

COUNTY OF ALAMEDA

ADDENDUM

for

Environmental Justice Element RFP #EJ2021

Dated: May 26, 2021

The Alameda County Environmental Justice Element RFP #EJ2021 was issued to potential bidders on April 20, 2021. On April 23, 2021, the RFP was posted here on the County website: <https://gsa.acgov.org/do-business-with-us/contracting-opportunities/current-bid/?bidid=2363>.

This Addendum, issued on May 26, 2021, amends the RFP as follows:

- Response Date – delete “June 9, 2021” and replace with “June 23, 2021”
- Evaluation Period – delete “June 10 – June 16, 2021” and replace with “June 24 – June 30, 2021”
- Vendor Interviews – delete “June 21 – June 23, 2021” and replace with “July 12 – July 14, 2021”

The RFP below has been amended to reflect this change with the new dates shown in **red**.

The RFP is otherwise unchanged from the original as issued to potential bidders and posted on the County website.

COUNTY OF ALAMEDA

UPDATED REQUEST FOR PROPOSALS

for

Environmental Justice Element

Contact Person: Sophie McGuinness, Senior Planner

Phone Number: (510) 670-5400

E-mail Address: sophie.mcguinness@acgov.org

RESPONSE DUE

by

2:00 p.m.

on

June 23, 2021

via email as PDF

sophie.mcguinness@acgov.org

for

Alameda County Community Development Agency

224 W. Winton Avenue, Room. 111

Hayward, CA 94544

CALENDAR OF EVENTS

REQUEST FOR PROPOSAL ENVIRONMENTAL JUSTICE ELEMENT

EVENT	DATE/LOCATION
Request Issued	April 20, 2021
Networking Conference #1	<p>May 18, 2021 at 1:00 p.m.</p> <p>Please click the link to join the Zoom meeting: https://us02web.zoom.us/j/81356832175</p> <p>Webinar ID: 813 5683 2175</p> <p>To join by Phone ONLY: 1 (669) 900-9128 or 1 (346) 248-7799</p>
Networking Conference #2	<p>May 20, 2021 at 4:00 p.m.</p> <p>Please click the link to join the Zoom meeting: https://us02web.zoom.us/j/81356832175</p> <p>Webinar ID: 813 5683 2175</p> <p>To join by Phone ONLY: 1 (669) 900-9128 or 1 (346) 248-7799</p>
Written Questions Due via Email: sophie.mcguinness@acgov.org	May 21, 2021 by 5:00 p.m.
List of Attendees	May 24, 2021
Q&A Issued	May 26, 2021
Addendum Issued (only if necessary, to amend RFP)	May 26, 2021
Response Due	June 23, 2021 by 2:00 p.m.
Evaluation Period	June 24 – June 30, 2021
Vendor Interviews	July 12 – July 14, 2021
Notice of Intent to Award Issued	TBD
Board Consideration Award Date	TBD
Contract Start Date	TBD

NOTE: All dates are tentative and subject to change.

COUNTY OF ALAMEDA
REQUEST FOR PROPOSAL
SPECIFICATIONS, TERMS & CONDITIONS
for
ENVIRONMENTAL JUSTICE ELEMENT

TABLE OF CONTENTS

	Page
CALENDAR OF EVENTS	1
I. STATEMENT OF WORK	5
A. INTENT	5
B. SCOPE.....	5
C. BACKGROUND	6
D. BIDDER QUALIFICATIONS	7
E. SPECIFIC REQUIREMENTS.....	7
F. DELIVERABLES / REPORTS	16
G. NETWORKING / BIDDERS CONFERENCES.....	17
II. COUNTY PROCEDURES, TERMS, AND CONDITIONS.....	18
H. EVALUATION CRITERIA / SELECTION COMMITTEE.....	18
I. CONTRACT EVALUATION AND ASSESSMENT	23
J. NOTICE OF INTENT TO AWARD	24
K. TERM / TERMINATION / RENEWAL.....	24
L. PRICING.....	24
M. AWARD	26
N. METHOD OF ORDERING	27
O. WARRANTY	27
P. INVOICING	28
Q. LIQUIDATED DAMAGES	28
R. PERFORMANCE REQUIREMENTS.....	28
S. ACCOUNT MANAGER / SUPPORT STAFF	29
III. INSTRUCTIONS TO BIDDERS	29
T. COUNTY CONTACTS.....	29
U. SUBMITTAL OF BIDS	30
V. RESPONSE FORMAT.....	31

ATTACHMENTS

EXHIBIT A
BID RESPONSE PACKET
EXHIBIT B MAP OF PRIORITY POPULATIONS
EXHIBIT C INSURANCE REQUIREMENTS
EXHIBIT D BACKGROUND INFORMATION

I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms and conditions to describe an experienced and qualified consultant to assist County Staff with the preparation and adoption of an Environmental Justice Element (EJ Element) of the County General Plan compliant with the State's requirement for certification pursuant to Senate Bill 1000 (SB1000), and to conduct the necessary stakeholder and community engagement for the EJ Element.

Exhibit B – Map of Priority Populations, contains a map of the urban unincorporated communities within the County, identifying the areas where “priority populations” are located that will be the focus of the policies in the EJ Element.

The County intends to award a one-year contract (with option to renew) to the Bidder(s) selected as the most responsible Bidder(s) whose response conforms to the RFP and meets the County's requirements. The option to renew allows for potential time overruns if additional meetings are required through the public consultation project. The proposed work is intended to be ideally completed within one-year. It is expected to commence in **September 2021** and conclude by **September 2022**.

B. SCOPE

The County is seeking assistance from a contractor with the experience, capacity and skills necessary to develop, draft and finalize the EJ Element, to ensure there will be extensive and diverse community input throughout each phase of work, and to take the EJ Element through the public consultation process to adoption by the County Board of Supervisors. The contractor will be expected to work closely with County staff from the Community Development Agency (CDA), Department of Public Health Department (DPH) and other agencies and departments, as necessary.

The County Board of Supervisors has determined that the budget for this project should be adequate but not excessive. Consideration will be given to the proposal that outlines the most efficient and cost-effective way to perform the work and provide the services described in this RFP. The County has allocated a project budget of \$100,000.

To achieve the project within budget, County staff will undertake several aspects of the work. DPH staff will prepare the analysis of health data required to establish the existing conditions for the EJ Element and CDA staff will prepare a review of measures implemented under the County's existing Ashland and Cherryland Community Health and Wellness Element. Details about what is included and excluded from the scope of work is provided in Section E – Specific Requirements.

C. BACKGROUND

In 2016, the California legislature passed Senate Bill 1000 (SB1000). SB1000 amended Government Code Section 65302 to require that cities and counties with disadvantaged communities incorporate environmental justice policies into their general plans, either in a separate EJ Element or by integrating related goals, policies and objectives throughout the elements of the General Plan. SB1000 requires the County to determine whether an EJ Element is required by identifying the location of any disadvantaged and low-income communities and considering the nature of environmental burdens, health risks and needs experienced by these communities. The update to the General Plan must happen upon the adoption or next revision of two or more elements concurrently on or after January 1, 2018. As described in Government Code Section 65302(h)(1)(A), the purpose of the legislation is to address the “unique or compounded health risks” in disadvantaged communities by decreasing pollution exposure, increasing community assets, and improving overall health.

Based on the community characteristics in unincorporated Alameda County and a review of CalEnviro Screen, Census data and American Community Survey data, County Staff have determined that an EJ Element should be prepared for the unincorporated communities of Ashland, Cherryland, Hayward Acres, Castro Valley and San Lorenzo. Exhibit D – Background Information, includes a summary of the preliminary review undertaken by County Staff to determine the location of the “priority populations” for the EJ Element.

In December 2015, the Board of Supervisors approved the [Ashland and Cherryland Community Health and Wellness Element \(CHWE\)](#) as an Element of the County General Plan. The CHWE was prepared through a partnership between CDA and DPH and involved substantial community outreach and engagement. The CHWE was based on the principles of equity, accountability, collaboration, diverse resident participation, and the development of local assets and resources that support the community’s vision of health and wellness. It was informed by the findings of a community health profile that described the status of health and wellness in Ashland and Cherryland at that time. The CHWE identifies goals, policies, and actions to address how land use and development decisions may support health, social equity, and environmental justice within these communities. The CHWE meets many of the requirements of SB1000, and preparation of the EJ Element will involve an update to the CHWE, including expanding the geographic areas beyond just Ashland and Cherryland to include additional neighboring low-income communities. Exhibit D – Background Information, includes a summary comparing SB1000 requirements against the topics covered in the CHWE.

The County is pursuing preparation of an EJ Element now as there are several other General Plan updates being prepared, and the EJ Element must be adopted upon the adoption of two or more General Plan Elements. The County is also prioritizing the EJ

Element in advance of several other General Plan updates to enable any relevant policy recommendations from the EJ Element to be incorporated into the upcoming work. These include the Community Climate Action Plan (CCAP), the Safety Element (including incorporation of Climate Adaptation and Resilience as required by SB379), and the Housing Element.

The update of the CHWE to become an SB1000-compliant EJ Element will be prepared through a continuation of the partnership between CDA and DPH. The geographic area will be expanded to include additional low-income census tracts. The policy work will build on the goals, policies and actions in the existing CHWE, fill any gaps to ensure that all EJ Element requirements are addressed, and identify any additional topics based on community input through a robust community engagement process.

D. BIDDER QUALIFICATIONS

1. BIDDER Minimum Qualifications

- a. Bidder shall be regularly and continuously engaged in the business of providing land use planning, stakeholder and community engagement for at least three (3) years.
- b. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP.

E. SPECIFIC REQUIREMENTS

The selected Contractor(s) will have demonstrated expertise in land use planning and conducting stakeholder engagement and community outreach, especially among low-income and underserved communities (i.e. seniors, the disabled, persons with limited English proficiency, etc.). The Contractor(s) will be expected to become familiar with the unincorporated communities, the County's General Plan, related policies and plans (such as the Bicycle Pedestrian Master Plan and the Community Climate Action Plan) and zoning ordinance, and work closely in collaboration with staff from DPH and CDA comprising the County Staff Project Team.

The County Staff Project Team will undertake the following roles and responsibilities for the project:

- Lead and provide oversight of the Contractor(s) work progress and execution of tasks
- Provide the Contractor(s) with previous and current data and work drafted or completed in relation to the project

- Address and respond to any input, recommendations or solutions suggested by the Contractor(s) to advance the quality of the project scope, tasks and deliverables
- Review and approve the Contractor(s)'s draft and final work products
- Monitor task completion status against project deliverables and invoices rendered
- Coordinate any modification, changes, or amendments to the scope and/or Task Order, should changes or additional or alternate resources or budget be required to complete the project.

In addition to the above roles and responsibilities, the County Staff Project Team will also undertake the following tasks:

- DPH staff will prepare and provide the Contractor(s) the analysis of health data required to establish the existing conditions and identify the "Priority Populations" for the EJ Element
- CDA staff will prepare a review of measures implemented under the County's existing Community Health and Wellness Element to inform which measures should be retained, included or modified for the EJ Element
- Staff will compile and provide the Contractor(s) with a list of County service providers, CBO's (non-profit groups that work at a local level to improve life for residents and may be representative of significant segments of a community) and other stakeholders who may be willing to serve as partners for disseminating information for community outreach and engagement and a list of community events in the unincorporated areas.

The Contractor(s) role and responsibilities include the following:

- Support and work in coordination with County Staff Project Team on project development
- Plan, analyze and recommend solutions to advance the quality of the project scope, tasks, schedule and deliverables, that are tailored to the County's needs and its diversity of stakeholder and community members
- Manage the project, including taking the lead on scheduling and facilitating meetings with clear goals and agendas with the County Staff Project Team, and be available for weekly check-ins with County staff by email or phone about project progress
- Be comfortable and willing to work in close collaboration with project stakeholders and community members as local public health guidance allows due to COVID-19
- Provide the County Staff Project Team with the opportunity to review and comment on all deliverables at least three (3) times

- Attend meetings (virtual or in-person as necessary and as local public health guidance allows) with the County Staff Project Team and respond to emails
- Lead the execution, management and completion of all tasks and deliverables below.

The Contractor(s)' tasks are:

- Task 1: Project Management, Meetings & Coordination
- Task 2: Project Initiation
- Task 3: Internal County Stakeholder Engagement
- Task 4: Community Engagement Planning
- Task 5: Community Engagement
- Task 6: Prepare Environmental Justice Element & Implementation Plan
- Task 7: Public Hearings & Board Adoption of the EJ Element
- Task 8: Project Engagement Reporting

The scope of work for these tasks is anticipated to include, but is not limited to, the work detailed below, and the Deliverables/ Reports identified in Section F. The Key Documents which are identified and underlined below are the primary documents that will guide the planning and implementation of the project.

Task 1: Project Management, Meetings & Coordination

- Manage the project, including but not limited to working closely with the County Staff Project Team and coordinating, attending and keeping a record of all internal and public-facing meetings, emails and phone calls
- Prepare a Project Schedule (Key Document) containing major milestones, review and deliverable due dates. Maintain and update the Project Schedule to track due dates, completion of and progress on tasks
- Manage any collaboration between nonprofit and for-profit entities to create and/or to strengthen linkages that maximize the cost-effectiveness and quality of project delivery. The County strongly encourages Contractor(s) to establish a “collaborative” consisting of two or more organizations, each contributing substantial participation to the project; see Evaluation Criteria G below for more information
- Provide regular invoicing and report progress of costs against project budget
- Provide weekly project progress reports to County Staff Project Team by email, phone and/or Teams or Zoom, as agreed with relevant County staff

- Prepare, produce, maintain and report the following for all stakeholder engagement and community outreach activities and public meetings:
 - Prepare materials including slides, graphics, maps, handouts, interactive activities and boards for display, as necessary
 - Adapt meeting materials as needed to comply with COVID-19 local public health protocols, as necessary
 - Develop and maintain agendas, attendance lists, presentations and summaries of key comments from each activity, public meeting and comments from the project website
 - Produce and maintain copies of materials for publicizing activities and meetings, such as targeted mailings, notices for posting at community centers and libraries, newspaper announcements, and notices distributed through social media, email lists and citizens' groups
 - Record the results of stakeholder engagement and community outreach activities and public meetings, including maintaining a list and description of EJ related policies recommended through activities and meetings
- Attend meetings, as required, at the direction of the County Staff Project Team
- Provide and maintain an internet-based folder for all project materials accessible to the County Staff Project Team
- Pay for all expenses associated with the project, including but not limited to meeting materials, translation, stipends and technology (e.g. access to tablets).

Task 1 Deliverables:

- Project Schedule (Key Document)
- Weekly Progress Reports
- Invoicing & Budget Updates
- Materials and Reporting of Activities & Meetings
- Project Materials Folder
- Payment of Project Expenses

Task 2: Project Initiation

- Review all relevant background information for the project, including but not limited to all documents referenced in Exhibit D of this RFP, the Governor's Office of Planning and Research General Plan Guidelines for EJ Elements and relevant example EJ Elements prepared and adopted by other jurisdictions in California and prepare a report or presentation to the County Staff Project Team of key findings

- Plan, coordinate and attend a minimum of two meetings with the County Staff Project Team for project initiation and scoping, to confirm procedures and schedule for Project Management and Meeting and Coordination (Task 1), to report on key findings from background information review and to plan for Internal County Stakeholder Engagement (Task 3) and Community Engagement planning and implementation (Tasks 4 and 5).

Task 2 Deliverables:

- Report or presentation of key findings from background information review
- Minimum two meetings with County Staff Project Team

Task 3: Internal County Stakeholder Engagement

- Develop and implement an Internal County Stakeholder Engagement Plan (Key Document) for input and engagement with internal stakeholders throughout the EJ Element development and adoption process, including keeping the stakeholders engaged throughout the community engagement process and public meetings
- Facilitate stakeholder engagement with County departments and agencies, including CDA and DPH and others, as directed, to obtain feedback and input. This may include not more than four (4) meetings, presentations and/or workshops, as recommended by the Contractor(s) and agreed with the County Staff Project Team
- Use input from engagement to support planning and implementation of the community engagement (Tasks 4 and 5)
- Provide all supporting documentation and meeting related documents
- Develop a database or other trackable method as agreed upon with County staff to record and manage County stakeholder comments and concerns. The responses and determinations for each comment or concern shall be trackable and reviewable.

Task 3 Deliverables:

- Internal County Stakeholder Engagement Plan (Key Document)
- Engagement with County Stakeholders
- Supporting Documentation & Meeting Related Documents
- Database of Internal Stakeholder Input

Task 4: Community Engagement Planning

- Review the analysis of health data prepared by DPH staff to establish the existing conditions and “Priority Populations” for the EJ Element. Provide feedback including any recommendations for finalizing the methodology and determining the communities that will be the focus of the EJ Element. Research and present information on at least three different approaches to assist the County in finalizing the definition and methodology for the EJ Element
- Review other jurisdictions’ best practices and EJ Elements and review the County’s review of measures already implemented under the CHWE to identify potential policies that may be appropriate to include in the EJ Element
- Utilizing the agreed upon data and methodology, develop a report identifying the Priority Populations within the unincorporated county, assessing their environmental justice conditions and needs, and including a preliminary outline of recommended goals, policies and implementation measures to reduce the unique or compounded health risks in these communities, complying with State law requirements under SB1000
- Develop a comprehensive Community Engagement Strategy Plan (CES Plan) (Key Document) to reach Priority Populations within the unincorporated areas of the County and engage them in the project. At a minimum, the CES Plan shall include:
 - Goals and outcomes for community engagement and details of how success will be measured
 - Key strategies for outreach and engagement, including engagement tools and approaches to reach and gather meaningful input from a diversity of voices, with a focus on Priority Populations and those who may have limited resources to respond due to racial and other inequities. In addition to the residents of unincorporated county, the process shall also include the business, non-profit, and faith communities, and other groups
 - Who will be engaged and when, and the strategies proposed for engagement, including stakeholder and community analysis, and proposed approach for:
 - Best practice equitable community engagement, including opportunities to adapt and refine the plan in response to community input through the community outreach process (Task 5)
 - Early engagement to solicit input on the proposed policies and actions to ensure members of the public provide their input and direction to identify the County policies and programs that should be included in the EJ Element

- Community engagement events, which may include community-wide online engagement events, community-specific engagement events, interactive surveys, focus groups, phone interviews or other events
- Language access, interpretation and translation, Spanish-language access, which is the primary language other than English in the Priority Population communities
- Stipends for community participation in the project
- Outreach and engagement with key stakeholders and community representatives including community groups, neighborhood associations and CBO's (which include non-profit groups that work at a local level to improve life for residents and may be representative of significant segments of a community)
- Meeting arrangements, including any necessary venue rental, access to technology (e.g. computers or tablets), food, childcare or other provisions to accommodate and encourage community participation
- Managing local public health protocols and covid-restrictions, including challenges associated with the digital-divide in low-income communities and the likelihood that outreach may include a combination of virtual and in-person engagement
- A calendar of engagement events with accompanying descriptions for each that include, at a minimum: audience(s), engagement strategy, goals, and who is filling the roles of lead and support
- Materials and methods for distribution of information and public engagement
- Methods for collecting, recording and summarizing stakeholder and community contact list(s), meeting minutes, public comments and outcomes of any surveys, focus groups or other activities proposed
- Anticipated outcomes of the community engagement process, and how and when community input will be incorporated into the policies and implementation of the EJ Element.

Task 4 Deliverables:

- Feedback & Recommendations on DPH Health Data Analysis
- Report on EJ Conditions and Recommendations
- Community Engagement Strategy Plan (CES Plan) (Key Document)

Task 5: Community Engagement

- Facilitate community outreach and engagement as described in the CES Plan, including coordinating and attending all meetings, presentations and workshops

- Provide all supporting documentation and meeting related documents
- Develop a database or other trackable method as agreed upon with County staff to record and manage community comments and concerns. The responses and determinations for each comment or concern shall be trackable and reviewable
- Attend meetings with the County Staff Project Team to report on progress, and any necessary adjustments to, the CES Plan based on successes and any shortcomings experienced during delivery of the project, including the need for any additional outreach and engagement to sectors of the community that are the focus of the EJ Element
- Facilitate any additional outreach and engagement necessary, as identified.

Task 5 Deliverables:

- Engagement with Community
- Supporting Documentation & Meeting Related Documents
- Database of Community Engagement
- Review and report on progress and any amendments to the CES Plan

Task 6: Prepare Environmental Justice Element & Implementation Plan

- Prepare, finalize and submit the EJ Element and Implementation Plan measures (Key Documents) to the County Staff Project Team for review. The Implementation Plan may form part of the EJ Element or be a standalone document, based on the Consultant(s)'s recommendations and with approval from the County Staff Project Team
- The EJ Element and Implementation Measures must meet all the State law requirements imposed by SB1000 and California Government Code 65302, incorporating information from the above tasks
- Incorporate comments provided by County staff and prepare a draft EJ Element and draft Implementation Plan for Public Hearing

Task 6 Deliverables:

- Draft EJ Element (Key Document) for County Staff Review
- Draft Implementation Plan (Key Document) for County Staff Review
- Draft EJ Element (Key Document) for Public Hearing
- Draft Implementation Plan (Key Document) for Public Hearing

Task 7: Public Hearings & Board Adoption of the EJ Element

- In coordination with County staff, prepare for and present the draft EJ Element at all relevant public hearings including, at a minimum:

- Community associations (Ashland Community Association, Cherryland Community Association, San Lorenzo Village Homes Association)
- Municipal Advisory Committees (Eden MAC, Castro Valley MAC)
- Planning Commission
- Board of Supervisors Committee Meetings (Transportation/ Planning Committee, Health, Unincorporated Services Committee, ALL IN)
- If an item is carried over or continued, prepare for and present at the meeting(s) for a second time, including preparing updates and responding to comments and issues raised
- Contractor(s) shall prepare draft staff reports, including attachments, for County staff review
- Provide all supporting documentation and meeting-related documents
- Develop a database or other trackable method as agreed upon with County staff to record and manage public comments and comments from the relevant public hearing bodies. The responses and determinations for each comment or concern shall be trackable and reviewable
- In response to comments through the public hearing process, prepare updates to the EJ Element & Implementation Plan for approval by County staff prior to presenting the EJ Element and Implementation Plan to the Planning Commission for a recommendation and to the Board of Supervisors for adoption
- In coordination with County staff, prepare for and present the draft EJ Element at a meeting of the full Board of Supervisors for consideration and adoption

Task 7 Deliverables:

- Staff Reports (Key Documents), including attachments, for Public Meetings
- Present EJ Element & Implementation Plan at Public Meetings
- Supporting Documentation & Meeting-Related Documents
- Database of Public Comments & Public Hearing Bodies
- Final EJ Element (Key Document) for Adoption by the Board of Supervisors
- Final Implementation Plan (Key Document) for Adoption by the Board of Supervisors
- Board letter (Key Document), including attachments, for Board of Supervisors meeting
- Present EJ Element & Implementation Plan at Board of Supervisors meeting

Task 8: Project Engagement Reporting

- Provide a Project Engagement Summary Report that will include, at a minimum, a description of the implementation of the CES Plan including departures from the original plan, key findings and lessons learned, and how successful the Community Engagement Strategy was when measured against the metrics established in the CES Plan.

Task 8 Deliverables:

- Project Engagement Summary Report

F. DELIVERABLES / REPORTS

The following deliverables correspond to the Tasks above. The Key Documents are the primary documents that will guide the planning and implementation of the project. As identified above, the Contractor(s) shall provide the County Staff Project Team the opportunity to review and comment on all deliverables at least three (3) times.

Task 1 Deliverables:

- Project Schedule (Key Document)
- Weekly Progress Reports
- Invoicing & Budget Updates
- Materials and Reporting of Activities & Meetings
- Project Materials Folder
- Payment of Project Expenses

Task 2 Deliverables:

- Report or presentation of key findings from background information review
- Minimum two meetings with County Staff Project Team

Task 3 Deliverables:

- Internal County Stakeholder Engagement Plan (Key Document)
- Engagement with County Stakeholders
- Supporting Documentation & Meeting Related Documents
- Database of Internal Stakeholder Input

Task 4 Deliverables:

- Feedback & Recommendations on DPH Health Data Analysis
- Report on EJ Conditions and Recommendations
- Community Engagement Strategy Plan (CES Plan) (Key Document)

Task 5 Deliverables:

- Engagement with Community
- Supporting Documentation & Meeting Related Documents
- Database of Community Engagement
- Review and report on progress and any amendments to the CES Plan

Task 6 Deliverables:

- Draft EJ Element (Key Document) for County Staff Review
- Draft Implementation Plan (Key Document) for County Staff Review
- Draft EJ Element (Key Document) for Public Hearing
- Draft Implementation Plan (Key Document) for Public Hearing

Task 7 Deliverables:

- Staff Reports (Key Documents), including attachments, for Public Meetings
- Present EJ Element & Implementation Plan at Public Meetings
- Supporting Documentation & Meeting-Related Documents
- Database of Public Comments & Public Hearing Bodies
- Final EJ Element (Key Document) for Adoption by the Board of Supervisors
- Final Implementation Plan (Key Document) for Adoption by the Board of Supervisors
- Board letter (Key Document), including attachments, for Board of Supervisors meeting
- Present EJ Element & Implementation Plan at Board of Supervisors meeting

Task 8 Deliverables:

- Project Engagement Summary Report

G. NETWORKING / BIDDERS CONFERENCES

1. The Bidders conference held on May 18, 2021 and May 20, 2021 will be online via Zoom ONLY. Interviews will NOT be in person due to COVID compliance.
2. Networking/Bidders conferences will be held to:
 - a. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships in order to participate in the contract(s) that may result from this RFP
 - b. Provide an opportunity for Bidders to ask specific questions about the project and request RFP clarification

- c. Provide the County with an opportunity to receive feedback regarding the project and RFP.
3. The list of Bidder conference attendees will be released in a separate document.
4. Only written questions submitted by the stated deadline will be addressed in an RFP Question and Answer (Q&A) following the Networking/Bidders conferences. Should there be a need to amend or revise the RFP, an addendum will be issued following the Networking/Bidders Conferences. The Q&A and Addendum are the final stance of the County.
5. All questions regarding these specifications, terms and conditions are to be submitted in writing via e-mail by 5:00 p.m. on May 21, 2021 to:

Sophie McGuinness, Senior Planner
Alameda County Planning Department
E-Mail: sophie.mcguinness@acgov.org
PHONE: (510) 670-5400
6. Potential Bidders are strongly encouraged to attend Networking/Bidders Conference(s) in order to facilitate potential subcontracting relationships. Vendors who attend a Networking/Bidder's Conference will be added to the Vendor Bid List. Failure to participate in a Networking/Bidder's Conference will in no way relieve the Contractor from furnishing goods and/or services required in accordance with these specifications, terms and conditions. Attendance at a Networking/Bidder's Conference is highly recommended but is not mandatory.

II. COUNTY PROCEDURES, TERMS, AND CONDITIONS

H. EVALUATION CRITERIA / SELECTION COMMITTEE

All proposals that pass the initial Evaluation Criteria which are determined on a pass/fail basis will be evaluated by a County Selection Committee (CSC). The County Selection Committee may be composed of County staff and other parties that may have expertise or experience in land use planning, public health, meeting facilitation and community outreach services. The CSC will score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP. Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidders to contact and/or influence members of the CSC may result in disqualification of Bidder.

The CSC will evaluate each proposal meeting the qualification requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

Bidders are advised that in the evaluation of cost it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.

As a result of this RFP, the County intends to award a contract to the responsible Bidders whose response conforms to the RFP and whose bid presents the greatest value to the County, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the Bidder(s) that proposes the County the best quality as determined by the combined weight of the evaluation criteria. The County may award a contract of higher qualitative competence over the lowest priced response.

The basic information that each section should contain is specified below, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.

Each of the Evaluation Criteria below will be used in ranking and determining the quality of Bidders' proposals. Proposals will be evaluated according to each Evaluation Criteria and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is 550 points, including the possible 50 points for local and small, local and emerging, or local preference points (maximum 10% of final score).

The evaluation process may include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of Bidders that will continue to the final stage of oral interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references and oral interview.

If the two-stage approach is used, the three (3) Bidders receiving the highest preliminary scores and with at least 200 points will be invited to an oral interview. Only the Bidders

meeting the short list criteria will proceed to the next stage. All other Bidders will be deemed eliminated from the process. All Bidders will be notified of the short list participants; however, the preliminary scores at that time will not be communicated to Bidders.

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

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

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
A.	Completeness of Response: Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.	Pass/Fail

B.	Debarment and Suspension: Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov/SAM/ .	Pass/Fail
C.	Cost: Proposal is determined to be within average cost range for the scope of work.	15 Points
D.	Understanding of the Project: Proposals will be evaluated against the RFP specifications and the questions below: <ol style="list-style-type: none"> 1. Has the proposer demonstrated a thorough understanding of the purpose and scope of the project? 2. How well has the proposer identified pertinent issues and potential problems related to the project? 3. Has the proposer demonstrated that it understands the deliverables the County expects it to provide? 4. Has the proposer demonstrated that it understands the County's time schedule and can meet it? 	15 Points
E.	Relevant Experience and Quality of Work: Proposals will be evaluated against the RFP specifications and the questions below: <ol style="list-style-type: none"> 1. Do the individuals assigned to the project have experience on relevant projects? 2. How extensive is the applicable education and experience of the personnel designated to work on the project, including with land use planning, environmental justice and equitable community engagement? 3. Has the bidder demonstrated ability to design and implement an equitable Community Engagement Strategy in close partnership with CBO's and community members? 4. Does the bidder demonstrate the ability to provide multi-lingual communications? 5. Has the bidder demonstrated expertise and experience in land use planning, facilitation and community engagement in low-income and underserved communities including consistent with approaches necessary under COVID-19 local public health protocols working with local government, conducting community engagement and multi- 	20 Points

	<p>stakeholder planning processes?</p> <p>6. Has the bidder demonstrated sufficient familiarity with environmental justice policies and strategies to translate technical concepts into education or outreach materials?</p>	
F.	<p>Methodology: Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Does the methodology depict a logical approach to fulfilling the requirements of the RFP? 2. Does the methodology match and contribute to achieving the objectives set out in the RFP? 3. Does the methodology interface with the County's time schedule? 	15 Points
G.	<p>Collaboration The County strongly encourages collaboration between nonprofit and for-profit entities to create and/or to strengthen linkages that maximize the cost-effectiveness and quality of project delivery. A "collaborative" consists of two or more organizations, each contributing substantial participation to the project, and at least one of which is proposed to receive County funds. Substantial participation includes, but is not limited to, planning and coordinating events, and having equal partnership in decision making the design of the community outreach strategy. The lead organization should receive no more than eighty percent (80%) of the funding awarded under this RFP. Any bidder wanting to apply as a collaborative should prepare a separate budget form for each organization receiving 20% or more of the contract amount.</p> <p>The "lead agency" or "lead organization" of a collaborative will be the organization that contracts with the County.</p> <p>The collaborative should examine how the involvement of other partners will be best coordinated within the model. The County will not consider subcontractors or lead agencies that act simply as a fiscal pass through. All agencies partners must be active parts of project implementation.</p>	

	<p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Has the proposer identified at least one other organization with whom they will partner? 2. Does the lead organization have the fiscal and management capacity to support the other partner(s) or subcontractors by issuing payments in a timely and professional manner? 3. Do all parties have the capacity to provide services according to the scope of work provided by the lead organization for the collaborative? 4. Do all parties substantially participate in the project? 	10 points
H.	References (See Exhibit A – Bid Response Packet)	10 Points
I.	<p>Oral Interview: The oral interview on the proposal shall not exceed 60 minutes. The oral interview may include responding to standard and specific questions from the CSC regarding the Bidder's proposal. The scoring may be revised based on the oral interview.</p>	15 Points
SMALL LOCAL EMERGING BUSINESS PREFERENCE		
	<p>Small and Local or Emerging and Local Preference: Points equaling five percent of the Bidder's total score, for the above Evaluation Criteria, will be added. This will be the Bidder's <u>final score</u> for purposes of award evaluation.</p>	5%

I. CONTRACT EVALUATION AND ASSESSMENT

During the initial 60-day period of any contract which may be awarded to the Contractor, the County may review the proposal, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.

The County reserves the right to determine, at its sole discretion, whether:

1. The contractor has complied with all terms of this RFP; and
2. 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.

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 will be notified that the contract is being terminated. The contractor shall be responsible for returning County facilities to their original state at no charge to the County. The County will have the right to invite the next highest ranked Bidder to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

J. NOTICE OF INTENT TO AWARD

1. At the conclusion of the RFP response evaluation process ("Evaluation Process"), all Bidders will be notified in writing by e-mail, or US Postal Service mail, of the contract award recommendation, if any. The document providing this notification is the Notice of Intent to Award.

The Notice of Intent to Award will provide the following information:

- a. The name of the Bidder being recommended for contract award; and
 - b. The names of all other parties that submitted proposals.
2. At the conclusion of the RFP response evaluation process and negotiations, debriefings for unsuccessful Bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror's bid. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful Bidder.
 3. The submitted proposals shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

K. TERM / TERMINATION / RENEWAL

1. The term of the contract, which may be awarded pursuant to this RFP, will be one (1) year.
2. By mutual agreement, any 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.

L. PRICING

1. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.

2. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the County.
3. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and County only after completion of the initial term.
4. Taxes and freight charges:
 - a. The County is soliciting a total price for this project. The price(s) quoted shall be the total cost the County will pay for this project including all taxes (excluding Sales and Use taxes) and all other charges.
 - b. No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, will be paid by the County unless expressly included and itemized in the bid.
 - c. Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County; as such papers may be accepted by the carrier as proof of the exempt character of the shipment.
 - d. Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
5. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
6. A total price is required for this contract and will be the maximum price the County will pay.
7. Price quotes shall include any and all payment incentives available to the County.
8. Bidders are advised that in the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.
9. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

M. AWARD

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section titled "Evaluation Criteria/Selection Committee."
2. The committee will recommend award to the Bidder who, in its opinion, has submitted the proposal that best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be made to the Bidder with the lowest price.
3. Small and Emerging Locally Owned Business: The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.

As a result of the County's commitment to advance the economic opportunities of these businesses, **Bidders must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:

A small business is defined by the [United States Small Business Administration](#) (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the County as having either annual gross receipts of less than one-half that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.

4. 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 Bidders 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.
5. Any proposal/bids that contain false or misleading information may be disqualified by 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. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.
10. Final Standard Agreement terms and conditions will be negotiated with the selected Bidder. Bidder may access a copy of the Standard Services Agreement template can be found online at:

<http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>

The template contains minimal Agreement boilerplate language only.

11. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

N. METHOD OF ORDERING

1. A written PO and signed Standard Agreement contract will be issued upon Board approval.
2. POs and Standard Agreements will be transmitted electronically or mailed and shall be the only authorization for the Contractor to place an order.
3. POs and payments for products and/or services will be issued only in the name of Contractor.
4. Contractor shall adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
5. Change orders shall be agreed upon by Contractor and County and issued as needed in writing by County.

O. WARRANTY

1. Bidder expressly warrants that all goods and services to be furnished pursuant to any contract awarded it arising from the Bid will conform to the descriptions and specifications contained herein. Bidder expressly warrants that all goods and services to be furnished pursuant to such award will be fit and sufficient for the purpose(s) intended. This warranty shall survive any inspections, delivery, acceptance or payment by the County. Bidder warrants that all work and services furnished hereunder shall be guaranteed for a period of three (3) years from the date of acceptance by the County.

P. INVOICING

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. County will use best efforts to make payment within 30 days following receipt and review of invoice and upon complete satisfactory receipt of product and performance of services.
3. County shall notify Contractor of any adjustments required to invoice.
4. Invoices shall contain County PO number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.
8. The County will pay Contractor monthly or as agreed upon, not to exceed the total quoted in the bid response.

Q. LIQUIDATED DAMAGES

1. In the event the Contractor's performance and/or deliverable projects have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and or deliverable projects are deemed satisfactory.

R. PERFORMANCE REQUIREMENTS

1. Contractor shall comply with all the terms of this contract, as may be modified periodically at the sole discretion of the County Community Development Agency, including but not limited to providing all deliverables, attendance at all meetings and public hearings, staying within the budget, and meeting the letter and intent of the project scope.
2. Contractor shall comply with all scheduling and deadline requirements of this contract, as may be modified periodically at the sole discretion of the County Community Development Agency.

3. Contractor shall provide to the County Community Development Agency all documents in both .pdf, bound paper copies, and editable electronic file formats, to the satisfaction of the County Community Development Agency.

S. ACCOUNT MANAGER / SUPPORT STAFF

1. Contractor shall provide a dedicated competent account manager who shall be responsible for the County account/contract. The account manager shall receive all orders from the County and shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract which may arise pursuant to this RFP.
2. Contractor shall also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, products and/or services offered and able to identify and resolve quickly any issues including but not limited to order and invoicing problems.
3. Contractor account manager shall be familiar with County requirements and standards and work with the Community Development Agency to ensure that established standards are adhered to.

III. INSTRUCTIONS TO BIDDERS

T. COUNTY CONTACTS

The Alameda County Planning Department is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the Alameda County Planning Department only.

The evaluation phase of the competitive process shall begin upon receipt of bids until a contract has been awarded. Bidders shall not contact or lobby evaluators during the evaluation process. Attempts by Bidder to contact evaluators may result in disqualification of Bidder.

Contact Information for this RFP:

Sophie McGuinness, Senior Planner
Alameda County, Community Development Agency
Planning Department
224 W. Winton Avenue, Suite 111
Hayward, CA 94544
E-Mail: sophie.mcguinness@acgov.org
PHONE: (510) 670-5400

U. SUBMITTAL OF BIDS

1. All bids must be completed and successfully submitted by email ONLY to sophie.mcguinness@acgov.org BY 2:00 p.m. on the due date specified in the Calendar of Events.
2. Bidders **must** submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with Optical Character Recognition (OCR) preferred) and shall be an **exact** scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation.
3. All costs required for the preparation and submission of a bid shall be borne by Bidder.
4. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
5. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee has completed its evaluation, a recommended award has been made by the County Selection Committee, and the contract has been fully negotiated with the intended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five calendar days before the recommendation to award and enter into a contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, will be sent recommend to award/non-award notification(s), which will include the name of the Bidder to be recommended for award of this project. In addition, award information will be posted on the County’s “Contracting Opportunities” website, mentioned above.
6. Each bid received, with the name of the Bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.
7. California Government Code Section 4552: In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods,

materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder.

8. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
9. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
10. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
11. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.

V. RESPONSE FORMAT


1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
2. In order for bids to be considered complete, Bidder **must** provide responses to all information requested. See Exhibit A – Bid Response Packet.
3. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses 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.



EXHIBIT A

BID RESPONSE PACKET

INSTRUCTIONS

- As described in the submittal of bids section of this RFP, Bidders must submit an electronic copy of the bid in PDF (with OCR preferred). The electronic copy must have all appropriate pages signed ().
- Each page of the Bid Response Packet must be submitted as PDF attachment(s) with all required information included and documents attached; any pages of the Bid Response Packet not applicable to the Bidder must be submitted with such pages or items clearly marked "N/A" or the bid may be disqualified as incomplete.
- Bidders shall not modify the Bid Response Packet or any other County-provided document unless instructed to do so. Modifications Bidders are instructed to make include:
 - On the cover page of the Bid Response Packet, Bidders must replace the information in **BLUE** font (name of Bidder organization, primary contact name, etc.).
- Bidder must quote price(s) as specified in the RFP, including any addendums.
- Bidders that do not comply with the requirements, and/or submit incomplete bid packages, are subject to disqualification and their bids being rejected.
- If a Bidder is making any clarifications, or taking exception to policies or specifications of this RFP, these must be submitted in the *Exceptions and Clarifications* form of the Bid Response Packet in order for the bid response to be considered complete.

Date of Submission

Name of Bidding Organization

Primary Contact Name

Primary Contact Title

Address 1

Address 2

City, State Zip Code

Phone Number

Email Address

BID RESPONSE PACKET

Environmental Justice Element RFP

BIDDER INFORMATION

Official Name of Bidder: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

☐ Corporation

☐ Joint Venture

☐ Limited Liability Partnership

☐ Partnership

☐ Limited Liability Corporation

☐ Non-Profit / Church

☐ Other: _____

Jurisdiction of Organizational Structure: _____

Date of Organizational Structure: _____

Federal Tax Identification Number: _____

DIR Contractor Registration Number: _____

Primary Contact Information:

Name / Title: _____

Telephone Number: _____ Alternate Number: _____

E-mail Address: _____

BIDDER ACCEPTANCE

1. The undersigned declares and agrees that the Bid Documents, including, without limitation, the RFP, Q&A, Addenda, and Exhibits have been read and accepted.
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 Bid Documents of the Environmental Justice Element RFP.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, general County requirements, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
4. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
 - **Debarment / Suspension Policy**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm)
 - **Iran Contracting Act (ICA) of 2010**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm\]](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 Program**
[\[http://acgov.org/auditor/sleb/overview.htm\]](http://acgov.org/auditor/sleb/overview.htm)
 - **First Source**
[\[http://acgov.org/auditor/sleb/sourceprogram.htm\]](http://acgov.org/auditor/sleb/sourceprogram.htm)
 - **Online Contract Compliance System** [\[http://acgov.org/auditor/sleb/elation.htm\]](http://acgov.org/auditor/sleb/elation.htm)
 - **General Requirements**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/genregs.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/genregs.htm)
5. The undersigned acknowledges that Bidder is and will remain 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.
6. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

7. 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.

8. The undersigned acknowledges **ONE** of the following (please check only one box):

- ☐ Bidder is not local to Alameda County and is ineligible for any bid preference; **OR**
- ☐ Bidder is a certified SLEB at the time of bid submittal and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB INFORMATION SHEET](#)); **OR**
- ☐ Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:
- Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
 - Proof of six months business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

SIGNATURE:  _____

Name/Title of Authorized Signer: _____

Dated this _____ day of _____ 20_____

TABLE OF CONTENTS

Instructions: Bidder shall remove this page and replace it with a **Table of Contents** listing the individual sections of the proposal and their corresponding page numbers. The page(s) inserted shall be clearly marked *Table of Contents*.

LETTER OF TRANSMITTAL

Instructions: Bidder shall remove this page and replace it with a **Letter of Transmittal**. The letter shall include a description of Bidder's capabilities and approach in providing its services to the County, and provide a brief synopsis of the highlights of its proposal and overall benefits to the County. The page(s) inserted shall be clearly marked *Letter of Transmittal*.

Maximum Length: 2 pages

BUDGET DETAIL AND/OR COST NARRATIVE

Instructions: This page must be included as part of the Bid Response Packet. Following this page, Bidder shall provide a **Budget Detail**.

The *Budget Detail* shall provide a breakdown of project cost(s). Bidders may use a budget template of their own choice; however, all cost attributed to the project that will be paid for under the awarded contract MUST be listed and described in the *Budget Detail*.

At minimum, the Bidder must detail:

1. The work to be performed and all associated costs.
 - a. If coordination with County personnel is needed, it should also be delineated in the Budget Detail.
 - b. The work to be performed should clearly match up with work performed in the Description of Proposed Services.
2. The positions of all individuals that will perform the services;
 - a. Names of Key Personnel may be listed whenever appropriate
 - b. The estimated number of hours for each individual, corresponding hourly rates per individual and extended costs.
3. Community engagement outreach efforts may involve amenities for participants (e.g., food, childcare, and other participation-related costs) and services (e.g., translation, interpretation, and transcription). A complete bid response will include line items that account for such expenditures.

Maximum Length: none

DESCRIPTION OF PROPOSED SERVICES

Instructions: This page must be included as part of the Bid Response Packet. Following this page, Bidder shall provide a **Description of Proposed Services**.

The *Description of Proposed Service* shall describe the overall services. The Bidder must address how they will meet or exceed each requirement listed in **Section E (Specific Requirements)** and **Section F (Deliverables/Reports)**.

At minimum, the Bidder must include the following details:

1. Describe the program's desired overall goals, anticipated outcomes, measurable objectives, and key tasks including the key personnel responsible for achieving them.
2. Detail existing data collection infrastructure and demonstrate ability to interface with County's database(s) and/or provide reporting data to the County for maximum efficiency.
3. Explain any special resources, procedures, or approaches that make the services of Bidder particularly advantageous to the County.
4. Identify any limitations or restrictions of Bidder in providing the services that the County should be aware of in evaluating its Response to this RFP. (Please note any requests for exceptions or clarifications **MUST** be identified on Exceptions and Clarification form below and the County is under no obligation to accept any exceptions or clarifications and any such exceptions and clarifications may be a basis for bid disqualification.)

Maximum Length: none

TABLE OF KEY PERSONNEL

Instructions: This page must be included as part of the Bid Response Packet. Following this page, Bidder shall provide a **Table of Key Personnel**. The table shall include all key personnel associated with the RFP.

This table must include all key personnel who will provide services to the County, including collaborating partners. The table must include the following information for each key person:

1. The person's relationship with Bidder, including job title and years of employment with Bidder;
2. Work contact information including, but not limited to, the following: work address, office telephone number, mobile work number, and e-mail address;
3. The role that the person will play in connection with the RFP;
4. Educational background; and
5. Related experience on similar projects, certifications, and merits.

If a Bidder collaborates with any other partners or subcontractors, Bidder shall identify subcontractors, subcontractor qualifications, and how they plan to work together. Bidder(s) shall identify any existing agreements or MOUs between the Bidder(s) and proposed collaborator(s).

Maximum Length: There is no limit to the table. There is, however, a 2-page limit per résumé or curriculum vitae.

IMPLEMENTATION PLAN AND SCHEDULE

Instructions: This page must be included as part of the Bid Response Packet. Following this page, Bidder shall provide an **Implementation Plan and Schedule**.

In conjunction with the *Description of Proposed Services* and the *Budget Detail*, Bidder must include an *Implementation Plan and Schedule* that specifically addresses the following:

1. A timeline of project goals, measurable outcomes, and benchmark activities related to the provision of required services—as well as the key personnel assigned to each.

The *Implementation Plan and Schedule* should provide a clear picture of what the County can expect, and when to expect it, upon starting the contract. Bidders should also take into consideration the information and questions contained in the Evaluation Criteria in preparing the Implementation Plan and Schedule.

Maximum Length: None

REFERENCES

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

Bidders 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 Bidders submission.

Bidders 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 Bidder'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

Environmental Justice Element RFP

Bidder Name: _____

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

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

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

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

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

EXCEPTIONS AND CLARIFICATIONS

Instructions: On the following page is the **Exceptions and Clarifications** form. Bidders must use this form to identify any and all exceptions and/or clarifications to the RFP and associated Bid Documents.

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



Environmental Justice Element RFP

List below requests for exceptions and clarification, if any, to the RFP and associated Bid Documents, and submit with your bid response.

[illegible]

*Use additional pages as necessary

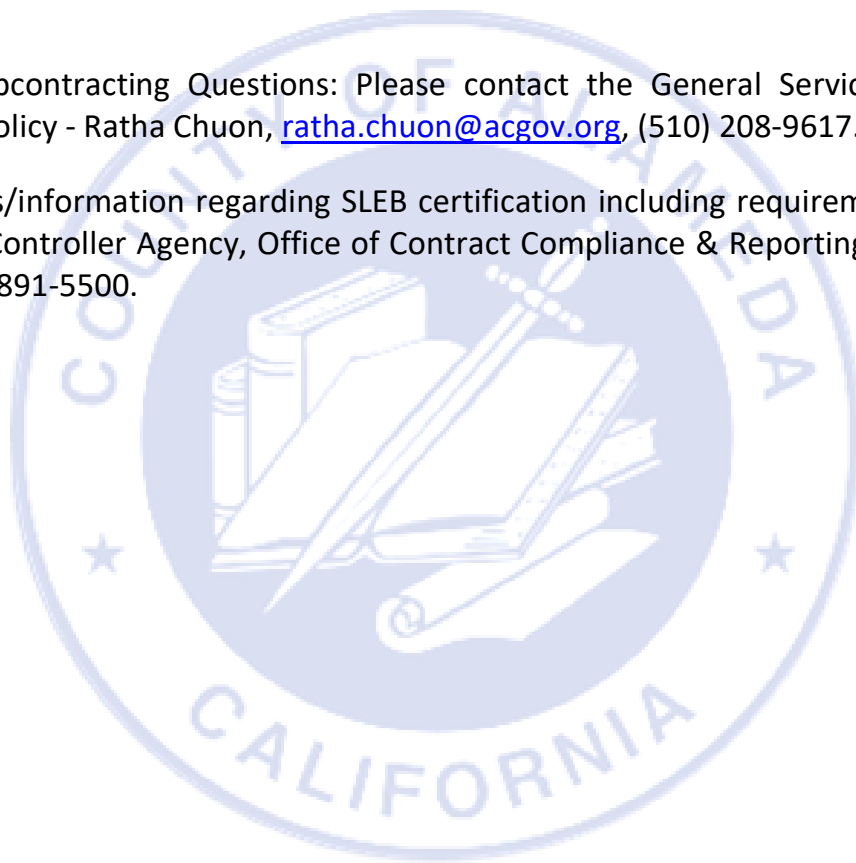


SLEB INFORMATION SHEET

Instructions: On the following page is the *SLEB Information Sheet*. Every Bidder must fill out and submit a signed SLEB Information Sheet, indicating their SLEB certification status. If Bidder is not certified, the information sheet must be completed with the name, identification information, and goods/services to be provided by the CERTIFIED SLEB partner(s) with whom the Bidder will subcontract to meet the County SLEB participation requirement. The Exhibit must be signed by EACH of the named CERTIFIED SLEB(s) that will be subcontractors.

SLEB certification must be complete at the time of bid submittal for SLEB primes and SLEB subcontractor(s).

- For SLEB Subcontracting Questions: Please contact the General Services Agency-Office of Acquisition Policy - Ratha Chuon, ratha.chuon@acgov.org, (510) 208-9617.
- For questions/information regarding SLEB certification including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit at (510) 891-5500.



SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION SHEET

Environmental Justice Element RFP

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all Bidders must complete this form.

Bidders that are not certified SLEBS (for definition of a SLEB see <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 eligible 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. A copy of this form must be submitted for each SLEB that the Bidder will subcontract with, as evidence of a firm contractual commitment to meeting the SLEB participation requirement.

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 capacity to eventually bid as a prime on their own.

Once a contract has been awarded, substitutions of the named subcontractor(s) are not allowed without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).

County departments, prime and subcontractors are required to use the web-based Elation Systems to monitor SLEB subcontractor compliance with Elation Systems: <http://www.elationsys.com/elationsys/>.

☐ 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: _____

OR

☐ BIDDER IS **NOT** 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: ☐ Small / ☐ Emerging

NAICS Codes Included in Certification: _____

SLEB Subcontractor Principal Name: _____

SLEB Subcontractor Principal Signature:  _____ Date: _____

Upon award, Bidder (the prime Contractor) and all SLEB subcontractors 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:



CREDENTIALS

Instructions: This page must be included as part of the Bid Response Packet. Following this page, Bidders are to provide proof of any permits, licenses, and/or professional credentials necessary to supply product and perform services as specified in this RFP.



EXHIBIT B

MAP OF PRIORITY POPULATIONS

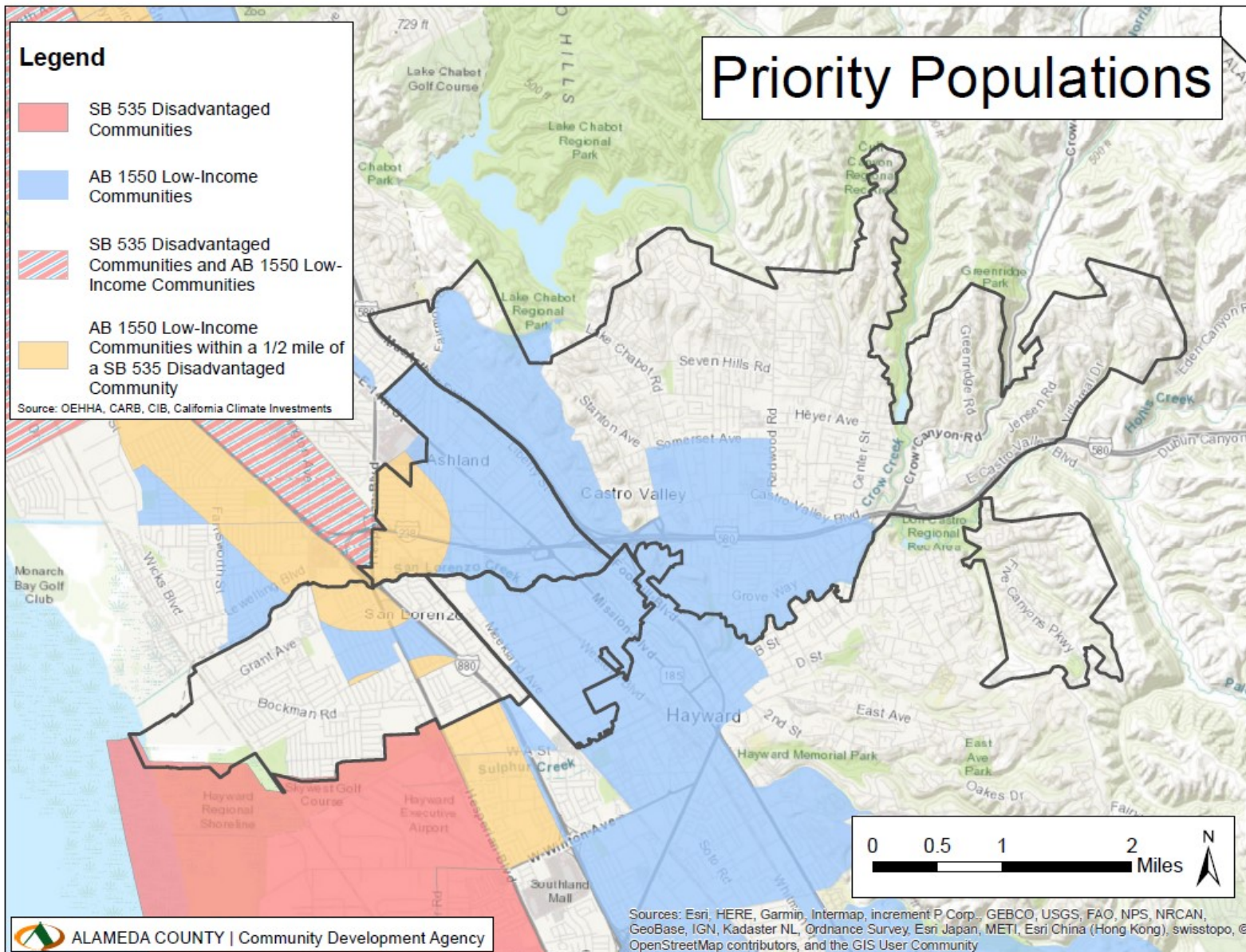


EXHIBIT C

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. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the contractor maintains broader coverage and/or higher limits than the minimums shown below, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$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 when extended to cover your business is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto or Hired and Non-Owned Autos Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) As required by State of California	WC: Statutory Limits EL: No less than \$1,000,000 per accident for bodily injury or disease

EXHIBIT D

BACKGROUND INFORMATION

1. Determining Priority Populations for the EJ Element

There are two ways to determine what constitutes a disadvantaged community for the purpose of SB1000. The first is by applying CalEnviroScreen, where the top 25 percent of highest scoring census tracts are considered disadvantaged communities. None of the unincorporated community census tracts in the County are in the top 25 percent. The second is to identify any low-income areas (with household incomes at or below 80 percent of the statewide median income or with household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093) that are disproportionately affected by environmental pollution and other hazards that can lead to negative health effects, exposure, or environmental degradation. Fifteen unincorporated area census tracts meet this definition. The map included in Exhibit B to this RFP shows the census tracts within the unincorporated areas (in bold) that are low-income communities, as defined.

2. Comparison of SB1000 against topics in CHWE

As required by SB1000, an EJ Element must identify policies and objectives that will:

- Reduce pollution exposure and improve air quality
- Promote equitable access to public facilities
- Promote equitable food access
- Promote equitable access to safe and sanitary homes
- Promote equitable access to physical activity
- Promote civic engagement in the public decision-making process
- Prioritize improvements and programs that address the needs of disadvantaged communities.

The County can also include topics not on the required list, such as reducing the impacts of climate change, based on community input.

The below table compares the required topics for objectives and policies in an EJ Element against the equivalent topics in the existing CHWE:

SB 1000 Environmental Justice Element Requirements (Chapter 4, OPR's General Plan Guidelines, June 2020)	CHWE
Reduce pollution exposure, including improving air quality	• Sustainability and Environmental Health
Promote public facilities (public improvements, public services, and	• Parks and Community Facilities

community amenities)	
Promote food access	<ul style="list-style-type: none"> • Agriculture and Healthy Food Access
Promote safe and sanitary homes	<ul style="list-style-type: none"> • Land Use and Housing
Promote physical activity	<ul style="list-style-type: none"> • Active and Safe Transportation
Unique or compounded health risks	<ul style="list-style-type: none"> • Health and Social Services
Promote civic engagement in the public decision-making process	<ul style="list-style-type: none"> • Public Safety and Social • And throughout plan. <i>Example: Policy B.13 Enhance local self-governance by increasing resident involvement in neighborhood improvement efforts, including issues concerning safety, neighborhood character, planning, and revitalization.</i>
Prioritize improvements and programs that address the needs of disadvantaged communities	<ul style="list-style-type: none"> • Throughout plan. <i>Example: Policy J.6. Increase investment in tree planting, incentives for green buildings and cool paving, and actively pursue the creation of new green spaces in areas with the highest heat-related vulnerability and/or highest ambient temperatures.</i>

3. Implementation of the CHWE

The CHWE originated from the Eden Area Livability Initiative. Several major programs and initiatives were subsequently launched in Ashland and Cherryland to achieve the goals of the CHWE by several agencies and organizations including CDA, DPH, the Supervisors' Offices, the Sherriff's Office, the County Public Works Agency and the Hayward Area Recreation and Park District (HARD). The CHWE serves as a foundational policy document guiding increased programming and improved health outcomes for Ashland and Cherryland. The goals of the CHWE include increasing the capacity for community participation in civic processes, which has grown substantially since adoption of the CHWE. These efforts include the establishment of the Eden Municipal Advisory Committee (MAC), My Eden Voice (MEV) and the Ashland Cherryland Healthy Communities Collaborative (ACHCC).

The vision identified in the CHWE is for Ashland and Cherryland residents to achieve improved health, wellness and resilience. The purpose of the CHWE was to ensure that County land use and other policies are not incompatible with health, and that they actively support healthy, equitable, and ecological community development. The CHWE summarizes the actions that the County proposed to take in support of the community vision, providing an opportunity for improved collaboration and coordination of efforts in Ashland and Cherryland.

The actions identified in the CHWE include potential amendments to County ordinances, resolutions, and the commitment to establish programs aligned with the goals provided in the Element. Various County agencies and departments have implemented programs and initiatives which implement the CHWE, including the following:

Element topic	Implementation action
Health and Social Services	<ul style="list-style-type: none"> Ashland Cherryland Healthy Communities Collaborative (District 4) Community Health Programs (DPH)
Public Safety & Social Environment	<ul style="list-style-type: none"> DSAL programs and community events (Sheriff's Office) Eden Area Municipal Advisory Council (Districts 3 & 4)
Land Use & Housing	<ul style="list-style-type: none"> Ashland Cherryland Business District Specific Plan Revision (CDA – PD) Proposed smoking ban in multi-family housing (DPH, CDA – HCD, PD)
Economic Opportunity	<ul style="list-style-type: none"> Open for Business Program (CDA – ECD, PD) Community Identifier Program/ Public Art (County Arts Commission)
Agriculture & Healthy Food Access	<ul style="list-style-type: none"> Ashland Marketplace & Café Accelerator (CDA – ECD) Dig Deep Farms (DSAL / Sheriff's Office) DSAL Food Hub All-In Eats
Active & Safe Transportation	<ul style="list-style-type: none"> Complete Streets principles in E. 14th/Mission Streetscape design (PWA) Safe Routes to Schools Program (PWA)
Parks & Community Facilities	<ul style="list-style-type: none"> Acquisition of new park sites for Ashland and Cherryland (HARD) New Ashland Community Center at Madrone Terrace (HARD)
Sustainability & Environmental Health	<ul style="list-style-type: none"> Cooling Our Communities heat prep/tree planting program (CDA – PD, PHD, GSA) Upcoming revision of GP Safety Element re: climate adaptation and resilience (CDA – PD)

4. County Resources

The County has a number of resources that are relevant to preparation of proposals for this project. The following documents can be viewed online by using the links below:

- [Ashland and Cherryland Community Health and Wellness Element](#) (CHWE) and [Appendices](#);
- [Ashland Cherryland Business District Specific Plan](#) (ACBD Specific Plan);
- Eden Area General Plan; and
- The [Zoning Ordinance](#).

All elements of the Alameda County General Plan, including links to the Eden Area General Plan, are available [here](#) on the County's Planning Department website.