



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

May 20, 2010

Request for Proposals 2010-001

Improved Indoor Air Quality Pilot Project at Six Bayview
Hunters Point Schools

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SECTION I – SUMMARY

This Request for Proposals (RFP) seeks proposals from contractors to improve indoor air quality in six schools in the Bayview Hunters Point neighborhood of San Francisco. Contractors with experience and qualifications to install and maintain indoor high performance air filtration systems that have been demonstrated to have high particulate matter (PM) removal efficiency without significantly restricting air flow are encouraged to apply. Contractors may also propose alternative mitigation strategies using air filtration systems that have been demonstrated to reduce Ultra-Fine Particles, PM10, PM2.5, and Black Carbon. These pollutants from on road and off road mobile sources have been identified in the Bay Area Air Quality Management District’s CARE program as a major contributor to airborne health risk in California.

Proposed systems to improve indoor air quality are to be installed in five San Francisco Unified School District elementary schools: Dr. George Washington Carver Elementary School, Dr. Charles Drew College Preparatory Academy, Malcolm X Academy, Bret Harte Elementary School and Willie L. Brown Jr. Elementary School, and one private school Muhammad University of Islam. These schools were identified as schools where a high percentage of students suffer from respiratory conditions.

Some of these schools have conventional heating, ventilating, and air conditioning (HVAC) systems and some do not. High-performance panel filter systems are suggested for use in schools with HVAC systems and stand-alone filtration devices are suggested for use in schools without HVAC systems.

To respond to this RFP, an interested company should submit two (2) hard copies and one (1) electronic copy (in Microsoft Office or Adobe PDF format) of its proposal to:

Tom Flannigan, Administrative Analyst, tflannigan@baaqmd.gov

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109

**Proposals must be received at the District offices at
939 Ellis Street, San Francisco, California, 94109 by 4:00 p.m. June 30, 2010.
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, veterans' business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be directed to Richard Lew at: rlew@baaqmd.gov.**

SECTION II – BACKGROUND

A. District Overview

The Bay Area Air Quality Management District (District) was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the District was granted authority to enact certain transportation and mobile source measures.

The District is governed by a twenty-two member Board of Directors consisting of elected officials including, county supervisors, mayors, and city council members. The chief executive officer of the District is the Air Pollution Control Officer (APCO), a position currently held by Jack Broadbent.

B. Project Overview

School children are exposed to outdoor air pollution and indoor generated air contaminants in areas of high traffic and industrial sectors. This pilot comes as a result of public meetings with the Bayview Hunters Point Community and the public's desire to address air filtration in public buildings. This project serves as a pilot for possible expansion into other communities designated as impacted by the District.

C. Installation and Monitoring of High-Efficiency Air Filtration Technologies for Improved Indoor Air Quality: Pilot Project at Bayview Hunters Point Schools

Through this RFP, the District seeks bids from contractors with the experience and qualifications necessary to (1) evaluate existing systems at the schools and propose appropriate high performance air filtration systems, (2) install the necessary filters and systems, making any necessary modifications, (3) train school staff on maintenance of the air filtration systems to ensure their proper and

efficient operation, and (4) supply at least three years of replacement filters for the schools relying on high performance panel filters. To meet the necessary qualifications each proposal must involve participation of a licensed HVAC contractor. Contractors may also propose alternative mitigation strategies using air filtration systems that have been demonstrated to reduce Ultra-Fine Particles, PM10, PM2.5, and Black Carbon.

In a related recent pilot study, the South Coast Air Quality Management District hired contractors to evaluate the effectiveness of improved air filtration systems in reducing classroom exposure of school children to outdoor air pollution and indoor generated air contaminants. The work was performed by IQAir North America, a company specializing in air purification systems, and Thermal Comfort Systems, Inc., an HVAC contractor. The pilot study demonstrated that, for classrooms with HVAC systems, high-performance 2" mini-pleat filters with a minimum performance reporting value (MERV) of 16 could cost-effectively replace conventional MERV 7 filters and could significantly reduce classroom exposures. The study also showed that further cost-effective reductions in exposures were possible by combining high performance filters with register-based air purifiers. For classrooms lacking a conventional HVAC system, the study found that stand-alone systems offered significant exposure reductions. The report of study results ("Pilot Study of High Performance Air Filtration for Classrooms Applications," draft report dated October 2009) is available on the District's website at:

<http://www.baaqmd.gov/Divisions/Administration/RFP-RFQ/Open-RFP-RFQ.aspx>

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

1. 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.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates.
5. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the District, but proposals may be withdrawn.
6. The District reserves the right to reject any and all proposals.
7. The total quotation for this project should not exceed three hundred thousand dollars (\$300,000).
8. All questions must be in written form and directed to Richard Lew and

arrive no later than one week prior to RFP due date. All questions will be answered in writing and posted on the District RFP webpage at least one week prior to the due date.

9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the District.
10. The District will hold **mandatory** walkthroughs at Dr. George Washington Carver Elementary School, Dr. Charles Drew College Preparatory Academy, Malcolm X Academy, Bret Harte Elementary School, Willie L. Brown, Jr. Elementary School and Muhammad University of Islam on June 15, 2010 and will answer any questions regarding this project at that time. Please RSVP to Tom Flannigan at tflannigan@baaqmd.gov at least one day prior.

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. Due Date – All proposals are due no later than 4:00 p.m., June 30, 2010, and should be directed to:

Tom Flannigan, Administrative Analyst, tflannigan@baaqmd.gov
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109

2. Proposals received after the due date will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit two (2) hard copies in a sealed envelope and one (1) electronic copy (in Microsoft Office or Adobe PDF format) of the proposal. Electronic submissions will be acknowledged with a return email. Plainly mark the upper, left-hand corner with the name and address of the bidder and the RFP number. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline; 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 becomes property of the District.
7. Modification – Once submitted, proposals, including the composition of the contracting team, cannot be altered without prior written consent of the

District. All proposals shall constitute firm offers valid for ninety (90) days from the due date.

C. Interviews

1. The 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 or a question-and-answer format or any combination of these.

SECTION IV – SCOPE OF WORK

A. Work to be Performed

The selected contractor(s) will perform the following tasks:

1. **Review of Plans:** Review existing plans/HVAC specifications with the school/school district for Dr. George Washington Carver Elementary School, Dr. Charles Drew College Preparatory Academy, Malcolm X Academy, Bret Harte Elementary School, Willie L. Brown, Jr. Elementary School and Muhammad University of Islam.
2. **Verification Phase:** Conduct site visits at each school to verify the existing HVAC systems/specifications.
3. **Assessments:** Determine the types of air filtration systems to be installed. The air filtration systems must remove PM 2.5, Ultrafine particles, and Black Carbon as defined in Section IV –Scope of Work, Subsection D: Definition of Terms. Contractors may also propose alternative mitigation strategies using air filtration systems that are demonstrated to reduce Ultra-Fine Particles, PM10 and PM2.5, and Black Carbon.
4. **Performance Specifications:** Prepare plans for review/approval by each school/school district. Air filtration systems or alternative mitigation strategies shall be selected in accordance with all applicable codes, standards, specifications and any other requirements, including those of the school/school district. A detailed assessment of the air filtration or alternative mitigation strategies to be used and their costs must be provided for each school and approved by the District prior to installation at that school.
5. **Obtain Approvals/Permits:** The contractor shall obtain all necessary approvals/permits by the school/school districts, city, county, state or other governance board prior to installation.
6. **Install Air Filtration Systems:** Once the appropriate approvals/permits are in place, the Contractor shall purchase all required parts and install the air filtration systems or alternative mitigation strategies in classrooms and common areas. Direct coordination with the school/school district

representatives will be required throughout this phase.

7. Reporting: A post-installation report providing the details of the installation must be submitted to the District for each school. The report shall include, at a minimum: a detailed description of each air filtration system or alternative mitigation strategy, and all costs associated with the purchase, installation, operation and maintenance of proposed solutions. Quarterly and annual progress reports and a final program report shall also be prepared and submitted to the District for approval confirming satisfactory progress in the implementation program.
8. Maintenance Program: The Contractor will provide training to each school's staff for ongoing maintenance of the air filtration systems or alternative mitigation strategies following installation at that school. If air filtration systems are proposed a detailed operation and maintenance manual, including the required frequency for cleaning or replacement of the filters and other maintenance procedures, shall be prepared for each school/school district. A copy of the manufacturer's recommended operating and maintenance procedures shall be included. The purpose of the maintenance manual is to assure adequate performance of the air filtration systems following the installation. The operation and maintenance manual shall be prepared and submitted to the District for its approval, prior to report distribution to schools.

B. Schedule of Deliverables

1. The selected Contractor will begin work no later than August 1, 2010. Installation of air filtration systems in schools will be completed by the beginning of the Fall semester of the 2010-2011 school years.
2. Deliverables shall include, but may not be limited to:
 - a. plans/design specifications for the air filtration systems or alternative mitigation strategies
 - b. assessment and post-installation report for each school
 - c. quarterly progress reports for each school
 - d. final post-installation report discussing the details of the implementation program
 - e. an operation and maintenance manual to be used by the school/school district in maintaining their air filtration systems or alternative mitigation strategies.

C. Systems Performance Specifications

1. Performance Qualifications - Contractors must provide documentation demonstrating that air filtration or other air improvement strategies employed produce significant reductions in indoor levels of all particulate pollutants.
2. Minimal Impact on Air Flow - Contractors must provide documentation to demonstrate that, while lowering the indoor concentrations of the above mentioned air pollutants, filters and air filtration devices do not significantly reduce the existing airflow rates through the HVAC system and/or do not

require higher power consumption to achieve similar flow rates.

3. Low Noise - Many school districts have set a 45 db noise threshold for any new in-classroom equipment. Contractor must provide documentation to demonstrate that their air purification devices/solutions meet this requirement.
4. Lifetime Costs -To minimize labor costs associated with proposals for air filtration systems, the demonstrated lifetime of the installed high-performance filters should be at least three months. Likewise alternative indoor air quality strategies must also demonstrate minimal on-going costs to the schools.
5. Proper Installation - Contractors will be required to certify that indoor air pollution mitigation systems are installed and operating according to manufacturer specifications.

D. Definition of Terms

1. Ultrafine Particles (UFP) - Particles roughly defined by an aerodynamic diameter less than 0.1 micrometers.
2. Fine Particulate Matter (PM2.5) - Particles with an aerodynamic diameter less than 2.5 micrometers.
3. Black Carbon (BC) - Component of PM indicative of diesel emissions measured with established light absorption methods.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A proposal may be submitted by a single company or jointly by multiple companies or organizations proposing to work together. Each proposal must demonstrate that the organization(s) have the technical qualifications and experience necessary to accomplish the work described in the Scope of Work.

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal
 - a. Cover Letter (Section I) – Must include the name, address, and telephone number of each company involved, and must be signed by the person(s) authorized to represent the organization(s).
 - b. Firm/Organization Contact Information – For each firm and/or organization, provide the following information:
 - 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 representative designated as the contact
 - 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 accomplishing the work described in the Scope of Work. Where various options appear to be available, describe the options and, in the cost proposal, the corresponding costs.
- e. Program Schedule (Section III) – Provide projected milestones or benchmarks for completing the project within the total time allowed.
- f. Firm Organization and Qualifications (Section IV) – Provide a statement of each firm or organization’s background and related experience in providing similar services. Describe the technical capabilities of the firm or organization. Provide references of other, similar projects including contact name, title, and telephone number for all references listed.
- g. Project Organization (Section V) – Describe the proposed management structure, program monitoring procedures, and organization of the project team. Provide a statement detailing your approach to the project, specifically address the firm’s ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed schedule.
- h. Assigned Personnel (Section VI) – 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, CV, or summary sheet. After contractor selection, substitution of project manager or staff will not be permitted without prior written approval of the 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 experience dealing with governmental agencies, procedures, and environmental regulations.
- i. Retention of Working Papers (Section VII) – All working papers are the property of the 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.

- 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. Provide statements of qualifications and experience for each subcontractor to be used.
- k. Conflict of Interest (Section IX) – Address possible conflicts of interest with other clients affected by contractors' actions performed by the firm on behalf of the District. The 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 District reserves the right to consider the nature and extent of such work in evaluating the proposal.
- l. Additional Data (Section XI) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).

2. Cost Proposal

- a. Name and Address – The Cost Proposal must have the name and complete address of the bidder(s) in the upper, left hand corner.
- b. Cost Proposal – The cost proposal must 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.
- c. The Cost Proposal does not need to be a separate, sealed document.

SECTION VI – PROPOSAL EVALUATION

A panel of 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 District Board of Directors. The District Board of Directors must approve the contract to carry out the work described in this RFP. An example of a typical contract for professional services used by the District is included in Section VII.

Proposals will be evaluated on the following criteria:

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.*	20%
Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	40%
Responsiveness of the proposal, based upon a clear understanding of	15%

the work to be performed.	
Cost	20%
References of the firm, local business/Green Business, minority owned**	5%

- * “Size and structure of firm” refers to the ability of a firm’s size to meet the needs of the District. It does not give absolute preference to larger or smaller firms.
- ** The District gives preferences to local businesses and those that are certified as green businesses by a government agency or independent private rating organization.

The District reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the District’s evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time. Interviews may involve a presentation or a question-and-answer format or any combination of these.

If two or more proposals receive the same number of points, the 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 District’s website at <http://www.baaqmd.gov/Divisions/Administration/RFP-RFQ/Sample-Documents.aspx>