



REQUEST FOR PROPOSAL

California Emissions Estimator Model (CalEEMod) On-Call Technical Support

RFP Issued: August 1, 2023

Responses due: August 31, 2023, 5pm Pacific Daylight Time

Introduction

The purpose of this Request for Proposal (RFP) is to solicit proposal from qualified entities with in-depth expertise in modeling, programming, and software development, with a special focus on climate change, greenhouse gas emissions, and air quality.

The selected contractor will support the California Air Pollution Control Officers Association (CAPCOA) in hosting, maintaining, updating, and expanding the California Emissions Estimator Model (CalEEMod), the CAPCOA Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity (CAPCOA Handbook), and its associated website.

CalEEMod is a cloud-based platform that incorporates updated new development emissions modeling and mitigation quantification methodologies, climate adaptation analysis through Cal-Adapt integration, geospatial analysis, consideration of disadvantaged and underserved communities through CalEnviroScreen and the Healthy Places Index, and other features. The CAPCOA GHG Handbook is an award-winning planning resource that provides a common platform of information and tools for evaluating greenhouse gas reduction measures, climate vulnerabilities and promoting equity to support sustainable, resilient, and equitable land use planning and project design.

This is an **on-call time and materials contract**. Each task must have prior authorization by CAPCOA and is paid monthly on a reimbursement basis. This project is funded by CAPCOA and potentially other partners and expenses for each year shall not exceed \$150,000.

Background

Across California, many local agencies rely upon two tools from California's statewide association of air districts to certify environmental documents for land use projects that include air quality or greenhouse gas (GHG) mitigation analysis. These tools are the California Emissions Estimator Model (CalEEMod) and the document upon which its mitigation measures are based, the CAPCOA Handbook. They provide rigorous quantification methodologies to assist local agencies to plan and build projects that reduce building energy use and vehicle miles traveled (VMT), thus reducing their contribution to GHG and conventional air pollution emissions.

CalEEMod and the CAPCOA Handbook are a critical part of California Environmental Quality Act (CEQA) review. Both are consulted as a matter of course by local agencies and environmental consultants as part of the project review process for climate and transportation analysis. Use has

been expanding into areas of climate adaptation, health and equity. Furthermore, these tools help to support related planning processes like SB 379, which requires local jurisdictions to evaluate climate adaptation in their general plans or local hazard mitigation plans; SB 743, which establishes VMT as an alternative metric for transportation analysis impacts under CEQA; the updated General Plan Guidelines; and indirectly SB 375, through advancing practices to help quantify and reduce VMT.

CalEEMod is currently a web-based cloud application located at CalEEMod.com. The website hosts the Estimator Model, the CAPCOA Handbook, a mitigation measure database, CalEEMod user guide, video tutorials, and other content.

Technical Details

CalEEMod currently uses Azure for hosting with Linux for the server operating system. The model is built using Node + NextJS inside of a Docker image. IndexedDB is used to make sure that all project-specific information is stored only within the user's browser, which can be exported locally in a .json file; we do not store specific project information on our servers. The source code is written in TypeScript. The database is a Microsoft SQL Server database, also on Azure.

Project Objective:

- A. Ensure the maintenance, accuracy, and availability of the California Emissions Estimator Model, CAPCOA Handbook, Measure Database, and other tools that assist government agencies, land use planners, and environmental professionals with quantifying potential criteria pollutant and greenhouse gas emissions associated with construction and operation from a variety of land uses, and quantify benefits from project features, environmental commitments, and mitigation measures.
- B. Support our users with clear guidance, transparent processes, and technical support.
- C. Continue to improve CalEEMod and the CAPCOA Handbook through additional and more accurate reports, measures, emission factors, default values, land uses, and other features.

Project Team

- **CAPCOA:** CAPCOA is the owner of CalEEMod and the GHG Handbook and has overall responsibility for the model. CAPCOA will review products, perform administration functions, manage progress, convene regular meetings of the CalEEMod Focus Group, and other CalEEMod-related tasks.
- **Consultant(s):** To be hired through a competitive proposals process, the consultant(s) will conduct technical support and updates on-call as described in Attachment 1 – scope of work.
- **CalEEMod Focus Group:** CAPCOA staff and staff from statewide air districts will collaborate with CAPCOA to guide the framework and direction of the model, ensure that perspectives from throughout the state are represented, and provide review and technical assistance as needed.

Contract and RFP Procurement Instructions

All questions regarding this RFP must be directed to Paul Phillely at caleemod@airquality.org with the subject line "RFP Questions" no later than **August 15, 2023**. All inquiries and responses will be posted on CAPCOA's website. All responses to this RFP must be submitted electronically by the posted deadline. The timeline of the RFP process is as follows:

Date/Time	Event
August 1, 2023	Release of RFP
August 15, 2023; 5:00 PM PDT	Questions Due
August 18, 2023	Responses to Questions Published
August 31, 2023; 5:00 PM PDT	Proposals Due
Sept 11 – 15, 2023	Interview of Finalists (if necessary)
September 15, 2023	Recommend Contractor
September 26, 2023	CAPCOA Board selects a contractor

All responses to this RFP must be submitted electronically via email to Paul Philley with the subject line “RFP response” at CalEEMod@airquality.org by **August 31, 2023 at 5:00 PM PDT**. Please note the following:

- Proposals will not be accepted after the time and date indicated above;
- All components of the proposal are mandatory;
- Failure to include all requested information may result in rejection; and
- Minor or inconsequential deviations may be waived.

RFP Response Elements

The goal in this RFP process is to identify the respondent with the experience, resources and qualifications to provide cost-effective services as described in **Attachment 1, Scope of Work**. RFP responses must include a separate written document prepared in narrative form. The proposal must address items 1-7 below. The response must not exceed 15 pages in length excluding attachments and resumes. Submittal of a proposal constitutes an agreement to all provisions and conditions set forth in this RFP. **Information submitted will not be treated as confidential and may be released after a respondent is selected.**

1. **Cover Letter:** Provide a cover letter that includes the name, address, and contact information of the Respondent, the name and email address of the contact person for the proposal, and the signature of the person or persons authorized to represent the Respondent. Submission of the proposal will be considered to be a binding commitment (Contractor offer) by the Respondent to provide the proposed services by the identified personnel at the specified rates. .
2. **Qualifications:** Describe in detail the duration and extent of the Respondent’s experience as it relates to providing the required services. List previous projects delivered by the Respondent that are of similar nature to the work described in Attachment 1, Scope of Work. Describe the capabilities of the Respondent as it relates to the required services.
3. **Respondent’s Understanding of the Project Requirements:** Describe Respondent’s understanding of this project.
4. **Project Approach, Timeline, and Cost:** Describe Respondent’s approach to the execution of this project, including any challenges that Respondent foresees, and proposed timeline and budget for a selection of foreseeable tasks from the Scope of Work (for example, integration of a new version of EMFAC). Include the cost the

Contractor expects to charge for the completion by subtask, as detailed in Attachment 1, Scope of Work, in addition to a per-hour rate charged by the consultant for staff expected to work on this project. All work will be paid on a reimbursement basis.

5. **Staff Assignment:** Identify the person(s) who will perform the majority of work on this contract and describe their relevant qualifications and experience, including: length of time and positions held with Respondent, and any other pertinent information. Provide a summary of similar work they have previously performed. Staff bios and resumes may be included as an attachment. *Substitution of these key personnel will not be permitted without prior written approval of CAPCOA.*
6. **Subcontractors:** If subcontractors are to be used, identify each of them in the proposal. Describe the work to be performed by subcontractors. Provide a summary of their qualifications, experience and resumes.
7. **References:** Provide three references, excluding CAPCOA, for whom the Respondent provided similar or comparable services and a description of the services provided. The services must demonstrate the Respondent's ability to meet the needs of this project as described within this RFP. The response must provide the following information: contact's name, address, phone number, email address and date of services. References are not required for subcontractors, but are required for each Respondent when more than one entity is partnering for the proposal. If the Respondent is unable to provide three references, state the reason and CAPCOA will determine whether the number of references submitted is sufficient under the circumstances. CAPCOA may contact references at any time, either before or after a respondent is selected. CAPCOA may reverse the selection decision and award the contract to another respondent based upon a post-award reference check.
8. **Completed Forms:** The following forms must be completed by the proposer when the proposal is submitted: Declaration of Campaign Contributions Form, Debarment and Licensing Certification Form, and Assurance and Certification Form.

Evaluation Criteria and Selection Process

CAPCOA Discretion

CAPCOA reserves the right, without limitation, to reject any and all proposals received, to waive any minor informality or irregularity in any proposal, or to cancel awarding of the contract and advertise for new proposals, all as the public good may require.

Request for Proposal Evaluation

The respondents and RFP responses will be evaluated by a committee that may include CAPCOA staff, staff from CAPCOA member agencies, as well as qualified experts from other agencies.

Evaluation Criteria

Written Proposals - Evaluation Criteria		Possible Points
A	Cost	15
B	Project Approach	30

C	References	10
D	Respondent's Qualifications	20
E	Assigned Staff Experience and Expertise	25
F	Quality of Proposal	10
Written Proposals Total		110

At CAPCOA's discretion, presentations and interviews may be requested from top scoring respondents based on total points from the written responses. CAPCOA may award the contract outright after evaluating the written proposals or award the contract following the presentations/interviews. In addition, CAPCOA may conduct follow-up conversations with the highest-rated respondents to clarify or address elements in the respondents' proposals. If follow-up discussions are conducted, each respondent still in the competitive range will be given an opportunity to submit a final proposal revision. Requests for final proposal revisions will advise respondents that the final proposal revisions must be in writing and CAPCOA intends to make the award without obtaining further revisions.

Award Notification

Both the successful and unsuccessful respondents will be notified in writing by CAPCOA. CAPCOA will attempt to notify all respondents by email on the same day. The Contract Administrator will retain documentation verifying the notification attempts.

Limitations

This RFP does not commit CAPCOA to award a contract, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. Costs for developing proposals are entirely the responsibility of the respondent and are not chargeable to CAPCOA.

Ambiguity, Conflict, or Other Errors

If a respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the respondent should immediately notify CAPCOA of the error and request modification or clarification of the document. CAPCOA may modify the RFP prior to the deadline for proposals by the publication of the revision on its website.

It is the policy of CAPCOA to provide equal opportunities for all persons without regard to race, religion, creed, color, national origin, ancestry, disability, medical condition, marital status, gender, age or sexual orientation. It is also CAPCOA's policy to encourage participation of Minority and Women Owned Business Enterprises in the proposal process.

To the extent that any conflict exists between this policy and any requirements imposed by federal and state law relating to participation in a contract by a certified MBE/WBE/DBE/DVBE as a condition of receipt of federal and state funds, the federal or state requirement will prevail.

Disadvantaged Business Enterprise (DBE)

The successful respondent may not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts. In addition, CAPCOA encourages the participation of DBEs as defined in Title 49, Code of Federal Regulations part 26 (49 CFR 26).

Term of Contract

It is understood that the successful respondent will enter into a services contract with CAPCOA. The term of this Contract will commence upon full execution by both parties and terminate according to the date stipulated in the Contract, unless extended by mutual consent of the parties. It is anticipated that the term of the Contract will commence in the third quarter of 2023 and will last three years from the date of execution with a one-year extension option.

Insurance

Prior to execution of the contract, commencement of work or disbursement of funds, the successful respondent or its insurance company must submit an original certificate of insurance and certified copies of required endorsement. Certificates of insurance must show that the coverage is in effect and meets minimum requirements.

Payment

CAPCOA will reimburse the successful respondent only for the successful respondent's actual time and expenses incurred in the performance of the contract. CAPCOA will not under any circumstances reimburse the successful respondent for any commitments made by the successful respondent for services not yet performed or materials not yet received, or for tasks not included in the agreed upon scope of work.

Administration

The successful respondent must carry out all elements of the contract to the satisfaction CAPCOA.

Statement of Corporation and Tax Payer Information

The Taxpayer Identification Number of the "payment recipient" (Contractor) must be furnished upon request to the "service recipient" (CAPCOA). To protect Contractor from withholding or penalty, the selected Contractor will be required to complete a Payee Data Record Form (Required in lieu of IRS W-9).

Attachment 1 – Scope of Work

All work for this on-call contract must be authorized by CAPCOA, in consultation with the CalEEMod Focus Group. Below are expected tasks that the contractor will perform.

1. Ensure public access to CalEEMod.com, including but not limited to procuring hosting services, SSL certificates, database maintenance, and domain name registration.
2. Provide troubleshooting and debugging for issues to maintain functionality and stability for CalEEMod, based on consultation with CalEEMod Focus Group.
3. Develop and track ongoing maintenance list of CalEEMod bugs, issues, and upgrades for short-term and long-term upgrades. Review list with CalEEMod Focus Group to flag tasks by priority.
4. Respond to technical questions about CalEEMod from users. Add new FAQs as new questions are answered. Regularly review existing FAQs to amend them so they remain current and remove FAQs that are no longer relevant.
5. Provide additional updates to CalEEMod on an as-needed basis, such as (but not limited to):
 - a. Emission factor updates (EMFAC, OffRoad, Air District rules, carbon intensity factors for electrical utilities, etc.)
 - b. Trip generation updates
 - c. Integration of new versions of CalEnviroscreen, CalAdapt, Healthy Places Index, and other data sources.
 - d. Activity data such as energy (Title 24), water, waste, etc
6. Develop new features and incorporate functionality into CalEEMod. Examples of such features include (but are not limited to):
 - a. Adding overlapping construction phases
 - b. Adding multiple pavement phases
 - c. A report option for total on-site emissions
 - d. A report table with default changes
 - e. A report showing the graphics from the results screens
7. Research, quantification, development, and integration of new measures, guidance, and documentation into the CAPCOA Handbook and CalEEMod, such as telework or roundabouts.
8. Provide monthly technical support service report to CAPCOA.