air samples to a designated laboratory for analysis and reporting. A network of detectors or sample collection units is installed throughout the San Francisco Bay Area to continuously collect outdoor air samples. The network operates 24 hours a day, 365 days a year. Filter medias are collected and replaced on a daily basis. Exposed filter housings are delivered to an outside laboratory for analysis by 9:00 a.m. every day.

SECTION III – GENERAL DESCRIPTION OF SERVICES

A. Services Needed

The contractor will maintain and operate all aspects of the San Francisco Bay Area BioWatch air sampling network, and develop additional sites, as required, to meet the needs of the Air District. There are currently 32 sites in the network located throughout the San Francisco Bay Area. All sites will be operated according to the latest Standard Operational Procedures (SOP) provided by DHS, the current version of which is linked above.

The selected contractor will be responsible for the tasks below. The actual order of the tasks will depend upon the pace of each individual task. The Air District will review and, if necessary, revise the work plan and schedule to ensure work progresses in accordance with Air District priorities and DHS requirements.

Task 1: Operate and maintain all aspects of the current air sampling network

- Daily delivery of all filters to the designated laboratory by the deadline assigned by the laboratory (currently 9:00 am);
- Expeditiously maintain and repair all equipment associated with the program;
- Perform all required quality assurance/quality control (QA/QC) and data processing as outlined in the SOPs; and
- Provide a summary of activities and explanation of charges with every invoice, and upon request by the Air District, to keep the Air District informed of all developments within the network.

Task 2: Develop additional sites throughout the Bay Area to meet the requirements of the Air District

- Provide sites and contacts responsible for securing leases or licenses for sites as defined by Air District supplied maps and siting information; and
- Collaborate and coordinate with the Air District to ensure that new sites are developed, leases or licenses are signed, and instrumentation deployed as required by the Air District.

Task 3: Incorporate new sites into the air sampling network as they become operational

- Incorporate all new sites into the existing air sampling network; and
- Maintain compliance with Task 1, above, for all new sites.

Air District Responsibilities:

- Maintain and sign all leases and licenses for all sites;
- Provide all documentation and information to allow the contractor to properly perform required tasks;
- Act as an intermediary between involved governmental agencies, landlords, and the contractor;
- Provide project and budgetary oversight;
- Provide periodic updates on funding;
- Provide all DHS and other applicable SOPs necessary to maintain the air sampling network in accordance with all requirements, or provide appropriate contacts at DHS to ensure compliance with requirements;
- Provide DHS maps and information necessary to properly establish additional sampling locations; and
- Pay all rents and meet all requirements needed to obtain and retain sites, as appropriate.

SECTION IV – SUBMISSION REQUIREMENTS

A. General

1. Interested firms must create an account through the [Portal](#) to view RFQ documents and addenda, and to submit questions and statements of qualifications.
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 the submission.
2. All information should be complete, truthful, specific, and as concise as possible.
3. Statements of qualifications should include any additional information that the bidder deems pertinent to the understanding and evaluation of the submission.
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 the [Portal](#) regularly for updates prior to the deadline.
5. The Air District reserves the right to reject any and all submissions for any reason, as allowed by law.

6. All questions must be in written form and submitted through the [Portal](#) no later than **4:00 p.m. pacific daylight time (PDT) on Wednesday, May 17, 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. PDT on Monday, May 22, 2023**.
7. The cost for developing the statement of qualifications is the responsibility of the bidder, 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 or payment.

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, below, and this Section IV. Failure to adhere to these specifications may be grounds for the rejection of the submission.

1. **Deadline** – All statements of qualifications are due no later than **4:00 p.m. PDT on Friday, May 26, 2023**, 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 give themselves 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. Statements of qualifications received after the deadline will not be considered.
3. **Signature** – All statements of qualifications 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 submissions will not be accepted. Any correction or re-submission of any statement of qualifications will not extend the deadline, and will not be accepted after the deadline.
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, does not contain the required information, 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 to the extent allowed by law 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, or disclosure required by law. 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 that it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act (Gov. Code, §§ 7920.000 et seq.), and agrees to reimburse the 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 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. Failure to submit statements of qualifications in the required format may result in the submission being eliminated from consideration.

1. Experience, Structure, Personnel
 - a. Contact Information (Section I) – Provide the following information about the firm:
 - Business address and telephone number of office nearest to San Francisco, California, and the business address and phone number of the office that each of the proposed staff members are based out of, if different from the office closest to San Francisco, California.
 - Name of firm’s representative designated as the contact and that person’s business email address.
 - Name of project manager, if different from the individual designated as

the contact, and that person's business email address.

- b. Table of Contents – Clearly identify material contained in the statement of qualifications, by section.
- c. Firm Experience (Section II) – Provide a statement of your firm's experience providing similar services to those sought through this RFQ, including any services provided to governmental organizations. Describe the technical capabilities of the firm in all areas relevant to the services sought through this RFQ.
- d. Assigned Personnel (Section IV) – List all key personnel who would be assigned to Air District projects by name and role. Provide descriptions of education and training, along with a summary of those individuals' experience providing services similar to those sought through this RFQ. Background descriptions can be a resume, curriculum vitae, or summary sheet. Substitution of project manager or staff after award will not be permitted without prior written approval of the Air District's assigned program manager.
- e. References (Section V) - Provide a minimum of three (3) references from other, similar projects, including company name or government entity, contact name, title, and business phone number and e-mail address for all references listed. For each reference, include a description of services provided and the dates the services were provided to that respective entity.
- g. Subcontractors (Section VI) – List the name and business contact information of any subcontractors that will be used, and the work to be performed by them.
- h. Conflict of Interest (Section VII) – Address possible conflicts of interest or appearances of impropriety regarding other clients of the firm that could be created by providing services to the Air District. Describe the procedures to be followed to detect and resolve any conflict of interest or appearance of impropriety that may arise after award. The Air District reserves the right to consider the nature and extent of such work in evaluating the statement of qualifications.
- i. Non-Disclosure Agreement – Firms submitting a statement of qualifications may be required to sign an NDA in order to continue in the Air District's selection process. Provide a signed declaration that your firm understands this requirement and will sign an NDA if requested by the Air District.
- j. Additional Information (Section VIII) – Provide other essential data that may assist in the evaluation of the statement of qualifications.

2. Fee Information

- a. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate that would be charged to the Air District.

- b. A list of rates for reimbursable expenses, such as expenses for travel, presentation materials, supplies, deliveries, black and white and color printouts and copies, faxes, photo scans, and copywriting and copyediting services.
- c. Any reduced fees offered to the Air District.
- d. Any other fees or charges.

SECTION VI – QUALIFICATION EVALUATION

A panel of Air District staff will evaluate all statements of qualifications. The panel will recommend the selection of one or more contractors to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District's Board of Directors. The Air District's Board of Directors may be required to approve the contract(s) 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 RFQ, 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 who may be assigned to an Air District project, in general; in particular, their experience operating, maintaining, and developing air monitoring networks.
- Demonstrated knowledge of Air District activities.
- Firm experience with comparable organizations and types of services.
- Innovative or outstanding work by firm that demonstrates the firm's unique, creative qualifications to provide sampling network operations, maintenance, and development.
- Number, complexity, and nature of similar projects handled by the firm.
- Firm staff's ability to, and availability for, working with Air District directors, officers, staff and consultants.
- Conformity with applicable Air District requirements noted in this RFQ.
- Proposed fee structure relating to services the firm would provide.

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 Professional Services Contract link.)

In addition to the terms and conditions outlined in the Air District's Professional Services Contract, the selected contractor and its subcontractors will be required to comply with some or all of the terms and conditions required by the DHS for federally-funded contracts.