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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

Capital Area Council of Governments Request for Proposals

AMBIENT AIR QUALITY MONITORING SERVICES

General Information

The Capital Area Council of Governments (CAPCOG) is a regional planning commission and political subdivision of the State of Texas serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties.

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CAPCOG is requesting proposals for services from qualified and experienced vendors for professional services to operate and maintain eight (8) air quality monitoring stations located in Bastrop, Caldwell, Hays, Travis, and Williamson Counties from March 1, 2019, through November 15, 2019, with options to renew for up to two, one-year extensions.

Schedule

RFP Issued	Friday, 11/9/2018
Deadline for Questions	Friday, 11/16/2018 at 12:00 noon
Response to Questions Posted & Distributed	Monday, 11/19/2018 by 5:00 pm
Proposals due to CAPCOG	Friday, 12/7/2018 at 12:00 noon
Evaluation of proposals	12/12/2018 – 12/18/2018
CAPCOG Executive Committee Consideration of Award	Wednesday, 1/9/2019
Anticipated contract start date	2/1/2019

NOTICE: Prospective proposers who have received this document from a source other than CAPCOG should immediately contact CAPCOG and provide their name, company, and email address in order that addendum to the RFP or other communication can be sent to them. Any prospective proposers who fail to provide CAPCOG with this information assume complete responsibility in the event they do not receive communications from the program after the RFP issue date.

Proposal Checklist

Table 1. Proposal Checklist

Required Proposal Element	<input checked="" type="checkbox"/>
1. Transmittal or Cover Letter	<input type="checkbox"/>
2. Executive Summary	<input type="checkbox"/>
3. Organizational Profile	<input type="checkbox"/>
4. Work Plan	<input type="checkbox"/>
5. Budget Narrative	<input type="checkbox"/>
6. Budget Spreadsheet	<input type="checkbox"/>
7. Relevant Experience and Qualifications	<input type="checkbox"/>
8. Management Plan and Key Staff	<input type="checkbox"/>
9. References	<input type="checkbox"/>
10. Attachments (Resumes, Organizational Charts, etc.)	<input type="checkbox"/>
11. Signed Certification of Compliance with Small, Disadvantaged, Minority, Women-Owned, and Historically Underutilized Business Policy (Exhibit 1)	<input type="checkbox"/>
12. Signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Lower-Tier Covered Transactions (Exhibit 2)	<input type="checkbox"/>
13. Signed Certification Regarding Lobbying (Exhibit 3)	<input type="checkbox"/>
14. Conflict of Interest Questionnaire (Exhibit 4)	<input type="checkbox"/>
15. Copy of Current Certificate of Commercial Liability Insurance Coverage	<input type="checkbox"/>
16. Copy of Current Certificate of Worker's Compensation Insurance Coverage	<input type="checkbox"/>
17. Copy of Current Certificate of Automobile Insurance Coverage	<input type="checkbox"/>
18. Insurance Quotes Documenting Marginal Cost of Added Insurance Coverage for CAMS 1603	<input type="checkbox"/>

Background

CAPCOG owns eight (8) air quality monitoring stations in Central Texas used to monitor ozone (O₃) concentrations, wind speed (WS), wind direction (WD), outdoor temperature (temp.), and relative humidity (RH). These monitoring stations are considered **research monitors** and the O₃ analyzers are not operated as Federal Reference Method (FRM) or Federal Equivalent Method (FEM) monitors.

CAPCOG is receiving local funding from its Central Texas Clean Air Coalition members to continue to conduct O₃ and meteorological monitoring at eight monitoring stations during the 2019 O₃ monitoring season. CAPCOG is requesting proposals from qualified and experienced professionals and organizations to operate these stations.

More details about these stations may be obtained from the Texas Commission on Environmental Quality's (TCEQ's) website at https://www17.tceq.texas.gov/tamis/index.cfm?fuseaction=report.site_list.

Contract Amount and Performance Period

The total contract amount for this RFP will be no more than \$175,000, including any funding needed for contingencies, and will have an anticipated performance period of February 1, 2019 to December 31, 2019.

Scope of Work

The Scope of Work will involve:

- Task 1: Establishing a new monitoring station in the City of Bastrop at 25 American Legion Drive, Bastrop, TX, by February 28, 2019;
- Task 2: Establishing a new monitoring station in the City of Elgin at 900 W. 2nd St, Elgin, TX, by February 28, 2019;
- Task 3: Operation and maintenance of CAPCOG monitoring stations from March 1, 2019 – November 15, 2019, including:
 - Performing an initial five-point calibration, ensuring that data is reporting data to TCEQ's Leading Environmental Display System (LEADS) system, and inventorying all equipment on-site prior by February 28, 2019;
 - Checking air quality reporting software and websites daily from March 1, 2019 – November 15, 2019, to ensure that data is being accurately collected and identifying any potential problems;
 - Coordinating any repairs needed to ensure that equipment operates as intended;
 - Performing preventative maintenance regularly according to TCEQ's Standard Operating Procedures (SOPs) for O₃ stations, including any general site maintenance such as periodic mowing, weeding, etc.;
 - Performing five-point manual calibrations of O₃ analyzers each month;
 - Validating data that is collected and reported to TCEQ's LEADS system;
 - Notify CAPCOG of any problems that arise;
 - Rectifying problems as they arise;
 - Shutting down stations between November 16, 2019, and November 30, 2019; and
 - Submitting monthly reports on activities each month along with invoices.

This scope of work may also include:

- Reporting data to the U.S. Environmental Protection Agency's (EPA's) AirNow system and assisting with CAPCOG in establishing a new data-reporting and validation protocol for ensuring that data is reported to both LEADS and AirNow;
- Decommissioning CAMS 1603 and establishing a new monitoring station in East Austin by November 30, 2019; or
- Decommissioning other existing sites if funding for 2020 monitoring is not secured by the end of the 2020 O₃ season.

The contractor must comply with all conditions imposed on CAPCOG in each of these site leases, including adding the site owner as an "other insured" party on their liability coverages as specified in these agreements.

In addition to these tasks, the contractor will be expected to provide general trouble-shooting and consulting services to CAPCOG as needed to complete this project. For example, if CAPCOG needs to purchase replacement

equipment or relocate equipment currently installed, the contractor will be expected to advise CAPCOG on logistical requirements that would enable CAPCOG to make informed decisions about the best way to proceed. The following table describes the site locations for each of the Continuous Air Monitoring Stations (CAMS) that will be included in this project.

Table 2. CAPCOG Air Quality Monitoring Stations

TCEQ Site Number	AQS Number	Address	City	County	Property Owner
CAMS 614	482090614	29400 Ranch Road 12, Dripping Springs, TX	Dripping Springs	Hays	Dripping Springs Independent School District
CAMS 690	484910690	500 Overlook Drive, Georgetown, TX	Georgetown	Williamson	U.S. Army Corps of Engineers
CAMS 1603*	484531603	7412 W. Slaughter Lane, Austin, TX	Austin	Travis	Austin Independent School District
CAMS 1604	480551604	214 Bufkin Lane, Lockhart, TX	Lockhart	Caldwell	City of Lockhart
CAMS 1675	482091675	599 Staples Road, San Marcos, TX	San Marcos	Hays	City of San Marcos
CAMS 6602	484916602	200 College Street, Hutto, TX	Hutto	Williamson	Hutto Independent School District
TBD**	TBD	25 American Legion Drive, Bastrop, TX ¹	Bastrop	Bastrop	City of Bastrop
TBD**	TBD	900 W. 2 nd St, Elgin, TX ²	Elgin	Bastrop	Elgin Independent School District

*Note that CAPCOG is in the process of identifying a site in East Austin (roughly bounded by Cesar Chavez to the south, Interstate Highway (IH) 35 to the West, and Airport Boulevard to the East) to locate a new monitoring station, and if a site agreement to locate a new station in this area is executed by January 31, 2019, CAMS 1603 will need to be decommissioned and the new station will need to be established and monitoring initiated by March 1, 2019. Otherwise, CAPCOG will determine the appropriate period during the term of the O₃ season to initiate this transition.

**These two stations will need to be established by February 28, 2019

¹ CAPCOG does not yet have an executed site lease with the City of Bastrop, but CAPCOG expects the monitor to be located at this location.

² CAPCOG does not yet have an executed site lease with the Elgin ISD; however, CAPCOG expects the monitor to be located within the vicinity of Elgin ISD’s campus on 900 W. 2nd St.in Elgin.

Data Quality Objectives and Quality Assurance Project Plan (QAPP)

Data quality objectives that will be used for this Task can be found in Table 6-1 of CAPCOG's 2016-2017 QAPP.

Since CAPCOG's O₃ monitoring is primarily concerned with collecting data on peak O₃ concentrations, calibration and preventative maintenance should be scheduled in such a way as to minimize the possibility that they would cause data loss during a peak 8-hour O₃ concentration, especially when O₃ is predicted to be "moderate" or worse. In general, this would mean avoiding 10 am to 6 pm for any such work if O₃ levels are predicted to be "moderate" and rescheduling the work to a different day if O₃ is predicted to be "unhealthy for sensitive groups" or worse.

Task 1: Establish New Monitoring Station in City of Bastrop

CAPCOG is initiating O₃ monitoring in the City of Bastrop at 25 American Legion Drive, Bastrop, TX. The contractor will be required to transport the cargo trailer to the new location and completely set-up the sites, including the installation and connection all of the equipment necessary to collect and transmit O₃ and meteorological data. CAPCOG will make arrangements for phone and electric service to the stations, but the contractor may need to be on-site when connections are established and help ensure that installation of utilities are successful. The contractor will be required to set-up the site in accordance with subtask 3.1. The site should be prepared such that O₃ season start-up activities described in Task 3.1 can be completed by February 28, 2019.

Task 2: Establish New Monitoring Station in City of Elgin

CAPCOG is initiating O₃ monitoring in the City of Bastrop near 900 W. 2nd St, Elgin, TX. The contractor will be required to transport the cargo trailer to the new location and completely set-up the sites, including the installation and connection all of the equipment necessary to collect and transmit O₃ and meteorological data. CAPCOG will make arrangements for phone and electric service to the stations, but the contractor may need to be on-site when connections are established and help ensure that installation of utilities are successful. The contractor will be required to set-up the site in accordance with subtask 3.1. The site should be prepared such that O₃ season start-up activities described in Task 3.1 can be completed by February 28, 2019.

Task 3: Operation and Maintenance of O₃ and Metrological Equipment at All Eight Stations

Subtask 3.1: Site Set-Ups

Prior to March 1, 2019, the contractor will need to complete site set-ups for O₃ equipment at the six existing monitoring stations and the meteorological equipment at CAMS 614, 690, 1603³, 1604, 1675, and 6602. Site set-ups will include:

- Powering on the station's O₃ analyzers, meteorological instruments, phone system, modem, battery back-up, and air conditioning equipment (if applicable);
- Testing equipment to verify that they are working properly;
- Calibrating O₃ analyzers and meteorological equipment (as described under the "calibrations" section of this RFP);

³ Either CAMS 1603 or a site in East Austin

- Verify that data is being transmitted to and received by TCEQ's LEADS and EPA's AirNow;
- Taking a start-of-season inventory of each station;
- Notifying the TCEQ and CAPCOG that the stations are operational; and
- Verifying that data is being reported out to TCEQ's and EPA's website.

Subtask 3.2: Maintenance

From March 1 to November 15, 2019, the contractor will maintain all eight monitoring stations owned by CAPCOG. Maintenance includes all preventative maintenance procedures TCEQ uses for its monitoring stations as described in CAPCOG's 2016-2017 QAPP. This also includes any general site maintenance such as periodic mowing, weeding, etc. Any non-routine maintenance required as a result of problems that may arise throughout the performance period will be accounted for under the "contingencies" subtask.

Subtask 3.3: Calibrations

In addition to performing an initial calibration in February of the O₃ season, the contractor will be required to perform five-point calibrations on each O₃ analyzer each and every month of the O₃ season with the exception of November (March, April, May, June, July, August, September, and October). These calibrations should involve testing five O₃ concentrations reported by the analyzers deployed in the field against known O₃ reference concentrations and making adjustments to the field analyzer's slope and intercept in order to ensure that high-quality data is being reported to TCEQ's LEADS network. If the tests show that data quality objectives are not being met, the contractor will notify CAPCOG and take remedial steps to correct the problem.

Calibrations should not occur any sooner than 15 days apart or any later than 45 days apart at the same station. Therefore, if a monitoring station set-up is completed at 1 pm on February 28, 2019, the contractor will need to complete the March calibration between 1 pm on March 15, 2019, and 11:59 pm on March 31, 2019, in order to ensure that a calibration occurs in March but does not occur sooner than 15 days after the last calibration. If the contractor completes a calibration at 1 pm on March 16, 2019, then the April calibration can occur between 1 pm on April 1, 2019, and 11:59 pm on April 30, 2019.

CAPCOG does not own and will not be providing an O₃ transfer standard for this project. The contractor will be required to use their own transfer standard in order to complete these calibrations.

Subtask 3.4: Data Validation

The contractor will analyze and validate the data for accuracy and verify proper communication of the data to air quality data monitoring systems as required to prevent data loss. The contractor is also expected to have familiarity with TCEQ's LEADS system, EPA's AirNow, and air quality data reporting software. Data validation procedures are described in CAPCOG's 2016-2017 QAPP and will involve:

- Daily reviews of sampling data that is reported to air quality data reporting systems (LEADS and AirNow) in order to confirm that all data is being collected and reported properly and that none of the instruments are reporting anomalous data that do not compare well to other stations; and
- Monthly review of the entire previous month's data and making any needed entries in the air quality data reporting systems.

Contractor will need to have completed training with TCEQ on the use of the LEADS system and have experience with the back-end of the LEADS system in order to be able to demonstrate that it will be able to complete this task. Proposals should clearly demonstrate proficiency with the use of the LEADS system in order to be considered for this procurement.

Subtask 3.5: Site Shut-Downs

Between November 16, 2019, and November 30, 2019, the contractor will shut off and secure all equipment no sooner than November 16 and no later than November 30. Shut down procedures will include performing a final, year-end five-point calibration, taking a year-end inventory of equipment, powering down all equipment, and securing the facility.

As directed by CAPCOG staff, the contractor may also need to bring some of the equipment back to CAPCOG offices or store equipment at their own offices between O₃ seasons. The inventory will be incorporated into the final monthly report for the O₃ season described under subtask 3.6 below.

Subtask 3.6: Monthly Reports

Monthly activity reports will be required to be submitted to CAPCOG by the 10th of each month along with each monthly invoice that documents the contractor's work on subtasks 3.1 through 3.5. Reports should include data completeness statistics, results of calibrations, operator logs, any deviations from the approved QAPP, data validation procedures employed, and any other information needed for CAPCOG to verify that the data quality objectives were met and issues are addressed. Copies of recent reports submitted by CAPCOG's 2018 contractor are available to review for reference.

Subtask 3.7: Operational Contingencies

Issues may arise in the operation and maintenance of monitoring stations throughout the year that may require additional site visits and work by the contractor beyond what is identified in subtasks 3.1 – 3.5, above, in order to ensure that data quality objectives are met. The proposal should identify what types of remedial actions that contractor would commit to perform under this subtask without needing additional funding (i.e., what types of remedial actions would be considered "in-scope") and what types of actions would be considered out-of-scope.

Under CAPCOG's 2018 contract, the contractor was provided a \$300/month contingency allowance, with a requirement that it document any such contingencies in the monthly bill and will only reimbursed for documented expenses, with any unused amount rolling over to the next month. For anything beyond that allowance, CAPCOG required prior approval through a work order.

Task 4: (Contingency Task): Decommission of CAMS 1603 to Establish New Monitoring Station in East Austin

If CAPCOG is able to secure a new site lease for a location in East Austin, CAPCOG plans to move the monitoring equipment at CAMS 1603 to a site in East Austin. The contractor would need to shut down and remove all of the equipment at CAMS 1603, transport the equipment and a cargo trailer to the location in East Austin, and set-up the site as described in Tasks 1 and 2. If executed, this task would be performed by November 30, 2019, although this could also occur prior to the start of the O₃ season in the midst of the O₃ as well. In order to enable CAPCOG to fully understand these costs and incorporate them into the contract that will be ultimately awarded, please include a supplemental quote that includes the decommission of CAMS 1603, the complete set-up of the site in East Austin, and the monthly costs for subtasks 3.2 – 3.5 for this new site.

Task 5: (Contingency Task) Transition CAPCOG to New Reporting System for Air Monitoring Stations

Under this task, if included in the contract, the contractor will work with CAPCOG in order to establish a new system and protocol for reporting air quality data externally to EPA’s AirNow system, while continuing to report data to TCEQ’s LEADS system. The system will also need to provide data validation tools comparable to what is available for TCEQ’s LEADS system. This task will involve the contractor’s staff time and materials needed to establish this system, a training session for CAPCOG staff members on how the system operates, and a guidebook establishing the protocols for the system. The vendor will be expected to propose a specific reporting system as part of this proposal and acquire that system on behalf of CAPCOG. Therefore, the costs for this task should also include the acquisition and subscription costs for the new system as well. Please also include a timeline for completion of this task assuming a February 1, 2019, contract execution date.

Task 6 (Contingency Task): Site Decommissions

Based on funding availability, logistical considerations, or other reasons, CAPCOG may decide to discontinue O₃ monitoring at any or all of its eight stations at the end of 2019. If CAPCOG decides to discontinue monitoring at any of these monitoring stations, CAPCOG will need the contractor to completely decommission the site and deliver all of the equipment to CAPCOG by December 31, 2019. CAPCOG will provide the contractor with notice of any such direction well in advance of November 16, 2019, so that the contractor can proceed with full decommissioning rather than the more limited suspension of activities at the end of the O₃ season. In order to enable CAPCOG to fully understand these costs and incorporate them into the contract that will be ultimately awarded, please include a supplemental quote under this task for the total cost of doing a full-scale decommissioning of the site between November 16, 2019, and December 31, 2019, in lieu of a more limited site shut-down described in subtask 3.5.

Special Provisions Regarding Insurance Coverage

CAPCOG’s site lease agreement for the Gorzycki Middle School site (CAMS 1603) requires higher insurance limits than CAPCOG would otherwise require of a contractor. CAPCOG is prepared to pay for the marginal cost associated the added insurance requirements for this one site only if the contractor does not already have these levels of coverage. A comparison of the insurance coverage required by CAPCOG for all other sites and the coverage required for Gorzycki Middle School is provided in the table below.

Table 3: Comparison of Insurance Coverage Limits Requirements

Coverage	Gorzycki MS	All Other Sites
Commercial General Liability – Each Occurrence	\$2,000,000	\$500,000
Commercial General Liability – Annual Aggregate	\$4,000,000	\$2,000,000
Commercial General Liability – Personal and Advertising Injury	\$2,000,000	\$100,000
Commercial General Liability – Excess Liability Coverage		\$1,000,000
Worker’s Compensation – Bodily Injury (per employee)	\$500,000	\$100,000

Coverage	Gorzycki MS	All Other Sites
Worker's Compensation – Disease (per employee per disease)	\$500,000	\$300,000
Automobile Liability – Combined Bodily Injury and Property Damage	\$1,000,000	\$1,000,000

Proposers must provide:

- a copy of the certificate for current commercial liability,
- a copy of the certificate for current workers' compensation,
- a copy of the certificate for current automobile insurance coverage, in order to demonstrate that they meet the requirements for all sites other than CAMS 1603, and
- a quote or quotes from their current insurance carrier documenting the marginal cost of bringing their own limits up to those required for CAMS 1603. Providing one quote for the minimum requirements CAMS 1603 and a quote for the minimum requirements for all other stations will be sufficient to demonstrate the marginal cost associated with the added insurance requirements CAPCOG must meet for CAMS 1603. The selected contractor will be required to provide such documentation at least five business days in advance of any change in insurance coverage or rates once the contract has been executed.

Summary of Deliverables & Due Dates

The following table summarizes the scheduled tasks that will need to be completed as part of this project.

Table 4: Summary of Scheduled Tasks

Task Number	Deliverable	Time Frame
1	Establish New Monitoring Station in City of Bastrop	Prior to March 1, 2019
2	Establish New Monitoring Station in City of Elgin	Prior to March 1, 2019
3.1	Completion of O ₃ Site Set-ups	Prior to March 1, 2019
3.2	O ₃ Site Maintenance	March 1 – November 15, 2019
3.3	Scheduled O ₃ Site Calibrations	Each month, March 1 – October 31, 2019
3.4	O ₃ Site Data Validation Procedures	March – November 2019
3.5	O ₃ Site Shut-Downs	November 16 – November 30, 2019
3.6	O ₃ Monitoring Monthly Reports	No later than the 10 th of each month for each preceding month
4	(Contingency Task) Decommission of CAMS 1603 to Establish New Monitoring Station in East Austin	Prior to December 31, 2019
5	(Contingency Task) Transition to New Reporting System for Air Monitoring Stations	Prior to March 1, 2019

Task Number	Deliverable	Time Frame
6	(Contingency Task) Site Decommissions	November 16 – November 30, 2019

Each contractor’s proposal should provide the total costs for each task listed above, as well as a month-by-month, site-by-site breakdown for tasks 3.1, 3.2, 3.3, 3.4, and 3.5. The contractor should also provide in its budget narrative the proposed labor rates, travel expenses, and supply expenses that will be charged for task, as well as the general labor rates and travel rates that would be used for any contingency work completed under task 3.7. The marginal cost of any additional insurance coverage should be listed as a separate line-item expense.

Requirements for Proposal

The proposal is limited to 20 pages (front and back), not including a cover page/letter and attachments. All applications must be submitted in Microsoft Word Format with margins not less than one inch. The budget must also be submitted in Microsoft Excel based on the template provided. Text type must be 11 point or larger. Below is a summary of required information. Proposals should be organized accordingly.

- 1) Executive Summary (1 page)
- 2) Organizational Profile (1 page)
- 3) Work Plan (5-9 pages)
- 4) Budget Narrative (3-4 pages)
- 5) Management Plan and Key Staff (3-4 pages)
- 6) References (1 page)
- 7) Attachments (required certification forms)
- 8) Budget (required Excel template)

Executive Summary

Provide a 1-page overview of how the project will meet the goals of the proposal.

Organizational Profile

Provide a 1-page description of your organization in terms of its history, primary business, and former and current customers. Please include, at a minimum:

- Ownership information, including any Historically Underutilized Business (HUB) vendor information;
- DUNS Number;
- Physical Address;
- Mailing Address;
- Primary contact name;
- Office phone number for primary contact;
- Cell phone number for primary contact;
- Fax number for primary contact; and
- E-mail address for primary contact.

Work Plan

Provide a work plan that describes your technical approach to complete the scope of work, including contingency tasks. Focus in particular on how specifically how you would complete the work beyond the descriptions of the work included in this RFP. For example, explain how your firm would ensure that monthly O₃ calibrations were completed on-time such that they avoided interfering with a potential high 8-hour O₃ measurement, or the exact data validation procedures that your firm would use. The work plan should include details such as the estimated number of hours of work that would be required to complete the work and any other types of inputs that would be required under this contract. These estimates should be able to tie directly to the costs in the budget narrative.

Management Plan and Qualifications

Describe the role of key staff in the project including the identification of the project manager. Provide detail on the proportion of time each staff member will allocate to each part of the project. Provide a summary of each individual's work history and qualifications to complete work on this project. Describe other qualified staff available to complete the project if one of the individuals listed in the proposal terminates employment with the contractor or is otherwise unavailable prior to completion of the project. Full resumes should not be included in this section. Make sure to directly address which staff, if any, have training or experience in working with TCEQ's LEADS system.

Provide at least three (3) references (complete with contact information) that can vouch for your organization's ability to complete the work. For each reference, include a brief description of the project or projects that the person would be able to speak about. At least three references should be provided, including at least one that can specifically vouch for the vendor's work in Texas. If the vendor has previously completed work for CAPCOG, do not list CAPCOG personnel references.

Budget

Provide a budget narrative for this project with enough detail that cost effectiveness can be evaluated. Budget components should include a breakdown of activities at each station on a monthly basis and costs of report preparation. Proposals should use the accompanying the Excel workbook to present the costs for each task. All per-unit costs presented in the budget narrative will be used as the basis for the contract entered into and any extensions, if approved by CAPCOG. The excel spreadsheet must be filled out with budget numbers and submitted along with the proposal.

In addition to these defined costs, the proposal should also include other relevant cost estimates if additional work is required beyond this defined scope of work. For instance, if a piece of equipment needs to be repaired, additional staff time may be required. This would be billable at whatever rate was provided in the proposal. These costs should be consistent with the costs quoted in the budget table. At a minimum, this should include:

- Hourly labor rates; and
- The estimated number of hours required for typical types of repairs for O₃ analyzers and meteorological equipment used in this project.

Updates and Additional Information

Updates and additional information related to this RFP may be obtained from the CAPCOG website, www.capcog.org, in the “About CAPCOG” section. Any requests for additional information regarding this RFP may be e-mailed to Sheila Jennings at sjennings@capcog.org by Friday, November 16, 2019, at 12 pm. Requests for additional information received and associated responses will also be posted on the CAPCOG Web site in the “About CAPCOG” section.

Proposal Review and Selection Process

Review Committee

Once proposals are received by CAPCOG, they will be distributed to members of a review committee made up of at least three members of the Clean Air Coalition Advisory Committee (CACAC).

Evaluation Criteria

Between December 12, 2018 and December 18, 2018, each member of the review committee will score proposals according to the following scoring criteria:

- | | |
|----------------------------------------|-----------|
| 1. Work Plan for Tasks 1-3: | 30 points |
| 2. Management Plan and Qualifications: | 30 points |
| 3. Budget for Tasks 1-3: | 30 points |
| 4. Contingency Tasks: | 10 points |

The **work plan for tasks 1 -3** will be evaluated based on how well the proposed approach describes the work that will be completed and the likelihood that the proposed approach would successfully fulfill CAPCOG’s expectations for this contract.

The **management plan and qualifications** will be evaluated based on the demonstrated capability of the vendor to carry out the work described in this RFP. Key factors that will be considered include:

- Experience working with the specific instruments that will be used in this contract;
- Experience working with TCEQ’s LEADS system for data reporting and validation;
- Prior performance in CAPCOG projects, if applicable;
- Availability of staff to respond to problems quickly when they occur; and
- Strength and relevancy of references.

Upon receipt of a proposal, CAPCOG staff will call each reference to notify that person that he or she was listed as a reference and that CAPCOG would be sending that person an e-mail with some questions:

- You have been listed as a reference for [vendor] for an air quality monitoring proposal. Do you know [vendor]?
- What projects has [vendor] completed that you have knowledge of and would be able to evaluate the performance for?
- Overall, how would you evaluate [vendor’s] performance for these projects?
- Were there any problems that arose in [vendor’s] performance?

CAPCOG staff will provide a summary of its evaluation of its current contractor's performance to the review committee for consideration as part of this review process as well. CAPCOG will post this performance review online prior at least 1 week prior to the close date for this RFP as a reference for potential proposers.

The **budget for tasks 1 – 3** will be scored based on the level of detail provided, the costs quoted, and the reasonableness of the proposal's approach to contingency costs. Half of this score will be based strictly on the base price quoted for completing tasks 1 – 3, with the lowest-cost proposal receiving 15 points, the highest-cost proposal receiving 0 points, and all other proposals being scored in line with this scale. The remaining 15 points will be awarded based on the selection committee's evaluation of the level of detail provided and reasonableness of the proposal's approach to contingency costs.

The **contingency tasks** will be scored based on the level of detail provided, the costs quoted, and the overall value the selection committee places on each contingency task relative to the costs quoted.

CAPCOG Executive Committee Approval

CAPCOG will negotiate and contract with the selected contractor following Executive Committee approval. The anticipated start date for the contract is January 30, 2019. The selected contractor will be required to complete all start-up procedures between the execution date of the contract and the end of the day on February 28, 2019.

Submission of Proposals

Your PROPOSAL must be received in the Capital Area Council of Governments' office **no later than 12:00 noon (Central), Friday, December 7, 2018**. Proposals must be submitted in electronic format and may either be emailed, mailed or hand-delivered. The budget must be submitted in Microsoft Excel format. Email is preferred; hand-delivery or mailed proposals must include a flash drive that includes: 1) a copy of the proposal (minus the budget) in Microsoft Word format and 2) a copy of the budget in Microsoft Excel format. Please put "Attention Air Quality Monitoring Services RFP" in the e-mail subject line if submitting by e-mail. Pages should be numbered and contain an organized, paginated table of contents corresponding to the sections and pages of the RFP. Faxed proposals will not be accepted. Proposals or related documents submitted after the deadline will not be accepted. Email address for all proposals is: sjennings@capcog.org

The mailing address for all proposals is:

Capital Area Council of Governments
Attention: Sheila Jennings
6800 Burleson Road
Building 310, Suite 165
Austin, Texas 78744

The delivery address is:

Capital Area Council of Governments
Attention: Sheila Jennings
6800 Burleson Road
Building 310, Suite 165
Austin, Texas 78744

CAPCOG is not liable for any costs incurred by a proposer in preparing and submitting a proposal. A proposal will remain in effect for a period of thirty (30) calendar days from the deadline for submission of the proposal or until it is withdrawn in writing, a contract is executed, or this RFP is canceled, whichever occurs first.

Attachments

Five (5) certification forms are required for this project. Four are to be completed and submitted to CAPCOG directly – these are available on the CAPCOG website at <http://www.capcog.org/about-capcog/doing-business-with-capcog/>:

1. Certification of Compliance with Small, Disadvantaged, Minority, Women-Owned, And Historically Underutilized Business Policy
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower-Tier Covered Transactions
3. Certification Regarding Lobbying
4. Conflict of Interest Questionnaire -Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with CAPCOG to file a conflict of interest questionnaire (CIQ) if they have an employment or other business relationship with an CAPCOG officer or an officer's close family member.

The fifth form must be completed online:

5. Certificate of Interested Parties Form – Form 1295
Texas law states that a governmental entity or state agency may not enter certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The required form and instructions are located at the Texas Ethics Commission Website.

Amendment or Withdrawal of Proposal

A proposer may not amend its proposal after its receipt by CAPCOG. However, CAPCOG may waive an error in or omission from a proposal if the error or omission is not material.

A proposer may withdraw the proposal if there is a material mistake in the proposal and resubmit the proposal with the mistake corrected before the due date for proposals.

Additional Information

CAPCOG may request in writing additional information from a proposer relating to the proposal and the proposer agrees to furnish it within a reasonable time.

Use of Copyrighted Material in Proposal

CAPCOG reserves an irrevocable, nonexclusive, and royalty-free right to use, reproduce, and copy, for a governmental purpose, all copyrighted material included in the proposal.

Amendment or Withdrawal of Proposal

A proposer may not amend its proposal after its receipt by CAPCOG. However, CAPCOG may waive an error in or omission from a proposal if the error or omission is not material.

Except as provided in the next paragraph, a proposer may not withdraw or cancel the proposal, without the written permission of CAPCOG, for a period of 90 calendar days following the due date for proposals.

A proposer may withdraw the proposal if there is a material mistake in the proposal and resubmit the proposal with the mistake corrected before the due date for proposals.

Award of Contract

CAPCOG will award the contract to the responsible proposer whose proposal is the most advantageous to CAPCOG.

CAPCOG reserves the right to reject any or all proposals. If CAPCOG rejects all proposals, it may solicit new proposals if a new solicitation is in CAPCOG's best interest.

Once the contractor is selected, CAPCOG reserves the right to negotiate its terms with the successful proposer.

A proposer selected as a result of this solicitation may be subject to a criminal background check as a condition to entering into a contract.

Subcontracting

Proposers must indicate whether they intend to subcontract any part of the work and identify the subcontractor(s) and organization in the proposal response. All subcontractors will be subject to approval by CAPCOG. All subcontractors will be required to submit qualifications in the same manner as the prime contractor(s). The selected contractor(s) shall have appropriate provisions of its proposal ready to be inserted in all subcontracts ensuing to insure fulfillment of all contractual provisions by subcontractors.

Invoicing and Payment

Payment shall be made for services rendered and billed by the Contractor and received by CAPCOG on a cost reimbursement methodology upon the completion of satisfactorily executed deliverables. Contractor must submit invoices to CAPCOG by the fifth business day of each month for any work completed in the previous calendar month along with a report on activities completed in the prior month. The on-going costs for maintenance of the site must be a fixed monthly amount for each calendar year.

Resolution of Protested Solicitation or Contract Award

An unsuccessful bidder/offeror/proposer may protest the procurement process by following the procedure as available in the RFP. The protest must be made within five business days of the date the basis of the protest to the procurement process became known or should have become known to the protester, whichever is earlier. The protest must be submitted in writing to CAPCOG, to the attention of the contact person, and identify and be signed by the protester. A protest shall be submitted to CAPCOG to the attention of Sheila Jennings, Director of Administration, (see contact information above).

Documents Incorporated by Reference

The following documents are incorporated by reference into this RFP and are posted online:

- CAPCOG's Site Lease Agreements for CAMS 614, 690, 1603, 1604, 1675, and 6602 (CAPCOG does not yet have executed site leases for the sites in Bastrop and Elgin);
- CAPCOG's 2016-2017 QAPP for Ozone Monitoring;
- Monthly Reports for 2018 Ozone Monitoring;
- CAPCOG Site and Equipment Inventory as of March 2018;
- 2018 Monitoring Contract; and
- Copies of CAPCOG's LEADS Virtual Private Network (VPN) Agreement with TCEQ.

Other Contractual Requirements

Section 1.113 CAPCOG Procurement Policies: Public Access to Procurement Information

1. All procurement information in CAPCOG's possession is public information, and is subject to disclosure to third parties upon request, unless exempted from disclosure by the Texas Public Information Act.
2. If a bidder/offeror believes that information in the bid or proposal is proprietary and is not disclosable to a third party, the bidder/offeror must clearly mark the information as proprietary and inform CAPCOG in

writing that the bidder/offeror will contest disclosure of the information if disclosure is requested under the Texas Public Information Act.

3. If the allegedly proprietary information is clearly marked as such and CAPCOG was informed of the bidder/offeror's desire to keep the information confidential, CAPCOG agrees to use the information only to evaluate the bid or proposal and to take reasonable precautions to protect the information from unauthorized disclosure to third parties. CAPCOG agrees to refuse to disclose the information, if requested to do so under the Texas Public Information Act, and instead to request an Attorney General's opinion on whether the information may be disclosed. CAPCOG agrees to inform the bidder/offeror of any request for disclosure of the information under the Texas Public Information Act.
4. CAPCOG's sole obligation to protect allegedly proprietary information contained in bids or proposals is described in this Section 1-113.
5. A copy of this Section 1-113 shall be included in each solicitation for bids by CAPCOG.