



**CITY OF HOUSTON
ADMINISTRATION & REGULATORY
AFFAIRS DEPARTMENT
S22-Q23017
NOTICE OF INFORMAL REQUEST FOR PROPOSALS**

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002
(832) 393-8726
(832) 393-8758 Fax

August 20, 2008

DESCRIPTION OF SERVICES

The City of Houston Health & Human Services Department ("the City") is soliciting proposals from qualified professionals (Consultant) specializing in developing a quality assurance project plan for a Differential Absorption Light Detection and Ranging (DIAL) project.

Please review the Scope of Work/Services below. If you should you have additional questions regarding the RFP or believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of the RFP; please submit your response to Ray DuRousseau, Deputy Assistant Director, via one of the following methods listed below by **2:00 p.m. CST, Friday, September 6, 2008:**

Pre-Proposal Conference: Conference will be conducted via telephone call only and all interested contractors should **call in to the following number: 832-395-1019 at 3:00 p.m. CST, Monday, August 25, 2008.**

E-mail (Preferred Method): ray.durousseau@cityofhouston.net

Fax: **(832) 393-8726**

Mail: City of Houston
Strategic Purchasing Division (Suite 400. Room B402)
901 Bagby Street
Houston, TX 77002

SCOPE OF WORK/SERVICES

The City of Houston is requesting proposals from qualified and experienced professionals to prepare a Quality Assurance Project Plan (QAPP) for a Differential Absorption Light Detection and Ranging (DIAL) emissions measurements project. The project will be referred to as the DIAL Project and will be funded primarily through a United States Environmental Protection Agency (EPA) Community-Scale Air Toxics Ambient Monitoring Grant (see attached EPA Assistance Agreement). During the DIAL Project, DIAL will be used to quantify the mass flux of benzene and total volatile organic compounds (VOC) emissions from each unit/area within a specific refinery or petrochemical plant near the Houston Ship Channel (HSC).

The selected professional will be referred to as the QAPP Author. The QAPP Author will prepare a QAPP for the DIAL Project in accordance with EPA Requirements for QA Project Plans (QA/R-5) no later than October 31, 2008. EPA's quality assurance policies, procedures and regulations, including EPA Requirements for QA Project Plans (QA/R-5), can be accessed at the following web site: www.epa.gov/quality1/ga_docs.html.

The DIAL Project QAPP must satisfy EPA's quality assurance criteria for a research and development project whose results will be used for rules development; emissions factors development and emissions inventory improvements. The purpose of the DIAL Project QAPP is to ensure that the collected mass flux data for benzene and total VOC will be representative of actual emissions, by:



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- Documenting planning results, including important milestones and critical data quality objectives, and providing project-specific data collection standards;
- Integrating the quality assurance (QA), quality control (QC) and technical requirements of the project;
- Organizing the project data collection; and,
- Clarifying DIAL System Provider expectations.

The QAPP Author will conduct systematic planning to develop the DIAL Project QAPP. EPA guidance on Systematic Planning using the Data Quality Objectives Process (QA/G-4) can be accessed at the following web site: www.epa.gov/quality1/qa_docs.html. The DIAL Project QAPP will identify and address the attributes of the specific refinery or petrochemical plant site where DIAL measurements will be conducted. The DIAL Project QAPP must be consistent with all available guidance from EPA’s National Optical Remote Sensing Workgroup, whether it is interim guidance or in its final approved version. The DIAL Project QAPP must incorporate by reference or be consistent with the Quality Assurance Handbook for Air Pollution Measurement Systems – Volume IV: Meteorological Measurements Version 2.0, which can be accessed at the following web site: <http://www.epa.gov/ttn/amtic/met.html>. Additionally, the documents listed below must be provided with the proposal:

- Licenses and certifications
- Resumes of key personnel/proposed staff
- Client references which proposer has delivered/prepared a similar QA Project Plan
- Brief overview of consultant’s experience and an explanation of the proposer’s understanding of the work that must be accomplished and the timeframe requirement.
- Proposed Fee Schedule (Must be submitted in separate sealed envelop marked “pricing”).
- Required forms identified in the table below.

TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
All Applicable Licenses/Certifications as Required in Scope of Work/Specifications

Evaluation of each proposal shall be done in the following order:

- Expertise/Experience/Qualifications – 60%
- Proposed Strategy and Implementation Timeline - 30%
- Conformance to RFP Requirements - 10%

Attachments can be found on the e-bid website under solicitation S22-Q23071.

1. Grant Narrative Proposal



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2. Quality Management Plan
3. City of Houston Letter to EPA dated July 11, 2008