

**SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT
REQUEST FOR PROPOSAL**

for

Source Testing Services for Particulate Matter

Submittal: Proposals must be received at the address below on or before:

Friday, May 14, 2010 – 5:00 PM PST

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

Submissions must include: two (2) signed copies of response documents delivered by mail or messenger to establish official receipt and one (1) unbound master suitable for black and white reproduction

Address Submissions to: Lucinda Roth
Supervisor of Plan Development
San Joaquin Valley Unified Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726-0244

Mark Envelope: "RFP – 2010 Source Testing Service for Particulate Matter"

Issuance Date: April 27, 2010

Contact for Inquiries:

Technical & Procedural Issues:

Lucinda Roth 559 230-5822 lucinda.roth@valleyair.org

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1. Background

The implementation rule for the National Ambient Air Quality Standard (NAAQS) for fine particulate matter, defined as particles with an aerometric diameter less than or equal to a nominal 2.5 micrometers (PM2.5), requires reporting of directly emitted PM2.5 and particulate formed from gases which become particulate as the exhaust cools (PM2.5 condensables) based on measured values. The source tests to be conducted for this project will measure PM2.5 and PM2.5 condensable emissions from specific source types to fill information gaps to assist the San Joaquin Valley Air Pollution Control District (District) in complying with the implementation rule and in preparation for development of a PM2.5 attainment demonstration.

The California Air Resources Board (ARB) and the District maintain an emission inventory of sources of particulate emissions in size fractions that include total suspended solids (TSP), particulate matter with an aerometric diameter less than or equal to a nominal 10 micrometers (PM10), PM2.5, and PM2.5 condensables. It is desirable for this project to determine the relative fraction of emissions for each size range for each source type measured to enable the District to update the emission inventory for all size ranges.

2. Summary

The San Joaquin Valley Unified Air Pollution Control District (District) is issuing a Request for Proposal (RFP) to select a contractor to conduct PM10, PM2.5, PM2.5 condensables, and TSP source testing from boilers, furnaces, internal combustion engines, steam generators, and turbines at District selected locations in Kern, Kings, Fresno, Madera, Merced, San Joaquin, Stanislaus, and Tulare counties to be named at a later date. The data from these source tests may be utilized by the District to update ARB and the United States Environmental Protection Agency (EPA) inventories. Therefore the tests must be completed via an EPA approved method without modification unless permission to deviate from the EPA approved method is provided to the contractor in writing by the District in advance. Some examples of circumstances under which the District may consider approving deviations are:

- Testing is being conducted for PM10, PM2.5 and TSP and optimization for PM2.5 would likely provide more accurate PM2.5 or PM2.5 condensables values.
- The source is subject to testing requirements under permit conditions and the deviation would enable the source test to meet permit requirements.
- Methods modification would be beneficial to produce more accurate data.
- Significant cost savings can be realized through such modification and the data quality and accuracy will not be significantly impacted by such modification.

The contractor may conduct all source testing themselves, may subcontract with one or more source testing firms to conduct source testing, or may do a combination of both.

For facilities which are required by permit to conduct a source test for PM10, the District would provide funding for conduct of additional tests that are necessary to establish TSP, PM2.5 emissions and condensables if these tests can be coordinated to occur along with the permit required source test. A cost savings will be realized if the source is required to pay for the PM10 testing per permit requirements; however, contractor should include full cost in its proposal as the number of facilities that may meet this requirement cannot be established at this time.

Upon completion of the source testing for each facility the contractor shall provide the District with a report providing all raw source test data and calculating the emission factor for the source tested.

The District is currently planning to test the following types of sources. The District reserves the right to change, substitute, or add source categories. Additionally depending upon the schedule of permit required source testing at a facility the District may not request testing for all analytes at all facilities.

TABLE 1 – Proposed Source Categories

1. Internal Combustion Engines
2. Boilers (2 - 5 MMBtu/hr)
3. Boilers (>5 MMBtu/hr)
4. Steam Generators (Incl. ones burning field or casing gas)
5. Glass Melting Furnaces
6. Turbines
7. Process Heaters
8. Dryers
9. Flares
10. Workover Rigs
11. Tractors
12. Excavators

For all services outlined in this RFP, the cost shall not exceed \$125,000. This project is subject to evaluation of competitive bidding based upon the proposed cost per facility, but considering the comparative quality evaluations as described in Section 8. The District requires all source testing to be completed and raw data and analysis delivered to the District by November 30, 2010.

3. Scope of Work

INITIAL CONFERENCE CALL: At the start of the contract period, the principal investigator and key personnel shall meet with the District staff via telephone or in person to discuss the overall plan, details of performing the tasks, the source test schedule,

source test locations, general source test protocol, items related to personnel or changes in personnel, and any issues that should be resolved before work can begin. Once this is complete the cost of the initial conference call may be billed to the District.

PERFORM SOURCE TESTING AT INDIVIDUAL SITES: Steps 3.1 through 3.4 shall be conducted for each of the source tests. Once steps 3.1 through 3.4 have been completed the all-inclusive cost for a specific source test location may be billed to the District.

- 3.1 KICKOFF MEETING: A kickoff meeting shall be held prior to a source test, or group of source tests if the geographic proximity or timing of tests require combined planning. The contractor shall attend the kickoff meeting in person or via telephone with the District to discuss the sources to test, timing of testing, methods to be used for the source tests, analytes to test, and any challenges or lessons learned from any previous source tests conducted for this project. The first purpose of the kickoff meeting is to discuss previous source tests conducted under this contract to determine if based on that information learned from those tests modifications should be made for the current or future source tests conducted under this contract. The second purpose of the kickoff meeting is to coordinate access to the testing site by District Compliance staff to view testing operations, approve any revisions to the testing methods or analytes specific to the sources to be tested, and agree upon the program of work. Once the program of work has been agreed to, the contractor must seek approval of the District prior to recommending or implementing any changes to the proposed testing parameters or use of any test methods not approved by EPA. If parameters are requested by the District that were not included in the contractor's proposal, additional costs must remain within the authorized budget by making other adjustments to the program of work (e. g. reducing the number of sources to test or reducing optional analytes).
- 3.2 SOURCE TESTING: Coordinate with the source and any other source tester conducting a source test at the source in the 3rd or 4th quarter of 2010 to schedule a test date. The District shall receive notification of the time and date of the source test no less than five (5) calendar days prior to the source test. During conduct of the source testing, additional costs incurred by the contractor based on new parameters, or site modifications necessary to complete source testing must remain within the authorized budget. Contractor should include a contingency provision in budget for additional expenses typically encountered in source testing for structural or procedural modifications to complete testing.
- 3.3 DRAFT REPORT: Provide a draft report for each source tested containing all raw data, an analysis of the data which includes emission calculations for PM10, PM2.5, PM2.5 condensables, and TSP; a description of the methods used to test for these parameters including any modifications made from EPA methods; documentation of the precision and uncertainty of the measurements; and description of all data assumptions and test parameter in sufficient detail that the source test can be understood and replicated.

The report shall include a summary section that shall report results in a unit specified by the District for example, but not limited to, grains per dry standard cubic foot, pounds per million BTU, pounds per megawatt generated, or pounds per hour. This report shall be provided in an electronic version utilizing a Microsoft Office Professional software (Word, Excel, and/or Access) format with no smaller than 12-point font and 1” margins.

- 3.4 FINAL REPORT: If the District identifies no deficiencies in the draft report, that version of the report shall be relabeled as final. If the District review of the draft report identifies deficiencies in any of the required elements, the final report must correct these deficiencies. The final report shall address all comments made by the District on the Draft Report. Multiple report revisions may be required if the report is not written to the satisfaction of the District. The final report shall be provided in an electronic version utilizing a Microsoft Office Professional software (Word, Excel, and/or Access) format with no smaller than 12-point font and 1” margins.

All source testing must be complete and final reports must be delivered to the District by November 30, 2010. The District is committed to this timeframe because it is necessary to meet the December 30, 2010 deadline to report PM2.5 condensable emissions and the January 1, 2011 deadline to take PM2.5 condensable emissions into consideration during rule development processes.

4. Schedule

The District may amend the following tentative timeline for completion of work products. Contractor may propose an alternative deliverable schedule. Status reports and conference calls are not included in Table 2.

TABLE 2 – Proposed Schedule and Deliverables

<i>Action/Work Product</i>	<i>Approximate Date</i>
Release of RFP	April 27, 2010
Proposal Deadline	May 14, 2010
Contractor Selection	May 17, 2010
Contract Preparation, Approval	May 17-May 19, 2010
Contractor Contract Signature	No Later Than May 25, 2010
Contract Effective (Board Approval)	June 17, 2010
Initial conference call with District	Week of June 21, 2010
Source Testing (site planning visits as needed, kickoff meetings or calls, source testing operations)	July-Nov. 2010
Final Reports and Invoices	Aug-Nov. 2010

5. Required Qualifications

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

- Source testing including experience using methods for TSP and PM10;
- Experience or sufficient capability to add methods for PM2.5 and PM2.5 condensables,
- Data compilation, access and manipulation;
- Emission source evaluation;
- Excellent working relationships with government agencies;
- Skill in preparing clear reports; and
- Excellent technical writing skills.

Contractor must demonstrate the ability and resources to produce the deliverables requested in this RFP by description of capabilities, experience and prior work. The Contractor should specify if he/she or all source testers he/she will contract with to complete the source testing are on the California Air Resources Board list of approved independent contractors and if so what test methods they are approved for. The list is located online at <http://www.arb.ca.gov/ba/icp/icp.htm>. The District reserves the right to verify documentation of experience and capability through review of cited references or contact of cited prior clients. The District reserves the right to reject any proposal deemed non-responsive to the RFP, not responsible, and/or not reasonable.

Verification of Federal Debarment List

For all procurements utilizing federal funds, buyers must verify prior to award that the intended awardee does not appear on the federal debarment list. The Excluded Parties List System (EPLS) website, <http://www.epls.gov/>, includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the nonprocurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. If the intended awardee appears on the list, they are ineligible to receive the award.

Contractor Requirements

The contractor certifies by signing the signature page of the original copy of the submitted proposal and any amendment signature page(s) that the contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation, or otherwise excluded from or ineligible for participation under federal assistance programs. The contractor should complete and return the attached certification regarding debarment, etc., i.e. Exhibit A, with their bid. This document must be satisfactorily completed prior to award of the contract.

6. Response Submittal Specifications

Information in the proposals shall become public property subject to disclosure under the Public Records Act. Any information included in the proposal which constitutes a trade secret or is otherwise proprietary or confidential should be clearly marked with that designation.

Proposals should convey a maximum of technical content related to the relevant task with a minimum of extraneous material. Proposals should convey a high degree of technical understanding and innovation while demonstrating the ability to present complex scientific results to technically qualified decision-makers. The proposal should be clear and concise. The response to the RFP is expected to be brief, with text of the proposed approach to completing the tasks limited to less than 30 pages with 1" margins, not inclusive of qualification information, standard operating procedures, and budget. The font used should be Arial and no smaller than 12 point. Failure to submit proposals in the required format, or omission of requested information, will result in elimination from proposal evaluation. Additionally, submitted proposals must follow the format outlined below and all requested information must be included in the submittal package.

- COVER LETTER - Must include the name, address, telephone number of the company, and name, address, telephone number, e-mail, and FAX of the person authorized to sign contracts and the person acting as the principal investigator/project manager. The cover letter must be signed by the person or persons authorized to represent the firm.
- TABLE OF CONTENTS - Clearly identify material contained in the proposal by section and page number.
- SUMMARY (SECTION I) - State overall approach to the outlined project including the objective(s) and scope of work to be performed. This must demonstrate a clear understanding of goals and specific examples of steps to be taken to complete the source testing and finalize the report.
 - 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. This should specify all EPA approved test methods to be utilized and any proposed modifications to those test methods. It shall also specify all laboratories to be utilized. Appropriate standard operating procedures for tests to be conducted should be included as attachments to the proposal.
 - PROJECT ORGANIZATION (SECTION III) - Describe the proposed management structure, program monitoring procedures, organization of the contracting group, staff levels allocated to this contract, and facilities available.

- ASSIGNED PERSONNEL (SECTION IV) - Identify the principals having primary responsibility for implementing the proposal. 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 project manager and/or lead personnel will not be permitted without prior written approval of the District.
- DISTRICT RESOURCES (SECTION V) - Describe any District services and staff resources needed to supplement contractor activities to achieve identified objective(s).
- SUBCONTRACTORS (SECTION VI) - 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, qualifications, and relationship to project management, schedule, costs and hourly rates.
- CONTRACTOR CAPABILITY AND REFERENCES (SECTION VII) - Provide a summary of the firm's relevant background experience. This should include the approximate number of source tests the contractor conducted in the past 12 months, the approximate number of source tests the contractor coordinated in the past 12 months, and any experience the contract has conducting PM2.5 condensable testing according to EPA approved methods. Discuss the applicability of each experience to this RFP. Include examples of related projects completed for other parties that are of a similar nature to the work requested herein. Please include the name, title, affiliation, e-mail address, and telephone number of three (3) references whom you have worked on similar projects with.
- ALTERNATIVE PROPOSALS (SECTION VIII) - Provide statements of alternative proposals, if any, labeled "Alternative Proposal Number One," "Alternative Proposal Number Two", etc.
 - The format of each alternative proposal submitted may be abbreviated to address the following:
 - Work Program
 - Methodology
 - Assigned Personnel
 - Estimated Costs
- COSTS OF PROPOSAL (SECTION IX) - Identify all costs associated with the execution of this RFP within the established price ceiling of \$125,000. The contract will be established on a fixed price basis and will not be issued on a cost plus basis. The price quoted for services is considered to include all administrative, general, and overhead costs, all fees, charges, sales tax and miscellaneous charges. Overhead or other charges should be included in the labor rates or should be identified in a manner

that allows determination of the overhead that will be assessed for the amount of work performed. A line item for Overhead which is not based upon the amount of work performed will not be accepted. The proposal cost estimate shall include travel costs, must be itemized using the following categories and must be divided by test performed so that if not all tests for PM10, PM2.5, PM2.5 condensables, and TSP are required at all sites then the cost savings from the tests not required is easily identifiable.

- Labor - List an hourly labor rate for each assigned principal and technical specialist. Rate quoted must include labor, general, administrative, and overhead costs per source test to be conducted
- Supplies and Equipment - Provide an itemized list of supplies to be purchased or leased specifically for each source test. 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. Please include cost of probes and other equipment required for testing of high temperature sources.
- Subcontractor Costs - Identify subcontractors by name; list cost per hour or per day, and the number of hours or days their services will be used per source test
- Travel Costs - Identify cost of time spent traveling per hour, mileage costs, and per diem costs. Travel costs are reimbursed at prevailing rates for the contracting company or District rates; whichever is lower, unless negotiated otherwise. Please specify the number of trips anticipated per source test. For purposes of evaluation provide an estimate of travel costs for source testing operations for one trip to Bakersfield, one trip to Stockton, and one trip to Fresno.
- Miscellaneous Costs- Identify any potential contingencies required to test difficult, high temperature or complex sources and potential escalations for additional equipment services or labor for such sites and provide itemized cost for each potential contingency on a per source test basis. This agreement is a fixed price agreement; therefore, contingencies encountered in the field will require adjustments to the number of sources tested or other accommodations to remain within the authorized budget.
- CONFLICT OF INTEREST (SECTION X) - Identify 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 proposed subcontractors. Specifically, contractors must disclose any recent or current contracts with the District; business entities regulated or proposed to be regulated by the District, and/or any environmental or business interest group. In addition, contractors must disclose any contracts with the District or public or private entities, which are scheduled to be performed in the future, or which are currently under negotiation.
- ADDITIONAL DATA (SECTION XI)- Attach a copy or HTML link to any work completed similar to that requested in this RFP. Report samples shall not be considered part of the page limitation set for the proposal. Provide other essential data that may assist in the evaluation of this proposal.
- CERTIFICATE OF ELIGIBILITY FOR FEDERAL FUNDING (EXHIBIT A) - The contractor should complete and return the certification regarding debarment, Exhibit A, with their bid. This document must be satisfactorily completed prior to award of the contract

Proposals must be received at the address below, no later than 5:00 p.m. on May 14, 2010, and should be directed to:

Lucinda Roth, Supervisor of Plan Development
Plan Development Section
San Joaquin Valley Unified Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726

Late proposals will **not** be accepted. Any correction or resubmission done by the contractor will not extend beyond the submittal due date.

7. Rejection of Proposals

Grounds For Rejection - A proposal may be immediately rejected for any of the following reasons:

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

Disposition of Proposals - The District reserves the right to reject any or all proposals. All responses become the property of the District. One copy of the proposal shall be retained for District files.

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. Process

8.1. Addenda and Supplements to the RFP

The District may modify the proposal and/or issue supplementary information or guidelines relating to the RFP during the proposal preparation period. In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the responder to make adequate interpretation of the provisions of this RFP, a supplement to the RFP will be provided to each responder.

8.2. Evaluation Criteria for Qualification for Respondents

Respondents will be rated on the following key factors:

1. Ability and expertise to perform requested services in the RFP
2. Previous experience with source testing and data evaluation
3. Whether or not the entity is listed on the Air Resources Board list of approved Independent Contractors
4. Whether or not the entity has documented experience testing for PM2.5 condensables and if so whether or not the testing was conducted according to an EPA approved method
5. Working relationships with government agencies
6. Recommendations of references
7. Extent of proposed action to meet the goals of the RFP
8. Comparison of cost, considering extent of proposed actions
9. Presentation of Proposal in regard to clarity, appropriateness, and thoroughness.
10. Actual and potential conflicts of interest
11. Innovation in approach to work tasks
12. Proposal best meeting the needs and goals of the District

During the selection process, District staff may interview contractors for clarification of the proposal to ensure accuracy in evaluation of the submittal. No new material can be submitted at this time.

The contract will be awarded to the contractor with the proposal determined to best meet the evaluation criteria listed above, giving consideration to actual or potential conflicts of interest. The selection of contractor, final budget and award of contract are subject to approval by the San Joaquin Valley Air Pollution Control District Governing Board. The District may choose not to award this contract if submitted proposals are not deemed acceptable. All contractors will be notified of the results by letter.

8.3. Contract Negotiation and Approval

Contract negotiation will be conducted after approval of contractor selection. All agreements must be approved and executed by the San Joaquin Valley Air Pollution

Control District Governing Board. Standard contract language is available for advance review by request to Lucinda Roth, Plan Development Supervisor.

Government Code Section 1090 generally prohibits a public official from being financially interested in a contract which he or she has made or participated in an official capacity. Under certain circumstances, persons who perform work pursuant to a contract with a government agency may be subject to the restrictions of Government Code Section 1090. Any response to this RFP which includes a paid participant who is ineligible based on Government Code Section 1090 will be rejected during the review of the proposals.

Questions concerning the eligibility of a potential contractor should be directed to District attorney at the address provided below prior to the preparation of a proposal.

Mr. Philip Jay, District Counsel
San Joaquin Valley Unified Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93727

9. Insurance

The District requires that any contractor, prior to endorsement of a contract, meet the following insurance requirements.

- 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 insurance policies throughout the term of this Agreement the following insurance policy(s):
 - 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
 - Liability insurance for property damage with limits of coverage not less than fifty thousand dollars (\$50,000) each occurrence; and
 - Workers compensation insurance in accordance with the California Labor Code; and
 - Professional liability insurance with limits of coverage of not less than one million dollars (\$1,000,000) per occurrence, three million dollars (\$3,000,000) annual aggregate.

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 the District.

Prior to performing its obligations under this Agreement, the contractor shall provide the District a certificate of insurance from an insurer acceptable to the District evidencing proof of such insurance coverage required herein.

10. Data Ownership and Publication

The District shall have the right, at reasonable times during the contract term, to inspect and reproduce any data received, collected, produced, or developed by the contractor. No reports, professional papers, information, inventions, improvements, discoveries, or data obtained, prepared, assembled, or developed by contractor shall be released or made available (except to the District) without prior, express written approval from the District. At the completion of each source test, the contractor shall provide the District all data developed through conduct of the source test which is in its possession. All data which is received, collected, produced, or developed from conduct of the source test shall become the exclusive property of the District; however, the contractor shall be allowed to retain a copy of any non-confidential data received, collected, produced, or developed by the contractor. Should the contractor subsequently include data collected in this source test for other evaluations and publications, the District would appreciate a notification of publication and/or a copy of the article or manuscript published.

11. Confidential Information

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

EXHIBIT A

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective recipient of Federal assistance funds certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature _____

Date _____