



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY
P L A N N I N G D E P A R T M E N T

REQUEST FOR PROPOSAL
Cannabis Retail Operator Permit (“CROP”) 2021

RESPONSE DUE VIA EMAIL

By:

Exhibit B – July 30th 5:00PM

Exhibit A – August 16th 5:00PM

Contact: Albert Lopez, Planning Director
(510) 670-5426 albert.lopez@acgov.org

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 above.



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COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL

Cannabis Retail Operator Permit (“CROP”) 2021

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ATTACHMENTS

EXHIBIT A – APPLICATION RESPONSE PACKET

EXHIBIT B - SITE, APPLICANT AND EMPLOYEE INFORMATION

I. CANNABIS RETAIL PERMIT PROCESS OVERVIEW

A. INTENT

Thank you for your interest in applying for a Cannabis Retail Operator Permit (“CROP Permit”) pursuant to Chapter 6.108 of the Alameda County Ordinance Code (“Ordinance Code”).

This Request for Proposals (“RFP”) outlines the process for submitting a permit application (“Application”) and the process the County will undertake to select the Applicant (“Applicant”) who will be granted a Permit. **With this RFP the County intends to grant only one CROP Permit in the unincorporated area, in either the South Livermore Plan Area, or in the Castro Valley Area (see attached maps).** The Permit will be awarded to the Applicant whose response conforms to the RFP, meets the County’s requirements, and is ranked the highest in the competitive selection process described below.

Please be aware the award of this CROP Permit is the first of two permits required to operate a cannabis retail operation in the Unincorporated Area of Alameda County. The successful applicant will be offered a CROP Permit, subject to specified operating conditions and standard conditions, and is good for (2) years after the date of its issuance. Once the Permit is obtained, the Applicant will be eligible to apply for a Conditional Use Permit (“CUP”) for a cannabis retail operation pursuant to Title 17 of the Alameda County General Ordinance Code (“Zoning Ordinance”).

Both a Cannabis Retail Operator Permit (CROP) and a Conditional Use Permit (CUP) must be obtained prior to commencement of a Cannabis Retail Operation. Other State requirements will apply.

B. BACKGROUND

On September 12, 2017, the Alameda County Board of Supervisors approved an ordinance adding Chapter 6.108 to the Ordinance Code and an ordinance introducing amendments to Sections 17.04.010, 17.06.040, 17.38.030, and 17.40.030 of the Zoning Ordinance to authorize and regulate cannabis retailers in the Unincorporated Area of the County.

In the fall of 2017, an RFP was issued, and two dispensaries were awarded CROP Permits in East County, and those permittees are currently working through the CUP process. With one Cannabis Retail Permit remaining available in the West County area (specifically Castro Valley), the Board of Supervisors directed staff to prepare an RFP for that remaining CROP Permit, and to also include the South Livermore Plan Area as a possible location, thereby opening up an opportunity for a new Cannabis Retail Operation in either Castro Valley or the South Livermore Plan Area. The change to include South Livermore required an amendment to Section 6.108.030 of the Alameda County General Ordinance Code, which was completed in June of 2021, and specific to South Livermore the ordinance states:

6.108.030 D.2. b. - If a third permit is issued for a retail operation in the unincorporated area shown in Exhibit B (East County), that permit must be issued to a retail operation within the boundaries of the South Livermore Valley Area Plan area and the retail operation must include a boutique component or components (e.g., educational or informational features or activities, or other features or activities designed to enhance customer experience or highlight attractions or characteristics of the local region).

As such this RFP is requesting applications from operators seeking CROP Permits in either Castro Valley or the South Livermore Plan Area (with the boutique component described above).

Chapter 6.108 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 permitting cannabis dispensaries, the CDA Director has designated the Planning Director as his designee.

II. CALENDAR OF EVENTS

EVENT	DATE/LOCATION
County posts Request for Proposals (RFP)	July 12, 2021
Applicant Information Session via Zoom Webinar (see zoom link)	July 19th, 1:00 p.m. https://us02web.zoom.us/j/88695989819 Meeting ID: 886 9598 9819 By phone ONLY: +1 669 900 9128 +1 346 248 7799
Applicants submit Written Questions to the County by email	July 21 st by 5:00 p.m.
Last date for Applicants to submit Exhibit B – Site, Applicant and Employment Information to the County by email for verification and background checks by the Sheriff	July 30 th by 5:00 p.m.
County emails RFP Addendum (Response to Questions)	July 30 th , 2021

Applicants submit Application (Exhibit A – Application Response Packet) and pay Application Fee	August 16 th by 5:00 p.m.
Initial Evaluation Period	August 16 th to August 20 th
County notifies Applicants outcome of Initial Evaluation	August 20 th
Last date for successful Applicants to pay Final Selection Fee	August 30 th
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 August 30 th
Final Evaluation Period	August 23 rd to September 10 th
Applicant Interview/Site Visit	August 30 th to September 10 th
County issues Notice of Intention to Grant to highest ranked Applicant	September 13 th
Last date for Applicant to accept or appeal Operating Conditions contained in Notice of Intention to Grant and pay Permit Issuance Fee	September 24 th by 5:00 p.m.
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 the Applicant Information Session identified in the Calendar of Events. The Applicant Information Session will:

- Provide an opportunity for Applicants to ask specific questions about the permitting process and requirements and request RFP clarification.

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 to albert.lopez@acgov.org by the due date for Written Questions specified in the Calendar of Events.

The County will issue an RFP Addendum within 10 days of receiving all questions. The RFP Addendum will address all relevant questions.

C. APPLICANT AND EMPLOYEE INFORMATION

Prior to submitting the Application, Applicants are required to complete Exhibit B - Site, Applicant and Employee Information and submit it by email to albert.lopez@acgov.org 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 6.108.060.A.1-10 and Section 6.108.100.A.4, including the requirements that:

- The Applicant must be twenty-one (21) 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 Retail operation (Alameda County Ordinance Code Section 6.108.100.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 by email, 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 6.108.090.A):
 - The Sheriff will be responsible for verifying the factual information in the Application, including names, addresses and other information on the Applicant and employees of the proposed Retail, as required in Ordinance Code Section 6.108.060.A.1-10.
 - The Sheriff will comment on the adequacy of security measures that are described in the application, the security plan, the floor plan, and other relevant aspects of the Application.
 - The Community Development Agency will comment on:
 - The requirement that no permit shall be issued within one mile of a permitted Cannabis retail location in an incorporated city (Ordinance Code Section 6.108.030.D.2);
 - The requirements that:
 - No Retail may be closer than one thousand (1,000) feet from any other Retail (Ordinance Code Section 6.108.030.E.1);
 - No Retail may be closer than one thousand (1,000) feet from any school, any licensed child or day care facility, public park or playground, drug recovery facility or recreation center (Ordinance Code Section 6.108.030.E.2); and
 - No Retail shall be located in a residential zone or its equivalent (Ordinance Code Section 6.108.030.E.3); and
 - If in the South Livermore Plan Area, that the application is responsive to the criteria in 6.108.030 D.2.b. (boutique).
 - The general responsiveness to the solicitation process in Ordinance Code Section 6.108.060;
 - The proposed location's compliance with land use regulations;
 - The 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.
 - The Environmental Health Department will comment upon the application's compliance with the requirements of Section 6.108.170.
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 6.108.090.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 (Ordinance Code Section 6.108.100.A):
- The proposed Retail does not comply with requirements of Chapter 6.108 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 operation of the proposed Retail 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 6.108.060 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 operator listed in the Application is less than twenty-one (21) years of age.
 - For a proposed retail operation that will sell cannabis for consumption by medicinal consumers, The Health Care Services Agency has determined that the application for a Cannabis Retail Operation 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.
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.	Background Check: If any person listed on the Application as an owner, manager, supervisor or employee for the proposed Retail fails to pass a background check, the Application will be rated a Fail in the Evaluation Criteria and will receive no further consideration.	Pass/ Fail
B.	Completeness of Application: 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 6.108.090.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.	Pass/Fail
C.	Compliance with Ordinance Code Section 6.108.100.A: Any Application that meets any of the criteria in Section 6.108.100.A. of the Ordinance Code will be rated a Fail in the Evaluation Criteria and will receive no further consideration. Assessment of compliance with the requirements of Chapter 6.108 includes consideration of the following requirements in Section 6.108.030.D.2 and 6.108.035.E.1-3: <ul style="list-style-type: none"> • The proposed Retail site must be within either the Castro Valley or the South Livermore Plan areas, as 	Pass/Fail

	<p>shown on the attached maps.</p> <ul style="list-style-type: none">• No permit shall be issued for a Retail within:<ul style="list-style-type: none">○ one (1) mile of a permitted Retail location in an incorporated city.• Each Retail shall comply with the zoning requirements in the Zoning Ordinance, the Alameda County General Plan and any Specific Plan applicable to the location of the Retail, and shall meet all of the following locational standards:<ul style="list-style-type: none">○ No Retail may be closer than one thousand (1,000) feet from any school, any licensed child or day care facility, public park or playground, drug recovery facility or recreation center.○ No Retail shall be located in a residential zone or its equivalent.	
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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. **Only one Permit will be granted.**
2. **County Selection Committee ("CSC"):** 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, the Sheriff's Office, a representative from the Livermore Winegrowers Association, and other identified community members. 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 CSC 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 6.108.060.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 submitted for review by the Sheriff; • include a lighting plan showing existing and proposed exterior premises and interior lighting levels; • include alarms and security surveillance cameras; • demonstrate that 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; and • include the provision of a suitable locked safe on the premises for after-hours storage of medical cannabis. <p>In evaluating this criterion, the CSC will consider the comments of the Sheriff (Section 6.108.090.A.2).</p>	20 Points
B.	<p>Appropriateness of Site and Design of Proposed Facility (Ordinance Code Section 6.108.060.A.12&13 and 17.06.040, 17.38.030 and 17.40.030, as applicable):</p> <p>The proposed Retail site:</p> <ul style="list-style-type: none"> • conforms with all applicable zoning requirements and is in a zoning district that allows retail sales, 	20 Points

	<ul style="list-style-type: none"> • is consistent with the distance requirements in Sections 6.108.030.D.2 and 6.108.030.E of the County General Code, • provides adequate car parking; • provides adequate customer access from a county road and proximity to population centers, • minimizes visual impacts with appropriate measures, including fencing and screening. <p>In evaluating this criterion, the CSC will consider the comments of the Community Development Agency in relation to the proposed location's compliance with zoning regulations (Section 6.108.090.A.3).</p>	
C.	<p>Operating Plan (General Code Section 6.108.060.A.21):</p> <p>The Operating Plan must specifically describe how the Retail 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 Retail; • policies and procedures for record keeping; • specific details of the Retail's track and trace program; • specific details of the Retail's product testing; • specific details of the Retail's proposed odor absorbing ventilation and exhaust systems; • other relevant information regarding the operation of the proposed Retail; and • a copy of the Retail's labor peace agreement when the Retail is required by California Business & Professions Code Section 26051.5 to enter into or abide by a labor peace agreement. <p>If the operation of the Retail is proposed to include the sale of edibles, the Operating Plan must include a description of how the Retail will achieve compliance with the requirements for the packaging and labelling of edibles in Ordinance Code Section 6.108.190.B. In evaluating</p>	20 Points

	compliance with Ordinance Code Section 6.108.190, the CSC will consider the comments of the Department of Environmental Health (Section 6.108.090.A.2).	
D.	<p>Mitigation of Potential impacts (Ordinance Code Section 6.108.060.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 loitering, traffic, light, odors or noise, on surrounding property owners.</p> <p>The Retail shall be designed to provide sufficient odor absorbing ventilation and exhaust systems so that any odor generated inside the Retail is not detected outside the building in which it operates, on adjacent public rights-of-way or within other units located within the same building as the Retail if it occupies only a portion of the building.</p> <p>In evaluating this criterion, the CSC will consider the comments of the Community Development Agency in relation to the conditions that are needed to mitigate adverse impacts on surrounding uses (Ordinance Code Section 6.106.090.A.3).</p>	10 Points
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 residents of the County.</p>	5 Points

FINAL EVALUATION CRITERIA – STAGE 2 (OPTIONAL)		
G.	Oral Interview and Site Visit: 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. A site visit will provide additional information to the CSC about how well the site can meet RFP objectives.	20 Points
LOCAL AGRICULTURAL COMMUNITY COMMITMENT		
H.	Local Commitment: 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.	Ten Percent (10%)

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 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 to the highest ranked, eligible applicant.
6. **Operating Conditions:** Prior to issuing Notice of Intention to Grant a Permit, the Planning Director shall establish Operating Conditions (General Code Section 6.108.110.C), in addition to the Standard Conditions contained in Section 6.108.120. The Operating Conditions shall:
 - a. Be limited to the conditions necessary to carry out the purpose of Chapter 6.108 and to mitigate specific and foreseeable adverse impacts on properties in the vicinity (General Code Section 6.108.110.C);
 - b. Include the requirement for the Applicant to obtain (General Code Section 6.108.110.E):
 - (1) Any required state permits or licenses for the operation of a Cannabis Retail Operation, if and when applicable; and
 - (2) All land use entitlements (CUP) required to operate a Cannabis Retail 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 by email of the RFP results by CDA-Planning.
2. The successful Applicant 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 Cannabis Retail Operation Permit pursuant to this RFP; and
 - b. The Operating Conditions that would attach to the Permit.
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 the Applicant who is being recommended for grant of a Permit pursuant to this RFP.
4. The Applicant who has received a Notice of Intention to Grant shall, within ten (10) days after receiving that notice, either (General Code Section 6.108.110.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 not grant a permit pursuant to this RFP.
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. The procedures regarding appeals from administrative determination are provided in Ordinance Code Section 6.108.130. As outlined in the Ordinance, an Applicant may appeal a decision made by the Planning Director that an Application is incomplete, that an Application does not comply with the requirements of Ordinance Code Section 6.108.100, in relation to the establishment or modification of Operating Conditions or the refusal to grant a Permit. 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 grant or deny the appeal or impose, delete or modify operating conditions of the permit.



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 6.108.130, pursuant to which the appellant may be liable to bear the County's reasonable costs associated with an appeal;
 - b. Obtaining a CUP for a Cannabis Retail Operation;
 - 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 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: **Error! Reference source not found.**

Albert Lopez, Planning Director
E-Mail: albert.lopez@acgov.org
Alameda County Planning Department
224 W. Winton Avenue, Rm 111, Hayward, CA 94544
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 refer to this link:

<https://www.arcgis.com/apps/View/index.html?appid=4a648cb409d744b8a4f645e6e35fe773>

or contact the County Permit Center by phone at: (510) 670-5400.

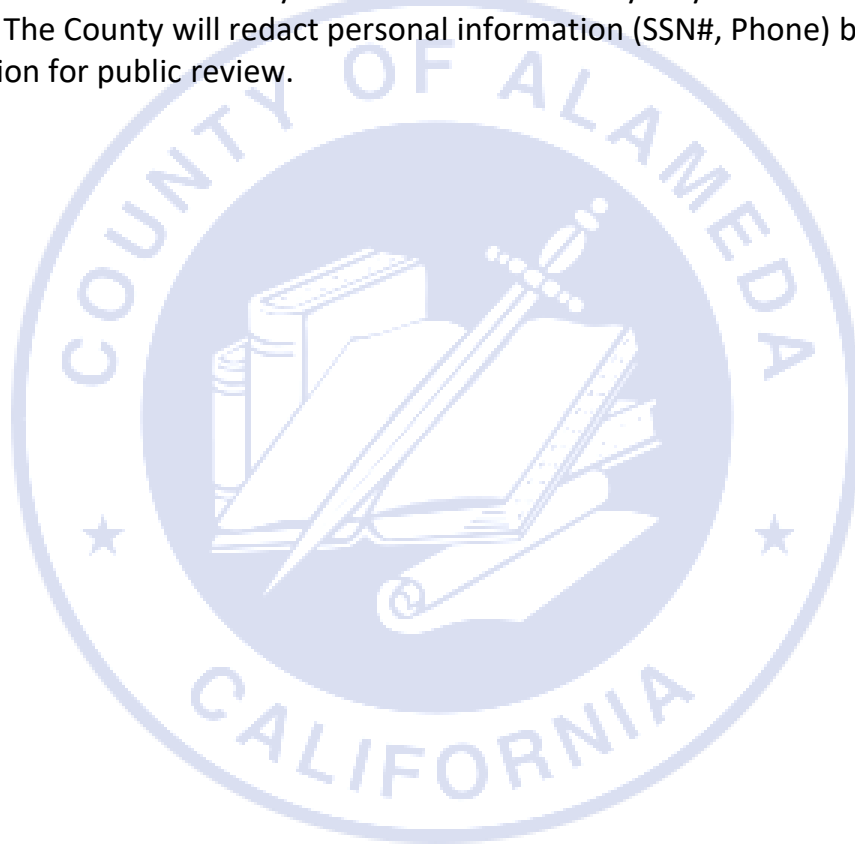
Questions Regarding Whether a Specific Property Meets Other Ordinance Requirements: If you have a question about whether a specific property meets other ordinance requirements, please direct those questions to the contact above.

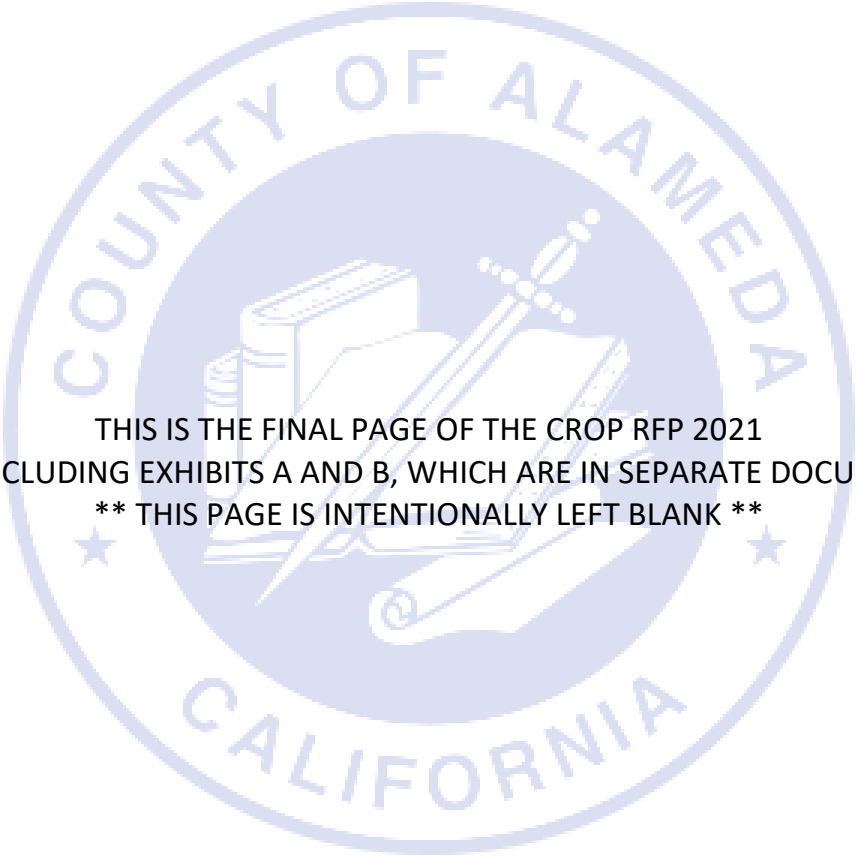
B. SUBMITTAL OF APPLICATIONS

1. All submittals must be in an electronic format (PDF) and submitted in either one file or a series of files that are clearly labeled. A link to a downloadable file is acceptable.
2. All applications must be emailed to albert.lopez@acgov.org and received at the CDA Planning Department of Alameda County by 5:00 p.m. on the due date specified in the Calendar of Events.
3. All costs required for the preparation and submission of an Application shall be borne by the Applicant.
4. 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 a Permit has been granted by the County.
5. Each Application received 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 an 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. The County will redact personal information (SSN#, Phone) before releasing information for public review.



The seal of the County of Alameda, California, is a circular emblem. It features a central shield with a stack of books, a quill pen, and a scroll. The words "COUNTY OF ALAMEDA" are arched across the top, and "CALIFORNIA" is arched across the bottom. Two stars are positioned on the left and right sides of the shield.

THIS IS THE FINAL PAGE OF THE CROP RFP 2021
(NOT INCLUDING EXHIBITS A AND B, WHICH ARE IN SEPARATE DOCUMENTS)
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