Maricopa County Air Quality Department
1001 N. Central Ave, Suite 125
Phoenix, AZ 85004-1944
Phone: (602) 506-6702
Fax: (602) 506-6179
Email: SEPinfo@mail.maricopa.gov

REVISED NOVEMBER 12, 2013

CALL FOR PROPOSALS
Supplemental Environmental Projects Idea Library

The Maricopa County Air Quality Department (MCAQD) is soliciting proposals from qualified tax-exempt 501(c)(3) non-profit or government organizations for "ready to go" Supplemental Environmental Projects (SEPs) for inclusion in the MCAQD SEP Idea Library. The SEP Idea Library is an online resource listing environmentally beneficial projects that may be voluntarily added by businesses as part of settlements of enforcement actions related to alleged air quality violations.

SEPs are designed to protect and improve the environment and public health above and beyond compliance with applicable laws.

Projects approved for inclusion in the SEP Idea Library will be made available on MCAQD's website for consideration by a respondent in future enforcement settlements. Projects will remain in the SEP Idea Library for two years from the date of submission.

Determination of the type of SEP that would be appropriate depends upon the enforcement action itself and compliance with A.R.S. §49-117, which requires a nexus between the SEP and the alleged violations. **Acceptance of a project proposal into the MCAQD SEP Idea Library does not guarantee the project will be funded and implemented as a SEP as part of an enforcement settlement.**

If a project in the SEP Idea Library is selected as a SEP in an enforcement settlement, MCAQD will still need to evaluate a proposed project relative to its nexus with the alleged violations addressed in the enforcement action and the type of project, its estimated cost, and the ability to complete the proposed project.

All projects should have a verifiable air quality benefit and fall into one of the following categories: pollution prevention; pollution reduction; environmental compliance promotion or research; public health; and assessments and environmental management systems.

The Idea Library was created under the SEP Policy, #PP-2012-003. The Policy, this Call for Proposals and the application form are available for viewing or download from the MCAQD Web site at www.maricopa.gov/aq/divisions/enforcement/resources/Default.aspx.

Three public meetings will be held to review the SEP policy, this Call for Proposals and to take questions and feedback on the Call for Proposals:

> October 14, 2013, 6:30PM, City of Peoria, Development & Community Service Bldg. (DCSB). Point of View Conference Room. 9875 North 85th Ave., Peoria, AZ 85345
> October 15, 2013, 2:30PM, MCAQD 9th Floor Training Room, 1001 N. Central Ave., Phoenix, AZ 85004
> October 15, 2013, 6:30PM, Mesa Utilities Operations Bldg, 640 N. Mesa Dr., Mesa, AZ 85201

REVISED SUBMITTAL DEADLINE: Proposals must be received by **2:00 PM November ~~21~~26, 2013**. Those received after the deadline will not be considered under this solicitation.

All proposals and correspondence should be addressed to:
SEP Idea Library, ATTN Ira Domsky
1001 N. Central Avenue, Suite 125, Phoenix, AZ 85004-1944
Email: SEPinfo@mail.maricopa.gov   Phone: (602) 506-6702   Fax: (602) 506-6179   11/12/13

A. Eligibility

Only qualified tax-exempt 501(c)(3) non-profit or government organizations are eligible to propose, receive and administer SEP funds for third party SEPs. A proposing organization must clearly demonstrate in the application that it has the capability to implement and complete the proposed SEP project, if funded. The SEP Idea Library Application form may be found in Exhibit A.

B. Eligible Projects

Project proposals must fall into at least one of the following five SEP categories:

1. Pollution Prevention

A pollution prevention project reduces or eliminates pollution before generation. This includes any practice that reduces the amount of any pollutant being released into the ambient air, prior to pollution control.

Examples: Purchase and install solar panels at schools. Conduct energy audits and weatherize school buildings. Change products being used in unregulated processes, such as replacing traditional solvents, adhesives or cleaning liquids used for general office or for janitorial purposes, with low-or no-VOC alternatives.

2. Pollution Reduction

A pollution reduction project reduces or eliminates pollution after generation through an approach that applies containment techniques or pollution control.

Examples:

   a. Reduce dust and particulate matter from unpaved, dirt, or gravel surfaces.

   b. Implement a portable gas can replacement program to reduce volatile organic compounds (VOC) emissions.

   c. Purchase and install truck stop electrification technology.

   d. Replace older diesel buses with alternative fueled or clean-diesel buses.

3. Environmental Compliance Promotion/Research

An environmental compliance promotion/research project helps identify new ways to achieve or maintain compliance with applicable statutory and regulatory requirements, or go beyond current legal requirements for reducing the generation or release of pollutants. These SEPs should, but are not required to address the same pollutant(s) involved in the violation, and where compliance by other members of the regulated community would be advanced by the proposed project. Categories include:

   a. Environmental compliance promotion provides training, outreach, technical support or information to other members of the regulated community.

   b. Environmental research collects baseline environmental data to be used in research directed at reducing risks to public health and the environment, or develops new pollution control technologies that could be used to reduce the generation or release of air pollutants beyond legal requirements. Any research that results in the development of an invention or other potential property right (e.g., a patent, or copyrightable materials) shall be the sole property of MCAQD and shall be made available to the public free of charge.

Examples: Produce a seminar directly related to reducing widespread or prevalent violations within a specific regulated industry. Develop a new coating technology that reduces generation or release of VOC emissions. Develop an informational DVD to inform sources how to prevent common violations within a specific regulated industry.

4. Public Health

A public health project provides diagnostic, preventative or remedial health care related to the actual or potential damage to human health to which the violation may have contributed. Public health SEPs primarily benefit the population that was harmed or put at risk by the violation.

Examples: Collect and analyze epidemiological data, conduct medical examinations of potentially affected persons, perform health screenings.

5. Assessments and Environmental Management Systems

Assessments identify opportunities to significantly reduce emissions and improve environmental performance at a facility. Pollution prevention assessments may be acceptable as SEPs if: they are not otherwise required as injunctive relief; and the respondent agrees to provide the department with a copy of the report documenting the assessment.

   a. Pollution prevention assessments are systematic, internal reviews of specific processes and operations designed to identify and provide information about opportunities to reduce the generation of air pollutants being released into the ambient air, prior to treatment, regardless of whether the pollutants are emitted from, or upstream or downstream of, the source at which the assessment is being conducted. This may include evaluation of equipment, processes and operations, materials substitution, conservation of energy or other resources, and waste reduction. To be eligible for SEPs, such assessments must be conducted using a recognized pollution prevention assessment procedure to reduce the likelihood of future violations.

   b. Environmental Management Systems (EMS) are documented procedures for cataloging all applicable environmental requirements and assuring compliance with those requirements. An EMS provides schedules for regular review of operations that compare practices, procedures and documentation against applicable regulatory requirements and alert staff and managers of regulatory deadlines (e.g., reporting, permit renewal, control requirements). It should also document reporting requirements and provide methods for verifying compliance with those requirements. It may be a manual, computer software, or both. If implemented for the respondent, the EMS shall include standards and procedures that address environmental stewardship beyond compliance appropriate for the size and level of sophistication of the respondent. Language describing the EMS development or improvement approach shall be incorporated in the settlement agreement.

C. SEP Proposal Contents

The SEP proposal application must provide basic information about the proposing organization, a description of previous history in administering SEP or grant funds (in any jurisdiction), and contain a project budget and other detailed information about the proposed project. The department may request supplemental information needed to further consider the proposal. All proposals must be submitted using the form found in Exhibit A of this proposal. Additional information, including certifications, maps, diagrams or other supplemental materials may be attached to the form. Please make clear references to all attachments in the appropriate space provided on the form. Please limit the application, including attachments, to 25 pages or less.

D. Submittal of Proposals

All proposals must be prepared in accordance with section C., above and submitted as portable document format (PDF) files. If submitted on portable media, six copies of CDs or USB flash drive with a hard copy cover letter shall be delivered to the address listed in section E., below. The proposal may be transmitted by email providing the attachments do not exceed a cumulative size of 5MB per email. All emailed proposals should be sent with a request for a delivery receipt and all necessary documents attached to SEPinfo@mail.maricopa.gov.

E. Schedule of Events

Call for Proposals Issued: October 2, 2013

Public Meetings: October 14, 2013, 6:30PM, City of Peoria, Development & Community Service Bldg. (DCSB). Point of View Conference Room. 9875 North 85th Ave., Peoria, AZ 85345

October 15, 2013, 6:30PM, Mesa Utilities Operations Building, 640 N. Mesa Dr., Mesa, AZ 85201

October 15, 2013, 2:30PM, MCAQD 5th Floor Classroom, 1001 N. Central Ave., Phoenix, AZ 85004

Deadline for written questions regarding this solicitation is **5:00 PM, October 30, 2013**. Any such communications received after this deadline will not be considered. Responses to questions will not be provided at the public meetings.

Deadline for submission of proposals is **2:00 P.M., Arizona Time, on November ~~21~~26, 2013**. All proposals must be received before 2:00 P.M., Arizona Time, on the above date to:

> **SEP Idea Library, ATTN Ira Domsky**
> **1001 N. Central Avenue, Suite 125**
> **Phoenix, AZ 85004-1944**
> **Or by**
> **Email: SEPinfo@mail.maricopa.gov**

Responses to Questions   November 8, 2013

Written questions received and responses to them will be made available to all interested parties on the MCAQD Web site at www.maricopa.gov/aq/divisions/enforcement/resources/Default.aspx and shall be included in a separate bulletin or, if necessary, an amendment to the Call for Proposals no later than November ~~8~~13, 2013.

Proposals Opening:	November ~~21~~26, 2013
Planned review of Proposals and short list decision:	January 17, 2014
Planned proposer presentations: (if required)	January 27, 2014
Planned selection and questions to proposers:	February 10, 2013
Planned Best & Final (if required)	February 21, 2014
Recommendations of Review Committee to Director:	March 17, 2014

All responses to this Call for Proposals become the property of Maricopa County (other than pricing). If the proposal contains any proprietary business information the proposer wishes to keep

confidential, the proposer must identify the specific items and request that they be held as confidential. The County will evaluate the request and shall hold the information as confidential to the extent permissible by law. The County will not be held accountable if material from proposal responses is obtained without the written consent of the proposer by parties other than the County.

F. Inquiries and Notices

All inquiries concerning information herein shall be addressed to:

SEP Idea Library, ATTN Ira Domsky
1001 N. Central Avenue, Suite 125
Phoenix, AZ 85004-1944
Or by
Email: SEPinfo@mail.maricopa.gov

G. Evaluation of Proposals – Selection Criteria

SEP Idea Library proposals will be reviewed by an independently appointed SEP Review Committee. The committee membership shall be from 5 to 9 people, and include members with expertise in budgeting and finance, environmental benefit estimation, sustainability, public health, emissions control technologies, regulatory compliance management, and public outreach and participation.

The pricing proposals shall be reviewed in conjunction with the experience of the proposer in working with similar programs. Additional information may be requested from any or all of the proposers during the evaluation process. The County reserves the right to reject any or all proposals. Selection of any proposal for inclusion in the Library is solely at the discretion of the County. At the Review Committee's option, proposers may be invited to make presentations before them. The Review Committee, or supporting staff at the direction of the Committee, may accept proposals as written, or request resubmittal of a revised proposal to include additional information, clarifications, or other changes that may render a proposal approvable. Final proposals found to be acceptable by the Review Committee will be recommended for inclusion in the SEP Idea Library and forwarded to the Director. The recommendations shall address the feasibility, environmental benefit and likelihood of successful implementation for each proposal. Inclusion of SEP proposals into the SEP Idea Library is solely at the discretion of the Director.

Approval of SEP proposals shall be based on:

1. Strength of the proposal: The clarity of its objectives, the detail of the project description and work plan, discussion of involvement of stakeholders and participants, technical and economic feasibility, and identification of potential obstacles and how they will be handled.

2. Capacity of the implementing organization: Its experience implementing similar projects and managing grant finances and reporting. Further, the implementing organization needs to demonstrate that they have the available resources to comply with the project schedule and bring it to a successful conclusion.

3. Rigor and feasibility of the schedule: The implementation schedule is sufficiently detailed and provides adequate staging and timing of tasks to be successfully completed as planned.

4. Adequacy of funding and detail of the budget: The projected cost of the project matches its scope and is the budget is appropriately itemized. (See Section XII below for details.)

5. Rigor of the benefits estimations: The appropriate metrics for gauging success are identified, calculation methods are documented and reproducible, and both metrics and methods are backed

by citations to authoritative sources. Benchmarking with similar projects is encouraged where possible.

6. Compliance with A.R.S. §49-117: The proposal should clearly describe how the proposed project does (for a SEP proposed by a respondent) or has the potential to (for a third party SEP) meet the nexus requirement of the statute.

7. Community Input: SEPs that perform well on this factor will have been developed taking into consideration input received from the affected community. No credit will be given for this factor if the defendant/respondent did not actively solicit and incorporate public input into the SEP proposal. Any SEP proposal that provides services to affected communities (e.g., health assessments, assistance to a small business industry sector) shall include a plan for engaging the communities and acquiring input from them.

H. Contacting MCAQD

Proposers and their agents may only contact the Ira Domsky, Planning Consultant for MCAQD during this process. If proposers contact any other employee of the County or SEP Review Committee members regarding this Call for Proposals before the final decision of the Director has been made, the proposer's proposal may be disqualified from further consideration at the County's sole discretion.

All inquiries and correspondence shall be sent to:

> **SEP Idea Library, ATTN Ira Domsky**
> **1001 N. Central Avenue, Suite 125**
> **Phoenix, AZ 85004-1944**
> **Or by**
> **Email: SEPinfo@mail.maricopa.gov**