

RFP-24-025-NR-AMBMON

REQUEST FOR PROPOSALS

**AMBIENT MONITORING OF OZONE AND ASSOCIATED PRECURSOR
POLLUTANTS DURING 2024-2025**



Procurement Department
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RFP Release	Wednesday, February 28, 2024, at 4:00 pm
Deadline to Submit Questions	Friday, March 15, 2024, at 2:00 pm
Response to Questions Posted	Friday, March 22, 2024, at 4:00 pm
RFP Proposals Due	Thursday, March 28, 2024, at 4:00 pm
Notice of Award	Friday, April 5, 2024

RFP Links <http://www.aacog.com/bids.aspx>
<https://www.txsmartbuy.com/esbd>

Notice: Prospective proposers who receive this document from a source other than AACOG should immediately contact AACOG and provide their name, company, and email address in order that an addendum to the RFP or other communication can be delivered. Any prospective proposer who fails to provide the agency with this information assumes complete responsibility for complete submission requirements.

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PART 1 PURPOSE

The Alamo Area Council of Governments (AACOG) is requesting proposals from qualified research firms to conduct real-time ambient monitoring of meteorological parameters and ozone precursors at four existing ozone monitoring sites in Comal and Guadalupe Counties. The successful respondent will collect meteorological data, to include wind speed, direction, and precipitation; nitrogen oxides (NO_x), to include nitric oxide (NO) and nitrogen dioxide (NO₂); and volatile organic compound (VOC) concentrations; and provide monthly maintenance, calibration, and data quality assurance/quality checks.

The data obtained from these monitoring projects will be suitable to aid in future development of emission control strategies, to verify the performance of photochemical models, to provide additional population exposure information throughout the region, and to improve our understanding of pollutant transport and ozone precursors. The contract offered through this RFP extends from the date of final signature on the contract to December 31, 2025, with an option to renew for an additional two-year term, if funding is available.

The specifications listed herein are to be interpreted as the minimum required by AACOG. The Proposer will commit to providing products and services that are consistent with these specifications in every regard unless an exception is clearly noted. AACOG may accept a proposal subject to an exception if, in the sole judgment of AACOG, the proposal meets or exceeds the specifications. If the services offered do not meet or exceed the specifications because of the exception, AACOG will consider the proposal non-responsive.

PART 2 BACKGROUND INFORMATION

The Alamo Area Council of Governments (AACOG) is a political subdivision of the State of Texas, defined as a voluntary association of municipal and county governments and special purpose districts located in Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson Counties. AACOG serves its members by planning for common needs, cooperating for mutual benefit, and coordinating sound regional development.

AACOG is dedicated to promoting projects and initiatives that improve air quality across the 13-county Region. Since 2002, AACOG has operated a network of air quality monitoring stations across the Study Area to collect ambient ozone, ozone precursor, and meteorological data. The data collected at these monitors help us characterize the distribution of ground-level ozone concentrations in the region, understand the meteorological and chemical processes that lead to the formation and transport of ozone, and supplement photochemical modeling efforts that identify effective pollution control measures.

The Texas Commission on Environmental Quality (TCEQ) has long funded AACOG air quality monitoring activities. AACOG owns seven ozone monitors currently deployed across the AACOG Region, which are listed in Table 1. All seven ozone monitors have collocated meteorological monitors that measure precipitation, wind speed, and direction. Four of these sites have a collocated NO_x monitor, and City of Garden Ridge CAMS 505 also has a collocated automated gas chromatograph (Auto GC) to measure VOC. AACOG also owns two additional NO_x monitors, a sulfur dioxide (SO₂) monitor, and two pairs of wind and precipitation gauges not currently deployed.

Table 1: List of Existing AACOG-Owned Ozone Monitors

Site Name & Number	Address	Latitude	Longitude
Elm Creek Elementary (CAMS 501)	11535 Pearsall Rd Atascosa, TX 78002	29.277	-98.724
City of Fair Oaks Ranch (CAMS 502)	7286 Dietz Elkhorn Rd Fair Oaks Ranch, TX 78015	29.730	-98.626
Bulverde Elementary (CAMS 503) *	1715 Ammann Road Bulverde, TX 78163	29.761	-98.463
New Braunfels Airport (CAMS 504) *	2090 Airport Road New Braunfels, TX 78130	29.704	-98.029
City of Garden Ridge (CAMS 505) *	21340 FM 3009 Garden Ridge, TX 78226	29.639	-98.299
Seguin Outdoor Learning Center (CAMS 506) *	1865 Hwy. 90 East Seguin, TX 78155	29.589	-98.932
Government Canyon (CAMS 1610)	12861 Galm Rd San Antonio, TX 78254	29.549	-98.765

* Collocated NO_x monitor

The 88th Texas Legislature approved \$4.5 million of funding statewide for air quality planning activities, including monitoring of pollutants, to reduce ozone in areas at significant risk of being designated nonattainment for the National Ambient Air Quality Standards (NAAQS). This appropriation will fund the work solicited under this RFP.

PART 3 SUBMISSION INSTRUCTIONS

RFP submissions must be clearly identified on the outermost return envelope/packaging and received by the 'RFP Responses Due' date/time of March 22, 2024, at 5:00 pm, regardless if by mail, courier/delivery services, or hand delivered, at:

Alamo Area Council of Governments
 Attn: Debbie Ugarte
 Procurement Office
 2700 NE Interstate 410 Loop, Suite 101

San Antonio, TX 78217

- If the Proposer so chooses, they may submit one (1) original hardcopy of the RFP submission marked 'Original' along with four (4) copies marked 'Copy' and must include one (1) electronic copy of the complete RFP submission and any related RFP documentation scanned or compiled into a single PDF document on a USB Flash Drive. Note: It is preferred that proposers not use 3-ring binders for submission of RFPs.
- It is the Proposer's sole responsibility to prepare, submit, and deliver or arrange delivery of the RFP submission(s) with all required exhibits and materials to the designated location on or before the published submittal deadline.
- AACOG will not bear liability for any costs incurred in the preparation and submission of proposals in response to this RFP.
- RFP submission deadline time will be determined by the AACOG procurement clock.
- Courier or delivery services may not deliver directly to the specified department location; therefore, it is strongly recommended:
 - Proposers should allow enough time for delivery of proposal prior to the published deadline to the location specified in Section 3.
 - Proposers understand that failure to submit a proposal by the designated deadline, for whatever reason, may not be grounds for disputing the procurement solicitation process or any resulting contract award.
 - It is the Proposer's responsibility to ensure any addenda or additional materials pertinent to their proposal be included in or with their RFP submission. AACOG will not be held liable for missing addenda or materials at the time of the RFP Opening and said addenda or additional materials will not be accepted past the RFP submission deadline date and time.

PART 4 SCOPE OF WORK

AACOG has a contract with the TCEQ to administer the FY 2024-2025 Rider 7 Local Air Quality Planning Grant funding performing various air quality planning tasks within Comal, Guadalupe, and Wilson Counties, hereafter known as the Study Area, during the 2024 and 2025 ozone seasons. The Scope of Work of this RFP covers three required tasks related to monitoring of air pollutants:

- Operate meteorological monitors currently stationed at four existing ozone sites;
- Operate NO_x analyzers currently stationed at four existing ozone sites; and
- Operate an Auto GC currently stationed at CAMS 505 Garden Ridge.

The four existing ozone monitoring sites are listed in Table 2.

Table 2: Monitoring Sites

Site Name & Number	Address	Latitude	Longitude	Dates of Operation
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Bulverde Elementary (CAMS 503)	1715 Ammann Road Bulverde, TX 78163	29.761	-98.463	2024 ozone season 2025 ozone season
New Braunfels Airport (CAMS 504)	2090 Airport Road New Braunfels, TX 78130	29.704	-98.029	2024 ozone season 2025 ozone season
City of Garden Ridge (CAMS 505) *	21340 FM 3009 Garden Ridge, TX 78226	29.639	-98.299	2024 ozone season 2025 ozone season
Seguin Outdoor Learning Center (CAMS 506)	1865 Hwy. 90 East Seguin, TX 78155	29.589	-98.932	2024 ozone season 2025 ozone season

* Collocated Auto GC

4.1 Meteorological Monitoring at Four Existing Ozone Sites

The purpose of this project is to collect continuous ambient meteorological data during the 2024 and 2025 ozone seasons, which last from March through November. The exact months of operation will be determined during contract negotiations. The proposer will be asked to provide a monthly breakdown of line-item expenditures to make it easier to determine the duration of monitoring activities that best fits within the predetermined budget. End-of-season maintenance and decommissioning activities must be completed by December 15, 2025.

The meteorological parameters to be measured will include wind speed, wind direction, and precipitation. This data will be averaged on an hourly basis and, if available, reported online through the TCEQ's Leading Environmental Analysis and Display System (LEADS). The data will be reported in a format compatible with the TCEQ LEADS system.

The contractor will be required to provide or purchase all personnel, equipment, supplies, and reporting needed for this proposal. The operation and maintenance of the measurement instruments including the wind monitor, rain gauge, tower, and grounding kit, shall be the property and/or responsibility of the contractor. Equipment is not anticipated to be purchased under this RFP, but in the event it must, all equipment will remain the property of AACOG if it is necessary to ensure the continued operation of these sites in the future.

Monitoring activities shall include installation (if necessary), start-up, operation, maintenance, and shutdown of equipment; quality assurance/control of collected data and associated documentation; and collection, validation, and transmittal of data to LEADS. The proposed specifications for the Monitoring Measurement Data Quality Objectives are listed in Table 3.

Table 3: Meteorological Monitoring Measurement Data Quality Objectives

Parameter (units of measure)	Analytical Technique	Sample Period (seconds)	Detection Limit (units ppb unless otherwise stated)	Precision (95% Probability Limits)	Accuracy (% Difference unless otherwise stated)	Completeness
Wind Direction (degrees azimuth)	N/A	5	5 Degrees	NA	±10 degrees azimuth	95%
Wind Speed (knots or meters per second)	N/A	5	5 knots (2.55 m/s)	NA	±5 knots (±2.55 m/s)	95%

Contract Objectives

Collecting this data is important in understanding the local and regional atmospheric processes that favor elevated ozone levels at Bexar County regulatory monitors. These measurements will complement the meteorological data collected by TCEQ's regulatory monitors and other meteorological monitors in the region to provide a more comprehensive regional coverage. The data collected from AACOG's monitoring operations will support and enhance knowledge of ambient ozone levels in the affected region, will assist local elected officials in their understanding of ozone movement, and will assist local technical assessments related to an understanding of local ozone emissions on the formation and movement of ozone in the region. The data collected may be used in any future State Implementation Plan (SIP) requirements including developing the conceptual model and verification of model performance.

The central objectives to be fulfilled through this contract are as follows:

- Maintain four meteorological monitoring equipment sets in Comal and Guadalupe Counties to guarantee proper functioning of the equipment;
- Perform data quality assurance/quality control (QA/QC) as necessary to assure that the data may be used to verify the performance of photochemical models and to provide additional population exposure information throughout the region; and
- Ensure successful data transmission from these locations to the TCEQ website through the LEADS system.

The Contractor will designate one primary assigned site operator and two alternates to back up the primary site operator. Site operators will have the responsibility to schedule and perform monthly operations and maintenance site visits. The site operators shall be familiar with and shall adhere to the monitoring operation and maintenance standards and procedures set forth in *EPA-454/R-99-005, Meteorological Monitoring Guidance for Regulatory Modeling Applications, February 2000*.

Proposer will be required to provide liability coverage against claims. Proof of liability insurance will be required prior to signing a contract with AACOG.

The contractor will be responsible for the work identified in Tasks 1-5, and described below:

Task 1: Start-up of Meteorological Monitoring Equipment

- Verifying the correct operation of the monitoring equipment (i.e., wind monitor, humidity and temperature probe, radiation shield, rain gauge, power supply).
- Calibrating all monitoring equipment following such verification.
- Verifying data delivery by modem through the TCEQ LEADS system.

Task 2: Station Operation and Maintenance

The contractor will be responsible for the operation and maintenance of the meteorological equipment and will ensure the quality of the data, which will involve several processes described in Task 3 below. These processes are to be documented in the electronic station operator's log.

The four meteorological monitoring sites will continuously record the following parameters:

- Wind direction
- Wind speed
- Precipitation

The resultant vector wind direction and speed will be calculated and reported hourly, along with the hourly standard deviation of wind direction. The meteorological monitors will operate 24 hours a day and seven days a week during the 2024 and 2025 ozone seasons. The data will be relayed to TCEQ via modem or uplink every 15 minutes for entry into the TCEQ's Leading Environmental Analysis and Display System (LEADS) on a near-"real-time" basis during the ozone season.

Regular site inspections shall include ensuring meteorological equipment is located away from obstructions and vegetation that could skew measurements.

Task 3: Data Validation and Reporting

Quality assurance/quality control (QA/QC) checks will be conducted on the start and end dates of each monitoring season. Each QA/QC check will include a visual inspection, which will survey the equipment for visible damage to, or erratic behavior of, wind sensors; cleanliness of radiation shield; and debris in the precipitation collector. Visual inspections will be documented with a description of the equipment "as found", "as left", and any actions taken.

The contractor will periodically check reported meteorological data at the four monitoring sites against surrounding meteorological monitoring sites. No other data validation is anticipated during the life of this project. We do not anticipate a need to conduct calibrations of the meteorological monitoring equipment during the life of this project, unless measurements are determined by the contractor and/or AACOG staff to vary greatly from those at surrounding monitors. Results from all QA/QC checks shall be documented in a final report. Other reporting requirements are listed below.

- The final data on all meteorological parameters are to be delivered electronically to AACOG and TCEQ at the end of each ozone season.
- A Data Uncertainty Report shall be delivered to AACOG and TCEQ in Microsoft Excel or Word format electronically by e-mail at the completion of the sampling season. The Data Uncertainty Report shall include a summary of the uncertainty statistics (including accuracy and precision) for each parameter measured, comparisons to other data sources such as ground monitors, calibration standards, etc. The report should provide uncertainty range values for each parameter (e.g. ± 5 ppb and/or $\pm 10\%$).
- A Monthly Status Report shall be delivered to AACOG and TCEQ in Microsoft Word or other suitable format electronically by e-mail by the 5th day of the following month during the ozone season. This report includes a summary of events and activities completed during the previous month, planned events and activities for the next month, and documentation of outliers and reason for the anomaly.
- A final report will be delivered to AACOG and TCEQ. Enough information needs to be made available so that a third party who is reasonably familiar with the project processes can follow and understand how the raw data was collected, how data adjustment factors were developed and applied (if necessary), and how the final data and products were produced. The report shall include a summary of validated data and support information for the operation of the meteorological equipment. The report must provide an overview of activities undertaken and data collected. It must also highlight major activities and key findings, provide pertinent analysis, and detail relevant statistics including parameter accuracy and precision.

Task 4: Shutdown of Meteorological Monitoring Equipment

Shutdown of meteorological equipment will occur on or before December 15, 2024, and December 15, 2025, at which time the contractor will be responsible for removing and uninstalling the equipment. The deinstallation of the equipment should consist of the following major components:

- Acquiring labor to assist in the deinstallation;

- Removing the equipment from the site; and
- Checking that all equipment was returned in working order.

4.2 NO_x Monitoring at Four Existing Ozone Sites

The purpose of this project is to collect continuous ambient NO_x data during the 2024 and 2025 ozone seasons, which last from March through November. The exact months of operation will be determined during contract negotiations. The proposer will be asked to provide a monthly breakdown of line-item expenditures to make it easier to determine the duration of monitoring activities that best fits within the predetermined budget. End-of-season maintenance and decommissioning activities must be completed by December 15, 2025.

The parameters to be measured will be NO_x, NO, and NO₂ and will be reported in parts per billion (ppb). This data will be averaged on an hourly basis and, if available, reported online through the TCEQ’s Leading Environmental Analysis and Display System (LEADS). The data will be reported in a format compatible with the TCEQ LEADS system as Nitric Oxide (ppb), Nitrogen Dioxide (ppb) and Oxides of Nitrogen (ppb).

The contractor will be required to provide or purchase all personnel, equipment, supplies, and reporting needed for this proposal. The operation and maintenance of the measurement instruments and all associated components shall be the property and/or responsibility of the contractor. Equipment is not anticipated to be purchased under this RFP, but in the event it must, all equipment will remain the property of AACOG if it is necessary to ensure the continued operation of these sites in the future.

Monitoring activities shall include installation (if necessary), start-up, operation, maintenance, and shutdown of equipment; quality assurance/control of collected data and associated documentation; and collection, validation, and transmittal of data to LEADS. The proposed specifications for the Monitoring Measurement Data Quality Objectives are listed in Table 4.

Table 4: NO_x Monitoring Measurement Data Quality Objectives

Parameter (units of measure)	Method Name or Published Reference	Analytical Technique	Sample Period (seconds)	Detection Limit (ppb)	Precision (95% Probability Limits)	Accuracy (%)	Completeness
Nitric Oxide (NO as ppb)	40 CFR 58	N/A	1 second poll of 2 second updates	2	±15%	±20%	90%
Nitrogen Dioxide (NO ₂ as ppb)	N/A	UV Photolysis with chemiluminescence	1 second poll of 2 second updates	1	±15%	±20%	90%

Contract Objectives

Collecting this data is important in understanding the local and regional atmospheric and chemical processes that favor elevated ozone levels at Bexar County regulatory monitors. These measurements will complement the ozone precursor data collected by TCEQ's regulatory monitors and other monitors in the region to provide a more comprehensive regional coverage. The data collected from AACOG's monitoring operations will support and enhance knowledge of ambient ozone levels in the affected region, will assist local elected officials in their understanding of ozone movement, and will assist local technical assessments related to an understanding of local ozone emissions on the formation and movement of ozone in the region. The data collected may be used in any future State Implementation Plan (SIP) requirements including developing the conceptual model and verification of model performance.

The central objectives to be fulfilled through this contract are as follows:

- Maintain four NO_x monitors in Comal and Guadalupe Counties to guarantee proper functioning of the equipment;
- Perform data quality assurance/quality control (QA/QC) as necessary to assure that the data may be used to verify the performance of photochemical models and to provide additional population exposure information throughout the region; and
- Ensure successful data transmission from these locations to the TCEQ website through the LEADS system.

The Contractor will designate one primary assigned site operator and two alternates to back up the primary site operator. Site operators will have the responsibility to schedule and perform monthly operations and maintenance site visits. The site operators shall be familiar with and shall adhere to the monitoring operation and maintenance standards and procedures set forth in the EPA's *Reference Method for the Determination of Nitrogen Dioxide in the Atmosphere (Chemiluminescence)*.

Proposer will be required to provide liability coverage against claims. Proof of liability insurance will be required prior to signing a contract with AACOG.

The contractor will be responsible for the work identified in Tasks 1-5, and described below:

Task 1: Start-up of NO_x Monitoring Equipment

- Verifying the correct operation of the monitoring equipment;
- Calibrating all monitoring equipment following such verification; and
- Verifying data delivery by modem through the TCEQ LEADS system.

The NO_x analyzer will be calibrated at startup each season and every three months thereafter. Calibrations may also be required following any of the activities listed below:

- An interruption of more than a few days in analyzer operation;
- Any repairs that might affect its calibration;

- Physical relocation of the analyzer; or
- Any other indication (including excessive zero or span drift) of possible significant inaccuracy of the analyzer.

A Level 1 zero and span check should be made to determine if calibration is necessary following any of the above listed activities. Visual inspections of NO_x monitoring equipment will be conducted at the same frequency as the calibration. Visual inspections will be documented with a description of the equipment “as found”, “as left”, and any actions taken.

Task 2: Station Operation and Maintenance

The contractor will be responsible for the operation and maintenance of the NO_x monitoring equipment and will assure the quality of the data, which will involve several processes described in Task 3 below. These processes are to be documented in the electronic station operator's log.

The four NO_x monitoring sites will continuously record the following parameters:

- Nitric oxide (NO)
- Nitrogen dioxide (NO₂)
- Nitrogen oxides (NO_x)

The NO_x data will be averaged and reported hourly and will operate 24 hours a day and seven days a week during the 2024 and 2025 ozone seasons. The data will be relayed to TCEQ via modem or uplink every 15 minutes for entry into the TCEQ's Leading Environmental Analysis and Display System (LEADS) on a near-“real-time” basis during the ozone season.

Regular site inspections shall include ensuring exterior monitoring equipment is located away from obstructions and vegetation that could skew measurements.

Task 3: Data Validation and Reporting

Quality assurance/quality control (QA/QC) checks will be conducted on the start and end dates of each monitoring season. Each QA/QC check will include a visual inspection, which will be documented with a description of the equipment “as found”, “as left”, and any actions taken. A five-point calibration of the instrument is performed prior to the start of the monitoring season. A multipoint calibration of at least five calibration gas mixtures of NO₂ will be introduced into the inlet of the NO₂ analyzer(s) by the calibrator. The levels correspond to approximately 0%, 5-15%, 20-30%, 50-60%, and 75-90% of the monitoring range of interest.

Three-point calibrations corresponding to approximately 0%, 5-15%, and 75-90% of the monitoring range of interest will be conducted every three months after start-up.

The contractor will periodically check reported NO_x data at the four monitoring sites against other regional NO_x monitoring sites and document the findings. All sections of data products (files and/or graphics) that contain “outliers”, in the form of “suspect” or “invalid” data points, shall be clearly flagged as such and the reason for the anomaly or exception to the expected protocol clearly documented in a final report. Other reporting requirements are listed below.

- The final data on all NO_x parameters are to be delivered electronically to AACOG and TCEQ at the end of each ozone season. Flags are to be included on the data to denote non-compliance with the requirements.
- A Data Uncertainty Report shall be delivered to AACOG and TCEQ in Microsoft Excel or Word format electronically by e-mail at the completion of the sampling season. The Data Uncertainty Report shall include a summary of the uncertainty statistics (including accuracy and precision) for each parameter measured, comparisons to other data sources such as ground monitors, calibration standards, etc. The report should provide uncertainty range values for each parameter (e.g. ±5 ppb and/or ±10%)
- A Monthly Status Report shall be delivered to AACOG and TCEQ in Microsoft Word or other suitable format electronically by e-mail by the 5th day of the following month during the ozone season. This report includes a summary of events and activities completed during the previous month (past 30 days) and planned events and activities for the next month (next 30 days).
- A final report will be delivered to AACOG and TCEQ. Enough information needs to be made available so that a third party who is reasonably familiar with the project processes can follow and understand how the raw data was collected, how data adjustment factors were developed and applied (if necessary), and how the final data and products were produced. The report shall include a summary of validated data and support information for the operation of the meteorological equipment. The report must provide an overview of activities undertaken and data collected. It must also highlight major activities and key findings, provide pertinent analysis, and detail relevant statistics including parameter accuracy and precision.

Task 4: Shutdown of Monitoring Equipment

Shutdown of monitoring equipment will occur on or before December 15, 2024, and December 15, 2025, at which time the contractor will be responsible for removing and uninstalling the equipment. The deinstallation of the equipment should consist of the following major components:

- Acquiring labor to assist in the deinstallation;
- Removing the equipment from the site; and
- Checking that all equipment was returned in working order.

4.3 VOC Monitoring at CAMS 505 Garden Ridge

The purpose of this project is to collect continuous ambient VOC data at CAMS 505 Garden Ridge during the 2024 and 2025 ozone seasons, which last from March through November. The exact months of operation will be determined during contract negotiations. The proposer will be asked to provide a monthly breakdown of line-item expenditures to make it easier to determine the duration of monitoring activities that best fits within the predetermined budget. End-of-season maintenance and decommissioning activities must be completed by December 15, 2025.

Ambient VOC concentrations will be measured using an automated gas chromatograph (Auto-GC), which will be configured to speciate the data for the same targeted VOCs as the Camp Bullis, Floresville, and Karnes City Auto-GCs. The parameters to be measured are listed Table 5 and will be reported in parts per billion-Carbon (ppb-C) and parts per billion-volume (ppb-V). This data will be averaged on an hourly basis and, if available, reported online through the TCEQ's Leading Environmental Analysis and Display System (LEADS). The data will be reported in a format compatible with the TCEQ LEADS system.

Table 5: List of Auto GC Parameters to be Measured at CAMS 505 Garden Ridge

- Nitric oxide (NO)
- Total nitrogen oxides (NO_x)
- Wind speed
- Temperature
- Ethane
- Propane
- Isobutane
- Acetylene
- 1-Butene
- c-2-Butene
- Isopentane
- 1,3-Butadiene
- t-2-Pentene
- 1-Pentene
- 2,2-Dimethylbutane
- 2-Methylpentane
- Isoprene
- 2,4-Dimethylpentane
- 2,3-Dimethylpentane
- 2,2,4-Trimethylpentane
- Methylcyclohexane
- Toluene
- 3-Methylheptane
- Ethyl Benzene
- Styrene
- Nitrogen dioxide (NO₂)
- Wind direction
- Precipitation
- Humidity
- Ethylene
- Propylene
- n-Butane
- t-2-Butene
- Cyclopentane
- n-Pentane
- c-2-Pentene
- n-Hexane
- Methylcyclopentane
- Benzene
- Cyclohexane
- 3-Methylhexane
- n-Heptane
- 2,3,4-Trimethylpentane
- 2-Methylheptane
- n-Octane
- p-Xylene + m-Xylene
- o-Xylene
- Isopropyl Benzene - Cumene
- 1,3,5-Trimethylbenzene
- 1,2,4-Trimethylbenzene

- n-Nonane
- n-Propylbenzene
- n-Decane
- 1,2,3-Trimethylbenzene
- 2-Methylhexane
- Sulfur dioxide (SO₂)

The contractor will be required to provide or purchase all personnel, equipment, supplies, and reporting needed for this proposal. The operation and maintenance of the measurement instruments and all associated components shall be the property and/or responsibility of the contractor. Equipment is not anticipated to be purchased under this RFP, but in the event it must, all equipment will remain the property of AACOG if it is necessary to ensure the continued operation of these sites in the future.

Monitoring activities shall include installation (if necessary), start-up, operation, maintenance, and shutdown of equipment; quality assurance/control of collected data and associated documentation; and collection, validation, and transmittal of data to LEADS. The proposed specifications for the Monitoring Measurement Data Quality Objectives are listed in Table 6.

Table 6: NO_x Monitoring Measurement Data Quality Objectives

Parameter (units of measure)	Method Name or Published Reference	Analytical Technique	Sample Period (seconds)	Detection Limit (ppb)	Precision (95% Probability Limits)	Accuracy (%)	Completeness
Auto-GC speciated VOCs	EPA-454/B-19-004	Gas Chromatography	Continuous, hourly average	≤ 0.5 ppb-C	≤ 25%	±20%	80%

Contract Objectives

Collecting this data is important in understanding the local and regional atmospheric and chemical processes that favor elevated ozone levels at Bexar County regulatory monitors. These measurements will complement the ozone precursor data collected by TCEQ's regulatory monitors and other monitors in the region to provide a more comprehensive regional coverage. The data collected from AACOG's monitoring operations will support and enhance knowledge of ambient ozone levels in the affected region, will assist local elected officials in their understanding of ozone movement, and will assist local technical assessments related to an understanding of local ozone precursor emissions on the formation and movement of ozone in the region. The data collected may be used in any future State Implementation Plan (SIP) requirements including developing the conceptual model and verification of model performance.

The central objectives to be fulfilled through this contract are as follows:

- Maintain an Auto GC in Comal County at CAMS 505 Garden Ridge to guarantee proper functioning of the equipment;

- Perform data quality assurance/quality control (QA/QC) as necessary to assure that the data may be used to verify the performance of photochemical models and to provide additional population exposure information throughout the region; and
- Ensure successful data transmission from these locations to the TCEQ website through the LEADS system.

The Contractor will designate one primary assigned site operator and two alternates to back up the primary site operator. Site operators will have the responsibility to schedule and perform monthly operations and maintenance site visits. The site operators shall be familiar with and shall adhere to the monitoring operation and maintenance standards and procedures set forth in 40 CFR Appendix E to Part 58.

Proposer will be required to provide liability coverage against claims. Proof of liability insurance will be required prior to signing a contract with AACOG.

The contractor will be responsible for the work identified in Tasks 1-4 described below:

Task 1: Start-up of Auto GC

- Verifying the correct operation of the monitoring equipment;
- Calibrating all monitoring equipment following such verification; and
- Verifying data delivery by modem through the TCEQ LEADS system.

The Auto GC will be calibrated at startup each season and every three months thereafter. Calibrations may also be required following any of the activities listed below:

- An interruption of more than a few days in analyzer operation;
- Any repairs that might affect its calibration;
- Physical relocation of the analyzer; or
- Any other indication (including excessive zero or span drift) of possible significant inaccuracy of the analyzer.

Visual inspections of the Auto GC will be conducted at the same frequency as the calibration. Visual inspections will be documented with a description of the equipment “as found”, “as left”, and any actions taken.

Task 2: Auto GC Operation and Maintenance

The contractor will be responsible for the operation and maintenance of the Auto GC and will quality-assure the data, which will involve several processes described in Task 3 below. These processes are to be documented in the electronic station operator's log.

The Auto GC will continuously record the parameters listed in Table 5. The VOC data will be averaged and reported hourly and will operate 24 hours a day and seven days a week during the

2024 and 2025 ozone seasons. The data will be relayed to TCEQ via modem or uplink every 15 minutes for entry into the TCEQ's Leading Environmental Analysis and Display System (LEADS) on a near- "real-time" basis during the ozone season.

Regular site inspections shall include ensuring exterior monitoring equipment is located away from obstructions and vegetation that could skew measurements.

Task 3: Data Validation and Reporting

Quality assurance/quality control (QA/QC) checks will be conducted on the start and end dates of each monitoring season. Each QA/QC check will include a visual inspection, which will be documented with a description of the equipment "as found", "as left", and any actions taken. The operation of the Auto GC shall follow the guidelines presented in Section 4.0 of the EPA's PAMS Required Site Network Technical Assistance Document, except concerning the list of parameters measured, which are presented in Table 5.

The contractor will periodically check reported VOC data at the four monitoring sites against other regional VOC monitoring sites and document the findings. All sections of data products (files and/or graphics) that contain "outliers", in the form of "suspect" or "invalid" data points, shall be clearly flagged as such and the reason for the anomaly or exception to the expected protocol clearly documented in a final report. Other reporting requirements are listed below.

- The final data on all NO_x parameters are to be delivered electronically to AACOG and TCEQ at the end of each ozone season. Flags are to be included on the data to denote non-compliance with the requirements.
- A Data Uncertainty Report shall be delivered to AACOG and TCEQ in Microsoft Excel or Word format electronically by e-mail at the completion of the sampling season. The Data Uncertainty Report shall include a summary of the uncertainty statistics (including accuracy and precision) for each parameter measured, comparisons to other data sources such as ground monitors, calibration standards, etc. The report should provide uncertainty range values for each parameter (e.g. ± 5 ppb and/or $\pm 10\%$)
- A Monthly Status Report shall be delivered to AACOG and TCEQ in Microsoft Word or other suitable format electronically by e-mail by the 5th day of the following month during the ozone season. This report includes a summary of events and activities completed during the previous month (past 30 days) and planned events and activities for the next month (next 30 days).
- A final report will be delivered to AACOG and TCEQ. Enough information needs to be made available so that a third party who is reasonably familiar with the project processes can follow and understand how the raw data was collected, how data adjustment factors

were developed and applied (if necessary), and how the final data and products were produced. The report shall include a summary of validated data and support information for the operation of the meteorological equipment. The report must provide an overview of activities undertaken and data collected. It must also highlight major activities and key findings, provide pertinent analysis, and detail relevant statistics including parameter accuracy and precision.

Task 4: Shutdown of Auto GC

Shutdown of monitoring equipment will occur on or before December 15, 2024, and December 15, 2025, at which time the contractor will be responsible for removing and uninstalling the equipment. The deinstallation of the equipment should consist of the following major components:

- Acquiring labor to assist in the deinstallation;
- Removing the equipment from the site; and
- Checking that all equipment was returned in working order.

4.4 Proposal Budget

AACOG has approximately \$270,000 available through December 31, 2025, to fund monitoring operations during the 2024 and 2025 ozone seasons. In San Antonio, the ozone season runs from March 1 through November 30. The earliest that AACOG anticipates being able to begin monitoring in 2024 is May 1. The Proposer shall provide a line-item budget showing the month-by-month cost to perform the work outlined in this RFP. The proposer should indicate in this monthly budget proposal the length of time the equipment can remain in operation while meeting the overall budget. An example of a budget table is shown in Figure 1.

Figure 1: Sample Budget Table

Task 1 - Operate Meteorological Equipment at 4 ozone sites (5/1/24 - 11/30/24 and 3/1/25 - 11/30/25)					May 2024	Jun 2024	Jul 2024
	Units	# of Units	Unit Price	Subtotal			
Task 1.1	Startup of Meteorological Monitoring Equipment	EA	2	\$	Unit Price x Number of Units	\$	\$
Task 1.2	Station Operation and Maintenance (Four Stations)	Month	TBD	\$	Unit Price x Number of Units	\$	\$
Task 1.3	Data Validation and Reporting	Month	TBD	\$	Unit Price x Number of Units	\$	\$
Task 1.4	Shut-down of Meteorological Monitoring Equipment	EA	2	\$	Unit Price x Number of Units	\$	\$
TASK 1 SUBTOTAL					\$	\$	\$

Task 2 - Operate Nitrogen Oxide Equipment at 4 ozone sites (5/1/24 - 11/30/24 and 3/1/25 - 11/30/25)					May 2024	Jun 2024	Jul 2024
	Units	# of Units	Unit Price	Subtotal			
Task 2.1	Startup of NOx Monitoring Equipment	EA	2	\$	Unit Price x Number of Units	\$	\$
Task 2.2	Station Operation and Maintenance (Four Stations)	Month	TBD	\$	Unit Price x Number of Units	\$	\$
Task 2.3	Data Validation and Reporting	Month	TBD	\$	Unit Price x Number of Units	\$	\$
Task 2.4	Shut-down of NOx Monitoring Equipment	EA	2	\$	Unit Price x Number of Units	\$	\$
TASK 2 SUBTOTAL					\$	\$	\$

Task 3 - Operate Auto GC at Garden Ridge (5/1/24 - 11/30/24 and 3/1/25 - 11/30/25)					May 2024	Jun 2024	Jul 2024
	Units	# of Units	Unit Price	Subtotal			
Task 3.1	Startup of Auto GC	EA	2	\$	Unit Price x Number of Units	\$	\$
Task 3.2	Auto GC Operation and Maintenance	Month	TBD	\$	Unit Price x Number of Units	\$	\$
Task 3.3	Data Validation and Reporting	Month	TBD	\$	Unit Price x Number of Units	\$	\$
Task 3.4	Shut-down of Auto GC	EA	2	\$	Unit Price x Number of Units	\$	\$
TASK 3 SUBTOTAL					\$	\$	\$

GRAND TOTAL FOR ALL TASKS					\$	\$	\$
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PART 5 ELIGIBLE PROVIDERS

- Proposers must have the technical competence, administrative capacity, management and administrative skills, program experience and expertise, fiscal management systems, the financial resources and stability to accomplish the work identified in this RFP and meet high standards for public service and fiduciary responsibility.
- AACOG is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires Contractors to certify that they are following the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The Contractor must certify that to the best of its knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department or agency.
- The proposer certifies that no member of or delegate to the Congress of the United States (US) shall be admitted to any share or part of this contract or to any benefit arising therefrom.

- The proposer certifies that no member, officer or employee of the Public Body or of a local public body during his or her tenure or one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- The proposer agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- The proposer acknowledges and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract).
- The proposer will be free of all obligations and interests that might conflict with the best interests of AACOG;
- The proposer will have the capacity of providing services on a timely basis;
- The proposer will warrant that they nor any member of their controlling management presently has a relationship with any member of the AACOG Board of Directors or an AACOG officer with contractual authority and will not enter into any such relationship, directly or indirectly, which would create or provide the appearance of a conflict of interest in the performance of any agreement with AACOG. If an applicant cannot make such representation, the person(s) having a relationship with the AACOG Board member or officer, shall file the attached Conflict of Interest Questionnaire with their response to this request for applications. Nothing contained in this paragraph shall relieve Contractor of its obligation to file a Conflict of Interest Questionnaire later if such conflict arises.
- The submission of an applications shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
- The proposer shall furnish AACOG such additional information as AACOG may reasonably require.
- Responses will remain on file in accordance with the Texas Open Records Act.

PART 6 GOVERNING PROVISIONS & LIMITATIONS

- The application, if accepted, will become the basis for the contract scope of work.
- The only purpose of this RFP is to ensure uniform information in the solicitation of applications for the procurement of identified services. This RFP is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit AACOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by AACOG.
- AACOG reserves the right to accept or reject any or all applications received, to cancel or reissue this RFP in part, or its entirety.
- AACOG reserves the right to award a contract(s) for any services solicited in this RFP in any quantity AACOG determines is in its best interests.
- AACOG reserves the right to extend, shorten, increase or decrease any contract awarded because of this RFP.
- AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFP.
- AACOG reserves the right to waive any minor defect in the procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. AACOG will provide notifications of any changes in this RFP to all interested parties having requested or received a copy of this RFP.
- AACOG reserves the right to negotiate the final terms of all contracts or agreements with selected proposers and any such terms negotiated because of this RFP may be renegotiated and/or amended to successfully meet the needs of the regional area.
- AACOG reserves the right to contact any individual, agency, employer or granting agencies listed in an application, contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from all respondents.
- AACOG reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFP if adequate funding is not received by AACOG from any other funding sources or due to legislative changes.

- Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- No officer, board member, employee, application evaluator, or agent of AACOG shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, is involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause a respondent's application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- The contents of a successful application will become a contractual obligation if selected for the award of a contract. Failure of a respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful proposer as a basis for release from proposed services at the stated price/cost. Any damages accruing to AACOG because of a successful proposer's failure to contract with AACOG may be recovered from the proposer.
- A contract with a selected proposer may be withheld, at the sole discretion of AACOG, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved. AACOG may withdraw the award of a contract if the resolution is not satisfactory to AACOG.
- AACOG is exempt by law from paying State Sales Tax and Federal Excise Tax.

PART 7 ADMINISTRATIVE REQUIREMENTS & LIMITATIONS

- Respondents must be able to demonstrate the necessary administrative and fiscal capability necessary to successfully provide required services and to meet the financial accountability requirements of federal grants.

- Contractors must agree to comply with any applicable Federal, State, and AACOG rules, policies, directives, procedures, and plans and unilateral contract modifications.
- AACOG Contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, AACOG, and its funding source agencies, or any of their duly authorized representatives shall have complete access to any books, invoices, payrolls, time sheets, or any other records or papers which are related to a contract resulting from this RFP for the purpose of verifying contractual, program and financial compliance with all applicable laws, rules, regulations and policies.

PART 8 TECHNICAL ASSISTANCE

- AACOG RFP Point of Contact:
Alamo Area Council of Governments
Attn: Debbie Ugarte
Procurement Office
2700 NE Interstate 410 Loop, Suite 101
San Antonio, TX 78217
O: 210-362-5302
C: 210-540-4536
Email: dugarte@aacog.com
- Proposers may email questions up to March 15, 2024, at 2:00 pm Central time.
- An Addendum to the RFP, to include all questions received via email, will be delivered to all interested parties, and included in archived documents.
- Other than written questions submitted to AACOG prior to the deadline for such questions, as specified in the RFP, potential respondents are prohibited from contacting AACOG staff or Board of Directors at any time during this procurement process regarding the RFP, the evaluation process, recommendation and/or award of contracts, or to gain any other information that could provide a competitive advantage of one respondent over another. Violations of this prohibition will result in the automatic disqualification of the offending proposer.
- Other than as specified above, all members of the AACOG Board, AACOG staff, individuals that have reviewed the RFP prior to its release, authorized representatives or agents of AACOG are precluded from entertaining or answering questions concerning this RFP or the procurement process.

- Responses: Proposers must go online to <http://www.aacog.com/bids.aspx> to retrieve responses to all questions asked, no earlier than March 22, 2024, at 4:00 pm. Please Note: Proposers who email question(s) will not receive a personal response to their question(s) but must retrieve question responses online which is to the benefit of all Proposers. Therefore, it is the sole responsibility of Proposers to review the AACOG website periodically for RFP responses to questions, RFP amendments, or updates.

PART 9 PROPRIETARY INFORMATION & TEXAS PUBLIC INFORMATION ACT

Proposer is hereby notified that AACOG strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. AACOG may seek to protect from disclosure all information submitted in response to this RFP until a final agreement is executed. Upon execution of a final agreement, AACOG will consider all information, documentation, and other materials requested to be submitted in response to this RFP to be of a non-confidential and non-propriety nature and, therefore, subject to public disclosure. Proposer will be advised of a request for public information that applies to their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information that may be protected from release as authorized by Government Code or Attorney General Decision.

PART 10 SCORING CRITERIA

Table 7: RFP Scoring Criteria

Scoring Criterion	Points
Demonstrated ability, qualifications, and time commitment of the personnel assigned to the project, previous experience with monitoring equipment operation	25
Technical approach, including monitoring equipment maintenance, calibration, and QA/QC methodology	50
Cost-effectiveness of the proposal	25
Total	100

PART 11 EVALUATION

A committee of at least 3 independent individuals will evaluate the proposals. Proposals will be evaluated using the criteria listed in Table 7. In addition, AACOG reserves the right to contact any reference regarding, but not limited to, contractor reputation, product/service quality, work history,

and/or past performance to evaluate/award the proposal that best meets AACOG needs and clients served.

A minimum score of 70 is considered a responsive proposal. Proposals will be scored numerically and ranked from highest score to lowest score and the number of proposals selected for consideration will be at the sole discretion of AACOG. The ratings will be based on the qualifications provided in the proposal by the closing date and time of the RFP.

PART 12 AWARD TERMS & NOTIFICATIONS

- AACOG reserves the right to request additional information or clarifications from Proposers or to allow corrections of errors or omissions
- AACOG may select more than one Proposer to perform the services. In case of a tie, a DBE/HUB Proposer will be selected
- It is expected that the successful Proposer will be selected on April 5, 2024. This date is subject to change.
- Upon award of successful Proposer, notification will be sent to all Proposers who responded to this RFP.

PART 13 DISPUTE RESOLUTION

13.1 Appeal Process

Respondents not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the procurement process. Appeals must be filed within ten calendar days of receipt of notification of final action. Final action shall be considered by AACOG, at which final selection of the contractor is made. Appeals shall be directed to:

Contracts and Procurement Manager
Alamo Area Council of Governments
2700 NE Interstate Loop 410, Suite 101
San Antonio, TX 78217

The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal must be within the time frame identified. There is no relief accorded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing Agency procedures.

Respondents may NOT appeal the scoring and ranking of applications, unless substantiated by material or relevant facts. Respondents may NOT appeal solely on the belief that their application is superior to the one selected for award.

13.2 Request for Debriefing

Respondents not selected by this procurement process, and have elected not to file an appeal, may submit within 10 days of AACOG's notification of the procurement decision, a Request for Debriefing to obtain information on the procurement process and how their application or offer was received and ranked. AACOG shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled Debriefing. The Debriefing shall be scheduled as soon as possible and no later than 10 days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the application evaluation system, and help unsuccessful bidders understand why they were not selected.

PART 14 APPLICATION FORMAT

Proposers must submit one (1) unbound original with all executed (i.e. original signatures) forms and certificates, plus four (4) exact copies and one (1) electronic copy of your application on flash drive. Copies may be submitted in a three-ring binder, clipped or stapled in the upper left-hand corner. Any application lacking the required number of copies will be ruled unresponsive and will not be considered under this procurement. Applications must be typed and submitted on 8½ x 11-inch plain white paper. Please do not use less than a 10-point font. Each page of the application, except for the Cover Sheet, must be sequentially numbered, including attachments. Proposers are asked to keep responses brief, concise and to the point.

PART 15 ORDER OF APPLICATION RESPONSE FORMS

All items must be clearly labeled and in the exact order shown below. Compile the application in the following order:

Attachment A -Title Page

List the RFP subject, the name of the proposer's firm, local address, telephone number, fax number, email address, name of contact person, and date.

Attachment B - Table of Contents

Each application must have a Table of Contents that lists each item of the application, including attachments, with corresponding page numbers. Clearly identify the material by section and page number.

Attachment C - Proposal Narrative

Demonstrated ability, qualifications, time commitment of the personnel assigned to the project, previous experience with aircraft sampling and monitoring equipment operation = 25 points

- Relevant Experience: Describe your firm's experience as it relates to this contract. Experience should reflect Proposer's knowledge of air quality monitoring by aircraft.

Technical approach, including aircraft and equipment maintenance, and QA/QC methodology = 50 points

- Scope of Work: Response should demonstrate that the Proposer can meet the requirements outlined in Section 4 ("Scope of Work") of this RFP.

Fully describe how you would accomplish tasks 1 through 5, including optional tasks, pending funding availability.

- Timeline: Proposer should identify an overall implementation schedule that assumes the award date on p1. This schedule should include network setup time, staff training, and any other mobilization tasks and associated timelines.

Cost-effectiveness of the proposal = 25 points

- Price Proposal: Proposer must provide a detailed price proposal showing all associated costs of the equipment, labor, and the billing schedule (monthly/annual/one-time).

Attachment D - Profile of the Proposer

Business information, address, email, point of contact names, phone numbers, cell numbers, fax number, business history information, business experience information.

Attachment E - References

Describe your firm's experience, including the number of years in business, and type of services provided. Must provide 3 business references. Please identify the contact person and phone number for each. Use additional sheets if necessary. Indicate if Proposer, and/or any of its owners and/or officers, has filed (voluntarily or involuntarily) bankruptcy within the last seven years. Proposer must provide detailed information concerning such bankruptcy. Proposer must also provide detailed information on any failures to complete awarded contracts and any contract defaults or terminations

Attachment F - Conflict of Interest Questionnaire

Complete application.

Attachment G - Certification Regarding Debarment

Complete application.

Attachment H - Request to Be Added to Bidder's/Vendor List

Complete application.

Attachment A – Title Page

Date:

Firm Name:

Physical Address:

Telephone Number:

Point of Contact Name:

Cell Number:

Email Address:

Tax ID Number:

Attachment B – Table of Contents

List each item of this application, including attachments, with a corresponding page number. Clearly identify the material by section and page number.

Attachment C – Proposal Narrative

Briefly state the proposer’s understanding of the service(s) to be provided and make a positive commitment to perform the work in a timely manner. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, fax numbers, email addresses (if applicable), and telephone numbers.

Attachment D – Profile of the Proposer

Proposers and their subcontractors must have prior successful experience performing Institutional and Residential Caregiver Respite Care, must be licensed to conduct business in the State of Texas, and must possess all permits, licenses, certifications, approvals, equipment, materials, and staff necessary to perform and/or carry out the requirements of the contract.

1. **BUSINESS PROFILE**

BUSINESS NAME: _____

LOCATION ADDRESS(S):

MAILING ADDRESS:

E-MAIL ADDRESS: _____

SHOP OWNER(S):

PHONE NUMBER: _____

FAX NUMBER: _____

NUMBER OF YEARS IN BUSINESS: _____

BUSINESS LICENSE ISSUER AND NUMBER: _____

- 2. Proximity to AACOG (8700 Tesoro Drive, San Antonio, TX 78217): _____ MILES.
- 3. State whether your organization is national, regional, or local. _____
- 4. Disadvantaged Business Enterprise (DBE) Certified: Yes No

- If yes, date of certification _____

List all Officers and/or Principals of firm:

1. Licenses *suspended*? Yes No If Yes, attach explanation.
2. Licenses *suspended*? Yes No If Yes, attach explanation.
3. Licenses *suspended*? Yes No If Yes, attach explanation.
4. Licenses *suspended*? Yes No If Yes, attach explanation.
5. Licenses *suspended*? Yes No If Yes, attach explanation.

Has firm ever been *suspended* from a project? Yes No If Yes, attach explanation.

Has firm ever been denied or disqualified from bidding on a project involving state or federal funding? Yes No If Yes, explain.

Has a claim ever been filed against the firm on a public project? Yes No

Did the claim result in litigation? Yes No If Yes, attach a brief explanation with dates and the results of each claim and/or litigation. _____

5. ASSIGNED CONTACT/SERVICE REPRESENTATIVE:

Name: _____ Title: _____

Duties: _____

Qualifications: _____

Years with Contractor: _____

Phone Numbers: Work: _____ Mobile: _____

6. Emergency Contact (365 days/year; 24 hours): _____

7. List all current and prior governmental entities/clients, type(s) of service performed and contract dates. All contact names and information must be current and verifiable. Use additional pages if necessary.

Agency/Organization	Location	Contact Name	Phone No.	Type of Service Performed	Beg-End Date

Attachment E – References

Describe your experience providing grant writing services including the number of years in business, and type of services provided.

Provide 3 commercial references:

Company Name: _____

Company Address: _____

Company Phone: _____

Contact Person: _____

Type of Business: _____

Years of Contract: _____

Company Name: _____

Company Address: _____

Company Phone: _____

Contact Person: _____

Type of Business: _____

Years of Contract: _____

Company Name: _____

Company Address: _____

Company Phone: _____

Contact Person: _____

Type of Business: _____

Years of Contract: _____

Attachment F – Conflict of Interest Questionnaire

<p>CONFLICT OF INTEREST QUESTIONNAIRE</p> <p>For vendor or other person doing business with local governmental entity</p>		<p>FORM CIQ</p>
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1. Name of person who has a business relationship with local governmental entity.</p>		
<p>2. <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3. Name of local government office with whom filer has employment or business relationship.</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

D. Describe each employment or business relationship with the local government office named in this section.

4.

Signature of person doing business with governmental entity

Date

Attachment G – Debarment Certification

NAME OF INDIVIDUAL, AGENCY, BUSINESS OR ORGANIZATION		Doing business as (DBA), if applicable:
ADDRESS	Applicable Procurement or Solicitation #, if any:	Federal Employer Tax Identification #:

READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and sub grantees to sign and abide by the terms of this certification, without modification, to participate in certain transactions directly or indirectly involving federal funds.

1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
2. This certification is a material representation of fact upon which the Alamo Area Council of Governments (AACOG) will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or State departments or funding agency(s), AACOG may pursue on its own available remedies, including contract termination, suspension and debarment.
3. **The prospective vendor/grantee shall provide immediate written notice to AACOG, Procurement Department, 2700 NE Interstate 410 Loop, Suite 101, San Antonio, TX 78217, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
4. The terms “covered contract”, “debarred”, “suspended”, “ineligible”, “participant”, “person”, “principal”, “application”, and “voluntarily excluded”, as used in this certification, have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this application or contract is submitted for assistance in obtaining a copy of this regulation.
5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant be entered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, or by AACOG.

Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement?

Yes No

6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants,” without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. **AACOG checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.**

8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, AACOG or its applicable funding agency(s) may pursue available remedies, including contract termination, suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS

Check the statement that applies to the potential vendor/grantee:

1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals:
- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal or State department or agency; and
 - (b) Have, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
 - (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph (b) of this certification; and
 - (d) Have, within a three-year period preceding this certification, had one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
2. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	
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Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative
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Date:	
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Attachment H – Request to Be Added to Vendor/Bidder List

AACOG requires all vendors interested in conducting business with the agency to complete a “Request to be added to Bidder/Vendor List” packet prior to being eligible to receive opportunities to bid for agency projects. In addition, AACOG has a centralized purchasing function and requires that a purchase order number be issued and authorized before any order is processed. The contact for Purchase Order numbers is the Procurement Department, 210.362.5200, procurement@aacog.com.

NOTE: AACOG programs are on a cost reimbursement from the funding sources. AACOG will bill the funding source for purchases subsequent to receipt of goods or services and invoices. Invoices are required for all purchases. Payment will be forwarded to the vendor upon reimbursement from the funding source. Vendors should note that this process may take sixty (60) to ninety (90) days for payment to be processed. Contact for status of payments is Accounts Payable at 210.362.5280.

RETURN THIS FORM TO: Alamo Area Council of Governments
2700 NE Interstate 410 Loop, Suite 101
San Antonio, TX 78217
ATTN: Procurement Department
Phone: 210.362.53020
Fax: 210.225.5937
Email: procurement@aacog.com

I, _____, hereby attest that I have read and understand the above terms for conducting business with the Alamo Area Council of Governments.

Signature/Date

COMPANY NAME:	
Send Payment(s) to - ADDRESS:	
CITY/STATE/ZIP CODE:	
Send POs to- ADDRESS:	
CITY/STATE/ZIP CODE:	
TELEPHONE NUMBER:	
FAX NUMBER:	

	Preferred method for receipt of purchase orders Yes <input type="checkbox"/> No <input type="checkbox"/>
WEB SITE ADDRESS:	
EMAIL ADDRESS:	Preferred method for receipt of purchase orders Yes <input type="checkbox"/> No <input type="checkbox"/>
REPRESENTATIVE:	

PLEASE LIST THE TYPE OF PRODUCTS/SERVICES YOU PROVIDE.

Attach any catalogs/brochures/samples – description of products/services required below

- | | |
|---|--|
| <input type="checkbox"/> Office Supplies | <input type="checkbox"/> General Contractor |
| <input type="checkbox"/> Office Furniture | <input type="checkbox"/> Weatherization Contractor |
| <input type="checkbox"/> Copier Paper/Specialty Paper | <input type="checkbox"/> Aging Contractor |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Psychological Services |
| <input type="checkbox"/> Computer Supplies | <input type="checkbox"/> Outreach Items |
| <input type="checkbox"/> Computer Software | <input type="checkbox"/> Printing Services |
| <input type="checkbox"/> Copier Machines (and supplies) | <input type="checkbox"/> Security Detail |
| <input type="checkbox"/> Audio/Visual Duplication | <input type="checkbox"/> Criminal Justice Supplies |
| <input type="checkbox"/> Audio/Visual Equipment | <input type="checkbox"/> Consultant (_____) |
| <input type="checkbox"/> Data & Phone Cabling | <input type="checkbox"/> Vehicle Repairs |
| <input type="checkbox"/> Other: _____ | |

Please assist us by completing the following:

- Type of Request:**
 New Vendor Change of Address Updated Information
- Ownership:**
 Sole Proprietorship Partnership Corporation
 Governmental Agency *Non-Profit Other
- Tax Identification Number:** _____
Attach completed W-9 form unless tax exempt. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Have you done business with AACOG in the past?**
 Yes No
- Is your business currently certified with the State of Texas' Centralized Master Bidder's List?**
<http://www.window.state.tx.us/procurement/prog/cmb/>
 Yes No

****Please return confirmation of your CMBL certification with this vendor application.**

6. Is your business currently certified as a HUB with the State of Texas?
<http://www.window.state.tx.us/procurement/prog/hub/hub-certification>

Yes No N/A

7. Is your business currently certified as a HUB outside the State of Texas?

Yes No Name of State

Request to Be Added to Vendor/Bidder List

8. If YES to either question 6 or 7, enter Historically Underutilized Business (HUB), Ethnicity, and Gender status, if applicable:

Asian Pacific American (AS) Hispanic Americans (HI) American Woman (WO)
Black American (BL) Native American (AI) Male (M) /Female(F)

**Non-profit organizations are not eligible for HUB certification*

****A copy of your HUB certification is required in order to be included as a HUB.**

9. If applicable, please note if you're Texas-based Small, Minority, and/or Women-Owned Business Enterprise (SMWBE) is certified with any of the organizations listed below:

- City of Austin
- City of Houston
- Dallas/Fort Worth Minority Supplier Development Council
- El Paso Hispanic Chamber of Commerce
- South Central Texas Regional Certification Agency (SCTRCA)
- Southwest Minority Supplier Development Council
- Texas Department of Transportation (TXDOT)
- Women's Business Council – Southwest
- Women's Business Enterprise Alliance

****Please return confirmation of this certification with this vendor application.**

**If you hold certification with any of the entities noted above, you may qualify to automatically receive HUB Certification with the State of Texas. Please contact TPASS's Statewide HUB Program at 888-863-5881 for further information.*

10. Is your principal place of business in the State of Texas?

Yes No

11. Is your organization delinquent on State of Texas Franchise taxes?

Yes No

12. Are you or anyone in your organization related to an AACOG employee or a member of AACOG's governing board?

Yes No

If YES, list AACOG employee or Board member's name and relationship:

Name		Relationship	
------	--	--------------	--

13. Are you or anyone in your organization a former Workforce Solutions-Alamo employee and/or board member?

Yes No