



REQUEST FOR QUALIFICATIONS

RFQ Air Quality Data Collection & Analysis

Issue Date: 9/11/2023

INTRODUCTION

Region 1 Planning Council (**R1**) (also referred to as “Agency,”) requests a response from all qualified and responsible Respondents for collection of quantitative data for transportation sector related pollutants, via deployment of temporary non-regulatory grade air quality sensors, within the Rockford metropolitan planning organization’s (MPO) planning area. Identified pollutants for which data is to be collected are Ozone (O₃); Carbon Monoxide (CO); Particulate Matter (PM_{2.5} & PM₁₀); and Nitrogen Dioxide (NO₂).

The collected air quality data will allow the MPO to better assess the efficiency of existing implementation strategies to reduce transportation impacts on air pollution and climate change at large. Furthermore, this information will contribute to the development of the agency’s long-range transportation planning efforts, pursuit of grant opportunities for emissions reductions, and contribute to carbon reduction strategies. We invite vendors to submit a response with their qualifications for consideration.

Responses will be evaluated by an internal steering committee to determine if it has the required knowledge, expertise, and experience to fulfill requirements. The Agency may, but is not required to, proceed with negotiations to determine the budget, scope, and deliverables.

Responses that do not adhere to the requirements herein may not be considered. Please read the entire solicitation package and submit a Response in accordance with the instructions. All forms and signature areas contained in the solicitation package must be completed in full.

REQUIREMENTS

1. RESPONDENT QUALIFICATIONS.

The Respondent must have significant knowledge, expertise, and experience in areas including:

- a. Technical knowledge of the National Ambient Air Quality Standards (NAAQS).
- b. Technical knowledge of United States Environmental Protection Agency thresholds for identified pollutants.
- c. Ability to meet industry standards related to:
 - i. Procedures for the physical placement of air quality sensors;
 - ii. Procedures for calibration of air quality sensors;
 - iii. Procedures accounting for the effects of interferences such as temperature and relative humidity; and
 - iv. Procedures for the identification and timely replacement of a faulty sensor equipment.



Preference will be reviewed for compliance, subject to submission of a Request for Preference Form within this RFQ.

2. SPECIFIC REQUIREMENTS.

The selected firm shall provide the following services (minimum):

- i. Physical placement of respondent owned air quality sensors and associated equipment necessary to perform the data collection. Air quality sensor placement and data collection will occur at a minimum of 12 site locations;
- ii. Initial calibration of air quality sensor units (accounting for the effects of interferences such as temperature and relative humidity);
- iii. Maintenance calibration (where required) of air quality sensor units;
- iv. Collected data will meet a minimum 75 percent completeness based on the sensors operating schedule and monitoring frequency.
- v. Microsoft excel formatted data tables, on a monthly basis, detailing the hourly concentrations of each identified pollutant sampled and calibrated. Concentrations broken down by the average standards listed under the National Ambient Air Quality Standards (ex: 1-hour, 8-hour, 24-hour) will be included;
- vi. Summary reports to be provided describing trends and relevant observations demonstrated from the data collected. Frequency of the summary reports are to be on a monthly basis and a comprehensive report summarizing trends and observations over the 3-month collection period will also be provided;
- vii. Identification and timely replacement of faulty sensors to ensure consistency in data collection;
- viii. Removal of the air quality sensors at the conclusion of the data collection period. The selected firm will provide a comprehensive, per-site location inclusive of equipment and labor needed for data collection and analysis.

The agency requires that the selected firm use various air sensors to sample pollutants identified by the Federal Highway Administration to be directly linked with the transportation system. Also referred to as “low-cost sensors”, the Environmental Protection Agency specifies these sensors are a “non-regulatory technology that are lower in cost, portable, and allow air quality to be measured in more locations.”

3. RESPONDENT PERFORMANCE.

The Respondent commits to perform its obligations demonstrating quality workmanship and completion of all work in a timely manner as shall be judged and determined by RPC-designated staff.

QUALIFICATIONS

Your response should clearly identify the following information, preferably in the prescribed outline provided.

1. CONTACT INFORMATION:

Vendor Name (dba and legal if different)

- Description of current business
- Years in operation
- Number of staff

Contact name

- Office Phone
- Mobile Phone
- Business Email

2. RESPONDENT'S SOLUTION TO MEET RPC'S REQUIREMENTS

Describe the services the Respondent offers specific to this solicitation.

3. QUALIFICATIONS

Respondent should provide information establishing its qualifications to perform the services requested. Please provide qualifications of staff relevant to the delivery of services requested.

3a. Evaluation Criteria. R1 determines how well Responses meet with Responsiveness requirements. R1 will rank Proposals, without consideration of price, from best to least qualified based on the criteria outlined below with the assigned point values (out of 100)

- Project Understanding (20)
- Technical Approach (30)
- Firm Experience (20)
- Specialized Expertise / Capabilities (20)
- Past Performance (10)

REFERENCES: Respondent must provide references from:

three (3) established private firms, and
three (3) government agencies,

other than the procuring Agency, who can attest to Respondent's experience and ability to perform services subject to this solicitation. Respondent must provide the name, contact information, and a description of the services provided.

INSTRUCTIONS FOR SUBMITTING RESPONSE

1. **DESIGNATED CONTACT:** The individual listed in the "Designated Contact:" on the posting shall be the single point of contact for this solicitation. Unless otherwise directed, Respondents should only communicate with the Designated Contact. RPC shall not be held responsible for information provided by or to any other person. Suspected errors should be immediately reported to the Designated Contact. Do not discuss, directly or indirectly, the solicitation or any Response with any officer or employee other than the Designated Contact.

Designated Contact: Kayla Gipson
127 N Wyman St, Ste 100, Rockford, IL 61101
kgipson@r1planning.org

2. PROCESS OF SOLICITATION

The following is a general description of the solicitation process. RPC may adjust this process, as needed, and makes no assurance or representation regarding the timing or schedule of the process.

EVENT		DATE, TIME (CST)
1.	RFQ Published	September 11, 2023
3.	Pre-submission Questions Accepted	September 11-25, 2023
4.	Questions and Answers Posted	September 27, 2023
5.	Responses Due and Opened	November 3, 2023 (9:00am)
7.	Negotiation with Qualified Respondent(s)	November 14-21, 2023
8.	Selection of Preferred Respondent	November 21, 2023

3. **PRE-SUBMISSION QUESTIONS AND AGENCY RESPONSE:** All questions, other than questions raised at a Pre-Submission Conference, pertaining to this solicitation must be submitted *in writing* to the Designated Contact. Questions received and RPC responses may be posted as an Amendment to the original solicitation on the website; only these posted answers to questions shall be binding on RPC. Respondents are responsible for monitoring for posted updates.
4. **SUBMISSION OF RESPONSE:** Response must be received by the Due Date and Time specified herein by electronic bid response submitted through DemandStar.com. Responses will be downloaded at the time of response opening.

NOTICES

1. **PUBLICATION:** RPC publishes procurement information, including solicitations, awards, and amendments, to its website <http://r1planning.org/procurement> and DemandStar at www.demandstar.com. Respondent is responsible for monitoring the site for updated information. If RPC provides information on its website that is different or in conflict with the information entered in DemandStar, then the information on the RPC website is presumed to represent RPC's intent.
2. **EVALUATION:** The Agency reserves the right to accept or reject any or all responses, to waive irregularities and technicalities, and to request resubmission or to re-advertise for all or any part of the services. The Agency reserves the right to request clarification of information submitted and to request additional information from one or more firms. The Authority shall be the sole judge of the submittals and the resulting negotiated agreement that is in its best interest. The Agency's decision shall be final.
3. **CONFIDENTIAL INFORMATION:** If applicable, Respondent should provide a redacted copy of the Response, removing material considered to be a trade secret or competitively sensitive, confidential, or proprietary. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act 5 ILCS 140., is considered public.
4. **COMPLIANCE WITH THE LAW:** The chosen Respondent, its employees, agents, and subcontractors shall comply with all applicable Federal, State, and local laws, rules, ordinances, regulations, orders, Federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance.
5. **EXPENSES.** The Agency is not liable for any expenses incurred in the preparation or presentation of response.

FORM: REQUEST FOR PREFERENCE (optional)

If applicable, complete and attach this form to your response.

The Illinois Procurement Code provides various preferences to promote business opportunities in Illinois. If the Respondent makes claims for preferences, please mark the applicable preference(s) and include a listing of the items that qualify for the preference at the end of this Section and a description of why the preference applies. Agency reserves the right to determine whether the preference indicated applies.

- Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575).
- Veterans Preference (330 ILCS 55). Go to <https://cms.diversitycompliance.com/> to search for certified VOSB and SDVOSB vendors.
- Not-for-Profit Agencies for Persons with Significant Disabilities (30 ILCS 500/45-35).
- Disabled Veterans (30 ILCS 500/45-57).
- Small Businesses (30 ILCS 500/45-45).
- Resident Bidder (30 ILCS 500/45-10).
- Soybean Oil-Based Ink (30 ILCS 500/45-15).
- Recycled Materials (30 ILCS 500/45-20).
- Recycled Paper (30 ILCS 500/45-25).
- Environmentally Preferable Supplies (30 ILCS 500/45-26).
- Correctional Industries (30 ILCS 500/45-30).
- Gas Mileage (30 ILCS 500/45-40).
- Illinois Agricultural Products (30 ILCS 500/45-50).
- Corn-Based Plastics (30 ILCS 500/45-55).
- Vehicles Powered by Agricultural Commodity-Based Fuel (30 ILCS 500/45-6)
- Biobased Products (30 ILCS 500/45-75).
- Historic Preference Area (30 ILCS 500/45-80).
- Procurement of Domestic Products (30 ILCS 517).
- Public Purchases in Other States (30 ILCS 520).
- Illinois Mined Coal (30 ILCS 555).
- Steel Products Procurement (30 ILCS 565).
- Fair Chance Hiring Practices
- State-Registered Vendor
- Certified BEP Vendor Go to <https://cms.diversitycompliance.com/> to search for certified BEP vendors.

Explanation of Preference Qualifications selected:

Signature of Authorized Representative: _____

Printed Name of Signatory: _____

Respondent's Name: _____

Date: _____

