



DATE: July 16, 2024

SUBJECT: REQUEST FOR PROPOSALS FOR AIR MONITORING STATION OPERATION AND MAINTENANCE SUPPORT

Pursuant to the Air Monitoring Station Operation and Maintenance Support Request for Proposals (RFP), all proposers were to submit any questions regarding this RFP by July 9, 2024. Questions were to be submitted in writing, and all questions and responses were to be posted on [the Harbor Department's website](#), www.rampla.org, and the [PlanetBids POLB Portal](#).

Below is a list of questions received from proposers, and the Department's response:

1. Q: On Page 13 of the RFP, Section 6 Cost indicates rate sheets must be used to identify labor rates and administrator charges according to Exhibit L. Exhibit L refers to the POLB rate sheet, please confirm proposers may use their own format for the POLA rate sheet?

A: POLA does not have a set rate sheet format. However, your rate sheet should contain all the requested information to be considered responsive.

2. Q: Are proposers expected to provide one (1) proposal for both Ports' monitoring programs? In terms of Section 3.4 Proposal Content, provide one (1) proposal for Section 3.4 items 1-5 relating to both Ports and two (2) cost estimates for item 6 – separate cost estimate for POLA and POLB programs?

A: Proposers should submit one (1) proposal and two (2) cost estimates, one for each Port, as there are some different tasks specific to each Port that may affect the cost estimates. If there is a Port specific task that you wish to elaborate on, you may do so within the twenty (20) page proposal limit.

3. Q: In the twenty (20) page proposal page limit, are the Cover Transmittal Letter and Table of Contents excluded from the twenty (20) page proposal limit?

A: The transmittal letter and table of contents is not included in the page count. However, please keep your proposal concise and to the point where possible.

4. Q: Is the solicitation considering a software solution to automate data collection, analysis, and reporting? If not, please skip the remaining questions.

A: Some of the instrumentation used to measure pollutants at all the air monitoring stations are filter based and will require a technician to physically visit the air monitoring stations. In addition, Port of Los Angeles requires availability for presentations at public meetings. Therefore a proposal with only a software solution would not meet the requested tasks required by the Ports.

5. Q: Are there any existing data management systems to collect, store, and manage air quality data in place?

A: Please see Attachments O-R of the RFP.

6. Q: Is your primary challenge related to a missing system, a missing piece of an existing system, or a lack of automated interoperability between existing systems? If yes, please describe the present state of your system(s).

A: No.

7. Q: Are there challenges or inefficiencies in the current reporting process that a software solution could address?

A: Please review the Ports' annual reports posted on our website¹ for any challenges faced.

8. Q: What are the specific reporting requirements and standards that must be met (e.g., EPA guidelines)?

A: Please see Attachments O-R of the RFP.

9. Q: Can you provide more information on how the instruments, data acquisition systems, data management system and website work together? For example, how is data telemetry accomplished? How are data quality controlled and stored in the current system?

A: Please see Attachments O-R of the RFP.

10. Q: Can you provide current SOPs and maintenance schedules? These may have maintenance requirements that can affect cost.

A: Please see Attachments O-R of the RFP.

11. Q: As indicated in the RFP, the overall monitoring system consists of the monitoring network(s), a Data Review and Quality Assurance (DAHS) system, and a real-time air monitoring website. Can you confirm that the incumbent contractor or the client will provide the new contractor with the existing website, domain, code base, and underlying components required to host and maintain it? If so, could you provide additional information on how you envision this occurring to ensure a transition?

¹ <https://monitoring.cleanairactionplan.org/>

A: The current air quality monitoring Contractor would provide all necessary information to transition as necessary. The Ports would contract with the current Contractor for a brief transition period in order for duties, tasks, and data to be transferred to a newly selected Contractor.

12. Q: Regarding Task 2, can you clarify whether the new contractor would be working with an existing DAHS operated by a third party or the client, taking over operations of an existing one, or introducing a new one?

A: A new Contractor would be taking over existing DAHS provided by Thermo Electron Corporation.

13. Q: If we are working with an existing DAHS, can you elaborate on how the new operator can perform the administrative tasks described in Task 2?

A: Task 2 requires the selected Contractor to review the data for accuracy, checking for outliers and conduct external audits of the monitoring stations.

14. Q: Could you provide details on the current website architecture and technology stack?

A: The current air monitoring website is built on a LAMP stack with the primary content management system based on Wordpress.

15. Q: Would it be possible to provide an overall systems architecture diagram? Preferably, include information delineating areas of ownership between the different parties involved where applicable.

A: The Ports own all the physical air monitoring equipment and data. The current Contractor developed the central data logger to transmit the data to the website. They also developed and host the current air monitoring website.

16. Q: What are the existing security, compliance, and operational requirements and benchmarks?

A: Please see Attachments O-R of the RFP.

17. Q: Would you like to introduce any changes or enhancements as part of a transition project?

A: The Ports are open to new ideas and concepts as appropriate to implement, however the main focus should be on maintaining the existing monitoring network, data delivery, and reporting.