

The New Hampshire Department of Environmental Services  
Air Resources Division  
Request for Qualifications for

**American Reinvestment and Recovery Act  
Diesel Emission Reduction Act  
NH Program  
Technical Consultants**



**APPLICATION AND INFORMATION PACKET**

**June 2009**

## **AMERICAN RECOVERY AND REINVESTMENT ACT**

### **DIESEL EMISSION REDUCTION PROGRAM TECHNICAL CONSULTANTS**

#### **1. Introduction**

The Department of Environmental Services (DES), Air Resources Division (ARD) is seeking proposals from qualified technical consultants to work with staff, cooperating agencies, and American Reinvestment and Recovery Act (ARRA) Diesel Emission Reduction Act (DERA) program grant recipients to assist with the evaluation of and implementation of diesel emission reduction projects. The successful consultant or consulting firm will demonstrate technical expertise with the following diesel emission reduction technologies:

- Idle reduction technologies (including automatic start-up/shut-down systems, auxiliary power units (APUs), engine/coolant pre-heaters, shore power systems);
- Diesel exhaust after-treatment systems (including diesel oxidation catalyysts; partial flow filters, active & passive diesel particulate filters; use of fuel-borne catalyysts and selective catalytic reduction);
- EPA and CARB-certified diesel engine upgrades;
- Diesel equipment re-powers (engine system replacements to achieve current emission standards);
- Use of biodiesel blends.

In addition, the successful consultant or consulting firm shall have demonstrated experience in quantifying diesel engine emission reductions associated with the above technologies through computer modeling.

#### **2. Scope of Services**

DES ARD prepared this Request for Qualifications (RFQ) for the purpose of selecting a qualified consultant or consulting firm to provide technical expertise, project facilitation, and engineering services to DES ARD staff and ARRA-DERA program grant recipients. Once selected, the consultant or consulting firm will be asked to supply a schedule of fees for services based on the experience level of individual team members, reimbursement for mileage, etc. The actual scope of services will be negotiated on a project basis to be billed out, generally, on a time and

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materials basis with a not-to-exceed limit for the project. Total contracted services are expected to run between \$20,000 and \$25,000 for the ARRA-DEIRA program.

### **3. RFQ Format**

Responders to this RFQ are asked to use the following structure:

- 1) Introduction to the consultant or consulting firm or firms partnering on the proposal, identification and description of project manager, and primary contact information.
- 2) Brief description of the background and experience of each consultant or consulting firm's team members participating in the RFQ and who would work on the DES ARD contract.
- 3) Description of experience with the aforementioned diesel emission reduction technologies with specific reference to projects and the personnel who worked with them.
- 4) Brief summary of why you, as a consultant or consulting firm, should be selected over other firms.

### **4. Consultant or Consulting Firm Selection**

The selection process is outlined below:

- 1) Consultants are required to electronically submit, in .pdf format, their statement of qualifications, not to exceed twelve (12) typed, single-spaced pages. This submittal should be directed to: Thomas Fargo, DEIRA Program Manager, [thomas.fargo@des.nh.gov](mailto:thomas.fargo@des.nh.gov). The statement should also include a list of references who may be contacted about the consultant's qualifications and work experience (this may be in addition to the 12 page limit on the statement of qualifications). A curriculum vitae or resume for project team members, not to exceed two (2) pages per team member, may also be included.
- 2) The DES ARD will evaluate the statement of qualifications based on the following criteria:
  - Experience with diesel emission reduction technologies;
  - Knowledge of Clean Air Act and associated diesel emission regulations;
  - Diesel emission control equipment engineering and installation experience;
  - Project facilitation skills;
  - Clarity and presentation of proposal;
  - Demonstration of implementation of creative solutions to complex issues.
- 3) The DES ARD will invite the top consultant or consulting firms for an interview. Specific interview questions will be distributed prior to the interview.
- 4) Following the interviews, the ARD will select the top consultant or consulting firm. After the consulting firm is selected, ARD will proceed with contract negotiations with the consultant or consulting firm to be on-call for a period up to two years.

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- 5) Following selection, consultants may be assigned project(s) or task(s) (an “assignment”). Upon notice from ARD of an assignment, the consultant and the ARD shall collaboratively define the goals and desired outcomes for the assignment. The consultant shall then become familiar with the assignment and determine or confirm the extent of the assignment. The consultant shall then prepare a proposed scope of services and a “not-to-exceed” cost for the services required to complete the assignment. Upon written approval from ARD of the consultant’s scope of services and not-to-exceed cost for services for the assignment, the consultant shall proceed with the assignment.

Project assignments will be made on a case-by-case basis, at the discretion of ARD, taking into consideration the factors described below:

- a) The amount and nature of services already assigned to the consultant under this contract;
- b) Technical characteristics of a particular project in relation to a consultant’s qualifications;
- c) Availability or magnitude of a consultant’s staff, equipment, or other resources;
- d) Any potential or actual conflicts of interest;
- e) The consultant’s billing rates and projected cost of the project;
- f) Willingness to provide support for the range of projects that may be requested by DES ARD under this contract; and
- g) Other circumstances, situations, or factors DES ARD deems appropriate.

This RFQ does not guarantee that consultants or consulting firms submitting proposals under this RFQ will be awarded contracts, nor does DES ARD guarantee work for any consultant or consulting firm with which it contracts. Assignments of work will be made dependent on need and availability of funding.

### **5. RFQ Inquiries & Due Date**

DES ARD staff will respond to telephone inquiries about the RFQ. Questions concerning this RFQ should be directed to: Thomas Fargo, DERA Program Manager, (603) 271-1378 prior close of business, Friday, June 19, 2009. Submission of questions by e-mail to [thomas.fargo@des.nh.gov](mailto:thomas.fargo@des.nh.gov) or by facsimile machine to (603) 271-1381 during this time period is also permitted.

The DES ARD will respond to questions by e-mail no later than Tuesday, June 23, 2009. An attempt will be made to provide both questions and answers to all potential respondents to this RFQ. Consultant or consulting firms considering submission of a proposal in response to this RFQ are requested to indicate their interest by e-mail to Thomas Fargo, at the address listed above, by Friday, June 19, 2009. This will enable the DES ARD to provide consistent answers to RFQ questions to all interested consulting firms.

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All proposals must be submitted electronically by 4:00 PM on Friday, June 26, 2009 to [thomas.fargo@des.nh.gov](mailto:thomas.fargo@des.nh.gov) .

Please put: **ARRA-DERA RFQ** in the subject line.

Any proposals received after the above-specified time will not be considered.

### **6. Timeline**

RFQ Release – June 12, 2009

Due date for questions about RFQ and submitting notice of intent – Friday, June 19, 2009

DES ARD provides RFQ questions and answers to all identified consultant or consulting firms – Tuesday, June 23, 2009

Due date for RFQ – 4:00 PM on Friday, June 26, 2009

Selection of finalist(s) – Tuesday, June 30, 2009

Interviews conducted (if necessary) – Wednesday, July 1 through Tuesday, July 7, 2009

Final selection – Wednesday, July 8, 2009

Contracts to Governor and Council for approval – Late July to Early August

### **7. Disclaimer**

The RFQ does not commit DES ARD to award a contract or to pay any costs incurred in the preparation of the proposal. DES ARD reserves the right to accept or reject any and all proposals received, or to cancel the RFQ entirely.