



REQUEST FOR PROPOSALS
Lane Regional Air Protection Agency (LRAPA)
Program Coordination & Best Practices Consultant

RFP Number: LRAPA RFP 24-12-01
Issue Date: December 9, 2024
Proposal Due Date and Time: January 13, 2025 at 5pm PST

1.0 INTRODUCTION

1.1 Purpose

The Lane Regional Air Protection Agency (LRAPA) is seeking proposals from qualified consultants or firms to provide services in Oakridge, OR for the development of a Best Practices Toolkit & Roadshow, Design & Facilitation, and Program Coordination & Collaboration Support as part of the Environmental Justice Government-to-Government (EJG2G) grant project "Building Community Resiliency to the Hazards of Smoke and Wildfires."

1.2 Background

LRAPA has been awarded an EJG2G grant from the U.S. Environmental Protection Agency (EPA Award No. EPA-R-OEJECR-OCS-23-02) to implement a comprehensive program aimed at building community resiliency to wildfire smoke hazards in the greater Oakridge-Westfir area of Lane County, Oregon. This project includes home hardening and smoke proofing interventions, implementation of a Smoke Community Response Plan, wood waste program coordination, and health impact research.

1.3 Project Objectives

- Develop a comprehensive Best Practices Toolkit
- Design and facilitate a roadshow to share project results
- Provide program coordination and collaboration support
- Enhance community resilience to wildfire smoke hazards
- Promote environmental justice in underserved communities

2.0 SCOPE OF WORK

The selected consultant will be responsible for the following tasks:

2.1 Program Coordination and Collaboration Support

- a. Assist LRAPA in coordinating activities among project partners, including South Willamette Solutions, Lane County Public Health, and the City of Oakridge.
- b. Facilitate regular meetings and communication among project stakeholders.

- c. Support the implementation of the home hardening and smoke proofing interventions by assisting with contractor coordination and quality assurance.
- d. Help track project progress and ensure adherence to grant timelines and deliverables.
- e. Assist in the preparation of required reports for the EPA and other stakeholders.

2.2 Best Practices Toolkit Development

- a. Develop a comprehensive "Best Practices Toolkit" that documents the strategies, interventions, and lessons learned from the Building Community Resiliency to the Hazards of Smoke and Wildfires project.
- b. Compile case studies, practical guidance, and recommendations for other communities and stakeholders interested in addressing wildfire smoke and related challenges.
- c. Incorporate findings from the Health and Morbidity Assessment and Research of Wildfire Smoke on Eastern Lane County Communities into the toolkit.
- d. Ensure the toolkit is accessible and user-friendly for a variety of audiences, including local and regional governments, community organizations, and other stakeholders involved in wildfire resilience and public health initiatives.

2.3 Roadshow Design and Facilitation

- a. Design an engaging presentation format for the Best Practices Toolkit to be used in a "roadshow" to share project results with other communities.
- b. Develop presentation materials, including slides, handouts, and interactive elements.
- c. Plan and facilitate at least three roadshow presentations to interested communities and jurisdictions.
- d. Provide guidance on how to implement similar programs in other locations.

2.4 Deliverables

- a. Best Practices Toolkit (digital and print versions)
- b. Roadshow presentation materials
- c. Documentation of participation in three roadshow presentations
- d. Monthly progress reports or meeting check-ins
- e. Final project report

2.5 Timeline and Milestones

- a. Report due Apr. 15, 2025, for Jan. 1, 2025 - Mar. 31, 2025 activities
- b. Report due July 15, 2025, for Apr. 1, 2025 - June 30, 2025 activities
- c. Report due Oct. 15, 2025, for July 1, 2025 - Sep. 30, 2025 activities
- d. Report due Jan. 15, 2026, for Oct. 1, 2025 - Dec. 31, 2025 activities
- e. Report due Apr. 15, 2026, for Jan. 1, 2026 - Mar. 31, 2026 activities
- f. Report due July 15, 2026, for Apr. 1, 2026 - June 30, 2026 activities
- g. Report due Oct. 15, 2026, for July 1, 2026 - Sep. 30, 2026 activities
- h. Report due Jan. 15, 2027, for Oct. 1, 2026 - Dec. 31, 2026 activities
- i. Report due Apr. 15, 2027, for Jan. 1, 2027 - Mar. 31, 2027 activities
- j. Final report due May 15, 2027, for grant program activities

3.0 TECHNICAL REQUIREMENTS

- 3.1 The contractor is required to comply with all relevant EPA regulations and guidelines associated with the EJG2G grant program. Additionally, all work must meet LRAPA's established quality assurance standards and procedures. Where applicable, the contractor must utilize EPA-approved methodologies for data collection and analysis.

4.0 BUDGET AND FUNDING

- 4.1 The total budget for this contract is capped at **\$84,000**, as specified in the EJG2G grant budget. Proposals should provide a comprehensive budget breakdown that includes personnel costs, travel expenses, materials, and any subcontractor fees. All proposed expenses must comply with the guidelines outlined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

5.0 PROPOSAL SUBMISSION GUIDELINES

- 5.1 Proposals must be submitted electronically to Matt Sorensen no later than **January 13, 2025 at 5pm PST**
- 5.2 Proposals should be in PDF format and should not exceed 20 pages (excluding appendices).
- 5.3 Required sections:
- a. Company profile and qualifications
 - b. Project approach and methodology
 - c. Detailed work plan and timeline
 - d. Budget breakdown
 - e. Key personnel resumes
 - f. Similar project experience and references
- 5.4 Questions regarding this RFP must be submitted in writing to Matt Sorensen Msorensen@lrpa.org no later than January 6, 2025.
- 5.5 A pre-proposal conference will be held virtually on Zoom <https://us02web.zoom.us/j/85142587026> on **December 19, 2024** at 1pm PST. **Attendance is mandatory.**

6.0 EVALUATION CRITERIA

- 6.1 Proposals will be evaluated based on the following criteria:
- a. Qualifications and experience of the firm and key personnel (25%)
 - b. Understanding of the project and quality of the proposed approach (30%)
 - c. Work Plan, Reporting, and Project Timeline (20%)
 - d. Cost/Budget proposal (25%)

7.0 CONTRACT TERMS AND CONDITIONS

- 7.1 Contract Term: The initial contract term will be from July 1, 2024, through March 31, 2027, with no possibility of extension based on performance and availability of funding
- 7.2 The contract will be subject to all applicable federal regulations, including but not limited to 2 CFR Part 200 and EPA-specific requirements.
- 7.3 The contractor must not be debarred or suspended from federal contracts.
- 7.4 The contractor must comply with EPA's Disadvantaged Business Enterprise (DBE) requirements (40 CFR Part 33).
- 7.5 Billing Procedures: The contractor shall submit invoices no more frequently than monthly. LRAPA shall pay approved invoices within 30 days of receipt
- 7.6 Payment will be made on a cost-reimbursement basis, subject to approval of deliverables and submission of proper invoices.
- 7.7 Non-Appropriation: The contract may be terminated by LRAPA in the event of non-appropriation of funds or revocation/non-renewal of the EPA grant funding.
- 7.8 LRAPA reserves the right to terminate the contract for convenience upon 30 days written notice. In the event of early termination, LRAPA will pay for all work completed up to the termination date.
- 7.9 The contractor shall maintain the confidentiality of all project materials and delay release of findings by at least 48 hours, unless compelled by legal process
- 7.10 Federal Fund Requirements: The contractor shall assume sole liability for any breach of the conditions of the EPA grant that requires the return of funds to the federal grantor.
- 7.11 Amendments: Any amendments to the contract must be in writing and signed by both parties.
- 7.12 Governing Law and Venue: This contract shall be governed by the laws of the State of Oregon. Any legal action related to this contract shall be filed in Lane County, Oregon.
- 7.13 Dispute Resolution: In the event of a dispute, the parties agree to attempt resolution through mediation before pursuing legal action.
- 7.14 The contract will be awarded to the responsible Proposer whose Proposal LRAPA determines in writing to be the most advantageous based on the evaluation process and factors described in this RFP.
- 7.15 LRAPA reserves the right to reject any or all Proposals not in compliance with the RFP documents or public contracting procedures.

8.0 COMPLIANCE REQUIREMENTS

- 8.1 The contractor is required to adhere to all relevant federal, state, and local laws and regulations. In addition, the contractor must retain all project-related records for a minimum of three years following the final payment, in accordance with 2 CFR 200.334. The contractor should also be prepared for potential audits or reviews conducted by the EPA.

9.0 REPORTING REQUIREMENTS

- 9.1 Monthly progress reports via in-person or virtual meetings detailing activities, achievements, and challenges.
- 9.2 A complete and detailed final report summarizing all project activities, outcomes, and lessons learned.

- 9.3 Any additional reporting requirements specified by the EPA or LRAPA during the contract period.
- 9.4 The contractor shall maintain financial records related to this contract for a period of not less than three full fiscal years following expiration or termination of this contract

10.0 INTELLECTUAL PROPERTY

- 10.1 All materials developed under this contract will be the property of LRAPA, with acknowledgment of EPA funding.
- 10.2 The contractor must obtain necessary permissions for any copyrighted material used in the project deliverables.

11.0 CONFLICT OF INTEREST

- 11.1 Bidders must disclose any potential conflicts of interest in their proposals
- 11.2 The selected contractor must adhere to applicable federal ethics regulations throughout the project duration

12.0 PROPOSAL PREPARATION COSTS

- 12.1 Costs incurred in preparing and submitting proposals are the responsibility of the bidder and will not be reimbursed by LRAPA.

13.0 RIGHTS TO REJECT OR ACCEPT PROPOSALS

- 13.1 LRAPA reserves the right to reject any or all proposals received in response to this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety if it is in the best interest of LRAPA to do so.

14.0 CONTACT INFORMATION

For questions or additional information, please contact:

Matt Sorensen
Public Affairs
Lane Regional Air Protection Agency
Msorensen@lrpa.org
541-736-1056 x209

15.0 ATTACHMENTS

- Attachment 1: Grant Workplan & Budget
- Attachment 2: EPA Grant Terms & Conditions
- Attachment 3: LRAPA Public Contracting and Procurement Rules (Title 1).
- Attachment 4: Proposal Evaluation Form

16.0 PROTEST PROCEDURES

- 12.1 Protests of the RFP document must be submitted in writing to Msoresen@lrpa.org no less than ten (10) days prior to the Solicitation Closing.
- 12.2 Protests of the award decision must be submitted within three (3) business days after the issuance of the notice of intent to award.
- 12.3 The Purchasing Agent will consider the protest and issue a written decision. Appeals of the Purchasing Agent's decision may be made to the LRAPA Board within three (3) business days.

17.0 PUBLIC RECORDS

Proposals are public records and will be available for inspection after the notice of intent to award, except for any information designated as confidential by the Proposer and determined by LRAPA to be exempt from disclosure under Oregon Public Records Law.