

City of Boston
Air Pollution Control Commission

Request for Proposals

Transportation and Air Quality Grants Program

FY07 Grants Program

Proposals Due:

January 26, 2007 by 4:30 p.m.

Late or incomplete proposals will be rejected as being non-responsive.

Deliver complete, separately sealed Technical and Price proposals to:

Carl Spector, Executive Director
Air Pollution Control Commission
Boston City Hall, Room 805
Boston, MA 02201

For further information, please contact
Carl Spector at: (617) 635-4416

The City of Boston reserves the right to reject any or all proposals.

In compliance with federal and state equal employment laws, equal opportunity will be afforded to all applicants regardless of race, color, sex, age, religious creed, disability, national origin, ancestry, sexual orientation, marital status, prior psychiatric treatment, or military status. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Request for Proposals

Transportation and Air Quality Grants program

A. Introduction

This request for proposals (RFP) sets forth procedures and requirements to be employed by the Air Pollution Control Commission (APCC) in the selection of demonstration, education, and research projects related to program interests in reducing air pollution emissions from on-road and off-road motor vehicles. We invite individuals, business entities, nonprofit organizations, and government agencies to submit proposals for projects located within Boston.

During Fiscal Year 2007 (July 1, 2006 to June 30, 2007), the APCC anticipates awarding a total of up to \$200,000 to projects with costs between \$10,000 and \$50,000 and lasting between 3 and 12 months. The Commonwealth of Massachusetts Executive Office of Environmental Affairs (EOEA) and APCC will each contribute up to \$100,000 for these awards. Awarding of all grants is contingent upon the availability of funds.

As part of the proposal submittal requested below, respondents must provide a total fee for the proposed services or activities and term of performance. The APCC will evaluate all timely and complete proposals, and select any projects on a competitive basis. Project activities will begin upon selection of a project and issuance of a notice to proceed.

The APCC also anticipates using any remaining funding to make discretionary small grants of up to \$10,000. If you are interested in applying for a small grant, please contact the APCC for more information at: (617) 635-4416.

B. Background

The Air Pollution Control Commission (APCC) is the local air pollution control agency for the City of Boston. One primary source of air pollution in Boston is the operation of motor vehicles. The APCC oversees several programs that are designed to encourage more efficient use of transportation resources and to reduce the emission of air pollutants from on-road and off-road vehicles. For more information about the APCC, visit the website: www.cityofboston.gov/environment/pollution.asp.

The APCC is soliciting proposals to conduct demonstration, education, and research projects that pertain to the APCC's mission regarding transportation, vehicles, and air quality. The objectives are: to determine the feasibility and replicability of new technologies, methods, and policies for reducing transportation- and vehicle-related air pollution; to explore ways to overcome real and perceived barriers to the adoption of existing technologies, methods, and policies for reducing transportation- and vehicle-related air pollution; and to measure the effectiveness of pollution-reduction programs in reducing emissions and improving public health. Some examples of types of projects that might be suitable for this RFP are:

- Develop innovative measures for a transportation demand management (TDM) program to reduce single occupant vehicle (SOV) trips;
- Educate specific groups of residents, commuters, and businesses in Boston about motor vehicle air pollution, its effects, and ways to reduce it;
- Research the local health effects of vehicle-related air pollution; and
- Design and implement a diesel engine retrofit project.

To facilitate our review of proposals, a proposal should be assigned one of the following topics:

1. Air pollution research
2. Diesel pollution prevention
3. Transportation demand management (TDM)
4. Education and outreach
5. Other

A proponent may submit proposals on several topics or different proposals on one topic as long as the proposals are not duplicates of the same project. If duplicate projects are submitted, only one will be reviewed. If a project is relevant to more than one topic, the proponent should choose the topic most relevant to the proposed project. The APCC is not obligated to fund any specific proposal.

The project will be subject to oversight by the APCC. The duties of the proponent will include briefing staff at Boston City Hall, accommodating site visits by APCC staff, corresponding with the APCC, making timely reports to the APCC, and performing other project-related tasks as required by the APCC. The APCC will not provide office or work space, but project proponents must find appropriate locations for project activities. The APCC anticipates that the projects will commence in the first half of 2007 and be completed no later than the first half of 2008.

C. Funding and Term of Performance

In FY07, the Air Pollution Control Commission will consider project proposals requesting between \$10,000 and \$50,000 with a term of performance of between three (3) and twelve (12) months, with the possibility of a maximum twelve-month renewal. The projects will be overseen by the APCC for the City of Boston. Grant awards are dependent upon the availability of funds. Funding will be allocated to projects based on technical merit, programmatic merit and will be contingent on the budgetary constraints of the overall grants program. The APCC reserves the right to reject any or all proposals in whole or in part. Project proposals may also be accepted, subject to a counter-offer on the price proposal.

Once a project has been awarded funds, the APCC will reimburse the proponent for invoices/receipts presented for work outlined within the approved scope of work.

Wherever applicable, the award shall be in accordance with Massachusetts General Laws, Chapter 30B, and any other applicable federal, state, and local laws.

D. Scope of Services

The Project Manager shall be responsible for all tasks outlined within the scope of services and all tasks determined to be appropriate and project-related by the APCC.

E. Proposal

Three (3) copies of both the technical proposals and the separately sealed/marked price proposals must be furnished to the APCC for review by the selection committee. The technical proposal must not exceed 10 pages (excluding attachments). The font for the proposal must be Courier size 10, Times New Roman size 11 or Arial size 10 with at least 1" margins. The proposal shall include:

(1) Topic: See Section B. Background.

(2) Source of air pollution: Describe the equipment, actions, or behaviors producing air pollution relevant to the project and its importance to the community or region. State the reason or opportunity that makes this source—or a program related to it—a good one to address at this time. If previous attempts to address this have been unsuccessful or insufficient, discuss the reasons.

(3) Objectives: State the specific objectives of the project. Include, for example, the technical questions that the project will attempt to answer, the barriers to implementation that the project will attempt to overcome, or the unresolved issues of the program under study.

(4) Work plan: Describe what will be done, where it will be done, and how the results will be measured. Please discuss each task in detail. Provide a work schedule.

(5) Environmental benefits: State the anticipated benefits of the project, if it is successful. Proponents should determine the appropriate measures of success, for example, reductions achieved, cost, cost-effectiveness, participation, sustainability, quality of data, minimum detectable size of effect, margins of error, or applicability to existing and future programs.

(6) Sustainability plan: Describe the crucial elements for determining whether and how to continue, expand, or spread the activities, methodologies, or equipment of the project.

- What is the project's potential to be replicated by other agencies, non-profits, or business entities?
- How are you planning to convert your project into something permanent?
- How do you plan to fund these activities when the grant expires?

(7) Data quality assurance: If the proposal involves data collection or processing, environmental measurements, modeling, or the development of environmental technology, provide a statement on procedures that will be used to assure that results of the research satisfy the intended project objectives.

- Identify the individuals responsible for quality assurance and quality control.
- Discuss the activities to be performed or the hypothesis to be tested.
- Describe the project design.
- Describe the procedures for calibration and performance evaluation of all analytical instrumentation and all methods of analysis to be used during the project. Explain how the effectiveness of new technology will be measured.
- Describe the procedures for the handling and custody of samples or for verifying the accuracy of test measurements.
- Discuss the procedures for data reporting, and describe the associated techniques of verification and validation.
- Describe the quantitative and qualitative procedures that will be used to evaluate the success of the project.

(8) Key personnel: Identify key personnel, including consultants, and their qualifications (education, experience, publications, and so on) relative to the work plan. Summaries that focus on the most relevant experience or publications are preferred to exhaustive lists. For any key personnel, identify any potential conflicts of interest, including participation in activities that involve the APCC, its regulatory programs, or any of its initiatives. For the project manager, include at least 3 professional references with names, addresses, telephone numbers, and e-mail addresses, and discuss his or her familiarity with Boston.

(9) Facilities: A detailed description of the availability and location of instrumentation and physical facilities proposed should be provided.

(10) CORI Compliance: Please complete the attached CM Form 15A, and review CM Form 15B and CM Form 15C.

(11) Price proposal: Submit a separately sealed Price Proposal with a breakdown of the proposed budget. Complete Project Price Proposal Form, Attachment A.

Any proposal that fails to include all of the above information will be considered to be incomplete and will not be afforded a complete review by the selection committee.

F. Selection Criteria

All proposals will be evaluated and judged on a competitive basis by the APCC. Proposals will be initially screened to determine responsiveness.

Proposals passing the initial screening will be reviewed for technical merit, including: quality and soundness of the work plan; originality and boldness; potential benefits and likelihood of success; qualifications of key personnel; adequacy of equipment and

facilities; potential sustainability and ability to compel others to adopt similar equipment, activities, or methods; and expected cost of the project. The actual price proposal will not be reviewed or considered until after the technical evaluation is complete.

Proposals identified as having sufficient technical merit will then be evaluated in relation to programmatic merit, including: alignment with APCC program priorities; potential to yield significant environmental benefits; and potential to benefit large segments of the population or smaller segments that are especially vulnerable or already subject to high pollution levels. At this time, the price proposal will be reviewed and considered, and may be subject to a counter-offer.

The APCC is under no obligation to fund any proposal or any specific number of proposals.

G. Submissions

Both Technical Proposals and Price Proposals shall be submitted in separate sealed envelopes and be clearly marked, and should be addressed to:

Carl Spector, Executive Director
Air Pollution Control Commission
Boston City Hall, Room 805
Boston, MA 02201

The final date for submission of proposals is 4:30 p.m., January 26, 2007. Applications must be submitted as paper copies.

H. Information

Questions on this RFP may be directed to Carl Spector at: (617) 635-4416 or Carl.Spector@cityofboston.gov.

Attachment A

Project Price Proposal Form

Please note: Three copies of the Project Price Proposal must be submitted in a separate sealed envelope, clearly marked "Transportation and Air Quality Grants Program Price Proposal." The technical proposals should make no reference to price and also be submitted in a separate sealed envelope and be clearly marked, "Transportation and Air Quality Grants Program Technical Proposal."

The undersigned hereby submits a fee proposal to perform the services outlined in the Request for Proposal for the Transportation and Air Quality Grants Program.

Proponent:

Address:

The proponent hereby pledges to deliver the complete scope of work required by listing all charges for any of the following applicable budget items:

Personnel

Travel

Equipment

Supplies

Contractual (e.g., services)

Other

Total project cost

Signature

Date

CM FORM 15A

CORI COMPLIANCE

The City of Boston is subject to City of Boston Code, Chapter 4, section 7, which is intended to ensure that persons and businesses supplying goods and/or services to the City of Boston deploy fair policies relating to the screening and identification of person with criminal backgrounds through the CORI system. Vendors entering into contracts with the City must affirm that their policies regarding CORI information are consistent with the standards set by the City of Boston.

CERTIFICATION

The undersigned certifies under penalties of perjury that the vendor is in compliance with the provisions of City of Boston Code, Chapter 4, section 7, as currently in effect. **All Vendors must check one of the three lines below.**

1. ___ CORI checks are not performed on any Applicants.

2. ___ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policy is consistent with the standards set forth on the attached CM Form 15B.

3. ___ CORI checks are performed on some or all Applicants. The Vendor's CORI policy is not consistent with the standards set forth on the attached CM Form 15B (a copy of the Vendor's written CORI policy must accompany this form).

(Typed or printed name of person signing
quotation, bid or proposal)

Signature

(Name of Business)

NOTE:

The Awarding Authority may grant a waiver of CBC 4-7.3 under exigent circumstance on a contract by contract basis.

Instructions for Completing CM Form 15B:

A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant.

A Vendor who checks Lines 2 certifies that the Vendor's CORI policy conforms to the standards set forth in CM Form 15B. A

Vendor with a CORI policy that does NOT conform to the standards set forth on CM Form 15B must check Line 3. Vendors

who check Line 3 will not be permitted to enter into contracts with the City, absent a waiver, as provided for in CBC 4-7.4.

For any waiver to be granted, a completed CM Form 15C must be completed by the awarding authority and attached hereto.

APPROVED AS TO FORM BY CORPORATION COUNSEL MAY 9, 2006.

CM FORM 15B

CORI COMPLIANCE STANDARDS

By checking line 2 on the foregoing CM Form 15A, the Vendor affirms that its CORI-related policies, practices, and standards are consistent with the following standards:

4. The Vendor does not conduct a CORI check on an Applicant unless a CORI check is required by law or the Vendor has made a good faith determination that the relevant position is of such sensitivity that a CORI report is warranted.
5. The Vendor reviews the qualifications of an Applicant and determines that an Applicant is otherwise qualified for the relevant position before the Vendor conducts a CORI check. The Vendor does not conduct a CORI check for an Applicant that is not otherwise qualified for a relevant position.
6. If the Vendor has been authorized by the CHSB to receive CORI reports consisting solely of conviction and case-pending information and the CORI report received by the Vendor contains other information (i.e. cases disposed favorably for the Applicant such as Not Guilty, Dismissal) then the Vendor informs the Applicant and provides the Applicant with a copy of CHSB's information for the Applicant to pursue correction.
7. When the Vendor receives a proper CORI report of an Applicant that contains only the CORI information that the Vendor is authorized to receive and the Vendor is inclined to refuse, rescind, or revoke the offer of a position to an Applicant, then the Vendor complies with 803 CMR 6.11 by, including, but not limited to, notifying the Applicant of the potential adverse employment action, providing the Applicant with a photocopy of the CORI report received by the Vendor, informing the Applicant of the specific parts of the CORI report that concern the Vendor, providing an opportunity for the Applicant to discuss the CORI report with the Vendor including an opportunity for the Applicant to present information rebutting the accuracy and/or relevance of the CORI report, reviewing any information and documentation received from the Applicant, and documenting all steps taken to comply with 803 CMR 6.11.
8. The Vendor makes final employment-related decisions based on all of the information available to the Vendor, including the seriousness of the crime(s), the relevance of the crime(s), the age of the crime(s), and the occurrences in the life of the Applicant since the crime(s). If the final decision of the Vendor is adverse to the Applicant and results in the refusal, rescission, or revocation of a position with the Vendor then the Vendor promptly notifies the Applicant of the decision and the specific reasons therefor.

APPROVED AS TO FORM BY CORPORATION COUNSEL MAY 9, 2006.

CM FORM 15C

CORI COMPLIANCE WAIVER

The undersigned awarding authority hereby certifies that exigent circumstances exist warranting the grant of a waiver from the provisions of CBC 4-7.3 for the attached contract. This form must be completed in full and attached to CM Form 15A for any contract between the City and a Vendor who has not checked line 1 or 2 on said CM Form 15A. Pursuant to CBC 4-7.4, the undersigned must explain in summary the contract terms in the space below, attaching additional sheets if necessary, the details of the Vendor's failure or refusal to conform with the City's CORI-related standards, and a brief analysis of the exigency causing the grant of waiver.

1. Summary of the terms of the contract

2. Details of the Vendor's failure or refusal to conform to the City's CORI-related standards:

3. Explanation of the exigency causing the grant of this waiver:

Awarding Authority

AUDITING USE ONLY:

COPY TO OCR _____

COPY TO CITY COUNCIL STAFF DIRECTOR _____

APPROVED AS TO FORM BY CORPORATION COUNSEL MAY 9, 2006.