



**COUNTY OF ALAMEDA
COMMUNITY DEVELOPMENT AGENCY
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**

REQUEST FOR PROPOSALS (RFP)

**ACCESSORY DWELLING UNIT
TECHNICAL ASSISTANCE PROVIDER
PILOT PROGRAM**

Release Date:
Monday, December 28, 2020

This is an Electronic Submission

**RESPONSE DUE:
Monday, February 1, 2021 by 5pm**

Contact for Questions:
HCDadmin@acgov.org

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Section 1: Introductory Information

A. Intent of Request for Proposals (RFP) and Funding Available

The Alameda County Housing and Community Development Department (HCD) announces the availability of up to \$650,000 in funding approved by the Alameda County Board of Supervisors from residual receipts “boomerang funds” to fund the selection of a qualified firm, organization, consultant or consultant team to serve as a Technical Assistance Provider for the County’s new **Accessory Dwelling Unit (ADU) Technical Assistance Pilot Program**. Through this Request for Proposals (RFP), HCD requests submittal of proposals from qualified parties with proven experience in program design and implementation pertaining to the development of accessory dwelling units (ADUs), significant knowledge of ADU planning and design requirements and regulations, experience in the provision of technical assistance to homeowners, and housing program management from a local government perspective. HCD intends to select one applicant with whom the County will contract to serve as the ADU Technical Assistance Provider to undertake the Scope of Services outlined in this RFP.

B. Term of Engagement

The successful applicant must be willing and able to meet Alameda County’s contracting requirements as set forth in this RFP. The term of contract is anticipated to be approximately three years. By mutual agreement and if additional funds are available, the contract which may be awarded pursuant to this RFP, may be extended for an additional two-year term at agreed prices with all other terms and conditions remaining the same.

HCD will serve as the main point of contact for the selected applicant, including preparing the contract for approval by the Alameda County Board of Supervisors, overseeing the selected entity’s contract implementation and ensuring outcomes are met.

C. Application Due Date (Electronic Submittals Only)

Applications are due by 5 pm on Monday, February 1, 2021 and must be submitted electronically to HCD. Additional instructions may be found in Section 5 of this RFP.

*Submittals constitute public records. Applicants should understand that, under the California Public Records Act, all documents that are submitted in response to this RFP are considered part of the public record and will be made available to the public, upon request, following the Submittal Due Date. The County reserves the right to suspend, amend, or modify the provisions of this RFP, to reject proposals, to negotiate modifications of proposals, or to award less than the full amount of funding available. **Alameda County is an Equal Housing Opportunity and Accessible Housing Provider.***



Section 2: Program Summary

The Alameda County Board of Supervisors has approved funding from residual redevelopment “boomerang funds” for the creation of a pilot program that would aid homeowners living in the unincorporated areas of Alameda County with technical assistance on the design, permitting, and project management involved with building an Accessory Dwelling Unit (ADU) on their properties. The development of ADUs (sometimes called “second units”, “granny flats,” “in-law units”, and various other names) presents an important opportunity to expand the supply of housing in residentially zoned areas where homeowners may have additional space on their properties to accommodate building a second unit. In addition to expanding the County’s housing supply and options through this housing type, ADUs can provide income for the homeowner through rental of the ADU, or can help households as their housing living needs change (such as providing living space for extended family members or caretakers). Alameda County, like counties throughout the entire Bay Area, has experienced significant increases in housing costs and rents due to demand far-outpacing available housing supply, resulting in a housing crisis that has made housing too expensive and out of reach for many seniors, veterans, people with disabilities, low-income families and others most in need. ADUs are one solution in the multi-pronged approach to increasing housing supply in order to provide a range of options of housing for all income levels.

The **ADU Technical Assistance Pilot Program** (the “Program”) is intended to provide technical assistance to homeowners living in the Unincorporated County in the development of ADUs on their properties. Technical assistance services may include, but are not necessarily limited to:

- Helping homeowners understand and navigate ADU requirements,
- Providing homeowners with guidance on costing an ADU on their property and resources for financing the ADU,
- Assisting with the design, planning and permitting
- Project management processes involved with building the ADU.

Technical assistance is intended to be provided at no cost to homeowners; with the stipulation, however, that the ADUs built through the Program are required to be leased for a period of three to five years to lower income households at an affordable rental rate. Technical assistance can still be offered to homeowners if they are not willing or able to rent the ADU at a below-market rate (e.g., they intend to move into the ADU themselves, or it will be lived in by a family member, or they plan to rent the ADU at market rate), but the homeowner must pay for the technical assistance received. The Program is not intended to provide construction/capital funds to build the ADU; homeowners are responsible for securing funding for development costs. There is no income qualification for participating homeowners in the Program.

HCD seeks to launch the Program to the public by late spring 2021. The entity selected by the County as the ADU TA Provider will be expected to contribute significantly to the design of the Program prior to public roll-out during the “Development Phase”, as well as managing and implementing the program during the “Implementation Phase” (discussed in Scope of Services below). In addition, the ADU TA Provider will collaborate with the County to provide content for inclusion in a planned “**ADU Resource Center**”, which will be a web-based resource portal containing ADU planning and design resources for homeowners, contractor referral information,

ADU calculator, examples/visuals, feasibility assessment and technical assistance application forms. Through a separate Request for Qualifications (RFQ) being issued in early 2021, the Alameda County Community Development Agency, which includes HCD as well as the Planning Department, will be seeking qualifications from planning consultants with experience in assisting local governments with housing-related planning issues, including crafting ADU and Inclusionary Housing Ordinances, preparing Housing Elements, and experience in website content creation. Materials developed by the TA Provider (fact sheets, step by step guides to development of ADU's, common financial resources and how to get access, common design options and costs, pictures, floor plans and case studies of successful projects, glossary of common terms, video resources, homeowner technical assistance application forms and the financial information to develop an online cost calculator for ADU's) under the ADU TA Program will be critical to the success of the ADU Resource Center. As such, it is anticipated that there will be collaboration and coordination between the selected TA Provider, the planning consultant working on the ADU Resource Center website, and County in the creation of this important tool for the roll-out of the ADU Pilot Program.

Section 3: Scope of Services

The Scope of Services broadly includes two phases (development, or “ramp-up” phase, and implementation phase) during which the TA Provider selected through this RFP will create the Program design using the broad parameters outlined in this RFP and through consultation with HCD staff, and then will undertake implementation of the Program to provide technical assistance to homeowners in the unincorporated areas of Alameda County interested in developing ADUs on their properties. The selected TA Provider will play an active and primary role in the development and implementation of the Program. Applicants' submittals must include a detailed narrative **Program Plan** that responds to the Scope of Services described within this Section. Applicants will need to demonstrate their ability to deliver the Scope of Services outlined herein in their submitted application materials, and must include a proposed schedule broken out by phases (Development Phase and Implementation Phase). **Refer to specific submittal requirements in Part E of Exhibit A.**

A. ADU Technical Assistance Pilot Program Development Phase

- 1) Upon receipt of HCD's Notice of Intent to Award letter, assign experienced staff to complete the contract execution process.
- 2) Upon award of contract by the Board of Supervisors, participate in virtual kick-off meeting with HCD staff to discuss overall program goals, schedule, and next steps.
- 3) Develop the eligibility criteria for homeowner participation in the Program, and submit to HCD for its review and approval.
- 4) Develop materials and tools to be used during homeowner pre-application, application and eligibility screening processes (e.g., application form, eligibility screening tools or forms)
- 5) Develop Marketing Plan and public information materials, for review and approval by HCD.
- 6) Develop Educational/Training Virtual Events Plan for homeowner audience, and presentation materials for these events, for review and approval by HCD.

- 7) Participate in meetings with HCD staff and selected planning consultant under the County's separate RFQ process to coordinate on information for inclusion on the web-based ADU Resource Center.

B. ADU Technical Assistance Pilot Program Implementation Phase

- 1) Implement and administer ADU Pilot Program to offer technical assistance to qualifying County homeowners living in the unincorporated areas of Alameda County in development of ADUs on their properties, including, but not necessarily limited to, the following activities:
 - a. Market the program
 - b. Conduct application and screening processes, utilizing homeowner eligibility criteria based on criteria approved for Program.
 - c. Provide a menu of possible technical assistance, including various levels of assistance:
 - i. Early feasibility analysis for households to assist in individual evaluations of possible ADU projects.
 - ii. Financial guidance on common resources available to homeowners that are interested in funding an ADU
 - iii. Design guidance, with costing information to inform design decisions
 - iv. assistance hiring design team, if needed, including architects or engineers
 - v. Planning and building permits
 - vi. Selection of Contractors
 - vii. Construction administration services
 - viii. Lease up of the building
 - d. Case study development, pictures and documentation of a successful project.
- 2) Facilitate Educational/Training events for prospective homeowners who want to build on their properties, to explain the County process, resources available under this Program, and to hear feedback on the Pilot Program.
- 3) Conduct program evaluation assessing participants' experiences, by conducting homeowner interviews with program participants and other qualitative and quantitative review of the program's effectiveness. This evaluation will culminate in a final report submitted to HCD.
- 4) Continue to coordinate and collaborate with HCD and Planning Department staff and the selected planning consultant under the County's separate RFQ process to provide input on the County's new ADU ordinance development and information for inclusion on the web-based ADU Resource Center.

Section 4: Eligibility Requirements/Minimum Qualifications

The Applicant must meet **the following minimum qualifications** to be considered for the ADU Technical Assistance Pilot Program Provider contract:

- 1) Be regularly and continuously engaged in the business of providing services similar to those identified in the Scope of Services in the Bay Area, ideally within Alameda County with a proven track record.

- 2) Have experience working on Accessory Dwelling Unit planning and development, knowledge of state Accessory Dwelling Unit regulations, and knowledge of ADU best practices
- 3) Have a demonstrated track record working successfully with planning and building departments in Alameda County, ideally with direct experience working with the Alameda County Planning Department.
- 4) Have demonstrated experience and success implementing homeowner programs and providing technical assistance to homeowners.
- 5) Have demonstrated experience designing housing programs and in implementing and developing model materials and tools used in those programs.
- 6) Have the capacity and willingness to establish and launch the ADU Technical Assistance Pilot Program in spring 2021.
- 7) Have signed forms in **Exhibit A (Submittal Addendum)** acknowledging and agreeing to all County terms, conditions, certifications and requirements, including the ability to meet minimum applicable Alameda County insurance requirements for contractors attached in **Exhibit B (Insurance Requirements)**.
- 8) Have capacity to administer the ADU Technical Assistance Pilot Program, coordinate with HCD staff, and meet communication and reporting requirements as required by the Scope of Services.

Section 5: RFP, Application Submission, Other Procedures and Instructions

A. Mandatory Virtual Bidders' Information Session

Those interested in submitting a proposal (“Application”) in response to the RFP are required to attend a **Virtual Bidders' Information Session**, where HCD will present the RFP content and answer questions. Two Virtual Bidders' Information Sessions will be held. To participate in one of the Virtual Bidders' Sessions, please register at HCD's Eventbrite page. Meeting details are provided below.

Eventbrite Webpage Link:

<https://www.eventbrite.com/e/adu-technical-assistance-provider-rfp-tickets-133902384637>

Wednesday, January 6, 2021, 1 pm – 2 pm

Tuesday, January 12, 2021, 9 am – 10 am



The announcement of the Virtual Bidders' Information Sessions and release of the ADU Technical Assistance Provider RFP was emailed to organizations and individuals that signed up for announcements through HCD's "e-Subscriptions" listserv for Funding Opportunities, other interested parties identified by HCD, and organizations in the housing services classification signed up with Alameda County's General Services Agency (GSA) to receive notices of competitive selection processes. The RFP was posted in the "What's New" section of HCD's website page.

B. How to Apply (Electronic Submittals Only)

1) Application Due Date

Applications are due by **5 pm on Monday, February 1, 2021**. Late applications will not be accepted. Hard copies will not be accepted. The PDF document must be submitted by 5:00 PM to HCDAdmin@acgov.org. Applicants are strongly encouraged to submit applications in advance of the deadline to avoid technical issues.

2) Application Organization

A complete application packet consists of **Parts A through D of Exhibit A** (Submittal Addendum and Certifications), plus all additional required submittal documentation described in **Part E (Required Documentation and Submittals) of Exhibit A**. The application must be combined into one PDF document and submitted electronically to HCDAdmin@acgov.org. The County will provide verifications of submissions electronically to applicants within 72 hours of receipt.

C. Applicant Submittal Requirements

Applications are to be straightforward, clear, concise and specific to the information requested. In order for applications to be considered complete, applicant must provide responses to all information requested. Submission to this RFP is at the applicant's expense and no part of the costs of preparation shall be reimbursed by the County.

Applications in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any application or part thereof so marked. Applications submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County's website at: <http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential information policies. Under California Public Records Act, all documents submitted in response to this RFP are considered part of the public record and will be made available to the public, upon request, following the application deadline.

D. How to Submit Questions

Any questions should be emailed to HCDAdmin@acgov.org no later than **5 pm on Friday, January 15, 2021**. HCD will respond to all questions in a consolidated Frequently Asked Question (FAQ) document that will be sent only to those entities that participated in one of the Virtual Bidders' Information Sessions.



All contact during the RFP process and evaluation phase shall only be through the designated email for the RFP at HCDAdmin@acgov.org. Applicants shall neither contact nor lobby County staff or evaluators during the evaluation process. Attempts by applicant to contact and/or influence application evaluators may result in disqualification of the applicant.

E. Revisions to RFP

If it becomes necessary to modify any aspect of this RFP, HCD will prepare an addendum and email it to each organization included on the email listservs used for original distribution of this RFP. The addendum will also be sent to those entities that participated in one of the Virtual Bidders' Information Sessions, and posted to HCD's website at <https://www.acgov.org/cda/hcd/>.

F. Modifications to Submittals

Applicants may not modify their submittal at any time after the due date, except in direct response to a request from HCD for clarification. Any submittal and proposed information items must be valid for at least 180 days after submission.

G. Expense of Preparation

HCD is not responsible for any expense incurred in preparation of submittals or taking any action in connection with the process, or for the costs of any services performed in connection with submittal, interviews, or approval process.

H. Submittal Addendum and Certifications Exhibit

Applicants are required to review, sign and submit the Submittal Addendum and Certifications found as **Exhibit A** to this RFP. The Submittal Addendum contains specific instructions with regard to the submittal and website links to the County's contracting and employment requirements.

I. Reservation of Rights

HCD reserves the right to conduct any investigation of the qualifications of any applicant that it deems appropriate, negotiate modifications to any of the items submitted, request additional information from any applicant, extend the deadline, reject any or all submittals, and waive any irregularities. HCD retains the right to negotiate the terms and services in any submittal. HCD retains the right to cancel this process, extend the deadline, re-start the process or not select any provider.

J. Interviews

HCD reserves the right to conduct interviews in connection with responses submitted in response to this RFP. As such, all entities responding to this RFP should be prepared to participate in a video phone call (Zoom or similar format) upon request by HCD.

K. Estimated RFP Timeline

Date	Event
Monday, 12/28/2020	RFP Release Date
Wednesday, 1/6/21	Virtual Bidders' Conference
Tuesday, 1/12/21	Virtual Bidders' Conference
Friday, 1/15/21 by 5pm	Deadline to submit questions for FAQ
Thursday, 1/21/21	HCD issues FAQ Document
Monday, 2/1/21 by 5pm	RFP Submission Deadline
Through 2/12/21	Response Review/Scoring
Wednesday, 2/17/21	Notice of Recommendation to Award/Not Award
Wednesday, 2/24/21	Deadline for Submission of Appeals
March 2021	Contract Preparation and Execution by Contractor
Tuesday, 4/6/21	Recommendation to BOS for contract approval
Wednesday, 4/7/21	Contract Start Date

Section 6: Review and Funding Process

A. Initial Review Process

Applications will be reviewed by County staff and/or consultants for completeness, meeting minimum eligibility requirements, and competitiveness. Incomplete applications may not be accepted. Staff may ask clarifying questions of applicants and include this information in the review process. Applications that do meet the minimum eligibility requirements may be rejected, may not be rated, and may not be considered for selection.

B. Evaluation Criteria

Each complete application will be rated and ranked based on the criteria contained in the Evaluation Criteria table below. Once rated, applicants will be ranked in order of highest point

value. The applicant whose experience best meets the needs of the County will be recommended to the Board of Supervisors for this contract.

Qualification of applicants will be performed by County staff and/or others who have expertise or experience in affordable housing program design, Accessory Dwelling Unit (ADU) laws and regulations, planning and contracting, technical assistance initiatives, policy and development. These experts will evaluate and verify applicant responses. HCD shall notify applicants of the qualification outcome.

Points will be awarded on a sliding scale. The County reserves the right to assign points in a range between the numerical points shown in this table.

Evaluation Criteria	Total Points Available
Experience in Programmatic Design and launching new initiatives <ul style="list-style-type: none"> • Demonstrated qualifications and experience in housing program design (<i>10 points</i>) • Demonstrated experience managing similar program focused on ADU for at least two (2) years in the Bay Area (<i>3 points</i>); in Alameda County (<i>2 points</i>) • Demonstrated success of the organization in designing similar ADU program and launch of initiatives and/or pilot programs (<i>5 points</i>) 	20 points
Knowledge of Accessory Dwelling Unit laws and regulations <ul style="list-style-type: none"> • Applicant has a demonstrated and thorough understanding of ADU laws and regulations • Applicant has demonstrated experience providing input on development of ADU ordinances in Bay Area municipalities • Demonstrated examples of materials developed by applicant with ADU information (e.g., fact sheets, FAQs, presentations given) 	15 points
Experience providing technical assistance to homeowners on ADU development <ul style="list-style-type: none"> • Applicant has provided examples of technical assistance trainings offered, visual materials, ADU feasibility tools such as calculators • Applicant has experience working with homeowners, including lower income homeowners 	10 points
Experience with conducting Financial Feasibility Assessments for ADU project development <ul style="list-style-type: none"> • Applicant has demonstrated experience in developing tools to assess feasibility of a residential development project. • Applicant has demonstrated experience in conducting financial feasibility analysis for residential development projects and ADU-type projects specifically. 	10 points
Experience working with the Planning and Building Departments	10 points



<ul style="list-style-type: none"> • Applicant has demonstrated experience working successfully with planning and building departments in Bay Area municipalities on ADU development matters • Full points if Applicant demonstrates experience working successfully with Alameda County Planning Department on ADU or other residential development projects. 	
<p>Business in Alameda County; Experience working with Contractors and SLEB firms</p> <ul style="list-style-type: none"> • Applicant is an Alameda County certified SLEB or will include a SLEB sub-contractor in its program • Applicant has demonstrated having relationships and ties to general contractors and subcontractors working in residential development • Applicant organization is based in Alameda County 	10 points
<p>Quality of Program Plan, Budget, and Schedule, and responsiveness to Scope of Services</p> <ul style="list-style-type: none"> • The Program Plan narrative demonstrates a clear understanding of the Scope of Services and addresses all required components. • The Program Plan identifies goals and objectives by contract phase. • The provided Budget seems reasonable and feasible, and includes a projection of the technical assistance cost per homeowner enrolled in the Program. • The provided Schedule seems reasonable and feasible, and all contract tasks by phase are identified. • Application/Submittal is thorough and comprehensive in scope. • The Applicant has submitted all required information in a clear, understandable manner. 	15 points
<p>Personnel Plan and Capacity</p> <ul style="list-style-type: none"> • Personnel Plan demonstrates qualifications and capacity to undertake the Program and to launch the Program to public by late spring 2021 	5 points
<p>Quality of references submitted</p> <ul style="list-style-type: none"> • Applicant demonstrates successful experience working under contract with public agencies. • References provided have knowledge about, and direct experience with, the Applicant. • Quality and relevance of references. 	5 points
TOTAL POINTS	100

Additional Points will be awarded based on the Alameda County Small Local and Emerging Business (SLEB) status as described in **Exhibit A** attached to this RFP.

C. Right to Waive Irregularities

HCD reserves the right to:



- 1) Withdraw this solicitation at any time without prior notice and, furthermore, makes no representation that any contract will occur and that funds will be awarded to any respondent to this solicitation;
- 2) Waive any irregularities in the RFP process and to reject any and all submissions not in the best interest of Alameda County;
- 3) Request additional information and material;
- 4) Fund any application at any amount in order to further Alameda County's goals and objectives on homeless issues; and
- 5) Retain all submitted applications.

Selection or rejection of an application does not affect these rights.

D. Notice of Recommendation to Award/Not Award

At the conclusion of the RFP response evaluation process, all applicants will be notified by email of the contract award recommendation(s), if any, by HCD. The document providing this notification is called the **Notice of Recommendation to Award/Not Award**. The Notice of Recommendation to Award/Not Award will provide the name of the applicant being recommended for contract award, if any, and the names of all other parties that submitted applications.

At the conclusion of the RFP response evaluation process, debriefings for unsuccessful applicants will be scheduled and provided upon written request and will be restricted to discussion of only that application. Under no circumstances will any discussion be conducted with regard to any other applications.

The submitted applications shall be made available upon request no later than 5 business days after the Notice of Recommendation to Award/Not Award is issued.

E. Protest/Appeals Process

The following is provided in the event that applicants wish to protest the application process or appeal the recommendation to award a contract once the Notice of Recommendation to Award/Non-Award have been issued. Protests submitted prior to issuance of the Notice of Recommendation to Award/Non-Award will not be accepted by the County.

- 1) Any protest by any applicant regarding their own application must be submitted in writing to the Alameda County Housing and Community Development Department, HCDAdmin@acgov.org, before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Recommendation to Award/Not Award, not the date received by the Applicant. A protest received after 5:00 p.m. is considered received as of the next business day.
 - a) The protest must contain a complete statement of the reasons and facts for the protest based on the information submitted in the application.
 - b) The protest must refer to the specific portions of all documents that form the basis for the protest.
 - c) The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.

- d) The County or its designee will notify all applicants of the protest as soon as possible.
- 2) Upon receipt of written protest, HCD Department Head or his or her designee will review and evaluate the protest and issue a written decision. HCD, may, at its discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting applicant and others (as appropriate) to discuss the protest. The decision on the protest will be issued at least ten (10) business days prior to the Board hearing or County award date. The decision will be communicated by e-mail and will inform the applicant whether or not the recommendation to the Board of Supervisors in the Notice of Recommendation to Award is going to change. A copy of the decision will be furnished to all applicants affected by the decision. As used in this paragraph, an applicant is affected by the decision on a protest if a decision on the protest could have resulted in the applicant not being an apparent successful applicant.
- 3) The decision of HCD on the protest may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502. The applicant whose application is the subject of the protest, all applicants affected by HCD's decision on the protest, and the protestor have the right to appeal if not satisfied with HCD's decision. All appeals to the Auditor-Controller's OCCR shall be in writing and submitted within five (5) business days following the issuance of the protest decision by HCD, not the date received by the Applicant. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by HCD shall not be considered under any circumstances by the County or the Auditor-Controller OCCR.
- a) The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
- b) In reviewing protest appeals, the OCCR will not re-judge the application(s). The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department (HCD) materially erred in following the application process or, where appropriate, County contracting policies or other laws and regulations.
- c) The appeal to the OCCR also shall be limited to the grounds raised in the original protest and the decision by HCD. As such, an applicant is prohibited from stating new grounds for a protest in its appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by HCD and will determine whether to uphold or overturn the protest decision.
- d) The Auditor's Office may overturn the results of an application process for ethical violations by procurement staff, county selection committee members, subject matter experts, or any other County staff managing or participating in the application process, regardless of timing or the contents of a protest.
- e) The decision of the Auditor-Controller's OCCR is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCCR will be furnished to the protestor, the applicant whose application is the subject of the protest, and all applicants affected by the decision.

- 4) The County will complete the protest/appeal procedures set forth in this paragraph before a Recommendation to Award a Contract is considered by the Board of Supervisors for the Core Service Area for which the applicant applied.
- 5) The procedures and time limits set forth in this paragraph are mandatory and are each applicant's sole and exclusive remedy in the event of protest. An applicant's failure to timely complete both the protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

F. Contract Preparation and Staff Recommendation to Board of Supervisors

At the conclusion of the RFP response evaluation process, including any protest/appeals periods (if applicable), HCD staff will work with the recommended contractor to finalize the terms and conditions of the contract between the contractor and the County. Staff will prepare the contract and a letter to the Alameda County Board of Supervisors containing the recommendation for the contract award.

G. Awarding a Contract

- 1) During the initial period of any contract which may be awarded to Contractor, the County may review the application, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems. Thereafter, the County will monitor services on an on-going basis with periodic on-site or remote file review at the discretion the County.
- 2) The County reserves the right to determine, at its sole discretion, whether:
 - a) Contractor has complied with all terms of this RFP; and
 - b) Any problems or potential problems with the proposed goods and services were evidenced which make it unlikely (even with possible modifications) that such goods and services have met or will meet the County requirements.
- 3) If, as a result of such determination, the County concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor may be notified that the contract is being terminated. The County will have the right to invite the next highest ranked Applicant for the scope of work to enter into a contract.
- 4) Applications will be evaluated by a committee and will be ranked in accordance with the RFP. Award may not necessarily be made to the Applicant with the lowest price.
- 5) 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.

- 6) The County reserves the right to award to a single or multiple Contractors.
- 7) The County has the right to decline to award this contract or any part thereof for any reason.
- 8) Board approval to award a contract is required.
- 9) Any application/submittals that contain false or misleading information may be disqualified by the County.
- 10) A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.
- 11) Specific contract terms and conditions will be negotiated with each selected applicant. By submitting an application, applicant agrees to the boilerplate language of the Final Standard Agreement. Applicant may access a copy of the Standard Services Agreement template online at the link below. The template contains minimal Agreement boilerplate language only. <http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>

Section 7: List of Exhibits

Exhibit A - Submittal Addendum and Certifications

Part A – Organization Information

Part B – Applicant Information and Acceptance

Part C – Exceptions, Clarifications, Amendments

Part D – Professional References

Part E – Required Documentation and Submittals

Exhibit B - Alameda County Minimum Insurance Requirements

Exhibit C - SLEB Partnering Information Sheet and Certification Instructions

EXHIBIT A: SUBMITTAL ADDENDUM AND CERTIFICATIONS
Alameda County Accessory Dwelling Unit
Technical Assistance Provider Pilot Program Request for Proposals
December 2020

INSTRUCTIONS: Complete and submit all pages of this Exhibit A Submittal Addendum and Certifications electronically in PDF form, including Part A (Organization Information), Part B (Applicant Information and Acceptance), Part C (Exceptions, Clarifications, Amendments), and Part D (Professional References). Sign and date this Submittal Addendum and Certifications at the conclusion of Parts A and B. Submit all additional required documentation described at Part E (Required Documentation and Submittals).

- **AS DESCRIBED IN THE INSTRUCTIONS OF THE SUBMITTAL ADDENDUM SECTION OF THIS RFP, APPLICANTS ARE TO SUBMIT ONE (1) ELECTRONIC COPY OF THE SUBMITTAL IN PDF. NO PHYSICAL APPLICATION MATERIALS WILL BE ACCEPTED.**
- **ALL PAGES OF THIS SUBMITTAL ADDENDUM MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS AS PDFS; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES (OR ITEMS THEREIN) NOT APPLICABLE TO THE APPLICANT MUST STILL BE SUBMITTED AS PART OF A COMPLETE APPLICATION RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY ANNOTATED "N/A".**
- **APPLICANTS MUST QUOTE PRICE(S) AS SPECIFIED IN THE RFP, INCLUDING ANY ADDENDUMS. ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING SUBMITTAL. THESE DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY ONLY.**
- **APPLICANTS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE SUBMITTAL PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR SUBMITTALS REJECTED IN TOTAL.**
- **IF APPLICANTS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, INCLUDING THOSE TO THE COUNTY'S SMALL, LOCAL, AND EMERGING BUSINESS PROGRAM (SLEB) POLICY, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS SUBMITTAL ADDENDUM (PART C) IN ORDER FOR THE SUBMITTAL RESPONSE TO BE CONSIDERED COMPLETE.**
- **FOR ALL DOCUMENTS PREPARED AND SUBMITTED BY THE APPLICANT, THE COUNTY SUGGESTS USING 12-pt CALIBRI, ARIAL, OR TIMES NEW ROMAN FONT, WITH PAGE MARGINS OF AT LEAST ONE INCH**

PART A: ORGANIZATION INFORMATION

Official Name of Applicant: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

- | | |
|--|---|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> |
| <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Unincorporated Association |
| <input type="checkbox"/> Other: _____ | |

Jurisdiction of Organization Structure: _____

Date Organization was formed: _____

Federal Tax Identification Number: _____

Primary Contact Information:

Name / Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

SIGNATURE: _____

Name and Title of Authorized Signer: _____

Dated this _____ day of _____ 20_____

PART B: APPLICANT INFORMATION AND ACCEPTANCE

To: The County of Alameda

From: _____

(Official Name of Applicant)

1. The undersigned declares that the Application Documents, including, without limitation, the RFP, Addenda, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Application Documents of this RFP.
3. The undersigned has reviewed the Application Documents and fully understands the requirements in this Application process including, but not limited to, the requirements under the County Provisions, and that each Applicant who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Submittal, if accepted by County, will be the basis for the Applicant to begin forming a contract with County in accordance with the intent of the Application Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
 - **Debarment / Suspension Policy**
[<http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>]
 - **Iran Contracting Act (ICA) of 2010**
[<http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>]
 - **General Environmental Requirements**
[<http://www.acgov.org/gsa/departments/purchasing/policy/environ.htm>]
 - **Small, Local & Emerging Business (SLEB) Program**
[<http://acgov.org/auditor/sleb/overview.htm>]
 - **First Source**
[<http://acgov.org/auditor/sleb/sourceprogram.htm>]
 - **Online Contract Compliance System**
[<http://acgov.org/auditor/sleb/elation.htm>]

Exhibit A

- [General Requirements](http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm)
[<http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm>]
- [Proprietary and Confidential Information](http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm)
[<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>]

6. The undersigned acknowledges that Applicant will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Application Documents.
7. It is the responsibility of each Applicant to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Submittal, the Applicant certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. **Insurance certificates are not required at the time of submission.** However, by signing this Addendum and Certification, the Contractor agrees to meet the minimum insurance requirements stated in the RFP or make clear in Part C what exceptions they will be seeking. The undersigned acknowledges **ONE** of the following (please check only one box):
 - Applicant is not local to Alameda County and is ineligible for any preference; **OR**
 - Applicant is a certified Small, Local and Emerging Business (SLEB) under the Alameda County SLEB Program and is requesting a 10% preference; (Applicant must complete the **SLEB INFORMATION SHEET** found as **Exhibit C** to the RFP, check the first box, and provide your SLEB Certification Number and expiration date; **OR**
 - Applicant is LOCAL to Alameda County, is submitting documentation to determine its SLEB status, and is requesting a 5% preference, and has attached the following documentation to this Submittal Addendum and Certifications:
 - Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and

- Proof of six (6) months business residency, identifying the name of the Applicant and the local address. Utility bills, deed of trusts or lease agreements etc., are acceptable verification documents to prove business residency.

10. The undersigned hereby certifies the following statements:

1. *That no elected or appointed official or employee of the County is financially interested, directly or indirectly, in the performance of the services specified in the RFP;*
2. *That the information included in the Submittal is true and correct to the best of its knowledge; and*
3. *That the person signing the RFP cover letter/transmittal letter is authorized to submit this application on behalf of the Applicant.*

SIGNATURE: _____

Name and Title of Authorized Signer: _____

Dated this _____ day of _____ 20_____

PART D: REFERENCES

Applicant Name: _____

Instructions: On the following pages are the templates that Applicants must use to provide references. **Applicants are to provide a list of three references.** References must be satisfactory as deemed solely by County. Services or goods provided by Applicant to the references should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.

Applicants must verify that the contact information for all references provided is current and valid. If a reference cannot be contacted it may affect the qualification and scoring of Applicants submission.

Applicants are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.

The County may contact some or all of the references provided in order to determine Applicant's performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.

REFERENCES

Alameda County Accessory Dwelling Unit
Technical Assistance Provider Pilot Program Request for Proposals
December 2020

Applicant Name: _____

Organization/Agency Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Organization/Agency Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Organization/Agency Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Part E - REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – Application Response Packet in order for an application to be deemed complete. Applicants shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i.e. Letter of Transmittal, Exhibit A – Application Response Packet, Organizational Overview Narrative, etc.).

- 1. **Letter of Transmittal:** Provide a narrative letter (2 pages maximum) of the applicant’s relevant experience and qualifications, approach in providing its services to the County, summary proposed staffing/personnel plan, brief description of the program plan and response to the Scope of Services, and summary of proposed budget. The Letter of Transmittal should also indicate the applicant’s capacity and willingness to launch the ADU TA Pilot Program in spring 2021. The letter of transmittal must be signed by the Principal, Executive Director or Chief Executive Officer of the submitting applicant entity. Electronic signatures are acceptable.

- 2. **Exhibit A – Application Response Packet:** Every applicant must fill out and submit the complete Exhibit A – Application Response Packet – including all completed Parts (Part A-Organization Information; Part B-Application Information and Acceptance; Part C-Exceptions, Clarifications, Amendments; and Part D-References.

IMPORTANT NOTES ON EXHIBIT A:

Every Applicant must submit Exhibit A in its entirety (pages 1-12 of Exhibit A) including signing both pages 2 and 5 of Exhibit A.

Applicants must use the References templates found on page 8 of this Exhibit A – Application Response Packet to provide references.

Applicants are to provide a list of three (3) references. References must be satisfactory as deemed solely by County. References should be able to speak to the applicant’s success in working in contract with public agencies on housing program design and implementation.

Exceptions, Clarifications, Amendments must list exceptions, clarifications, and amendments, if any, to the RFP and associated Application Documents, including

insurance requirements, and must be submitted with your application using the template on page 6 of this Exhibit A – Application Response Packet.

THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR APPLICATION DISQUALIFICATION.



3. Organizational Background, Experience and Capacity, and Personnel

Plan: Applicant should provide documentation to demonstrate relevant experience and capacity to implement the ADU Technical Assistance Program, and evidence of connections to residential general contractors working in Alameda County, including small/local contracting businesses. Provide the following documentation with the application:

- a) Organization Overview Narrative (maximum 1 page); Provide a narrative overview (1 page maximum) of the organization proposing to serve as the Technical Assistance provider for this Program. Include the full legal name and a summary of the structure and management of the organization. Describe any significant changes, including the management and/or structure of your organization, that have occurred during the past three years. List the location of your firm's main office and the locations of any office(s) within Alameda County. Indicate whether organization is certified through the Small, Local and Emerging Business Program (SLEB) in Alameda County, and if not, proposed subcontractors who meet the SLEB criteria.
- b) List of Board Members and affiliations (required for nonprofits and corporations)
- c) Organizational Chart
- d) Personnel Plan Narrative – list of key personnel associated with program implementation, including job title, years of related experience, education, certifications, etc. and role that person will play in connection with program implementation. Provide a narrative (1 page maximum) that describes the proposed personnel plan for the TA Program implementation.
- e) SLEB Partnering Information Sheet. Complete the SLEB Partnering Information Sheet found at Exhibit C to the RFP. If Bidder is a Small, Local, and Emerging Business pursuant to Alameda County's Small, Local, and Emerging Business (SLEB) Program (see

<http://acgov.org/auditor/sleb/overview.htm>), please check the appropriate boxes at Part B.9 of the **Submittal Addendum and Certifications** found as Exhibit A to this RFP.

4. **Program Plan Narrative Statement:** The Applicant’s proposed Program Plan narrative is a significant component of the Application and carries significant weight in the County’s evaluation of proposals. Provide a comprehensive and detailed narrative description (not to exceed 5 pages) of how your organization would implement the Scope of Services anticipated by this RFP. Program Plan Narrative should respond to the prompts below at a minimum:
- Explain in detail your organization’s proposed Program Plan to fulfill the items specified in the Scope of Services by phase (Development Phase and Implementation Phase).
 - Describe your organization’s relevant experience in developing model housing programs, including specific experience and knowledge of Accessory Dwelling Unit regulations, permitting, and construction methods and processes.
 - Describe your organization’s experience working directly with homeowners on program implementation or in providing technical assistance.
 - Describe your organization’s connections and relationships with local contractors working in Alameda County and/or the East Bay.
 - Describe your organization’s experience working with planning and building departments during the planning and permitting review processes on residential development including ADU development, and including whether your organization has experience working with the Alameda County Planning Department.
 - Discuss any innovative approaches that your organization would employ to implement the ADU Technical Assistance Pilot Program.
 - Include any other information that your organization may find relevant to the County’s review of your application.
5. **Schedule:** Provide a detailed schedule to accompany the proposed Program Plan that separates out milestones and tasks by contract phase. Schedule should show ability to launch program by late spring 2021 (May/June 2021). Include a short narrative statement to discuss any issues or difficulties with meeting this timeline.

- 6. **Program Budget and Budget Narrative.** Submit a detailed budget with application, showing the proposed budget by phase, and period of time covered by that portion of the budget. Budget should address all program costs anticipated in the Scope of Services (refer to Scope of Services) and any other costs that Bidder believes necessary for successful program implementation, including, but not necessarily limited to, marketing and outreach costs, development and execution of technical assistance training and education, personnel, fringe benefits, direct and indirect costs, and any requested cash advance funding for program ramp-up. Provide estimated costs for any subcontracted services and percentage of these services to overall proposed budget amount. In addition to the above general program budget, provide an estimated “per household” cost for provision of comprehensive technical assistance with detailed line itemization of related costs. Provide a budget narrative description to accompany the submitted Program Budget (1-page maximum). Discuss opportunities for leveraging the County’s funding for the contract and if applicable, possible resources/funding sources that your organization may be able to access to augment the overall program budget.

- 7. **Writing Samples.** Provide examples of relevant materials developed by your organization for ADU housing or other model program implementation, web-site forms and tools, homeowner eligibility and feasibility assessment, training guides, etc.

EXHIBIT B: INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing the Submittal Addendum and Certifications found in Exhibit A to this RFP, the Applicant agrees to meet the minimum insurance requirements stated in the RFP, prior to award. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in this Exhibit B – Insurance Requirements.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFP. Professional Liability insurance may also be required of specific professional services rendered under contract.

***** SEE NEXT PAGE FOR COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS *****

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability, Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or disease
D	Professional Liability/Errors and Omissions Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 aggregate
E	Directors and Officers Liability Including Employment Practices Liability	\$1,000,000 per occurrence
G	<p>Endorsements and Conditions:</p> <ol style="list-style-type: none"> ADDITIONAL INSURED: All insurance required above with the exception of Commercial or Business Automobile Liability, Workers' Compensation and Employers Liability, Professional Liability and Directors and Officers Liability shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above. Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured". CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision. 	

EXHIBIT C: SLEB Partnering Information Sheet and Certification Instructions

The Small, Local and Emerging Business (SLEB) program is designed to enhance contracting and procurement opportunities for small, local and emerging businesses within Alameda County by providing up to 10% bid preferences on eligible contracts. The program was developed to promote and foster inclusiveness, diversity and economic development, as well as provide on-going evaluation to ensure that all local businesses are provided equal opportunities in County contracting and procurement activities. The County of Alameda works with other local public agencies in the East Bay Interagency Alliance (EBIA) and uses a Common Application to streamline the certification process for small, local and emerging businesses.

If Applicant is a certified Small, Local and Emerging Business (SLEB) under the Alameda County SLEB Program and is requesting a 10% preference (See #9 on Part A, Exhibit A), Applicant must complete and submit with your application the **SLEB INFORMATION SHEET on the following page**, check the first box, and provide your SLEB Certification Number and expiration date.

Applicants wishing to be certified in the SLEB Program must follow the Certification Instructions provided. Link to instructions, and the EBIA Common Application and Common Recertification Application: <https://www.acgov.org/auditor/sleb/cert.htm>

**SMALL LOCAL EMERGING BUSINESS (SLEB) PARTNERING INFORMATION SHEET
RFP for ADU Technical Assistance Provider Pilot Program**

In order to meet the Small, Local & Emerging Business (SLEB) requirements of this RFP, all bidders must complete this form as required below.

Bidders not meeting the [definition of a SLEB \(http://acgov.org/auditor/sleb/overview.htm\)](http://acgov.org/auditor/sleb/overview.htm) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/>).

<input type="checkbox"/> BIDDER IS A CERTIFIED SLEB (sign at bottom of page) SLEB BIDDER Business Name: _____ SLEB Certification #: _____ SLEB Certification Expiration Date: _____ NAICS Codes Included in Certification: _____
<input type="checkbox"/> BIDDER IS <u>NOT</u> A CERTIFIED SLEB AND WILL SUBCONTRACT _____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES: _____ SLEB Subcontractor Business Name: _____ SLEB Certification #: _____ SLEB Certification Expiration Date: _____ SLEB Certification Status: <input type="checkbox"/> Small / <input type="checkbox"/> Emerging NAICS Codes Included in Certification: _____ SLEB Subcontractor Principal Name: _____ SLEB Subcontractor Principal Signature: _____ Date: _____

Upon award, prime Contractor and all SLEB subcontractors that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Printed Name/Title: _____

Street Address: _____ City: _____ State: ____ Zip Code: _____

Bidder Signature: _____ Date: _____



**COUNTY OF ALAMEDA
SMALL, LOCAL AND EMERGING BUSINESS (SLEB) PROGRAM
CERTIFICATION INSTRUCTIONS**

The 3 step certification process may take up to 45 business days from receipt of Application.

SLEB Program Definitions:

- Local Business** *A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County*
- Small Business** *A Local Business which meets the U.S. Small Business Administration (SBA) size standards for its classification (available online at <http://www.naics.com/search.htm>)*
- Emerging Business** *A Local Business which is less than one half of the SBA size standards for its classification and has been in business less than 5 years*

1. Complete the Common Application, Sections 1 through 7.

<p>A. Business entities applying for certification must be in good standing and in compliance with all governing laws, codes and regulations, including Section 66 (Conflict of Interest) of the Alameda County Charter.</p> <p>B. The certification process requires a business site visit for all new and renewal certifications. Applicants will be contacted within 5 business days of receipt of accepted Applications by the SLEB Certification Unit for scheduling.</p> <p>C. Check the appropriate box(es) at the top of the Application.</p> <p>D. If you have not been in business for a complete tax year, state actual gross receipts to date in Section 2 of the Application form.</p> <p>E. If you have been in business for less than three years, state actual gross receipts received for the period that you have been in business in Section 2 of the Application form.</p>	<p>F. List all current business and professional licenses in Section 4 of the Application.</p> <p>G. Applications must be signed by the owner, principal partner or authorized officer of the corporation in Section 7 of the Application form. Electronic and scanned signatures are acceptable.</p> <p>H. By signing the Application form, applicants are certifying that the information provided is true and correct. Applications are signed under penalty of perjury.</p> <p>I. Contact Information provided on the Application form and Certification Information will be posted on County's SLEB internet database websites.</p> <p>J. If any item on the Application is not applicable, please put "N/A" in the designated area.</p> <p>K. If additional space is needed, please attach additional sheet(s).</p>
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2. Submit completed and signed application via email to: ACSLEBcertification@acgov.org

Or mail to: Alameda County Auditor-Controller Agency
SLEB Certification Unit
1221 Oak Street, Room 249
Oakland, CA 94612

3. Site Visit and Documents Review

Site visits include but are not limited to the review of documents listed below:

- Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years
- Business Licenses
- Current Identification (i.e. Driver's License, Identification Card)
- Deed, Rental or Lease Agreement showing Business Address

All documents must be available at the scheduled site visit and additional documents may be requested. Additional documents may also be required to be provided during the certification process.

If you have questions please email the SLEB Certification Unit at ACSLEBcertification@acgov.org or call (510) 891-5500.

Thank you for your interest in doing business with Alameda County

SLEB CertInstructions 02/28/18