



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 8/2/16

or Procurement Director Award ☐

Contractor/Vendor Name (DBA): Arizona Department of Environmental Quality

Project Title/Description:

Voluntary No-Drive Day/Clean Air Program Contract Amendment (No. 11)

Purpose:

PDEQ continues implementation of the Voluntary No-Drive Days Program in Pima County. This amendment includes the scope of work for the fiscal year 15-16 and funding.

Procurement Method:

N/A

Program Goals/Predicted Outcomes:

The program encourages Pima County drivers to avoid their motor vehicles during certain prescribed days such as Bike-to-Work Day, Walk and Roll to School Day, Car-Free Day, Bike to the Movies, Cyclovia, BikeFest and additional days when PDEQ issues Air Quality Advisory notices.

Public Benefit:

The public benefit is to educate the community about air quality issues and actions. The reduction in pollution improves air quality in Pima County.

Metrics Available to Measure Performance:

The performance of the program is measured in results from a telephone and on-line survey performed by a professional company.

Retroactive:

Yes, retroactive to June 30, 2016. PDEQ received contract amendment No. 11 too late to process before the end of the fiscal year.

To: CoB- 7-13-16 (2)
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Procure Dept 07/12/16 PM04:11

Original Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount: \$ _____ ☐ Revenue Amount: \$ _____
Funding Source(s): _____

Cost to Pima County General Fund: _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards
Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards
Vendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment Information

Document Type: CTN Department Code: DE Contract Number (i.e., 15-123): 13*76
Amendment No.: 11 AMS Version No.: 9
Effective Date: 6/30/16 New Termination Date: _____
☐ Expense ☒ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ 192,000.00
Funding Source(s): ADEQ

Cost to Pima County General Fund: N/A

Contact: Vicki Bennie

Department: Environmental Quality

Telephone: 724-7331

Department Director Signature/Date: Wesley K. Nelson 7.7.2016

Deputy County Administrator Signature/Date: [Signature] 7/14/16

County Administrator Signature/Date:
(Required for Board Agenda/Addendum Items)

[Signature] 7/14/16



GOVERNMENTAL SERVICES CONTRACT AMENDMENT



CONTRACT NO.:
AMENDMENT NO.:
TITLE:
CONTRACTOR:

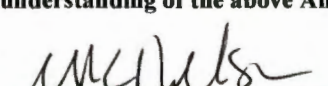
ADEQ12-008137 (EV11-0067)
11
VOLUNTARY NO-DRIVE DAY (CLEAN AIR PROGRAM)
PIMA COUNTY DEQ

ADEQ PROCUREMENT
1110 W. Washington Street
Phoenix, AZ 85007
602-771-4256

THE PURPOSE OF THIS AMENDMENT IS TO:

1. Authorize funding in the amount of \$192,000.00 for FY2017.
2. Scope of Work.
Scope of Work, Attachment A, is hereby incorporated and made part of this Agreement (5 pages).
3. All other Terms and Conditions remain unchanged.

CONTRACT	
NO. <u>CTN-DE-13-076</u>	
AMENDMENT NO. <u>11</u>	
This number must appear on all invoices, correspondence and documents pertaining to this contract.	

PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY	ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY
The Contractor hereby acknowledges receipt and understanding of the above Amendment.	The above referenced contract Amendment is hereby executed this day at Phoenix Arizona.
 Signature of Authorized Individual	Day of _____ 2016
<u>6.14.14</u> Date	
<u>Ursula Nelson, Director, PDEQ</u> Typed or Printed Name and Title	Timothy Franquist Director, Air Quality Division

Available online at Procure.AZ.gov



PIMA COUNTY SIGNATURE PAGE

This document constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Contract may be modified, amended, altered or extended only by a written amendment signed by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

PIMA COUNTY

Chair, Board of Supervisors

Date

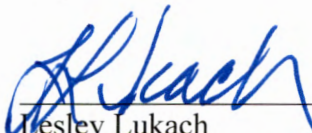
Clerk of the Board

Date

CONTRACTOR

McNulsr 6.13.16
PDEQ Date

Approved As to Form:


Lesley Lukach
Deputy County Attorney

6/10/16
Date



VOLUNTARY NO-DRIVE DAYS PROGRAM

**Pima County Department of
Environmental Quality**

**Scope of Work for Air Quality Grant
Funding**

Fiscal Year 2017

APRIL 11, 2016

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**Pima County Department of Environmental Quality
Voluntary No-Drive Days Program**

I. BACKGROUND

The Pima County Department of Environmental Quality's (PDEQ) Voluntary No-Drive (VND) Days Program (also known as the Clean Air Program) was established in 1989 and is mandated by the omnibus air quality legislation enacted in 1988 (A.R.S. § 49-506) and Pima County Code 17.44.020. The PDEQ VND Program is also a permanent and enforceable control measure approved into the most recent Carbon Monoxide Limited Maintenance Plan by the U.S. Environmental Protection Agency effective January 20, 2010 [74 FR 67819; 12/21/09].

In the past, Pima County experienced violations of national air quality standards. To prevent further deterioration, several initiatives were developed to reduce air quality emissions in Pima County. The VND Program is one of those initiatives. There have been no violations of the EPA NAAQS for carbon monoxide or ground-level ozone since the program was initiated.

II. GOALS & OBJECTIVES

The principal goal of the program is to reduce vehicle emissions that contribute to air pollution by increasing public awareness of air quality issues and encouraging drivers within Pima County to not drive their motor vehicles during certain days. PDEQ staff directly educates the public concerning the importance of minimizing driving time. In PDEQ's experience, fostering greater community understanding of why residents are being asked to limit driving yields more positive responses to no-drive day events.

PDEQ approaches this need for public education about air quality and its relationship to the use of motor vehicles by using various outreach and education techniques. Agency objectives include conducting a multi-tiered outreach and education program to share information with residents about air quality including: the sponsorship of various no-drive day focused events and programs throughout the year to encourage carpooling, riding transit, walking, and biking instead of driving single occupant vehicles; the provision of air quality awareness education programs for youth before driving habits are ingrained. PDEQ also understands that children can have a great influence over the adults in their household, so the education program also branches out to families and friends; and the provision of speakers' bureau, tabling at community events, purchasing advertising, expanding our reach through positive media relations and the use of social media, and more.

Over the years, PDEQ has expanded the objectives of the VND Program to also include encouraging additional efforts that reduce vehicle emissions such as combining errands into one trip, reducing engine idling, maintaining vehicles, and properly inflating tires.

III. TASKS & ACTIVITIES

The following tasks and activities will be implemented to achieve the goals and objectives of the scope of work.

Tasks	Activities
1. Assist with planning, organizing, sponsoring, staffing community-wide no-drive days events encouraging emission-reducing activities.	4 No-Drive Days Focused Community-Wide Events.
2. Create and provide presentations to encourage no-drive days and actions to reduce emissions.	75 presentations that encourage no-drive days and emission reductions.
3. Develop educational materials to encourage no-drive days and emission reductions	10 fact sheets, articles, or brochures to encourage no-drive days and emission reductions.
4. Distribute educational materials to the public via website posting, emailing to list serve, or through libraries or outreach events.	20 public education distribution opportunities.
5. Develop activities and participate in community event outreaches to encourage no-drive days	12 community outreach booths at schools, businesses, and other locations.
6. Write news releases to promote no-drive days activities, inform public regarding air quality status, and encourage actions to reduce emissions	10 news releases distributed to media and community list serve. Track media's use of news releases.
7. Produce content (videos, photos, text messages) for use on social media.	40 postings of air quality-related content on social media.
8. Contract with research professionals to evaluate program through a random survey with a sample size of at least 500; and develop survey instruments for various audiences.	Submit results of evaluation by research consultant and results of additional surveys and provide calculations of emission reductions associated with VND program using the data gathered through these surveys and other means.
9. Continue to research potential methodologies to calculate emission reductions and benefits that result from VND activities.	Participate with calls and/or meetings with ADEQ and TRP agencies as scheduled and activities as assigned.

IV. DELIVERABLES

Quarterly reports will be sent to ADEQ tracking the progress of VND Program tasks and activities within 45 days after the end of the quarter. Invoice reports will also be sent each quarter within 45 days after the end of the quarter.

An annual report will be sent to ADEQ within 60 days of the end of the fiscal year. The annual report will include a narrative summary of the activities and tasks for the fiscal year that were successful

and a discussion of how the program will be improved during the coming year. Estimated emissions reductions will be included in the reports.

V. SCHEDULE FOR SUBMISSION OF DELIVERABLES

Deliverable	Date of Submittal
Quarterly Invoices	45 days after the end of the quarter
Quarterly Reports	45 days after the end of the quarter
Annual Report	60 days after the end of the fiscal year.

VI. BUDGET

Description of Work	Anticipated Budget
Personnel	\$93,054.00
Equipment	0
Supplies	\$4,750.00
Contractual	\$7,750.00
Other*	\$22,750.00
Administration**	\$63,696.00
Total Budget	\$192,000.00

*Category "Other" includes VND Program operating supplies, software, travel, training, printing, advertising, interdepartmental charges, vehicle maintenance/parking, incentives/tools for program participation, promotional items, telephone, etc.

**Category "Administration" is the Administration/Overhead budget category which includes a portion of electricity use, paper, copy machine costs, computers, software, Information Technology support, Accounting support, as well as a portion of the salaries of personnel in the PDEQ Director's Office who provide assistance and guidance towards achieving the VND Program goals and make programmatic recommendations. These include the PDEQ Director; Deputy Director, a secretary who helps track expenditures, invoice payments, contract submittals to County Attorney and the Board of Supervisors; and the front officer staff who direct calls, assist with purchasing, deliveries, sorting mail, etc.