



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

Updated: January 30, 2020

Request for Qualifications# 2019-007

**Authorized Dealer List for  
Clean Cars for All Program**

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**SECTION I – SUMMARY**

In carrying out its mission to improve air quality in the San Francisco Bay Area, the Bay Area Air Quality Management District (“Air District”) seeks to qualify and authorize dealerships to participate in the Air District’s [Clean Cars for All Program](#) (“Program”). The Program provides incentives to low-income consumers in disadvantaged communities to replace their older vehicles with new or used advanced technology vehicles or alternative transportation options. Authorized dealerships will sell or lease new or used hybrid electric vehicles, plug-in hybrid electric vehicles, and battery electric vehicles to eligible vehicle owners in the Program. Qualified dealerships will be placed on the Program’s Authorized Dealership List. Eligible vehicle owners may only use their incentive to purchase or lease vehicles from authorized dealerships.

To respond to this Request for Qualifications (RFQ), an interested dealership should submit one (1) electronic copy via e-mail (in Adobe Acrobat PDF file format) of its statement of qualifications to:

Cynthia Zhang, Staff Specialist  
Bay Area Air Quality Management District  
375 Beale Street, Suite 600; San Francisco, CA 94105  
E-mail: [czhang@baaqmd.gov](mailto:czhang@baaqmd.gov)

**Statements of qualifications will be accepted on a continuous basis until  
4:00 p.m. on Tuesday, June 30, 2020.**

Statements of qualifications must address all information requested in this RFQ. A statement may add information not requested in this RFQ, 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 statements of qualifications. **Any questions regarding this RFQ should be submitted through the Air District's Procurement Portal (Portal):**

Portal link: <https://baaqmd.bonfirehub.com>

## **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. Clean Cars for All Program**

The Air District's Clean Cars for All Program provides incentives for low-income members of communities disproportionately affected by air pollution to retire their older vehicles and replace them with hybrid electric vehicles (HEV), plug-in hybrid electric vehicles (PHEV), battery electric vehicles (EV), or Clipper cards for public transit.

The Air District received \$5 million in funding from the California Climate Investments for the Program. Future funding may also be made available to the Program.

Under the Program, a vehicle owner applies for funding for a vehicle replacement or an alternative transportation option. The Air District will issue an award letter (See Appendix A – Sample Award Letter, updated October 23, 2019) to the eligible vehicle owner ("Participant") who will take the award letter to an authorized dealership to purchase or lease an eligible replacement vehicle. Authorized dealerships will have access to the Program's Online Dealer Portal where dealers can verify the Participant's award. Dealers must submit a sales report and sales invoice on the Online Dealer Portal immediately at the point of sale. See Appendix B for Sample Sales Report. The Air District will verify the sales report and submit the Participant's award via a check directly to the dealer.

Incentives range between \$2,500-\$9,500 per Participant and vary depending on the Participant's income and the vehicle replacement or alternative transportation option chosen. The Air District anticipates providing incentives to 500-600 Participants given the current available funding. Below is a chart of the funding amounts:

Income	Hybrid Electric Vehicle*		Plug-In Hybrid	Battery Electric Vehicle	Alternative Transportation Mobility Options
	20+ MPG (Combined)	35+ MPG (Combined)			
Low Income ≤225% FPL	\$6,500	\$7,000	\$9,500	\$9,500 <small>Plus \$2,000 for EVSE</small>	\$4,500
Moderate Income ≤300% FPL	Not Available	\$5,000	\$7,500	\$7,500 <small>Plus \$2,000 for EVSE</small>	\$3,500
Above Moderate Income ≤400% FPL	Not Available	Not Available	\$5,500	\$5,500 <small>Plus \$2,000 for EVSE</small>	\$2,500

The Air District has contracted with GRID Alternatives (GRID) to provide Case Management support for the Program and with Fluxx, Inc. (Fluxx) as the software provider for the Program’s Grant Management System and Online Dealer Portal.

**C. Purpose of this RFQ**

The goal of this Request for Qualifications is to identify qualified dealerships to sell or lease new or used hybrids, plug-in hybrids, or battery electric vehicles to Program Participants. The Air District will consider statements of qualifications as they are received and add qualified dealerships to the Program’s Authorized Dealership List on a continuous basis beginning June 2019. The Air District plans to publish the Authorized Dealership List beginning July 2019. There is no limit to the number dealerships authorized to participate in this Program and the list will be periodically updated to include new qualified dealers.

**SECTION III – DEALERSHIP QUALIFICATIONS**

**A. Basic Requirements**

Interested dealerships must meet the following basic qualifications and requirements in order to be an authorized dealer under the Program:

1. Dealer must have a valid business license and seller’s permit issued in California.
2. Dealer must have a valid dealership license with the DMV.
3. Dealer must maintain the following insurance:
  - a. Worker’s compensation and employer’s liability insurance;
  - b. Occurrence-based commercial general liability insurance with a minimum \$1,000,000 per occurrence; and
  - c. Business automobile liability insurance with a minimum \$1,000,000 per each accident.

Dealer must provide the following to Participants:

1. A vehicle history report;
2. Any remaining vehicle warranty information (if applicable);
3. Information about California's Low Cost Auto Insurance Program;
4. Estimate of cost of car ownership;
5. Vehicle maintenance schedule;
6. Minimum three-day return or exchange period for vehicles (Please note that dealers may include restrictions, such as mileage limits or vehicle condition. Dealers who can't offer this for new vehicles may opt to only sell only used vehicles); and
7. Prices must be no-haggle, have negotiated fixed prices agreed upon by the Air District, or provide a \$500 discount from listed sales and advertised prices. No-haggle price programs must give customers a guaranteed price for a specific car at a specific dealer.

The Air District reserves the right to modify the basic requirements at its discretion.

#### **B. Vehicle Eligibility**

Vehicles sold or leased to Participants shall meet the following requirements:

1. Vehicle must be a new or used hybrid electric vehicle, plug-in hybrid electric vehicle, or battery electric vehicle;
2. Vehicles that are leased must be new;
3. Vehicle must meet the minimum combined MPG ratings;
4. Vehicle must be eight years old and newer (e.g. Year 2019 = 2012 or newer);
5. Vehicle must be registered in California;
6. Vehicle must have a clean title (cannot be salvaged).
7. Vehicle must have less than 75,000 original miles;
8. Vehicle must have no modifications to vehicles emissions control systems, hardware, software calibrations or hybrid system;
9. Vehicle must not have any open recalls (Open recalls require proof of repair); and
10. All auto loans must have an interest rate of less than 16%.

### **SECTION IV – SUBMISSION REQUIREMENTS**

#### **A. General**

1. Interested firms must create an account through the Portal described on p.1 of this RFQ to view RFQ documents and addenda, and to submit questions.
2. All statements of qualifications must be made in accordance with the conditions of this RFQ. Failure to address any of the requirements is grounds for rejection of this submission.
2. All information should be complete, specific, and as concise as possible.
3. Statements of qualifications should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFQ or issue supplementary information or guidelines during the submission preparation period prior to the due date. Please check our [Portal](#)

for updates prior to the due date.

5. The District reserves the right to reject any and all submissions.
6. All questions must be in written form and submitted through the Portal no later than 4:00 p.m. on December 1, 2019. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) within 30 calendar days of receiving the question(s).
7. The cost for developing the statement of qualifications is the responsibility of the responding firm, and shall not be chargeable to the Air District.
8. A firm's selection and the execution of a contract with the Air District does not guarantee any particular amount of work.

#### **B. Submittal of Statements of Qualifications**

All statements of qualifications must be submitted according to the specifications set forth in Section V (A) – Contents of Statement of Qualifications, and this section. Failure to adhere to these specifications may be cause for the rejection of the submission.

1. Due Date – All statements of qualifications will be accepted until 4:00 p.m. on **June 30, 2020**, and must be e-mailed to:

Cynthia Zhang, Staff Specialist  
Bay Area Air Quality Management District  
375 Beale Street, Suite 600; San Francisco, CA 94105  
E-mail: [czhang@baaqmd.gov](mailto:czhang@baaqmd.gov)

2. Statements of qualifications received after the date and time previously specified will not be considered.
3. Signature – All statements of qualifications should be signed by an authorized representative of the responding firm.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). E-mail submissions will be acknowledged with a return email. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date. **All submissions for this RFQ must be e-mailed to the recipient stated above. Submissions will not be accepted through the Procurement Portal.**
5. Grounds for Rejection – A statement of qualifications 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 Submissions – All responses to this RFQ become property of the Air District and will be kept confidential until the RFQ closes on **June 30, 2020**. 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. Statements of Qualifications 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 statement of qualifications 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 statement of qualifications.

**C. Interviews**

1. The Air District, at its option, may interview dealerships that respond to this RFQ. The interviews will be for the purpose of clarifying the statement of qualifications.
2. Submittal of new materials at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

**SECTION V – SUBMISSION CONTENTS**

**A. Contents of Statement of Qualifications**

Interested dealerships must submit the Dealer Information Form (Appendix C) and the required documentation listed below to the Air District:

1. Dealer Information Form (Appendix C)
  - a) Company name and contact person
  - b) Phone number
  - c) E-mail address
  - d) List of dealership(s) and address(es)
  - e) Conflict of Interests - Address possible conflicts of interest or appearance of impropriety regarding other clients of the firm that could be created by providing services to the Air District. Describe procedures to be followed to detect and resolve any conflict of interest or appearance of impropriety. The Air District reserves the right to consider the nature and extent of such work in evaluating the statement of qualifications.
2. Required Documentation
  - a) Business license
  - b) Seller’s permit
  - c) DMV license
  - d) W-9
  - e) Proof of Insurance

## **SECTION VI – QUALIFICATIONS EVALUATION**

Air District staff will evaluate all statements of qualifications as they are received. Dealerships who meet the basic requirements and qualifications will be added to the Program's Authorized Dealership List on a continuous basis. There is no limit to the number dealerships authorized to participate in this Program. All authorized dealers must enter into a professional services contract with the Air District before providing services under the Program. A sample contract to carry out the work described in this RFQ is included as Appendix D – Sample Contract, updated October 23, 2019.

The Air District reserves the right to reject any and all statements of qualifications submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview responding firms. 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.

## **SECTION VII – APPENDICES**

- Appendix A – Sample Award Letter, updated October 23, 2019
- Appendix B – Sample Sales Report
- Appendix C – Dealer Information Form
- Appendix D – Sample Contract, updated October 23, 2019