



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

August 17, 2023

Request for Qualifications# 2023-034

**Auto Body Repair Services**

<b>SECTION I – SUMMARY</b> .....	1
<b>SECTION II – BACKGROUND</b> .....	2
<b>SECTION III – GENERAL DESCRIPTION OF SERVICES</b> .....	2
<b>SECTION IV – SUBMISSION REQUIREMENTS</b> .....	4
<b>SECTION V – SUBMISSION CONTENTS</b> .....	6
<b>SECTION VI – QUALIFICATION EVALUATION</b> .....	8
<b>SECTION VII – SAMPLE CONTRACT</b> .....	8

**SECTION I – SUMMARY**

The Bay Area Air Quality Management District (“Air District”) seeks qualified vendors to provide auto body repair services. The Air District manages and operates over 120 vehicles that consists of foreign and domestic automobiles, both large and small, including hybrid fuel efficient and other zero emission automobiles, vans and pick-up trucks (“District Vehicles”). The Air District anticipates selecting one (1) or more qualified vendors to provide auto body repair services on an as needed basis for District Vehicles. The term of the contract will be for a one-year period, with the option to extend for two (2) additional one-year terms at the Air District’s sole discretion.

The terms “vendor” and “firm” used in this Request for Qualifications (“RFQ”) means the individual, association, partnership, company, consultant, corporation, affiliates, or combination thereof, including joint ventures, contracting with the Air District to do the work outlined in this RFQ.

To respond to this 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”) to:

Michael Chao, 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. on Friday, September 29, 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.**

## **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.

## **SECTION III – GENERAL DESCRIPTION OF SERVICES**

### **A. Auto Body repair services and repair practices needed include but is not limited to the following:**

1. Body Repair, Painting and Decal Services – Vendor will provide auto body repair and painting services for District Vehicles which will include, but is not limited to:
  - a. General body repair;
  - b. Dent repair;
  - c. Component replacement for exterior/interior body components;
  - d. Collision damage repair;
  - e. Decal removal and/or installation;
  - f. Glass repair/replacement including windshields; and

- g. Painting all portions of District Vehicle bodies.
    - i. Waterborne paint must be used for all paint work.
    - ii. All paint used will be from a qualified and reputable paint manufacturer, such as, but not limited to: Diamont, Dupont, Duramix, Kuston Shop, and Sherwin-Williams.
2. Parts – Vendor will use new unused original equipment manufacturer (OEM), OEM crash part, remanufactured OEM, or aftermarket parts as specified by Air District. Airbag components will be replaced with new OEM parts.
3. Alignment – Vendor will perform realignment of District Vehicles. This shall be a thrust alignment for frame vehicles and four-wheel alignment for unibody vehicles. The qualified vendor shall provide alignment sheets with specifications showing all alignment angles, both before and after repair.
4. Frame Straightening – Vendor will perform frame straightening of District Vehicles.
5. Major Repairs – For metal or body plastic components damaged beyond repair, vendor will cut out and replace the damaged area with new metal or plastic that is equal to or greater than the original thickness of the component.
6. Warranty – All parts and supplies provided shall be warranted for a minimum period of six (6) months or eight thousand (8,000) miles, or for any manufacturer warranty period, whichever is greater. Warranted parts shall be replaced with new parts. All warranty information will be made available to Air District. Unsatisfactory repairs include, but are not limited to, paint swirls, fish eye blemishes, mismatched paint color, buffer burns, as well as any other defects and/or imperfection in body work or paint finish.

**B. Minimum Qualifications**

1. Vendor shall be regularly and continuously engaged in the business of providing automotive body repair services for at least five (5) years.
2. Vendor must have at least three (3) years of experience in servicing/repairing fleet with satisfactory references.
3. Vendor shall possess all permits and licenses necessary to supply product and/or perform services as specified in Section III – A of this RFQ.
4. Vendor auto body repair shop must be located in the nine county San Francisco Bay Area.

**C. Requirements**

1. Vendor shall provide a repair quotation to Air District within twenty-four (24) hours of request for service.
2. Vendor shall repair all District Vehicles to their original conditions as specified by the Air District.

3. Vendor shall repair District Vehicles at their auto body shop unless otherwise agreed upon.
4. Vendor shall provide safe vehicle storage at reasonable rates on an as-needed basis before and after repair.
5. Vendor shall release repaired vehicles on a promise to pay or similar purchase order commitment in lieu of "payment at pickup."
6. Vendor shall provide a report itemizing the parts and/or services provided within 72 hours of completion of the work performed.
7. Vendor invoices shall contain the following:
  - a. Invoice number and date of invoice;
  - b. Remit to address;
  - c. Vehicle make, model, series, license number, and vehicle mileage;
  - d. Description of all work performed;
  - e. Itemized list of parts including part numbers;
  - f. Total labor hours at hourly labor rate;
  - g. Total cost of labor and parts including sales tax on parts/materials payable by the Air District;
  - h. Attached copy of approved quotation; and
  - i. An acceptable proof of delivery.

## **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 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, 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](#) for updates prior to the deadline.
5. The Air District reserves the right to reject any and all submissions.
6. The Air District has established a yearly budget of Forty Thousand Dollars (\$40,000) for the services sought in this RFQ.

7. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Friday, September 15, 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 Thursday, September 21, 2023**.
8. The cost for developing the statement of qualifications is the responsibility of the bidder, 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. Deadline – All statements of qualifications are due no later than **4:00 p.m., Friday, September 29 2023**, and should be submitted via the Portal to:

Michael Chao, 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. 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 statement of qualifications will not extend the submittal deadline.
5. Grounds for Rejection – A statement of qualifications 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 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 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.
4. Interview teams should be representative of the project team.

**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 evaluation and 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 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.

- Hours of operations – Provide the business hours of operations.
- b. Minimum Qualifications (Section II) – Provide a statement self-certifying that the firm meets all the minimum requirements as stated in Section III (B) of this RFQ.
- c. Firm Experience (Section III) – Provide a statement of your firm’s experience in providing similar services to those sought through this RFQ, including any services provided to governmental organizations. Describe the capabilities of the firm in all areas relevant to the services sought through this RFQ.
- d. 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.
- e. Subcontractors (Section V) – List any subcontractors that will be used and the work to be performed by them.
- f. Conflict of Interest (Section VI) – 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.
- g. Additional Information (Section VII) – Provide other essential data that may assist in the evaluation of the statement of qualifications.
- h. Self-Certification for Green Business (VIII) - If applicable, include a statement self-certifying that your firm qualifies as a certified green business. A green business must be certified by a government agency or independent private rating organization.

## 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. The average markup rate for parts and materials used for body repair, painting and decal services that would be charged to the Air District.
- 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 Board of Directors. The Air District 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 vendor providing similar services to governmental agencies.
- Experience of the vendor with comparable organizations and types of services.
- Number, complexity, and nature of similar work handled by the vendor.
- Vendor's ability and availability for working with Air District staff.
- Statement of Qualifications conforms to all RFQ requirements and is submitted in the format as noted in the RFQ.
- References of the vendor.
- Proposed fee structure relating to services the vendor would provide.
- Certified green business.
- Minimum qualifications are met.

## **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)