



BAY AREA  
 AIR QUALITY  
 MANAGEMENT  
 DISTRICT

April 23, 2024

Request for Proposals# 2024-003

**Training and Exercise Program for  
 Continuity of Operations Plan and Incident Response Plan**

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**SECTION I – SUMMARY**

The Bay Area Air Quality Management District (“Air District”) seeks proposals for the development and implementation of a Training and Exercise Program (“TEP”) for the Air District’s Continuity of Operations Plan (“COOP”) and Incident Response Program (“IRP”). The TEP should be compliant with applicable California law and guidance, including the Standardized Emergency Management System (“SEMS”).

The Air District anticipates the contract to begin in July 2024 and continue for an initial term of three (3) years. The Air District may extend the contract for two (2) additional one-year terms at the Air District’s sole discretion.

To respond to this Request for Proposals (“RFP”), an interested proposer should submit one (1) electronic copy of its proposal in Adobe Acrobat PDF file format to the Air District’s Procurement Portal (“Portal”) to:

Cynthia Zhang, Senior 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 Friday, May 24, 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. Training and Exercise Program for COOP and IRP**

The Air District completed its Emergency Operations Plan ("EOP") in 2020 and the COOP base plan in 2021. The Air District's COOP is designed to ensure that the essential functions, such as the Administrative, Financial, Human Resources and Executive functions, can continue during and resume rapidly after a disruption of normal operations. The Air District's IRP is designed to ensure that essential functions related to mitigating natural and man-made releases that impact air quality can continue. As part of its COOP planning, the Air District purchased 25 satellite phones for emergency communications if normal cellular and analog service is not available.

### **SECTION III – SCOPE OF WORK**

The selected contractor will develop and implement a TEP that includes a series of training and exercises to validate, assess and improve the Air District's ability to execute its COOP and IRP. All work products shall be compliant with applicable California law and guidance, including the SEMS, and consistent with California Governor's Office of Emergency Services, Continuity Planning Guidance (2019), FEMA Continuity Guidance Circular (2018) and National Fire Protection Association (NFPA) 1600 – Standard on Continuity, Emergency and Crisis Management (2019).

The selected contractor will be responsible for the following tasks:

#### **Task 1 – Review the Air District's EOP, COOP, and IRP**

1. Schedule and coordinate regular meetings with the Air District; and
2. Review the Air District's EOP, COOP, IRP, and any other relevant existing documentation and information. The Air District will provide electronic access to relevant documents.

#### **Task 2 – Compile Essential Functions and Roster of Staff**

1. Compile a list of essential functions and procedures for Administration, Finance, Human Resources, and Executive Offices in a format compatible with Microsoft Office 365.
2. Compile a roster of Air District staff with COOP responsibilities;
3. Compile incident response procedures in a format compatible with Microsoft Office 365; and
4. Compile a roster of Air District staff with incident response responsibilities.

#### **Task 3 – Develop and Implement TEP**

1. Develop a SEMS-compliant TEP for the COOP and IRP implementation;
2. Provide training to familiarize staff on their roles and responsibilities, including the operation and maintenance of Air District satellite phones;
3. Conduct quarterly exercises with assigned staff at Air District facilities to test and validate the COOP's procedures, systems, and equipment;
4. Conduct annual refresher trainings on the IRP;
5. Prepare progress reports and after-action reports following trainings and exercises; and
6. Prepare after-action reports identifying gaps and weaknesses in the COOP, and recommendations on improvements to the COOP.

### **SECTION IV – INSTRUCTIONS TO PROPOSERS**

#### **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 proposer 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 one hundred and eighty (180) 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. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. PT on Tuesday, May 7, 2024**. Proposers 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. PT on Wednesday, May 15, 2024**.
9. The cost for developing the proposal is the responsibility of the proposer, 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 Friday, May 24, 2024**, and must be submitted via the Portal to:

Cynthia Zhang, Senior 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. Proposers should plan sufficient time before the deadline to finalize their submissions and complete the uploading process. Proposers 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 proposer.
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 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 Air 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 proposers. 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.

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 Training and Exercise Program, including the objectives and scope of work.
- e. Experience and Qualifications (Section III) – Provide a statement of your firm’s background, qualifications, 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. Approach and Methodology (Section IV) – Provide a detailed description of the approach and methodology to be used to accomplish the scope of work.
- g. Project Schedule (Section V) – Provide projected milestones or benchmarks for completing the scope of work.
- h. Project Organization (Section VI) – 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 provide the services outlined in this RFP.
- i. Assigned Personnel (Section VII) – 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.
  - j. Subcontractors (Section VIII) – 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.
  - k. References (Section IX) - 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.
  - 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.
  - 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 proposers 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 (XIII) - If applicable, include a statement self-certifying that your firm qualifies as a local business. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction.
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.
- d. All rates shall remain fixed for the initial three-year term of the contract. Include the percentage increase, if any, applicable to each year the contract is extended by the Air District beyond the initial term.

**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:

<b>Criteria</b>	<b>Description</b>	<b>Points</b>
Experience and Qualifications	Experience and qualifications of the firm and, in particular, experience of the firm working on projects of similar scope for other governmental agencies.	25
Approach and Methodology	Quality and soundness of the approach and methodology to be used to accomplish the scope of work, with a clear understanding of the work to be performed and within a reasonable timeframe.	25
Key Personnel	Organization of the team and qualifications of assigned personnel and their ability to perform and complete the work in a professional manner.	20
Cost	Cost effectiveness and resource allocation strategy.	20
References	Quality and applicability of references.	5
Firm’s Specialty Focus Area	Local business.*	5
	<b>Total</b>	<b>100</b>

\* The Air District gives preferences to local businesses. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction. Proposer must include a statement in their proposal self-certifying that the proposer qualifies as a local business to receive points for this criterion.



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)