

SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT

REQUEST FOR PROPOSALS

PUBLIC BENEFIT GRANTS PROGRAM
ADVANCED TRANSIT AND TRANSPORTATION PROJECTS

The San Joaquin Valley Air Pollution Control District (District) is seeking proposals from public agencies for advanced transit and transportation projects that have the potential for broad benefits to San Joaquin Valley residents and to assist the District in meeting its air quality goals.

Submittal: One (1) electronic copy of each proposal must be received at the address below on or before:

March 2, 2012 at 5:00pm

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

Address to: David Lopez
Air Quality Specialist
San Joaquin Valley Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726-0244

Issuance Date: January 3, 2012

RFP Number: PBGP12-01

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1.0 Background

This Request for Proposals (RFP) is being issued to San Joaquin Valley (Valley) public agencies including, but not limited to; cities, counties, special districts (i.e. water districts, irrigation districts, etc.), and public educational institutions (i.e. school districts, community colleges, state universities, etc.) who propose projects meeting the requirements of this request to demonstrate the need for advanced transit and transportation.

The challenges faced by the Valley with respect to air quality are unmatched by any other region in the State. The Valley's topography, climate, geography and the presence of two major transportation corridors connecting northern and southern California all contribute to the region's difficulty in achieving attainment of the health based standards for particulate matter and ozone. Despite major reductions in emissions and corresponding improvements in air quality, the Valley continues to face difficult challenges in meeting the federal ambient air quality standards.

As part of the District's efforts to meet its air quality goals, the District's Governing Board approved the creation of the Public Benefit Grants Program (PBGP) in April 2011. The PBGP was designed to meet the needs and challenges faced by Valley public agencies in their efforts to secure funding for a wide variety of clean-air public-benefit projects. The PBGP will provide the necessary flexibility and leveraging for local public agencies to ensure the success of these types of projects which provide a direct benefit to the public and encourage innovation at the local level by providing significant funding in the areas where it is needed most.

The District believes the projects funded through this RFP can secure long-term air quality benefits as the funding will be used to introduce advanced clean technology in the areas of transit and transportation that can sustain in the Valley, and/or promote innovative infrastructure designs that reduce vehicle miles traveled or vehicle idling. Furthermore, the real-world experience gained by participating in this project will hopefully encourage public agencies and the larger Valley community to consider cleaner, reduced-emission options when making business and planning decisions.

Available funding is the result of local motor vehicle surcharge fees that were authorized by the District's Governing Board in October 2010. These fees were approved by the District's Board for the purpose of funding projects aimed at reducing air pollution and mitigating emissions from mobile sources in the Valley.

2.0 District Contact

Questions regarding this RFP should be addressed to:

David Lopez, Air Quality Specialist
San Joaquin Valley Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726-0244
(559) 230-5800, FAX (559) 230-6112
Email: David.Lopez@valleyair.org

3.0 Schedule of Events

3.1 Dates

January 3, 2012	Release of RFP
March 2, 2012	RFP Closes (No Later than 5:00PM)
May 17, 2012	Selection of Approved Projects

4.0 Award Information

4.1 Objective

The District is requesting proposals for projects that demonstrate air quality and public benefits with respect to advanced transit and transportation systems. Proposals must focus on introducing advanced clean technology to the region and/or reducing vehicle miles traveled or idling by passenger vehicles. Examples of projects may include, but are not limited to, the following:

- Bus rapid transit and other innovative transit systems
- Advanced traffic light synchronization systems
- Large-scale bicycle infrastructure designs and sharing plans
- Transportation sharing programs with new, advanced clean technology
- Other public benefit emission reduction projects related to advanced transit and transportation systems

Proposals which include the purchase of electric or hybrid transit or transportation vehicles will only be considered if the vehicle is part of a proposed new or improved advanced transit or transportation system. Funding through this RFP is not for the purpose of purchasing new electric or hybrid vehicles for implementation within existing transit and transportation systems. Funding provided through this RFP cannot be used for research or design-only projects.

The District is seeking proposals with projects that have the potential to be implemented within approximately one (1) year and fully operational within two

(2) years from the execution date of the agreement with selected applicants. Upon selection of award, the specific completion timeline of the project can be negotiated with the selected applicant at the District's discretion. Additional schedule requirements are defined in later sections of this RFP. Projects must occur within the boundaries of the District, a map of which is located in Section 8.0 as Attachment A of this RFP.

The District is committed to ensure grant funding from this RFP is equally distributed throughout the Valley to the extent feasible. From the most qualified proposals with the highest scores, the District will select projects for funding in a manner that is consistent with this commitment.

Up to the closing date of the solicitation, District staff is available to provide guidance on project eligibility and criteria. District staff can also provide assistance to agencies in quantifying the air quality benefits of these projects. Public agencies requiring assistance may contact the District.

4.2 Applicant Eligibility

This competitive RFP is limited to public agencies that are located within the boundaries of the District. Interested private sector parties, including private educational institutions, are not eligible to submit a proposal.

Interested private sector parties may partner with a local public agency to submit a proposal; however, the public agency, if selected for funding, will be solely committed as the awardee of the grant and is responsible to meet all the administrative and reporting requirements of the RFP and grant agreement. The public agency, as the grantee, will be responsible to ensure the project will be completed within two (2) years from the execution date of the grant agreement.

4.2.1 Board Resolution

If selected as a grantee, the public agency will be required to submit a final resolution of the agency's Governing Board (or a duly authorized official with authority to make financial decisions) prior to the execution of the grant agreement with the District. The resolution must include the following:

- Authorizes the agency to enter into an agreement with the District and accept grant funds from the District to complete the proposed project.
- Identifies the person, or persons, authorized to sign the grant agreement and make decisions for the project with the District.

4.3 Available Funding

The total funding available under this RFP is \$3,000,000. The District may select more than one proposal for funding; however, the District reserves the right to limit its selection of proposals submitted from a single public agency to preserve an equitable distribution of funds amongst applicants with eligible proposals. The District reserves the right to make additional awards under this announcement if additional funding becomes available after the original selections. In addition, the District reserves the right to reject all proposals and make no awards under this announcement if the proposals submitted do not meet the goals of this RFP.

4.3.1 Funding Agreement

The funding for selected projects will be in the form of a grant agreement. If selected for funding, the applicant, or grantee, will be required to enter into an agreement with the District. The grant agreement may include substantial involvement between the District and the selected applicant in the performance of the selected project. The grant agreement will include milestones that must be accomplished before funding allotments are disbursed.

4.4 Reporting Requirements

During the course of project implementation, the grantee will be required to submit quarterly reports on the progress of the project. Quarterly reports will be required until the project is complete. Once the project is complete, the grantee is required to prepare and submit a final report. Following the project completion date, annual reports will be required of the grantee for three (3) subsequent years. Annual reports will be due on the anniversary of the project agreement execution date.

The format, timeline, and information required of the reports will be specified in the grant agreement.

5.0 Response Submittal Requirements

5.1 Contents and Organization of Proposal

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit all requested information may result in the proposal being deemed unresponsive and disqualified from consideration. The submitted proposals shall be limited to twelve (12) pages, with 1" margins. Proposals shall be printed on white paper with black Arial font no smaller than 12 point. The page limit applies to the body of the proposal only as defined in sections 5.1.1 through 5.1.6 and does not include section 5.1.7 —

“Attachments”. Failure to submit proposals in the required format may result in elimination from proposal evaluation.

Submissions of the proposal will be considered to be a binding commitment (firm offer) by the Applicant to perform the proposed project at the specified cost. To the extent feasible, proposals shall be binding for a period of not less than six months so that additional projects may be awarded funding without reissuance of this RFP if additional funds are received or otherwise made available to extend the scope of the effort. Should additional funding become available after six months the District may select eligible projects from the remaining proposals. However, proposals shall be awarded after six months only if selected applicant(s) are capable of completing the project as proposed without modifications, other than to the proposed timeline.

Proposals must include the following:

5.1.1 Cover Letter

The cover letter must include the name of the public agency, address, telephone number, project name, total project cost, requested funding, the name of the contact person for the proposal; and be signed by the person or persons authorized to enter into agreements on behalf of the agency proposing the project.

5.1.2 Table of Contents

Clearly identify the material contained in the proposal by section and page number.

5.1.3 Executive Summary Page

The first section of the proposal should be an executive summary which includes:

- A brief statement describing the project, including the overall approach to the project and the specific objective(s).
- Summary of the applicant’s organization.
- Summary of the project budget including total project cost and funding requested.
- Project period, including expected beginning and end dates.

5.1.4 Project Proposal

This section should contain a detailed description of the project, including specific goals and objectives of the proposed project. This section should address how the proposed project meets each of the following areas, as described in further detail in Section 6.1, Evaluation Criteria:

- Provides an air quality benefit
- Provides a public benefit
- Introduces or utilizes innovative technology(ies) and/or idea
- Has the potential for replication and regional applicability
- Provides an environmental justice benefit

Section 6.1 provides further description of each area and should be used as a reference when preparing project proposals.

5.1.5 Project Work Plan

This section should outline quantitative milestones to complete the proposed project within the proposed timeline. In a logical sequence, describe each milestone and the task(s) associated with achieving the milestone. Indicate the budget and source of funding to meet each milestone.

5.1.6 Project Budget

This section should contain a detailed project budget including:

- Description of the total project costs.
- Requested funding to be provided by the District, including a clear explanation of how the funding will be utilized.
- Source and amount of funding for remainder of project; include documentation of 3rd party funding as attachments, if any.
- Include with the budget, a description of all resources leveraged by the project, including equipment, land use, and other in-kind contributions. Documentation committing 3rd party resources should be provided as attachments.

5.1.7 Attachments

This section may include attachments necessary to support portions of the proposal including but not limited to support letters, resumes or curricula vitae. Support materials included in this section may be referred to during the scoring process to verify claims made in the body of the proposal. Unsupported claims may result in reduced scores.

5.2 Proposal Submission

All proposals must be submitted according to the specifications set forth in section 5.1—"Contents of Proposal" and this section. Failure to adhere to these specifications may be cause for rejection of proposal.

5.2.1 Signature

The cover letter for the proposal shall be signed by a representative of the public agency authorized to submit application on the public agency's behalf.

5.2.2 Due Date

Proposals must be received, no later than 5:00PM Pacific Daylight Time on March 2, 2012, and shall be directed to:

David Lopez, Air Quality Specialist

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

5.2.3 Proposal Format

All applicants shall submit one (1) electronic copy of the proposal. The copy of the proposal shall be submitted as an Adobe Systems Portable Document Format (PDF) file or files.

If submitting a proposal in more than a single file, one shall contain the body of the proposal as defined in sections 5.1.1 through 5.1.6 and additional files may contain attachments as defined in section 5.1.7.

The portion of the electronic copy containing sections 5.1.1 through 5.1.6 must be in a searchable format. The electronic copy shall be emailed to: weberip@valleyair.org. Any other arrangements for delivery of the electronic copy must be made in advance, and approved by the District.

If an applicant does not have the means to submit an electronic copy as a PDF file; a hard copy may be submitted in its place. The hard copy can be mailed to the following address and must be postmarked by March 2, 2012 to be considered:

San Joaquin Valley Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726-0244
Attention: David Lopez

If a hard copy is mailed, please send an email to Mr. David Lopez at david.lopez@valleyair.org identifying that a proposal has been submitted. The District will confirm with the applicant that the proposal was received.

5.2.4 Addenda

The District may modify the request for proposals and/or issue supplementary information or guidelines relating to the RFP at any time. If the District modifies the request for proposals the modification will be posted on the District website. Applicants whose proposals, are received prior to the proposal modification will be notified that a proposal modification has been made and will be allowed to submit a new proposal. However, if a new proposal is submitted, the new proposal must be received prior to the deadline. The new proposal will be evaluated in lieu of the prior proposal. The District will not review multiple proposals from a single applicant for the same project.

5.2.5 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; or
- Not prepared in the format prescribed; or
- Not signed by an individual authorized to submit application on behalf of the agency.

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

5.2.6 Disposition of Proposals

All proposals become the property of the District. Any proposal selected for funding will be included as an exhibit in the grant agreement and at that time are considered public information.

5.2.7 Modification or Withdrawal

Once submitted, proposals including the composition of the project 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 six (6) months following the last day to accept proposals.

Once a grant agreement has been executed for the project, changes in the project objective(s) or budget, or extension of the project schedule must be pre-approved by District staff in writing before any action is taken on the changes. The grantee must submit to the District in writing any request(s) to modify the

project work plan or budget with justification. Approval of any such changes or a request for an extension to complete the project is at the sole discretion of the District.

Deviation from the work plan or project objective(s) without prior written approval from the District may result in termination of the grant agreement and dissolution of any commitment by the District to provide funds to the grantee towards the project. The District reserves the right to terminate the grant agreement, at its sole discretion, if the District determines that the project objective(s) cannot be met or if the project cannot be completed within the timeline specified in the grant agreement.

6.0 Proposal Evaluation

6.1 Evaluation Criteria

Each proposal shall be evaluated and scored based on how the proposed project meets the overall objective of the solicitation and the criteria below. Point totals shall be awarded in each of the following categories:

30 pts Air Quality Benefit:

- Surplus emission reductions resulting from the proposed project, including its significance in relation to the District's air quality strategies and attainment goals, including, but not limited to, reductions in vehicle miles traveled and/or fuel consumption.
- Emission reductions resulting from the proposed project. Emission reduction calculations should focus on Oxides of Nitrogen (NOx), Reactive Organic Gases (ROG), and Particulate Matter (PM) with the PM fraction (i.e., PM10 or PM2.5) clearly identified. Greenhouse gas calculations should be included if the proposed project has any potential greenhouse gas emission reductions. Show all math used in the calculations, identify the calculation methodology, and explain all assumptions used for calculating emission reductions. District staff is available to provide assistance and guidance to quantify these projects.
- Calculate the cost-effectiveness of the proposed project in terms of dollar per ton of emissions reduced.

15 pts Public Benefit:

- Describe how the implementation of the proposed project provides a public benefit to Valley residents.
- Explain the public need for the proposed project.

- Describe the potential impact of the proposed project on Valley residents and/or the public agency in terms of expected cost-savings, increased safety, improved public services, health benefits, etc.

15 pts Innovation:

- Level of innovation in comparison to existing transit and transportation systems and structures.
- Utilization of advanced technology(ies) beyond the level of existing technology(ies) currently used in transit and transportation systems in widespread applications.
- If applicable, identify and clearly describe the advanced technology(ies). Explain how the technology(ies) is advanced and innovative. Description of the technology(ies) should be explained in a manner that would be understandable to reviewers who are not experts in the field.

15 pts Potential for Replication and Regional Applicability:

- Potential for replication and growth in other areas of the Valley.

10 pts Leveraging and/or Match Funding:

- Maximizing the value of funding under the program through leveraging or match funding associated with the proposed project.
- Include any third party letters of financial commitment to the proposed project as attachments to the proposal.

10 pts Environmental Justice Benefit:

- Benefits to at-risk communities or populations in environmental justice areas. Include any explanations as to how the proposed project can directly provide economic and health benefits and improved public services to communities in environmental justice areas.

5 pts Project Readiness:

- From the applicant's information provided for Section 5.1.5, the applicant must be able to demonstrate that the proposed project can be implemented within the project timeline. Proposals that demonstrate a greater degree of readiness will score higher.

100 pts Total

6.2 Evaluation and Approval

District staff will evaluate, score, and rank all eligible proposals and select projects for funding in ranking order. However, the District reserves the right to impose limitations for selection as specified in Section 4.3 of this RFP. The District anticipates making its selection of projects by May 17, 2012. Selected applicants will be notified in writing of their awards.

7.0 Project Funding Procedure

7.1 Grant Disbursement Request

In order to receive a disbursement, the grantee must submit a disbursement request to the District. Instructions for the disbursement process and a disbursement form will be included with the grant agreement. Funds will only be issued for equipment and services that are identified in the proposal and that have already been rendered. The District will require detailed invoice(s) with each disbursement request which must support milestones completed. The advance of grant funds will not be allowed.

Disbursement requests shall be submitted at intervals that coincide with the due dates of the quarterly reports as specified in Section 4.4. Disbursement requests may be submitted in more frequent intervals (such as on a monthly basis) if necessary and with justification, with prior approval from the District.

8.0 Attachment

8.1 Attachment A: District Map

