

REQUEST FOR PROPOSALS  
ADDENDUM # 4

ISSUED: 02/20/09

RFP NUMBER: CSP900010  
INDEX NUMBER: EPA017  
UNSPSC CODE: 78180000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Environmental Protection Agency, is requesting proposals for:

**OPERATION OF A VEHICLE EMISSIONS TESTING PROGRAM IN THE CLEVELAND/AKRON AREA**

Reason for Addendum: This Addendum is issued to notify of the following changes. Inquiry Period is extended until February 27, 2009, 8:00 AM; pages 1, 7, 16, 21, and 94 are attached, repagination of the document, please replace with these pages in the RFP.

PROPOSAL DUE DATE: March 11, 2009 at 1:00 p.m.

OPENING LOCATION: Department of Administrative Services  
Office of Procurement Services  
4200 Surface Rd.  
Columbus, OH 43228-1395

## REQUEST FOR PROPOSALS

RFP NUMBER: CSP900010  
INDEX NUMBER: EPA017H  
UNSPSC CATEGORY: 78180000

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Environmental Protection Agency, is requesting proposals for:

### Operation of a Vehicle Emissions Testing Program in the Cleveland/Akron Area

RFP ISSUED: January 6, 2009  
INQUIRY PERIOD BEGINS: January 6, 2009  
PRE-PROPOSAL CONFERENCE: January 22, 2009 at 1:00 P.M.  
INQUIRY PERIOD ENDS: February 27, 2009 at 8:00 A.M.  
PROPOSAL DUE DATE: March 11, 2009 by 1:00 P.M.

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Proposals received after the due date and time will not be evaluated.

OPENING LOCATION: Department of Administrative Services  
Office of Procurement Services  
4200 Surface Road  
Columbus, OH 43228-1395

This RFP consists of five (5) parts and nine (9) attachments, nine (9) appendices, totaling 104 consecutively numbered pages. Please verify that you have a complete copy.

\* To indicate a change to the Inquiry Period to end February 27, 2009 at 8:00 AM

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. The State may change this schedule at any time. If the State changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, the State will make scheduled changes through the RFP addendum process. The State will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	January 6, 2009
Inquiry Period Begins:	January 6, 2009
Pre-Proposal Conference	January 22, 2009 at 1:00 p.m.
* Inquiry Period Ends:	February 27, 2009 at 8:00 a.m.
Proposal Due Date:	March 11, 2009 by 1:00 p.m.
Testing to commence (no later than):	January 1, 2010

Estimated Dates

Contract Award Notification:	April 14, 2009 or later
Issuance of Purchase Order:	July, 2009 (or upon budget approval)

NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due. Proposals received after 1:00 P.M. on the due date will not be evaluated.

PRE-PROPOSAL CONFERENCE. A pre-proposal conference will be held on Thursday, January 22, 2009 at 1:00 PM to 4:00 PM in the Buckeye Room, of the Department of Administrative Services, 4200 Surface Road, Columbus, OH 43228. The purpose of this conference is to discuss the RFP and Project with prospective Offerors and to allow them to ask questions arising from their initial review of this RFP. We ask that each question be provided in writing at the meeting for transcription accuracy. Index cards will be provided at the conference to write the question(s). Attendance at the Pre-Proposal Conference is not a prerequisite to submitting a Proposal. The State will answer questions as best as possible. We reserve the right to take questions under advisement and respond through the inquiry process. Offerors are responsible for any and all information exchanged at the conference or via the Internet inquiry process.

To facilitate access to this site, please provide the names, organization and telephone numbers of representatives that will attend the pre-proposal conference and send this information to: Janice L. Fitzpatrick, Ohio Department of Administrative Services, no later than 4:00 PM, January 14, 2009 by email to: [Janice.fitzpatrick@das.state.oh.us](mailto:Janice.fitzpatrick@das.state.oh.us) or fax 1-614-644-1785.

\* To indicate a change to the Inquiry Period End Date to February 27, 2009 at 8:00 AM.

5. The Offeror submits a list of the key, qualified personnel, including a Project Manager that will be involved in the Work. The key staff must have experience with projects of a similar size, scope, and nature. The Offeror provides completed Attachments Seven A, B, and C for the Project Manager and all such key personnel and their responsibility to the Work. If fewer than three (3) references are provided, the Offeror must include information as to why fewer than three (3) references were provided.	4	
6. The Offeror must do the following: a. Demonstrate it has sufficient resources to meet the requirements and deadline of the Project. (i.e., technology and support mechanisms; financial stability and capacity; sufficient time commitment by its staff. b. Demonstrate it can quickly undertake and successfully complete the required tasks for this Project in time allowed. (e.g., it has an adequately skilled staff to develop quality deliverables in the allowable time frame).	6	

400 points are attainable by scoring 5 (“greatly exceeds”) points, multiplied by corresponding weight, for each of the items in the Technical Proposal section of Table 3.

**PROPOSAL EVALUATION AND ORAL PRESENTATION.** Once the technical merits of a Proposal are considered, the costs of that Proposal will be considered. It is within the State’s discretion to wait to factor in a Proposal’s cost until after any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, the State may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. The State may reconsider the excessiveness of any Proposal’s cost at any time in the evaluation process.

**COST POINT CALCULATION**

The Offeror’s cost points are calculated using the following formula: Cost points = (lowest Offeror’s cost/Offeror’s cost) x C. The value of C will be 100 cost points.

\* Cost will be based on the summation of both monthly cost proposals as shown on page 94 of the RFP.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted cost proposal given the maximum number of points possible for this criterion. Other acceptable cost proposals will be scored as the ratio of the lowest price proposal to the proposal being scored, multiplied by the maximum number of points possible for this criterion.

**TOTAL POINTS**

The Offeror with the highest point total from all phases of the evaluation (Technical Merit Points + Cost Points) will be recommended for the next phase of the evaluation. If the committee finds that one or more Proposals should be given further consideration, the committee may select one or more of the highest scoring Proposals to move to the next phase. The committee may alternatively choose to bypass any or all subsequent phases and make an award based solely on the evaluation phase.

**TABLE 3 – COMBINED SCORES**

The values for technical and cost points will be calculated and applied to Table 3.

CRITERIA	POSSIBLE POINTS	ACTUAL SCORE
TECHNICAL REQUIREMENTS	400	
COST	100	
TOTAL	500	

**SELECTION PROCESS.** This RFP asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror’s Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that the State received. It is not a basis for determining the importance of meeting any requirement to participate in the Proposal process.

\* To indicate clarification to the cost point calculation.

- \* The Offeror must at least have an option to purchase the emission credits. The Proposal must include information regarding the emission credits that will be obtained if the Contract is awarded. If the emission credits come from a stationary source, the proposal must clearly identify facility, premise number, source ID, quantity of the reduction by pollutant by source and the year from which the credits are being obtained. The Offeror must demonstrate within the Proposal that they will be able to obtain the emission credits within thirty (30) days of finalizing the Contract and/or the issuance of a purchase order, whichever comes later. Failure to obtain the emission credits within thirty (30) days of finalizing the Contract and/or the purchase order will result in the Contract being cancelled.

General Design of Inspection Network.

1. The Offeror shall:
  - a. Operate a network of inspection locations
  - b. Provide a sufficient number of facilities and lanes or bays that will be adequate to conduct inspections on all the vehicles subject to the motor vehicle inspection and maintenance program; "Lanes" are, with regard to testing areas, areas in which a vehicle enters the testing area by "driving forward through an entrance and then exits the testing area by driving forward through a separate exit. "Bays" are testing areas where the vehicle enters and exits through the same opening by reversing direction.
  - c. Meet the requirements for the waiting times discussed in this division.
2. Network design should take into account the number and location of vehicle owners that have been exempt from emissions inspections by statute or regulation and the fact that the Ohio's vehicle registration program is administered on a birthday staggered basis, i.e. approximately one-three-hundred sixty-fifths (1/365) of the registrations are due for renewal in any single day. These initial inspections will not include motor vehicles four years old or newer as defined in Section 3704.14 of the Revised Code.

Under the motor vehicle inspection and maintenance program design, all gasoline- and diesel-fueled vehicles equal to or less than 10,001 pounds Gross Vehicle Weight (GVW) will have to be tested (with some exceptions set forth below). Gasoline- and diesel-powered vehicles with model year 1996 or newer from the current testing year, 8,500 pounds GVW or less, and registered in Zone 1 or 4 must be tested as part of the registration renewal process unless specifically exempted from the testing requirements. Gasoline- and diesel-powered vehicles with model year 2007 or newer from the current testing year weighing 8,501 pounds GVW through 10,000 pounds GVW, and registered in Zone 1 or 4 must be tested as a part of the testing requirements. (The current four-model year exemption will remain.) All even model year vehicles must be tested during the even-numbered years (e.g. a 1998 vehicle must be tested in 2008, 2010, etc.) All odd model year vehicles must be tested during the odd-numbered years (e.g. a 1999 vehicle must be tested in 2009, 2011, etc.).

3. All inspections and reinspections will be conducted by the Offeror in the motor vehicle inspection and maintenance program.
4. The network shall be designed and stations selected and/or constructed to accommodate the number of vehicles to be inspected through the term of the contract.
5. The test station locations shall provide the maximum convenience to the public. Inspection stations shall be located within five (5) miles (straight in distance) of eighty percent (80%) of the population and within ten (10) miles of one-hundred percent (100%) of the population in urbanized areas and within fifteen (15) miles of one hundred percent (100%) of the population in rural areas as defined by the United States Census Bureau. There shall be a minimum of two inspection station locations in each county of a zone. These sites shall totally conform to the station quality and site specifications in the Offeror's proposal and this RFP.

Zone 1 shall together have a minimum of 43 inspection lanes and/or bays in the network design.

Zone 4 shall have a minimum of 36 inspection lanes and/or bays in the network design.

The Offeror will identify by county, the minimum number of stations and lanes that will be operational before the testing program begins.

6. In a centralized test network, the state of Ohio requires, in rural counties, that the inspection sites be located in or near the largest municipality and/or the county seat. Appendix B to this RFP provides a listing of the largest municipality in each county subject to the inspection requirement.

- \* To indicate a clarification to the purchase of emission credits.

ATTACHMENT NINE  
COST SUMMARY FORM

UNSPSC Number: 78180000

Cost must be reflected in U.S. Dollars

OAKS ITEM #13207

The Offeror must provide one (1) total not-to-exceed cost for a one (1) month period, testing to commence July 1, 2009 or no later than January 1, 2010 through June 30, 2011.

The not-to-exceed cost will be paid in monthly installments in arrears after testing has begun.	
DESCRIPTION	MONTHLY COST
Budget narrative and budget costs to provide the Operation of an Emissions Testing Program in the Cleveland/Akron area, as identified in the Scope of Work, Attachment One, Part One.	
Not-to-Exceed Monthly Cost for the initial contract term	\$ /month
Not-to-Exceed Monthly Cost for up to twenty-four (24) additional months of renewal (optional)	\$ /month
* Not-to-Exceed Monthly Cost total of the summation of the two cost proposals above only for the purpose of calculating the cost points.	\$ /month

Cost must be reflected in U. S. Dollars.

An invoice will be prepared and submitted to Ohio EPA on a monthly basis in arrears for costs, not to exceed above quote. Testing must commence on or before January 1, 2010; start-up may begin upon receipt of a valid purchase order from EPA. There will be no compensation for months preparing for start-up; compensation will begin when the testing starts.

Payment to begin monthly once testing commences for SFY 2010, not to exceed \$1,041,000 per month or \$12.5 million for the year if testing occurs over the entire twelve month period. Payment for SFY 2011 is not to exceed \$1,075,000 per month or \$12.9 million for the year. Budgetary numbers are provided in advance of the SFY 2010 - 2011 biennium budget. There are no assurances that these amounts will be allocated to this program by the Ohio General Assembly.

The State will not be responsible for any costs not identified.

There will be no additional reimbursement for travel or other related expenses not included in the Not-to-Exceed Cost.

\* To indicate an update to cost summary form to include a total for both line items.