

SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRICT

**Request for Proposal**

The San Joaquin Valley Unified Air Pollution Control District (District) is seeking a qualified Contractor to provide and/or develop a workload and asset management program to be used by the District to assist in the maintenance of its air monitoring network.

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Submittal: Two (2) hard copies and one (1) electronic copy of the proposal must be received at the address below on or before:

Friday, May 5, 2017, 5:00 PM

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

Address to: Nathan Trevino  
Supervising Air Quality Instrument Technician  
San Joaquin Valley Unified Air Pollution Control District  
1990 East Gettysburg Avenue  
Fresno, CA 93726

Mark Envelope: "Proposal – Workload and Asset Management Program"

Issuance Date: Wednesday, March 29, 2017

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Request for Proposals**

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## **1. Overview**

The San Joaquin Valley Air District is a public health agency whose mission is to improve the health and quality of life for all Valley residents through efficient, effective and entrepreneurial air quality management strategies. Our Core Values have been designed to ensure that our mission is accomplished through common sense. The District is made up of eight counties in California's Central Valley to include the counties of San Joaquin, Stanislaus, Merced, Madera, Fresno, Tulare, Kings, and the western and central portions of Kern County. The San Joaquin Valley Air Pollution Control District (District), State Agencies, Federal Agencies, and Tribes are responsible for operating air monitoring networks within the District's boundaries. In general, these air monitoring networks collect ambient air quality and meteorological data with the primary goals of demonstrating compliance with the National Ambient Air Quality Standards (NAAQS), and satisfying the need for a more comprehensive air quality database.

This Request for Proposal (RFP) is focused on seeking a qualified Contractor to provide and/or develop a workload and asset management program to be used by the District's Air Monitoring Program (AMP) responsible for maintaining the instrumentation operating in the network. This project is scheduled to be completed by December 2017.

## **2. Background**

This RFP solicits a proposal for a fully functional program that is compatible with both Windows 10 and mobile devices operating systems such as iOS, Android, and/or Windows, has the ability to be Web-based, and which will manage all aspects of the workload of the AMP Department. Successful respondents to this RFP will have demonstrated proficiency in such work. Specifications are provided in Section 3 of this RFP. The District will be available to meet and discuss project requirements and development at key times in the process. If the District requires changes Contractor will have the opportunity to modify the proposal amount. If the proposal amount is modified, the District will evaluate the new proposal amount and reserves the right to select a different Contractor if the revised proposal amount is not agreeable to the District.

## **3. Project Requirements and Specifications**

The specifications and project design provided in this section shall be used by the Contractor. In their response to this RFP, Contractors are expected to highlight how their product is able to satisfy the needs listed in this section, and what areas would require further development within their product. In addition, Contractors are also welcome to detail what their product is able to offer beyond the capabilities that are listed in this RFP.

### **3.1. Primary Workload and Asset Management Program Capabilities**

To satisfy the requirements in managing the ongoing tasks in maintaining the air monitoring network and tracking vital asset information, the District is seeking an off the shelf or custom Web-based software program that offers the following capabilities:

- Ability to track all maintenance activities, repair activities, verification/certification activities and physical location of primary assets assigned to the program. The program should have the capability to produce a historical record of all events and parts associated with the primary asset.
- Ability to assign a status to each activity manually or through automatic generation through the program. i.e. – service task entered, technician acknowledged, technician dispatched, technician arrival, parts ordered, parts received, and outsource repair.
- Ability to view assigned/unassigned tasks in a calendar view with the capability of filtering views based on the function of each user.
- Ability to automatically generate a repeated task as an unassigned activity at an interval determined by the user (e.g. weekly, bi-weekly, monthly, quarterly, semi-annually, and annually). This automatic function should disable all associated repeated tasks when a primary asset is marked as an inactive asset.
- Ability to schedule maintenance and repair activities as needed.
- Ability to track travel time, work time, and equipment down time associated with each task. Each task entered should allow for technicians to acknowledge the task and establish estimated completion times for assigned tasks.
- Ability to utilize functions within the program that allow for activities to be checked as completed or fields to be entered based on information collected from instrumentation or equipment used in the network.
- Ability to create reports from the data in the program based on the function of each user.
- Ability to send email notifications regarding assigned tasks based on a user's preference.
- Ability to have multi-level user access as assigned.
- Ability for users of the program to filter assigned tasks by each staff member to allow for staff to assist one another in completing outstanding assignments.
- Ability to incorporate links within each task to allow access to quick guides, SOPs, technical manuals, etc., to assist staff in completing a task.
- Ability to insert images of primary assets into individual records for each asset.
- Ability to establish barcodes for all assets in the network for improved inventory control. This should include an option to lock down the inventory program to allow technicians to scan all assets at a specific location to ensure every asset assigned to a location is identified.

### **3.2. Parts Inventory Management Program Capabilities**

To satisfy the need to manage the inventory of spare parts being used in the maintenance and support of the air monitoring network, the District is seeking a program that offers the following capabilities:

- Ability to track inventory of spare parts for the network. This function should allow for multiple inventory warehouses to be managed.
- Ability to allow technicians to request the necessary parts through the software to document parts usage on the associated monitoring equipment asset and account for the physical part throughout the process.
- Ability to generate requisitions purchasing and receiving of parts within the software to maintain accountability of all parts acquired and used in the program.
- Ability to track parts against purchase orders to determine age of part when received and cost at the time of purchase.
- Ability to establish threshold warnings for when parts need to be ordered for restocking the inventory.
- Ability to forecast parts usage based on assigned tasks. This function provides a report to the technician if a parts requisition is required prior to performing the task should the technician's local warehouse not have all the necessary parts available to perform the task.
- Ability to lock-down parts inventory program to allow blind hard counts to be entered in an effort to reconcile physical location of parts with program inventory counts.
- Ability to track parts usage and costs for annual budget review.
- Ability to use barcode labeling system to receive parts quickly and distribute parts. The system should allow for a label to be scanned and for the system to identify the part.

### **3.3. Free of Vulnerabilities**

Contractor must ensure that all software and its component packages (proprietary and/or open source) being used as part of the system, are free from all the publicly known vulnerabilities in these types of software, called the common Vulnerabilities and Exposures, and the known security issues have been mitigated.

### **3.4. Functions as Intended**

Contractor is expected to provide assurance through testing and established confidence measures whether a system "functions as intended" and to take corrective measures where such functionality is not present

### **3.5. Support and Reliability**

Contractor is expected to provide assurance that the product is built on a commonly available technology and support for both the technology and the product is readily available for a foreseeable future.

### **3.6. Bond**

Before commencing any work on the project, Contractor shall furnish a faithful performance bond with good and sufficient surety acceptable to the District in the sum of twenty five thousand dollars (\$25,000).

The cost of the \$25,000 performance bond shall be listed as a separate line item in your proposal. If your firm must acquire professional liability insurance specifically for this project and it will result in an additional cost, Contractor may also show that as a separate line item cost.

### **3.7. Warranty**

The software program shall be warranted against defects by the Contractor for a period of one year (12 months) after the point at which all repairs requested by the District have been completed; and after the District determines the software program is completely functional. Copies of all warranties including, but not limited to manufacturer and Contractor warranties, must be provided to the District. A one (1) year warranty is required for workmanship.

## **4. Scope of Work**

The selected Contractor will be expected to use professional staff to complete the tasks. All staff must have all licenses and certifications available for the tasks they perform, worker compensation insurance covering them at all times that they are on site, and adhere to all applicable local, state, and federal regulations. The Contractor must demonstrate that he/she has the appropriate staff and/or Subcontractors as part of his/her team to accomplish the objective of the applicable components of this RFP and to comply with all legal requirements. The Contractor's team must include a Contractor licensed by the State of California to develop the workload and asset management program as described in Section 3. The Contractor should include the Contractor's license number in the proposal. The Contractor must demonstrate that staff has the certifications, licenses, training, and experience appropriate for the project.

All components described in Section 3 must be included. The design and installation of the software program must be approved by the District Information Technology Services (ITS) Director or other person designated by the District's Executive Director/Air Pollution Control Officer (APCO).

## **5. Work Products/Deliverables**

### **5.1. Initial meeting/conference call**

At the start of the contract period, the Contractor's project manager and key personnel will meet with District staff via telephone or in person to discuss the overall plan, details of performing the tasks, the project schedule, items related to changes in personnel, and any other issues that need to be resolved before work can begin.

### **5.2. Periodic conference call and progress reports**

At regular intervals defined by the District (approximately every 2 weeks) the project manager and key personnel will meet with District staff via telephone to discuss the overall plan and details of task progress. Prior to the conference call (preferably at least one work day) Contractor will email the District a brief progress report that includes:

- Brief summary of last meeting, including list of attendees;
- Current status of work progress;
- Action items and significant upcoming tasks;
- Action items in progress; and
- Action items completed.

The Contractor must be willing to receive guidance and direction from the District and adjust procedures and methods.

### **5.3. Construct Program**

The Contractor will construct the workload management software program and install it in a manner to ensure that it meets all requirements and standards. The Contractor shall guarantee all work for a period of no less than 12 months after completion of work and acceptance of work by the District.

### **5.4. Arrange For Installation and Testing**

The Contractor will work with the District's ITS department to coordinate service installation and testing. All installation work shall be performed according to industry guidelines, rules and regulations. If disputes occur, local, state, and national codes have precedence; then, owner policies and procedures; then then finally, manufacturer recommendations.

## 5.5. Invoices and Progress Reports

The Contractor will submit invoices in accordance with the requirements of a legally binding contract. The invoices must list the contract number and shall itemize all expenses incurred during the payment period completed. Each item in the invoice will correspond to one of the tasks listed in Table 1 below. Direct labor charges and Subcontractor and Contractor charges shall be subdivided into the number of hours spent by each staff classification (e.g., project manager, software engineer, etc.) for the invoice period.

The Contractor will be paid for the payment period within thirty (30) days of when the invoice and a progress report are deemed by the District to reflect and demonstrate work done in accordance with the contract.

## 6. Project Timeline and Schedule of Deliverables

The District may amend the following tentative timeline for completion of work products. The Contractor may propose an alternative deliverable and payment schedule. If the Contractor would like an alternative deliverable and/or payment schedule, the revised alternative schedule shall be included in the proposal submitted. Payments must correspond with deliverables.

**Table 1: Proposed Project Schedule of Deliverables and Payments**

Action/Work Product	Approximate Date	Payment Percentage
Release of RFP	March 29, 2017	-
Proposal Deadline	May 5, 2017	-
Contractor Selection	May 11, 2017	-
Contract To Governing Board (if needed)	June 15, 2017	-
Contract Effective	June 15, 2017	10%
Program Setup Completed for District Needs	September 2017	50%
District Testing Complete and Project Closure	December 2017	40%

## 7. Required Qualifications

In order to be considered by the District, the Contractor must have worker's compensation coverage for all employees that would work on this project; have general liability coverage with limits of not less than \$1 million per occurrence; and not presently be 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 must demonstrate in the proposal by references or other methods that the Contractor has excellent working relationships with its customers. In addition, the Contractor must demonstrate that the Contractor has extensive experience and expertise in the development, design, and implementation of workload and asset management software. The Contractor must demonstrate in the proposal that the Contractor has the ability and resources to produce the deliverables requested in this RFP.

The District reserves the right to reject any proposal deemed non-responsive, not responsible, and/or not reasonable.

## **8. Requirements of Submitted Response**

Submitted proposal 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.

### **8.1.1. Cover Letter**

Must include the name, address, and telephone number of the company, total project cost, the name of the contact person for the proposal, and be signed by the person or persons authorized to represent the company. Submission of the proposal will be considered to be a binding commitment (firm offer) by the Contractor to provide the proposed services by the identified personnel at the specified cost.

### **8.1.2. Table of Contents**

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

### **8.1.3. Summary (Section 1)**

State the overall approach to the project and specific objective(s). Demonstrate a clear understanding of the project goal. Include total project cost and a list of general tasks to be performed to complete the project. Provide specific examples of steps to be taken to complete the project.

### **8.1.4. Work Program (Section 2)**

Describe work activities or tasks to be performed including the sequence of activities and a description of methodology or techniques to be used.

### **8.1.5. Program Schedule (Section 3)**

Provide projected milestones or benchmarks for all tasks and reports within the total time allowed. This must demonstrate that the project will be completed by December 2017.

### **8.1.6. Project Organization (Section 4)**

Describe the proposed management structure, project monitoring procedures, organization of the contracting group, and facilities available.

### **8.1.7. Assigned Personnel (Section 5)**

Identify the principals having primary responsibility for implementing the project. Discuss their professional and academic backgrounds, including all certifications and licenses held. 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.

### **8.1.8. District Resources (Section 6)**

Describe any District services and staff resources needed to supplement Contractor activities to achieve identified objective(s).

### **8.1.9. Subcontractors (Section 7)**

If Subcontractors are to be used, identify each of them in the proposal. The Subcontractor's name and address must be included 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, relationship to project management, schedule, costs, and hourly rates. Note that the Subcontractors must have all items listed in section 10.0 of this RFP except for the performance bond.

### **8.1.10. Contractor Capability and References (Section 8)**

Provide a summary of the company's relevant background experience. Discuss the applicability of background experience to this RFP. Include examples of related projects completed for other parties that are of a similar nature to the work requested herein with references. Please include telephone numbers and e-mail addresses of references.

#### **8.1.11. Costs of Proposal (Section 9)**

Identify all costs associated with the execution of this RFP, along with future annual support costs. Agreements established from the proposal are considered to be fixed price, including sales tax (currently 7.98% for Fresno) and other miscellaneous expenses. The cost of each component that the Contractor is responding to must be specified along with any reduction in price if the District chooses not to have the Contractor complete the component. If the proposal includes multiple alternatives for the completion of a task the cost of each alternative should be listed separately.

#### **8.1.12. Conflict of Interest (Section 10)**

Identify any actual or potential conflicts of interest resulting from any contractual work performed, or to be performed, for other clients, as well as any such work done, or to be done, by proposed Subcontractors. Specifically, Contractors 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, Contractors 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 of this RFP).

#### **8.1.13. Demonstration of Previous Experience (Section 11)**

Attach a description of any work prepared similar to what is requested in this RFP. Provide other essential data that may assist in the evaluation of this proposal.

### **8.2. Proposal Submission**

All proposals must be submitted according to the specifications set forth in Section 8 - "Requirements of Submitted Response" and this section. Failure to adhere to these specifications may be cause for rejection of proposal.

#### **8.2.1. Signature**

All proposals shall be signed by an authorized representative of the Contractor.

#### **8.2.2. Due Date**

The Contractor shall submit an electronic copy of the proposal in Microsoft Word mailed to Nathan Trevino. The Contractor shall also submit two (2) complete hard copies of the proposal in a sealed envelope plainly marked in the upper left-hand corner with the name and address of the proponent and the words:

“Proposal – Workload and Asset Management Program”

**Proposals must be received at the address below, no later than Friday, May 5, 2017 – 5:00 PM, and shall be directed to:**

Nathan Trevino, Supervising Air Quality Instrument Technician  
San Joaquin Valley Unified Air Pollution Control District  
1990 E. Gettysburg Avenue  
Fresno, CA 93726-0244  
[nathan.trevino@valleyair.org](mailto:nathan.trevino@valleyair.org)

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

### **8.2.3. Addenda**

The District may modify the request for proposal and/or issue supplementary information or guidelines relating to the RFP at any time. If the District modifies the request for proposal the modification will be posted on the District website. Contractors 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 Contractor.

### **8.2.4. 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;
- Not prepared in the format prescribed; or
- Not signed by an individual authorized to represent the company.

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

### **8.2.5. Disposition of Proposals**

All proposals become the property of the District. Unless the Contractor specifically requests otherwise and the District approves such a request, all-proposals are considered public information.

### **8.2.6. 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 thirty (30) days following the last day to accept proposals.

### **8.3. Estimation of Costs**

Total cost must be clearly indicated in the Costs of Proposal section of the proposal. It is expected that general overhead and administrative costs are included in the hourly rate for labor. It will be assumed that all contingencies and/or anticipated escalations are included. No additional funds will be paid above and beyond the original quote given by the Contractor unless the District requests things beyond the scope of the original RFP **and** a new quote is submitted to **and** accepted by the District, **and** the District and the Contractor both sign a change order or contract amendment accepting the new quote. There is no guarantee that the District will approve any new quotes. Costs must be itemized by the following categories:

#### **8.3.1. Task**

List a total cost for each task. The District reserves the right to remove tasks if it is deemed necessary to remain within the budget, provides cost savings to the District, or is determined to be in the District's best interest.

#### **8.3.2. Labor**

List an hourly labor rate for each assigned principal and technical specialist. The rate quoted must include labor, general, administrative, and overhead costs. The labor rate must adhere to all state and local requirement for projects funded with state or federal funds.

#### **8.3.3. Supplies and Equipment**

Provide an itemized list of supplies to be purchased or leased specifically for the program. The cost of each item shall be listed separately. 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 and shall be delivered to the District prior to the final payment being issued by the District or within thirty (30) days of when it is no longer needed by the Contractor for the project, whichever is first.

#### **8.3.4. Subcontractor Costs**

Identify Subcontractors by name, list their cost per hour or per day, and the number of hours or days their services will be used.

#### **8.3.5. Travel Costs**

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

#### **8.3.6. Miscellaneous Costs**

If there are any miscellaneous costs these shall be specifically identified with the cost of each listed.

### **9. Proposal Evaluation and Contractor Selection**

For clarification purposes, during the selection process, District staff may interview Contractors with scores above a natural break. This may include interviews to confirm statements made within the proposal and clarify sections specified in the proposal. Contractors shall not provide new material at this time.

A contract will be awarded to the Contractor that in the sole discretion of the District is deemed to best and most cost-effectively meet the needs of the District. The District may choose not to award this contract if it is deemed that such action is in the best interest of the District. Failure to adhere to specifications in this RFP may be cause for rejection of the proposal.

The contract is subject to approval by the District's Executive Director/APCO and if needed the Governing Board. All proponents will be notified of the results by letter after a contract is approved.

### **10. License/Insurance/Bond**

The Contractor and all Subcontractors used for the project shall have valid business licenses, valid certifications and licenses for the tasks they are performing (e.g. Contractor's license), and provide insurance coverage in amount acceptable to the District. Copies of all licenses, certifications, and certificates of insurance for the Contractor and all Subcontractors to be used on the project must be submitted prior to commencing any work on the project. The insurance shall be from an insurer acceptable to the District.

Before commencing any work on the project, Contractor shall furnish a faithful performance bond with a good and sufficient surety acceptable to the District in the sum of

twenty five thousand dollars (\$25,000).

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

- Workers compensation insurance in accordance with the California Labor Code; and
- Commercial general liability insurance with minimum limits of coverage of not less than one million dollars (\$1,000,000) per occurrence.

The foregoing insurance policy(s) shall not be canceled, reduced, or changed without a minimum of thirty (30) calendar day's advance, written notice given to District and written approval by the District to do so.

Each bond and insurance policy shall be listed as an item in the budget with an associated cost. If the bond or insurance policy cost is included in general overhead or will not be billed to the District, please note that in the line item and put "N/A" for the cost.

## **11. Non-Debarment Certification**

The contract for this project will include the following language addressing non-debarment certification:

"CONTRACTOR certifies by signing the signature page of this original document 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."

## **12. Inquiries**

Technical and administrative questions concerning this RFP shall be directed to:

Nathan Trevino, Supervising Air Quality Instrument Technician  
San Joaquin Valley Unified Air Pollution Control District  
1990 East Gettysburg Avenue  
Fresno, CA 93726  
Phone: 559.230.6000  
e-mail: [nathan.trevino@valleyair.org](mailto:nathan.trevino@valleyair.org)

### **13. Confidential Information**

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