



REQUEST FOR PROPOSAL

AIR QUALITY TECHNICAL CONSULTANT

I. INTRODUCTION

This Request for Proposal (RFP) is issued by the Western States Petroleum Association (WSPA), which seeks to hire a contract consultant with experience, knowledge and expertise in air quality regulations issued by the Bay Area Air Quality Management District (BAAQMD) and their impact to the refining industry.

The successful candidate would be expected to perform related services, as described in Section II below (Services).

WSPA is a non-profit trade association that represents approximately thirty companies that explore for, develop, refine, market or transport petroleum and petroleum products in the states of Arizona, California, Nevada, Oregon and Washington. Founded in 1907, WSPA is the oldest petroleum trade association in the United States, and is headquartered in Sacramento, California, with regional offices elsewhere in the West.

WSPA is dedicated to ensuring that consumers continue to have reliable access to petroleum and petroleum products through policies that are socially, economically and environmentally responsible. WSPA believes that the best way to achieve this goal is through better understanding of the relevant issues by government leaders, the media and the general public. To that end, WSPA works to disseminate accurate information on industry issues and to provide a forum for the exchange of ideas on petroleum matters.

Please see WSPA's website at wspa.org for additional background information.

II. SERVICES

WSPA seeks proposals for retaining a consultant on a time and materials contract for workload that varies based on BAAQMD activity. This activity ranges from 20 – 30 hours per week.

The Services to be provided include:

- Review, evaluate and prepare summaries of proposed BAAQMD regulations;
- Interact with refinery environmental staff and WSPA in preparation of written comments to be submitted under WSPA;
- Attend technical regulatory meetings with the BAAQMD staff and engage on technical issues in propose rules;

- Attend WSPA committee meetings.

At the conclusion of the RFP process, WSPA anticipates entering into a contract with the successful candidate, as more fully discussed in Section VI below.

III. CANDIDATE QUALIFICATIONS

Each candidate should demonstrate the following:

- Exceptional technical writing skills;
- Knowledge of the refining industry;
- Technical background and experience in air quality regulatory programs affecting refineries, with an emphasis of those at the BAAQMD;
- Relationships with BAAQMD staff;
- Oral communication skills that demonstrate the ability to convey complex information in an understandable manner;
- Knowledge of other state & federal programs that can/may impact the refinery sector.

IV. PROPOSAL SUBMITTAL REQUIREMENTS

All candidates are to submit a resume and a statement of qualifications limited to a maximum of two pages for each, a one page time and materials rate sheet, and at least two references delivered to the email address of RFP@wspa.org

In the email subject heading, please use, “Air Quality Technical Consultant”.

V. SELECTION PROCESS

All candidates will be notified via email of the WSPA selection after December 5.

WSPA will control the process and outcome of this RFP, at its sole discretion. After the submission of proposals, WSPA reserves the right to interview a candidate or candidates at a location of WSPA’s selection.

VI. OTHER REQUIREMENTS

- By submitting a proposal, the candidate agrees that WSPA may copy the proposal for purposes of facilitating its evaluation. By submitting a proposal, the candidate consents to such copying, and warrants and represents that such copying will not violate the rights of any third party. WSPA will have the right to use ideas or adaptations of ideas that are presented in the proposal;
- Costs incurred for developing a proposal are the sole responsibility of the candidate. WSPA will not reimburse for any of these costs. If WSPA should determine that interviews are necessary, any costs associated with oral presentations to WSPA,

including travel, will be the responsibility of the candidate and will not be billable to WSPA;

- All proposals become the property of WSPA, and will not be returned to the candidate;
- This RFP is non-binding on WSPA, and is governed by California law;
- Unless otherwise stated within a proposal, submission of a proposal is deemed to constitute acceptance of all terms, conditions, and specifications stated in this RFP;
- The successful candidate will be required to provide evidence of appropriate and adequate liability insurance. The types and amounts of coverage will be determined in connection with the discussion of the contract; and
- By submitting a proposal, the candidate:
 - Certifies that the contents of the proposal are true and accurate
 - Certifies that the proposal was developed independently and that no relationship exists, or will exist during the contract period, between the candidate and WSPA that interferes with, or might interfere with, fair competition or is, or might be, a conflict of interest
 - Authorizes WSPA to contact any references listed in the proposal