



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

March 4, 2024

Request for Proposals# 2024-001

Mobile Application Services

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks a mobile application firm or developer to provide support and maintenance for the Air District’s Spare the Air (“STA”) mobile application. Through this Request for Proposals (“RFP”), the Air District anticipates entering into a Professional Services Contract with a mobile application firm to provide mobile application services to the Air District and anticipates the work to begin July 1, 2024 and continue for up to a three-year term through June 30, 2027, at the Air District’s discretion. The estimated budget for the three-year term is \$200,000.

To respond to this 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”):

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>

Proposals must be received by 4:00 p.m. Pacific Time, on Thursday, April 4, 2024 (“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 Bay Area Air Quality Management 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.

B. Mobile Application Services

Encompassing the nine Bay Area counties within the Air District's jurisdiction, Spare the Air was created in 1991 by the Air District to alert residents when air quality is forecast to be unhealthy and to share information on ways to reduce air pollution. The Air District maintains the Spare the Air website, www.sparetheair.org, and a mobile application to provide up-to-date air quality information to San Francisco Bay Area residents and employers.

The Air District seeks to select a mobile application firm or developer to be responsible for enhancements, ongoing updates, maintenance, and support of the Spare the Air mobile application.

Firms interested in submitting a proposal to provide such services are required to follow the recommended guidelines and instructions contained in this RFP.

SECTION III – SCOPE OF WORK

In consultation and collaboration with the Air District and its other vendors, the selected firm or developer will provide mobile application services to the Air District. All final mobile application design methodology, approach, options, and air quality-related features and functionalities must be approved by the Air District. Services may include but are not limited to:

1. Maintenance, Updates and Ongoing Support

- A. Provide regularly scheduled updates and maintenance to ensure compatibility with the latest smartphone operating systems and address any software issues that may arise with the application.
 - i. Services are to include preparing, submitting, and releasing application stores, troubleshooting the release process, maintaining accurate application descriptions, and feedback.
 - ii. Services and products comply with legal requirements such as compliance with license agreements, privacy, opt-in/out.

2. Existing Components of the application

A. User Interface and User Experience

- i. Developing and/or maintaining a user-friendly user interface with rich visual alerts and indices for the Spare the Air mobile application on Android and iOS platforms following Air District branding guidelines and working within the revised alert structure currently under development.
- ii. Supporting the look and feel of the mobile application to the current Spare the Air website.
- iii. Using responsive design to accommodate all devices and screen sizes.
- iv. At the Air District's request, ensuring The Americans with Disabilities Act of 1990 ("ADA") support for new code and components.
- v. Continuing the application's ability to allow users to set specific alerts and to alert friends and family of alerts natively within the application; provide options for push notifications; be compatible with Android wear and Apple watch; and integrate analytics.

B. Integrations and Application Programming Interfaces

- i. Integrating APIs and content feeds provided by the Air District's web team to connect with Air District systems, including the Air District's website, Spare the Air website;
- ii. Air District dynamic/interactive maps, and
- iii. Air District complaint systems, air quality data, and Air District database applications.

C. Custom User Experience

- i. Creating a user profile based on zip code that offers users real-time air quality data customized to fit the user's geographic location.
- ii. Integrating the application with social platforms (i.e., Facebook, Twitter, Instagram, Pinterest, etc.).
- iii. Promoting social engagement within the application.

3. Enhancements

- i. Adding STA advisories to the mobile applications;
- ii. Building on the existing alert functionality in the STA app;
- iii. Working with the Air District and web development vendors to collect requirements, plan, and implement the advisory feature. Outcomes are for advisories created on BAAQMD.GOV/STA to be displayed in the mobile applications; and
- iv. Supporting the replacement of the existing map functions in the mobile applications.

4. Technical Stack – See Section IX, Appendix

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 has established an estimated budget of up to Two Hundred Thousand Dollars (\$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. Pacific Time, on Thursday, March 21, 2024**. 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. Pacific Time, on Thursday March 28, 2024**, .
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. Pacific Time, on **Thursday, April 4, 2024** and must 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. 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.
4. Interview teams should be representative of the project team.

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.

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 the Mobile Application Services, 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 and, in particular, the firm's exposure with working with environmental regulations, if any.

- 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 within the total time allowed.
- 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. Retention of Working Papers (Section IX) – 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.
- l. Subcontractors (Section X) – 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.

- 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.
- o. Self-Certification for Local Business or Green Business (XIII) - If applicable, include a statement self-certifying that your firm qualifies as a local business and/or certified green business. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction. A green business must be certified by a government agency or independent private rating organization.

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. Include any changes anticipated over the course of a three-year engagement.
- 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 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;	25

Criteria	Description	Points
	firm's ability to perform and complete the work in a professional and timely manner.*	
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies. Proven track record of successful project completion. Experience in developing applications with a focus on security through the development lifecycle.	25
Understanding and Approach	Clarity and understanding of the Spare the Air program and its objectives. Responsiveness of the proposal, based upon a clear understanding of the applications role in air quality and public engagement. Innovation and adaptability for technical solutions to future needs.	20
Cost	Cost or cost effectiveness and resource allocation strategy.	15
References	Quality and applicability of references.	10
Firm's Specialty Focus Area**	Local business.	3
	Certified 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. Bidder must include a statement in their proposal self-certifying that the bidder qualifies as a local business and/or certified green business to receive points for this criteria.

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

SECTION VII – RFP SCHEDULE

MILESTONE	DATE
RFP RELEASE DATE	March 4, 2024
WRITTEN QUESTIONS DUE	March 21, 2024
ANSWERS POSTED ON PORTAL	March 28, 2024
PROPOSAL DEADLINE	April 4, 2024
SELECTION OF FINALIST(S)*	May 13, 2024
COMMENCEMENT OF CONTRACT*	July 1, 2024

*Dates are tentative and subject to change.

SECTION VIII – 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)

SECTION IX- APPENDIX

APPENDIX A: Spare the Air Technical Specifications

APPENDIX A

Spare the Air Technical Specifications

1. Overview

The “Spare the air” application will let the users know if there is any spare the air alert in the Bay area. It is a simple application that will show the data for one or two days to let the users know if it is safe for them to expose themselves to the air.

2. Project Structure

2.1 Directories

- lib: Contains the main Dart code for the application.
- assets: Stores static assets such as images and fonts.
- test: Holds test files.
- android & iOS: Platform-specific configuration files for Android and iOS.

2.2 Naming Conventions

- UpperCamelCase
- lowerCamelCase
- Lowercase_with_underscores

3. Tech Stack

3.1 Flutter SDK

- Version: 3.7.12

3.2 Dart Programming Language

- Version: 2.19.6

3.3 Minimum Deployment Target

- Android - Android 8+
- iOS - iOS 13+

3.4 State Management

- setState is use to manage the state.

3.5 Navigation

- Navigator framework is used

3.6 APIs

- <https://www.baaqmd.gov/> API to fetch the Alert status and Advisories.

3.7 Dependency Management

- cupertino_icons: ^1.0.2 - This is an asset repo containing the default set of icon assets
- webview_flutter: ^3.0.4 - Used to load web pages inside our application
- intl: ^0.17.0 - Used to parse and format Date and time
- http: ^0.13.0 - Used to make HTTP requests
- toast: ^0.1.5 - Used to show toast alert message
- modal_progress_hud: ^0.1.3 - used to show progress loader
- url_launcher: ^6.1.5 - Used to open web browser, when a link is tapped
- fl_chart: ^0.36.1 - Used to show charts
- airship_flutter: ^6.2.0 - Used to receive urban airship notifications
- shared_preferences: ^2.0.5 - Used to save app data in shared preferences
- flutter_html: ^2.2.1 - Used to load HTML data in our app