

SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRICT

REQUEST FOR PROPOSAL

November 24, 2003

The District is seeking a qualified consultant to support development for the proposed Indirect Source Review rules. Consultant will recommend an air quality land use model and provide analysis of on-site mitigation measures for new development.

Please note: Appropriations for this project are anticipated to occur at the December Governing Board hearing. Award of the contract for this project is contingent upon approval of the 2003-2004 Budget Amendment on December 18, 2003.

All proposals are due to the District by 12 p.m. on December 15, 2003.

Proposals are to be labeled:

Request For Proposal – ISR Development Support

All inquiries concerning this Request for Proposal shall be directed to:

Ms. Jennifer Barba, Air Quality Specialist
San Joaquin Valley Unified Air Pollution Control District
1990 E. Gettysburg Avenue
Fresno, CA 93726
Phone (559) 230-5800
FAX (559) 230-6064
Email: Jennifer.Barba@valleyair.org

1.0 BACKGROUND

Based on a commitment in the recently adopted 2003 PM10 Plan, the San Joaquin Valley Unified Air Pollution Control District has begun development of two Indirect Source rules, Rule 9510 (Indirect Source Review) and Rule 3180 (Indirect Source Mitigation Fee). These rules will require on-site mitigation at new developments, the payment of an indirect source fee, or a combination of the two in the 59 cities and 8 counties of the San Joaquin Valley. Jurisdictions adopting new fees in the State of California are required to provide a nexus analysis that proves that the fee is reasonably related to the public interest that is to be served.

The work outlined in this Request for Proposal (RFP) will contribute to the development of the indirect source rules and the Nexus document, by recommending an air quality land use model and providing analysis of on-site mitigation measures for new development.

The District currently uses URBEMIS 2002 to quantify emissions from development projects for use in California Environmental Quality Act (CEQA) review. The District participated in the development of the mitigation component in URBEMIS and has used it on occasion to quantify the benefits of applying onsite mitigation measures. The District believes that URBEMIS is entirely adequate for quantifying emissions on a general comparative basis; however, we want to ensure that it is the best tool for the Indirect Source Review Rule. If other models are available that are more appropriate for this purpose, we need this information early in the rule development process. One constraint is that most of the jurisdictions in the region do not have functioning geographic information systems (GIS). District staff is aware that most other land use/transportation models are GIS based. The District would consider a hybrid approach that uses URBEMIS or another similar model in areas with no GIS and another model where GIS is available if feasible.

URBEMIS takes into account the pedestrian, bicycling, and transit environment in the area surrounding a project site. This is in recognition of the fact that the project's setting in its community can make a tremendous difference in the ability and willingness of people to use alternative modes. The model sets maximum trip reduction potentials for projects based on a point system for things like proximity to transit, frequency of service, availability of bicycling infrastructure, etc. Projects well served by transit within walking distance, have a wide mix of destinations within walking distance score high and get a large percentage of the maximum possible reductions. The system is based on research conducted in the early to mid-1990s on trip generation and vehicle miles traveled in neighborhoods with various attributes. The estimates have not been updated for at least 5 years. The District is interested in determining whether more recent studies are available to update the model or if other models already incorporate the more recent information.

2.0 SUMMARY

This RFP solicits proposals to conduct a Model Review, and prepare two reports (Model Report and Mitigation Measure Report) that will be included in the Nexus document. The Model Review shall consist of reviewing available information on existing air quality land use models that could potentially be used in the indirect source rules, provide a document that includes the findings and recommendations, and present the information to the District. The Model Report shall summarize the results of the Model Review and provide a detailed description of the air quality land use model selected by the District, which will be included in the Nexus document. The Mitigation Measure Report shall contain a list, a description, and an analysis of available on-site mitigation measures, which will be included in the Nexus document. The analysis shall contain a percentage of emissions reductions by pollutant, the emission inventory category that the percentage can be applied to, the necessary analysis to derive the percentage, and applicable references. The defensibility of the estimates must be described. The draft rule is designed to give credit for benefits from land use patterns that support alternative modes including walking, bicycling, and transit in conjunction with specific on-site measures that enhance these modes.

The consultant will provide written findings and demonstration(s) on recommended model(s) to the District. The consultant will also provide oral presentations to the public during two public workshops detailing the draft and final version of each report required. The consultant will also provide all information in an electronic format fully readable by the applications contained in Microsoft Office 2000 Professional.

Payments will be made upon satisfactory completion of work products as outlined in Table 1, Schedule of Deliverables and Payments. The project shall be completed by May 2004, or by the date of the final workshop, whichever comes last.

3.0 SCOPE OF WORK

3.1 General

The contractor will conduct a Model Review of air quality land use models with potential for use in the indirect source program. The contractor shall determine which existing air quality land use models are available and recommend which model(s) should be used for the Indirect Source rules. The contractor shall consider and provide written findings on the positive and negative aspects of each model and provide enough information for the District to select a model. The model will be used to analyze a wide variety of projects at various stages of the development process at scales from small residential subdivisions and commercial developments to large multiuse specific plans, distribution centers, and regional commercial centers. In some cases, projects may be infill or redevelopment in a built out area. In other cases, projects may occur on bare ground with only planned uses surrounding the project site. The review must take into account this variety. The

following characteristics should be considered for each model and included in the written findings:

1. Identification of Model
2. Model cost
3. Ease of use
4. Accuracy
5. Project level input data requirements (including estimates of labor requirements)
6. Identification of any modifications recommended for the model that will be used for the indirect source rules

The contractor will provide a demonstration or detailed example of the recommended model(s) to the District, which would include input and output detail. The contractor will present the review and demonstration to the District either in-person or via video teleconferencing (VTC) in Bakersfield or Modesto.

The contractor will also prepare two reports, the Model Report and the Mitigation Measure Report, with corresponding data files that will be included in the Nexus document. The Model Report shall provide a summary of the Model Review results, which will be part of the Nexus document. It shall contain the available models, a short description of each, and a detailed description of the model(s) selected by the District. The Mitigation Measure Report shall contain a list, a description, and an analysis of available on-site mitigation measures, which will be included in the Nexus document. The analysis of each mitigation measure shall include the following:

- I. Review the mitigation measures contained in URBEMIS 2002 and determine if other measures are available for use in reducing mobile source and area source emissions at the project site.
2. Review the emission reductions claimed for each measure in URBEMIS and propose new amounts where appropriate.
3. Identify new measures that can potentially be used in URBEMIS or in another model, and provide the following supporting information:
 - a. Purpose - The purpose of the mitigation measure.
 - b. Applicability - Applicable emission inventory category(s) (i.e. type of trip reduced – home to work, home to shopping, etc., landscaping emission, power generation, etc.).
 - c. Description of Mitigation Measure – Describe how the mitigation measure can be incorporated into the design of the project, and how it reduces emissions.
 - d. Percentage of Reduction – A numerical value in trips, Vehicle Miles Traveled (VMT), or emissions that can be applied to the appropriate emission inventory category to determine emissions reductions for oxides of nitrogen (NOx),

volatile organic compounds (VOC), particulate matter ten microns in diameter (PM10), and carbon monoxide (CO).

- e. Justification of Reduction Percentage - The critical assumptions made, and any calculations performed.
- f. Assessment of Mitigation Measure - Critique the measure; list its strong points and weak points. State what could be done to improve the measure or how to calculate emissions reductions. State how the data could be improved.
- g. References - Provide references for the mitigation measure.

3.2 Tasks

Under the guidance of the District, Contractor shall perform the following tasks:

Task 1 – Review of Land Use Air Quality Models and Recommendation Presentation

The contractor shall prepare an analysis of models with potential for use in the ISR program as discussed in 3.1, and present the information and the recommendation on the appropriate land use air quality model to the District.

Task 2 – Land Use Air Quality Model Report Preparation and Presentation

Consultant shall prepare draft and final written reports, and present a summary of the contents of the reports.

- a. Thorough documentation of review of land use air quality models, assumptions, stakeholders consulted, resources, etc. must be provided in the format listed in 3.1 above.
- b. Reports will be submitted in a hard copy report form and in electronic format.

Task 3 – Mitigation Measures Report Preparation and Presentation

Consultant shall prepare draft and final written reports, and present a summary of the contents of the reports.

- a. Thorough documentation of assumptions, stakeholders consulted, resources, calculations, etc. must be provided in the format listed in 3.1 above.
- b. Reports will be submitted in a hard copy report form and in electronic format.

3.3 District Data

For the tasks described in Section 3.2, the District will provide the following information:

- Draft Rule 3180 and Rule 9510.
- Draft Nexus outline.

4.0 WORK PRODUCTS/DELIVERABLES

- 4.1 Initial Meeting: At the start of the contract period, the principal investigator and key personnel will meet with District staff to discuss the overall plan and details of performing the tasks, as well as to receive existing data and resource materials to be provided by the District.
- 4.2 Model Review and Model Recommendation Presentation: The Consultant shall provide the written findings of the Review and a presentation supporting the recommended model(s) in the Model Report as described in 3.1 above.
- 4.3 Draft Model Report: The Draft Model Report shall present all models considered as listed in 3.1 above. Documents generally available to the public shall be referenced in a bibliography.
- 4.4 Draft Mitigation Measure Report: The Draft Mitigation Measure Report shall present all findings regarding onsite mitigation measure quantification strategies used in URBEMIS and other models. Any new mitigation measures shall be provided in the format outlined in 3.1. The report shall contain summary table(s) listing the mitigation measures and other pertinent information. Documents generally available to the public shall be referenced in a bibliography. Other documents, excerpts, and calculations shall be reproduced and attached to the report as appendices.
- 4.5 Presentation of Draft Reports: The Consultant shall present the Draft Reports at the second workshop for proposed Rule 9510 and Rule 3180. The Consultant shall present the results and the methods and resources used for completing the work. The presentation shall include a question and answer session.
- 4.5 Final Reports: The Final Reports shall be an update of the Draft Reports and shall address the comments and questions of public and District staff. Any required modifications to the data set shall be made at this stage as well.
- 4.6 Final Presentation: The Consultant shall present the Final Report at the final workshop for proposed Rule 9510 and Rule 3180. The Consultant shall present the contents of the final reports and the methods and resources used for completing the work. The presentation shall include a question and answer session.

5.0 PROJECT TIMELINE AND SCHEDULE OF DELIVERABLES

The District may amend the following tentative timeline for completion of work products.

TABLE 1
Schedule of Deliverables and Payments

Action / Work Product	Approximate Date	Percent of Payment
Contract Approval *	January 15, 2004	
Contract Signature	January 15, 2004	
Contract Effective	January 15, 2004	
Initial Meeting	January 15, 2004	
Model Review and presentation	February 13, 2004	20%
Draft Reports and presentation	Second Workshop, tentatively March, 2004	30%
Final Reports and Presentation	Final Workshop, tentatively May 2004	50%

*Appropriations for this project have not been included in the District's 2003-2004 Budget. Award of the contract for this project is contingent upon approval of the Budget Amendment scheduled for December 18, 2003.

6.0 REQUIRED QUALIFICATIONS

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

- 6.1 Land use and air quality modeling used to determine development air quality impacts;
- 6.2 CEQA mitigation and relevant court cases impacting mitigation measure validity;
- 6.3 Land use design impacts on transportation and air quality;
- 6.4 Transportation modeling;
- 6.5 Data compilation, access and manipulation; and
- 6.6 Report preparation and presentation.

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 25 pages and the font shall be 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, the name of the contact person for the proposal, and be signed by the person or persons authorized to represent the firm.
- 7.1.2 Table of Contents - Clearly identify material contained in the proposal by section and page number.
- 7.1.3 Summary (Section I) - State overall approach to the project, including the objective(s) and scope of work to be performed, and demonstrate a clear understanding of the project goal. Provide specific examples of steps to be taken to complete the analysis, as well as measures to assure reliability and applicability of data.
- 7.1.4 Work Program (Section II) - Describe work activities or tasks to be performed including the sequence of activities and a description of methodology or techniques to be used. The work tasks for each source category may vary. The work tasks for each source category shall be described separately.
- 7.1.5 Program Schedule (Section III) - Provide projected milestones or benchmarks for major products/reports within the total time allowed.
- 7.1.6 Project Organization (Section IV) - Describe the proposed management structure, project monitoring procedures, organization of the contracting group, and facilities available.
- 7.1.7 Assigned Personnel (Section V) - 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 VI) - Describe any District services and staff resources needed to supplement consultant activities to achieve identified objective(s).
- 7.1.9 Subcontractors (Section VII) - 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, relationship to project management, schedule, costs and hourly rates.

- 7.1.10 Consultant Capability and References (Section VIII) - Provide a summary of the firm's relevant background experience. Discuss the applicability of each experience to this RFP. Include examples of land use air quality modeling, emissions inventory or mitigation evaluations or related projects completed for other parties that are of a similar nature to the work requested herein.
- 7.1.11 Costs of Proposal (Section IX) - Identify all costs associated with the execution of this RFP and as noted in Section 8.0, Estimation of Costs. Costs shall be specified by each of the tasks listed in 3.2.
- 7.1.12 Conflict of Interest (Section X) - 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 below).
- 7.1.13 Additional Data (Section XI) - Attach a copy of any work prepared similar to what is requested in this RFP. (Any examples that are provided by proposer may be above and beyond the twenty-five page limitation set for the proposal.) Provide other essential data that may assist in the evaluation of this proposal.

7.2 Proposal Submission

- 7.2.1 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.
- 7.2.2 Signature - All proposals shall be signed by an authorized representative of the proponent.
- 7.2.3 Due Date - The proponent shall submit five (5) complete 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, **"Request For Proposal – ISR Development Support."** All proposals are due no later than 12 p.m. on December 15, 2003 and should be directed to:

Ms. Jennifer Barba
SJVUAPCD

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. Copies of the proposals may also be submitted via email to: jennifer.barba@valleyair.org. In recognition of the short turnaround time, proposals received by email by the due date will be deemed to have met the deadline.

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 of November 24 to December 15, 2003.

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.

7.2.5 Disposition of Proposals - The District reserves the right to reject any or all 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 Tasks – List a total cost per task shown in Section 3.2.

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

8.2 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.

8.3 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.

8.4 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.

8.5 Miscellaneous Costs - If any.

Total cost must be clearly indicated in Section IX (Costs of Proposal) of the proposal.

Charges for supplies, equipment, travel, and subcontractors will be paid at cost. 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 CONSULTANT SELECTION

District staff will evaluate all proposals to determine responsiveness to the RFP. Staff will recommend the selection of a consultant 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. Proposals will be evaluated on the following criteria:

- Clarity and thoroughness of proposal;
- Thoroughness and appropriateness of proposed work program;
- Previous experience with land use air quality modeling;
- Knowledge and experience related to land use, design, impact mitigation;
- Previous experience with emission inventory and emission reduction quantification.

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 the criteria described above and cost effectiveness.

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 District will require that the following insurance requirements be met by any contractor prior to endorsement of a contract.

10.1 Without limiting District's right to obtain indemnification from Consultant or any third parties, Consultant, 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 Two Hundred and Fifty Thousand Dollars (\$250,000) each person and Five Hundred Thousand Dollars (\$500,000) 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, Consultant shall provide District a certificate of insurance from an insurer acceptable to District evidencing proof of such insurance coverage required herein.

11. DATA OWNERSHIP

All data which is received, collected, produced, or developed by Contractor shall become the exclusive property of the District, provided however, 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 Ms. Jennifer Barba of the Planning Division at (559) 230-5800.