

# REQUEST FOR PROPOSAL

for

## REVIEW CURRENT METHODS FOR ALLOCATING AVERAGE-DAY MOBILE SOURCE EMISSIONS TO WEEKEND DAYS

*Authorized by the Policy Committee of the San Joaquin Valleywide Air Pollution Study Agency*

*Funded by the Central California Ozone Study (CCOS)  
under the authority of the San Joaquin Valleywide Air Pollution Study Agency*

---

**Submittal:** Proposals must be received at the address below on or before Friday, September 23, 2011, 5:00 p.m.

Proposals received after the time and date stated above will not be accepted.

**Submissions must include:** two (2) signed copies of Proposals delivered by mail or messenger to establish official receipt;  
one (1) unbound master suitable for black and white reproduction; and  
one (1) electronic copy (CD-ROM) of all submittal documents in Word or PDF format for electronic distribution to the review committee.

**Address Submissions to:** Mr. John DaMassa  
ARB Program Manager  
California Air Resources Board  
1001 "I" Street  
Sacramento, CA 95814

**Mark Envelope:** "PROPOSAL: Review Current Methods for Allocating Average-Day Mobile Source Emissions to Weekend Days"

**RFP Issuance Date:** September 6, 2011

**Contact:** Cheryl Taylor, (916) 327-6257, [cataylor@arb.ca.gov](mailto:cataylor@arb.ca.gov)

## Contents of the Request for Proposal

<u>Section</u>	<u>Page</u>
1. Introduction	3
2. Background	3
3. Project Description	4
3.1. Qualifying Statement	
3.2. Objective	
3.3. Scope of Work	
3.4. Work Products/Deliverables	
3.5. References	
4. Project Schedule	8
5. Budget	8
6. Required Qualifications	9
7. Project Direction	10
7.1. Management	
7.2. Submittal of Results	
7.3. Reporting Requirements	
7.4. Involved Parties Responsibilities	
8. Contents of Proposals	11
9. Submission of Proposals	14
10. Process	15
10.1 Addenda and Supplements to the RFP	
10.2 Evaluation Criteria for Qualification for Respondents	
10.3 Proposal Evaluation and Contractor Selection Process	
10.4 Contract Negotiation and Approval	
11. Insurance	18
12. Data Ownership and Publication	19
13. Confidential Information	19
Exhibit A: Certification Regarding Debarment	20
Table 2: Sample Budget Summary Form	21

**REQUEST FOR PROPOSAL**  
for  
**REVIEW CURRENT METHODS FOR ALLOCATING AVERAGE-DAY MOBILE  
SOURCE EMISSIONS TO WEEKEND DAYS**

**1. INTRODUCTION**

The Technical Committee of the San Joaquin Valleywide Air Pollution Study Agency (Study Agency) is issuing this Request for Proposals (RFP) to review ARB's current method to adjust emissions from on-road motor vehicles used as input to air quality models to reflect activity on weekend days. Suggestions for improving the current method are also requested. The Study Agency is the guiding body for the Central California Ozone Study (CCOS). ARB and local air district staff plan to use the results from CCOS to prepare the demonstration of attainment of the ozone standard for non-attainment areas in Central California. Emission inventories from all sources, including on-road motor vehicles, are important inputs to attainment plans. The Study Agency has charge of evaluating the proposals, selecting a qualified contractor, and executing the contract.

**2. BACKGROUND**

The ARB and local air districts are responsible for developing clean air plans to demonstrate how and when California will attain air quality standards established under both the federal and California Clean Air Acts. For the areas within California that have not attained air quality standards, the ARB works with air districts to develop and implement State and local attainment plans. Attainment plans contain many parts, including a baseline emissions inventory and an attainment demonstration, which generally involves complex modeling. The project solicited by this RFP is intended to review and suggest improvements to the daily and hourly variations of on-road motor vehicle emissions that are inputs to air quality models. Air quality models require hour-specific emissions for each day that is being modeled. Emissions from on-road motor vehicles reflect a significant portion of total emissions and are therefore critical to reflect hourly and daily emissions as correctly as possible. Activity data used to calculate on-road emissions come from travel demand models. Travel demand models are developed by local and state transportation planning agencies to reflect travel for an average weekday since the heaviest traffic congestion generally occurs on core weekdays. Temporal patterns can vary significantly for different regions of the state and for different days of the week. Additionally, travel by heavy-duty trucks can be significantly different than passenger cars.

The San Joaquin Valleywide Air Pollution Study Agency, a joint powers agency that coordinates scientific research on air quality issues in Central California, is the sponsor of this project. The Study Agency's decision making body is a Governing Board consisting of one supervisor from each of the eight counties in

the San Joaquin Valley. While the Study Agency employs no staff, its mission is guided by committees of state, federal, and district air agency staff, and public- and private-sector stakeholders. Its projects are typically carried out by contractors who are coordinated and managed by the staff of the California Air Resources Board (ARB) and SJVUAPCD. This project will be conducted by a contractor engaged by the Study Agency and guided by staff of the ARB and participating districts.

### **3. PROJECT DESCRIPTION**

**3.1 Qualifying Statement:** It is understood that a detailed timeline for completion of this work cannot be developed until a contract is in place. Once this work plan has been approved by the Central California Air Quality Study (CCAQS) Policy Committee (PC) and a contract is in place, a detailed timeline will be developed in consultation with the CCAQS Technical Committee.

**3.2 Objective:** The objective of this project is to review ARB's current method for adjusting on-road motor vehicle emissions used in air quality models by day of week and hours per day. Additionally, this project is expected to provide suggestions for improving the method and input data.

#### **3.3 Scope of Work:**

This study has three tasks. The first task is to review ARB's current methodology for adjusting on-road motor vehicle emissions that are input to air quality models. The second task is to make suggestions for improving the method and input data. The third task is to document the findings in a written report.

##### **Task 1. Review Current Methodology**

Review the current methodology (CARB 2007). Analyze the assumptions made during development of the factors, including the source, applicability and currency of the data, vehicle classifications, and spatial distribution. Discuss the reasonableness of using the current factors for modeling with 4km grid cells, as described in tasks 2 and 3.

Prior to 2006 when the current factors were developed that are being evaluated in this project, on-road motor vehicle modeling inventories were adjusted using data developed by UC Davis (Lam 2002). Traffic within a time period, as provided by local regional transportation agencies (RTPAs) and Caltrans, was allocated to each hour using profiles that were developed by UC Davis. UC Davis developed two hourly profiles, one for weekdays and one for weekend days, which differed by county. However, there was no distinction by vehicle class. The same hourly profile was used for heavy-duty vehicles as for light-duty vehicles within a county. Use of these profiles concerned ARB staff because

trucks are known to have different diurnal distributions than cars and they have high NOx emissions. This concern prompted the development of the factors that are the subject of this project.

The current methodology describes the steps taken to develop factors to adjust the gridded on-road motor vehicle emissions inventory for different days of the week, as well as hourly variations for heavy-duty vehicles. ARB will provide a sample of the source data and the SAS programs used to develop the factors. ARB will also provide the day-of-week and hourly factors that have been developed, which ARB staff continues to use.

However, the current methodology required many assumptions during the development of the factors. Those assumptions have likely introduced inaccuracies in the factors. The current factors may not reflect actual traffic conditions well in some areas of central California, thus prompting the desire for improvement through this proposed project.

Following are examples of the more important assumptions that were made in order to develop the current factors. Traffic counts from the summer of 2004 were used. This was the latest year available at the time; summer was chosen in preparation for ozone modeling. The classification of the traffic count data did not correspond directly to on-road emission inventory categories. The traffic counts are taken on freeways; these counts were assumed to reflect local traffic as well. Due to lack of robustness of data in some counties (sometimes only one count station was available in a county), Caltrans districts were combined and assumed to reflect each county in the district.

## Task 2. Suggest Improvements to Methodology or Input Data

Investigate available sources of data. Possible sources are listed below; other sources may be considered. Traffic count data from Caltrans or local transportation agencies may be available. Additionally, UC Irvine, Institute of Transportation Studies under contract with ARB is developing a California Vehicle Activity Database (CalVAD) to estimate highway vehicle miles traveled (VMT) and average speed. VMT and speed are estimated for trucks and total vehicles (i.e. trucks and non-trucks). The tool merges the Weigh-In-Motion (WIM) and Performance Measurement System (PeMS) data sets based on time, geographic proximity and statistical imputation techniques. Initially CalVAD will estimate VMT and speeds for freeways; an expanded database to include arterial streets may be considered in the future.

Review related methodologies used by other leading agencies, such as other states, regions or nationally. Consider any new developments in this field.

Suggest ways to improve the methodology and any input data if new factors were to be created. Of particular interest would be the spatial extent (e.g. regional detail or urban vs. rural), year(s), vehicle count data to emission (EMFAC) classification, facility type, and vehicle type. Suggestions may be broken down

into near-term and long-term improvements. Summarize the overall findings from Task 1 and suggested improvements in a brief technical memorandum.

### Task 3. Document Findings

Prepare draft and final reports. Present the analyses and results of Tasks 1 and 2. Prepare a draft final report documenting the technical approach, findings, and conclusions of the study. This project focuses on central California, which has a unique and large diversity of transportation characteristics. Assumptions made to improve the methodology should be clearly stated. Explain how suggested improvements would produce factors that are more accurate than existing factors.

Responding to comments provided by the Technical Committee, prepare and submit a final report. Multiple report revisions may be required if the report is not written to the satisfaction of the Study Agency.

### **3.4 Work Products/Deliverables**

**Written Documentation:** Written documentation will include:

- Technical Memorandum (Task 2)
- Draft and Final Reports (Task 3)

**Electronic Data Submittal:** The contractor shall provide reports and data to the Study Agency in a format specified by the Study Agency using Microsoft Office 2010 Professional software (Word, Excel or Access).

**Draft Final Report:** The Contractor shall deliver to the Study Agency an electronic copy of a draft final report for review by staff.

**Copies of Final Report:** Upon approval of the Final Report by the Study Agency, the Contractor shall deliver to the Study Agency five bound copies and one unbound copy of the final report incorporating all final alterations, additions and appendices. The Contractor shall also deliver an electronic copy of the final report produced in Microsoft Office 2010 Professional. The report shall also include a bibliography of data sources referenced or used to support the evaluation and completion of tasks. The Study Agency may request that a copy of these reference documents accompany the final report in order to provide complete documentation of the report.

**Progress Reports:** The contractor will provide progress reports every month via email to the Project Manager. The progress report will include:

- Funds spent and remaining;
- Hours used and remaining;
- Current status of work products and deliverables;

- Problems encountered;
- Future work; and
- Brief summary of any meetings, including list of attendees.

The contractor will participate in conference calls to discuss the progress reports when requested by the Project Manager.

**Invoices and Progress Reports:** The contractor shall submit invoices in one of two ways: 1) hard copy in triplicate or 2) via email using MS Word. Invoices shall be prepared in the format used by the Study Agency, which will be provided. The invoices must list the contract number and shall itemize all expenses (including equipment costs) incurred during the payment period completed. Each item in the invoice shall correspond to one of the tasks. Direct labor charges and subcontractor and contractor charges shall be subdivided into the number of hours spent by each staff classification (e.g., Senior Scientist, Research Assistant) for the invoice period.

The contractor will be paid for the payment period when the invoice and a progress report are deemed by the Study Agency to reflect work done in accordance with the contract. Ten percent (10%) of each invoice payment will be withheld until the final report is complete and approved by the Study Agency.

Additional tasks performed by the contractor or its subcontractors to develop supporting information or analysis, which were not specified in the proposal, will not be reimbursed without prior approval from the Study Agency. Unapproved additional tasks are not reimbursable. Any completed data sets shall be provided by the Study Agency for availability to the stakeholders.

### **3.5 References**

California Air Resources Board (2007). "Photochemical Modeling Protocol for Developing Strategies to Attain the Federal 8-hour Ozone Air Quality Standard in Central California", Chapter 6 Emission Inventory Development, Section 6.7.6 Suggested Improvements for On-Road Motor Vehicle Gridding. Prepared by Planning and Technical Support Division of the CARB, May.

([http://www.arb.ca.gov/eos/SIP\\_Modeling/docs/CCOS\\_PROTOCOL\\_2007-05-22\\_DRAFT.pdf](http://www.arb.ca.gov/eos/SIP_Modeling/docs/CCOS_PROTOCOL_2007-05-22_DRAFT.pdf))

Lam, T. Niemeier, D., Jierranaitanakit, K. (2002). "Estimation of Hourly Allocation Factors for the Central California Ozone Study Using State-wide Model Data and Real Time Traffic Data." Final Draft Report. Contract No. 00-04PM. San Joaquin Valleywide Air Pollution Study Agency and California Environmental Protection Agency – Air Resources Board.

([http://www.arb.ca.gov/airways/ccos/docs/l6\\_traffic\\_Jul02\\_fr.pdf](http://www.arb.ca.gov/airways/ccos/docs/l6_traffic_Jul02_fr.pdf))

#### 4. PROJECT SCHEDULE

The Study Agency intends for the project to be completed according to the following schedule of deliverables (the Study Agency may agree to a different schedule that would be specified in the contract). Payments must correspond with deliverables. Progress reports and conference calls are not included in Table 1.

**Table 1: Project Schedule and Deliverables**

<b>Action/Work Product</b>	<b>Approximate Date</b>
Release of RFP	September 6, 2011
Proposal <b>Deadline</b>	September 23, 2011
Contractor Selection	September 28, 2011
Contract Development	Early October 2011
Contract Approval	October 20, 2011
Task 1 Completion	November 29 2011
Task 2 Completion – Technical Memorandum	January 6, 2011
Task 3 - Draft Report Completion	February 29, 2012
Task 3 - Study Agency Review and Comments on Draft Report	March 1 – 16, 2012
Task 3 - Final Report Completion	April 13, 2012

#### 5. BUDGET

Costs will be a factor in evaluating proposals responding to this RFP. Proponents are directed to provide task-related costs in their proposal budget summary rather than a lump sum bid. Proposals will be evaluated both by comparison of cost for comparable tasks as well as projected total cost. The Study Agency's review committee is authorized to consider the comprehensiveness of proposed efforts as well as total cost to provide reasonable comparisons of the responses. All evaluation criteria are described in Section 10.2.

The budget for this project is \$50,000. The budgeted amount is available to the contractor for research, analysis, coordination, teleconferences, meetings, report writing, subcontractors, and all other efforts undertaken by the contractor for this project.

The proponent's costs must be itemized by the following categories:

**Task:** List a total cost per task. The Study Agency reserves the right to remove tasks as deemed necessary to remain within budget.

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

**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.

**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 rates approved by the Study Agency, whichever is lower, unless negotiated otherwise.

**Miscellaneous Costs:** If any.

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 contracted amount for the services specified in the proposal. If the Study Agency determines a need for additional tasks or services not included in the proposal, the contract may be amended by agreement of both parties to include additional tasks and related costs.

## **6. REQUIRED QUALIFICATIONS**

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

- Knowledge and experience with motor vehicle emission inventories;
- Knowledge and expertise with traffic count and other traffic data;
- Knowledge and experience in handling gridded emission inventories;
- 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. The Study Agency reserves the right to reject any proposal deemed non-responsive to the RFP, not responsible, and/or not reasonable.

### **Excluded Parties List System (EPLS)**

The Excluded Parties List System (EPLS) is a central registry that contains information regarding entities debarred, suspended, proposed for debarment, excluded, or otherwise declared ineligible from receiving Federal contracts.

Access to the EPLS is available at <http://www.epls.gov>. An Offeror or any individual identified in the solicitation that appear in EPLS are not eligible for award of a contract.

### **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.

### **Bidder Requirements**

The bidder certifies by signing the signature page of the original copy of the submitted proposal and any amendment signature page(s) that the bidder 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 bidder 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.

## **7. PROJECT DIRECTION**

### **7.1. Management**

This project is part of the Central California Ozone Study (CCOS). CCOS is a large-scale program involving many sponsors and participants. Three entities are involved in the overall management of CCOS. First, the San Joaquin Valleywide Air Pollution Study Agency, a joint powers agency formed by the eight counties in the San Joaquin Valley, directs the fund-raising and contracting aspects. Second, the Study Agency's Policy Committee comprises four voting blocks: State, local, and federal government, and the private sector, provides guidance on the objectives and funding levels of CCOS projects, and approves all proposals, contracts and reports. Third, the Study Agency's Technical Committee provides overall technical guidance on RFPs, direction and progress of work, contract work statements, and reviews of all technical reports produced from the study. On a day-to-day basis, various staff of the California Air Resources Board (ARB) are responsible for management of CCOS. Staff of SJVUAPCD assist with the coordination of Study Agency Board actions, and the legal and financial management of the Study Agency.

The contractor selected to conduct this work shall report to the Study Agency Project Manager, who will be appointed with the approval of the contract. For the purposes of this project, the staff of the ARB will write and monitor contracts with the participants and will be the primary interface between the contractor, the Policy and Technical Committees, and the Study Agency. Contract performance is not to begin until a contract is fully approved by the San Joaquin Valleywide Air Pollution Study Agency.

## **7.2. Submittal of Results**

All completed files or reports shall be released by the contractor to the appointed Project Manager for distribution and review by the Study Agency. The Study Agency may review any of the results in whole or in part and submit comments or questions to the contractor through the Project Manager. The contractor shall not undertake additional work to address issues raised by this process without the express written approval of the Project Manager.

## **7.3. Reporting Requirements**

The contractor shall deliver brief, written monthly progress reports to the Study Agency Project Manager. Payment to the contractor will not be made until receipt of all scheduled progress reports. The contractor shall deliver to the Project Manager a monthly invoice. With respect to the payment period completed, the invoice shall set forth in detail by task, in accordance with the contract budget and as appropriate, charges for time expended on the analysis, including classification of personnel involved in such time expenditure, and the monthly, weekly, or hourly rates for such personnel, as appropriate. The invoice shall also contain an itemization of all materials used for the analysis, including the purpose of its use and its cost. The contractor shall deliver a draft final and final electronic report in MS Word. The contractor will receive comments on the draft report within 45 days of submission, with revisions in the final report due within 45 days after receipt of review comments. The reporting requirements are in addition to the requirement to transmit all required electronic files related to completion of tasks as previously specified in Sections 2, 3, and 4 of this RFP.

## **7.4. Involved Parties Responsibilities**

The Study Agency provides an independent, collaborative, peer reviewed, scientific approach that is desired to ensure stakeholder confidence in the research and outcomes. Staffs from the ARB, interested local air districts and other interested CCAQS TC members will provide review of draft reports along with guidance for research.

## **8. CONTENTS OF PROPOSALS**

Proposals must be signed by a duly authorized official of the responder and must state that the proposal is valid for a period of not less than ninety (90) days from the date of submittal. The respondents name and address as used in contractual agreements should be provided. The name, address, title, telephone number, fax number and email address of the person(s) authorized to execute agreements and the person(s) acting as principal for conduct of the proposal should be provided.

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, not inclusive of qualification information (e.g. attached resumes, etc.), budget summary table and timeline.

The response to the RFP must include:

1. Qualifications of the staff of respondent to complete the required tasks.
2. Approach to completing tasks identified in Section 3 of this RFP. This portion should include information on the contractor's specific expertise to conduct the three tasks specified.
3. Discussion of any missing tasks identified by the respondent, which respondent proposes to add for fulfillment of Section 3 objectives.
4. Estimated timeline for completion of tasks subsequent to contract execution. This estimate may indicate a minimum and maximum reflecting the investigative nature of the field study. Include information on the availability of the respondent and proposed subcontractors during the proposed term. Indicate and explain or justify adjustments to the schedule anticipated by or proposed by respondent.
5. Budget for RFP tasks and additional identified tasks. The estimated costs for each task should be provided, as well as hourly billing rates for additional services that may be necessary to complete additional

processing identified by the investigative tasks, if authorized for completion by the Study Agency Project Manager.

Submitted proposals must follow the format outlined below and all requested information must be supplied. The submitted proposals shall be limited to 30 pages, single sided or 15 pages, double sided, with 1" margins. Proposals shall be printed on white paper and the font shall be black Arial and no smaller than 12 point. Failure to submit proposals in the required format may result in elimination from proposal evaluation.

**Cover Letter** - Must include the name, address, and telephone number of the company, total field study cost, the name of the contact person for the proposal, and 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 1)** - State the overall approach to the analysis and objective(s). Demonstrate a clear understanding of the analysis goal. Include total study cost. Provide specific examples of steps to be taken to complete the analysis, as well as measures to assure repeatability, reliability and applicability of analysis.

**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.

**Program Schedule (Section 3)** - Provide projected milestones or benchmarks for major products/reports within the total time allowed.

**Study Organization (Section 4)** - Describe the proposed management structure, analysis procedures, organization of the contracting group, and facilities available.

**Assigned Personnel (Section 5)** - Identify the principals having primary responsibility for conducting the analysis. 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 study. Describe the responsibilities and capacity of the technical personnel involved. Substitution of the project manager and/or lead personnel shall not be permitted without prior written approval of the Study Agency Project Manager.

**Study Agency And ARB/District Resources (Section 6)** - Describe any Study Agency or ARB/District services and staff resources needed to supplement contractor activities to achieve identified objective(s).

**Subcontractors (Section 7)** - 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 study. Provide a list of their assigned staff, their qualifications, and their relationship to project management, schedule, costs and hourly rates.

**Contractor Capability and References (Section 8)** - Provide a summary of the firm's relevant background experience. Discuss the applicability of each experience to this RFP. Include a brief summary of related studies completed for other parties that are of a similar nature to the work requested by this RFP. (Report examples [see Section 11] can be provided in an attachment).

**Costs of Proposal (Section 9)** - Identify all costs associated with the execution of this RFP. Also attach a Proposal Budget Summary Table similar to the example provided in this RFP (page 21).

**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 its proposed subcontractors for the proponent. Specifically, proponents must disclose any recent or current contracts with the Study Agency, business entities regulated by the ARB or Districts, and/or any environmental or business interest group. In addition, proponents must disclose any contracts with the Study Agency, public or private entities, which are scheduled to be performed in the future, or which are currently under negotiation. The Study Agency will consider the nature and extent of such work in evaluating the proposal (see Section 10.0 below).

**Additional Data (Section 11)** - Attach a copy of any work prepared similar to what is requested in this RFP. Report samples shall not be considered part of the 30-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 bidder 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.

**Attachments** – Extensive documentation is discouraged, but attachments for the budget summary table, resumes, and report examples can be included in the proposal. Attached documents are not part of the 30-page limitation.

## **9. SUBMISSION OF PROPOSALS**

All proposals must be submitted according to the specifications set forth in Section 8 – “Contents of Proposal” and this section. Failure to adhere to these specifications may be cause for rejection of proposal.

1. Signature - All proposals shall be signed by an authorized representative of the proponent.
2. Due Date - Proposals must be received no later than 5:00 p.m. on September 23, 2011. Late proposals will not be accepted. Any correction or resubmission by the proponent will not extend the submittal due date.
3. Delivery Address - Proposals must be directed to and received at the address below and should be directed to:

Mr. John DaMassa  
ARB Program Manager  
California Air Resources Board  
1001 “I” Street  
Sacramento, CA 95814

4. Identification – To accommodate processing and identification of time of receipt, the bidder shall submit the required 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: Review Current Methods for Allocating Average-Day Mobile Source Emissions to Weekend Days”

5. Electronic Copy (Compact Disc, read-only-memory) - The bidder shall also submit an electronic copy of the proposal in Microsoft Word. The electronic copy shall be emailed to [jdamassa@arb.ca.gov](mailto:jdamassa@arb.ca.gov)

Grounds For Rejection - A proposal may be immediately rejected if:

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

Once submitted, proposals, including the composition of the contracting team, cannot be altered without prior written consent of the Study Agency. 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. All proposals become the property of the Study Agency. The Study Agency reserves the right to reject all proposals and make no awards.

## **10. PROCESS**

### **10.1. Addenda and Supplements to the RFP**

The Study Agency may modify the RFP 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.

### **10.2. Evaluation Criteria for Qualification for Respondents**

Proposals will be rated on the following key factors:

1. Proponent's ability and expertise to perform requested services in the RFP. A brief statement of qualifications of the proposed participants and a description of the duties they will perform, including a specific discussion of relatively recent study experience. Greater detail may be incorporated by reference to a corporate website (preferred) or as a standard package. Extensive corporate experience is not as important as the qualifications of the principals who will be dedicated to the proposed task.
2. Extent of proposed action to meet the goals of the RFP
3. Timeliness of proposed schedule for completion of tasks
4. Comparison of cost, considering extent of proposed actions and schedule expediency.

### **10.3. Proposal Evaluation and Contractor Selection Process**

The Study Agency will evaluate all proposals to determine responsiveness to the RFP. Participating ARB and district staffs and members of the Technical Committee will evaluate all responses to the RFP received in accordance with the required deadline and instructions, to ensure the requirements for this project will be satisfied, and will recommend a contractor for approval by the Policy Committee. Failure to adhere to specifications in this RFP may be cause for rejection of the proposal. The Technical Committees, ARB, participating districts, Policy Committee and Study Agency retain the right to reject all proposals and conduct direct negotiations with a selected contractor if all proposals are considered to be substantially nonresponsive to key issues.

Proposal evaluation criteria will include:

1. Cost of proposal;
2. Clarity and thoroughness of proposal;
3. Presentation, including good organization, formatting, and a minimum of grammatical errors;
4. Thoroughness and appropriateness of the proposed work program;
5. Innovation in approach to work tasks;
6. Previous experience with similar projects;
7. Working relationships with government agencies.

During the selection process, the Study Agency may interview proponents with scores above a natural break, for clarification purposes only. No new material will be permitted at this time.

A contract will be awarded to the proponent with an acceptable proposal based on cost effectiveness and the criteria described in this section. The selection of proponent, final study budget and award of contract are subject to approval by the Policy Committee and the San Joaquin Valleywide Air Pollution Study Agency Governing Board. The Study Agency may choose not to award this contract if submitted proposals are not deemed acceptable to the Study Agency. All proponents will be notified of the results by letter.

#### **10.4. Contract Negotiation and Approval**

Contract negotiation will be conducted after approval of contractor selection by the Policy Committee. All agreements must be approved and executed by the Study Agency. Standard contract language is available for advance review by request to the Program Manager.

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. With respect to the CRPAQS, this means that based on participation in the planning of the Study, certain consultants are precluded from participating in all or some of the post-planning contracts. This preclusion would apply to these consultants as either a prime contractor or a subcontractor. In most cases, whether a particular consultant is eligible to bid will depend on an analysis of all of the circumstances surrounding the consultant's earlier participation in the CRPAQS and the work that the

consultant now proposes to perform. 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 bidder must be directed to the Study Agency attorney at the address provided below prior to the preparation of a proposal.

General Counsel  
San Joaquin Valleywide Air Pollution Study Agency  
San Joaquin Valley Unified Air Pollution Control District  
1990 East Gettysburg Avenue  
Fresno, CA 93726

## **11. INSURANCE**

The contractor shall provide insurance in coverage and amount acceptable to the Study Agency. The Study Agency will require that any contractor prior to endorsement of a contract meet the following insurance requirements for this field study.

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

1. Liability insurance for bodily injury, including automobile liability, with limits of coverage of not less than Five Hundred Thousand Dollars (\$500,000) each person and One Million Dollars (\$1,000,000) each occurrence; and
2. Liability insurance for property damage with limits of coverage not less than Fifty Thousand Dollars (\$50,000) each occurrence; and
3. Workers compensation insurance in accordance with the California Labor Code; and
4. 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 days advance, written notice given to Study Agency.

Prior to performing its obligations under this Agreement, the contractor shall provide the Study Agency with a certificate of insurance from an insurer acceptable to

Study Agency as evidence of complying with the insurance requirements described above.

## **12. DATA OWNERSHIP AND PUBLICATION**

The Study Agency shall have the right, at reasonable times during the project, 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 Study Agency) without prior, express written approval from the Project Manager. At the completion of the project, the contractor shall provide the Study Agency all data developed through conduct of the project that is in its possession. All data which is received, collected, produced, or developed from conduct of the project shall become the exclusive property of the Study Agency; 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 project for other evaluations and publications, the Study Agency would appreciate a notification of publication and/or a copy of the article or manuscript published.

## **13. CONFIDENTIAL INFORMATION**

All responsible proposals received by the Study Agency are public records available for review by the public after the selection process is completed. Proposals containing information the bidder 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 \_\_\_\_\_

TABLE 2

Proposal Budget Summary

Direct Costs:

- 1. Labor & Employee Fringe Benefits (provide detailed breakdown by task and employee on separate sheet [including subcontractors]) \$ \_\_\_\_\_
  - 2. Equipment (provide detailed breakdown on separate sheet) \$ \_\_\_\_\_
  - 3. Travel & Subsistence \$ \_\_\_\_\_
  - 4. Electronic Data Processing \$ \_\_\_\_\_
  - 5. Photocopying/Printing/Mail/Telephone/FAX \$ \_\_\_\_\_
  - 6. Materials and Supplies \$ \_\_\_\_\_
  - 7. Miscellaneous (please specify) \$ \_\_\_\_\_
- TOTAL DIRECT COST: \$ \_\_\_\_\_

Indirect Costs:

- 11. Overhead (specify rate) \$ \_\_\_\_\_
  - 12. General & Administrative Expenses (specify rate) \$ \_\_\_\_\_
  - 13. Other Indirect Costs (please specify) \$ \_\_\_\_\_
  - 14. Fee or Profit (specify rate) \$ \_\_\_\_\_
- TOTAL INDIRECT COST: \$ \_\_\_\_\_

TOTAL DIRECT AND INDIRECT COST: \$ \_\_\_\_\_