



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Updated: April 10, 2019

Request for Proposals# 2019-004
Odor Attribution Study

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District or District) seeks an experienced and qualified contractor to perform an odor attribution study that is intended to identify compounds that may be impacting a local community from three closely located facilities with similar odor profiles (landfill and associated composting facility, sewage treatment plant and a dry anaerobic food waste digester facility) in San Jose, California near the City of Milpitas. The goal of the project is to determine the contribution and variability of odor causing compounds from these facilities and develop a strategy for measuring how often and at what concentration these potential odor causing compounds may be passing into the local community.

To respond to this Request for Proposals (RFP), an interested company should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its proposal to the Air District’s Procurement Portal (Portal):

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

Proposals must be submitted and received by 4:00 p.m. on April 24, 2019.
Late proposals will not be considered.

Proposals must address all information requested in this RFP. A proposal may add

information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be submitted through the Portal.**

SECTION II – BACKGROUND

A. Air District Overview

The Air District was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures.

The Air District is governed by a twenty-four member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The Executive Officer / Air Pollution Control Officer for the Air District is Jack P. Broadbent.

B. Odor Attribution Study

The Air District intends to determine, to the extent possible, the attribution of odor causing compounds from three closely located facilities with similar odor profiles – a landfill and associated composting facility, a sewage treatment plant and a dry anaerobic food waste digester facility - in San Jose, California near the City of Milpitas – that also has the capability to move product between facilities. The proposed study should include compound identification, or other technique(s) to identify unique contributions to potential odors from a specific facility, determine odorous compound variability over time, and, if possible, identify specific processes and/or sources that emit these odorous compounds. Following identification of compounds, and attribution of those compounds to specific facilities, processes and sources, propose methods to monitor and, to the extent possible, quantify identified compounds that cross a given facility's fence line.

SECTION III – SCOPE OF WORK

1. Identification/Investigation

The selected contractor will provide a means of quantifying specific odorous compounds and their co-relationships to other compounds (“fingerprints” or “signatures”) that occur from each facility. The Air District will provide relevant emissions information from each facility, including identified sources and applicable abatement technologies installed. In addition, previous studies have been performed and the selected contractor will be required to obtain and review these studies as part of this project. The methodologies proposed for identification should outline the

specific procedures that will be used to determine these compounds and their associated relationships, if any (i.e. sample collection and associated laboratory analysis, electrical signature from sensing device, etc.). Include methodologies that will be used to confirm that specific compounds, and associated relationships, can be attributed to a specific location, and/or operation, and determine, to the extent possible, how unique to the facility the signature may be, how often releases of those compounds might occur (i.e. testing of individual sources or correlation with compounds to specific operations) and the variation of specific compounds concentrations. If possible, compounds identified should also be correlated with nearby resident's complaints of odor impacts (the Air District will provide complaint location, date and time information during the study period). Prior to the beginning of any actions on identification of compounds, the selected contract must provide an overall project plan that describes how the above will be achieved, including the specific methods used, along with associated quality control and quality assurance (QA/QC) parameters that will be developed and utilized. This project plan must be developed in cooperation with the Air District, who will maintain final review and approval rights for the plan.

2. Proposed Maintenance Monitoring

Once the identification portion of the project is completed, the selected contractor will propose a method or methods to employ to perform ongoing measurements along the facility's fence line, or other locations that would indicate those compounds are likely being generated from a given facility, that can then be used to determine whether the facility is continuing to release these compounds and at what proportions/concentrations. This phase of the project should be achievable implemented at significantly lower cost than the initial investigation phase. Proposals should fully describe the method(s), the potential advantages and disadvantages of a given approach and the total estimated cost of installation and operation for each facility. Please be aware that the Air District may release another RFP to propose alternative methodologies and implementation at its discretion.

3. Meteorology

Since facility/source attribution and public impacts are critical goals of this project, appropriate meteorological measurements should be proposed. Outline how and when meteorological measurements will be performed during the investigatory phase of the project and, if not, what rationale was used to make this determination. Describe what meteorological parameters will be measured and how the measurements will be representative of the local meteorological conditions to an extent that will allow attribution of odors identified by the public or compounds quantified by the fence line measurement system.

4. Adequate Timeline and Progress Reports

Propose a timeline for this project that will be adequate for determining success given the above requirements. Monthly updates will be required outlining progress towards identifying unique compounds, fingerprints and variability. Provide how pathways for early project completion, or extended identification time, will be addressed and costs adjusted accordingly. A final report will be required that includes methodologies used, QA/QC parameters developed and achieved, final

findings and technical justification for those findings supported by collected data and a final outline of maintenance monitoring proposed. Details of costs is highly encouraged so that different items can be either added or removed from the project based on the Air District's desired outcomes.

SECTION IV – INSTRUCTIONS TO BIDDERS

A. General

1. Interested firms must create an account through the Portal described on p. 1 of this RFP to view RFP documents and addenda, and to submit questions and bid documents.
2. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
3. All information should be complete, specific, and as concise as possible.
4. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
5. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our [Portal](#) for updates prior to the due date.
6. Proposals shall constitute firm offers. Once submitted, proposals may be withdrawn, modified and resubmitted through the Portal up until the **April 24, 2019**, due date.
7. The District reserves the right to reject any and all proposals.
8. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Monday, March 18, 2019**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. on Monday, March 25, 2019**.
9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than **4:00 p.m. on April 24, 2019**, and should be submitted via the Portal:

Cynthia Zhang, Staff Specialist

Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

2. Uploading large documents may take significant time, depending on the size of the file(s) and Internet connection speed. Bidders should plan sufficient time before the due date to begin the uploading process and to finalize their submissions. Bidders will not be able to submit documents after the due date. Proposals received after the date and time previously specified will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the firm.
6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a proposal.
7. Modification – Once submitted, proposals, including the composition of the contracting team, may be altered up until the due date. Proposals may not be modified after the due date. All proposals shall constitute firm offers valid for ninety (90) days from the April 2, 2019, due date.

C. Interviews

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal
 - a. Cover Letter (Section I) – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
 - b. Firm Contact Information – Provide the following information about the firm:
 - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
 - Name of firm’s representative designated as the contact and email address
 - Name of project manager, if different from the individual designated as the contact
 - c. Table of Contents – Clearly identify material contained in the proposal by section.
 - d. Summary (Section II) – State overall approach to the odor attribution study, including the objectives and scope of work.
 - e. Program Schedule (Section III) – Provide projected milestones or benchmarks for completing the project.
 - f. Firm Organization (Section IV) – Provide a statement of your firm’s background and related experience in providing similar services to governmental organizations, if any. Describe the technical capabilities of the firm and, in particular, the firm’s exposure with working with environmental regulations, if any. Provide references of other, similar projects including contact name, title, and telephone number for all references listed.

- g. Project Organization (Section V) – Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically addressing the firm’s ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed schedule.
 - h. Assigned Personnel (Section VI) – Provide the following information about the staff to be assigned to the project:
 - List all key personnel assigned to the project by level and name. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the Air District’s assigned program manager.
 - Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project.
 - Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project. Make particular mention of with reference to experience dealing with governmental agencies, procedures, and environmental regulations.
 - i. Retention of Working Papers (Section VII) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.
 - j. Subcontractors (Section VIII) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
 - k. Conflict of Interest (Section IX) – Address possible conflicts of interest with other clients affected by contractors’ actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
 - l. Additional Data (Section X) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).
2. Cost Proposal

- a. Name and Address – The Cost Proposal must have the name and complete address of the bidder in the upper, left hand corner.
- b. Cost Proposal – The Cost Proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. In addition, costs should be estimated for each of the components of the Scope of Work.
- c. The Cost Proposal does not need to be a separate, sealed document.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the contract to carry out the work described in this RFP. A link to a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Criteria	Description	Weight
Expertise	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm's ability to perform and complete the work in a professional and timely manner.*	15%
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	20%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed and likelihood of the proposal to achieve stated goal.	30%
Cost	Cost or cost effectiveness and resource allocation strategy	15%
References	References of the firm	10%
Firm's Specialty Focus Area	Certified Green Business by a government agency or independent private rating organization	5%
Local Business	Headquarters located in the nine counties of the Air District's jurisdiction	5%
	Total	100%

* "Size and structure of firm" refers to the ability of a firm's size to meet the needs of the District. It does not give absolute preference to larger or smaller firms.

The Air District reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time. Interviews may involve a presentation and/or a question-and-answer format or any combination of these.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the District's website at <http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>.