

REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGNING AND BUILDING A CLEAN VESSEL MOBILE APPLICATION SOFTWARE

Deadline for Statement of Qualifications (SOQ) is August 8, 2016.

The San Francisco Estuary Partnership (SFEP), a program of the Association of Bay Area Governments (ABAG), invites qualified applicants to respond to this Request for Qualifications (RFQ) to design and build one mobile application software (app).

I. BACKGROUND

SFEP was created in 1988 as part of the National Estuary Program under the Clean Water Act. It is a cooperative effort to promote effective management of the Bay-Delta Estuary and to restore and maintain its water quality and natural resources. ABAG is a partner and provides management, administrative and fiscal support for the SFEP.

SFEP runs a Clean Vessel Act Program under a grant from the California State Parks Division of Boating and Waterways (DBW). The Clean Vessel Act of 1992 found that sewage discharged by recreational vessels because of an inadequate number of pumpout stations was a substantial contributor to localized degradation of water quality. Although the number of sewage disposal facilities has increased under the Clean Vessel Act, it is still undetermined whether there is an adequate amount of pumpout stations in the San Francisco Bay Delta Estuary. Pumpout stations (or Pumpouts) are self-serviced vacuum devices located on marinas docks, to allow boaters to empty their inboard toilets' holding tank, in an environmentally responsible way.

SFEP is working with DBW to determine the condition and usage of the existing publicly-funded pumpout stations in the 11 counties of the San Francisco Bay-Delta Estuary region. There are approximately 90 pumpout stations throughout about 70 marinas in the region. Every quarter, SFEP collects basic information about each pumpout station and assesses its usage by taking meter readings and measurements, and creates an annual pumpout usage report analyzing the data to be submitted to DBW. This work requires SFEP's surveyors to travel to each marina, collect the data, complete the survey sheets, enter the data into an Access database, and submit all materials quarterly.

II. SERVICES REQUIRED

The Contractor shall perform all aspects of the required work as described in the attached Scope of Services (Attachment #1).

III. DELIVERABLES

The Contractor will produce the mobile application as described in the Scope of Services (Attachment #1). Along with the app, the Contractor will provide SFEP with a maintenance and operation guidance manual.

IV. TIMEFRAME

Services are anticipated to begin with negotiation of a contract following the solicitation period. The estimated time frame for the Contractor services is from September 2016 to March 2017.

V. COMPENSATION

Up to \$20,000 is available to produce the deliverables. The Contractor must be a bona-fide independent Contractor. Contractor is responsible for payment of applicable state and federal taxes. Contractor must provide the necessary office space and equipment to perform work. Services will be paid for on either an hourly basis with other direct costs to be billed on an expended basis or on the basis of completion of tasks. All payments will be in arrears. Payments for grant funded projects are contingent upon approval by, and receipt of funds from, the grantor.

VI. REQUIRED QUALIFICATIONS

The Contractor shall demonstrate sufficient experience with mobile app development and database management for similar types of projects (apps with a geo-location tool, cloud-based database management, and mobile app design).

The Contractor will be evaluated based on professional qualifications and credentials sufficient to demonstrate a high level of relevant expertise.

VII. SELECTION PROCEDURE

Every Statement of Qualification (SOQ) will be evaluated according to the criteria below; points will be awarded for each criterion (maximum points for each are provided in parentheses). To provide an objective, fair review of candidate submittals, proposals are to include only the following information:

1. **Transmittal Letter (10)** - Transmittal letter covering highlights and unique features of your proposal. Letter should include the name and telephone number of a contact person and your office address. (1 Page maximum)
2. **Statement of Qualifications and Experience (40)** – Proposals will be evaluated based on the level of experience and background in performing similar services. Provide a description of your firm. Provide your resume and the resumes of any support staff who will be assisting in the work. List the similar projects on which you provided app development services, and briefly describe the project and your role. (2 Pages maximum not including resumes)

3. **Statement of Project Approach (40)** – Statement of Qualifications will be evaluated on the adequacy of the material submitted in response to services required as described in the Scope of Services (Attachment #1). The Contractor must demonstrate understanding of the project and tasks to be performed, project approach, and schedule. Describe your approach to this project, including a proposed timeline. (2 Pages maximum)
4. **Fee Proposal (10)** - Identify all costs and expenses for which you would seek reimbursement in connection with the work. Provide your cost for services described in the approach, broken out by personnel, hours, hourly rate by task. (1 Page maximum)
5. **References** - Provide three (3) references, including name, title, organization, phone number, email, and type of services you provided to this organization. (1 page maximum)

Statements of Qualifications must respond to all the requirements of this request, and must include all information specifically required in all sections of this request. ABAG/SFEP intends to review each proposal received in accordance with the criteria itemized above. A Selection Committee will evaluate and rank the Proposals.

ABAG/SFEP will negotiate with the highest ranked Contractor. If ABAG/SFEP is unable to negotiate a satisfactory agreement with the top-ranked Contractor, ABAG intends to negotiate with the others according to their ranking until it has reached a satisfactory contractual agreement.

VIII. SUBMISSION FORMAT, LENGTH, and DEADLINE

Interested applicants must submit an electronic copy (pdf) of their proposal by 5:00 p.m. on August 8, 2016 to Adrien Baudrimont at the email address below. Proposals received after that date and time will not be given consideration. Proposals should be no longer than 7 pages. Questions may be directed to Adrien Baudrimont.
adrien.baudrimont@sfestuary.org

IX. CONTRACT AWARD

Contract award shall be made to the responsible Contractor on the basis of the evaluation criteria listed above and whose statement is most advantageous to ABAG. Our objective is to obtain the highest qualified Contractor to achieve the objectives within a realistic time frame and reasonable cost. Qualifications and experience as a whole are more important than cost. This request does not commit ABAG to award a contract. We reserve the right to reject any or all proposals received in response to this request. Award of contract may not be made to unless an agreement can be secured for all general and special contract provisions. Award will not be made to a Contractor whose proposed period of performance is not within a period of time acceptable to ABAG/SFEP. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the availability of funds.

Attachment 1 – Scope of Services

The SFEP team seeks a Contractor with mobile application software expertise to develop a mobile application for the Clean Vessel Pumpout program.

1. Clean Vessel Pumpout App General Description

The purpose of this app is to:

- Help boaters find available and operational pumpout stations throughout the 11 counties of the San Francisco Bay Delta Estuary region.
- Display Clean Vessel outreach information: tips and guides on how to use a pumpout station; what are the laws regarding sewage disposal, etc. For more detail, see the pumpout Guide & Map for Boaters extract as attachment #3, our visit [our website](#).
- Streamline the surveying process for SFEP by allowing onsite collection of data through the app and into the database, rather than collecting information on paper survey sheets that must later be entered into a database (see Attachment #2).

2. Clean Vessel Pumpout App Technical Specifications

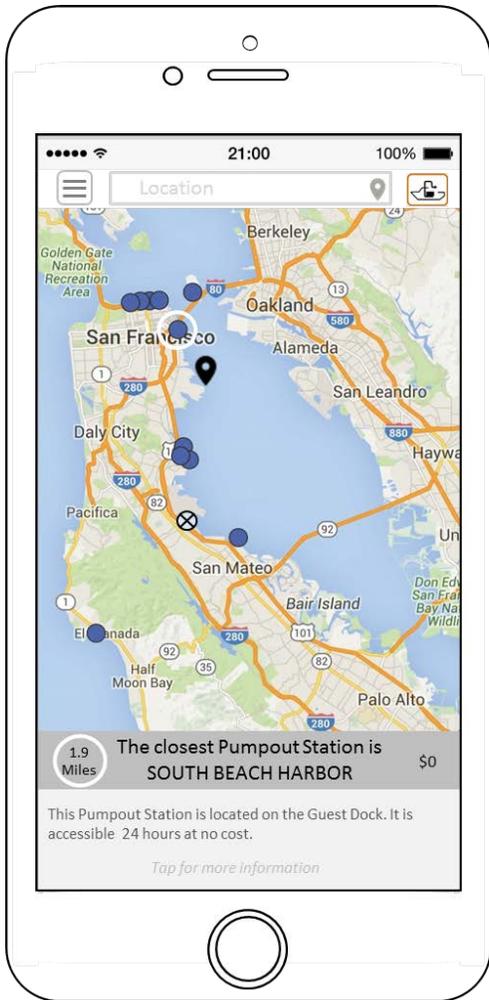
SFEP is open to suggestions regarding the type of app (web app, standalone app; other) but our ultimate decision will take in account the long-term maintenance costs of the proposed format.

Real time (or close to) data exchange between the app and the database is critical.

The app should include:

- Outreach component main features: geolocation, distance-to-self tool, text and pictures display.
- Monitoring component main features: autosync with cloud-based database (Access or other). In-app photo capacity.

Please see the step-by-step **mockup** below showing the desired functions of the app:



OPENING SCREEN

 User's Location

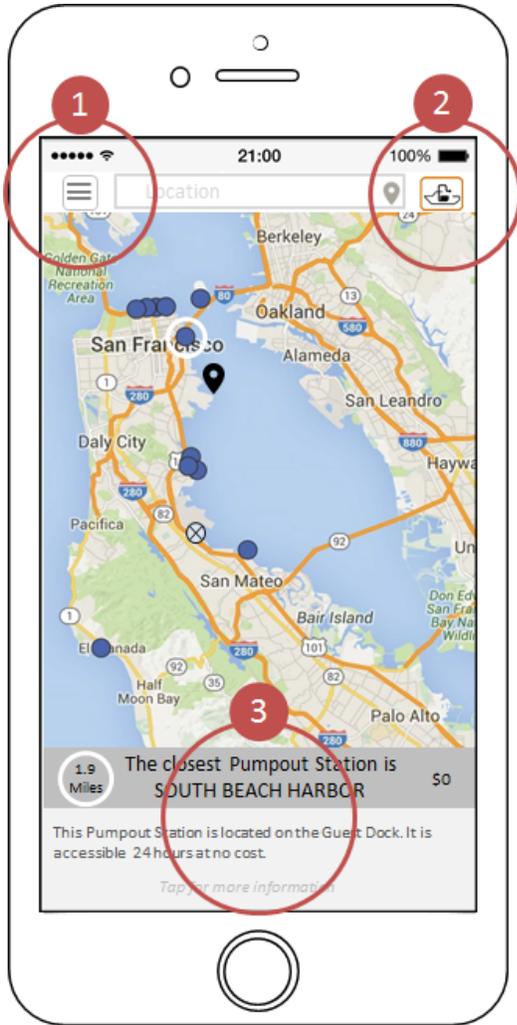
 Closest Pumpout Station per default. Pumpouts can also be selected by tapping on the dots

 Other operational Pumpouts in the area

 Non-operational or closed Pumpouts

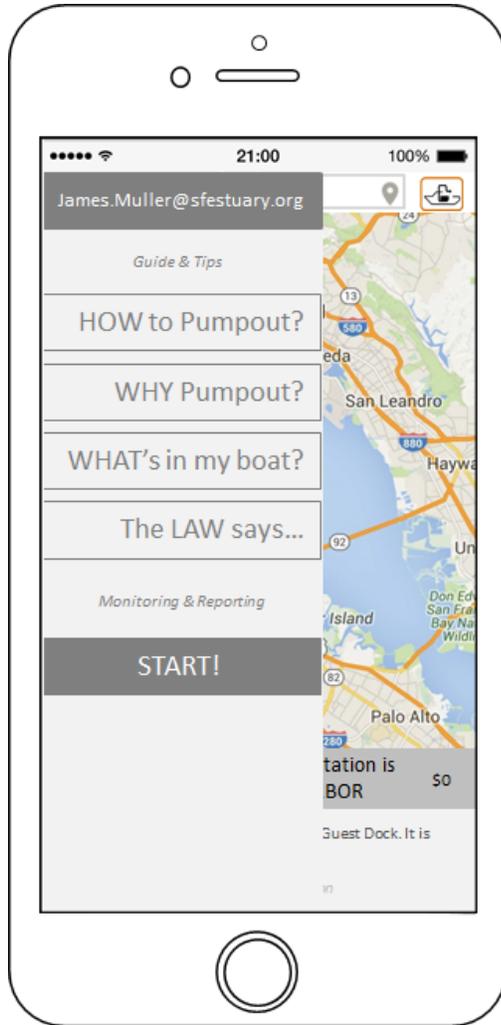
 Distance to Pumpout

 Cost to Pumpout



APP NAVIGATION

- 1 Opens the Side Bar
- 2 Official logo, brings up information about [DBW](#)
- 3 Brings up the Bottom Page Information



THE SIDE BAR

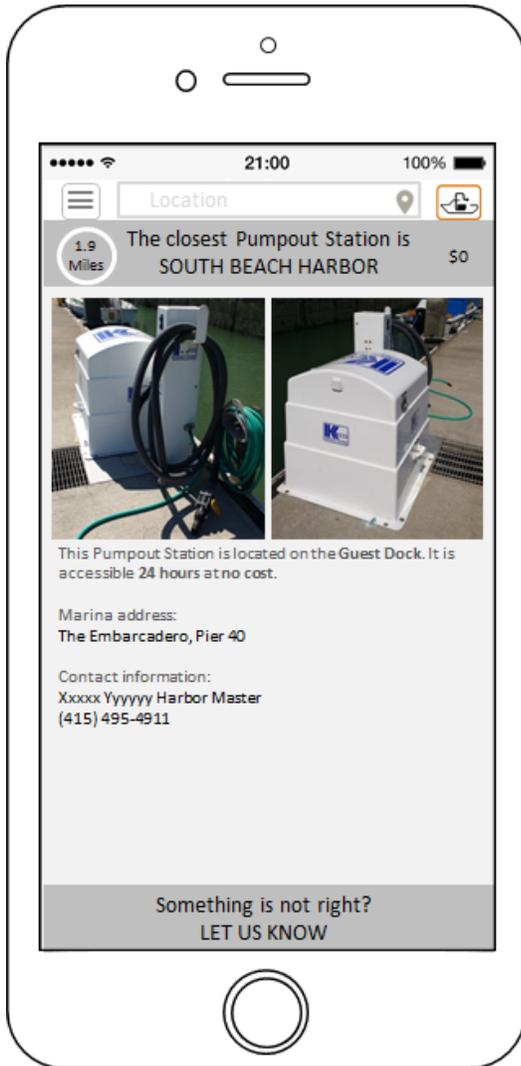
→ The first Tab is a “Log-In” tab, asking the following information:

- ◆ Email address
- ◆ Name
- ◆ Password
- ◆ three types of logins:
 - Boater
 - Marina Manager
 - SFEP Surveyor

→ The following tabs will display the narrative information from our [Map&Guide for Boater](#)

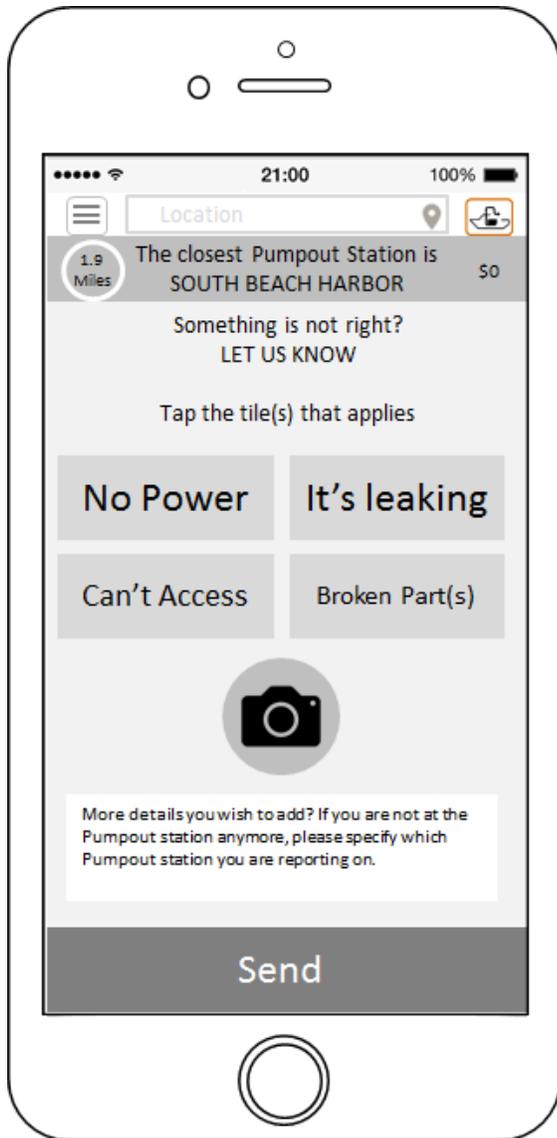
→ The START! button will direct to the monitoring survey to collect data about the Pumpout Station. Surveys will be a bit different if the user is logged in as a Boater, Marina Manager, or SFEP Surveyor

→ Logging in is **not mandatory** for the Guide & Tips section, as well as for the home page map and Pumpout Location and Information. It is mandatory **ONLY** for the Monitoring & Reporting section. If not logged-in yet, the START! button will say “Please log-in First”



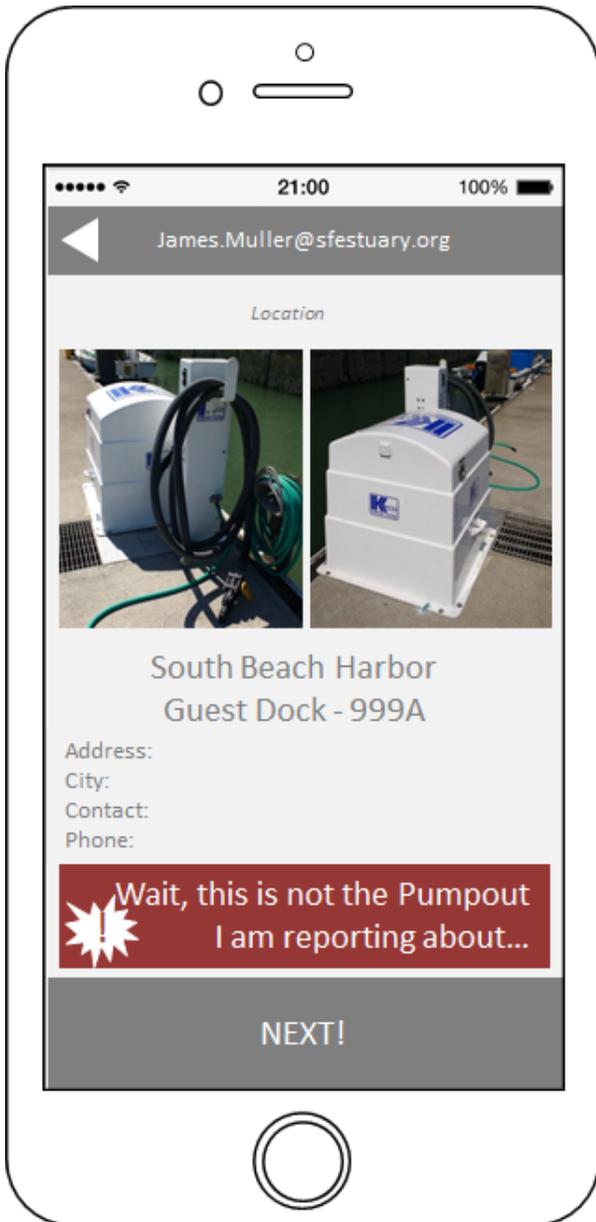
THE BOTTOM PAGE INFORMATION

- Photos from our database
- Pumpout information from our database
- LET US KNOW Bottom button will let the user send us an email with a short description of the issue. No need to log-in for that.



The LET US KNOW button

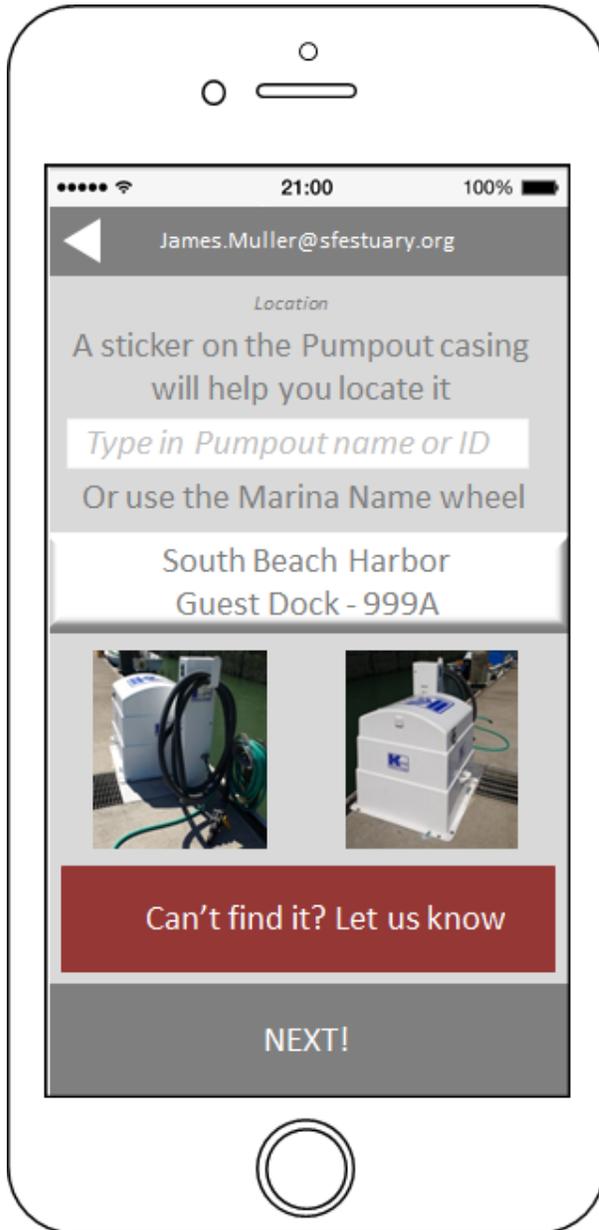
- No need to log in
- One or several tiles can be tapped
- A photo can be taken through the app
- More info can be added to the white square
- When the user sends it, auto-email to SFEP staff with the collected information, closest pumpout, and geographic coordinates in the email



After tapping the START! button from the Side Bar (must be logged in)

MONITORING - Pumpout Selection 1 of 2

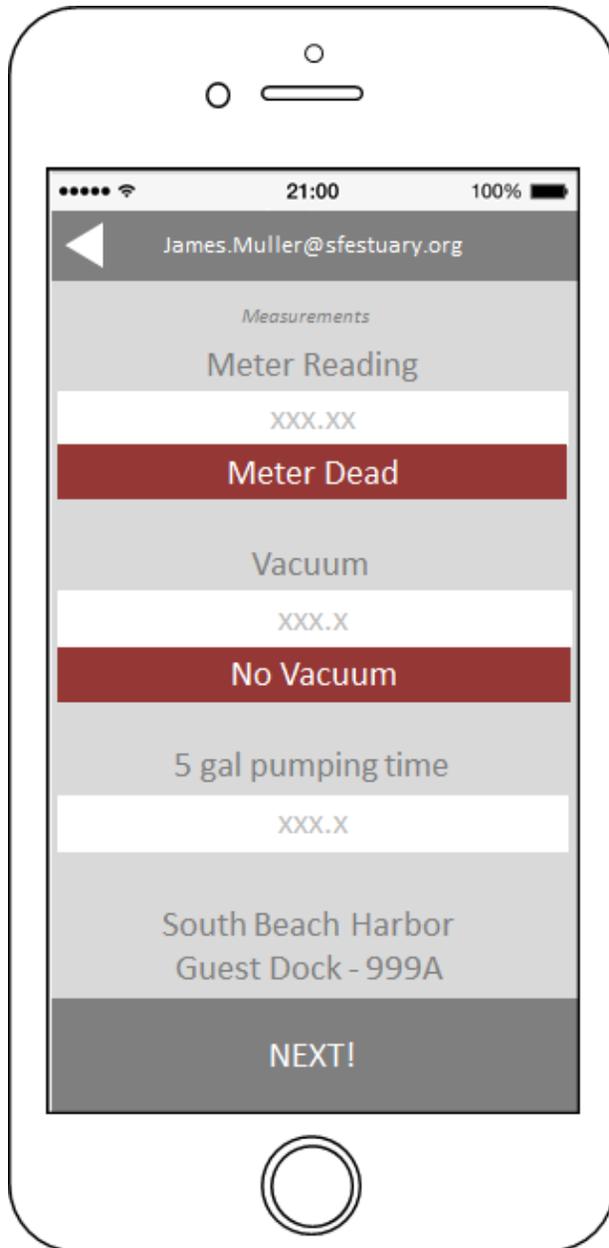
- The app will display the photo and name of the geographically closest Pumpout station.
- 999A: this code is a unique Pumpout ID. Stickers will be displayed on each Pumpout.
- "Wait..." will open the Pumpout selection
- Next! Validate the Pumpout surveyed



After tapping the “Wait, this is not...” button from the previous page:

MONITORING - Pumpout Selection 2 of 2

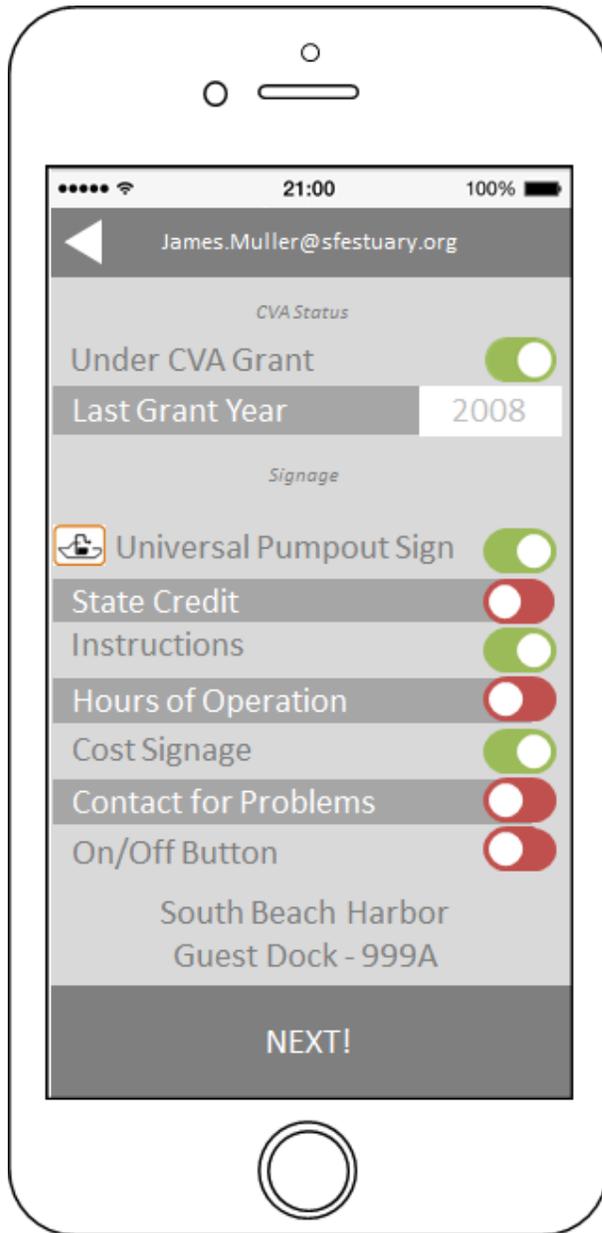
- Search result, wheel and photos are linked. Selecting one will select the others
- “Can’t find it” will open the LET US KNOW page and send us an email with geographic coordinates
- Next! Validate the Pumpout surveyed



Once the pumpout selection is done:

MONITORING - MEASUREMENT

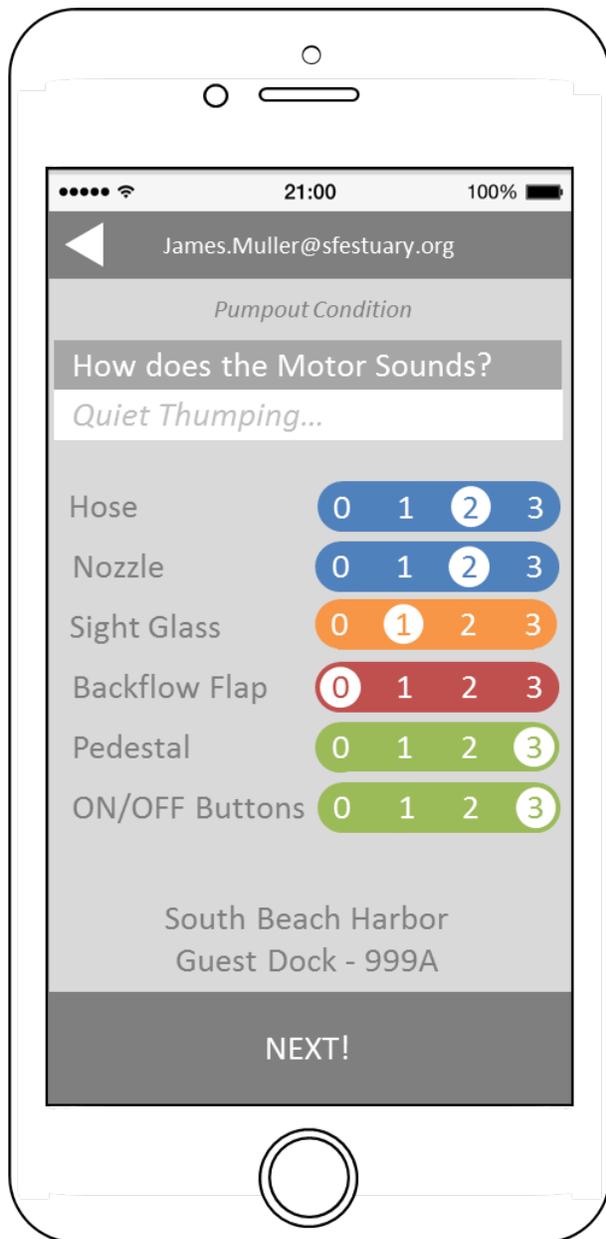
- Meter Reading: the phone's keyboard appears for data entering. Reading from the previous survey is already displayed.
- Meter dead button: self explanatory
- No Vacuum: if pressed, no data can be typed in the Vacuum and 5gal section
- Next!



MONITORING - Signage

→ CVA status will be from the database. Can be edited on the fly if needed.

→ Signage buttons will reflect the previous condition from previous quarter (database). Can be edited on the fly.



MONITORING - Parts condition

→ Motor condition is prefilled with previous quarter. Can be edited on the fly.

→ Drag the white dot to the appropriate number. While moving the dot, a white box appears with explanations:

◆ 0 – Missing.

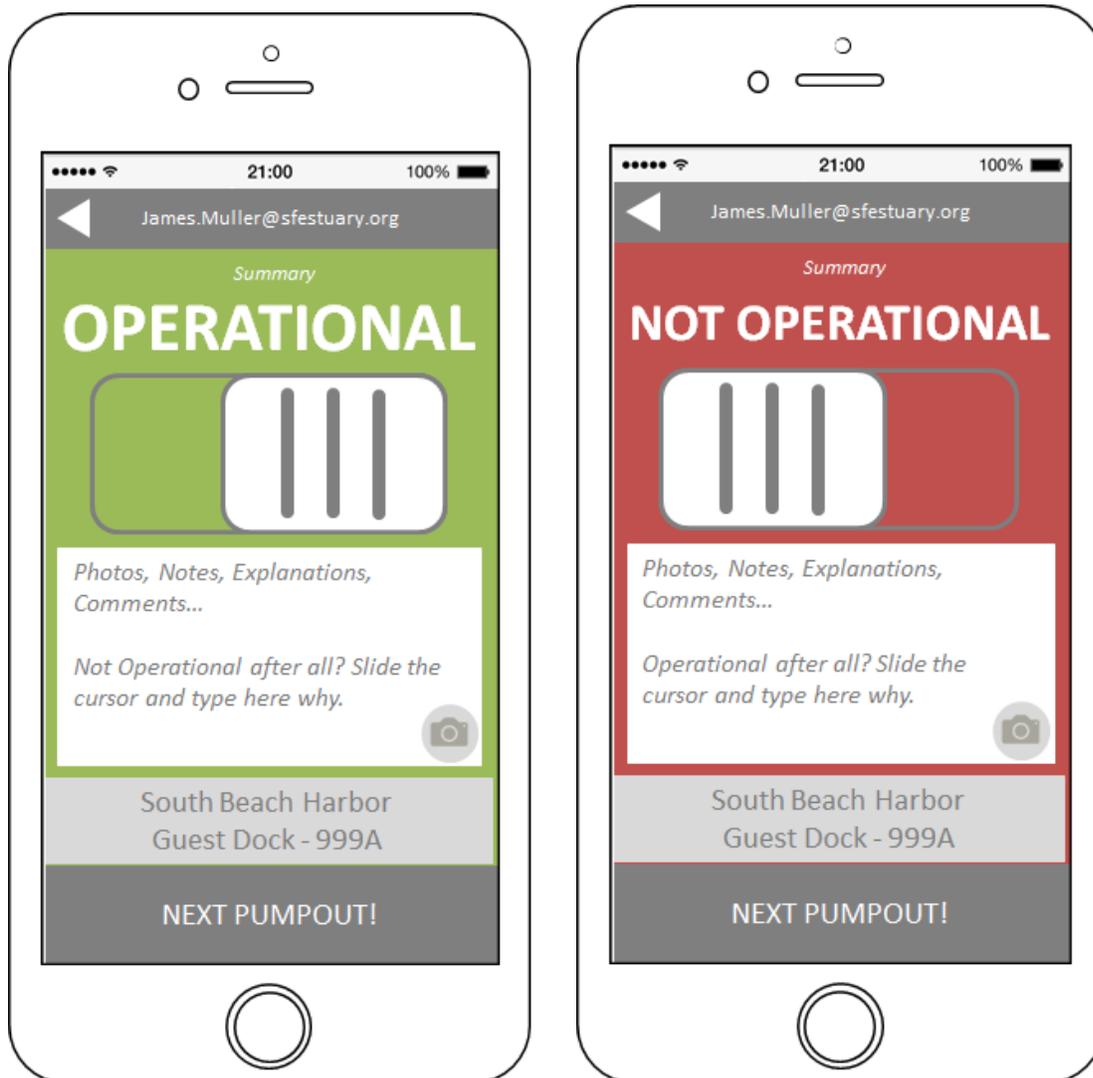
◆ 1 - Needs to be replaced. Large cracks, collapsing walls, and cut tips are present and affecting the performance of the device.

◆ 2 - Looks used, but is still working well. Minor cracks are present but nothing is currently affecting the performance of the device.

◆ 3 - Looks like new or has minor defects. No significant cracking or wear on the nozzle. Backflow flap, if present on the nozzle, has not been cut off.

MONITORING - Summary

- Shows the final status of the surveyed pumpout station.
 - ◆ Non Operational: triggered by
 - No Vacuum (measurements page)
 - 0 or 1 for the hose
 - 0 or 1 for the nozzle
 - ◆ Otherwise: Operational screen
- There are many other reasons why it could be Non Operational, this is where the surveyor can change the status and enter explanations.
- A photo is mandatory when Not Operational.
- NEXT PUMPOUT! goes to the next one if there are multiple pumpouts in this marina. Otherwise goes to Pumpout Selection page.



Attachment 2 - Existing Paper Survey Sample

California Pumpout Monitoring 2015

<p>Date: <u>11-14-15</u></p> <p>Time: <u>10:15-10:35</u></p> <p>Marina Name: <u>Antioch Marina</u></p> <p>Marina ID#: <u>002</u></p> <p>Address: <u>5 Marina Plaza</u></p> <p>City: <u>Antioch</u></p> <p>Facility Contact: <u>James Pflueger - Manager</u></p> <p>Phone: <u>(925) 779-6957</u></p> <p>Other Contact: <u>James - Maintenance</u></p> <p>Pump ID #: <u>002B</u></p> <p>Location: <u>Guest Dock</u></p> <p>Pump Hours: <u>24 hrs at fuel dock</u></p> <p>Make/Model: <u>Waubashene Vacuum System</u></p> <p>Meter Installed? <input checked="" type="checkbox"/></p> <p>Grant <input checked="" type="checkbox"/></p> <p>Grant Year: <u>1994</u></p> <p>Operational? <input checked="" type="checkbox"/></p> <p>Notes from last survey: <u>Power off need to notify staff to turn on</u></p>	<table border="0" style="width: 100%;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Signage</th> <th style="text-align: left; border-bottom: 1px solid black;">Unit Condition</th> </tr> <tr> <td style="vertical-align: top;"> <p>Universal Pumpout Signage <input checked="" type="checkbox"/></p> <p>State Credit Signage <input checked="" type="checkbox"/></p> <p>Instructions Signage <input type="checkbox"/></p> <p>Hours of Operation Signage <input checked="" type="checkbox"/></p> <p>Cost Signage <input checked="" type="checkbox"/></p> <p># For Problems Signage <input checked="" type="checkbox"/></p> <p>On/Off Buttons Signage <input checked="" type="checkbox"/></p> </td> <td style="vertical-align: top;"> <p>Condition of Motor Unit: <u>rumbling</u></p> <p>Condition of Hose: <u>Good</u></p> <p>Condition of Nozzle: <u>Tie Missing</u></p> <p>Condition of Sight Glass: <u>MISSING</u></p> <p>Condition of Backflow Flap: <u>MISSING</u></p> <p>Condition of Pedestal: <u>Good</u></p> <p>Condition of ON/OFF Buttons: <u>Good/Good</u></p> </td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Previous Reading</td> <td style="width: 30%;"><u>858.9</u></td> <td rowspan="6" style="vertical-align: top; font-size: small;"> **Please be sure to: - Take photos if possible - Check public restroom access for boaters </td> </tr> <tr> <td>Meter Reading</td> <td><u>859.1</u></td> </tr> <tr> <td>5 Gal. Pump Time</td> <td><u>12</u></td> </tr> <tr> <td>Vacuum Pressure</td> <td><u>11</u></td> </tr> <tr> <td>Tide height at location</td> <td><u>1.2'</u></td> </tr> <tr> <td>Public restroom access?</td> <td><u>yes</u></td> </tr> </table> <p style="text-align: right; margin-top: 5px;">Quantity of maps left on location: <u>0</u></p> </div> <p style="margin-top: 10px;">Site visit notes, explanations, comments:</p> <div style="border: 1px solid black; height: 40px; margin: 5px 0;"></div> <p>Part(s) replaced or left to marina staff:</p> <div style="border: 1px solid black; height: 20px; margin: 5px 0;"></div>	Signage	Unit Condition	<p>Universal Pumpout Signage <input checked="" type="checkbox"/></p> <p>State Credit Signage <input checked="" type="checkbox"/></p> <p>Instructions Signage <input type="checkbox"/></p> <p>Hours of Operation Signage <input checked="" type="checkbox"/></p> <p>Cost Signage <input checked="" type="checkbox"/></p> <p># For Problems Signage <input checked="" type="checkbox"/></p> <p>On/Off Buttons Signage <input checked="" type="checkbox"/></p>	<p>Condition of Motor Unit: <u>rumbling</u></p> <p>Condition of Hose: <u>Good</u></p> <p>Condition of Nozzle: <u>Tie Missing</u></p> <p>Condition of Sight Glass: <u>MISSING</u></p> <p>Condition of Backflow Flap: <u>MISSING</u></p> <p>Condition of Pedestal: <u>Good</u></p> <p>Condition of ON/OFF Buttons: <u>Good/Good</u></p>	Previous Reading	<u>858.9</u>	**Please be sure to: - Take photos if possible - Check public restroom access for boaters	Meter Reading	<u>859.1</u>	5 Gal. Pump Time	<u>12</u>	Vacuum Pressure	<u>11</u>	Tide height at location	<u>1.2'</u>	Public restroom access?	<u>yes</u>
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Surveyor: SC

Follow-up Contact: JM

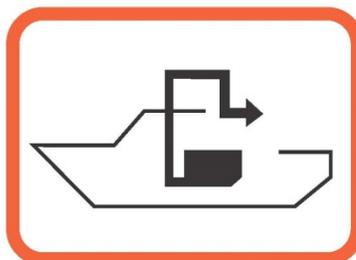
Attachment 3 – Pumpout Map & Guide for Boaters

Extract. Full document available on [our website](#)

THE 11 STEPS TO PUMPOUT

WATCH FOR THE NATIONAL PUMPOUT SIGN!

1. Follow pumpout instructions. If instructions aren't posted or aren't clear, **ASK!** Encourage the marine operator to post easy-to-understand instructions.
2. Close nozzle valve on pumpout hose.
3. Remove deck waste fitting cover from boat and insert nozzle.
4. Turn on pump.
5. Open nozzle valve. (Valves can be difficult to turn — be persistent!)
6. Check the flow through the sight glass. If flow doesn't occur within one minute, place the nozzle in water for ten seconds. If there's still no flow, check for an air leak in the line or a plug in the holding tank air vent.
7. When tank is empty, close the nozzle valve.
8. Slowly remove the nozzle from the deck waste fitting by tipping nozzle to side to "crack" the seal made under pressure.
9. Rinse Bay/Delta water through the system for 5-10 seconds once you've finished. Pump out only your holding tank. **Pumpouts are not designed to handle bilge water or solid objects.**
10. Turn off the pump and return the hose to the hose rack when you're finished so it will work for the next boater.
11. Thank your local boating facility owner for keeping pumpout facilities in good working order.



Scan this QR code to watch a step-by-step pumpout video, or navigate to sfestuary.org/boating

DON'T FEEL LIKE IT? GO MOBILE!

If you don't want to service the holding tank yourself, consider using a mobile pumpout service. For mobile pumpout services in your area, flip this guide over and check the bottom right of the map!



BROKEN PUMPOUT STATION?

Report any breakdowns immediately to the marina operator. Grant funds are available for repair and replacement of pumpouts through the California State Parks Division of Boating and Waterways Clean Vessel Program. For more information visit www.dbw.ca.gov/Funding/Pumpout.aspx or contact Ron Kent: (916) 327-1819 ron.kent@parks.ca.gov

Attachment 4 – Insurance Requirements

Insurance Requirements. Contractor shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a period of five (5) years following the completion of this project. Contractor shall provide a copy of section 21 of this contract and these insurance requirements to its insurance broker or insurer to confirm compliance. In the event Contractor fails to obtain or maintain completed operations coverage as required by this agreement, ABAG, at its sole discretion, may purchase the coverage required and the cost will be paid by Contractor. The limits of insurance required in hereunder may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the Indemnitees (if agreed to in a written contract or agreement) before the any Indemnitee's own Insurance or self-insurance shall be called upon to protect it as a named insured.

(a) Minimum Scope of Insurance. Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).

Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

Errors and Omissions Liability insurance appropriate to the Contractor's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

(b) Minimum Limits of Insurance. Contractor shall maintain limits no less than:

General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

Errors and Omissions Liability: \$1,000,000 per claim/aggregate.

(c) Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by ABAG. The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Indemnitees; or the Contractor shall satisfy any such deductibles or self-insured retentions. In addition, policies containing any self-insured retention

(SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named Insured or any of the Indemnitees.

(d) Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

(i) The Indemnitees are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of Contractor; completed operations; or automobiles owned, leased, hired or borrowed by Contractor.

(ii) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the Indemnitees.

(iii) Any insurance or self-insurance maintained by the Indemnitees shall be excess of Contractor's insurance and shall not contribute with it.

(iv) Except for General Liability and Automobile Liability, each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty(30) days' prior written notice by certified mail, return receipt requested, has been given to ABAG. For General Liability and Automobile Liability, Contractor shall provide ABAG with thirty (30) day's prior notice of cancellation by either the insurer or Contractor.

(v) Coverage shall not extend to any defense or indemnity coverage for the active negligence of the Indemnitees in any case where an agreement to defend and indemnify the Indemnitees would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

(e) Other Insurance Provisions – Workers Compensation. The Workers Compensation insurance shall be endorsed to waive subrogation against the Indemnitees.

(f) Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to ABAG.

(g) Verification of Coverage. Contractor shall furnish the ABAG with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by ABAG before work commences. ABAG reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.