The enclosed Request for Proposals has been issued to solicit proposals to assess the efficiency and effectiveness of the Coachella Valley Regional PM$_{10}$ Street Sweeping Program for the Coachella Valley Association of Governments (CVAG).

Proposals must be received at CVAG by 5:00 pm Tuesday, June 8, 2021. Late proposals will not be accepted.

Technical questions regarding this Request for Proposals should be submitted by May 26, 2021 to Katie Barrows, kbarrows@cvag.org. Responses to questions will be posted to the CVAG website.
COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS  
ASSESSMENT OF REGIONAL PM10 STREET SWEEPING PROGRAM

INVITATION

The Coachella Valley Association of Governments (CVAG) is seeking proposals from qualified consultants to complete an assessment of the efficiency and effectiveness of the Regional PM10 Street Sweeping Program. The goal of the study is to evaluate the effectiveness of the existing street sweeping program and to identify and recommend ways to improve it.

Please submit proposals by email no later than 5 p.m. on Tuesday, June 8, 2021. Proposals should be submitted to the attention of Katie Barrows, kbarrows@cvag.org. You will receive a return email confirming receipt so please allow adequate time for your submittal to be received and confirmed.

I. BACKGROUND AND PROJECT OVERVIEW

CVAG is the regional council of governments coordinating government services in the Coachella Valley. By providing regional solutions to the common issues of the local governments and tribes that are its members, CVAG promotes a better quality of life and balanced growth for residents of central and eastern Riverside County. CVAG’s membership includes the cities of Blythe, Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs, and Rancho Mirage; the County of Riverside; and three Indian Tribes: Agua Caliente Band of Cahuilla Indians, Cabazon Band of Mission Indians and the Torres Martinez Desert Cahuilla Indians.

Since the early 1990’s, CVAG has coordinated a regional street sweeping program to control PM10 (particulate matter of less than 10 microns). PM10 in the Coachella Valley comes from dust-generating activities, including vehicles traveling over paved or unpaved streets and construction. In a secondary effect, sand deposits on road surfaces (blowsand) are ground into PM10 by moving vehicles and resuspended in the air as man-made PM10. Street sweeping is one of the primary air quality control measures to reduce PM10. The purpose of the Regional PM10 Street Sweeping Program is to make available and to provide street sweeping services to the Coachella Valley region which includes the cities of Palm Springs, Desert Hot Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio and Coachella as well as the unincorporated areas of Riverside County.

The general goal for the street sweeping program is to minimize the amount of time that blowsand remains in drive lanes where it can be tracked or pulverized by vehicular traffic. CVAG is coordinating with the South Coast Air Quality Management District (South Coast AQMD) to commission this study to improve the efficiency and effectiveness of the existing street sweeping program. The study will identify ways to improve the existing program and make it more effective and sustainable. Winter rains, combined with heavy winds results in newly deposited blowsand in washes and on roadways, which poses an increased likelihood of fine particulate pollution when the sand is pulverized and made airborne by vehicular traffic. Blowsand is a serious issue, especially during the spring and early summer. All regional roads are subject to sand accumulation.

II. PURPOSE

CVAG seeks a consultant/researcher to conduct a study to evaluate the efficacy of the existing Regional PM10 Street Sweeping program and identify additional needs due to increased urban
sprawl. The study should identify and recommend modifications to the existing sweeping program, in order to address existing and future street sweeper needs and blowsand events.

III. SCHEDULE

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
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<tbody>
<tr>
<td>1. Release of Request for Proposals</td>
<td>Thursday, May 20, 2021</td>
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<tr>
<td>2. Submission of Questions from proposers</td>
<td>Questions must be submitted by email to <a href="mailto:kbarrows@cvag.org">kbarrows@cvag.org</a> by 3:00 pm on Wednesday, May 26, 2021. Include in email Subject Line: Bidder Question: Street Sweeping Study</td>
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<tr>
<td>3. Response to Questions posted to website</td>
<td>Responses to questions submitted by May 26 will be posted on CVAG website on Monday, May 31, 2021.</td>
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<tr>
<td>4. Deadline for Receipt of Proposals</td>
<td>June 8, 2021 (5:00 pm)</td>
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<td>5. Potential Interviews (if needed)</td>
<td>June 10 – June 15, 2021</td>
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<tr>
<td>6. Notification of proposed consultant</td>
<td>June 15/16, 2021</td>
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<tr>
<td>7. Expected contract award</td>
<td>June 28, 2021</td>
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Location:

Coachella Valley Association of Governments  
73-710 Fred Waring Dr., Suite 200  
Palm Desert, CA 92260
III. SCOPE OF WORK

Street Sweeping Effectiveness Study

The focus of this study is to assess whether changes in frequency and location of street sweeping will improve effectiveness of street cleaning. For example, would increasing the frequency of sweeping from every two weeks to weekly in locations where accumulation of blowsand is greater result in increased effectiveness? The study shall evaluate whether some streets can be swept bi-weekly and others weekly, depending on the volume of blowsand deposited. Maps showing the current street sweeping routes are attached as Attachment 1.

The study should address the following issues:

1. How should the existing routine street sweeping schedule be modified or enhanced to improve the effectiveness of the program in reducing the amount of blowsand remaining in the drive lanes where it can be pulverized to PM$_{10}$? The question will be evaluated based on most recent blowsand zone data and updated Average Daily Traffic (ADT) volumes for streets with intersections or road segments with an excess of 10,000 trips per day. Is this ADT an appropriate standard?
2. Identify a subset of regional roads in windy corridors where the most severe accumulations of blowsand occurs.
3. How should impacted areas requiring additional sweeping be prioritized?
4. What is an appropriate frequency for street sweeping? How is frequency determined by prioritization category of streets?
5. Is an enhanced routine sweeping program sufficient without post blowsand event cleanup?
6. What are existing measures used by the Coachella Valley cities and county to respond to blowsand events?
7. Are there similar street sweeping programs in other regions in the southwest U.S. that could provide best practices for the Coachella Valley region?

The proposal should describe how the consultant will complete the following tasks:

1. Gather necessary data, to include the following elements:
   a. Current blowsand zone data, including wind speeds and frequency
   b. Estimates of current blowsand and road dust removed from Coachella Valley paved roads in tons per day.
      i. Estimates will be based on sampling a subset of regional roads to determine how much sand is on each road.
      ii. Identify where and when blowsand enters roadway/drive path.
   c. Consult with South Coast AQMD on available data on entrained road dust.
   d. Gather data on particles, density, chemical analysis from South Coast AQMD monitoring stations to show the sources (silica for PM$_{10}$)
   e. Determine in consultation with South Coast AQMD if evaluation of whether newest sweepers are more efficient than the ones tested 25 years ago is needed.
   f. Determine if any other local government agencies, or California Air Resources Board (CARB), have assessed most efficient street sweeping protocols.
   g. Gather blowsand event clean up data.

2. Complete an inventory of intersections and road segments in Coachella Valley street network with highest daily traffic volumes. Use most recent ADT volume data collected by CVAG. Identify those highest traveled roadways that are within the blowsand zone as determined by existing data.
3. Evaluate existing service effectiveness for post blowsand event clean-up efforts by Coachella Valley cities and the County of Riverside. This evaluation will include assessment of cost data for existing services.

4. Survey street sweeping programs in comparable areas in the southwest U.S. including San Joaquin Valley, Great Basin NV, Clark County NV, and Maricopa County AZ.

5. Implement a study protocol to evaluate effectiveness and cost benefit of weekly vs. bi-weekly street sweeping.
   a. Prioritize results of daily traffic counts in areas. Determine which roadways are priority and what adjustments are needed in the schedule.
   b. To the extent possible, obtain South Coast AQMD emissions inventory, source information.

6. Review and analyze results, provide recommendations.
   a. Consult with CVAG Street Sweeping Task Force and South Coast AQMD throughout study
   b. Analyze and prioritize problem areas requiring additional regional sweeping control measures.
   c. Identify measures (e.g., what works best in windy areas for curb and gutter design) that can be taken within the right-of-way but off the street that would reduce sand in the drive lanes.

7. Prepare and submit final report.
   Draft copy of final report to be submitted for CVAG/South Coast AQMD review and comment.

The street sweeping program is coordinated through CVAG’s Street Sweeping Task Force, composed of representatives of Coachella Valley cities and Riverside County who meet on an as needed basis to provide input and oversight of the program. The regional street sweeping is done approximately every other week. Approximately 822 curb miles are swept on a biweekly basis as shown in the chart below. These curb miles are identified and agreed upon by the local jurisdictions as regional arterials which connect cities to each other and where there exists major traffic flow. Regional streets, curbs and medians are swept in the nighttime hours so as not to impede or disrupt the flow of traffic. Due to the growing population of the Coachella Valley, new streets may be added in the future to the regional program. Maps showing the streets covered through the Regional PM10 Street Sweeping Program are included in Attachment 1.

<table>
<thead>
<tr>
<th>Regular Streets</th>
<th>Wind Impact</th>
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<tbody>
<tr>
<td>Map 1</td>
<td>54</td>
</tr>
<tr>
<td>Map 2</td>
<td>165</td>
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<tr>
<td>Map 3</td>
<td>169</td>
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<tr>
<td>Map 4</td>
<td>171</td>
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<tr>
<td>Map 5</td>
<td>57</td>
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<tr>
<td>Map 6</td>
<td>123</td>
</tr>
<tr>
<td>Map 7</td>
<td>83</td>
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<td></td>
<td><strong>822 curb miles</strong></td>
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**Tasks/Deliverables:** The proposal should describe the approach to the following tasks. The cost for each task should be separately identified. This table is an example; submitted proposal format may vary.

<table>
<thead>
<tr>
<th>Task</th>
<th>Cost per task</th>
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<tbody>
<tr>
<td>1. Gather necessary data</td>
<td></td>
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<tr>
<td>2. Complete inventory of intersections and road segments with highest ADT volumes</td>
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<td>3. Evaluate existing service effectiveness for post blow sand event clean-up efforts</td>
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<td>6. Review and analyze results</td>
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<tr>
<td>7. Prepare and submit final report</td>
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**Total Budget**

**Targeted Schedule/Timeline/Milestones:** The proposal should outline the schedule and timeline for completion of the proposed study. Project milestones should be identified.

**Project Budget:** The proposal should outline the proposed budget for the project, by task as outlined in the Scope of Work. The budget should breakdown the cost per task by the number of hours and hourly rates.

**IV. PROPOSAL REQUIREMENTS**

The requirements of this section are mandatory and failure to comply completely will deem the proposal non-responsive. Proposals must contain the following sections:

A. Organization Profile

   This section of the Proposal is designed to establish the bidder as an entity with the skills and experience necessary to complete the tasks outlined in the RFP. The Organization Profile should be concise and clear and include descriptive information regarding skills and experience relevant to complete this proposal. The following information must be provided:

   1. Organization name
   2. A brief history of the organization, including the number of years in operation under the present organization name, as well as prior names and number of years of experience providing the proposed, equivalent, or related services.
   3. Organizational chart, including staffing structure.
4. Organization size – total number of staff, proposed number of staff that could be available to provide services.
5. Explanation of capability and commitment to cooperate with other consultants and organizations in a collaborative setting; please cite specific examples.
6. Existing agreements with other agencies to provide similar services.
7. References - names, current phone numbers for existing and past clients
8. A listing of proposed project personnel, including personal experiences and individual resumes for prime personnel. If subconsultants are to be used, identify the responsibility and qualifications of each.

B. The submittal should be concise, well organized and clearly demonstrate the skills and experience of the consultant team. The submittal should not exceed 25 pages (size 8 ½" * 11") including the organizational chart and appendices, excluding the cover letter.

C. Please submit the proposal by email in Adobe Printable Document Format (pdf), identified in the subject line as “CVAG Street Sweeping Study” to Katie Barrows at kbarrows@cvag.org.

D. The proposal will include the name of the consultant submitting proposal, mailing address, telephone number, email address, and the name of the individual to contact if further information is desired.

E. The prospective consultant will designate by name the project manager to be employed. The selected consultant will not substitute the project manager or other members of the project team without prior approval of CVAG.

F. Specify personnel to be assigned to the project. Please provide resumes. Information about project personnel and resumes can be provided through a link to a company website.

G. All proposals must be received by email by 5:00 pm Tuesday, June 8, 2021. Late proposals will not be accepted. Proposals must be submitted to:

   Katie Barrows
   kbarrows@cvag.org

   Proof of receipt before the deadline is a time and date receipt on the email. It is the responsibility of the firm replying to this RFP to see that any proposal shall have sufficient time to be received by CVAG.

H. Each proposal must include the following items:

1. Technical Proposal: Describe in detail the approach, understanding and experience related to performing the necessary tasks as described in the Scope of Work.

2. Cost Proposal: This should include a detailed cost of the work performed identifying by position the hours associated with each task, as well as direct, indirect, and overhead costs. The cost proposal should identify the hours necessary for each task, the total hours, the average hourly rate, total fees, expenses, and total fees and expenses. The cost proposal must include a separate description of costs for each element and a maximum not to exceed fee.
VI. RESPONSIBILITY OF CONSULTANT

If it is found that a consultant is not responsible (i.e., has not paid taxes, is not a legal entity, submitted a proposal without an authorized signature, falsified any information in the proposal package, etc.), the proposal will be rejected. The Proposer shall guarantee that all contents of their proposal shall be valid for a period of 120 calendar days from the due date of the proposal.

VII. CONSULTANT SELECTION

1. Each proposal will be reviewed by an evaluation group to determine if it meets the proposal requirements. Failure to meet the requirements of the Request for Proposals will be cause for rejection of the proposal.

2. The evaluation group may ask for formal oral presentations by the selected consultants. The number 1 ranked consultant(s) will then proceed to contract negotiation.

3. The prospective consultant is advised that should this Request for Proposal result in award of a contract, the contract will not be in force until it is approved by CVAG.

4. The selected consultant(s) will work closely with CVAG staff through the duration of the project. The consultant(s) will be selected for final negotiation of a contract based upon the following factors:
   - Project understanding: Degree of understanding of the project and familiarity with the area.
   - Scope of Work: Proposed approach to the project including the expected time commitment of key personnel and technical approach to the project.
   - Project Managers/Staff Qualifications: Qualifications of the staff assigned to manage and conduct the project.
   - Project Cost/Budget/Hourly Rate: Cost will be considered after selecting the best proposals.

5. CVAG reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or award the contract in any manner determined to be the most advantageous to CVAG.

VIII. GENERAL CONDITIONS

1. CVAG shall not, in any event, be liable for any pre-contractual expenses incurred by the consultant. Pre-contractual expenses are defined as expenses incurred by the consultant in:
   - Preparing the Proposal;
   - Submitting the Proposal to CVAG; and,
   - Any other expenses incurred by the consultant prior to an executed Agreement.

2. CVAG reserves the right to withdraw this RFP at any time without prior notice.
3. Any contract awarded for this project will be made to the organization that, in the opinion of CVAG, is best qualified.

4. CVAG reserves the right to reject any or all proposals in the event that it determines, in its sole discretion that adequate services cannot be obtained at a fair and reasonable cost that is within the budget available for the project. CVAG further reserves the right to waive any irregularities in the proposals received in this response for Request for Proposals (RFP).

5. CVAG reserves the right to split or award the contract in any manner determined to be the most advantageous to CVAG.

6. No proposer, or anyone representing a proposer, is to discuss this RFP with any official or employee of CVAG, other than the person named in this RFP. Neither proposers, nor anyone representing a proposer, is to discuss this RFP with any consultant engaged by CVAG for assistance in preparing the RFP documents or any cost estimate associated with this procurement. Violation of this prohibition may result in disqualification of the consultant even if the contract has already been awarded.

IX. INSURANCE

Before signing a contract or commencing work on this project, the contractor shall provide evidence that the following insurance requirements are in place. Please indicate if your firm would be able to provide proof of the CVAG insurance requirement as follows:

a. Worker's Compensation as required by law;
   b. Professional Liability in the amount of $1,000,000.

Each policy of insurance required by this section shall provide for no less than 30 days advance notice to CVAG prior to cancellation. Each policy shall be endorsed to waive all right of subrogation against CVAG by reason of any payment made for claims under the above coverage.