

## REQUEST FOR PROPOSAL

### Training Course Development “Nonattainment New Source Review”

The Lake Michigan Air Directors Consortium (LADCO) is seeking contractor assistance to develop and teach a course on New Source Review (NSR) permitting in ozone nonattainment areas in the State of Michigan. This 1 1/2-day course should be directed to permitting staff at the Michigan Department of Environmental Quality (MDEQ). The course must provide the best available and most current information as well as relevant class interaction to improve the knowledge and expertise of agency personnel. The desired outcome of this effort is that agency staff understands NSR permitting requirements and processes applicable in Michigan.

You are invited to submit a proposal for this training course development work. Proposals must be received no later than 5 p.m. CDT on **June 16, 2017**. An electronic copy (Word or pdf) of the proposal is required and should be sent to:

Mr. Rob Kaleel  
Executive Director  
Lake Michigan Air Directors Consortium  
9501 W. Devon Avenue, Suite 701  
Rosemont, IL 60018  
e-mail: [kaleel@ladco.org](mailto:kaleel@ladco.org)

No late proposals will be accepted, and the offer shall remain effective for a period of 60 days from the date of the mailing.

Your response to this Request for Proposal (RFP) should include a complete description of your approach for developing the course. The response should include a draft work plan, which clearly describes your proposed activities, schedule, and deliverables, and should include a summary of your capability and experience in the field of work. Please limit the proposal to 10 pages (12-point font). Your proposal may include an appendix with supplemental information, such as references, resumes, and descriptions of recent relevant work. Please also provide a cost proposal separating expected expenditures for developing the course and for teaching it. For cost purposes, you should assume that the 1 1/2-day class will be taught in Lansing, MI in early fall 2017 at a location provided by the MDEQ. The cost proposal should include person hours, travel, and other direct charges. Potential contractors are encouraged to bid on both activities (course development and instruction), but LADCO will also consider proposals addressing only one of these activities.

All contracts will be issued by LADCO and managed by LADCO's Executive Director. It is anticipated that as a result of this solicitation LADCO will award a time-and-materials contract with a maximum limit on total costs. LADCO may consider awarding another type of contract, provided that its use is consistent with the objectives and interests of LADCO and the State of Michigan.

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. All information and data produced and delivered under this contract will be in the public domain. No intellectual property is expected to be produced or delivered pursuant to this work.

All inquiries regarding this RFP should be directed to Rob Kaleel either in writing at the above address or via e-mail at [kaleel@ladco.org](mailto:kaleel@ladco.org). Written responses to inquiries will be sent to all organizations on the interested bidders list for this work.

### **Scope of Work**

LADCO is seeking contractor assistance to develop and teach a permitting course on ozone nonattainment NSR. This 1 1/2-day course should be directed to permitting staff at MDEQ.

#### Task 1 – Develop Course Materials

The successful bidder shall propose a classroom instruction program of sufficient length (assumed to be 1 1/2 days of classroom instruction) and of sufficient content to address core topics that are applicable to ozone nonattainment NSR in Michigan. The classroom instruction materials shall be designed to present critical information through detailed presentation slides, handouts, examples, and case studies. The class should be taught from the perspective of Michigan's Part 19 Rules, and not the perspective of the federal Appendix S regulations.

The classroom instruction program shall include, but not necessarily be limited to, the topics listed below:

- Overview of the differences between nonattainment and PSD major source permitting
- A detailed explanation and discussion of Michigan's Part 19 rules
- A discussion of the relationship between ozone, VOCs, and NOx
- Quantifying Potential to Emit and when to include fugitive emissions
- Applicability Determinations, actual to potential (A2P) emissions, actual to projected actual (A2A) emissions, and netting
- Alternative Analysis – what is it; what should be included; how to review
- Lowest Achievable Emission Rate – what is it; how to determine
- Offsets, offset ratios, and options for tracking available offsets
- Effects of sources in attainment areas on nonattainment areas

The contractor will develop a post-test for administration at the end of the course. The content of the test must adequately assess the knowledge of the student in permitting in ozone nonattainment areas. Questions may be developed in various formats or a single format including true/false, matching, multiple choice, and narrative response.

## Task 2 – Teach the Ozone Nonattainment Area NSR Class in Lansing, MI

The successful bidder shall present the course in Lansing, Michigan, at a location provided by the MDEQ within a timeframe prescribed by LADCO. The costs of the instructional support for this presentation shall be included in the bid. For bidding purposes, it should be assumed that the facility and any needed audio-visual equipment will be provided by MDEQ.

The Contractor shall travel to the presentation site, and conduct the training class. The Contractor shall present the course materials and conduct any other necessary and appropriate activities in support of the training class. Prior to conducting the training, it is expected that the Contractor will prepare a draft agenda for review and approval by MDEQ and LADCO.

The Contractor shall distribute a course evaluation form provided by LADCO to the students in attendance. The Contractor shall then collect the completed evaluation forms and deliver them to LADCO. At the discretion of LADCO, course evaluations can be performed electronically using EPA's APTI-Learn (LMS) system as an alternative to the attached course evaluation form.

The Contractor shall provide Certificates of Completion listing the instructor's name, the name of the class, the location, the date, and the number of professional development hours of the class to all students who successfully complete the training class.

The Contractor shall prepare and deliver a course director's report which includes a summary of the training class, final agenda, daily attendance sheet, any relevant course materials, and a summary of the course evaluations (if not using the LMS).

### **Level of Effort and Schedule**

The estimated funding levels and timeframe for this work are as follows:

<b>Task</b>	<b>Description</b>	<b>Cost</b>	<b>Timeframe</b>
1	Develop Course Materials	\$20K	3 mos.
2	Teach Class in Lansing, MI (including travel & expenses)	\$8K	Summer/Fall 2017

Cost proposals for Task 1 shall include hourly costs for key personnel, estimated hours to complete the work, and total estimated costs. Cost proposals for Task 2 shall include a fixed instructor fee for presenting the course plus estimates of travel costs and other expenses.

### **Deliverables**

A kick-off conference call will be held after each contract task is awarded to review the scope of work and schedule for the specific activities. Periodic conference calls (in lieu of written progress reports) will be held to review the status of the work and discuss any outstanding issues.

### Task 1

Training materials to be delivered in Task 1 include an agenda for the course, PowerPoint presentations, and copies of support materials and handouts for each student (assume 30 students). The agenda should specify time allotted for each topic and provide details including what handouts or reference material will be provided to support the topic. Complete draft training materials shall be delivered to LADCO's Executive Director for review. These products will not be considered final until they have been reviewed by MDEQ and LADCO.

Based on comments received from MDEQ and LADCO, the Contractor will deliver final complete training materials to LADCO's Executive Director. An electronic copy and a paper copy of the final documents (Word, PowerPoint, or pdf) are required.

The final complete training materials will be the property of LADCO, and LADCO may make them available to other regional organizations, state and local agencies, and EPA for use by other instructors.

### Task 2

LADCO assumes that the agenda and materials developed in Task 1 will be the basis for the course presentation given in Task 2. The Contractor is responsible for preparing or obtaining any and all course materials.

The Contractor shall travel to the presentation site, and conduct the training class. The Contractor shall present the course materials and conduct any other necessary and appropriate activities, including the post-test, in support of the training class.

The Contractor shall distribute a course evaluation form provided by LADCO to the students in attendance. The Contractor shall then collect the completed evaluation forms and deliver them to LADCO. At the discretion of LADCO, course evaluations can be performed electronically using EPA's APTI-Learn (LMS) system as an alternative to the attached course evaluation form.

The Contractor shall provide Certificates of Completion to all students who successfully complete the training class (if not using APTI-Learn).

The Contractor shall prepare and deliver a course director's report which includes a summary of the training class, final agenda, daily attendance sheet, any relevant course materials, and a summary of the course evaluations (if not using APTI-Learn).

### **Key Personnel**

Proposals shall identify the key personnel to perform this work. Proposals shall specify the amount of time for key personnel by task. Any change in key personnel shall be made only with prior written approval of LADCO's Executive Director.

**Evaluation Criteria**

Evaluation and rating of proposals will be based on the following criteria:

1. The proposal demonstrates a thorough understanding of the overall objectives of the project.
2. The proposed technical approach, completeness of coverage with respect to the scope of work, and responsiveness to the estimated budget and schedule.
3. The experience, expertise and other qualifications of the principal investigator and other key personnel assigned to the project and the level of effort proposed for the principal investigator and other key personnel.

LADCO will only hire contractors whose qualifications demonstrate experience and understanding of NSR requirements and the process of permitting in ozone nonattainment areas.