

REQUEST FOR PROPOSAL



Solicitation No. SOLTA09-004

May 1, 2009

REGION 9 BORDER 2012 PROGRAM
2009 REQUEST FOR PROPOSALS

Table of Contents

Section	Title of Contents
1.0	OVERVIEW
2.0	BACKGROUND
3.0	OPTION 1 - 2009 PRIORITY AREAS AND OPTION 2 - EMERGING ISSUES
4.0	TIME FRAMES FOR REQUEST FOR PROPOSAL PROCESS THROUGH PROJECT SELECTION
5.0	INSTRUCTIONS FOR SUBMITTING PROPOSALS
6.0	PROPOSAL PREPARATION PROCEDURES
7.0	PROPOSAL EVALUATION, SELECTION, AND AWARD
Appendix 1	2009 PRIORITY AREAS
Appendix 2	PROJECT CRITERIA FOR EVALUATION OF OPTION 1 - 2009 PRIORITY AREAS TYPE PROPOSALS
Appendix 3	PROJECT CRITERIA FOR EVALUATION OF OPTION 2 - EMERGING ISSUES TYPE PROPOSALS

May 1, 2009

1.0 OVERVIEW

The Border Environment Cooperation Commission (BECC) through this Request for Proposals (RFP) is soliciting proposals from eligible applicants for projects that meet U.S. - Mexico Border 2012 Program 2009 Priority Areas. BECC is also soliciting proposals for emerging issues addressing Goal #2, Objective 2 (Greenhouse Gases). Please refer to Section 3 for the definitions of Priority Areas or Emerging Issues type projects.

Proposals that address the Priority Areas will be identified as **Option 1 - 2009 Priority Areas** and proposals that address Emerging Issues are to be identified as **Option 2 - Emerging Issues related to Goal 2, Objective 2**. Interested applicants have the opportunity to submit separate proposals for either Option 1 or Option 2 type projects.

The BECC, in coordination with the Environmental Protection Agency Region 9 (EPA), will oversee the RFP process for the funding of proposed projects that will address the 2009 Priority Areas or Emerging Issues for the California - Baja California border regions and/or for the Arizona – Sonora border regions. The border region as defined herein is that area within 100 kilometers of either side of the U.S.-Mexico border.

Eligible applicants will be able to submit project proposals directly to the BECC as specified in this RFP. Please refer to **Sub-section 5.0, Instructions for Submitting Proposals**.

2.0 BACKGROUND

The Border 2012 Program is a bi-national collaborative effort whose mission is to protect the environment and public health in the U.S.-Mexico border region consistent with the principles of sustainable development. BECC is an international organization established for the purpose of preserving, protecting, and enhancing the environment in the U.S. – Mexico border region. The BECC and the EPA have established a partnership wherein the BECC will administer the RFP, oversee the receipt and review of proposals, coordinate project selection, monitor project performance, and manage the EPA Border 2012 Program funds. The EPA will provide approximately \$900,000 for the BECC to award to projects, and to administer and manage the implementation of eligible projects in the California - Baja California and Arizona – Sonora border-wide regions.

To see all of the Goals and Objectives of the Border 2012 Program and for information and background, refer to the Border 2012 Program web page: <http://www.epa.gov/Border2012>

3.0 OPTION 1 - 2009 PRIORITY AREAS AND OPTION 2 - EMERGING ISSUES

Proposed projects submitted under Option 1 must address one or more of the Priority Areas listed in Appendix 1. Projects may address Priority Areas under more than one Goal.

Project proposals submitted under **Option 2** will only address Emerging Issues that address Greenhouse Gases under Objective 2 of Goal 2, Reduce Air Contamination:

GOAL 2, Objective 2

By 2012, build border greenhouse gas (GHG) information capacity using comparable methodologies and expand voluntary cost-effective programs for reduction of GHG emissions in the border area:

- By 2010, estimate GHG emissions in at least eight border states, to identify the sources and locations from which reductions may be achieved.
- Promote and/or expand voluntary energy efficiency and other GHG reduction programs (i.e., Methane to Markets, Smartway, others) in at least two border States, and track the emissions reductions associated with those programs.

An Emerging Issue is one that is **not** already covered under the Priority Areas listed in Appendix 1 and one that has **not** been previously funded under a Border 2012 RFP in the past three years.) The number of projects and the amount of funding for emerging issues is very limited. **A maximum of two projects may be awarded under Option 2.** However, it is possible that no projects with emerging issues will be funded. The list of previously funded projects can be found on BECC's webpage.

4.0 TIMETABLE FOR RFP PROCESS THROUGH PROJECT SELECTION

The RFP opening date is May 1, 2009, and interested applicants will be able to access the RFP on the BECC's web page, www.cocef.org, on this date.

In order to receive any updates for this RFP, interested applicants need to confirm their intent to participate by e-mail to the BECC's main point of contact for this RFP Marielena Constandse, Contract Officer at mconstandse@cocef.org.

4.1 Schedule and Process

- A. May 1, 2009 – the Request for Proposals is issued for the California-Baja California and Arizona- Sonora U.S.-Mexico border region.
- B. May 1 through June 30, 2009 – the BECC will answer any general inquiries on the RFP process from interested applicants. Informational workshops will be held during this time to discuss the RFP with the public. Refer to the BECCs web page (www.cocef.org) for date, location and time of meetings.
- C. **June 30, 2009, 6:00 P.M.** (Juarez, Chihuahua, Mexico time) -- deadline for receipt of project proposals. See Section 5 for more detailed instructions to submit the proposals. Please note that Juarez time is identical to Mountain Standard Time zone in the U.S.

- D. August 31, 2009 – final selection of project proposals.
- E. September 4, 2009 – applicants notified of proposal selection results. Selected applicants will be expected to submit a work plan within 45 days of notification. Note that all projects selected for funding are expected to be completed by the Fall of 2011.

5.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

Proposals can be submitted by eligible applicants only. Eligible applicants are U.S. and Mexican non-governmental organizations, local and state governmental agencies, industry associations, and universities, Mexican federal agencies, U.S. tribes, and Mexican indigenous communities. Those entities that are for profit are **not** eligible for grant funding.

The proposals shall address one or more Border 2012 2009 Priority Area or an emerging issue in the California-Baja California and/or Arizona–Sonora border regions. Each proposal should identify the organization that will administer the project.

- 5.1 Proposals must be submitted via email, in Microsoft Word, to mconstandse@cocef.org **before 6:00 P.M. (Juarez, Chihuahua, Mexico time) on June 30, 2009**. Please note that Juarez time is identical to Mountain Standard Time zone in the U.S.

No late proposals will be accepted.

Applicants are encouraged to **confirm receipt of their proposal** with BECC's representative mentioned herein.

- 5.2 Inquiries concerning this RFP need to be submitted by electronic mail, to mconstandse@cocef.org prior to the proposal due date. Telephone inquiries will not be accepted. A BECC staff member, in coordination with EPA, will answer questions submitted via electronic mail.

6.0 PROPOSAL PREPARATION PROCEDURES

6.1 Submittal of Proposals

- A. Applicants shall submit project proposals with a cover page that clearly identifies the RFP number (**SOLTA09-004**), title of project, and the name and address of the applicant that is submitting the proposal. The applicant should also describe whether the proposal is an Option 1 - Priority Area(s) or an Option 2 - Emerging Issues type proposal. In either case, a Priority Area(s) type proposal or an Emerging Issues type proposal need to be **submitted as separate** proposals. Each proposal should specifically define the Priority Area(s) or the Emerging Issue covered under the application.
- B. Email submittals must include the following **“Solicitation No. SOLTA09-004, title of project and name of applicant”** in the “Subject” block.
- C. Project proposals shall be in either English or Spanish. Applicants should prepare proposals in their preferred language in order to better define the project.

Proposals should not exceed 5 single-sided pages, not including the cover page and any letters of support from stakeholders. Proposals in excess of 5 single-sided pages will not be considered.

- D. Applicants may furnish a letter of support from one or more of the program partner groups (i.e. task forces, tribes, and regional workgroups co-chair agencies) and/or stakeholders (i.e. local community, and local, state and federal governments). Applicants that coordinate with relevant stakeholders will receive higher consideration (Appendix 2, Section 1.B).
- E. The informational outline for the proposal itself should include the following:
1. Project title that clearly describes the project. Title should not exceed 15 words.
 2. Legal name of applicant's organization or institution, name and title of main point of contact, location address, phone number and email address.
 3. Brief statement of how project meets one or more of the 2009 Priority Areas or emerging issue. If the project meets the Priority Areas under multiple Goals, indicate how. (Refer to Appendix 1 for 2009 Priority Areas.) If the project addresses an emerging issue, indicate how. (Refer to Section 3.)
 4. Project description which briefly identifies the following:
 - Purpose and goal of the project
 - Priority Area(s) or emerging issue(s) addressed by the project
 - Benefits to the public or environment (e.g. how will the project improve the environment and/or public health.)
 - Measurable environmental results and how those results will be measured
 - Replicability in other parts of the Border Region.
 - Long-term self-sustainability
 - Leveraging of resources (e.g. in-kind resources, committed partnerships, applicant funds, other source of funds)
 - Continuation or follow-up projects
 - Project expected to be completed within 18 months from signing of Technical Assistance Agreement (TAA) (See 7.2 G for description of TAA)
 - Qualification and expertise of staff implementing the project
 5. Estimated project budget (e.g., salaries, sub-contract cost, travel, equipment, supplies, leveraged resources). **Budget and cost amounts**

must be submitted in U.S. dollars. Please provide estimated funds needed (i.e. requested Border 2012 funds, leveraging funds and total amount.) Projects that leverage resources will improve their scoring under the evaluation criteria of this solicitation.

6. In some cases, the proposed projects may require a Sampling Analysis Plan (SAP) or a Quality Assurance Project Plan (QAPP) that will entail additional time and cost. A SAP or QAPP may be needed prior to a project start when the project has activities that require data collection or sampling programs. The SAP or QAPP is required to ensure that the data is collected, preserved, analyzed, and interpreted appropriately: <http://www.epa.gov/quality/faq6.html>
7. The funds to be allocated under this RFP are not intended for the exclusive purpose of purchasing general equipment, construction of facilities, and/or other rehabilitation of infrastructure. Applicants that require the purchase of equipment as part of the project proposal will need to clearly identify it in the proposed budget and explain its purpose and how it will benefit the overall project. In general, equipment purchases should not exceed \$5,000. In rare instances, projects requesting larger amounts for equipment purchases may be approved with prior notice. In addition, proposals may not be accepted if the main focus of the proposed project is for construction or rehabilitation. Funding of projects that include tasks for construction or rehabilitation of facilities, as referenced herein, will be limited to those activities that serve a technical purpose for overall project implementation. Projects with a minor construction activity may be considered if the principle intend of the project is to resolve an environmental or public health issue

6.2 Proposal Format

- A. All proposals must be written in Microsoft Word (Times New Roman) with a format of at least 1" margins and size 12 font. Proposals should be submitted electronically. Please do not submit proposals in PDF format.
- B. Proposals shall be a maximum of 5 pages, not including the cover letter or the front and back covers.

7.0 PROPOSAL EVALUATION, SELECTION, AND AWARD

- 7.1 Projects will be reviewed and evaluated based on completeness and how directly they address the evaluation criteria referenced in Appendix 2 for Priority Areas projects or Appendix 3 for Emerging Issue type projects. Project proposals addressing multiple Priority Areas will receive higher consideration during the evaluation and rating process.
- 7.2 The selection process includes a preliminary assessment of the proposed project. **Projects that do not meet the following preliminary assessment criteria will not be considered:**

- A. Applicants must qualify as one of the following groups to be eligible to apply for funding: U.S. and Mexican non-governmental organizations, local and state governmental agencies, industry associations, and universities; Mexican federal agencies; U.S. tribes; and Mexican indigenous communities.
 - B. Proposals that request more than \$120,000 will not be considered. In general, the Border 2012 Program's contribution will not exceed \$100,000. In rare instances, projects requesting larger amounts may be considered.
 - C. Under Option 1, project proposals that do not address one or more of the 2009 Priorities Areas in (Appendix 1) will not be considered.
 - D. Under Option 2, project proposals that do not address Goal 2, Objective 2, Greenhouse Gases, will not be considered.
 - E. Proposals that do not identify a project's intended measurable results or where the outlined measurable results are inconsistent with the project's methodology will not be considered.
 - F. A Proposed project that requires the purchase of equipment or construction of facilities but does not comply with Section 6.1.E.7 above, may not be considered.
 - G. Projects that are not scheduled for completion within 18 months of signature of the Technical Assistance Agreement (TAA) will not be considered. TAA is the contractual document that will formalize the agreement between the Project Sponsor and BECC for project funding.
- 7.3 After the preliminary assessment (as described above), the BECC and the EPA will rank the projects based on the evaluation criteria in Appendix 2 or Appendix 3. During the review and selection process, BECC may request additional information from the project applicants to further define the project. If necessary and in coordination with project applicants, proposed projects may be modified to match the available funds.
- 7.4 Once projects are selected for funding, the BECC will provide the applicant with instructions on the next steps. In general, after notice of award and submission of an acceptable work plan, the BECC will issue a Technical Assistance Agreement for Border 2012 funding. The TAA will also require funding recipients to periodically report project results to the appropriate Border 2012 task force(s).

APPENDIX 1

CALIFORNIA/BAJA CALIFORNIA BORDER 2012 PRIORITIES FOR 2009

Goal 1: Reduce Water Contamination

- 1) Increase water and waste water reuse methods
- 2) Pilot small drinking water and/or waste water systems
- 3) Increase pilot projects that reduce trash and sediment loading in rivers
- 4) Increase use of wetlands and other low-energy technologies to improve water quality.
- 5) Pilot projects implementing water-related adaptation measures for climate change.
- 6) Improve monitoring of flow and pollution in Tijuana River.
- 7) Improve beach notifications in Mexico through enhanced communication and use of plume tracking models.

Goal 2: Reduce Air Pollution

Reduce emissions of air pollutants in the border region. Priority will be given to projects that can quantify emissions reductions of the following pollutants:

- PM₁₀
- Ozone and PM_{2.5}
- Greenhouse Gases
 - Energy Efficiency
 - BioFuels
 - Other Renewable Energy (such as wind and solar)
 - Methane Capture

Goal 3: Reduce Land Contamination

- 1) Strengthen compliance and enforcement practices for solid waste.
- 2) Strengthen landfill waste diversion and enhance reuse and recycling markets for specialized waste streams (i.e., e-waste, used oil, lead acid batteries, and restaurant oil/grease).
- 3) Reducing the proliferation of illegal dumps
- 4) Reduce migrant trash

Goal 4: Improve Environmental Health

- 1) Conduct educational efforts to address asthma in border communities
- 2) Reduce household pesticide use
- 3) Reduce air quality impacts affecting children's health
- 4) Reduce exposure to pesticides from applications and burning of agricultural fields

Goal 5: Enhance Joint Readiness for Environmental Response

- 1) Implement emergency preparedness and response-related efforts that target high-risk sources of hazardous material contamination to the environment or that endanger public health or welfare.
- 2) Develop and implement appropriate hazardous materials release prevention and preparedness training and educational efforts based on identified high-risk threat sources.
- 3) Conduct hazardous materials response capacity building for Mexican border first responders to promote self-sufficiency at the local level and maintain and expand response skills over the long term. Sponsor collaborative efforts to improve hazardous material response coordination across local, state, national, and tribal boundaries.
- 4) Develop and implement planning initiatives that support environmental responses.
- 5) Build upon efforts that culminated in the establishment of the Baja California Emergency Management Institute by developing, assigning resources to, and implementing a framework and programs under the Institute's charter.
- 6) Develop a Tri-national emergency preparedness and response plan

Goal 6: Improve Environmental Performance through Compliance, Enforcement, Pollution Prevention, and Promotion of Environmental Stewardship

- 1) Promote green purchasing, recycling, and source reduction practices
- 2) Implement Environmental Management Systems workshops to increase number of companies certified to ISO 14001.
- 3) Increase public awareness of Toxic Release reporting via the TRI (U.S.) and PRTR (Mexico) pollutant release and transfer registries.
- 4) Promote pilot projects for best management practices and/or collection of expired or obsolete pharmaceuticals

ARIZONA/SONORA BORDER 2012 PRIORITIES FOR 2009

Goal 1: Reduce Water Contamination

- 1) Promote pretreatment programs, addressing leaks, education, and emergency response
- 2) Develop, implement and support flood control practices to minimize impacts on wastewater infrastructure and surface water quality
- 3) Mitigate non-point sources watershed pollution which builds upon state and federal programs
- 4) Pilot small, potable water systems

Goal 2: Reduce Air Pollution

Projects should reduce emissions of air pollutants in the border region. Priority will be given to projects that can quantify emissions reductions of the following pollutants:

PM10

- Road Dust
- Agriculture Practices

Ozone and PM 2.5

- Brick kilns
- Diesel Emissions from Mobile Sources
- Vehicle Idling

Greenhouse Gases

- Energy Efficiency
- BioFuels
- Other Renewable Energy (such as wind and solar)
- Methane Capture

Goal 3: Reduce Land Contamination

- 1) Reduce waste generation through green purchasing, solid waste management, and source reduction practices that lead to measurable environmental results
- 2) Develop institutional frameworks that will facilitate development of regional scrap tire markets
- 3) Reduce migrant trash

Goal 4: Improve Environmental Health

- 1) Reduce the use of pesticides in the border region
- 2) Identify and reduce the impacts of environmental toxics on infant health

- 3) Develop air quality information and health notification system that leads to public health results
- 4) Reduce exposure to arsenic
- 5) Improve availability of pesticide information

Goal 5: Enhance Joint Readiness for Environmental Response

- 1) Equip emergency responders to better respond to chemical emergencies along the border
- 2) Provide HAZMAT Technical Certification Training to Sister Cities in the Arizona/Sonora border region.
- 3) Update Sister City (and tri-national) agreements to better reflect present day priorities.

Goal 6: Improve Environmental Performance through Compliance, Enforcement, Pollution Prevention, and Promotion of Environmental Stewardship

- 1) Promote green purchasing and source reduction practices
- 2) Promote effective reduction and management of chemicals in schools
- 3) Promote pilot projects for best management practices and/or collection of expired or obsolete pharmaceuticals
- 4) Increase public awareness of Toxic Release reporting via the TRI (U.S.) and PRTR (Mexico) pollutant release and transfer registries.

APPENDIX 2

PROJECT CRITERIA FOR EVALUATION OF OPTION 1 - 2009 PRIORITY AREAS TYPE PROPOSALS

		Max Points	Score
1.	Priority Areas and coordination	40	
A.	Degree that project proposals addresses the 2009 Priorities Areas (<i>Refer to Appendix 1</i>)	20	
B.	i) Degree to which project proposals have been coordinated with Border 2012 program partners (i.e. task forces, tribes, and regional workgroups co-chair agencies) and stakeholders (i.e. local, state and federal governments, and local community)	5	
	ii) Applicant has furnished letter(s) of support from relevant stakeholders or program partners	10	
C	Degree that proposal addresses Priority Area(s) in more than one Border 2012 Goal	5	
2.	Design and Leveraging	25	
A.	Degree that project proposals clearly identify appropriate expertise, planning, tasks and/or activities, and budget that will achieve indicated Objective(s)	15	
B	Degree proposed budget leverages other resources (e.g. matching funds or in-kind services from applicant, other agencies, private sector, and/or Border 2012 partners)	10	
3.	Measurability of Results	35	
A	Degree that environmental results are clearly identified and measurable	20	
B	Degree to which project has long term self-sustainability	5	
C	Degree to which Project will be replicable in other areas of the border region	5	
D	Degree to which project is planned to begin and end on time in accordance with the proposed schedule	5	
	TOTAL POINTS	100	

APPENDIX 3

PROJECT CRITERIA FOR EVALUATION OF OPTION 2 - EMERGING ISSUES TYPE PROPOSALS

	Criteria	Max Points	Score
1.	Emerging Issues and coordination	45	
A.	Degree that project proposals addresses an emerging issue for Goal #2, Objective 2- Greenhouse Gasses (<i>Refer to Section 3</i>)	30	
B	Extent to which emerging issue is applicable to other parts of the U.S.-Mexico border	15	
2.	Design and Leveraging	25	
A.	Degree that project proposal clearly identifies appropriate expertise, planning, tasks and/or activities, and budget that will achieve indicated Objective(s)	15	
B	Degree proposed budget leverages other resources (e.g. matching funds or in-kind services from applicant, other agencies, private sector, and/or Border 2012 partners)	10	
3.	Measurability of Results	30	
A	Results are clearly identified and measurable (e.g. commitment to implement recommendations, report describing extent of problem, next steps, potential solutions)	20	
B	Degree to which project is planned to begin and end on time in accordance with the proposed schedule	10	
	TOTAL POINTS	100	