

Mid-Atlantic Diesel Emission Reduction Initiative
Request for Proposals
January 22, 2015

Summary

The Mid-Atlantic Regional Air Management Association, Inc. (MARAMA) has been awarded an EPA grant to reduce dray truck emissions at the ports of Delaware and Virginia. This will be accomplished through early replacement of approximately ~16 trucks dray trucks with newer, cleaner model year 2011, or newer trucks. MARAMA intends to apply or has applied for other grant funds to increase the scope of the project.

MARAMA is seeking a contractor to assist us with screening prospective applicants for its Dray Truck Emissions Reduction Program and performing associated tasks. Work is expected to start in late-March 2015. Currently funded replacements must be completed by December 31, 2016.

MARAMA will select a contractor based on the qualifications presented in response to this RFQ.

Project

The successful bidder(s) would provide technical and administrative assistance with identifying and screening the dray truck program applicants.

Tasks may include:

- Outreach to potential program partners to increase awareness for the program and identify participants and other partners. Such groups would include dray truck owner operators, small to midsized carrier companies, and shippers.
- Assist with reviewing and updating written program materials.
- Assist the finance piece of the program by working with owner operators to obtain written verification of owner operator's ability to obtain financing.
- Receive, catalog, review, screen and recommend applications for acceptance/denial of based on application criteria. Final applicant selection 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. Generally assist applicants with completing the application.
- Create and manage the program website in cooperation with MARAMA.
- Compile quarterly program reports regarding activities for MARAMA.

Assignments

Depending on the nature and scope of proposals received, MARAMA may request the preparation of follow-up proposals from select number contractors and/or adjust the scope of the work. MARAMA reserves the right to negotiate a contract(s) encompassing fewer tasks than those identified above based on available funds. The contract will be a time and materials basis, not a fixed price basis.

Funds currently available for this contract are federal funds from the EPA. Contractors must meet requirements associated with the use of federal funds. All information and data developed under this contract will be in the public domain. Proposals must certify that the contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

MARAMA
8600 LaSalle Road, Ste. 636
Baltimore, MD 21286
www.marama.org

Submittal

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. February 19, 2015**. Electronic copies only should be e-mailed to Debbie Thomas, Diesel Project Manager at dthomas@marama.org.

Content and Format

Information submitted should be no more than 7 pages plus resumes of key staff, using 12 point font with a margin of 1" on all four sides. Submittals should address the following:

1. **Approach**. Describe how the contactor will assist MARAMA in finding appropriate owner operators.
2. **Staffing Plan**. Estimate hours needed for the proposed approach. Indicate hours key staff will work on this project.
3. **Experience & Qualifications Summary**. Describe organizational and staff experience 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. Summarize the qualifications and experience of the key staff. Short resumes of key project personnel and the role each would play in this project should be included.
4. **Costs**. Include hourly rates for personnel who will be assigned to the project as well as the project total costs. Please submit a **time** and **materials** budget.
5. **References**. Three references must be provided, including the individual and company names, address, e-mail address and telephone number of the responsible party who may be contacted as a reference. Briefly list related work accomplished.
6. **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.
7. **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.
8. **Certification**. Contractor must certify that the contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

Contractors are encouraged **not** to submit examples of previous work, although if recent unpublished work is directly relevant and the contractor wishes to submit a copy, one copy of one such document may be submitted to MARAMA.

Evaluation

MARAMA will only select contractor(s) with relevant experience and demonstrated understanding of federal grant requirements based on the qualifications presented in response to this RFQ.

Principal criteria for selection are 1) relevant experience with diesel emission reduction programs, particularly dray truck replacement programs, 2) availability of qualified personnel, and (3) competitive rates and pricing. Work is expected to start in late-March 2015.

Additional criteria considered will include: qualifications of the applicant organization, qualifications of the personnel identified, quality and completeness of the proposed approach, project timing/project schedule, and responsiveness to the RFQ. MARAMA is not required to select the lowest cost bid, but will consider cost among the other factors listed above.

Questions

Questions about this RFQ must be sent in writing via e-mail to Debbie Thomas at dthomas@marama.org by 12 Noon EST on February 11, 2015. Questions and answers will be posted on MARAMA's web site at www.marama.org under "Contracts - RFPs." No further questions or answers will be posted after February 11th.

MARAMA

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