

# CAPCOG 2024-2025 Air Quality Monitoring Contract Request for Proposals Update Summary and Response to Questions

September 8, 2023

## Summary of Updates

The following is a summary of updates CAPCOG is making to its 2024-2025 Air Quality Monitoring Contract relative to its initial upload:

1. Increasing the maximum allowable pages to 25
  - a. Increasing work plan page count to 12-13 pages
  - b. Increasing budget narrative page count to 5-6 pages
2. Uploading a corrected inventory file (attachment 6) – prior version was empty
3. Uploading the sample contract described in the RFP that was initially not posted (attachment 8) – previously uploaded shortly after this was brought to CAPCOG’s attention
4. Adding a copy of CAPCOG’s current monitoring contract, including the original and amendment 1 (attachments 9a and 9b) as “Related Documents Incorporated into this RFP”

## Q1: Can CAPCOG provide a schedule for the PM<sub>2.5</sub> equipment installation?

Both PM<sub>2.5</sub> grants anticipate a 1/1/2024 start date for data collection, so our preference is to complete installation and begin data collection by that date for both grants if possible.

CAPCOG expects delivery of the continuous PM<sub>2.5</sub> monitoring equipment between mid-October and late November 2023, so we would expect that equipment to be installed at any existing site in December 2023. We would expect any set-up at a new site to occur later since CAPCOG would need to secure a site lease agreement.

For the speciated monitoring equipment, we expect equipment delivery either in the same mid-October to late November time frame as the continuous PM<sub>2.5</sub> monitoring equipment or in mid-to-late February 2024. If we receive the equipment in mid-October to late November, we would expect it to be installed at an existing site in December. If we need to establish a new site, we would expect that to occur later since CAPCOG would need to secure a site lease agreement. If we receive the equipment in February 2024, it is possible that its installation could be coordinated with an O<sub>3</sub> site start-up.

While the proposal should include quotes for each of these projects independent of one another, we would welcome inclusion of quotes for joint mobilization as well in the event we need it in the future and so we can understand the different components of that cost. If you do include such a quote, please split the costs out between the costs that are specific to O<sub>3</sub> site set-up, specific to continuous PM<sub>2.5</sub> site set-up, speciated PM<sub>2.5</sub> site set-up, and common costs (like costs associated with travel to and from the site, testing any data-reporting equipment, etc.).

**Q2: Attachment 6, Inventory, cannot be opened – can you please repost it?**

Yes – our apologies. We have posted an updated zip file that contains and updated attachment 6.

**Q3: Can you post a copy of the current contract?**

Yes – we are posting a copy of the current contract that covered 2022 and which we renewed for 2023.

**Q4: Can the file be submitted as a PDF?**

Yes

**Q5: Will the Table of Contents and Tabs/Separator Pages Count Towards the Page Total**

No

**Q6: Which federal regulations/restrictions flow down to the contractor from the EPA Grants?**

Please review the “Administrative Conditions” section of CAPCOG’s EPA grants and the EPA’s current general terms and conditions available at: <https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2022-or-later>.

**Q7: Does CAPCOG know what type of calibration equipment it plans to purchase and whether it will include an O<sub>3</sub> generator and photometer?**

No this has not been finalized yet. Equipment that CAPCOG is considering purchasing based on quotes received include the following:

1. American EcoTech Serical 3000 and 8301
2. Sabio Environmental 4010M
3. Teledyne API T703
4. Teledyne API T700 and T701
5. Thermo Scientific 146iQ

For additional information, please review the Request for Quotes for Air Monitoring Equipment posted at CAPCOG’s “Doing Business with CAPCOG” page <https://www.capcog.org/divisions/administrative-services#doing-business>. To the extent that this decision may affect your quote for this service, please include that detail in the proposal.

## **Q8: What accounts for the references to 8 monitoring sites in various parts of the 2022-2023 QAPP and the 10 sites listed in the RFP?**

Since CAPCOG had 8 sites in 2022 and 10 sites in 2023, there appears to be a few locations in the QAPP where references to 8 sites had not yet been updated. There is also one errant reference to CAMS 6602, which was decommissioned in late 2020 and the equipment moved to CAMS 1620. The list of 10 sites in the RFP is complete and accurate.

## **Q9: CAPCOG's 2022-2023 QAPP requires site visits every fifteen days to perform various tasks but in reviewing TCEQ monthly summary reports for CAPCOG sites, it appears that data flags for these checks are not listed, suggesting they may not be a requirement – can CAPCOG clarify?**

These activities are a requirement. Seeking further clarification as to why this information is not recorded in TCEQ's monthly summary reports would require consultation with CAPCOG's current monitoring contractor and/or TCEQ. Since CAPCOG's current monitoring contractor has indicated that they intend to bid on this contract, it would not be appropriate to seek clarification from them for the purpose of the response to this question, and we may not be able to obtain a response timely enough to include it in this response anyhow.

## **Q10: Does CAPCOG's Data Quality Objective for Completeness Include Measurements Missed for QA Procedures in the Denominator or Not?**

As indicated in Section 7.3.3 of the QAPP, CAPCOG's Data Quality Objective excludes measurements missed for QA procedures from the denominator.

## **Q11: Does CAPCOG's Data Quality Objective for Completeness Include Measurements Missed for QA Procedures in the Denominator or Not?**

As indicated in Section 7.3.3 of the QAPP, CAPCOG's Data Quality Objective excludes measurements missed for QA procedures from the denominator.

## **Q12: What PM<sub>2.5</sub> equipment is CAPCOG considering purchasing?**

CAPCOG is in the process of evaluating quotes for the following types of PM<sub>2.5</sub> monitors:

- Continuous monitoring equipment
  - AmbiLabs: 2WIN
  - MetOne: BAM 1022
  - Teledyne T640
- Speciated monitoring equipment

- MetOne Super SASS Sequential
- Thermo Scientific 2025i

### **Q13: Do sites have available channels in the data acquisition system for adding continuous PM<sub>2.5</sub> data?**

Without consulting with CAPCOG's current monitoring contractor, we are unable to definitively answer this question at this time, but we believe so.

### **Q14: Will CAPCOG have responsibility for shipping speciated PM<sub>2.5</sub> samples to the lab?**

This is the plan at this point, although it has not been finalized.

### **Q15: Will training for Huston-Tillotson University and St. Edwards University occur at a single location or multiple locations**

This will be a single training session that faculty from both universities will attend.

### **Q16: Does CAPCOG have spare parts and consumables on hand for preventative maintenance?**

Consumables are the responsibility of the contractor to purchase. Spare parts needed for corrective (not preventative) maintenance are not considered part of the base cost and can be charged towards the contingency budget as needed and approved by CAPCOG's Project Representative. The contract that CAPCOG enters into with the contractor will clarify that CAPCOG owns any spare parts acquired through this contract.

### **Q17: Is the \$300 per month for operational contingencies for O<sub>3</sub> intended to cover all associated contingencies (parts, labor, travel, etc.)**

The \$300 per month contingency allowance is intended to allow the contractor to promptly respond to any contingencies without requiring prior approval from CAPCOG's Project Representative. If a situation arises that may require resources beyond the \$300 per month allowance, the process would involve explicit authorization by CAPCOG up to an agreed upon limit.

### **Q17: Is the \$300 per month for operational contingencies for O<sub>3</sub> available for PM<sub>2.5</sub> tasks?**

The \$300 per month is specific to the O<sub>3</sub> tasks based on CAPCOG's prior history of managing O<sub>3</sub> monitoring contracts. Since we have asked in the RFP that proposals identify activities that would be considered "in-scope" for costs being quotes and "out of scope," we may use that information to provide a contingency allowance for each PM<sub>2.5</sub> task, if we deem it warranted.

**Q18: Would CAPCOG consider increasing the total page count to 25 pages?**

Yes – CAPCOG has updated the RFP to reflect this change.