



# COUNTY OF ALAMEDA

INFORMAL REQUEST FOR PROPOSAL No. PLN2025-002

for

## Greenhouse Gas Emissions Inventory and Updates to Community Climate Action Plan

For complete information regarding this project, see the Informal Request for Proposal (IRFP) posted at [County of Alameda Procurement Portal](https://procurement.opengov.com/portal/acgov) [https://procurement.opengov.com/portal/acgov] or contact the County representative listed below.

Thank you for your interest!

Contact Person: Alison Abbors, Senior Planner

Phone Number: 510-670-5428

Email Address: [alison.abbors@acgov.org](mailto:alison.abbors@acgov.org)

Community Development Agency (CDA) – Planning Department

RESPONSE DUE

by

2:00 p.m.

on

Thursday, July 10, 2025

via email as PDF to

[alison.abbors@acgov.org](mailto:alison.abbors@acgov.org)



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# CALENDAR OF EVENTS

## INFORMAL REQUEST FOR PROPOSAL No. PLN2025-002 Greenhouse Gas Emissions Inventory and Updates to Community Climate Action Plan

EVENT	DATE/LOCATION
Request Issued	June 9, 2025
Networking/Bidders Conference	2:00 p.m., Wednesday, June 18, 2025  <b>VIA ZOOM:</b> Register in advance for this webinar: <a href="https://us02web.zoom.us/webinar/register/WN_XH8M1AnR_iDO2V4kiRz6Q">https://us02web.zoom.us/webinar/register/WN_XH8M1AnR_iDO2V4kiRz6Q</a> Webinar ID: 849 4852 0498 Passcode: 508741
Written Questions Due via Email: <a href="mailto:alison.abbors@acgov.org">alison.abbors@acgov.org</a>	June 19, 2025 by 5:00 p.m.
List of Attendees	June 20, 2025
Questions & Answers Issued	June 30, 2025
Addendum Issued [only if necessary to amend IRFP]	June 30, 2025
Response Due and Submitted via email as PDF to <a href="mailto:alison.abbors@acgov.org">alison.abbors@acgov.org</a>	July 10, 2025, by 2:00 p.m.
Evaluation Period	July 10, 2025 – July 27, 2025
Optional Vendor Interviews	Week of July 21, 2025
Notice of Intent to Award Issued	July 28, 2025
Board Consideration Award Date	September 9, 2025
Contract Start Date	September 15, 2025

**NOTE: All dates are tentative and subject to change.**

# COUNTY OF ALAMEDA

## INFORMAL REQUEST FOR PROPOSAL No. PLN2025-002 SPECIFICATIONS, TERMS & CONDITIONS

for

### Greenhouse Gas Emissions Inventory and Updates to Community Climate Action Plan

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#### ATTACHMENTS

- EXHIBIT A     **BID RESPONSE PACKET**
- EXHIBIT B     **Background Materials**

**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 finalization and adoption of the County's draft Community Climate Action Plan (CCAP) for unincorporated Alameda County, including preparing an updated greenhouse gas (GHG) emissions inventory, updating the draft CCAP to reflect the updated GHG emissions inventory, targets, and forecasts, and (optional) preparing an interactive, public-facing climate action and resilience dashboard for unincorporated Alameda County with interactive hazard and climate vulnerability map.

The County intends to award a twelve-month contract (with the 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 due to unforeseen circumstances. The work is expected to commence in September of 2025 and conclude by September of 2026.

**B. SCOPE**

The County is seeking assistance from a Contractor(s) with the experience, capacity, and skills necessary to:

- Update the County's 2019 greenhouse gas (GHG) emissions inventory ("Inventory") for unincorporated Alameda County, which includes a production-based inventory, a consumption-based inventory, and an agricultural and working lands inventory, using data for 2023 or the most current available complete set of annual local GHG emissions data;
- Integrate the findings of the new Inventory into the existing draft Community Climate Action Plan (CCAP) and CCAP appendices, including updating draft emissions forecasts and targets and climate action measures as needed, based on the production-based inventory, to meet the updated targets;
- Update the draft CCAP Initial Study/Negative Declaration (IS/ND), which the County has prepared pursuant to the California Environmental Quality Act (CEQA), for consistency with updates to the draft CCAP;
- Take the CCAP and IS/ND through the public consultation and CEQA processes to adoption by the County Board of Supervisors and filing with the state;
- (Optional) Create a web-based climate action and resilience dashboard with interactive hazard maps, to be hosted on the County's website and maintained by County staff, that provides plain language information about climate hazards and tracks the County's progress toward implementing actions in the adopted CCAP; and

- Consistent with final rules published on April 24, 2024, by the Department of Justice (DOJ) under Title II of the Americans with Disabilities Act (ADA), ensure that all digital content (PDFs, websites, etc.) associated with this project is easily accessible and navigable, in alignment with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards.

The Contractor will be expected to work closely with County staff from the Planning Department and other agencies and departments, as necessary. The ideal Contractor(s) will have demonstrated familiarity with GHG emissions inventories, local government climate action planning, digital accessibility and language access standards, and the unique planning needs and diverse communities of unincorporated Alameda County. 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 total project budget of \$50,000.

### C. BACKGROUND

The Alameda County CDA's Planning Department ("Planning Department") serves the unincorporated communities of Alameda County, which include the census designated places of Ashland, Castro Valley, Cherryland, Fairview, San Lorenzo, Sunol, the community of Hayward Acres, and rural east county communities outside the cities of Livermore, Dublin, and Pleasanton. The Planning Department performs municipal-type land use regulation functions, including general plan development, for unincorporated areas of the County, ensuring compatible land use for the roughly 152,000 residents within its jurisdiction.

The Board of Supervisors first adopted the Community Climate Action Plan (CCAP) in 2014 as an optional element of the County's general plan for the unincorporated areas, giving the CCAP's policies equal standing to those of other general plan elements. The Planning Department engaged a consultant team from May 2022 to May 2024 to assist with the development of a comprehensive CCAP update that would set new goals and climate action planning measures and consider new topics such as life-cycle GHG accounting, net zero GHG targets, equity and environmental justice in climate planning, and the interplay between climate mitigation and climate adaptation.

The CCAP project team conducted extensive outreach to residents, engaged a cross-agency team of County staff, and incorporated priorities identified by Board-appointed advisory bodies before presenting an initial draft of the updated CCAP for public comment in October 2023. The project team incorporated comments it received on the draft CCAP into a revised draft (released January 2024) and a second revised draft (released April 2024). In spring of 2024, the unincorporated-area municipal advisory councils (Eden Area, Fairview, Castro Valley, and Sunol) and the Alameda County Agricultural Advisory Committee each voted to forward the April 2024 draft CCAP to the

Planning Commission with a recommendation that the Planning Commission recommend that the Board of Supervisors adopt the CCAP.

Planning Department staff prepared a draft Initial Study/Negative Declaration (IS/ND) for the CCAP and released it for a 30-day public comment period from April 29, 2024 to May 29, 2024. Staff presented the IS/ND and the April 2024 draft CCAP to the Planning Commission on May 20, 2024, and again on December 2, 2024, with recommendations that the Planning Commission forward the documents to the Board of Supervisors for adoption. The Planning Commission voted to continue the CCAP until such time as an updated GHG emissions inventory could be prepared and the CCAP's policies and measures adjusted consistent with the new Inventory. In its comments to staff, the Planning Commission cited concerns that the draft CCAP's 2019 GHG emissions inventory may not reflect emissions reductions resulting from the COVID-19 pandemic, and noted that producing a post-pandemic emissions inventory may offer opportunity to remove some climate action measures from the draft CCAP. The County's 2019 GHG emissions inventory consists of three separate inventories: a traditional production-based inventory, which forms the basis for the CCAP's GHG emissions forecasts and targets, a consumption-based emissions inventory, and an agricultural and working lands inventory. The services described in this RFP will assist the Planning Department in fulfilling the Planning Commission's request, bringing the CCAP through to adoption, and (optional) communicating progress on implementation of the new CCAP via a web-based climate action and resilience dashboard.

The Background Information in Exhibit B includes links to County documents and draft documents that will be relevant for Bidders in developing a bid response to this RFP.

ADDITIONAL NOTES: The County's CCAP is not a CEQA-qualified CAP. The CCAP update project was initially combined with a concurrent project to update the County's Safety Element in order to streamline outreach efforts and more efficiently address topical overlaps related to climate adaptation and resilience. The CCAP and Safety Element projects are now following separate tracks to adoption, and the Safety Element is not included in this RFP.

D. BIDDER QUALIFICATIONS

1. BIDDER Minimum Qualifications

- a. Bidder must be regularly and continuously engaged, for at least the last 5 years, in the business of: climate action policy planning; greenhouse gas emissions inventory development; preparation of Initial Studies and related environmental determinations under the California Environmental Quality Act (CEQA); and (optional) designing web-based communications tools that support equitable community engagement in climate action and resilience. Qualifications must be clearly stated or demonstrated in the bid response.

- b. Bidder must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFP. Unless noted otherwise in the RFP, for example the item(s) stated above, including any Addendum, Bidder is not required to submit copies or verification of the permits, licenses and credentials; however, Bidder must provide such proof if requested by County.

E. SPECIFIC REQUIREMENTS

The selected Contractor(s) will have demonstrated expertise in greenhouse gas emissions inventory development, climate action policy planning, preparation of Initial Studies and related environmental determinations under the California Environmental Quality Act (CEQA), and (optional) designing web-based dashboards and interactive mapping tools that support equitable engagement of frontline communities in climate action. The Contractor(s) will be expected to be, or become, familiar with Alameda County's unincorporated communities, the County's General Plan (in particular the 2014 CCAP and the 2024 Environmental Justice Element), the April 2024 draft CCAP and its associated documents (including the 2019 GHG emissions inventory, draft IS/ND, and outreach materials), and work closely in collaboration with County staff.

**County staff 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, including all source documents associated with the April 2024 draft CCAP, the 2019 GHG emissions inventory, and the draft CEQA Initial Study and Negative Declaration
- Assist Contractor in procuring raw GHG emissions data for unincorporated Alameda County for 2023 (or the most current available complete dataset)
- 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; and
- Coordinate with County IT to host and maintain the (optional) proposed climate action and resilience dashboard on the County website.

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

- Support and work in coordination with County staff 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, and be available for weekly check-ins with County staff by email or phone about project progress;
- Pay all expenses incurred in carrying out the agreed-upon scope of work;
- Provide County staff with the opportunity to review and comment on all deliverables at least three (3) times;
- 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: GHG Emissions Inventory, Forecasts, Targets, and Mitigation Measures
- Task 4: Update Existing Draft Community Climate Action Plan and IS/ND
- Task 5: Public Hearings, Board Adoption, and Document Finalization
- Task 6: (optional) Climate Action Dashboard

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 County staff 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
- Provide regular invoicing and report progress of costs against project
- Provide weekly project progress reports to County staff by email, phone and/or Teams or Zoom, as agreed with relevant County staff
- Support County staff with preparing for and delivering presentations at up to ten (10) public meetings, including hearings of the Planning Commission, Board Committees, and the Board of Supervisors, including preparing staff reports, slides, and graphics, attending meetings via Zoom or in person, and recording and tracking comments.
- Provide and maintain a cloud-based folder for all project materials accessible to County staff
- Ensure that all public-facing documents, websites, and PDFs produced in association with the project are easily accessible and navigable in alignment with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards published on April 24, 2024, by the Department of Justice (DOJ) under Title II of the Americans with Disabilities Act (ADA)

- Pay for all expenses associated with the project, including but not limited to fees for procurement of any GHG emissions data not already procured by the County.

Task 1 Deliverables:

- Project Schedule (Key Document)
- Weekly Progress Reports
- Invoicing & Budget Updates
- Public Meeting Materials and Comment Tracking
- 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 B of this RFP, and facilitate a discussion of key findings with Staff
- Plan, coordinate, and facilitate a minimum of two meetings with County staff for project initiation and scoping, to confirm project procedures and schedule, and to discuss key findings from background information review

Task 2 Deliverables:

- Facilitated discussion with Staff of background information key findings
- Minimum two meetings with County staff

**Task 3: GHG Emissions Inventory, Forecasts, Targets, and Mitigation Measures**

- Review all unincorporated Alameda County community GHG emissions inventories relevant to the CCAP completed to date, including but not limited to all documents referenced in Exhibit B of this RFP
- With assistance from County staff, lead procurement of a complete set of raw GHG emissions data for unincorporated Alameda County for 2023 or the most current available complete dataset (Key Document)
- Produce an update to the County's 2019 Consumption-Based Emissions Inventory with data for baseline year 2023 or most recent available data (Key Document)
- Produce an update the County's 2019 Natural and Working Lands Inventory with data for baseline year 2023 or most recent available data (Key Document).
- Produce an update to the County's most recent 2019 Production-Based Community GHG Emissions Inventory for baseline year 2023 or most recent available year (Key Document). The production-based inventory must:
  - Disaggregate data for unincorporated Alameda County wherever feasible
  - Allow for longitudinal comparison with Alameda County GHG emissions inventories conducted for baseline years 2019, 2015, and 2005.
  - Use International Council for Local Environmental Initiatives (ICLEI) methodologies, specifically, the United States Community Protocol for

Accounting and Reporting Greenhouse Gas Emissions Version 1.2 (Community Protocol) or other methodology/ies if sufficient recommendations and justifications are provided to support doing so.

- Recommend edits to draft CCAP based on results of update to production-Based community GHG emissions inventory (Key Document), including:
  - GHG emissions forecasts and targets, showing forecasts alongside historical GHG data from past County inventories (2019, 2015, and 2005)
  - Changes to climate action measures as needed to meet the County's updated GHG reduction targets

Task 3 Deliverables:

- Complete set of raw GHG emissions data for unincorporated Alameda County for 2023 or most recent available complete dataset (Key Document)
- Production-based community GHG emissions inventory for baseline year 2023 or most recent available year (Key Document)
- Consumption-based inventory for baseline year 2023 or most recent available year (Key Document)
- Natural and working lands inventory for baseline year 2023 or most recent available year (Key Document)
- Recommended edits to draft CCAP based on results of update to production-Based community GHG emissions inventory (Key Document)

**Task 4: Update Existing Draft Community Climate Action Plan and IS/ND**

- Produce redlined update of draft CCAP based on the results of Task 3, above (Key Document). Update the draft CCAP and Appendices, including but not limited to all relevant text, graphics, charts, formatting.
- Produce redlined update of the draft IS/ND for consistency with updates to the draft CCAP (Key Document)
- Ensure that the draft CCAP and IS/ND released for public comment are fully accessible and easily navigable in alignment with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards published on April 24, 2024, by the Department of Justice (DOJ) under Title II of the Americans with Disabilities Act (ADA)

Task 4 Deliverables:

- ADA accessible updated draft CCAP and Appendices (Key Document)
- ADA accessible updated draft IS/ND (Key Document)

**Task 5: Public Hearings, Board Adoption, and Document Finalization**

- In coordination with County staff and consistent with CEQA Guidelines and noticing and filing requirements, release updated draft IS/ND for a public comment period that ends prior to the first Planning Commission hearing

- In coordination with County staff, prepare for and present the draft CCAP and IS/ND at all relevant public hearings including, at a minimum:
  - Planning Commission
  - Board of Supervisors Committee Meetings (Transportation/ Planning Committee, Unincorporated Services Committee)
  - NOTE: Presentations to the Castro Valley MAC, Eden Area MAC, Sunol CAC, Fairview MAC, and Agricultural Advisory Committee may be necessary if the updated Inventory results in substantial changes to policies in the draft CCAP
- 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
- Prepare draft staff reports, slide decks, resolutions, attachments, and supporting documentation, for County staff review and approval (Key Documents)
- Develop a public comment database (Key Document) 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 coordination with County staff, prepare for and present the updated draft CCAP and IS/ND at a meeting of the full Board of Supervisors for consideration and adoption, including Board Letter, slide decks, resolutions, attachments, and supporting documentation (Key Documents)
- Incorporate any Board-approved changes to produce a finalized adopted CCAP and Appendices and IS/ND that meet accessibility guidelines (Key Documents)
- Process/file adopted IS/ND consistent with state CEQA Guidelines

**Task 5 Deliverables:**

- Staff Reports, slide decks, resolutions, attachments, and supporting documentation (Key Documents) for public meetings
- Presentations at public meetings
- Public comment database (Key Document)
- Board Letter, slide decks, resolutions, attachments, and supporting documentation (Key Document) for Board of Supervisors hearing
- Presentation(s) at Board of Supervisors adoption hearing(s)
- Finalized, ADA accessible adopted CCAP with Appendices (Key Document)
- Finalized, ADA accessible adopted IS/ND (Key Document)
- Filing of adopted IS/ND consistent with state CEQA Guidelines

**Task 6: Climate Action and Resilience Dashboard (optional, if feasible)**

- Propose a set of climate action metrics based on adopted CCAP (Key Document). Metrics should include considerations for long term cost and feasibility in measuring identified metrics.

- Develop monitoring plan for selected final metrics (Key Document). Identify information sources and monitoring protocols for identified measures and metrics. Preference may be given to metrics that are already being measured, data is readily available, and/or feasible to collect.
- Develop and present to staff a climate action narrative and web content in plain language (Key Document) to tell the unincorporated County's climate story in relation to the desired message and recommended metrics. The narrative will be woven into the dashboard with the metrics serving as visual aids.
- Propose structure for an interactive hazard and climate vulnerability mapping tool for the unincorporated area for inclusion in Dashboard
- Develop and build technical aspects of the dashboard within the County's existing web platform or ArcGIS Online, as agreed upon by the County and Consultant. Consultant and County staff will collect and import data for final resilience metrics. Dashboard must be designed to enable County staff to maintain and update it beyond the terms of this project.
- Dashboard must meet the most stringent County, State, and/or Federal accessibility standards, and must be designed and written to facilitate automated language translation.
- Launch Climate Action and Resilience Dashboard (Key Document)

Task 6 Deliverables:

- Climate action and resilience metrics (Key Document)
- Climate action monitoring plan (Key Document)
- Climate action narrative (Key Document)
- Interactive hazard and climate vulnerability mapping tool (Key Document)
- Web-based Climate Action and Resilience Dashboard that meets accessibility standards and is optimized for automated language translation (Key Document)

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 produce the deliverables listed below, and 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
- Public Meeting Materials and Comment Tracking
- Project Materials Folder
- Payment of Project Expenses

Task 2 Deliverables:

- Facilitated discussion with to Staff of background information key findings
- Minimum two meetings with County staff

Task 3 Deliverables:

- Complete set of raw GHG emissions data for unincorporated Alameda County for 2023 (or most recent available complete dataset).
- **Production-based community GHG emissions inventory** for baseline year 2023 or most recent available year (Key Document)
- **Consumption-based inventory** for baseline year 2023 or most recent available year (Key Document)
- **Natural and working lands inventory** for baseline year 2023 or most recent available year (Key Document)
- **Recommended edits to draft CCAP based on results of update to production-Based community GHG emissions inventory** (Key Document)

Task 4 Deliverables:

- **ADA accessible updated draft CCAP and Appendices** (Key Document)
- **ADA accessible updated draft IS/ND** (Key Document)

Task 5 Deliverables:

- **Staff Reports, slide decks, resolutions, attachments, and supporting documentation** (Key Documents) for public meetings
- Presentations at public meetings
- **Public comment database** (Key Document)
- **Board Letter, slide decks, resolutions, attachments, and supporting documentation** (Key Document) for Board of Supervisors hearing
- Presentation(s) at Board of Supervisors adoption hearing(s)
- **Finalized, ADA accessible adopted CCAP with Appendices** (Key Document)
- **Finalized, ADA accessible adopted IS/ND** (Key Document)
- Filing of adopted IS/ND consistent with state CEQA Guidelines

Task 6 Deliverables (optional):

- **Climate action and resilience metrics** (Key Document)
- **Climate action monitoring plan** (Key Document)
- **Climate action narrative** (Key Document)
- **Interactive hazard and climate vulnerability mapping tool** (Key Document)
- **Web-based Climate Action and Resilience Dashboard that meets accessibility standards and is optimized for automated language translation** (Key Document)

G. BIDDERS CONFERENCE

1. The Bidders Conference(s) held via Zoom on the date(s) specified in the Calendar of Events.
2. Bidders Conference(s) will be held to:
  - a. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships to participate in the contract(s) that may result from this RFP.
  - b. Provide an opportunity for Bidders to request clarification on this RFP and ask specific questions about the project, goods, and services.
  - c. Provide the County with an opportunity to receive feedback related to this RFP.
3. The Bidders Conference(s) Attendees List will be released in a separate document.
4. Written questions submitted by the stated deadline will be addressed in a posted RFP Questions and Answers (Q&A) following the Bidders Conference(s). Should there be a need to amend or revise the RFP, an Addendum will be issued. Any verbal statements, including at any Bidders Conference(s) are not binding. Only the written documents will be binding.
5. Questions regarding these specifications, terms, and conditions are to be submitted in writing as specified in the Calendar of Events.
6. Attendance at the Bidders Conference(s) highly recommended but are not mandatory. Vendors who attend the Bidders Conference(s) will be added to the Vendor Bid List.

II. COUNTY PROCEDURES, TERMS, AND CONDITIONS

H. EVALUATION CRITERIA / SELECTION COMMITTEE

1. **Initial Evaluation (Completeness of Response and Debarment and Suspension).** All proposals will first be reviewed to determine if they pass the initial Evaluation Criteria (Section A), which are determined on a pass/fail basis.
2. **Evaluation by County Selection Committee.** All proposals that have passed the initial Evaluation Criteria will be evaluated by County Selection Committee (CSC). The CSC may be composed of County staff and other parties that may have expertise or experience related to the goods or services that are being procured. The CSC will score the proposals according to the Evaluation Criteria

set forth in this IRFP. Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals will be within the sole judgment and discretion of the CSC.

3. **Unrealistic Bids.** 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 may be deemed reflective of an inherent lack of technical knowledge or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this IRFP.
4. **Price Discrepancy.** In the case of a discrepancy between the unit price and an extension, the unit price will be used for evaluation purposes.
5. **Evaluation Criteria Descriptions.** The items listed in the Evaluation Criteria should be considered as minimum requirements. All information contained in a proposal and presented in vendor interviews (if there are interviews) will be considered during the evaluation process and included in scoring within the appropriate Evaluation Criteria.
6. **Evaluation Scores.** Proposals will be evaluated and scored on the zero to five-point scale within each Evaluation Criteria below. Scores for all Evaluation Criteria (see the section below) will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a higher-weighted total will be deemed of higher quality than a proposal with a lesser-weighted total.
7. **Shortlist Process.** The evaluation process may include a two-stage approach including a preliminary evaluation of the written proposal and preliminary scoring to develop a shortlist of Bidders that will continue to the final stage of optional vendor interview, and reference checks. The preliminary scoring will be based on the total points, excluding any points allocated to references, and optional vendor interview. The three Bidders receiving the highest preliminary scores may advance to the next evaluation phase. All other Bidders will be deemed eliminated from the process. All Bidders will be notified of the shortlist participants; however, the preliminary scores at that time will not be communicated to Bidders.
8. **Reference Checks.** The County reserves the right to conduct reference check(s) on all Bidders who submitted a bid proposal. The CSC will then score the reference check(s), as identified in the Evaluation Criteria below, which will then be included in the final score.
9. **Optional Vendor Interviews.** The County may in its sole discretion, conduct vendor interviews. Should the County opt to conduct a vendor interview, the interview may include responding to standard and specific questions from the

CSC regarding the Bidders' proposal. Whether or not a shortlist process is used, the score of any evaluation criterion below may be revised or informed based on the vendor interview.

10. **Final Score.** The final maximum score for any procurement is 525 points, including the possible 25 points for local and small or local and emerging preference points (derived from 5% for either *Small and Local* or *Emerging and Local* preference). Proposals will be ranked by their final scores.
  - a. *Without Vendor Interview.* In procurements where there are no vendor interviews, the score received by the evaluation of the written proposal with the references score added will be the final score.
  - a. *With Vendor Interview.* In procurements where there are vendor interviews, the CSC will consider the interview and may adjust the scores received by the evaluation of the written proposal which, with the reference scores added, will be the final score.
11. **Contact During Evaluation Process.** All contact during the evaluation phase must be through the Planning Department Staff Contacted listed on this RFP. Bidders must neither contact nor lobby CSC during the evaluation process. Attempts by Bidders to contact and/or influence CSC may result in disqualification of Bidders.
12. **Determining Award.** As a result of this IRFP, the County intends to award a contract to the highest-ranked responsible Bidder(s), as determined by the combined weight of the Evaluation Criteria, whose response conforms to the IRFP and whose bid presents the greatest value to the County considering all Evaluation Criteria. The combined weight of the Evaluation Criteria is greater in importance than the cost in determining the best value to the County. The County may award a contract of higher qualitative competence over the lowest priced response.
13. The zero to five-point scale range is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet IRFP specifications. The approach has no probability of success. If the unmet specification is a mandatory requirement, this score may result in the disqualification of the 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 IRFP.
2	Fair	Has a reasonable probability of success; however, some objectives may not be met.

3	Average	Acceptable and likely to achieves all objectives in a reasonable fashion per IRFP specification. This will be the baseline score for each item with adjustments based on the interpretation of the proposal by CSC.
4	Above Average / Good	Better than that which is average or expected as the norm. Excellent probability of success in achieving all objectives of the IRFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, is very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success in achieving all objectives and meeting IRFP specifications.

14. The Evaluation Criteria and their respective weights are as follows:

	<b>Evaluation Criteria</b>	<b>Weight</b>
A.	<p><b>Completeness of Response:</b></p> <p>Responses to this RFP must be complete. Responses must address all the requirements identified within this RFP and all related documents, including any Addenda. Failure to meet the Bidder Minimum Qualifications may also be considered an incomplete response and may result in the disqualification of the Bidder.</p>	Pass/Fail
	<p><b>Debarment and Suspension:</b></p> <p>Bidders, its principal, and named subcontractors are not identified on the list of Federally debarred, suspended, or other excluded parties located at <a href="http://www.sam.gov/SAM">www.sam.gov/SAM</a>.</p>	Pass/Fail
B.	<p><b>Cost:</b></p> <p>The points for Cost will be computed by dividing the amount of the lowest responsive and responsible bid received by each Bidder's total proposed cost.</p> <p>Cost evaluation points may be adjusted by considering:</p> <ol style="list-style-type: none"> <li>1. Reasonableness (i.e., how well does the proposed pricing accurately reflect the Bidder's effort to meet requirements and objectives?).</li> <li>2. Realism (i.e., is the proposed cost appropriate to the nature of the products and/or services to be provided?).</li> </ol>	15 Points
C.	<b>Understanding of the Project:</b>	20 Points

	<p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. Has the Bidder demonstrated a thorough understanding of the purpose and scope of the project?</li> <li>2. How well has the Bidder identified pertinent issues and potential problems related to the project?</li> <li>3. Has the Bidder demonstrated that it understands the deliverables the County expects it to provide?</li> </ol> <p>Has the Bidder demonstrated that it understands the County's time schedule and can meet it?</p>	
D.	<p><b>Description of Proposed Services:</b></p> <p>Proposals will be evaluated considering the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. Does the description of proposed services depict a logical approach to fulfilling the requirements of the RFP?</li> <li>2. Does the description of proposed services match and contribute to achieving the objectives set out in the RFP?</li> <li>3. Does the description of proposed services interface with the County's schedule?</li> <li>4. Has the bidder addressed producing deliverables that accommodate for accessibility, language and/or cultural differences?</li> <li>5. How well has Bidder identified pertinent issues and potential problems related to the project?</li> </ol>	20 Points
E.	<p><b>Relevant Experience and Quality of Work:</b></p> <p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. Do the individuals assigned to the project have experience on relevant projects?</li> <li>2. How extensive is the applicable education and experience of the personnel designated to work on the project, including with land use planning, GHG emissions inventory development, climate adaptation and resilience policy development, and (optional) climate action dashboard development?</li> <li>3. Has the bidder demonstrated sufficient familiarity with the unincorporated communities and with climate action planning?</li> <li>4. Has the bidder demonstrated sufficient familiarity with, and ability to adhere to, web accessibility standards?</li> </ol>	20 Points

F.	<p><b>Methodology:</b> Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. Does the methodology depict a logical approach to fulfilling the requirements of the RFP?</li> <li>2. Does the methodology match and contribute to achieving the objectives set out in the RFP?</li> <li>1. Does the methodology interface with the County’s time schedule?</li> </ol>	15 Points
G.	1. <b>References (See Exhibit A – Bid Response Packet)</b>	10 Points
H.	<p><b>Vendor Interview</b> Should the County opt to conduct a vendor interview, the interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. Whether or not a shortlist process is used, the scores of any evaluation criterion above may be revised or informed based on the vendor interview.</p>	Vendor Interview may be used to revise / inform scores of criteria above
<b>SMALL LOCAL EMERGING BUSINESS PREFERENCE</b>		
	<p><b><i>Small and Local or Emerging and Local Preference:</i></b> Points equaling 5% of 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

1. During the initial 120-day period of any contract awarded, 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.
2. The County reserves the right to determine, at its sole discretion, whether:
  - a. The Contractor has complied with all terms of this IRFP and the contract; and
  - b. Any problems or potential problems with the proposed goods and/or services were evidenced, which makes it unlikely (even with possible modifications) that such goods and/or services have met or will meet the County requirements.

3. If, as a result of such determination, the County concludes that it is not satisfied with the Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor may be notified that the contract is being terminated. The Contractor must 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 qualified Bidder(s) 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. The County's right to go to the next qualified Bidder(s) and/or rebid is not limited by the award of a contract or the 120-day period.

J. NOTICE OF INTENT TO AWARD

1. At the conclusion of the IRFP response evaluation period, all Bidders will be notified in writing by email or US Postal Service mail of the contract award recommendation, if any, by the CDA Planning Department. The document providing this notification is the Notice of Intent to Award/Non-Award.

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

- a. The name(s) of the Bidder(s) being recommended for contract award;  
and
  - b. The names of all other parties that submitted proposals.
2. The submitted proposals will be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be considered by the Board of Supervisors.

K. TERM / TERMINATION / RENEWAL

1. The contract term, which may be awarded pursuant to this IRFP, will be one (1) year.
2. By mutual agreement, any contract, which may be awarded pursuant to this IRFP, may be extended for an additional two years.
3. The County has and reserves the right to suspend, terminate or abandon the execution of any work, services and/or providing of goods by the Contractor without cause at any time upon giving the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor's work, services and/or providing of goods, the Contractor will be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. The County may terminate the contract at any time for cause without written notice upon a material breach of

contract or substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor. In the event of such termination, with or without cause, the County reserves the right to invite the next highest-ranked Bidder to enter into a contract or rebid the project if it is determined to be in its best interest to do so.

L. BRAND NAMES AND APPROVED EQUIVALENTS

1. Any references in this IRFP, including Addendum and other documents, to manufacturers' trade names, brand names, and/or catalog numbers are intended to be descriptive but not restrictive unless otherwise stated and are intended to indicate the quality level desired. Unless otherwise noted, Bidders may offer any equivalent product that meets or exceeds the specifications; however, if the County, in its sole discretion, determines the product proposed is not equivalent, the Bid may be disqualified, or a lower score awarded by the CSC. Bids based on equivalent products must:
  - a. Clearly describe the alternate offered and indicate how it differs from the product specified; and
  - b. Include complete descriptive literature and/or specifications as PDF attachments to the online bid submission as proof that the proposed alternate will be equal to or better than the product named in this IRFP.
2. The County reserves the right to be the sole judge of what is equal and acceptable. It may require Bidders to provide additional information and/or samples or disqualify the bid proposal.
3. If Bidders do not specify otherwise, it is understood that the referenced brand will be supplied.

M. QUANTITIES

Quantities listed herein are estimates based on past projects and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

N. PRICING

1. All pricing as quoted will not increase, but except as noted below, remain fixed and firm for the term of any contract that may be awarded as a result of this IRFP.
2. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such a lower price will be extended to the County.

3. Reasonable price increases or decreases for subsequent contract terms may be negotiated between Contractor and County after completion of the initial term.
4. Taxes and freight charges:
  - a. All prices are to be Freight On Board (F.O.B.) destination. Any freight/delivery charges are to be included in the bid price.
  - b. The County is soliciting a total price for this project. The price(s) quoted will be the total cost the County will pay for this project, including all taxes (excluding Sales and Use taxes) and all other charges.
  - c. 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 the County, will be paid by the County unless expressly included and itemized in the bid proposal.
  - d. Amount paid for the 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.
  - e. Articles sold to the County of Alameda are exempt from certain Federal excise taxes. If applicable, and upon request, the County will furnish an exemption certificate.
5. The total price must be divided, and costs advised for each of the following phases:
  - a. Task 1: Project Management, Meetings & Coordination
  - b. Task 2: Project Initiation
  - c. Task 3: GHG Emissions Inventory, Forecasts, Targets, and Mitigation Measures
  - d. Task 4: Update Existing Draft Community Climate Action Plan and IS/ND
  - e. Task 5: Public Hearings, Board Adoption, and Document Finalization
  - f. Task 6: Climate Action and Resilience Dashboard (optional, if feasible)
6. All prices quoted must be in United States dollars.
7. Price quotes must include any and all payment incentives available to the County.
8. 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, and the Bidder must honor the unit price quoted.

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.

O. AWARD

1. Most Responsive and Responsible Bidder(s)
  - a. The award will be made to the highest-ranked Bidder(s) who meet the requirements of these specifications, terms, and conditions.
  - b. Awards may also be made to the subsequent highest ranked Bidder(s) who will be called in order should the County need to contract with another Bidder(s).
  - c. An award will be recommended for the Bidder(s) that submitted the proposal(s) that best serves the overall interests of the County by attaining the highest overall point score. The award may not necessarily be made to the Bidder(s) with the lowest price.
2. Small Local Emerging Business (SLEB) Program
  - a. 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.
  - b. As a result of the County's commitment to advancing 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:
    - (1) [Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm) [<http://acgov.org/auditor/sleb/overview.htm>]; and
    - (2) [Alameda County SLEB Program Additional Information](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/) [<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]
  - c. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): 541320, 541320, 541620
  - d. 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.

- e. 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.
- f. If a Bidder is certified by the County as either a small and local or an emerging and local business (SLEB), the County will provide up to 5% bid preference for procurements over \$25,000.

### 3. County Rights

- a. The County reserves the right to reject any or all responses that materially differ from any terms contained in this IRFP, including Exhibits and any Addendums, 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 will be made solely at the discretion of the County.
- b. Any bid proposals that contain false or misleading information may be disqualified by the County.
- c. The County reserves the right to award to a single or multiple Contractors.
- d. The County reserves the right to conduct additional procurements for the same or similar goods and/or services or to award to additional contract(s), including to other Bidder(s), during the term of the contract if it determines that additional Contractors are needed to supplement goods and/or services being provided.
- e. The County has the right to decline to award this contract or any part thereof for any reason.

### 4. Procedures

- a. Board approval to award a contract is required.
- b. A contract must be fully executed by the recommended awardee and the County prior to any services and goods being provided or work being performed.

- c. The County uses its Standard Services Agreement terms and conditions for purchases and services. Any terms that are not acceptable to a Bidder must be identified on the [Exceptions and Clarifications](#) form in the Exhibit A - Bid Response Packet. Bidder may access a copy of the Standard Services Agreement template at:

**[Alameda County Standard Services Agreement Template](#)**

[\[https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP\]](https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP)

The template contains minimal standard language and specific contract terms, including the scope of services that may be drafted and negotiated based on this IRFP and the bid proposal(s).

- d. The IRFP specifications, terms, conditions, Exhibits, IRFP 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 IRFP.

**P. METHOD OF ORDERING**

1. A written Purchase Order (PO) will be issued after an executed contract and Board approval. If there is any conflict in terms of any PO and the executed contract, the contract will control, even if a PO is issued later. Payment cannot be made to any Contractor until a PO is issued.
2. POs and payments for goods and/or services will be issued only in the name of the Contractor, as identified on the contract.
3. The Contractor must adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
4. Any change orders must be agreed upon in writing by Contractor and County and issued as needed by County.

**Q. WARRANTY**

1. Bidder expressly warrants that all goods and/or services to be furnished pursuant to any contract awarded arising from the proposal will conform to the descriptions and specifications contained herein, in the submitted proposal, and in other representations. Bidder expressly warrants that all goods and/or services to be furnished pursuant to such award will be fit and sufficient for the purpose(s) intended.

R. INVOICING

1. Contractor must invoice the requesting department, unless otherwise directed by County, upon satisfactory receipt of goods and/or performance of services.
2. County will use reasonable efforts to make payment within 30 days following receipt and review of invoice and complete satisfactory receipt of goods and/or performance of services.
3. County will notify the Contractor of any adjustments or corrections that must be made to receive payment on an invoice.
4. Invoices submitted by the Contractor must contain the County PO number, invoice number, remit to address, itemized goods and/or services description, and price as quoted and must be accompanied by an acceptable proof of delivery and any other information requested by the County.
5. Contractor must utilize a standardized invoice format upon request.
6. Invoices must be issued by, and payments made to, the Contractor who is awarded a contract.
7. The County will pay the Contractor, after receipt and approval of an invoice, monthly or as agreed upon, not to exceed the total contract amount. The County will not pay for goods and/or services in advance.
8. In the event the Contractor's performance and/or deliverable goods have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and/or deliverable goods are deemed satisfactory.

S. ACCOUNT MANAGER / SUPPORT STAFF

1. The Contractor must provide dedicated support staff to be the primary contact for all issues regarding the response to this IRFP and any contract which may arise pursuant to this IRFP.
2. Contractor must also provide adequate, competent support staff that will be able to service the County during normal working hours, Monday through Friday, or as otherwise identified in this IRFP. Such representative(s) must 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 must provide a dedicated, competent account manager who will be responsible for the County account/contract and receive all orders. Contractor

account manager must be familiar with County requirements and standards and work with the CDA Planning Department to ensure that established standards are adhered to. This includes keeping the County Contract Administrator informed of department requests as needed.

### III. INSTRUCTIONS TO BIDDERS

#### T. COUNTY CONTACTS

1. The CDA 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 CDA Planning Department only. Any communication regarding this IRFP with other County personnel may result in disqualification.
2. The evaluation phase of the competitive process will begin upon bid proposals due date and continue until a contract has been awarded.
3. Contact Information for this IRFP:

Alison Abbors, Senior Planner  
Alameda County - CDA Planning Department  
224 W. Winton Ave, Suite 111  
Hayward, CA 94544  
Email: [alison.abbors@acgov.org](mailto:alison.abbors@acgov.org)  
Phone: 510-670-5428
4. The GSA Contracting Opportunities website and [County of Alameda Procurement Portal](#) will be the official notification posting place of all bid documents related to this IRFP. Each Bidder is responsible for checking the website for any Addendums and other notices related to this IRFP. Go to [Alameda County Current Contracting Opportunities](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) [https://gsa.acgov.org/do-business-with-us/contracting-opportunities/] to view the posting for this IRFP and other current contracting opportunities.

#### U. SUBMITTAL OF PROPOSALS

1. Document Submittal
  - a. All proposal documents must be completed and submitted via email as a PDF on the due date specified in the Calendar of Events. The County strongly recommends submitting early; technical difficulties in submitting documents will not extend the due date and time. No hardcopy or facsimile proposals will be considered.
  - b. Bidders **must** submit an electronic version of their proposal in a PDF file, preferably a single file if 20 MB or less.

- c. The submitted proposal must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
  - d. In whole or in part, proposal responses are NOT to be marked confidential or proprietary. The County may refuse to consider any proposal or part thereof so marked. Bid proposals submitted in response to this RFP may be subject to public disclosure, even if marked confidential or proprietary. The County will not be liable in any way for disclosure of any such records. Please refer to the County’s website at **[Alameda County Proprietary and Confidential Information Policies](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/)** [<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/>].
  - e. For the proposals to be considered complete, the Bidder **must** provide responses to all information requested in Exhibit A – Bid Response Packet, as revised by any Addenda.
2. Submissions Processes
- a. All costs required for the preparation and submission of a proposal must be borne by the Bidder.
  - b. Only one bid proposal 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” will mean, and is limited to, a legal partnership formed under one or more of the provisions of California or other state’s Corporations Code or an equivalent statute.
  - c. The final award information will be posted on the County’s “Contracting Opportunities” website and **[County of Alameda Procurement Portal](#)**.
  - d. The County reserves the right to reject any proposal.
  - e. All bid proposals must remain open to acceptance and irrevocable for a period of not less than 180 days unless otherwise specified in the bid documents.
3. Legal Requirements
- a. “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. 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". (California Government Code Section 4552).

- b. By submitting a bid proposal, the 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. Such actions may also be considered fraud and subject to criminal prosecution.
- c. The Bidder, by submitting a proposal, certifies that it is, at the time of bidding, and will 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 IRFP and contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the IRFP and contract documents.
- d. The Bidder, by submitting a proposal, 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).



## EXHIBIT A BID RESPONSE PACKET

### INSTRUCTIONS

1. Please read EXHIBIT A – Bid Response Packet carefully; INCOMPLETE BID PROPOSALS MAY BE REJECTED. Alameda County will not accept submissions or documentation after the bid response due date. Successful uploading of a document does not equal acceptance of the document by Alameda County.
2. The bid response must comply with all requirements contained in the IRFP. **It is strongly recommended that Bidders verify and review all Addenda to confirm the use of the most current forms and provide all information requested.**
3. The bid response submission must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
4. The following pages require confirmation, declaration, and /or a signature (✍). These must be either: (1) be printed and have an original signature(s); or (2) be digitally signed via a DocuSign, CongaSign, or other verifiable independent electronic signature services. All signatures must be by an individual authorized to bind the Bidder. These pages must then be submitted via email as specified in the Calendar of Events as part of Bidder’s proposal.
  - a. Exhibit A – Bid Response Packet, [Bidder Acceptance](#)
  - b. Exhibit A – Bid Response Packet, [Debarment and Suspension Certification](#)
  - c. Exhibit A – Bid Response Packet, [Small Local Emerging Business \(SLEB\) Information Sheet](#)
    - (1) [Must be signed by Bidder](#)
    - (2) [Must be signed by SLEB Partner](#) if subcontracting to a SLEB
5. Each page of the Bid Response Packet must be submitted via email as PDF attachment(s) as specified in the Calendar of Events with all required information included and documents attached; any pages of the Bid Response Packet not applicable to the Bidders are to be submitted with such pages or items clearly marked “N/A” or the bid proposal may be disqualified as incomplete.
6. Bidders must not modify the Bid Response Packet or any other County-provided document unless instructed to do so, or the bid response may be disqualified.
7. Bidder **must** quote price(s) as specified in the IRFP.

8. Any clarifications or exceptions to policies or specifications of this IRFP, including all Addenda and other documents must be submitted in the [Exceptions and Clarifications](#) form of the Bid Response Packet.
9. Bidders must read all information and follow directions in this RFP.
10. File names are restricted to 64 characters for all files uploaded as part of any bid response. The file extension (e.g., ".pdf" or ".xls") is counted as part of the file name character limit. Attempting to submit a file with a file name longer than 64 characters may result in an error message or failure to load.
11. **Bidders who do not comply with the requirements and/or submit incomplete bid response packages are subject to disqualification and their bid responses rejected.**



# **COUNTY OF ALAMEDA**

## **EXHIBIT A BID RESPONSE PACKET**

★ IRFP No. PLN2025-002

Greenhouse Gas Emissions Inventory  
and

Updates to Community Climate Action Plan

## BIDDER INFORMATION

Official Name of Bidder (Company):					
Street Address Line 1:					
Street Address Line 2:					
City:		State:		Zip Code:	
Webpage:					

### Type of Entity / Organizational Structure (check one):

- Corporation
  Joint Venture
  Partnership  
 Limited Liability Partnership
  Limited Liability Corporation
  Sole Proprietor  
 Non-Profit
  Other:

Jurisdiction of Organizational Structure:	
Date of Organizational Structure:	
Federal Tax Identification Number:	
Alameda County Supplier Identification Number (if applicable):	
DIR Contractor Registration Number (if applicable):	

### Primary Contact Information:


Name / Title:			
Telephone Number:		Alternate Number:	
Email Address:			

## BIDDER ACCEPTANCE

1. The undersigned declares that the procurement bid documents, including, without limitation, the IRFP, Q&A, Addenda, and Exhibits (the Bid Documents), have been read and accepted.
2. The undersigned has reviewed the Bid Documents and fully understands the requirements for this IRFP, including, but not limited to, general County requirements, and that each Bidder who is awarded a contract must be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its bid proposal, 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.
3. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
  - a. **General Requirements**  
[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/>]
  - b. **Debarment & Suspension Policy**  
[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/>]
  - c. **Iran Contracting Act (ICA) of 2010**  
[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/>]
  - d. **General Environmental Requirements**  
[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/>]
  - a. **Alameda County SLEB Program Overview**  
[<http://acgov.org/auditor/sleb/overview.htm>]
  - b. **Alameda County SLEB Program Additional Information**  
[<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]
  - c. **First Source**  
[<http://acgov.org/auditor/sleb/sourceprogram.htm>]
  - e. **Online Contract Compliance System**  
[<http://acgov.org/auditor/sleb/elation.htm>]
4. 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 IRFP and any contract that is awarded.
5. The undersigned acknowledges that it is the responsibility of each Bidder to be familiar with all of the specifications, terms, and conditions of the IRFP and, if applicable, the site condition. By the submission of a bid proposal, 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.

6. The undersigned acknowledges that Bidder has accurately completed the SLEB Information Sheet.
7. Bidder agrees to hold the County of Alameda, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright, or other proprietary rights, secret process, patented or unpatented invention, article or appliance furnished or used in connection with bid proposal and/or any resulted 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 and is requesting 5% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB PARTNERING INFORMATION SHEET](#)); **OR**
  - Bidder is LOCAL to Alameda County 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 of business residency, identifying the name of the bidder and the local address. Example of proof includes but are not limited to utility bills, deeds of trusts or lease agreements, etc., which are acceptable verification documents to prove residency.
9. By signing below, the signatory warrants and represents that the signer has completed, acknowledged, and agreed to this Bidder Acceptance in their authorized capacity and that by their signature on this Bidder Acceptance, they and the entity upon behalf of which they acted, acknowledged and agreed to this Bidder Acceptance and that all are true and correct and are made under penalty of perjury pursuant to the laws of California.

<p><b>BIDDER (COMPANY):</b> _____</p> <p>NAME/TITLE OF AUTHORIZED SIGNER: _____</p> <p><b>SIGNATURE:</b>  _____ <b>DATE:</b> _____</p>
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**DEBARMENT AND SUSPENSION CERTIFICATION (PROCUREMENTS \$25,000 AND OVER)**

The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Exceptions will not necessarily result in denial of award but will be considered in determining Contractor responsibility.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof will also constitute signature of this Certification.

<p><b>BIDDER (COMPANY):</b> _____</p> <p>NAME/TITLE OF AUTHORIZED SIGNER: _____</p> <p><b>SIGNATURE:</b>  _____ <b>DATE:</b> _____</p>
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## SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION SHEET

**Instructions:** On the following page is the **SLEB Information Sheet**. Every Bidder must complete and submit a signed SLEB Information Sheet indicating their SLEB certification status. If the 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.

If a bidder is unable to meet the SLEB requirements, they must take exception to this requirement in the [Exceptions and Clarifications](#) section of this solicitation. Please note that the County is under no obligation to accept any exceptions or clarifications, and any exceptions or clarifications may be the basis for bid disqualification.

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

- For SLEB Subcontracting Questions: Please contact the General Services Agency - Office of Acquisition Policy, [GSA.OAP@acgov.org](mailto:GSA.OAP@acgov.org).

For questions/information regarding SLEB certification, including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit, [OCCR@acgov.org](mailto:OCCR@acgov.org), (510) 891-5500.

## SLEB INFORMATION SHEET

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all Bidders must complete this form. If a bidder is unable to meet the SLEB requirements, they must take exception to this requirement in the [Exceptions and Clarifications](#) section of this solicitation. Please note that the County is under no obligation to accept any exceptions or clarifications, and any exceptions or clarifications may be the basis for bid disqualification.

Bidders that are not certified SLEBS (for the definition of a SLEB, see [Alameda County SLEB Program Overview; \[http://acgov.org/auditor/sleb/overview.htm\]](#)) 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 economical, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, 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:  \_\_\_\_\_

**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.**

Prime Bidder Authorized Signatory Name/Title: \_\_\_\_\_ / \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bidder Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

## **BIDDER MINIMUM QUALIFICATIONS**

**Instructions:** Bidder must respond and/or provide support documentation that fulfills all the minimum qualifications as identified in the IRFP documents.

The Bidder must provide proof of any other permits, licenses, and/or professional credentials necessary to supply products and perform services as specified in this IRFP if requested by the County.

**Maximum Length: None**

## **BID/BUDGET FORM(S)**

**Instructions:** Bidder is to provide a **Bid/Budget Form**.

Bid proposals that do not comply may be rejected.

Bidders may use a budget template of their own choice; however, all costs attributed to the project under the awarded contract **MUST** be listed in the Bid/Budget Form and described in the Budget Detail (see following page). The Bid/Budget Form must itemize, at minimum, the tasks described in Section E (Specific Requirements) of the RFP. The cost quoted must include all taxes (excluding sales and use tax), reimbursables, and all other charges, including travel expenses. The price quoted will be the maximum cost the County will pay for the term of any contract resulting from this RFP.

By submitting a Bid/Budget Form, Bidder certifies to County that all representations, certifications, and statements made by Bidder are true and correct and are made under penalty of perjury pursuant to the laws of California.

## BUDGET DETAIL AND/OR COST NARRATIVE

**Instructions:** Bidder is to provide a **Budget Detail/Cost Narrative**.

The *Budget Detail* must provide a breakdown of the cost(s) listed in the *BUDGET/BID FORM*. Bidders may use a budget template of their own choice; however, all costs attributed to the project under the awarded contract **MUST** be listed and described in the *Budget Detail*.

In the case of a discrepancy between the unit price and an extension, the unit price will be used for evaluation purposes unless the County, in its sole discretion, determines the extension to be more favorable.

At a 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 described in the Budget Detail.
  - b. The work to be performed must clearly match up with work performed in the Description of Proposed Services (below).
2. The position and cost of individuals that will perform the services.
  - a. Names of Key Personnel must be included in the narrative; however, they may also be identified in the budget, or identification may be made by position title or program.
  - b. The estimated number of hours for each individual/position, corresponding hourly rates, and extended costs.

**Maximum Length: None**

## TABLE OF KEY PERSONNEL

**Instructions:** Bidder is to provide a **Table of Key Personnel**. The table is to include all essential personnel associated with providing services to the County.

To appropriately evaluate Bidder's qualifications, the table should 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 includes, but is not limited to, the following: work address, office telephone number, mobile work number, and work email address.
3. The person's role in connection with the RFP and any awarded contract.
4. Educational background; and
5. Related experience on similar projects, certifications, and merits.

If a Bidder collaborates with any other partners or subcontractors, the Bidder must identify all key personnel, subcontractors, subcontractor qualifications, and how they plan to work together. Bidder must 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. Résumé and curriculum vitae are subject to public disclosure and business addresses should be used not home addresses.**

## DESCRIPTION OF PROPOSED SERVICES

**Instructions:** Bidder is to provide a **Description of Proposed Services**.

The *Description of Proposed Service* must 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 a minimum, the Bidder must include the following details:

1. Describe how Bidder will meet the program's desired overall goals, anticipated outcomes, measurable objectives, and critical tasks, including how key personnel will be responsible for achieving them.
2. Detail existing GHG emissions data collection and analysis infrastructure and demonstrate the ability to provide reporting data to the County for maximum efficiency.
3. Explain any unique resources, procedures, or approaches that make the services of Bidder responsive to meeting the minimum qualifications and requirements of the RFP.
4. Identify any limitations or restrictions that exist for the Bidder to provide the services. Explain what measures will be taken to adequately provide the services. (Please note any requests for exceptions or clarifications **MUST** be identified on the [Exceptions and Clarifications](#) form. **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**

## IMPLEMENTATION PLAN AND SCHEDULE

**Instructions:** Bidder is to provide an **Implementation Plan and Schedule**.

In conjunction with the *Description of Proposed Services* and the *Budget Detail*, the 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 and the key personnel assigned to each.
2. The ideal Implementation Plan and Schedule will provide a clear picture of what the County can expect during the contract term and in preparing to start the contract. Bidders should consider the information and questions contained in the Evaluation Criteria and Specific Requirements in preparing the Implementation Plan and Schedule.

**Maximum Length: NONE**

## REFERENCES

**Instructions:** On the following page is the template that Bidders are to use for providing references. Bidders are to provide a list of three (3) to five (5) references. References must be satisfactory as deemed solely by County.

Services provided by Bidders to the references should have similar scope, volume, and requirements to those outlined in these specifications, terms, and conditions.

Bidder must currently be providing services for at least two of the references or have done so within the last five years.

Bidders should 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 the Bidders' bid proposals.

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 the references provided in order to determine items such as Bidders' years of experience and performance records on work similar to that described in this request.

The County reserves the right to contact individuals/entities for references other than those provided in the Response and to use any information obtained in the evaluation process.

NOTE: Bidders should not list the County department requesting services/goods as part of the references.

## REFERENCES

### RFP No. PLN2025-002

#### Greenhouse Gas Emissions Inventory and Updates to Community Climate Action Plan

Bidder must currently be providing goods and/or services for at least two of the references or have done so within the last five years.

Bidder Name: \_\_\_\_\_

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

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

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

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

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

## EXCEPTIONS AND CLARIFICATIONS

**Instructions:** Bidders must use the **Exceptions and Clarifications** form to identify and list below any and all exceptions and/or clarifications to the IRFP and associated Bid Documents and submit them with the bid proposal.

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

Reference to:			Description
Page No.	Section	Item No.	
p. 23	D	1.c.	<i>Bidder takes exception to...</i>

\*Use additional pages as necessary

## INSURANCE REQUIREMENTS

**Instructions:** Insurance certificates are not required at the time of submission; however, by signing the Bid Response Packet and submitting a bid proposal, the Bidder agrees to meet the minimum insurance requirements and provide any documentation requested by County upon request.

Insurance documentation must be provided to the County before award and include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the IRFP.

The following page contains the minimum insurance limits required by the County of Alameda to be held by the Contractor performing on a contract issued from this IRFP:

## COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Minimum Insurance Requirements can also be viewed here:

[https://acgov.org/cao/rmu/documents/STD\\_Exh\\_C1\\_Standard.pdf](https://acgov.org/cao/rmu/documents/STD_Exh_C1_Standard.pdf)

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
<b>A</b>	<b>Commercial General Liability</b> 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>B</b>	<b>Commercial or Business Automobile Liability</b> 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
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL)</b> As required by State of California	WC: Statutory Limits EL: No less than \$1,000,000 per accident for bodily injury or disease



# EXHIBIT B

## BACKGROUND MATERIALS

The following resources are relevant to the preparation of proposals for this project:

### 1. Draft CCAP documents, presentations, and websites:

- [Project website for Community Climate Action Plan and Safety Element Update](#)
- [Second Revised Draft Community Climate Action Plan \(April 2024\)](#)
- [CCAP Appendix A - Greenhouse Gas Technical Materials \(January 2024\)](#)
- [Appendix B - Climate Vulnerability Assessment \(October 2023\)](#)
- [Appendix C - Community and Stakeholder Engagement \(October 2023\)](#)
- [Draft Initial Study/Negative Declaration pursuant to the California Environmental Quality Act \(CEQA\)](#)
- [December 2, 2024, presentation to the Planning Commission](#)
- [May 20, 2024, presentation to the Planning Commission](#)

### 2. Adopted plans and related resources

- [Environmental Justice Element, Adopted 2024](#)
  - [EJ Element website](#)
- [Alameda County Local Hazard Mitigation Plan, Adopted 2021](#)
  - [LHMP interactive maps](#)
- [Community Climate Action Plan Element, Adopted 2014](#)
  - [2019 CCAP Implementation Status Report](#)
- [Alameda County General Plan website](#)