



# Request for Proposals to provide Database Design, Development, Support

*Consultant Services solicited by Olympic Region Clean Air Agency*

Released: March 3, 2025

Updated: March 4, 2025

Updated: March 19, 2025

Submissions Due: ~~April 7, 2025~~ **April 21, 2025**

Submit Proposals to:

Christopher Krause, IT Systems Administrator

Office: (360) 539-7610, x117

Email: [Christopher.Krause@orcaa.org](mailto:Christopher.Krause@orcaa.org)

Olympic Region Clean Air Agency

2940 Limited Lane NW, Olympia, WA 98502

Phone: (360) 539-7610

[www.orcaa.org](http://www.orcaa.org)

## I. Request

Olympic Region Clean Air Agency (ORCAA) is requesting proposals from qualified entities to design/develop a database for agency use in managing all its air quality programs, as well as provide training and ongoing technical support as needed.

*Note: ORCAA's current database is an ACCESS front-end and MySQL back-end, from which data will need ported into any new solution.*

ORCAA promotes equal employment opportunity in the evaluation of any proposal and in the award of any resultant contract. ORCAA's work program complies with applicable federal, state, and local laws, regulations, and procedures.

Respondents to this Request for Proposal (RFP) should describe their approach to designing and developing the database and provide information on how the project will be phased. Respondents should provide information and pricing for ongoing technical support outside of the scope of the initial project. Respondents should include examples of similar projects in scope, and any experiences learned during those projects.

## II. Background

ORCAA is a local government agency based in Olympia, Washington. Our agency is responsible for administering federal, state, and local air quality regulations. Our key functions include air quality permitting, compliance, enforcement, monitoring, forecasting, and public education and outreach. Our service area includes the six counties on the Olympic Peninsula – Clallam, Grays Harbor, Jefferson, Mason, Pacific, and Thurston. ORCAA currently has 19 employees (FTE).

ORCAA's database is one of the agency's key tools for data retention and management of records pursuant to agency responsibilities. It was developed in house by agency staff who received training in Access database. The back end was eventually moved to MySQL.

## III. Proposed Scope of Work

We are seeking a complete design and implementation of a database solution, along with any necessary training. ORCAA retains the rights to the designed and developed database and any customization of plug-ins. Proposals should accomplish the objectives set below.

### A. Purpose

#### *Project Vision, Goals, Objectives*

ORCAA is seeking to develop a modern, feature-rich database that is easily used by agency staff both in the office and out in the field and meets the requirements specified in Attachment A. The database must be accessible to our regulated community, as well as the public. ORCAA is seeking a secure database system that is compliant with all major operating systems (Windows, OSX, Main Linux Distros) and has cloud and on premises hosting options.

#### *Stakeholders for Database*

- Agency Staff

- Regulated Community, e.g., regulated sources, AOP (Title V) sources, asbestos and demolition contractors
- Public

## B. TASK DETAILS

### *Task 1. Refine scope and technical specifications*

The Consultant will meet with the ORCAA Database Project Team and other key agency staff to refine project scope, schedule, and task details and specifications.

### *Task 2. Define database functionality.*

The consultant will meet with ORCAA Database Project Team to define database functions, requirements, architecture.

### *Task 3. Develop design*

The Consultant will design a database to suit the needs outlined in this document and present the proposed design to the ORCAA Database Project Team.

### *Task 4. Development*

The Consultant will use the agreed upon design to move forward and start building the database, up to and including but not limited to laying out individual sections needed in the database for project team review.

### *Task 5. Data migration*

The Consultant will work with agency staff to import agency data from current database into database and troubleshoot any issues.

### *Task 6. Testing and Troubleshooting*

The Consultant will work with agency staff to assure that the database includes all required functionality, all data has been migrated, and internal staff and public access is functioning correctly.

### *Task 7. Training*

The Consultant will provide ORCAA staff with training for each user classification.

## IV. Project Schedule

The following is an outline of the proposed project schedule. The schedule may be modified while refining the contract scope of work after the consultant selection process has been completed.

Distribution of Request for Proposals	March 3, 2025
Deadline for Submitting Proposals	<del>April 7, 2025</del> <b>April 21, 2025</b>
Presentations and Demonstrations	April - May 2025
Award of Contract & Contract Negotiations	May 2025

## V. Budget

The budget for this project is not to exceed \$150,000. Consultant firms are advised that upon subsequent review, evaluation and discussion of proposals and approaches to the project, ORCAA may make budget adjustments to optimize achievement of project objectives and opportunities within currently available resources. Respondents may make note of any functionality items identified in this document that exceed the budget and provide a cost estimate.

## VI. Olympic Region Clean Air Agency's Rights

This RFP and/or the selection process does not obligate ORCAA to enter in any contracts. ORCAA reserves the following rights, in addition to those accorded by law:

- The right to negotiate all proposal elements
- The right to reject any and all proposals, waive irregularities and re-solicit proposals
- The right to change the scope of work depending on funding available
- The right to approve any and all subcontractors selected after an award
- The right to renegotiate the agreement for such additional service as may be necessary
- The right to make an award to other than the lowest responsive bidder

## VII. Procurement Terms and Conditions

### *Compliance*

The Consultant must comply with all applicable State, Federal and local regulations, ordinances, laws, and codes.

### *Hold Harmless*

The Consultant will, and hereby expressly agrees to hold harmless and indemnify ORCAA and any of its associates against all losses, claims, actions, judgments, and any liability for injuries to persons, including wrongful death, damage to property or both, occurring during, or in consequence of, the performance of this contract if such injury or damage is related to or arises out of any mistakes or defect in service delivery or to the actions or negligence of the Consultant, Consultant's employees, subcontractors or agents.

### *Access for Individuals with Disabilities*

ORCAA is fully compliant with the Americans with Disabilities Act (ADA) and will make reasonable accommodation as required, if such requests are made known at least three weekdays prior to any requested need. Call (360) 539-7610 or email [christopher.krause@orcaa.org](mailto:christopher.krause@orcaa.org)

### *Responsive Proposals*

ORCAA encourages all businesses, including women- and minority-owned businesses, to respond to this RFP. Nothing within this RFP is intended to exclude any reasonable proposal or responsible firm from submitting a proposal, or in any way restrict competition. ORCAA reserves the right to reject any or all proposals for lack of responsiveness or responsibility, and the right to waive any immaterial irregularities.

### *Proposal Costs*

ORCAA is not responsible for any costs incurred by the Consultant in preparing, submitting, or presenting its response to the RFP.

### *Public Documents*

Proposals and evaluation materials submitted under this RFP are considered public documents and with limited exceptions, proposals recommended for contract award will be available for inspection and copying by the public.

### *Contract*

The contract resulting from acceptance of the Consultant proposal will be issued by ORCAA and reflect the specifications in this RFP. ORCAA reserves the right to reject any proposed amendments or contract language changes which do not conform to the specifications contained in this RFP and/or which is not approved by ORCAA.

Insurance must meet or exceed the following unless otherwise approved by the Agency as follows:

1. Minimum Insurance
  - a. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate.
  - b. Stop Gap/Employer's Liability coverage with limits not less than \$1,000,000 per accident/disease.
  - c. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.
  - d. Consultant's Errors & Omissions or Professional Liability with limits not less than \$1,000,000 per claim or as an annual aggregate.
2. Self-Insured Retentions
  - a. Self-insured retentions must be declared to and approved by the Agency.
3. Other Provisions
  - a. Commercial General Liability policies must be endorsed to:
    - o Include the Agency, its officials, and employees as additional insureds
4. Provided that such insurance will be primary as respects any insurance or self-insurance maintained by the Agency, Consultant or its Insurance Agent/Broker must notify the

Agency of any cancellation, or reduction in coverage or limits, of any insurance within seven (7) days of receipt of insurers' notification to that effect.

5. Acceptability of Insurers
  - a. Insurance must be placed with insurers with a rating acceptable to the Agency.
6. Verification of Coverage
  - a. Consultant must furnish the Agency with certificates of insurance required by this clause. The certificates are to be received and approved by the Agency before work commences. The Agency reserves the right to require complete, certified copies of all required insurance policies at any time.

## VIII. Proposal Requirements

The consultant's proposal format should emphasize clarity and brevity in describing an understanding of the project, approach to each task, schedule, budget, and personnel experience.

**One printed copy or one electronic copy** (PDF) of the consultant's proposal should be submitted to Christopher Krause at ORCAA no later than ~~8 a.m. 4:30p.m., April 7, 2025~~ **April 21, 2025**. Late proposals will not be reviewed and will be considered non-responsive if they arrive past the noted deadline.

Olympic Region Clean Air Agency  
Attn: Chris Krause  
2940 Limited Ln NW  
Olympia, WA 98502

[Christopher.Krause@orca.org](mailto:Christopher.Krause@orca.org)

### Validity Period

By submitting a proposal, the vendor is agreeing that the proposal and its contents shall be valid for 180 days following the submission proposal deadline; and that the proposal and its contents may be used in contract negotiation between ORCAA and the successful vendor.

### Each submission must include the following information:

1. Letter of interest.
2. Description of work required to complete the scope of work as described in Section III, including how the project will be phased and managed as described in Section IV and responses to Attachment A.
3. A schedule of deliverables, interim products, and reports.
4. A recommended approval process for project deliverables/tasks.
5. Company background including how long the company has been in business and brief description of the company's size and organization.

6. Participation of principal, key support, and technical staff, including estimates of time, number of hours and cost breakdown by work task for each key participant in the project. Include a description of relevant experience of the key personnel who will work on the ORCAA project.
7. Description of relevant experience and qualifications for each person involved in the project.
8. List of at least three (3) relevant client references including contact name, organization name, phone, and email. These references should be able to verify the recent experience (within previous 3 years) of each person involved in the proposal for this project.
9. Examples of at least three (3) databases developed by the Consultant in the last five (5) years that are similar in scope.
10. Description and costs of ongoing technical support.
11. Additional optional information about consultant products and services not covered in other sections of the proposal such as awards, newsletters, documentation, etc.
12. Additional optional cost estimate(s) of any functionality items identified in this RFP.

## IX. Consultant Selection

### A. SELECTION CRITERIA:

The primary selection criterion will be the ability of the firm to understand the issues and accomplish the tasks described in Section II (Background) and Section III (Proposed Scope of Work). (See the draft evaluation worksheet Attachment B.)

Other selection criteria include:

1. Quality of proposed approach to project
2. Portfolio of past work including at least three (3) projects of similar scope
3. Recommendations of references
4. Projected Costs
5. Ability to work within deadlines and to achieve mutually agreed dates for deliverables.

### B. CONSULTANT INQUIRIES

All consultant's inquiries are due in writing on March 14 by 8 am questions may be sent to: [Christopher.krause@orcaa.org](mailto:Christopher.krause@orcaa.org)

No inquiries, written or oral, will be accepted after this date. For all potential consultants to be treated equally, all questions raised regarding the Request for Proposal process and the responses made by ORCAA will be made available to all consultants. Written responses to questions received by 8 a.m. Pacific Time March 14, will be posted online at [www.orcaa.org](http://www.orcaa.org) no later than 10 a.m., Pacific Time ~~March 21~~ **March 28, 2025**.

### C. SELECTION PROCESS:

The consultant selection process will be conducted as follows:

1. The closing date and hour for receipt of the proposal is ~~April 7-8 am~~ **April 21, 2025 at 4:30 p.m.** Pacific Time. Proposals received after this date and time will not be considered. If ORCAA does not believe an adequate number of proposals have been submitted, the date may, at ORCAA's sole discretion, be extended until an adequate number of proposals are received.
2. The proposal review and selection process may require personal interviews with one or more proposing firms.
3. Selection of the consultant will be based on ORCAA's evaluation of the best proposal and best-qualified consultant using the criteria and information outlined in Section VIII. Such determination will be made at the sole discretion of ORCAA.
4. Contract negotiations will be initiated immediately upon selection of the consultant. If ORCAA is unable to negotiate a satisfactory contract, negotiations will be terminated, and the consultant will be notified by mail.
5. This selection process does not obligate ORCAA to enter into a contract with any of the responding firms.