

SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRICT

REQUEST FOR PROPOSAL

The District is seeking a qualified contractor to make an assessment of the ambient air quality monitoring network operated by the San Joaquin Valley Unified Air Pollution Control District.

Submittal: Five (5) copies of the proposal must be received at the address below on or before:

Monday, July 28, 2008 – 5:00 PM

PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE WILL NOT BE ACCEPTED.

Address to: Gary Arcemont, P. E.
Senior Air Quality Specialist
San Joaquin Valley Unified Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726

Mark Envelope: "PROPOSAL - Air Monitoring Network Assessment"

Issuance Date: July 8, 2008

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1.0 OVERVIEW

Air pollution control programs operate air monitoring stations to collect ambient air quality and meteorological data. These data are used in many applications including:

- to determine attainment status of ambient air quality standards;
- to determine effectiveness of control strategies;
- in preparation of air quality forecasts;
- to keep the public informed of air quality episodes that influence public health;
- to keep the public informed of current air quality conditions; and
- as input into air quality models.

The San Joaquin Valley Unified Air Pollution Control District (District) is undertaking a technical assessment of the ambient air quality monitoring network as required by regulations adopted by the U. S. Environmental Protection Agency (EPA). This technical assessment will allow the District to determine whether adjustments to the monitoring network are needed due to air quality improvements, emissions reductions, population increases and other factors. Periodic adjustments to the monitoring network are an important element in evaluating strategies to reduce emissions in the San Joaquin Valley. The District has jurisdiction in the counties of San Joaquin, Stanislaus, Merced, Madera, Fresno, Tulare, Kings, and the western and central portions of Kern.

This Request For Proposal (RFP) solicits proposals to provide the District with a thorough technical assessment of the ambient air monitoring network as required by EPA regulation. Successful respondents to this RFP will have demonstrated proficiency in preparing such assessments.

2.0 BACKGROUND

On October 17, 2006, the EPA issued final amendments to the ambient air monitoring requirements for criteria pollutants (See 40 CFR Parts 53 and 58). The goal of the amendments is to enhance the ambient air quality monitoring network to better serve current and future air quality management and research needs. The final amendments revised provisions addressing monitoring network assessments. Respondents should use this document as guidance. The appropriate CFR sections should be referenced in the proposal work plan and in the project final report. See Section 14 for additional references and links for project guidance.

40 CFR 58.10 states “The State, or where applicable, local agency shall perform and submit to the EPA Regional Administrator an assessment of the air quality surveillance system every 5 years to determine, at a minimum, if the network meets the monitoring objectives defined in appendix D to this part, whether new sites are needed, whether existing sites are no longer needed and can be terminated, and whether new technologies are appropriate for incorporation into the ambient air monitoring network. The network assessment must consider the ability of existing and proposed sites to support air quality characterization for areas with relatively high populations of susceptible individuals (e.g., children with asthma), and, for any sites that are being proposed for discontinuance, the effect on data users other than the agency itself, such as nearby States and Tribes or health effects studies. For PM_{2.5}, the assessment also must identify needed changes to population-oriented sites. The State, or where applicable, local agency must submit a copy of this 5-year assessment, along with a revised annual network plan, to the Regional Administrator. The first assessment is due July 1, 2010.” “The plan shall include a statement of purposes for each monitor and evidence that siting and operation of each monitor meets the requirements of appendices A, C, D, and E of this part, where applicable.”

3.0 SCOPE OF WORK

The Contractor will evaluate the District's ambient air quality network as required by EPA regulations and guidance. The contractor will produce documentation for the 5 year assessment. The Contractor will make revisions to the documentation based on public comments submitted to the District during the 30 day comment period.

The assessment of the network shall also include an evaluation of the Photochemical Assessment Monitoring Stations (PAMS) network. The network design for PAMS "should enable characterization of precursor emission sources within each PAMS area, transport of ozone and its precursors and the photochemical processes related to ozone nonattainment. Specific objectives that must be addressed in the design of the PAMS network include assessing the ambient trends, as well as the spatial and diurnal variation in ozone, oxides of nitrogen, VOC species concentrations." (40 CFR Part 58, Appendix D, Section 5).

The Contractor will prepare and submit a report that describes the project approach and methodology and presents the results. The executive summary of the report shall contain a table summarizing key findings. The report shall present all methodologies, calculations, and document assumptions critical to the development of conclusions about monitoring network design. Include justification for making any assumptions. Modeling data should be completely documented. The District requires that the technical writing be adequate to clearly explain the

process used to develop the assessment. Multiple report revisions may be required if the report is not written to the satisfaction of the District.

Data produced by this project must be submitted to the District in a format specified by the District using Microsoft Office 2000 Professional software (Word, Excel or Access).

4.0 WORK PRODUCTS/DELIVERABLES

4.1 INITIAL MEETING/CONFERENCE CALL: At the start of the contract period, the principal investigator and key personnel will meet with District staff via telephone or in person to discuss the overall plan, details of performing the tasks, the project schedule, items related to personnel or changes in personnel, and any issues that should be resolved before work can begin.

4.2 PERIODIC CONFERENCE CALL AND PROGRESS REPORTS: At regular intervals defined by the District (approximately every 2 weeks), the principal investigator and key personnel will meet with District staff via telephone to discuss the overall plan and details of task progress. Prior to the conference call (preferably at least one work day before), the contractor will email the District a brief progress report that includes:

- Brief summary of last meeting, including list of attendees
- Current status of work products and deliverables
- Action items (significant upcoming tasks)
- Action items in progress
- Action items completed

4.3 TECHNICAL ASSESSMENT OF MONITORING NETWORK: The Contractor will evaluate the District's ambient air quality network as required by the most recent regulations adopted by EPA and guidance provided by EPA staff.

The District may accompany the contractor on monitoring site visits and may request interim deliverables. Contractor must be willing to receive guidance and direction from the District and adjust methods based on preliminary results.

4.4 ELECTRONIC DATA SUBMITTAL: The project will be deemed complete when the report files are acceptable to the District. The Contractor must provide the information in an electronic format fully readable by the applications contained in Microsoft Office 2000 Professional.

4.5 REPORTS: The Contractor will prepare a draft final report and a final report. The executive summary of the reports shall contain a summary of the

project. Supporting technical documents and calculations shall be included with the report as appendices.

- **DRAFT FINAL REPORT:** The Contractor will deliver to the District an electronic copy of a draft final report for review by staff. If the Draft report is not acceptable to the District it shall be returned to the contractor with indication of deficiencies to be corrected. When the Draft report is determined to be complete and ready for public review, a 30 day comment period will be established by formal release of the document. The District and Contractor will review public comments and discuss revisions required for the final report.
- **FINAL REPORT:** Upon approval of the final report by the District, the Contractor will deliver to the District five bound copies and one unbound copy of the final report incorporating all final alterations, additions and appendices. The Contractor will also deliver an electronic copy of the final report produced in Microsoft Office 2000 Professional. The report shall also include a bibliography of data sources referenced or used to support the evaluation and completion of tasks. The District may request that a copy of these reference documents accompany the final report to provide complete documentation of the report.

- 4.6 **INVOICES AND PROGRESS REPORTS:** The Contractor will submit invoices in triplicate. The invoices must list the contract number and shall itemize all expenses incurred during the payment period completed. Each item in the invoice will correspond to one of the tasks. Direct labor charges and subcontractor and contractor charges shall be subdivided into number of hours spent by each staff classification (e.g., Senior Scientist, Research Assistant) for the invoice period.

The Contractor will be paid for the payment period when the invoice and a progress report are deemed by the District to reflect work done in accordance with the contract.

5.0 PROJECT TIMELINE AND SCHEDULE OF DELIVERABLES

The District may amend the following tentative timeline for completion of work products. The contractor may propose an alternative deliverable and payment schedule. Payments must correspond with deliverables.

TABLE 1
Proposed Schedule of Deliverables and Payments

Action/Work Product	Approximate Date	Percent of Payment
Release of RFP	July 8, 2008	
Proposal Deadline	July 28, 2008	
Contractor Selection	July-August 2008	
Contract Approval	August 2008	
Contract Signature	August 2008	
Contract Effective	August 2008	
Draft Report	December 2008	60%
Final Report	February 2009	40%

6.0 REQUIRED QUALIFICATIONS

The selected proponent shall have demonstrated extensive experience and expertise in the following areas:

- 6.1 Air monitoring network assessment;
- 6.2 Data compilation, access and manipulation;
- 6.3 Air quality modeling;
- 6.4 Excellent working relationships with government agencies;
- 6.5 Skill in preparing clear reports;
- 6.6 Excellent technical writing skills.

Contractor must demonstrate that the Contractor has the ability and resources to produce the deliverables requested in this RFP. The District reserves the right to reject any proposal deemed non-responsive to the Request for Proposals (RFP), not responsible, and/or not reasonable.

7.0 RESPONSE SUBMITTAL REQUIREMENTS

7.1 Contents of Proposal

Submitted proposals must follow the format outlined below and all requested information must be supplied. The submitted proposals shall be limited to 24 pages, single sided or 12 pages, double sided, with 1” margins. Proposals shall be printed on white paper and the font shall be black Arial and no smaller than 12 point. Failure to submit proposals in the required format may result in elimination from proposal evaluation.

- 7.1.1 COVER LETTER - Must include the name, address, and telephone number of the company, total project cost, the name of the contact person for the proposal, and be signed by the person or persons authorized to represent the firm. Submission of the proposal will be considered to be a binding commitment (firm offer) by the Contractor to provide the proposed services by the identified personnel at the specified cost.
- 7.1.2 TABLE OF CONTENTS - Clearly identify material contained in the proposal by section and page number.
- 7.1.3 SUMMARY (SECTION 1) - State the overall approach to the project and objective(s). Demonstrate a clear understanding of the project goal. Include total project cost. Provide specific examples of steps to be taken to complete the analysis, as well as measures to assure repeatability, reliability and applicability of data.
- 7.1.4 WORK PROGRAM (SECTION 2) - Describe work activities or tasks to be performed including the sequence of activities and a description of methodology or techniques to be used.
- 7.1.5 PROGRAM SCHEDULE (SECTION 3) - Provide projected milestones or benchmarks for major products/reports within the total time allowed.
- 7.1.6 PROJECT ORGANIZATION (SECTION 4) - Describe the proposed management structure, project monitoring procedures, organization of the contracting group, and facilities available.
- 7.1.7 ASSIGNED PERSONNEL (SECTION 5) - Identify the principals having primary responsibility for implementing the project. Discuss their professional and academic backgrounds. Provide a summary of similar work they have previously performed. List the amount of time, on a continuous basis, that each principal will spend on this project. Describe the responsibilities and capacity of the technical

personnel involved. Substitution of the project manager and/or lead personnel will not be permitted without prior written approval of the District.

- 7.1.8 DISTRICT RESOURCES (SECTION 6) - Describe any District services and staff resources needed to supplement contractor activities to achieve identified objective(s).
- 7.1.9 SUBCONTRACTORS (SECTION 7) - If subcontractors are to be used, identify each of them in the proposal. Describe the work to be performed by them and the number of hours or the percentage of time they will devote to the project. Provide a list of their assigned staff, their qualifications, their relationship to project management, schedule, costs and hourly rates.
- 7.1.10 CONTRACTOR CAPABILITY AND REFERENCES (SECTION 8) - Provide a summary of the firm's relevant background experience. Discuss the applicability of background experience to this RFP. Include examples of related projects completed for other parties that are of a similar nature to the work requested herein.
- 7.1.11 COSTS OF PROPOSAL (SECTION 9) - Identify all costs associated with the execution of this RFP. Agreements established from the proposal are considered to be fixed price, including sales tax and other miscellaneous expenses.
- 7.1.12 CONFLICT OF INTEREST (SECTION 10) - Identify any actual or potential conflicts of interest resulting from any contractual work performed, or to be performed, for other clients, as well as any such work done, or to be done, by its proposed subcontractors. Specifically, proponents must disclose any recent or current contracts with the District, business entities regulated by the District, and/or any environmental or business interest group. In addition, proponents must disclose any contracts with the District, public or private entities, which are scheduled to be performed in the future, or which are currently under negotiation. The District will consider the nature and extent of such work in evaluating the proposal (see Section 9.0).
- 7.1.13 ADDITIONAL DATA (SECTION 11) - Attach a copy of any work prepared similar to what is requested in this RFP. Report samples will not be considered part of the twenty-four-page limitation set for the proposal. Provide other essential data that may assist in the evaluation of this proposal.

7.2 Proposal Submission

All proposals must be submitted according to the specifications set forth in Section 7.1 - "Contents of Proposal" and this section. Failure to adhere to these specifications may be cause for rejection of proposal.

7.2.1 Signature - all proposals shall be signed by an authorized representative of the proponent.

7.2.2 Due Date - The bidder shall submit five (5) complete hard copies of the proposal in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the proponent and the words:

“PROPOSAL - Air Monitoring Network Assessment”

Proposals must be received at the address below, no later than 5:00 p.m. on July 28, 2008, and should be directed to:

Mr. Gary Arcemont, P. E.
Senior Air Quality Specialist
San Joaquin Valley Unified Air Pollution Control District
1990 E. Gettysburg Avenue
Fresno, CA 93726-0244

Late proposals will not be accepted. Any correction or resubmission by the proponent will not extend the submittal due date.

The bidder shall also submit an electronic copy of the proposal in Microsoft Word (Microsoft Office 2000 Professional). The electronic copy shall be emailed to: gary.arcemont@valleyair.org

7.2.3 Addenda - The District may modify the proposal and/or issue supplementary information or guidelines relating to the RFP during the proposal preparation period.

7.2.4 Grounds For Rejection - A proposal may be immediately rejected if:

- It is received at any time after the exact due date and time set for receipt of proposals;
- It is not prepared in the format prescribed; or
- It is not signed by an individual authorized to represent the firm.

The District reserves the right to reject all proposals and make no awards.

7.2.5 Disposition of Proposals - All proposals become the property of the District.

7.2.6 Modification or Withdrawal - 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 and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

8.0 ESTIMATION OF COSTS

Costs must be itemized by the following categories:

8.1 Task – List a total cost per task. The District reserves the right to remove tasks as deemed necessary to remain within budget.

8.2 Labor - List an hourly labor rate for each assigned principal and technical specialist. The rate quoted must include labor, general, administrative, and overhead costs.

8.3 Supplies and Equipment - Provide an itemized list of supplies to be purchased or leased specifically for the program. The District will not pay for any equipment unless adequately justified. Any equipment paid for by the District will become the property of the District.

8.4 Subcontractor Costs - Identify subcontractors by name, list their cost per hour or per day, and the number of hours or days their services will be used.

8.5 Travel Costs - Identify estimated travel costs, including the number of trips required, destinations, and approximate costs of travel. Travel costs are reimbursed at prevailing rates for the contracting company or District rates, whichever is lower, unless negotiated otherwise.

8.6 Miscellaneous Costs - If any.

Total cost must be clearly indicated in the Costs of Proposal section of the proposal. It is expected that general overhead and administrative costs are included in the hourly rate for labor. It will be assumed that all contingencies and/or anticipated escalations are included. No additional funds will be paid above and beyond the original quote given by the selected proponent.

9.0 PROPOSAL EVALUATION AND CONTRACTOR SELECTION

District staff will evaluate all proposals to determine responsiveness to the RFP. Staff will recommend the selection of a contractor to District management who, in turn, will recommend to the Executive Director/Air Pollution Control District or District Governing Board for final approval and execution of a contract. Proposal evaluation criteria will include:

- Cost of proposal;
- Clarity and thoroughness of proposal;
- Presentation, including good organization and format and a minimum of grammatical errors;
- Thoroughness and appropriateness of proposed work program;
- Innovation in approach to work tasks;
- Previous experience with California air districts monitoring network evaluations;
- Working relationships with government agencies.

During the selection process, District staff may interview proponents with scores above a natural break, for clarification purposes only. No new material will be permitted at this time.

A contract will be awarded to the proponent with an acceptable proposal based on cost effectiveness and the criteria described in this section. The District may choose not to award this contract if submitted proposals are not deemed acceptable to the District. Failure to adhere to specifications in this Request For Proposal may be cause for rejection of the proposal.

The contract is subject to approval by the District Executive Director/Air Pollution Control Officer and the Governing Board. All proponents will be notified of the results by letter.

10.0 INSURANCE

The contractor shall provide insurance in coverage and amount acceptable to the District. The District will require that any contractor prior to endorsement of a contract meet the following insurance requirements for this project.

- 10.1 Without limiting District's right to obtain indemnification from Contractor or any third parties, Contractor, at its sole expense, shall maintain in full force and effect throughout the term of this Agreement the following insurance policy(s):

- 10.1.1 Liability insurance for bodily injury, including automobile liability, with limits of coverage of not less than Five Hundred Thousand Dollars (\$500,000) each person and One Million Dollars (\$1,000,000) each occurrence; and
 - 10.1.2 Liability insurance for property damage with limits of coverage not less than Fifty Thousand Dollars (\$50,000) each occurrence; and
 - 10.1.3 Workers compensation insurance in accordance with the California Labor Code; and
 - 10.1.4 Commercial general liability insurance with minimum limits of coverage of not less than One Million Dollars (\$1,000,000) per occurrence.
- 10.2 The foregoing insurance policy(s) shall not be canceled, reduced, or changed without a minimum of thirty (30) calendar days advance, written notice given to District.
- 10.3 Prior to performing its obligations under this Agreement, Contractor shall provide District a certificate of insurance from an insurer acceptable to District evidencing proof of such insurance coverage required herein.

11.0 DATA OWNERSHIP

All data that is received, collected, produced, or developed by Contractor for completion of the Tasks shall become the exclusive property of the District. The Contractor shall be allowed to retain a copy of any nonconfidential data received, collected, produced, or developed by Contractor subject to District's exclusive ownership rights.

12.0 INQUIRIES

Technical and administrative questions concerning this RFP should be directed to Gary Arcemont, San Joaquin Valley Unified Air Pollution Control District at (559) 230-5800.

13.0 CONFIDENTIAL INFORMATION

All responsible proposals received by the District are public records and will be available for review by the public after the selection process is completed. Proposals containing information the bidder requires to be kept confidential will be rejected as non-responsive.

14.0 REFERENCES

Environmental Protection Agency,
<http://www.epa.gov/ttn/amtic/files/ambient/pm25/datamang/network-assessment-guidance.pdf>

Environmental Protection Agency,
<http://www.epa.gov/air/oaqps/pams/general.html>

Federal Register, 40 CFR Parts 53 and 58, October 17, 2006.