

COUNTY OF ALAMEDA

Q&A

for

Environmental Justice Element RFP #EJ2021

Dated: May 26, 2021

Responses to Questions regarding the RFP as submitted by vendors who contacted the County Planning Department:

1. Would the County consider extending the due date for bids to enable more time for networking between consultants and community-based organization (CBO) partners to co-develop and submit a bid?

Yes. The County has issued an RFP Addendum dated May 26, 2021 extending the following dates in the RFP Schedule:

- 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”

2. Can a CBO apply for the community engagement part of the scope of work only, but not the other parts of the scope of work (e.g. land use planning)?

No. If an individual contractor does not have the capacity to deliver all components of the scope of work, they should seek to partner with other entities who can complete those components. The RFP encourages entities to establish a “collaborative” consisting of two or more organizations, each contributing substantial participation to the project. See Evaluation Criteria G in Section II, H of the RFP.

3. What is the difference between the two Networking/Bidders conferences? Are they two separate times for the same meeting or are they different?

The two conferences are the same. There are two separate times in case potential bidders were unavailable for one time but not the other. See Section G of the RFP for more information about the Networking/Bidders Conferences.

4. Has the County been reaching out to local community groups to let them know that consultants might want to team up with them? Is there a CBO partner list the County can share with potential bidders?

County staff has presented at various meetings letting community members and representatives know that an RFP will be released for the Environmental Justice Element. Representatives of many of the active community groups and CBO's in the unincorporated areas have also received notification by email of the release of the RFP.

As stated in Section E of the RFP, as part of the project County 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.

In the meantime, the County has prepared a list of CBO's serving the unincorporated areas which is included below in **Attachment A** to this Q&A. This is not an exhaustive list. It is a list of CBO's the County Staff Project Team are aware of through other CDA and DPH projects, including recent community outreach for Census 2020. The County will send an email to the contact email addresses on this list notifying them of the RFP and the Q&A and RFP Addendum.

5. Does the community-based leadership group from the Ashland Cherryland Community Health and Wellness Element (CHWE) process still exist? Will they engage in this process as well?

No. The Wellness Advisory Committee which was voluntary group that participated in the CHWE has not continued to meet after the CHWE process concluded. The County has not settled on exactly what community engagement process will be implemented for this project. It could include something like the Wellness Advisory Committee, but the County is open to ideas for new and additional ways to structure the process. The County will be looking to the successful bidder in this RFP to inform the engagement structure. See Section E, Task 4: Community Engagement Planning, of the RFP.

Since the CHWE was adopted there have been significant efforts to expand civic engagement in the unincorporated areas and there are now several outreach/ community engagement avenues through which the County can seek community participants for the engagement process that did not exist or have expanded since the CHWE was adopted. For example, the County regularly interacts with the Ashland Cherryland Healthy Communities Collaborative (ACHCC), which includes County staff from various departments, CBO representatives, and community leaders and meets every other month, the Eden Area Municipal Advisory Committee (MAC) has been established and the County engages with My Eden Voice (MEV) (and its various sub-committees) which is a group made up of local community members who engage on topics of interest in the urban unincorporated areas.

6. Rather than submit a combined bid with a CBO partner(s), could a potential bidder submit a bid response that identifies a proposed approach to work with the County after the contract is awarded to partner with CBO's and community partners and allocate a section of the project budget to put towards these costs?

Yes. It is preferred that any potential bidder submit a bid with partners identified and budget allocated for how the project budget will be spent between consultant(s) and community partner(s), but if a bidder chooses to submit a bid that outlines an approach for how they intend to do that process of partnering after the contract has been awarded, that would be acceptable and the County would assess the proposal against the relevant Evaluation Criteria in Section II, H of the RFP.

7. In terms of collaboration, what are the County's expectations for partnering with community groups in the RFP and throughout the project?

The County is seeking innovative and robust ways to partner with community directly and/or through CBO's. The County will assess how each bid application proposes to approach community engagement for the project, including any recommendations for best-practice deep community engagement. Evaluation Criteria G in the RFP was included in this RFP because from experience on CHWE and other projects the County has found it very helpful to engage existing CBO's in the community outreach and engagement process because they know the community and community knows them. This was an effective aspect of CHWE engagement process and is one the County is looking to continue with the EJ Element project. It is also a way for CBO's to be involved in process and be paid for their efforts. The County has strong existing community partnerships and will share information with this with the successful bidder to inform Task 4: Community Engagement Planning.

8. How was the project budget determined and has there been any thought to a larger budget given the collaboration requirement?

The project budget is \$100,000 and Section G of the Evaluation Criteria provides the opportunity for up to ten (10) points for “Collaboration” to be awarded to a bidder where the lead organization receives no more than eighty percent (80%) of the funded awarded under the RFP.

Substantial thought was given to the project budget. The amount is informed by the funds available to the County and is currently a firm number. The project budget was determined having regard to the project being an update to the CHWE rather than a standalone new project, and therefore the Contractor(s) will have the benefit of substantial previous work and community engagement undertaken during that CHWE process which will provide a foundation for the EJ Element work. In addition, the County Project Staff Team will undertake aspects of the work, including those specified in Section E of the RFP which will reduce some tasks the Contractor would otherwise have been required to do.

If grants or other funds become available that the County would qualify for, the County may consider expanding the project budget. If a potential bidder has an idea or recommendation for additional work that would go beyond budget, the County suggests the bid should be prepared outlining a basic proposal which is at or under the \$100,000 budget, and provides an option or options for any additional work outside the \$100,000 which the County could consider pursuing if additional funds become available.

For the 80% maximum funds to be allocated to the lead organization under the Collaboration Evaluation Criteria in Section G, this is a maximum only. A bidder can allocate more funds towards the collaboration/partnership aspect of the proposal.

9. On topics like air quality and other issues that cross jurisdictional boundaries, does the County plan to collaborate with other nearby cities?

The County’s jurisdiction for the project includes all unincorporated Alameda County. The focus areas for the project are anticipated to include the Priority Population areas shown in Exhibit B of the RFP and as described in Exhibit D of the RFP.

The County collaborates on various projects with nearby cities including the cities of San Leandro, Hayward and Oakland. For example, the County Planning Department is working currently on a collaborative project around Resilience Hubs:

<https://norcalresilience.org/leadership-training/>.

For the EJ Element, the County is open to collaboration and sharing of ideas and information with local government representatives, CBO's and/or community members in nearby cities. In relation to air quality, the County expects to partner with and seek technical inputs from the Bay Area Air Quality Management District (BAAQMD). County staff has been in discussions with BAAQMD and other countywide agencies including All In Alameda County <https://www.acgov.org/allin/> in relation to EJ issues countywide.

10. Page 8 of the RFP identifies that Department of Public Health (DPH) staff will analyze the health data for existing conditions. Will the Contractor(s) need to adapt that data into a public facing "existing conditions report" or will DPH staff complete that to the extent that the Contractor(s) can rely on it?

Page 8 of the RFP states that 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. The Contractor(s) will not be required to adapt that information into an existing conditions report. The CHWE includes at Chapter 2 a Community Health Profile. DPH staff will provide all necessary data and content for the Contractor(s) to rely upon and include in an equivalent section in the EJ Element.

11. On page 8 of the Bid Response Packet, headed "Description of Proposed Services", what does the data and database(s) in item number two refer to?

Page 8 of the Bid Response Packet states that the Bidder must include details, including at Item 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." This is standard language from the County RFP template. There is no existing database that a bidder needs to be aware of. Should there be one developed, the County will work with the Contractor(s) to make sure all data interfaces appropriately. All bid responses should address any proposed approach to data collection and data reporting to the County, as may be relevant for the project scope of work.

12. Is the County amenable to a bidder adding pages behind the reference page with detailed project descriptions?

Yes. Bidders should complete the Reference list (up to five (5) references) on page 12 of the Bid Response Packet. The bidder can provide additional pages behind that with detailed project descriptions. Please limit the additional information provided to two (2) pages in total.

13. If the lead bidder is not a SLEB but is working with a teaming partner that is, does the bidder check that box under item 8 on page 4 of the bidder packet and include the SLEB information for the partner in the submittal?

Yes. However, in the Evaluation Criteria, the bid would only receive the extra 5% points for being a SLEB if the lead bidder is also a SLEB.

14. Where can we get a copy of Exhibit C, Insurance Requirements for the County's Standard Services Agreement?

A copy of the Exhibit C Insurance Requirements for the County's Standard Services Agreement is included below in **Attachment B** to this Q&A.

15. Does the County anticipate a milestone payment contract?

The payment terms will be determined when the County prepares and enters into a contract with the successful bidder(s). The payment terms will depend on the way the budget in the successful bid proposal is structured. The County anticipates the contract could include opportunity for the Contractor(s) to issue invoices for payment monthly or for each phase of work as they are completed, but with invoicing to occur not more than once in a 30-day period.

16. Will the County entertain exceptions or revisions to the Standard Services Agreement?

No. The General Terms and Conditions in the County Standard Services Agreement are not able to be modified.

EJ Element Q&A – Attachment A

List of CBO's serving unincorporated Alameda County (alphabetical)

Community Based Organizations (CBO's)	Website	Contact email
Members of the Ashland Cherryland Healthy Communities Collaborative (ACHCC)		
Downtown Streets Team	https://www.streetsteam.org/index	ernesto@streetsteam.org; julia@streetsteam.org
Eden Housing	https://edenhousing.org/	Aaron.Bustamante@edenhousing.org; darice.bridges@edenhousing.org
Eden United Church of Christ	https://www.edenucc.com/	marvin@edenucc.com; arlene@edenucc.com
Padres Unidos de Cherryland	https://www.facebook.com/PUdeCherryland/	selena@edenucc.com
La Familia	https://www.lafamiliacounseling.org/	smacias@lafamiliacounseling.org; jellis@lafamiliacounseling.org
Mandela Partners	https://www.mandelapartners.org/	sabine@mandelapartners.org, jeremy@mandelapartners.org
Mercy Housing California	https://www.mercyhousing.org/california/	ehamer@mercyhousing.org; Isabel.Pimentel@mercyhousing.org
Resources for Community Development, including as contacts for My Eden Voice (MEV) community group	https://rcdhousing.org/	bgala@rcdhousing.org; lesclamado@rcdhousing.org; ywislerleon@rcdhousing.org; afarooq@rcdhousing.org
Tiburcio Vasquez Health Center	https://tvhc.org/	aschwabgalindo@tvhc.org; ChristinaAntos@tvhc.org; ghernandez@tvhc.org
Village Connect	https://www.village-connect.org/	gl@village-connect.org

Other CBO's		
Arab Resource and Organizing Center	http://araborganizing.org/	info@araborganizing.org, jay@araborganizing.org
Community Resources for Independent Living (CRIL)	https://www.crilhayward.org/	michael.galvan@crilhayward.org
East Bay Housing Organizations	https://ebho.org/	staff@ebho.org, sophia@ebho.org
Family Bridges, Inc.	https://www.familybridges.org/about-us/	info@familybridges.org, HelenL@familybridges.org
Filipino Advocates for Justice	http://filipinos4justice.org/	info@filipinos4justice.org. geraldine@filipinos4justice.org
First Presbyterian Church of Hayward	www.firstpreshayward.com	erina@firstpreshayward.com
La Clinica	https://laclinica.org/location/fuente-wellness-center/	jgarcia@laclinica.org
Regional Pacific Islander Task Force	http://www.bayarearpitf.org/	teipo@visitsmcsv.com
United Seniors of Oakland & Alameda County	https://www.usoac.org/	Coco@USOAC.org, Sisteransar@usoac.org
Vision y Compromiso	https://visionycompromiso.org/	arturo@visionycompromiso.org, maria@visionycompromiso.org

EJ Element Q&A – Attachment B

Exhibit C – Insurance Requirements for Standard Services Agreement

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:

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 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 & Omissions Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate
E	<p>Endorsements and Conditions:</p> <ol style="list-style-type: none"> 1. ADDITIONAL INSURED: All insurance required above with the exception of Professional Liability, Commercial or Business Automobile Liability, Workers' Compensation and Employers 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. 2. 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. 3. 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. 4. 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. 5. 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. 6. 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". 7. CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. 8. 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. 	