

BOARD MEETING DATE: October 2, 2015

AGENDA NO. 4

**PROPOSAL:** Execute Contract for Enhancement of Web-Based Annual Emissions Reporting Tool

**SYNOPSIS:** At its July 10, 2015 meeting, the Board approved the release of an RFP for Enhancement of Web-Based Annual Emission Reporting Tool that includes enhancements to the existing tool features based on user feedback. One proposal was received in response to the solicitation and that firm is highly qualified. This action is to award the contract to Ecotek Consulting Inc. for Enhancement of Web-Based Annual Emission Reporting Tool at a total cost not to exceed \$150,000, which is included in the Planning, Rule Development, and Area Sources FY 2015-16 Budget.

**COMMITTEE:** Administrative, September 11, 2015; Recommended for Approval

**RECOMMENDED ACTION:**

Authorize the Executive Officer to execute a contract with Ecotek Consulting Inc. for Enhancement of Web-Based Annual Emissions Reporting Tool at a cost not to exceed \$150,000.

Barry R. Wallerstein, D.Env.  
Executive Officer

PF:JW:IM:ARG

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**Background**

On July 10, 2015, SCAQMD released RFP# P2016-04 for Enhancement of Web-Based Annual Emissions Reporting Tool that includes fixes and upgrades to the existing tool features based on user feedback. Under SCAQMD's Annual Emission Reporting (AER) Program, there are about 1,800 facilities that are required to report criteria and toxics emissions annually to the SCAQMD and pay emission fees in accordance with Rule 301(e) requirements. Additionally, facilities subject to the Air Toxics "Hot Spots" (AB 2588) program are required to report their quadrennial toxics emissions inventory through the AER Program. AB 2588 facilities are included as AER facilities for the

purpose of this Board letter. Consolidation of the AB 2588 toxics emission inventory reporting requirement into the AER program has improved the toxics emissions data quality and minimized required resources by both facilities and the SCAQMD.

In December 2011, the Board approved releasing an RFP to solicit proposals from qualified firms to develop a new AER system with an option to renew the contract for three additional years. In March 2012, the Board approved a contract with Ecotek Consulting Inc. to develop and implement the new AER system, using \$103,921 in U.S. EPA grant funds combined with \$95,899 in SCAQMD funding. In March 2013, the Board approved amending the contract to secure the second installment of the U.S. EPA funds (totaling \$96,079) combined with \$50,000 from SCAQMD funding to include additional tasks as required by the U.S. EPA grant. In June 2014, the Board approved amending the contract for the third year for a total amount of \$235,370 for program enhancements identified during pilot testing and from user feedback. This action brought the contract total to \$581,269 of which \$200,000 was funded from a U.S. EPA grant.

The emissions reporting system includes new features such as quality control, enhanced data management, standard and ad hoc reporting, data adjustments, and billing functions as well as integration of greenhouse gas emission reporting. The new reporting tool was available as an option to facilities for testing and reporting 2013 emissions. This new tool is now mandatory, and this year facilities successfully reported their calendar year 2014 emissions and will be required to use the tool for all subsequent annual emissions.

The requested funding will allow Ecotek Consulting Inc. to provide new critical features to the tool, which were suggested by industry stakeholders. These include redesigning the uploading and importing of a facility's permit and emissions profile to resolve data issues discovered during the 2014 emissions reporting period, adding more data validation functionality, modifying the tool's truncating and rounding features to add more precision, and enhancing the SCAQMD administrative functions.

## **Outreach**

In accordance with SCAQMD's Procurement Policy and Procedure, following notice at the July 10, 2015 Governing Board meeting, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP was emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

**Bid Evaluation**

There was only one proposal received in response to the RFP by the deadline for submittal of 4:00 p.m. on August 12, 2015. The proposal was from Ecotek Consulting Inc. who has been working on the development of the AER web-based program since 2012. The proposal was evaluated and scored by a three-member evaluation panel. The evaluation panel graded Ecotek Consulting Inc. with a final average technical score of 64 (out of a maximum of 70). Since this was the only proposal received, the panel members evaluated this proposal based on its technical factors such as clear understanding of the nature and extent of the work to be performed, and the contractor's experience in developing and designing software programs for emission reporting.

**Panel Composition**

The evaluation panel consisted of an SCAQMD Program Supervisor from Information Management, an SCAQMD Program Supervisor from Planning, Rule Development, and Area Sources, and an SCAQMD Air Quality Specialist from the Annual Emissions Reporting Group. The panel breakdown was three Asian; three male.

**Resource Impacts**

The total funding for the work contemplated for this contract is a maximum of \$150,000.