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**REQUEST FOR QUALIFICATIONS  
for  
TECHNICAL SUPPORT SERVICES**

**January 9, 2019**

**OHIO AIR QUALITY DEVELOPMENT AUTHORITY**  
**REQUEST FOR QUALIFICATIONS FOR TECHNICAL SUPPORT SERVICES**

The Ohio Air Quality Development Authority (the Authority) is issuing this Request for Qualifications for Technical Support Services (the RFQ). If you wish to submit a response to this RFQ, please observe the following requirements:

1. The response must provide the information requested (see **Information to be provided**). Responses to the RFQ are limited to 20 pages, not including exhibits. All exhibits should be numbered and referenced, but included in the text of the proposal. The Authority may request more detailed information regarding any proposal submitted.
2. Six copies of your proposal must be delivered to the Authority by 12:00 pm (EST), on February 8, 2019, addressed to Ohio Air Quality Development Authority, 50 W. Broad Street, Suite 1118, Columbus, Ohio 43215, Attn: Sandra Langston. Faxed or e-mailed copies will not be accepted.
3. The Authority will entertain written requests for additional information in connection with this RFQ, if such requests are received by the Authority by January 22, 2019 by 12:00 pm (EST). Any such request should be sent by e-mail and directed to:

Ms. Sandra Langston  
Executive Assistant  
Ohio Air Quality Development Authority  
50 W. Broad Street, Suite 1118  
Columbus, Ohio 43215  
Phone: (614) 466-6825  
Fax: 614-752.9188  
[Sandra.Langston@aqda.state.oh.us](mailto:Sandra.Langston@aqda.state.oh.us)

Any responses to requests for additional information will be sent to all the recipients of this RFQ and posted on the Authority's website ([www.ohioairquality.org](http://www.ohioairquality.org)) by the close of business on January 28, 2019. The Authority will respond only to requests seeking specific information regarding the RFQ. The Authority will not respond to requests seeking an indication of the Authority's preferences or intentions. In addition, the Authority reserves the discretion to decline to respond to any request.

4. It is the policy of the Authority to provide an equal opportunity to all qualified applicants who respond to the RFQ. To achieve this, the Authority will take affirmative steps to administer this process without regard to race, sex or other protected status, and to base all decisions on valid selection criteria. Unlawful discrimination against qualified applicants is strictly prohibited.

5. Responses to the RFQ and requests for additional information are property of the Authority and will be considered “public records” subject to disclosure pursuant to the Authority’s records policy and Ohio law. Potential respondents are advised that the Authority will not sign non-disclosure or confidentiality agreements.
6. It is the Authority’s intent to create a list of qualified Technical Consultant Teams to be appointed on a rotating basis for project assignments related to bond issues, programs and services offered by the Authority.

## **THE AUTHORITY**

The purpose of the Authority is to provide for the conservation of air as a natural resource of the State of Ohio (the State), and to prevent or abate the pollution thereof, to provide for the comfort, health, safety and general welfare of all employees, as well as all other inhabitants of the State, to assist in the financing of air quality facilities for industry, commerce, distribution and research, including public utility companies, to create or preserve jobs and employment opportunities or improve the economic welfare of the people, or assist and cooperate with governmental agencies in achieving such purposes.

The Constitution of the State, particularly Article VIII, Section 13, and Ohio Revised Code Chapter 3706 are the sources of, and enabling legislation for, the exercise of the powers of the Authority.

The Authority consists of seven members. Five public members are appointed by the Governor with the advice and consent of the Senate. No more than three members may belong to the same political party. Each member’s term of office is eight years. The terms are staggered. The two remaining members serve ex-officio. They are the Director of the Ohio Environmental Protection Agency and the Director of the Ohio Department of Health.

The Authority elects from its appointed members a Chairperson and a Vice-Chairperson. The Secretary-Treasurer is elected, but need not be a member of the Authority. The Executive Director serves as the current Secretary-Treasurer and is responsible for daily operations as well as oversight of Authority staff and contractors.

## SCOPE OF SERVICES

The Authority is seeking technical support services from qualified applicants who can represent the breadth of knowledge and experience encompassing the diverse range of resources, technologies, industry best practices and other strategies that may be deployed in projects seeking financing from the Authority in order to maximize the conservation of air as a natural resource in the State.

The Authority is the recipient of an extensive range of proposed concepts and projects, which apply for financial and technical assistance at various times throughout the year. These include projects involving discrete building systems, remodeling of entire structures, and construction of new structures. As assigned by the Authority's Executive Director, the team(s) providing technical support services will include the evaluation of proposals to analyze and validate the technical merits of project proposals with a primary focus on the project's ability to conserve air as a natural resource by abating or preventing air pollution. The technical consultant team(s) will be expected to produce work in one or more of the following areas outlined below:

- A. Building science and related energy modeling for residential and non-residential sectors;
- B. Energy generation resources, technologies, facilities and practices that result in reductions of air pollution;
- C. Non-residential construction techniques, materials and installation practices resulting in energy savings and/or air pollution reductions in existing buildings and/or new construction;
- D. Infrastructure related equipment and property that promotes the use of alternative fuel and active mobility options to achieve the reduction of emissions of air contaminants into the ambient air;
- E. Business and industry needs related to building energy use, onsite energy generation and efficiency savings;
- F. Building energy efficiency savings measurement and verification approaches using metered energy consumption data;
- G. Assessment of environmental factors that can potentially affect health, such as the ability to control or reduce exposures to air contaminants;
- H. Behavior and comfort preferences by building occupants that affect health and energy savings in electricity and gas retail end uses;
- I. Energy consumption forecasts, demand analysis, greenhouse gas emissions, baseline inventories and trends relevant to the State;
- J. Final disposal of a by-product or solid waste addressing a reduction in air contaminants;
- K. Project-specific and/or community-wide consumption-based pollutant emissions (including projects that may propose upstream or downstream or life-cycle air pollution reductions (e.g. GHG));

- L. Net emissions and/or sequestration from agriculture, forestry, and other land use activities. This area of expertise shall include products or techniques which result in carbon sequestration as reported in proposed projects from time to time.
- M. Best practices and limitations of using calculated energy savings and air emissions reductions;
- N. Building energy use benchmarking, measurement and verification of awarded project performance over time, and public disclosure practices;
- O. Knowledge of federal, state, utility and other ratepayer funded programs and incentives; and
- P. Data analysis approaches that leverage and build upon available solutions;

The scope of services being requested shall include, but is not limited to, the following:

1. Provide advice and consultation on technical matters involving one or more proposed bond issues, programs and services of the Authority, or applications made to the Authority, and respond to requests from, or at the direction of, the Executive Director pertaining to technical questions regarding any such assignments. The amount of time required for this type of work will vary from project to project. However, the technical consultant should communicate the amount of time required for these activities to the Executive Director during such time when bond issues, programs or services are assigned. Duties may include, but are not limited to:
  - review of preliminary project concepts and participate in pre-application discussions to understand and validate basic technical details to recommend eligibility of proposals to proceed in evaluation process to receive financial or technical assistance from the Authority,
  - receive and review project application materials, including construction drawings, calculations, and other documents, and maintain such documents in accord with the Authority's records retention policy and Ohio public records law; and identify additional documentation that may be necessary to support the project's engineering or technical activities,
  - conduct field inspections, participate in project-specific meetings, or other activities, as agreed to by the Executive Director, that provide additional information on proposed projects to validate technical details more accurately and effectively,
  - determine compliance of proposed project with all applicable rules, laws and codes at the local, state and federal levels,
  - analyze and verify the emissions reduction data as described in the application on the anticipated benefits of the proposed project,
  - identify any limitations and risks relevant to the technical merits of the proposed project that may occur during construction and operation of the project, or adversely impact the expected benefits to the State in energy savings, health effects and/or emissions reductions,

- make recommendations on the validity of technical details in the method prescribed by and assist the Authority, its Executive Director and staff as to the technical qualifications of the project being funded as an “air quality facility” within the meaning of the ORC Section 3706.01(G),
  - any and all other technical services requested by the Authority in connection with any such assigned bond issue, application, program or service.
2. As requested by the Authority Members or its Executive Director from time to time, perform an evaluation of and make recommendations on the Authority’s program performance and effectiveness to meet intended goals. Duties may include, but are not limited to:
- review and make recommendations to revise program guidelines, application, reporting and other documentation to align program materials to desired outcomes,
  - develop and standardize methodologies for analyzing energy consumption, air emissions and other related data to the program performance,
  - present and inform the Authority, its Executive Director and staff on innovative technologies and techniques, industry best practices, market studies and other emerging trends relevant to conserving air as a natural resource by abating or preventing air pollution.
  - review project reports and other related information to analyze technical details and determine the project’s performance in meeting expectations of the desired performance as described in application materials and any subsequent revisions during operations, and
  - prepare data, graphics, maps or visualizations of program technical information that can be conveyed in meaningful ways to Authority members and the public.

## **BASE OF SELECTION**

Selection will be based upon, but not limited to, the following:

- (a) Articulation of ability to fulfill the scope of work by identifying the areas of expertise as outlined in the Scope of Services (identified from A – P); and
- (b) Experience representing the State of Ohio, its agencies and departments and other political subdivisions in capacity of a technical expert; and
- (c) Qualifications, education and experience of the individuals assigned to perform services; and
- (d) Cost; each proposal should include specific compensation amount, with the understanding that the payment amounts and schedules will be negotiated with the successful proposer(s) and during each project assignment; and
- (e) Organizational history, structure, insurance policies, and ability to certify regarding conflicts of interests; and
- (f) Physical presence within the State of Ohio and Responsiveness – ability to quickly respond to requests from the Executive Director with respect to any assigned bond issue, projects, programs or services is essential; and
- (g) References

The Authority reserves the right to accept or reject in whole or in part—without incurring liability of any kind—any or all proposals submitted pursuant to this solicitation.

## **PROPOSED SCHEDULE OF EVENTS**

The Authority intends to use the following schedule of events for the solicitation, selection and award of technical support services:

<b><u>Date</u></b>	<b><u>Description of Event</u></b>
January 9, 2019	RFQ Released
January 23, 2019	Deadline to submit requests for additional information
January 28, 2019	Deadline for the Authority to respond to requests for additional information
February 8, 2019	Deadline for proposals to be submitted
February 18 - 22, 2019	Possible interviews with entities submitting proposals
March 12, 2019	Authority's selection of Technical Consultant Team(s)

## **INFORMATION TO BE PROVIDED**

1. Articulation of ability to fulfill scope of work (five-page maximum).
2. Information regarding applicant or individual and specific areas of expertise. Identify ownership and legal organization.
3. The number and location of offices, the number of professional specialists and types of expert specializations, number and type of support employees, the location of headquarters and principal place of business, the location of offices in the State of Ohio and the number of professional specialists and other employees located at each of those offices.
4. An overview of experience in providing technical support services with emphasis on services provided to a state, its agencies and departments and other political subdivisions in the state. Focus should be on the experience of current employees or principals who are proposed to work on this assignment, not just of the firm in general.
5. Description of approach in providing technical support services.
6. Evidence of professional liability insurance.
7. Identify the individuals to be assigned to provide technical support services to the Authority, their areas of expertise, experience, title, position, office location and time in current position, time in the organization. Identify professionals primarily responsible for services and indicate services to be performed by individuals identified. Brief resumes of each should be provided (may be attachment or exhibit).
8. Anticipated division of duties among the assigned individuals.
9. Proposed compensation amount, either hourly rate and/or retainer amount
10. References for each individual identified.
11. Any existing or potential conflicts(s) of interest arising from relationship with or representation of other parties and if selected, potential conflicts(s) between other parties and the Authority.
12. Any litigation, administrative and/or investigative proceedings regarding a violation or alleged violation by the applicant or the identified individuals of any State or federal law or regulation that is currently pending or concluded since January 1, 2010.
13. Any other relevant factors that should be considered by the Authority.

## **OTHER TERMS AND CONDITIONS**

In connection with this RFQ, the Authority reserves the right, in its sole discretion, to:

1. Rescind or amend this RFQ, and distribute the amendments prior to the submittal deadline to any potential respondent known to the Authority to have requested this RFQ;
2. Reject any or all proposals;
3. Select one or more applicants as technical consultants in the future, in addition to any selected pursuant to this RFQ, or to re-issue an RFQ for the services listed herein or similar services at any time;
3. Request an interview with, or request additional information from individuals or organizations prior to selection of the technical support consultant;
4. Investigate the references and past performance of any respondent with respect to its successful performance of similar services, compliance with specifications and contractual obligations.
5. Select any organization(s) for further negotiations which, in the Authority's judgment, will best meet the Authority's needs;
6. Change the proposed schedule of events;
7. Waive any technicalities and make any award(s) that is determined to be in the Authority's best interests; and
8. Disqualify any response to this RFQ if any individual lobbies or attempts to influence any member or staff of the Authority regarding the selection of the technical support consultant.

The Authority assumes no responsibility for any costs incurred by any person or entity in response to this RFQ.