



**REQUEST FOR PROPOSAL  
PM10 and PM2.5 Community Sensors**

December 01, 2023

You are invited to review and respond to this Request for Proposal (RFP). In submitting your proposal, you must comply with the instructions found herein.

The Imperial County Air Pollution Control District (District) deadline for receipt of proposals is **December 15, 2023, no later than 6:00 p.m. Pacific Daylight Time (PDT). Submittals, either postmarked or emailed after the indicated date and time, will not be considered.** Proposals must be received on or before the date and time specified herein to the following contact person with a CC to their backup noted below:

Contact: Israel Hernandez, APC Project Manager  
Phone: (442) 265-1800  
Email: [israelhernandez@co.imperial.ca.us](mailto:israelhernandez@co.imperial.ca.us)

Please be advised, it is your responsibility to assure your timely submittal. All proposals submitted after the indicated date and time will not be considered.

We appreciate your interest in this project and hope to receive a proposal from you if this is within your area of expertise.

## I. PURPOSE / SCOPE OF WORK:

### A. Purpose

This RFP is to solicit competitive proposals from experienced and qualified contractors, herein after referred to as Proposers, to install a minimum of fifteen (15) community sensors capable of measuring ambient PM10 and PM 2.5 air emission, storing and transmitting historical data. The fifteen (15) community sensors shall be located within the Imperial AB 617 North-End Community of Brawley-Westmorland-Calipatria.

The collection of measurements will occur from February 01, 2023 to the end of February 01, 2025, for a total duration of two (2) years. The Proposer will also perform data analysis, draft a final report, and present it to the community in order to assist Imperial County Air Pollution Control District (District) with meeting the goals of the Community Air Monitoring Plan (CAMP) for the Imperial AB 617 North-End Community of Brawley-Westmorland-Calipatria. Depending on the data that is generated from this project, the District will determine the next steps to address and mitigate any potential emissions sources that are identified in the community.

This contract is expected to require up to two (2) full years of PM10 and PM2.5 ambient air emission measuring. The District will work with the Proposer to ensure the Proposer has adequate time in the beginning of the contract to install and configure community sensors.

### B. Scope of Work Contents

These are the minimum requirements and are not intended to exhaust all possible scenarios. The Scope of Work (“**Exhibit A**”) is divided into the subsequent Tasks:

1. Identification of sensors to be used.
2. Install, Configure and Calibrate Equipment, if applicable.
3. Operate and Maintain Equipment
4. Data Review, Validation and Reporting
5. Draft Final Report and Present to the Community

It will be the Proposer’s responsibility to perform instrument repair and maintenance as needed to operate the equipment per accepted standard operating procedures as accepted by the District.

For a detailed description of the work to be performed, please refer to **Exhibit A**.

## II. GENERAL PROPOSAL REQUIREMENTS

Proposals should provide straightforward and concise descriptions of the

Proposer's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies or misstatements will be sufficient cause for rejection of a proposal.

Proposals must be submitted for the performance of all services described herein. Any deviation from the work specifications (Section III, Proposal Requirements, and **Exhibit A**) may cause a proposal to be rejected.

### **III. PROPOSAL REQUIREMENTS (TECHNICAL)**

#### **A. Proposal Requirements**

**The proposal must be complete and accurate, containing the following components, information and documents outlined below.**

##### **1. Minimum Qualifications**

- a. The Proposer must provide a detailed response, sufficient to satisfy the District that the Proposer meets each of the minimum qualifications. Submit all applicable documentation. Proposals that do not meet the minimum qualifications will be determined non-responsive and ineligible for award.
- b. The Proposer must demonstrate to the satisfaction of the District that the Proposer has experience and all the monitoring equipment, including the necessary accessories for the proper function of the instruments. In addition, the Proposer must similarly demonstrate to the satisfaction of the District that the Proposer has experience and all equipment necessary to install, operate and repair sensors and associated communication devices and all security measures, as well as manage data from a network.
- c. The Proposer must include a "Technical Approach," which includes equipment description, a Work Plan, and Work Schedule.

##### **2. Table of Contents**

##### **3. Summary**

The abstract shall not be longer than one (1) page. Include a brief description of the proposed project briefly summarizing the main point of the various sections of the proposal, including the features and benefits of the proposal.

##### **4. References**

Each Proposer must provide at least three (3) references detailing experience within the past three (3) years, which is relevant to the goals and

objectives outlined in the RFP.

## **5. Subcontracts/Subcontractors**

If subcontractors are to be used, the Proposer must include in the Technical Proposal a description of each person or firm and the work to be done by each subcontractor. Any subcontractor(s) will be viewed as an extension of the Proposer, and any issues resulting from subcontractor work is the sole responsibility of the Proposer. The cost of the subcontract work is to be itemized in the Cost Proposal as described below in the section entitled Cost Proposal Requirements, and not in the Technical Proposal.

## **6. Technical Portion**

Proposer shall demonstrate, to the satisfaction of the District, their understanding of the questions, or needs, that the District is seeking to have addressed. The Technical Approach, which includes a Work Plan, are considered the heart of the proposal and will receive a high level of scrutiny. This part of the proposal will be evaluated to ensure all tasks and deliverables, listed in **Exhibit A**, are included and responsive. The technical portion of the Proposal must include the following:

### **a. Project Management Plan**

This criterion provides the policy, procedural and performance protocols that demonstrate to the satisfaction of the Air District whether the proposal, specifically the Technical Approach, is presented in a clear, organized manner that facilitates the operational and execution process of the project.

- i. Proposer addresses the RFP requirements (Sec. III.A.1, Minimum Qualifications), which will be rated for their demonstration of understanding the project needs and challenges.
- ii. Proposer demonstrates the completeness of the proposal; in addition to the quality of the Project Management Plan, including the presence of a clear management structure, the project organization and identification of those responsible for developing, executing and delivering timely measurements of progress, in accordance with plan goals and objectives and in accordance with the approved project schedule.
- iii. Proposer or responsible party must clearly identify the Project Manager, including person's primary and emergency contact information.
- iv. The Proposer shall demonstrate to the satisfaction of the District a work schedule that meets the timelines for a successful outcome of the project goals and objectives.

## b. Work Plan and Work Schedule

The Proposer shall develop and provide a concise Work Plan and Work Schedule for task completion. The Work Plan and Work Schedule shall identify each task, necessary subtasks, and milestones by which progress can be measured and payments made. The Work Plan shall specify the estimated hours to accomplish each task and the Work Schedule shall provide the responsible party for performing the task and anticipated dates of completion. The Work Plan and Work Schedule must reflect the total project timeline of two (2) years. The Work Plan shall indicate how the supervision and oversight will be conducted for ensuring that the project will remain on schedule and that the distribution of workload is appropriate. See **Exhibit A** for details on the project tasks. A work plan schedule format is provided in **Table 1** below.

**Table 1: Work Plan Schedule Example**

<b>Task</b>	<b>Responsible Party (Prime or Subcontractor)</b>	<b>Estimated hours for task completion</b>	<b>Date of completion</b>
<b>Develop and submit monitoring data management plan</b>			
<b>Install, configure, and calibrate equipment</b>			
<b>Operate and maintain equipment</b>			
<b>Data review, validation and reporting</b>			

## B. Cost Proposal Requirements

The cost breakdown (Cost Proposal) shall be included in the Technical Proposal. Cost Proposals shall include the following required information: Budget, and at a minimum, all information listed in Cost Detail (below). Proposers must use **Exhibit B** Contractor Cost Sheet. All costs must be provided for each task and deliverable. The proposed costs should be broken down into the outline in the Work Plan and Work Schedule for the purpose of this cost proposal submittal. Proposers shall submit a cost proposal for all tasks described in **Exhibit A**:

### 1. Cost Detail

Itemized Tasks – Using **Exhibit B**, Contractor Cost Sheet, provide rates for

specific tasks listed in **Exhibit A**. For all tasks, the Proposer must include items such as labor, personnel, contractors, travel, meetings, supplies/materials, shipping and handling, sample analysis, reports, and tax, if applicable, as necessary to perform and complete these tasks on the Contractor's Cost Sheet (**Exhibit B**).

## **Exhibit A – Scope of Work DRAFT STANDARD AGREEMENT**

### **A. BACKGROUND/PURPOSE**

This RFP is to solicit competitive proposals from experienced and qualified contractors, herein after referred to as Proposers, to install a minimum of fifteen (15) community sensors capable of measuring ambient PM10 and PM 2.5 air emission, storing and transmitting historical data. The fifteen (15) community sensors shall be located within the Imperial AB 617 North-End Community of Brawley-Westmorland-Calipatria.

The collection of measurements will occur from February 01, 2023 to the end of February 01, 2025, for a total duration of two (2) years. The Proposer will also perform data analysis, draft a final report, and present it to the community in order to assist Imperial County Air Pollution Control District (District) with meeting the goals of the Community Air Monitoring Plan (CAMP) for the Imperial AB 617 North-End Community of Brawley-Westmorland-Calipatria. Depending on the data that is generated from this project, the District will determine the next steps to address and mitigate any potential emissions sources that are identified in the community.

This contract is expected to require up to two (2) full years of PM10 and PM2.5 ambient air emission measuring. The District will work with the Proposer to ensure the Proposer has adequate time in the beginning of the contract to install and configure community sensors

### **B. SCOPE OF WORK**

This Agreement outlines the roles, responsibilities and expectations of the Proposer. To accomplish the objectives, the Proposer will configure, operate and submit reviewed/validated data to the District by:

1. Installing a minimum of fifteen (15) community sensors capable of measuring ambient PM10 and PM2.5 emissions, storing and transmitting historical data.
2. Provide full access to the District of the Data Management System. Should communications become an issue, and the District concurs there is a significant issue, the Proposer shall establish alternatives, such as establishing an FTP site, upon concurrence from the District.
3. The Proposer will be solely responsible for the operation of the emissions data platform.
4. The Proposer will be responsible for purchasing necessary equipment and for the shipping, handling, repair and replacement.

The Scope of Work is divided into the subsequent tasks:

1. Identification of sensors to be used.
2. Install, Configure and Calibrate Equipment, if applicable.
3. Operate and Maintain Equipment
4. Data Review, Validation and Reporting
5. Draft Final Report and Present to the Community

#### Quarterly Summary Report:

Within fifteen (15) days after the end of each quarter, it shall be the Proposer's responsibility to provide the District with site-specific summaries including the progress by task including a description of the work accomplished that quarter and any problems that were encountered and how they were addressed, along with an explanation of any corrective action necessary, and an invalidation report that documents specifically why and when for each data value that is invalid or missing.

Problems, corrective actions, and logs will all be made available to the District upon request. There shall be constant communication between the District and Proposer in the interim before the final quarterly report is submitted.

#### Final Report and Present to Community:

The Proposer shall perform all data analysis and derived conclusions in concurrence with stipulated goals and objectives. The Final Report generated by the Proposer will be submitted to the District within forty five (45) days of the final day of the collection of measurements. The Proposer will need to address the 14 Community Air Monitoring Plan Elements per the California Air Resources Board's (CARB) Community Air Protection (CAP) Blueprint in the Final Report. The Final Report parameters will be reviewed and approved by the District prior to any actual project implementation. Peer review will be conducted by the California Air Resources Board (CARB) once all parameters are met.

Once the Final Report is reviewed and approved by the District, the Proposer will present the findings of the Final Report to the community in order to assist the District with the objectives of the Community Air Monitoring Plan (CAMP) for the Imperial AB 617 North-End Community of Brawley-Westmorland-Calipatria.

### **C. END OF PROJECT**

Unless the contract is extended, or turned over to another entity, and unless directed otherwise by the District, the Proposer shall leave all purchased equipment, hardware and software on-site unless rented. If Proposer rented equipment then the Proposer shall return all rental equipment providing the District proof of return. The data will be on the District and CARB's websites.



**Exhibit B – Contractor Cost Sheet**

**(Note: After award, this becomes part of the Agreement as Exhibit B)**

Please provide an all- inclusive cost for each task below. All costs must include personnel, labor, travel, subcontractors, materials, reports, tax, and any other items necessary to perform and complete all tasks.

<b>Task 1 - Develop and Submit Monitoring and Data Management Plan</b>	
<b>Total Task 1</b>	\$

<b>Task 2 - Install, configure and calibrate Equipment</b>			
Description of Service	Quantity	Price	Total
Identify equipment to be used (add rows as needed)		\$	\$
<b>Total Task 2</b>			\$

**\*Proposals exceeding a 15% markup for Replacement Parts shall be disqualified and ineligible for award.**

<b>Task 3 - Operate and Maintain Equipment</b>					
Monthly Rate	No. of Months	x	Site Location		Cost for Task 3
\$		x		=	\$
\$		x		=	\$
<b>Total Task 3</b>					\$

<b>Task 4 - Data Review, Validation and Reporting</b>					
Monthly Rate	No. of Months	x	Site Location		Cost for Task 4
\$		x		=	\$
\$		x		=	\$
<b>Total Task 4</b>					\$

<b>Combined Tasks 1-4 Total Cost</b>	<b>Total</b>
Task 1 – Develop Monitoring and Data Management Plan	\$
Task 2 – Install, configure and calibrate Equipment.	\$
Task 3 – Operate and Maintain Equipment	\$
Task 4 – Data Review, Validation and Reporting	\$
<b>GRAND TOTAL CONTRACT AMOUNT**</b>	<b>\$</b>

\*\*The grand total contract amount shall be used for evaluation purposes only. Actual contract charges shall reflect Proposer's proposed fees contained in the individual tasks. **This Contractor Cost Sheet contains weight factors used for evaluation purposes to determine the lowest priced proposal. Sample amounts and weight factors are utilized for evaluation purposes only and not implied for real transactions.** There is no guarantee of the quantity of work that will be requested to be performed for this contract. Any alterations, modifications, or changes to this Contractor Cost Sheet by the Proposer will be grounds for proposal rejection.