

**#RFP2013-25 - Technical Advisor Services to the MSRC
Questions and Answers from 6/25/13 Bidders' Conference**

- Q: Has the Technical Advisor been one consultant or a group of consultants?
A: In the past Technical Advisor services have been performed through both means, but the current Technical Advisor is a single independent consultant.
- Q: Do you believe the services can be provided satisfactorily through either means (single independent consultant, two or more independent consultants, or a firm designating key personnel)?
A: Yes.
- Q: A Disabled Veteran Business Enterprise (DVBE) and Small Business status are easily verified, but what is needed to “certify” the proposer as a local business?
A: If the consultant or consulting firm has an office within the SCAQMD’s jurisdiction and the proposer attests that they would be performing 90% of the work within the SCAQMD’s jurisdiction, that will suffice. The RFP actually includes an attachment (Attachment A) which includes a verification form (page 29) for self-certification. Please ensure that the appropriate boxes are checked on this form and the form is submitted with the proposal; if the boxes are not checked, it will be assumed the proposer does not meet the requirements for these designations and the applicable points will not be awarded.
- Q: Relative to conflicts of interest, the role of the Technical Advisor is quite diversified, but what if the consulting firm is working with technology developers and they might be funded by the MSRC?
A: The MSRC would defer to SCAQMD’s legal advisors for an opinion on a case-by-case basis, but the proposer should consider which individuals in its firm might be working on the technology development and which participate in fulfilling the role of Technical Advisor to determine if they are separate. The MSRC’s preference would be not to have to recuse its Technical Advisor from evaluating proposals or similar support activities. However, the MSRC does not generally fund R&D type projects but rather defers this role to the SCAQMD’s Science & Technology Advancement Office. Instead the MSRC tends to fund commercially available technologies or shelf-ready projects. Having said that, there is nothing legally that precludes the MSRC from doing projects in future which might be R&D oriented. The preference would be that as soon as the “Technical Advisor” becomes aware of work that could potentially present a conflict that it should be brought to the attention of SCAQMD legal counsel for an opinion.
- Q: What if a consulting firm is helping to develop proposals to apply for other local or state agency funds.
A: In this case there does not appear to be any conflict of interest.
- Q: Since the RFP doesn’t have a budget beyond the numbers provided for the prior Technical Advisor contract, what is the guidance relative to hours or number of positions needed to fulfill the Technical Advisor position? For example, is it envisioned as a part- or full-time position?

- A: Hours may increase or decrease from one month to the next depending on workload demand, but the proposer should submit hours based on their approach and scope of work. Having said that, the annual hours typically average to about one full-time equivalent (FTE) position.
- Q: Will the work be performed on a task-order basis?
- A: The statement of work will be flexible and somewhat open ended with some work performed on a regular basis and other work performed depending on the time of year, such as the work program development phase. In fact, the statement of work/schedule of deliverables in the RFP are excerpted from prior contracts. There are, however, typically a couple of tasks set up to be performed on a task-order basis, and a few times in the past money has been added to the contract to support a specialized task-order based task.
- Q: The RFP asks for fully burdened rates, but a consulting firm could have tasks carried out by more than one position or labor rate. Can a proposal have several labor categories?
- A: Yes. The proposal should estimate the total number of hours and budget for each job class. These would be added together to provide the total labor cost. It is up to the proposer whether based on their approach they anticipate the work would be less, equal to or more than one FTE.
- Q: Can you specify or give examples of the types of clients which might present conflicts of interest?
- A: Some examples of the types of industries or governments that might be MSRC contractors include local governments applying for local match funding, private or public entities with alternative fuel fleets, manufacturers or distributors of advanced technology emission control devices, manufacturers or vendors offering alternative fuel school buses, or entities building alternative fuel stations. If proposer will look at the monthly Contracts Administrator's Report provided to the MSRC every month, it includes excel spreadsheets listing all current contractors, which should provide a representative example. If you go to the MSRC's website – www.cleantransportationfunding.org – and go to MSRC agendas, the latest Contracts Administrator's Report is included as part of the MSRC's June 20, 2013 agenda package, which is available on the website in PDF format for viewing or downloading. Proposers are encouraged to sign up on the MSRC's website to receive notification of MSRC updates from RFPs to agendas.
- Q: If the proposals will be evaluated based on rates, will the contract be based on time and materials (T&M) and can the rates be different from year 1 to year 2?
- A: The contract will be a T&M contract with hourly rates, and yes the proposed rates can be different from year 1 to year 2; please indicate any desired increase in the proposal. It would also be optimal for the proposal to provide a sense of billing rates for the two-year option term too.
- Q: Can the monthly deliverables be handled electronically?
- A: By monthly deliverables, if you mean participation at MSRC-TAC and MSRC meetings, it has never been handled that way. Additionally, some of the MSRC members (as well as the ARB representative who is located in Sacramento for participation at MSRC-TAC meetings) participate in the meetings via video-conference, so it may not be conducive to such an arrangement.

Bidders' Conference
for
#RFP2013-25
Technical Advisor Services
to the MSRC

June 25, 2013

Background

AB 2766 Discretionary Fund

- Assembly Bill 2766 (Health & Safety Code Sections 44220-44247) was signed into law in 1990 to implement programs to reduce “direct and tangible” emissions from motor vehicles
- Imposed motor vehicle registration fee – initially \$2 in 1991 then \$4 starting in 1992 – collected and distributed by DMV
- Thirty (30) cents of every dollar distributed to discretionary fund to implement or monitor programs to reduce motor vehicle air pollution

Who is the MSRC?

- AB 2766 created the Mobile Source Air Pollution Reduction Review Committee (MSRC) to administer the AB 2766 Discretionary Fund through the development and implementation of a work program, subject to approval of the SCAQMD Board
- MSRC is an 8-member policy committee representing:
 - South coast district (SCAQMD)
 - The State Board (ARB)
 - Southern California Association of Governments (SCAG)
 - San Bernardino Associated Governments (SANBAG)
 - Los Angeles County Transportation Commission (LACMTA)
 - Orange County Transportation Commission (OCTA)
 - Riverside County Transportation Commission (RCTC)
 - A regional ridesharing agency

Technical Advisory Committee to the MSRC

- AB 2766 also directed the MSRC to create the Technical Advisory Committee (MSRC-TAC) to assist in the development of the work program
- MSRC-TAC members include (but are not limited to):
 - Agencies represented on MSRC
 - Representative of the cities, as well as Boards of Supervisors, for each county within SCAQMD's jurisdiction (LA, OC, SB & Riv)
 - One person with academic training and professional expertise in air pollution control
 - One person who is a mechanical engineer specializing in vehicle engines
- MSRC subsequently added representative of the City of Los Angeles as a permanent member

For more information, visit the MSRC's website:
www.cleantransportationfunding.org

SCAQMD

- The SCAQMD is the air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside and San Bernardino counties
- The MSRC's work program is subject to approval by the SCAQMD Board
 - Approves or disapproves work program in its entirety
- SCAQMD provides administrative and contractual assistance including legal support
- Selects independent auditor to conduct bi-annual audit of AB 2766 Discretionary Fund
- Provides office space and equipment for MSRC staff including the Technical Advisor

For more information about the SCAQMD, visit
www.aqmd.gov

#RFP2013-25

Technical Advisor Services to the MSRC

- Looking for consultants with strong technical expertise
- Proposals may be submitted by:
 - Single independent contractor
 - Two or more independent contractors submitting a joint proposal
 - Consulting firm designating a team of key personnel
- No set budget for Technical Advisor Services but current contract ending 9/30/13 provided:
 - Initial two-year term (FYs 2009-10 & 2010-11) provided \$289,044;
 - two-year option term (FYs 2011-12 & 2012-13) provided \$294,810

Required Qualifications

- B.A. or B.S. in engineering, environmental science, urban planning, or other related disciplines.
- Five years of experience in managing technical projects
- Five years of experience working with public agencies and elected officials.
- Thorough knowledge of local, state and federal air quality laws and regulations.
- Familiarity with SCAQMD programs and regulations for mobile sources, as well as EPA and ARB approved methodologies for calculating emissions benefits and cost effectiveness.
- Understanding of technologies and scientific developments related to reduction of air pollution from mobile sources, to include, but not be limited to, alternative fuel vehicles and infrastructure, alternative fueling infrastructure, fuel cell technology and transportation control measures.
- The ability to quickly respond, on short notice, to requests for technical assistance.
- Established relationships with equipment manufacturers and industry and professional associations.

Deliverables

- RFP and Contract Preparation Assistance
 - Preparation of RFPs and Other Solicitations
 - Bidders' Conferences & Proposer Assistance
 - Proposal Evaluation
 - Review/Prepare Contract Work Statements
 - Prepare/Present Debriefings
- Work Program Support
 - Evaluate
 - Progress Reports
 - Final Reports
 - Technical Invoices
 - Conduct technical review meetings
 - Work Program development
 - Multiple Areas of Expertise Required to Support and Implement Work Programs
 - Vehicle Incentive Program Support
- General/Other Support
 - e.g. Annual ARB Report on Emissions Benefits and CE

Proposal Submission

Proposals must be submitted to:

Procurement Unit

South Coast Air Quality Management District

21865 Copley Drive

Diamond Bar, CA 91765

- 1 “original” plus 3 copies along with 1 electronic copy
- Submit in envelope marked “Technical Advisor Services - #RFP2013-25”

DUE ON OR BEFORE 2:00 PM JULY 9, 2013

NO LATE PROPOSALS WILL BE ACCEPTED

Proposal Cover Letter

- Specify proposal is for “Technical Advisor Services to the MSRC, RFP #P2013-25”
- Include bidders’ name, address and telephone/fax number
- List contact person(s) for technical and contractual matters
- Must be signed by individual authorized to contractually bind bidder/entity
- Joint proposals – state authorized to act on behalf of, and include support letters from, co-bidders
- Acknowledge interview date is 7/22/13 and confirm availability of key personnel (in person or by phone)
- State proposal constitutes firm offer which may not be withdrawn for 90 days and website checked for addenda and/or supplementary information to the RFP

Selection Criteria

- Technical Qualifications/
Experience 40 Points
- Technical Approach 20 Points
- Proposed Cost 20 Points
- Past Performance 10 Points
- DVBE/Local Business/
Small Business Status 10 Points
- Maximum Point Award 100 Points

Schedule of Events

Date	Event
June 7, 2013	RFP Released
June 25, 2013	Bidders' Conference
July 9, 2013	Proposals Due by 2:00 PM --Late proposals will NOT be accepted
July 10-18, 2013	Proposal Evaluation Period --proposals will be evaluated by the MSRC-TAC Administrative Subcommittee (4 members)
July 19, 2013 – by Noon	Notification of Interview --will advise top-ranked bidders if interviews will be conducted
July 22, 2013 – – 9 am to 5 pm	Interviews of Top-Ranked Bidders --must be available (in person or by phone) or will be disqualified
August 1, 2013	MSRC-TAC meeting – to consider subcommittee recommendations on the Technical Advisor proposals
August 15, 2013	MSRC meeting – to consider MSRC-TAC's recommendation
September 6, 2013	SCAQMD Board meeting – to approve contract for Technical Advisor Services

Questions

- General questions regarding this RFP, including the scope of work, please contact:
 - **Ms. Gretchen Hardison**
MSRC-TAC Chair
City of Los Angeles/LADWP
Phone: (213) 367-2490
E-mail: gretchen.hardison@ladwp.com
- Technical questions regarding this RFP, please contact:
 - **Mr. Henry Hogo**
SCAQMD
Phone: (909) 396-3184
Email: hhogo@aqmd.gov
- Questions regarding the content or intent of this RFP or on procedural matters should be addressed to:
 - **Mr. Dean Hughbanks, Procurement Manager**
SCAQMD
(909) 396-2808