

# Restaurant Charbroiler Technology Partnership (RCTP)

## Request for Qualifications

The San Joaquin Valley Unified Air Pollution Control District is accepting applications for technology pre-screening to determine eligibility for funding to demonstrate emissions reduction technologies on under-fired charbroilers in the San Joaquin Valley.

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Attachment: Pre-screen Application

Sample Agreement and Statement of Work available on request

Submittal: E-mail, fax, mail, or hand-deliver applications to:

Jesse Madsen  
Air Quality Specialist  
San Joaquin Valley Air Pollution Control District  
1990 East Gettysburg Avenue  
Fresno, CA 93726-0244  
FAX: (559) 230-6112  
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## 1.0 Background

The San Joaquin Valley Air Pollution Control District (District) is accepting applications for pre-screening technologies for eligibility in the upcoming Charbroiler Demonstration Program. The program will provide funding to demonstrate the use of emissions control systems on under-fired charbroilers operating in the San Joaquin Valley (Valley).

The Valley's air quality challenges are unmatched by any other region in the State. Despite major reductions in emissions and corresponding improvements in air quality, the Valley's topography, climate, and geography, combined with the presence of two major transportation corridors connecting northern and southern California, contribute to the region's difficulty in meeting federal health-based standards for particulate matter. In 2012, the District conducted a thorough review of pollution sources and identified under-fired charbroilers as an important category to meeting federally mandated health based air quality standards. As a result, the District has committed to updating its Commercial Charbroiling rule expanding its applicability to include under-fired charbroilers by 2016. The details of this rule will be determined through a public rule development process. However, to fulfill this commitment, to help the Valley attain the particulate matter standard by 2019, and to improve public health in the Valley, it is expected that many restaurants with under-fired charbroilers will need to upgrade their hood system to include pollution controls by 2017.

The District set its rule commitment for 2016 to allow for incentive programs to ease the transition for restaurant owners, the District is implementing two phases of incentives. This Demonstration program represents the first phase of incentives. There has been significant ongoing research and testing of emissions control systems for under-fired charbroilers; however, additional demonstrations in restaurants in the Valley will inform the process of developing the second phase incentive program, which will be designed to provide partial funding for installations to as many restaurants as possible for technology adoption. To accomplish this, a small group of first demonstrators will be assisted with the maximum possible funding, including the full cost of purchase, installation, and ongoing maintenance during a demonstration period covering the first twelve to twenty-four months of operation. After the demonstration period is concluded, the participating restaurants demonstrating equipment will be allowed to keep the equipment purchased for the demonstration.

## 2.0 Request for Qualifications (RFQ) Summary

To determine whether control technologies are feasible and cost effective in the Valley, the District is planning to fully fund approximately ten (10) demonstration projects under three-party agreements with the manufacturer of the system (Manufacturer), and a host restaurant (Host).

Manufacturer will complete and submit the attached *Pre-screen Application*. Applications must be submitted by June 7, 2014 to participate in the full demonstration

program as described in this RFQ. Pre-screen Applications and future submissions will be processed on a first-come, first-served basis. Applications submitted after the deadline may be eligible, but might not be able to take advantage of full funding or District outreach to potential Hosts.

The application will include descriptions of a typical or generic design of the system that will be commercially available. A complete application will include, at a minimum, the following:

- System type and description
- Estimated costs (site preparation, installation, operation and maintenance)
- Information required to design and install system on specific Host operation
- Supporting documentation for claims made about system performance
- Copies of certifications and/or warranties
- References and contacts for current installations

The District will screen applications on a first-come, first-served basis to determine the feasibility and cost effectiveness of each technology. If a system is determined to be feasible and cost-effective, Manufacturer's contact information, project capabilities, and facility type preferences will be collected for outreach with potential host restaurants. Parameters that are heavily weighted during the screening process are discussed in Section 3.0 (Pre-screen Application Instructions) below.

Instructions for completing the *Pre-screen Application* are found below in Section 3.0 (Pre-screen Application Instructions). Additional details about subsequent steps in the demonstration program, project funding, reporting requirements, and treatment of confidential information are found below in Sections 4.0-5.0.

### **3.0 Pre-screen Application Instructions**

Fill out the *Pre-screen Application* completely and accurately. All fields will be used to assess the qualifications of applicants. Applicants should provide supporting documentation for all claims made in the application. Technical questions and application submittals should be addressed to:

Jesse Madsen  
San Joaquin Valley Air Pollution Control District  
1990 East Gettysburg Avenue  
Fresno, CA 93726-0244  
(559) 230-5800, FAX (559) 230-6112  
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All information will be used to assess the qualifications of applicants; however, the following parameters will be weighed heavily during pre-screening:

- Completeness of application
- Provision of warranties
- Possession of certifications
- Thoroughness of process descriptions and attachments
- Use of proven technologies and components
- Proof of emissions testing
- Supporting documentation
- References and contacts for current installations
- Capital, operation, and maintenance costs
- Operation and maintenance difficulty/labor requirements

## Section 1 – Applicant Information

### Organization Information

Identify the legal name of the organization, company, or proprietor that will enter into a contract with the District. The information entered into this section of the application must be **identical** to the information on the IRS tax forms, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS. Provide the physical address where the applicant is located, including number and street name, city, state, and ZIP code. If the physical and mailing addresses are the same, write “same” for the mailing address. If the physical and mailing addresses are different, provide the mailing address used by the applicant. All correspondence generated by the District, including the contract and claims payments, will be sent to the mailing address.

### Primary Contact Information

Provide the first and last name, title, and contact information for the person that will serve as the primary contact to the District through the full term of the contract. All questions related to the project will go to this individual.

### Signing Authority Information

Provide the first and last name, title, and contact information of the person authorized by the entity that will enter into a binding contract with the District.

## Sections 2 and 3 – System Description, Design Parameters, and Process Specific Information

Complete Sections 2 and 3 by providing the information requested as it is applicable to your proposal. Sections 2 and 3 are intended to gather the information necessary to

determine the feasibility of the proposed system and to identify parameters that may be used in pairing the system with a host facility. Include additional sheets and notes as necessary to provide any details about the system, system installation, system operation, and system costs including capital costs and annual and maintenance costs that may be useful in the District's review of the proposed system. Provide supporting documentation, if available, for all claims made in the application.

#### Section 4 – Information Required from Host Restaurant

Complete Section 4 by including any details and information that you would need to design a system for a specific host facility. Provide detail about any parameters that would need to be considered including, but not limited to, space requirements, cooking operation size, utility requirements, etc.

#### Section 5 – Attachments

Provide a written description of the operation of the system and describe each step in the process. Include a process flow diagram which identifies each component in the system including the cooking area. Provide supporting documentation for all claims made in the application. Attach the following:

- Warranties
- Certifications
- Emissions testing results
- References and contacts for current installations
- Critical operating parameters

#### Section 6 – Certification

Print the name and title of the signing authority, sign in blue ink only, and date. By signing, you are certifying that all information provided in the application and any attachments are true and correct to the best of your knowledge and that you have read the RFQ for the RCTP program. Samples of the *Contract* and *Statement of Work* are available upon request.

### **4.0 Process for Approved Demonstration Projects after Pre-screening**

This section details the steps that will be taken after Manufacturers that submit a *Pre-screen Application* are approved for program eligibility.

#### 4.1 Outreach to Potential Hosts

The District will outreach to potential Hosts, provide information on approved technologies, and assist in identifying technologies that meet the Hosts requirements. Manufacturers selected as eligible in the pre-screening process may also outreach

directly to restaurants to obtain a Host match; the District does not guarantee it will be able to identify Host sites for pre-screened systems.

#### 4.2 System Design and Statement of Work Completion

Manufacturer will collaborate with Host to determine installation, operation, and maintenance requirements. Manufacturer will use the information gathered and work with subcontractors and other agencies as necessary to develop a comprehensive project budget. The Manufacturer will submit quotes and schedules for task completion for use in composing the *Statement of Work*. As part of a complete *Statement of Work*, Manufacturer, Host, and District will determine a set of criteria for successful project completion. The criteria will include quantifiable conditions to be evaluated upon project completion to determine the final system disposition, as well as a list of critical operating parameters for the system.

#### 4.3 Contracting

Once the District has received a completed and approved *Pre-screen Application* and *Statement of Work*, District will work with Manufacturer and Host to execute a contract acceptable to all parties.

The District has established a standard contract for all agreements under this program. Samples of the *Contract* and *Statement of Work* are available upon request. Only in *rare* circumstances will the District allow substantive changes to the language of the contract. The *Statement of Work* will be included as part of the grant agreement; it will further detail the project timeline, deliverables, and expected reimbursement dates and amounts. Changes to project timelines or delivery of work products may require a subsequent contract amendment.

#### 4.4 Installation, Project Startup, and Operation and Maintenance

Manufacturers should be capable of installing and beginning operation of the system within 60 days of contract execution.

Manufacturer will obtain all necessary permits and coordinate with Host and subcontractors to install system with as little disruption to Host operations as possible. Manufacturer will design, install, train the Host to properly operate and maintain the system, and make available any support needed to ensure the demonstration progresses smoothly for the entire demonstration period.

Tasks will be completed according to the *Statement of Work*. Progress reports will be submitted quarterly and upon completion of major project tasks. A publishable final report will be submitted after completion of the first 12 months of demonstration. Details of the final report are included below in Section 6.0 (Reporting Requirements) and in the *Statement of Work*.

#### 4.5 Final system Disposition

At the end of the second year of system operation, or at an earlier time if applicable, the District and Host will compare project results to the *Metric for a Successful Project Demonstration* contained in the *Statement of Work*. If the system passes the criteria, and is therefore determined to be successful, the Host will retain the system and continue operation as-is. If the system passes the criteria, but interferes significantly with Host operations, Manufacturer will work with Host to reconfigure until the system is acceptable. If the system does not pass the criteria, Manufacturer will remove the system and return Host operations as close as possible to the configuration that existed before the system was installed.

#### 4.6 Reporting Requirements

Manufacturer, with the support of Host, will submit milestone and quarterly reports as outlined in the *Statement of Work*. At the end of the first year of system operation, Manufacturer, with the support of Host, will submit a publishable final report. The final report, including all project costs and commercial feasibility of the system, must be submitted approximately two months after the scheduled completion of the first year of the demonstration period and by the date included in the *Statement of Work*. At the end of the second year of system operation, Manufacturer, with the support of Host, will submit an addendum to the final report. Details of all required reports are included in the *Sample Grant Agreement*.

#### 4.7 Funding

As stated in Section 2.0 (RFQ Summary) above, submissions will be processed on a first-come, first-served basis. Based on available funding, applicants will be eligible for funding in the form of a grant agreement if they are approved during pre-screening, partner with a suitable host, and complete the contract execution process (see Section 4.3 (Contracting) above).

Manufacturer and Host will submit separate claims for payment on a quarterly basis during the operation and maintenance phases and upon completion of specific milestones identified in the *Statement of Work*.

In all cases, the District will provide funding to contracted demonstration project participants as reimbursement for goods and materials purchased or for services provided by the project team, provided such expenditures are consistent with the *Statement of Work* and documented on the claim-for-payment form. The District will enforce grant awards through legally binding agreements, and funding will be contingent upon completion of specific milestones and successful execution of the entire project. In no case will advance payment be awarded to participants prior to work being completed or for work completed prior to the execution of a binding contract.



The District will **only** reimburse eligible expenses identified in the *Statement of Work*, included as part of the executed contract. The District's reimbursement process requires the submittal of documentation of eligible expenses incurred during the project period.

**Eligible expenses** include

- the purchase of equipment;
- equipment-related consumables necessary for technology demonstration; and
- subcontracting and labor associated with the manufacture and installation of demonstration equipment.

**Ineligible expenses** include

- subcontracting and labor related to engineering and design;
- administrative costs, such as facility costs, accounting, legal, insurance, and administrative labor;
- travel expenses; and
- permit costs.

#### 4.8 Demonstration Project Management, District Services, and Budget

Manufacturers will report progress and communicate on substantial issues during the life of the demonstration project with a District project manager. Any substantial modification of project scope or design shall require approval by the project manager. Manufacturers and Hosts will allow the project manager or designated District staff sufficient access during the project to perform oversight, review, and monitor project progress to confirm that grant agreement requirements are being met, that the project is being conducted as contracted, and that the project is in compliance with required timelines. District staff may also assist the project through technical support such as development of specifications for evaluation of project data, quantification of results, and identification of required reporting outputs. However, the Manufacturer is responsible for all costs and efforts required to conduct the project and should identify within the *Statement of Work* any required participation and collaboration by District staff considered essential for completion of the project. The Manufacturer should not assume that any expense will be covered by the District that is not specified in the contracted budget and will not be permitted to amend the project budget for expected services or support not identified and requested in the *Statement of Work*.

#### 5.0 Confidential Information

Applications containing trade secret or confidential information must be received with a request for confidential treatment of information. District Rule 1030 (Confidential Information) governs the treatment of such information. The applicant must separate information requested to be kept confidential into an attachment, and should reference

such information where necessary within the proposal. Air pollution emission data cannot be designated as confidential.

Applications selected for funding, excluding confidential attachments, will become public records upon execution of a grant agreement with the District.