

Technical Support Contract Pre-Bid Conference Q & A

Pre-Bid Conference Date: March 31, 2008

Attendees:

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SMAQMD Staff Attendees: Tim Taylor, Mike Neuenburg, Mark Loutzenhiser, Peter Christensen, Larry Robinson, Sam Gregor

Below are a list of questions and answers from the Technical Support Contract Pre-Bid Conference held on March 31, 2008. Not all questions and answers are worded exactly as mentioned but the main concepts of the questions should be included. The questions are in the order in which they were asked.

Question: There are a number of items regarding land use strategies included in the RFP, the affects on the existing contract with EDAW, and how those contracts may overlap.

Answer: There could be some overlapping regarding the ISR rule and other unpredictable issues. For example, a major development could require an assessment based on the blueprint in which the technical support contract could help with this issue even though EDAW's contract does cover this issue.

Question: Regarding land use and the ISR, do you see an ad hoc approach? Would the RFP require the company to build an operational or construction ISR?

Answer: The technical support contractor could have input in developing an ISR but will probably only focus on issues that come up during the process. Some topics could include data assessment but the technical support contractor will not develop the rule. SMAQMD staff will be the primary agency to develop any rule.

Question: When is the end of the EDAW contract?

Answer: June 30, 2009

Question: Regarding health risk assessments, how much air district staff will be dealing with health risk assessments or modeling? Could the contractor work on training air district staff?

Answer: The technical support contract did help previously on toxic assessments and it is likely we would ask for further assistance on toxic assessments. We would probably not ask for training expertise. We would focus more on providing analysis on toxic controls in various jurisdictions.

Question: Concerning area #9 (?) and public outreach. What would the contractor do for this? Would it be to provide statistical analysis on public outreach?

Answer: We would look at things like cost-effectiveness of various transportations such as outreach campaigns for ridership on mass transit, as an example. How would signs affect ridership? Also, we could look for surveying of customer satisfaction for our incentive programs.

Question: Can you clarify “staff expertise and performance auditing” on page 3, #9, second sentence?

Answer: The message is that we want to know if someone has expertise in performing audits rather than having their performance audited.

Question: Can you clarify work samples? What are you looking for?

Answer: We are looking for examples of past work. A couple of examples are experience in working with toxics or identifying the cost effectiveness of NOx related projects for heavy duty vehicles. Examples should relate to our programs but are not limited to our programs.

Question: How many work samples?

Answer: Include as many as you need that would show your broad range of experience.

Question: With regard to team references on page 3, #8, how many references should we include if we have sub-contractors?

Answer: We require three (3) references for the main contractor or firm rather than three (3) references from the main contractor and three (3) references for each sub-contractor.

Question: There isn't any mandatory requirement to use sub-contractors, correct?

Answer: There is not any mandatory requirement to use sub-contractors.

Question: What about substituting for subs?

A : The prime contractor will be responsible for the work completed but can change sub-contractors as deemed necessary.

Question: So three (3) references for the prime contractor only?

Answer: Yes, only three (3) references for the prime contractor. We are looking to see your capability to perform the work requested. You are responsible for the quality of any sub-contractors you decide to use.

Question: On item 11, page 3, the rate of services, is this the total rate or a labor rate structure and it may change from year to year.

Answer: Include fees for labor, budget for tasks given, and changes in pay in cases life cost-of-living increases. The budget should be for each task but we'd also like to get a labor rate structure.

Question: Another example, if there is an idea about health risk assessments, you would ask for the costs and breakdown on personnel? The goal is to get work done using taxpayer money in the best way and to breakdown their labor?

Answer: No. We will leave it up to the contractor to get the work done. We want to know if there is a fair value for the money invested but we don't want to tell the contractor how to get it done so a labor breakdown for each person doesn't need to be included in the response.

Question: You are not going to compare labor X to labor Y between contractors?

Answer: No.

Question: Should we include the prime and sub labor costs for each task?

Answer: Yes, for each payroll category.

Question: On the general scope, page 7, what do you see in the next years as the focus of programs to work on?

Answer: Some examples of potential work projects include ozone SIP work, PM SIP work, tweaking of control measures, incentive programs and rule dynamics – analysis of where to spend funds, what projects are left to fund. Also, we could ask for an analysis of how to target certain types of markets based on size, etc. We could also assign tasks for greenhouse gas analysis or light duty/medium duty scrap programs.

Question: How are tasks identified? Are we given the task description, and then the scope is returned with a time-frame to the District?

Answer: The assignment is given to the contractor who will then return a quick response with how much it will cost and the time frame of the assignment. These things are negotiable.

Question: What is the budget for this contract?

Answer: \$200,000 per year.

Question: Can you go over the proposal review process?

Answer: There will be an internal review of the proposals with staff from Mobile Sources and Land Use. We will use the scoring process and do a ranking. It is very likely we will request the top candidates to make a presentation regarding their proposal. This is common among public RFPs.

Question: Do you have names of the people who will be reviewing these yet?

Answer: No, the committee hasn't been formed yet. The scoring system is laid out on page 4.

Question: The relevant criteria listed on #15, the Disadvantaged Business Enterprise (DBE) requirement. Will this factor into the review process?

Answer: We use this proposal to reach out to the DBE community focusing on disadvantage people and women-owned businesses. These elements will not be used as part of the grading criteria.

Question: Will you be distributing the pre-bid conference sign-in sheet?

Answer: No.

Question: Are there page limits for the response?

Answer: No. There is no limit on the pages and no guidance on the structure of the response. Use your judgment on decided the length and content of the proposal.

Question: Will the winning proposal be available to the public?

Answer: We are not really sure. It should be available to the public who request it. Potential trade secrets would remain confidential.

Question: Should we mark confidential items?

Answer: Yes, mark page by page what is confidential. For public information requests, we will send the request to our legal counsel for review to determine what information can be released based on the Public Information Act. You should also seek your own legal council on what to list as confidential.

Question: Prior to the winning proposal, can we request this information?

Answer: We usually try to fulfill public information requests within a few days and have up to 10 days to respond.

Question: Should we include a load risk schedule?

Answer: You should include whatever expenses that would be on an invoice you'd submit to us.

Question: Will the contractor be required to review legal issues, in the scope of work, or assist with legal issues regarding CEQA or LUTRAN program issues?

Answer: We might ask for research on areas that help to issue information to our legal council on these issues.

Question: Should we have an attorney on our team?

Answer: Potential projects may include updating of the CEQA hand book or recognition of legal contexts in the hand book. But there is no requirement to have an attorney to be chosen as the contractor. When reviewing documents like the 2004 CEQA handbook, we will not require a comprehensive legal review but keep legal issues in mind.

Question: Is there an internal date on updating the 2004 CEQA handbook?

Answer: No.

Question: How extensive is the update process. Is the bulk of the document going to stay in place? Is it an extensive re-write?

Answer: Yes, the update will probably be extensive due to a number of changes, new issues, and new guidance.

Question: Will technical assistance be involved?

Answer: Yes.

Question: Should there be public outreach support included? What are you looking for? Document preparation?

Answer: One example of this type of work could be the Carbon Footprint Workshop we held recently. We asked for the contractor to provide a technical calculator analysis and review. Another example is to help understand ridership impacts of putting up posters advertising mass transit. Outreach could be done better with technical support. But there will be no direct marketing assignments. We will be looking for a lot of flexibility in case special subjects arise such as ethanol in which we may want to find producers, marketers, and help them produce. It is not out of the question to ask for marketing help.

Question: Do you have a marketing agency like JHME?

Answer: Yes, We use Katz & Associates.

Question: Would you have a marketing contract like the one with JHME?

Answer: We aren't sure, but it is possible. Our focus with this contract is to provide technical support.

Question: Can we ask questions after today?

Answer: No, this conference is the final time to ask questions.

Question: If there are inconsistencies in the RFP, we can obviously ask about these, correct?

Answer: If there are inconsistencies, we will post responses on our website.

Question: Sample contract language: is it similar to current contracts? For example, we use 10% fees for sub-contractors as a standard.

Answer: Traditionally that would be in the tech support contract. It is a topic that is negotiable after a contractor has been chosen but before a contract is signed.

End of Pre-Bid Conference