



COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL for

Medical Cannabis Cultivation Operator Permits (“MCCOP”)

For complete information regarding this project, see RFP posted at <https://www.acgov.org/cda/planning/landuseprojects/medical-cannabis.htm> or contact the County representative listed below.

Contact Person: Liz McElligott, Assistant Planning Director

Phone Number: (510) 670-5400

E-mail Address: elizabeth.mcelligott@acgov.org

RESPONSE DUE

by

5:00 p.m.

on

6th November 2017

at

Alameda County, CDA-Planning
224 West Winton Avenue, Suite 111
Hayward, CA 94544



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Medical Cannabis Cultivation Operator Permits (“MCCOP”)

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I. CULTIVATION PERMIT PROCESS OVERVIEW

A. INTENT

Thank you for your interest in applying for a Medical Cannabis Cultivation Operator Permit (“Permit”) to participate in Alameda County’s Medical Cannabis Cultivation Pilot Program (“Pilot Program”) pursuant to Chapter 6.106 of the Alameda County Ordinance Code (“Ordinance Code”).

This Request for Proposals (“RFP”) outlines the process for solicitation of permit applications (“Applications”) and selection of the Applicants who will be granted Permits. The County intends to grant a maximum of four (4) Permits to the Applicants whose responses conform to the RFP, meet the County’s requirements, and are ranked highest in the competitive selection process described below. This Permit is the first of two permits required to commercially cultivate medical cannabis in the Unincorporated Area of Alameda County.

The successful Applicants will be offered a Permit, subject to specified operating conditions and standard conditions. Each Permit shall expire two (2) years after the date of its issuance or upon the sunset and termination of the Pilot Program, whichever is earlier. If the Applicant(s) certify acceptance of the operating conditions and standard conditions of the Permit, the Applicant(s) will be eligible to apply for a Conditional Use Permit (“CUP”) for cannabis cultivation pursuant to Title 17, Section 17.52.585 of the Alameda County General Ordinance Code (“Zoning Ordinance”).

A Medical Cannabis Cultivation Operator Permit and a Conditional Use Permit (CUP) must be obtained prior to commencement of cannabis cultivation.

B. BACKGROUND

On September 12, 2017, the Alameda County Board of Supervisors approved an ordinance adding Chapter 6.106 to the Ordinance Code and an ordinance introducing amendments to Sections 17.04.010, 17.52.585, and 17.54.130 of the Zoning Ordinance to implement a Pilot Program authorizing and regulating the cultivation of medical cannabis in the Unincorporated Area of the County.

The Pilot Program allows for the approval of up to four (4) Permits for commercial cultivation of medical cannabis subject to the processes and relevant considerations for application, review, and selection of Permits detailed in Sections 6.106.070 to 6.106.110 of Chapter 6.106.

The purpose of the Pilot Program is to allow for the cultivation of medical cannabis in appropriate locations to help ensure that medical cannabis will be available to patients in need of it while preserving the character, health and safety of the surrounding area. The County intends to proceed with further study and public meetings to consider a permanent ordinance

that effectively regulates and licenses cultivation of medical cannabis, including commercial cultivation.

The adoption of the Pilot Program allowing the short-term, small-scale cultivation of medical cannabis will enable the County to evaluate appropriate districts, performance standards and prohibitions prior to consideration of a permanent, countywide ordinance regulating all aspects of cannabis cultivation and implementing state regulations. Participants in the Pilot Program will be permitted to cultivate medical cannabis through the duration of the Program only and will have no right to continue cultivation beyond the expiration of the Program or the expiration or revocation of the Permit.

Chapter 6.106 of the Ordinance Code identifies several decision-making and administrative processes which are required to be conducted by the Director of the Community Development Agency (“CDA”) or his designee. For the purposes of the Pilot Program, the CDA Director has designated the Planning Director as his designee.

II. CALENDAR OF EVENTS

EVENT	DATE/LOCATION	
County post Request for Proposals (RFP)	by 6 th October 2017	
Applicant Information Session #1	18 th October 2017 @ 10:00 a.m	at: Martinelli Center, Executive Conference Room, 3585 Greenville Road, Livermore, CA 94550
Applicant Information Session #2	19 th October 2017 @ 2:00 p.m	at: Alameda County Public Works Building Auditorium, First Floor 399 Elmhurst Street, Hayward, CA 94544
Applicants submit Written Questions to the County	by 5:00 p.m. on 23 rd October 2017	
Last date for Applicants to submit Exhibit B – Site, Applicant and Employment Information for verification and background checks by the Sheriff	by 5:00 p.m on 27 th October 2017	
County post RFP Addendum (Response to Questions)	by 27 th October 2017	

Applicants submit Application (Exhibit A – Application Response Packet) and pay Application Fee	by 5:00 p.m on 6 th November 2017
Initial Evaluation Period	6 th November to 17 th November 2017
County notify Applicants outcome of Initial Evaluation	by 17 th November 2017
Last date for successful Applicants to pay Final Selection Fee	by 5:00 p.m. on 28 th November 2017
Last date for Applicants notified of incomplete or incorrect applications to amend and refile Application	by the earlier of 10 days from the date Notice of Rejection issued or by 5:00 p.m on 27 th November 2017
Final Evaluation Period	20 th November to 14 th December 2017
Applicant Interview Period	4 th December to 14 th December 2017
County issue Notice of Intention to Grant to highest ranked Applicants	15 th December 2017
Last date for Applicant to accept or appeal Operating Conditions contained in Notice of Intention to Grant and pay Permit Issuance Fee	by 5:00 p.m. on 28 th December 2017
County issue Permits	When Applicant certifies acceptance of Operating Conditions and Permit Issuance Fee has been paid

Note: The dates in the above Calendar of Events are subject to amendment by the County if required as the process progresses.

III. PRE-APPLICATION PROCESS

A. APPLICANT INFORMATION SESSIONS

Applicants are strongly encouraged, but not required, to attend either one of the two Applicant Information Sessions identified in the Calendar of Events. The Applicant Information Sessions will:

- Provide the County with an opportunity to present more detail about the RFP and Selection Process; and
- Provide an opportunity for Applicants to ask specific questions about the permitting process and requirements and request RFP clarification.

If you require further information regarding information session arrangements or have any difficulty locating the meeting room, please contact Maria Palmeri (details below):

Maria Palmeri
Alameda County Planning Department
224 W. Winton Avenue, Rm 111, Hayward, CA 94544
E-Mail: maria.palmeri@acgov.org
PHONE: (510) 670-5421

B. RFP ADDENDUM (RESPONSE TO QUESTIONS)

Following the Applicant Information Sessions, Applicants have the opportunity to submit in writing to the County any questions of clarification regarding the RFP. Questions are required to be submitted by email by the due date for Written Questions specified in the Calendar of Events.

The County will issue an RFP Addendum which will be posted on the County website following the Applicant Information Sessions. The RFP Addendum will address all relevant questions:

- Raised in the Application Information Sessions; and
- Submitted in writing, by email to elizabeth.mcelligott@acgov.org, by the due date for Written Questions specified in the Calendar of Events.

C. APPLICANT AND EMPLOYEE INFORMATION

Prior to submitting the Application, Applicants are required to complete Exhibit B - Site, Applicant and Employee Information and submit this to the County by the date specified in the Calendar of Events. The information in Exhibit B is required to enable the Sheriff's Office to verify the information required under Ordinance Code Section 6.106.080.A.1-10, including the requirements that:

- The Applicant must be eighteen (18) years of age or older;
- A background check is required for every owner, manager, supervisor and employee specified in the Application; and
- No person convicted of a felony within the past three years may be actively engaged in the operation of any cultivation site in the County (Alameda County Ordinance Code Section 6.106.100.A.4). A conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Individuals with a drug violation which was reclassified from a felony to a misdemeanor by Proposition 47 must have taken the necessary action to have their violation reclassified to prevent it from appearing as a felony on the background check.

In addition to submitting Exhibit B - Site, Applicant and Employee Information to CDA-Planning, the specified personnel identified in Exhibit B will be required to attend the County Sheriff's Office to complete a background check. **Applicants should contact the County Sheriff's Office at (510) 667-3620 or by email at acsopermits@acgov.org as soon as possible to schedule an appointment for each person to submit the required information for a background check, to be fingerprinted and to be photographed for identification purposes.** A fee of \$57.00 per person must be paid at the time of the appointment to cover the cost of the fingerprinting.

IV. APPLICATION REVIEW AND EVALUATION PROCESS

A. INITIAL APPLICATION EVALUATION

1. **Initial Review:** Applicants are required to complete the Application Response Packet provided in Exhibit A. After the County receives an Application, the Initial Application Evaluation will begin, using the criteria outlined in Table A below. During the Initial Application Evaluation, the following County agencies will review and comment on specific portions of the Application (Ordinance Code Section 6.106.090.A):
 - The Sheriff will be responsible for verifying the factual information in the Application, including names, addresses and other information on the Applicant and any manager, supervisor and employees of the proposed cultivation operation, as required in Ordinance Code Section 6.106.080.A.1-10.
 - The Sheriff will comment on the adequacy of security measures that are described in the application, the security plan, the site plan, and other relevant aspects of the Application.
 - The Community Development Agency will comment on the proposed location's compliance with zoning regulations and conditions that are needed to mitigate adverse impacts on surrounding uses.
 - The Health Care Services Agency will comment on the services to be provided and the mission statement set forth in the Application.
2. **Application Completeness:** After the Initial Application Evaluation, the Planning Director will reject any Application that has been deemed to be improperly completed or incomplete, and will notify the Applicant of the rejection. The Applicant may amend and refile the application within 10 days after receiving notification from the Planning Director. If an Amended Application is not received within 10 days of notification or if the Amended Application is still deemed to be improperly completed or incomplete, the Application will receive no further consideration. (Ordinance Code Section 6.106.090.B)

3. **Completion of the Initial Review:** Upon completion of the Initial Application Evaluation, the Planning Director will reject any Application that meets any of the following criteria:
- The proposed cultivation operation does not comply with requirements of Chapter 6.106 of the Ordinance Code.
 - The Applicant has knowingly made a false statement of material fact or has knowingly omitted a material fact from the Application.
 - The proposed cultivation operation at the proposed location is prohibited by any state or local law or regulation.
 - Any person who is listed on the Application pursuant to subsection (A)(10) of Section 6.106.080 has been convicted of a felony within the past three (3) years. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.
 - The Applicant or the operator listed in the Application is less than eighteen (18) years of age.
 - The Health Care Services Agency has determined that the application for a cannabis cultivation site has failed to state a health care purpose that fulfills the purposes of Section 11362.5 et seq. of the California Health and Safety Code.
 - The Applicant is delinquent in the payment of any applicable state or County taxes and fees.
4. **Determination of Eligible Applications:** Any Application that is not rejected upon completion of the Initial Application Evaluation will be deemed an Eligible Application and will be submitted to the Final Application Evaluation phase of the solicitation process. At the conclusion of the Initial Application Evaluation, the Planning Director will notify each Applicant of the results of the Initial Application Evaluation of their Application. All Applications that pass the Initial Application Evaluation will be submitted to the County Selection Committee (“CSC”) for Final Application Evaluation.

5. **Initial Evaluation Criteria:** The Initial Evaluation Criteria, which will be determined on a Pass/ Fail basis, are as follows.

TABLE A		
INITIAL EVALUATION CRITERIA		
	Evaluation Criteria	Evaluation Measure
A.	<p>Background Check:</p> <p>If any person listed on the Application as an owner, manager, supervisor or employee for the proposed cultivation site fails to pass a background check, the Application will be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p>	Pass/ Fail
B.	<p>Completeness of Application:</p> <p>An Applicant must amend and refile an Application within 10 days after receiving notification that the application has been deemed by the Planning Director to be improperly completed or incomplete (Ordinance Code Section 6.106.090.B). If an Amended Application is not received within 10 days of notification or if the Amended Application is still deemed to be improperly completed or incomplete, the Application will be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p>	Pass/Fail
C.	<p>Compliance with General Code Section 6.106.100.A:</p> <p>Any Application that meets any of the criteria in Section 6.106.100.A. of the Ordinance Code will be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p>	Pass/Fail

B. FINAL APPLICATION EVALUATION

1. **Final Selection Process:** The Final Application Evaluation phase of the solicitation process will include selection from the eligible Applications and the establishment of Operating Conditions for any permits issued to the selected eligible Applicants. The County's goal is to grant Permits to the Applicants that represent the best quality applications as determined by the combined weight of the evaluation criteria.

The County intends to grant up to four (4) Permit(s):

- If the number of eligible applications for cannabis cultivation sites is the same as or less than four (4), then all eligible Applications will be submitted for establishment of Operating Conditions.
- If the number of eligible applications exceeds four (4), then a competitive evaluation process will be conducted in which applicants are scored and ranked with the Planning Director recommending issuance of a permit to the highest ranked, eligible applicants.

(Ordinance Code Section 6.106.110)

2. **County Selection Committee ("CSC"):** If the number of Eligible Applications exceeds four (4), the CSC will evaluate and score each eligible application in accordance with the Final Evaluation Criteria set forth below in Table B. The CSC will be composed of County staff comprising representatives of the Planning Department, the Agricultural/ Weights and Measures Department and the Sheriff's Office. The evaluation of the Applications shall be within the sole judgment and discretion of the CSC.

All contact during the evaluation phase shall be through CDA- Planning staff only. Applicants shall neither contact nor lobby evaluators during the evaluation process. Attempts by any Applicant to contact and/or influence members of the CSC may result in disqualification of the Applicant.

3. **Assessment of Final Evaluation Criteria:** Each of the Final Evaluation Criteria below will be used in ranking and determining the quality of Applications. Applications will be evaluated according to each Final Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Final Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. An Application with a high weighted total will be deemed of higher quality than an Application with a lesser-weighted total. The final maximum score for any project is 550 points, including the local agricultural community commitment points (maximum 10% of final score).

The Final Evaluation Process may include a two-stage approach comprising an evaluation of the written application and preliminary scoring (Stage 1) to develop a short list of

Applicants that will continue to the final stage of oral interviews and site visits (Stage 2). The preliminary scoring will be based on the total points, excluding points allocated to the oral interview and site visit.

If the two-stage approach is used, up to eight Applicants receiving the highest preliminary scores and with at least 200 points will be invited to an oral interview and asked to host a site visit. All other Applicants will be deemed eliminated from the process at this point. All Applicants will be notified of the short list; however, the preliminary scores at that time will not be communicated.

The zero to five-point scale range is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet RFP specification. The application has no probability of success. If a mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average / Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

4. **Final Evaluation Criteria:** The Final Evaluation Criteria and their respective weights are as follows:

TABLE B		
FINAL EVALUATION CRITERIA – STAGE 1		
	Evaluation Criteria	Weight
A.	<p>Security Plan (Ordinance Code Section 6.106.080.A.11):</p> <p>An adequate Security Plan must contain a detailed description of the proposed security arrangements for ensuring the safety of persons from theft and robbery and protection of the premises from theft and burglary.</p> <p>The Security Plan must:</p> <ul style="list-style-type: none"> • be approved by the Sheriff; • include a lighting plan showing existing and proposed exterior premises and interior lighting levels; and • include alarms and security surveillance cameras. <p>Security video shall be maintained for 30 business days and shall be made available to the Sheriff upon request. The video system for security cameras must be located in a locked, tamper-proof compartment. A professionally monitored robbery alarm system shall be installed and maintained in good working condition. The Security Plan shall include the provision of a suitable locked safe on the premises for after-hours storage of medical cannabis.</p> <p>In evaluating this criterion, the CSC will have regard to the comments of the Sheriff (Section 6.106.090.A.2).</p>	20 Points
B.	<p>Appropriateness of Site and Design of Proposed Facility (Ordinance Code Section 6.106.080.A.12&13, 17.52.585):</p> <p>The proposed cultivation site, in either the East County or the Castro Valley Canyonlands:</p> <ul style="list-style-type: none"> • conforms with all applicable zoning requirements, • is consistent with the setbacks required in Section 17.52.585 of the County General Code, 	20 Points

	<ul style="list-style-type: none"> ● provides adequate access to a county road, ● is consistent with the Floor Area Ratio restrictions in Measure D, included in the land use description section of the East County Area Plan (ECAP), and ● minimizes visual impacts with appropriate measures, including fencing and screening. <p>In evaluating this criterion, the CSC will have regard to the comments of the Community Development Agency in relation to the proposed location’s compliance with zoning regulations and conditions that are needed to mitigate adverse impacts on surrounding uses (Section 6.106.090.A.3).</p>	
<p>C.</p>	<p>Operating Plan (General Code Section 6.106.080.A.21):</p> <p>The Operating Plan must specifically describe how the cannabis cultivation site will operate consistent with state and local law, including but not limited to:</p> <ul style="list-style-type: none"> ● the minimum staffing levels for operation of the cannabis cultivation site; ● policies and procedures for record keeping; ● specific details of the cultivation operation’s track and trace program; ● specific details regarding product testing; ● other relevant information regarding the operation of the proposed cannabis cultivation site; and ● a copy of the cultivation operation’s labor peace agreement when required by California Business & Professions Code Section 26051.5 to enter into or abide by a labor peace agreement. 	<p>20 Points</p>
<p>D.</p>	<p>Mitigation of Potential impacts (General Code Section 6.106.080.A.16):</p> <p>The Application must include a description of the methods by which the applicant will mitigate any potentially adverse impacts, such as traffic, light, odors or noise, on surrounding property owners.</p> <p>The cannabis cultivation site shall be designed to provide</p>	<p>10 Points</p>

	<p>sufficient odor absorbing ventilation and exhaust systems so that any odor generated on the premises is not detected outside property on which it operates.</p> <p>In evaluating this criterion, the CSC will have regard to the comments of the Community Development Agency in relation to the proposed location’s compliance with zoning regulations and conditions that are needed to mitigate adverse impacts on surrounding uses (General Code Section 6.106.090.A.3).</p>	
E.	<p>Environmental Considerations</p> <p>The Application must describe any proposed "green" business practices relating to energy and climate, water conservation, and materials and waste management.</p> <p>Examples of “green” practices could include energy efficiency and renewable energy, the use of green building measures, and conservation and recycling/re-use programs, among others.</p>	5 Points
F.	<p>Community Benefit:</p> <p>Applicants must provide a description of a proposed Community Benefits Program.</p> <p>Examples of benefits could include, but are not limited to, supporting or funding community programs, employment and job training programs, local substance abuse, cannabis youth education, or domestic violence programs, or other activities that benefit the County.</p>	5 Points
FINAL EVALUATION CRITERIA – STAGE 2 (OPTIONAL)		
G.	<p>Oral Interview:</p> <p>The oral interview on the Application shall not exceed 60 minutes. The oral interview may include responding to standard and specific questions from the CSC regarding the Application.</p>	10 Points
H.	<p>Site Visit:</p> <p>The CSC may arrange an inspection of the site to enable the CSC to review the Application having regard to relevant site features and constraints.</p>	10 Points

LOCAL AGRICULTURAL COMMUNITY COMMITMENT		
I.	<p>Local Commitment:</p> <p>Points equaling up to ten percent of the Applicant’s total score for the above Final Evaluation Criteria (Stage 1 + Stage 2) will be added based on the extent to which the Applicant(s) demonstrate an historic and/or a long-term commitment to improving the local agricultural community.</p>	Ten Percent (10%)

Note: The assessment based on the Final Selection Criteria will be the Applicant’s final score for the purposes of grant evaluation.

5. **CSC Recommendations:** Applications will be evaluated by the CSC and ranked in accordance with the Final Evaluation Criteria. The CSC will recommend the grant of a Permit to the Applicant(s) who, in its opinion, has submitted the Application that attains the highest overall point score. On receiving the CSC’s recommendations, the Planning Director shall recommend issuance of a Permit(s) to the highest ranked, eligible applicants, subject to Operating Conditions.

6. **Operating Conditions:** Prior to issuing Notice of Intention to Grant a Permit(s), the Planning Director shall establish Operating Conditions for each Permit (General Code Section 6.106.110.C). The Operating Conditions for each Permit shall:
 - a. Include a condition requiring compliance with the County of Alameda Community Development Agency Performance Standards and Standard Conditions for Pilot Program Cultivation Sites, established by the Planning Director pursuant to General Code Section 17.52.585.D;
 - b. Be limited to the conditions necessary to carry out the purpose of Chapter 6.106 and to mitigate specific and foreseeable adverse impacts on properties in the vicinity (General Code Section 6.106.110.C);
 - c. Include the requirement for the Applicant to obtain (General Code Section 6.106.110.E):
 - (1) Any required state permits or licenses for the operation of a cultivation operation, if and when applicable; and
 - (2) All land use entitlements required to operate a cultivation operation, if and when applicable.

C. NOTICE OF INTENTION TO GRANT

1. At the conclusion of the final selection process, all Applicants will be notified in writing by personal delivery or certified US Mail, postage prepaid, return receipt requested, of the Permit grant recommendations, if any, by CDA-Planning.
2. Successful Applicants will receive a Notice of Intention to Grant, providing the following information:
 - a. Confirmation that the Applicant's Application was successful and is being recommended for grant of a Permit pursuant to this RFP;
 - b. The Operating Conditions that would attach to the Permit; and
 - c. The name of all Applicant(s) who are being recommended for grant of a Permit pursuant to this RFP.
3. Unsuccessful Applicants will receive notice in writing providing the following information:
 - a. Notification that the Applicant's Application was unsuccessful; and
 - b. The name of all Applicant(s) who are being recommended for grant of a Permit pursuant to this RFP.
4. An Applicant who has received a Notice of Intention to Grant shall, within ten (10) days after receiving that notice, either (General Code Section 6.106.110.D):
 - a. Certify acceptance of the Operating Conditions, including the standard conditions, of the Permit; or
 - b. Refuse to certify acceptance of the Operating Conditions.

D. GRANT OF PERMIT(S)

1. If the Applicant certifies acceptance of the Operating Conditions within ten (10) days, the Permit shall be issued immediately by CDA-Planning. If the Applicant refuses or fails to certify acceptance of the Operating Conditions within ten (10) days, the Application shall be denied.
2. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Applicants to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.

3. Any Applications that contain false or misleading information may be disqualified by the County.
4. The County reserves the right to grant the Permit(s) to a single or multiple Applicant(s).
5. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Applicant's Application, may be incorporated into and made a part of any Permit that may be granted as a result of this RFP.
6. An Applicant may appeal a decision made pursuant to County General Code Section 6.106.110 to the Board of Supervisors. The appeals process is outlined in County General Code Section 6.106.120. The appeal must be filed within 10 days following the issuance of the decision. The Board of Supervisors will consider the appeal at a public hearing at which the Board may sustain, modify, or overrule the decision. The Board may also remand the decision to the Community Development Director for reconsideration based on new information not previously presented to the director.

E. FEES

1. Each Applicant progressing through the stages of the evaluation process pursuant to this RFP will be required to pay the following fees, on the dates specified in the Calendar of Events:
 - a. Application Fee: \$8,000;
 - b. Final Selection Fee: \$4,000;
 - c. Permit Issuance Fee: \$2,000.
2. Applicants should also be aware that if they successfully obtain a Permit pursuant to this RFP, they may also incur further fees pursuant to the following processes:
 - a. Any appeal pursuant to Alameda County General Code Section 6.106.120, pursuant to which the appellant will be liable to bear the County's reasonable costs associated with an appeal;
 - b. Obtaining a CUP for cultivation;
 - c. Quarterly monitoring and compliance; and
 - d. A potential future taxation measure, which may be implemented by the County.

V. INSTRUCTIONS TO APPLICANTS

A. COUNTY CONTACTS

CDA-Planning is managing the competitive process for this RFP on behalf of the County. All contact during the competitive process is to be through the CDA Planning Department only, through the contact persons listed below.

The evaluation phase of the competitive process shall begin upon receipt of Applications until a Permit(s) has been granted. Applicants shall not contact or lobby evaluators during the evaluation process. Attempts by an Applicant to contact evaluators may result in disqualification of the Applicant.

The following website will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda:

<https://www.acgov.org/cda/planning/landuseprojects/medical-cannabis.htm>

General Questions Regarding the RFP: Potential Applicants may submit questions regarding ordinance requirements or the contents of this RFP to Planning Department staff by 5:00 p.m. on the due date specified in the Calendar of Events. Responses to all general questions received regarding the RFP or ordinance requirements will be included in the Addendum described above.

Please submit general questions to:

Liz McElligott, Assistant Planning Director
Alameda County Planning Department
224 W. Winton Avenue, Rm 111, Hayward, CA 94544
E-Mail: elizabeth.mcelligott@acgov.org
PHONE: (510) 670-5400

Questions Regarding the Zoning of Specific Properties: If you have a question about the zoning designation of a specific property, please contact the County Permit Center either in person at 399 Elmhurst Street, Hayward; or by phone at: (510) 670-5400.

Questions Regarding Whether a Specific Property Meets Other Ordinance Requirements: If you have a question about whether a specific property meets other ordinance requirements, please direct those questions to:

Rodrigo Orduña, Assistant Planning Director
Alameda County Planning Department
224 W. Winton Avenue, Rm 111, Hayward, CA 94544
E-Mail: rodrigo.orduna@acgov.org
PHONE: (510) 670-5400

B. SUBMITTAL OF APPLICATIONS

1. All applications must be hand delivered and must be received at the CDA Planning Department of Alameda County by 5:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE APPLICATIONS CANNOT BE ACCEPTED. PLEASE ALLOW TIME FOR METERED PARKING OR PARKING IN PUBLIC PARKING LOTS.

Applications will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any Application received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the Applicant.

All Applications must be hand delivered and must be received and time stamped by the Planning Department at the stated address prior to the time designated. The timestamp applied by a Planning Department staff member shall be considered the official timepiece for the purpose of establishing the actual receipt of Applications.

2. Applications are to be addressed as follows:

Medical Cannabis Cultivation Operation Permits
MCCOP RFP 2017
Alameda County, Planning Department
224 W. Winton Avenue, Rm 111
Hayward, CA 94544

The Applicant's name, return address, and the RFP title (“MCCOP RFP 2017”) must also appear on the mailing package.

3. Applicants are to submit one original hardcopy Application (Exhibit A – Application Response Packet, including additional required documentation), with original ink signatures, plus 6 copies of the Application. The original Application is to be clearly marked “ORIGINAL” with copies to be marked “COPY”. All Applications should be printed on plain white paper, and must be in a 3-ring binder (NOT bound). It is preferred that all Applications submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the Application.

Applicants **must** also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an **exact** scanned image of the original hard copy Exhibit A – Application Response Packet, including additional required

documentation. The file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid.

4. All costs required for the preparation and submission of an Application shall be borne by the Applicant.
5. All other information regarding the Application responses will be held as confidential until such time as the County Selection Committee has completed its evaluation and Permit(s) have been granted by the County.
6. Each Application received, with the name of the Applicant, shall be entered on a record, and each record with the successful Application indicated thereon shall, after the grant of the Permit, be open to public inspection.

C. RESPONSE FORMAT

1. Application responses are to be straightforward, clear, concise and specific to the information requested.
2. In order for Application to be considered complete, the Applicant must provide responses to all information requested. See Exhibit A – Application Response Packet.
3. Application responses, in whole or in part, are NOT to be marked confidential or proprietary. The County may refuse to consider any Application response or part thereof so marked. Application responses submitted in response to this RFP may be subject to public disclosure. The County shall not be liable in any way for disclosure of any such records.



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