

# Mid-Atlantic Diesel Emission Reduction Initiative Request for Quote

July 22, 2016

## Summary

The Mid-Atlantic Regional Air Management Association, Inc. (MARAMA) is a non-profit, voluntary association of ten state and local air pollution control agencies in the Mid-Atlantic Region. MARAMA manages multiple emission reduction programs in the Mid-Atlantic Region, funded by the EPA, which reduce emissions from dray trucks serving area ports. These programs encourage early replacement of dray trucks with newer and cleaner engines.

MARAMA is seeking an Application Coordinator for various diesel truck replacement programs. The application coordinator will assist with promoting participation, screening prospective applicants, and performing tasks associated with the application process. Work will not involve activities that take place after the application is approved.

MARAMA anticipates obtaining funds from multiple grants over the next few years to replace dray trucks. These grants may support replacement of various numbers of trucks serving various ports in the region. Once a grant has been obtained, MARAMA expects to issue a work order under this umbrella agreement to carry out the provisions of the project funded by that grant, and additional work orders would be issued to carry out any other grants obtained.

The period of performance is expected to extend through September 2019. Work orders for specified tasks and schedules within that period will be used to authorize work. Work orders will begin on dates agreed upon and signed by both parties and will identify funding sources and limits.

Work is expected to start in September 2016.

## **A. Typical Tasks**

The following describe typical tasks to be included in work orders.

**Task 1** Program Outreach & Website Management

**Task 2** Application Management

**Task 3** Reporting & Record Keeping

### **Task 1 – Program Outreach & Website Management**

The Application Coordinator provides technical and administrative assistance with identifying and screening the dray truck program applicants. The Application Coordinator will contact potential program partners to increase awareness of the program and identify participants and other partners. Such groups would include dray truck owner operators, small to midsized carrier companies, and shippers. The Application Coordinator will assist with reviewing and updating existing written program materials for the truck replacement programs as well as create new program materials targeted for owner operator participation such as flyers or materials.

### ***Deliverables***

Participate in kick-off events in the applicable port communities in the region (such as Baltimore, Richmond, Philadelphia or Wilmington, DE). Enhance outreach by creating and managing the program website in cooperation with MARAMA. Update program application, and FAQ's outreach materials for the website. Create new program materials targeted for owner operator participation such as flyers or other marketing materials. All documents including program application should be downloadable. Create, edit and post materials in both English and Spanish. To view the website used for a completed MARAMA truck replacement program go to <http://efc.umd.edu/de-vatruckreplacement.html>

### **Task 2 – Application Management**

The main application management activities are the collection and cataloging of information about the old truck (engine model year 1996 to 2006) from the potential program participant. Many phone calls are made and received during the application process. Once captured, the truck data is made electronically available to MARAMA. Additionally, the applicants must obtain a DUNS number before their applications can be approved which is also a task for the application managers. MARAMA handles all other elements of the truck replacement program including: working with truck vendors, truck scrapping, and providing down payments of up to \$30,000 per vehicle for replacement trucks equipped with 2011 or newer engines.

Application Coordinator will:

- Screen applications and determine whether they meet program requirement.
- Assist the financial readiness piece of the program by advising owner operators to obtain written verification of the owner operator's ability to obtain financing.
- Receive, catalog, review, screen and recommend applications for acceptance/denial of based on application criteria. (Final applicant approval will be completed by MARAMA.)
- Oversee progress of applicants moving them along to complete the application.
- Verify and log all truck data needed for fleet sheet as requested by MARAMA.
- Generally assist applicants with completing the application.

### ***Deliverables***

The Application Coordinator will collect sufficient documentation from applicants in order to present complete applications to MARAMA. The Coordinator will return phone calls from applicants within 24 hours. The Application Coordinator will make recommendations to MARAMA for approval of screened applicants for truck program.

### **Task 3 – Reporting and Record Keeping**

Participate in conference calls with MARAMA on a regular basis to discuss program details or application issues. Retain all documentation submitted for program applications for a period of 5 years after the close of the grant. Make such information available to MARAMA via Google Docs or some other electronic file sharing technology during the grant period and afterwards.

### ***Deliverables***

Compile quarterly program reports regarding activities and submit to MARAMA. Quarterly reports will be delivered to MARAMA 15 days after the end of each quarter. The Application Coordinator will make

available to MARAMA records and files of current and past program applicants for up to 5 years after the end of the project.

## **B. Nature of Agreement**

Depending on the nature and scope of quotations received, MARAMA may request the preparation of follow-up proposals and/or adjust the scope of work. MARAMA reserves the right to negotiate agreements encompassing fewer tasks than those identified above based on available funds.

Funds anticipated for this agreement are federal funds from the EPA. The Application Coordinator must meet requirements associated with the use of federal funds. All information and data developed under this agreement will be available to MARAMA or the funding agency upon request. Bidders must certify that the proposed Application Coordinator is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

### **Sample Projects for Purposes of Bidding**

MARAMA anticipates obtaining funds from multiple grants over the next few years to replace dray trucks. These grants may support replacement of various numbers of trucks serving various ports in the region. Once a grant has been obtained, MARAMA expects to issue a work order under this umbrella agreement to carry out the provisions of the project funded by that grant, and additional work orders would be issued to carry out any other grants obtained.

For purposes of evaluating quotes submitted, interested parties should provide cost estimates for the following sample projects:

#### ***Sample Project 1:***

Support the replacement of at least 18 trucks at the ports of Wilmington, DE and/or Philadelphia, PA, with a contingency to replace up to an additional 5 trucks. Note that applications for more than 22 trucks will need to be obtained and reviewed in order to insure that 22 are approved and complete the program, in that some applicants will not be qualified and some approved applicants will drop out before completing the program (attrition). Down payments of up to \$30,000 per vehicle will support replacement of older vehicles with replacement trucks equipped with 2011 or newer engines.

#### ***Sample Project 2:***

Support the replacement of at least 13 trucks serving the port of Virginia with a contingency to replace an additional 2 trucks, taking into consideration the attrition noted above. Down payments of up to \$30,000 per vehicle will support replacement of older vehicles with replacement trucks equipped with 2011 or newer engines.

#### ***Sample Project 3:***

Support the replacement of up to 5 additional trucks at a port with a project already in place, taking into consideration the attrition noted above. Down payments of up to \$30,000 per vehicle will support replacement of older vehicles with replacement trucks equipped with 2011 or newer engines. Because

the program would already be up and running, minimal work would be needed to maintain an existing website.

### **C. Submittal – Date and Format**

If you are interested in being considered for this project, please send one electronic copy (acceptable files include Word, Excel, Power Point, and Adobe Acrobat Reader) containing the information listed and discussed below by **5:00 p.m. on Friday, August 19, 2016**. Electronic copies only should be e-mailed to Debbie Thomas, Diesel Project Manager at [dthomas@marama.org](mailto:dthomas@marama.org). Information submitted should be no more than 10 pages plus resumes of key staff, using 12 point font with a margin of 1” on all four sides.

### **D. Content**

Submittals should address the following:

1. **Approach**. Describe how the contactor will assist MARAMA in finding appropriate owner operators and include how you will provide services during the grant project.
2. **Staffing Plan and costs**. Estimate hours needed for the proposed approach for each sample project. Indicate hours key staff will work on each project. Provide cost estimates for sample projects described above. Include hourly rates for personnel who will be assigned to the project as well as the total costs for each sample project.
3. **Experience & Qualifications Summary**. Describe organizational and key staff experience and qualifications for performing the tasks described above. Include education and experience of key individuals who will be assigned to this project. Indicate the responsibilities each key staff person will have in this project and how long each has been with your company. Short resumes of key project personnel and the role each would play in this project should be included but do not count against the 10 page limit.
4. **References**. Three references must be provided, including the individual and company names, address, as well as the e-mail address and telephone number of the responsible party who may be contacted as a reference. Briefly list related work accomplished.
5. **MBE/WBE**. Indicate the percentage of Minority Business Enterprise/Women Business Enterprise (MBE-WBE) participation. Minority- and women-owned businesses are encouraged to identify themselves, as MARAMA seeks to meet EPA goals for utilizing such businesses.
6. **Non-Disclosure / Confidentiality**. Indicate willingness to enter into a non-disclosure and/or confidentiality agreement(s) regarding access to potentially confidential and/or company proprietary information.
7. **Certification**. Certify that the organization and key staff are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

Bidders are encouraged **not** to submit examples of previous work, although links to relevant websites may be provided as part of the experience and qualifications summary.

### **E. Evaluation**

MARAMA will only select Application Coordinator(s) with relevant experience and demonstrated understanding of federal grant requirements based on the qualifications presented in response to this RFQ. Principal qualifications for selection are:

1. Responsiveness to the RFQ and the quality and completeness of the proposal approach,
2. Relevant experience with diesel emission reduction programs, particularly dray truck replacement programs,
3. Availability of qualified personnel,
4. References and past performance,
5. Competitive rates and pricing, and
6. Items 5, 6, and 7 on the list in Section “D” above.

### **Questions**

Questions about this RFQ must be sent in writing via e-mail to Debbie Thomas at [dthomas@marama.org](mailto:dthomas@marama.org) by 12 Noon EST on Friday, August 12, 2016. Questions and answers will be posted on MARAMA’s web site at [www.marama.org](http://www.marama.org) under “Contracts - RFPs.” No further questions or answers will be posted Monday, August 15, 2016.