

## **REQUEST FOR PROPOSAL**

Release Date: October 19, 2020

### **Wildfire Exceptional Event Demonstrations for Ground-Level Ozone in the Great Lakes Region**

The Lake Michigan Air Directors Consortium (LADCO) is seeking contractor assistance to develop exceptional events demonstrations for wildfire smoke impacts on ground-level ozone concentrations in the Great Lakes region.

Proposals must be received no later than 5 p.m. Central on November 2, 2020. An electronic PDF copy of the proposal is required and should be sent to:

Zac Adelman  
Executive Director  
Lake Michigan Air Directors Consortium  
adelman@ladco.org

No late proposals will be accepted, and the offer shall remain effective for a period of 20 days from the release date of this request.

Your response to this Request for Proposal (RFP) should include a complete technical proposal that describes your approach for accomplishing the activities outlined below in the Scope of Work. The technical proposal should include a draft work plan that clearly describes your technical activities, schedule, and deliverables. The technical proposal should include a summary of your capabilities and your experience in the field of work. Include a complete cost proposal with a detailed breakdown of projected expenditures by task, including person hours and other direct charges. LADCO does not anticipate there being any travel expenses for this project.

Please limit the proposal to 15 pages (single-spaced, 12-point font).

In addition, your response should include an appendix with supplemental information, such as references, resumes, and descriptions of recent relevant work. The supplemental information has no page limit.

All contracts will be issued by LADCO and managed by LADCO's Executive Director. It is anticipated that LADCO will award a fixed price contract as a result of this solicitation. LADCO may consider awarding another type of contract, provided that its use is consistent with the objectives and interests of the Consortium.

Funds available for this contract are federal funds from the U.S. Environmental Protection Agency (EPA) and contractors must meet requirements associated with the use of federal funds (2CFR 200).

All information and data produced and delivered under this contract will be in the public domain. While LADCO does not anticipate restricting the publication or presentation of results obtained from this study, LADCO reserves the right to review all presentations and manuscripts derived from this study.

LADCO will make positive efforts to utilize small, minority business enterprises (MBE), women's business enterprises (WBE), and disadvantaged business enterprises (DBE), whenever possible.

Details of the LADCO procurement process, including draft contract terms, are available in the [LADCO Procurement Policy Manual](#).

Bidders are encouraged to submit proposals to address all of the tasks of this RFP. LADCO reserves the right to award individual tasks, based on the technical and cost proposals that we receive.

All inquiries regarding this RFP should be directed to Zac Adelman ([adelman@ladco.org](mailto:adelman@ladco.org)) no later than 5 p.m. Central on October 23, 2020. LADCO will post responses to all received inquiries to the [LADCO website RFPs page](#) by October 26, 2020. Bidders are encouraged to submit their questions before October 23. LADCO will make every effort to post answers within a day or two of receiving inquiries in order to allow bidders sufficient time to adjust their proposals, if needed, based on LADCO's responses.

LADCO expects to award the project and enter a contract with the winning bidder by November 6, 2020.

If your organization would like to be included on the interested bidders list for this and subsequent work, please send an email to the LADCO Executive Director with your email address and contact information.

## Scope of Work

### Introduction

Ozone concentrations at monitors in rural and urban areas in the LADCO region have consistently violated the National Ambient Air Quality Standards (NAAQS) for ozone over the last 40 years. The Chicago-Naperville area in Illinois is designated a serious nonattainment area (NAA) for the 2008 ozone NAAQS. Twelve areas throughout the LADCO region are designated marginal NAAs for the 2015 ozone NAAQS. U.S. EPA will use the 2018 through 2020 three-year ozone design values to determine attainment for both standards by summer 2021.

The U.S. EPA Exceptional Events (EE) Rule “allows for the exclusion of air quality monitoring data influenced by exceptional events from use in determinations of exceedances or violations of NAAQS.” The EE rule provides state, local, and tribal air quality management agencies techniques to seek relief from some regulatory requirements if the agency can demonstrate that policy-relevant air pollution episodes were impacted by unusual or naturally occurring events. Wildfires are one type of event included in the rule that can be the subject of an exceptional event demonstration to U.S. EPA.

A screening analysis by LADCO indicates that there are days in the 2018-2020 ozone monitoring record for sites in the LADCO region with regulatory significance that may be impacted by wildfire smoke. A successful EE demonstration at key monitors on these days would have regulatory implications, such as affecting the redesignation or reclassification (i.e., bump-up) of areas for both the 2008 and 2015 ozone NAAQS. LADCO identified regulatorily significant ozone episodes in NAAs across the region during the 2018-2020 period in which wildfire smoke may have had an impact on the ozone concentrations. Table 1 lists ozone NAAs and the impacted ozone NAAQS. The smoke events that impacted the ozone NAAs in Table 1 likely have impacts at more than one NAA in the region.

**Table 1. LADCO region ozone NAAs that may have regulatory significant smoke enhanced ozone episodes during 2018-2020**

<b>NAA</b>	<b>O3 NAAQS</b>
Chicago	2008
Southeast MI	2015
West MI (3 separate NAAs)	2015
Cincinnati, OH	2015

### **Objective and Goals**

The objective of this project is to determine if there is sufficient evidence to indicate a clear and causal relationship between wildfire smoke and ozone NAAQS violations for the NAAs listed in Table 1. Analyses for this project will focus on dates that have regulatory significance for the 2020 ozone design values for these NAAs.

The goal of this study is to produce approvable EE demonstration documentation for the LADCO states to submit to U.S. EPA to seek relief from some of regulatory actions under the 2008 and 2015 ozone NAAQS.

### **Technical Tasks**

Under this contract, the contractor shall perform the following technical tasks. The contractor shall provide separate statements of work and cost estimates for each task.

#### **Task 1. Project administration and Workplan**

The contractor shall develop a draft project workplan that describes the data sources, tools, and analyses that will be used to investigate the impacts of smoke on surface ozone concentrations in the Great Lakes region. The workplan shall describe the development of EE demonstration documents that the states can use for submitting to the U.S. EPA. The workplan shall describe in detail how each of the tasks in this project will be completed and include a timeframe and list of deliverables for each task.

The contractor shall share the draft workplan with LADCO for comment and produce a final protocol that addresses the comments from LADCO.

During the project, the contractor shall have regularly (at least monthly) scheduled calls with LADCO to discuss the progress of the work. The contractor shall take and circulate notes and action items from these calls with LADCO.

**Task 1 Deliverables:**

1. Draft workplan
2. Final workplan
3. Monthly conference calls, notes, and action items

LADCO requests that the draft workplan be completed within one week of executing a contract.

**Task 2. LADCO Region Exceptional Events Feasibility Analysis**

In this task, the contractor shall analyze the 2020 ozone design values (DVs) for the 2008 and 2015 ozone NAAQS NAAs listed in Table 1. The analysis will determine if there are dates in the 2018-2020 period for the controlling monitors in each NAA that present a clear and causal relationship between smoke and elevated ozone concentrations. The controlling monitors are the Air Quality System (AQS) ozone measurement sites in each NAA with 2020 DVs that are in violation of the NAAQS. The contractor shall identify the dates and monitors in the NAAs with regulatory significance for either of the two ozone NAAQS and focus the analysis on those dates and locations.

The contractor shall present to LADCO the results of the analysis and recommendations on how to proceed with an EE demonstration. The recommendation shall include the contractor's perspective on the demonstration tier that would be needed to establish a clear and causal relationship between smoke and ozone episodes in each of the Table 1 NAAs during the 2018-2020 monitoring record. The contractor shall base the recommendation on its own analysis of the air quality data, and other relevant modeling or analyses completed by U.S. EPA or others that address smoke impacts on ozone in the Table 1 NAAs. LADCO will work with the contractor to identify the outside modeling and analysis data to consider in its recommendations. The contractor shall provide an opinion on the approach it thinks offers the best chance for approval of the EE demonstration by U.S. EPA.

LADCO requests that this task be completed by November 20, 2020.

**Task 2 Deliverables:**

1. Powerpoint presentation to LADCO describing the smoke and ozone episodes in the 2018-2020 period for the NAAs listed in Task 1; evaluation of the approvability of EE demonstrations for the applicable ozone NAAQS

**Task 3. Exceptional Events Demonstration for the Chicago 2008 Ozone NAAQS Nonattainment Area**

Based on the Task 2 analysis and guidance from LADCO, the contractor shall develop a wildfire EE demonstration document for the Chicago NAA. The document will be developed and delivered in a format that Illinois EPA can submit to the U.S. EPA. The contractor shall develop a draft EE demonstration outline for review by LADCO and its member states. Comments provided on the outline shall be assimilated into the outline by the contractor and be used to develop a draft exceptional events demonstration report. The contractor shall receive and assimilate comments from LADCO and its member states on the draft report into a final EE demonstration report.

The contractor shall assist Illinois EPA to address comments on the demonstration received during the 30-day public comment period and received from U.S. EPA. The assistance will include responding to the comments with revisions to the demonstration and by augmenting the technical analyses included in the demonstration, as needed.

LADCO requests that this task be completed by December 15, 2020.

**Task 3 Deliverables:**

1. Draft demonstration outline
2. Draft EE demonstration report for the Chicago 2008 ozone NAAQS NAA
3. Final EE demonstration report for the Chicago 2008 ozone NAAQS NAA
4. Data, metadata, graphics, and analysis products used to develop the Chicago EE demonstration.

#### **Task 4. Exceptional Events Demonstration for the Cincinnati 2015 Ozone NAAQS Nonattainment Area**

Based on the Task 2 analysis and guidance from LADCO, the contractor shall develop a wildfire EE demonstration document for the Cincinnati 2015 ozone NAAQS NAA. The document will be developed and delivered in a format that Ohio EPA can submit to the U.S. EPA. The contractor shall develop a draft EE demonstration outline for review by LADCO and its member states. Comments provided on the outline shall be assimilated into the outline by the contractor and be used to develop a draft exceptional events demonstration report. The contractor shall receive and assimilate comments from LADCO and its member states on the draft report into a final EE demonstration report.

The contractor shall assist Ohio EPA to address comments on the demonstration received during the 30-day public comment period and received from U.S. EPA. The assistance will include responding to the comments with revisions to the demonstration and by augmenting the technical analyses included in the demonstration, as needed.

LADCO requests that this task be completed by February 28, 2021.

#### **Task 4 Deliverables:**

1. Draft demonstration outline
2. Draft EE demonstration report for the Cincinnati 2015 ozone NAAQS NAA
3. Final EE demonstration report for the Cincinnati 2015 ozone NAAQS NAA
4. Data, metadata, graphics, and analysis products used to develop the Cincinnati EE demonstration.

#### **Task 5. Exceptional Events Demonstration for the Southeast Michigan 2015 Ozone NAAQS Nonattainment Area**

Based on the Task 2 analysis and guidance from LADCO, the contractor shall develop a wildfire EE demonstration document for the Southeast Michigan 2015 ozone NAAQS NAA. The document will be developed and delivered in a format that Michigan Department of Energy, Great Lakes, and Environment can submit to the U.S. EPA. The contractor shall develop a draft EE demonstration outline for review by LADCO and its member states. Comments provided on

the outline shall be assimilated into the outline by the contractor and be used to develop a draft exceptional events demonstration report. The contractor shall receive and assimilate comments from LADCO and its member states on the draft report into a final EE demonstration report.

The contractor shall assist Michigan Department of Energy, Great Lakes, and Environment to address comments on the demonstration received during the 30-day public comment period and received from U.S. EPA. The assistance will include responding to the comments with revisions to the demonstration and by augmenting the technical analyses included in the demonstration, as needed.

LADCO requests that this task be completed by February 28, 2021.

**Task 5 Deliverables:**

1. Draft demonstration outline
2. Draft EE demonstration report for the Southeast Michigan 2015 ozone NAAQS NAA
3. Final EE demonstration report for the Southeast Michigan 2015 ozone NAAQS NAA
4. Data, metadata, graphics, and analysis products used to develop the Southeast Michigan EE demonstration.

**Task 6. Exceptional Events Demonstration for the West Michigan 2015 Ozone NAAQS Nonattainment Areas**

Based on the Task 2 analysis and guidance from LADCO, the contractor shall develop a wildfire EE demonstration document for the West Michigan 2015 ozone NAAQS NAAs (Allegan, Berrien, and Muskegon Counties). The document will be developed and delivered in a format that Michigan Department of Energy, Great Lakes, and Environment can submit to the U.S. EPA. The contractor shall develop a draft EE demonstration outline for review by LADCO and its member states. Comments provided on the outline shall be assimilated into the outline by the contractor and be used to develop a draft exceptional events demonstration report. The contractor shall receive and assimilate comments from LADCO and its member states on the draft report into a final EE demonstration report.



The contractor shall assist Michigan Department of Energy, Great Lakes, and Environment to address comments on the demonstration received during the 30-day public comment period and received from U.S. EPA. The assistance will include responding to the comments with revisions to the demonstration and by augmenting the technical analyses included in the demonstration, as needed.

LADCO requests that this task be completed by February 28, 2021.

**Task 6 Deliverables:**

1. Draft demonstration outline
2. Draft EE demonstration report for the West Michigan 2015 ozone NAAQS NAA
3. Final EE demonstration report for the West Michigan 2015 ozone NAAQS NAA
4. Data, metadata, graphics, and analysis products used to develop the Western Michigan EE demonstration.

## Proposal Requirements

### Proposals should include the following elements:

1. Project statement - summarize the project from the perspective of the bidder
2. Technical proposal - detail the approach by task used to accomplish the objectives and requirements of the project; the technical proposal shall describe the elements of the EE demonstration documents that will be developed by the contractor and delivered to LADCO and the LADCO member states
3. Project Timeline - detail the schedule of deliverables by task
4. Cost proposal - description of the projected expenditures by task, including person hours and other direct charges
5. Bidder qualifications - description of the qualifications should include years of experience, number of staff, and a narrative highlighting the bidders capabilities
6. MBE/WBE statement - statement of whether the bidder is a registered minority or woman-owned business
7. Appendix - references, resumes, and descriptions of recent relevant work

Please limit proposal elements 1-6 to 15 pages; there is no page limit for element 7.

### Level of Effort and Project Timeline

The project shall be completed by April 30, 2021. Additional funding and time considered necessary to conduct a more complete analysis should be included as options to the primary work effort.

### Evaluation Criteria

The following criteria will be used in evaluating the responses to this RFP. A review panel will score each of the five factors below from 1 (worst) to 5 (best). The proposal with the highest weighted score will be selected for funding.

1. Project statement: 10%
2. Technical proposal: 45%
3. Cost proposal: 15%
4. Bidder qualifications: 25%
5. MBE/WBE statement: 5%