COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 19-Solar-1

**for**

Mapping of Least Conflict Solar Installation Areas,

Unincorporated Alameda County,

LPA – Large Parcel Agriculture, RM – Resource Management, and WM – Water Management General Plan Designations

|  |
| --- |
| **For complete information regarding this project, see RFP posted at** [**http://www.acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp) **or contact the County representative listed below. Thank you for your interest!**  **Contact Person: Bruce Jensen**  **Phone Number: (510) 670-6527**  **E-mail Address:** [**bruce.jensen@acgov.org**](mailto:bruce.jensen@acgov.org) |

**RESPONSE DUE**

by

**2:00 p.m.**

on

**August 13, 20196**

at

**Alameda County, CDA-Planning**

**224 West Winton Avenue, Suite 111**

**Hayward, CA 94544**

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 19-Solar -1

SPECIFICATIONS, TERMS & CONDITIONS

for

Mapping of Least Conflict Solar Installation Areas,

Unincorporated Alameda County,

LPA – Large Parcel Agriculture, RM – Resource Management, and WM – Water Management General Plan Designations

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# STATEMENT OF WORK

## INTENT

It is the intent of these specifications, terms and conditions to describe tasks necessary to achieve the mapping of areas in unincorporated Alameda County that could support the development of utility-scale solar development, focused on areas that bear the Alameda County General Plan land use designation of LPA – Large Parcel Agriculture, RM – Resource Management, and WM – Water Management, and with the objective of identifying areas that would have least conflict with various environmental and social factors, including loss of agricultural land or productivity, loss of biological habitat value, intrusion upon visual resources, proximity to energy infrastructure, etc. The County intends to award a contract (of approximately 6 months to 1 year, with option to renew depending on the task) to the bidder selected as the most optimal bidder or team of bidders whose response conforms to the Request for Proposal (RFP) and meets the County’s requirements.

## SCOPE AND BACKGROUND

Alameda County is preparing a set of Policies to help the County, its citizens and prospective developers to determine where large, utility scale solar photovoltaic development may occur on greenfield parcels in the unincorporated portion of the County on LPA – Large Parcel Agriculture, RM – Resource Management, and WM – Water Management lands. The draft policies cover numerous issues such as existing agricultural land use, biological habitat, visual quality, decommissioning and restoration, and other pertinent topics. For reference, a draft of the latest policy matrix is attached.

While the County has been working on these policies, Staff became aware of two studies related to solar development statewide. These studies are:

1. A Path Forward; Identifying Least-Conflict Solar PV Development in California’s San Joaquin Valley, (University of California, UC Berkeley School of Law & Conservation Biology Institute, May 2016). University of California and Conservation Biology Institute prepared this study designed to precisely pinpoint locations in the San Joaquin Valley where solar energy could be developed with little or no conflict with either agriculture or environmental values. Using precise digital techniques and well-established agricultural, environmental and cultural values, the study was able to precisely draw maps of polygons within the 12,000,000-acre region where conflicts between solar and existing agricultural / biological values would be minimal, and also reveal areas where conflict would be likely. The report identified major regions in Fresno, Kings, Madera and Kern Counties totaling about 471,000 acres where conflicts would be minimal; these areas were designated Potential Least-, Least- and Priority Least-Conflict Areas. Elsewhere, including San Joaquin County near the Alameda County boundary, both agricultural and environmental values were deemed too high to label these lands “Least Conflict Areas.” While the study does NOT specifically include the small region of Alameda County near Mountain House that lies within the San Joaquin Valley, the mapping algorithms used in the study can be extrapolated beyond the San Joaquin County boundary to suggest that the Mountain House area, too, lies outside the areas recommended by the analysis as “Least Conflict Areas.” Specifically, the analysis suggests that the environmental conservation value of the region qualifies as “High” and that the agricultural values make the lands in this area either “Important Agricultural Areas” or “Potential Important Agricultural Areas.” The study does not say that solar should not be developed in areas where conflict would occur due to existing values, but rather that statewide efforts to develop solar energy should be concentrated in regions where these values present no obstacles. This report is may be accessed at the following web link:

<https://www.law.berkeley.edu/wp-content/uploads/2016/05/A-PATH-FORWARD-May-2016.pdf>

The County hopes that, ideally, a similar study would be prepared for locations within Alameda County (North Livermore, Mountain House, other areas designated LPA) to help guide County efforts to steer solar development, with maps of comparable detail and characteristics.

2. A New Solar Landscape: Improving County-Level Landscape Planning for Utility-Scale Solar PV Facilities (University of California, UC Berkeley School of Law, the University of California Los Angeles School of Law, and the Emmett Institute on Climate Change and the Environment, November, 2018). This study was researched and prepared to help understand the connection between preparing California to meet its obligations under various state laws and general responsibilities to reduce the effects of climate change through deployment of large scale solar PV development, and the nuance of local-level land use regulation though general plans and zoning policy. In it, it identified a number of proactive steps that could be taken at both the state and local levels to encourage solar PV development while at the same time allowing the development of solar PV to occur as harmoniously as possible in localities where it could be supported; and to encourage each local jurisdiction to make a good faith effort to participate in the growth of renewable energy statewide. A significant part of this effort would be to use mapping techniques at the local level to help determine best locations within counties and communities for placing solar PV with minimal controversy and adverse effects. In it, the County of Butte was used as an example, as it had conducted such an analysis and mapping exercise to help make the concept of solar PV in its boundaries tangible and acceptable to its citizens. Alameda County hopes to follow a similar general schema in further developing its policies. The report may be seen at the following web link:

<https://www.law.berkeley.edu/wp-content/uploads/2018/11/New-Solar-Landscape-November-2018.pdf>  
  
Given this relative success of including such mapping exercises into these analyses, the County now seeks vendor services to assist with the technical aspects of mapping the LPA agricultural lands of the County in detail.

Respondents to this RFP should describe specific experience, qualifications, and organizational capacity to perform the functions described below. For additional information on qualifications and bid evaluation please see Sections C and D of this RFP.

**Program Size:** The proposal to create policies covering utility-scale solar energy in the unincorporated portion of the County of Alameda would apply primarily to areas covered by the LPA general plan designation. It, and two other general plan designations (RM – Resource Management and WM – Water Management) all apply to large rural parcels in the unincorporated area, parcels where utility scale solar energy might be considered by solar developers. Each of these designations cover tens of thousands of acres of rural agricultural or wildlands in the County. However, the RM and WM designations, unlike the LPA designation, apply to lands identified by the General Plans as having special or higher levels of characteristics important to either water or natural resource protection, and the definitions of these designations in the General Plan documents bear out the recognition of the special qualities of these lands. As a result, the RM and WM designations are more restrictive in what types of land uses are permitted. Neither one identifies solar energy or any other similar or comparable land use as a permitted use or activity. As of this date, Staff has maintained that utility scale solar PV development may only be permitted in the LPA land use designation; however, the County is interested in learning how all of these land use designations may fit into a comprehensive matrix of solar potential.  
  
The LPA, RM and WM land use designations includes 223,336.38 acres of rural agricultural land, which include cultivated lands planted in row crops, pasturage, orchards and vineyards, large tracts of open space with grasslands, scrublands, oak woodlands, stream corridors and other naturalistic habitats. These lands are found in large clusters but are not all contiguous, with parcels under this designation being found at various locations primarily in eastern Alameda County. Many parcels have rural residences, farms, ranches and agricultural support uses. Some have surface mines and sanitary landfills, with most of the larger mine operations located within the WM designation. Also found primarily in the RM designation are all or portions of four large reservoirs, along with thousands of acres of public parklands and watershed lands, owned and operated by either the East Bay Regional Park District (EBRPD), the Livermore Area Parks and Recreation District (LAPRD), the San Francisco Water District / Public Utilities Commission (SFPUC), or the East Bay Municipal Utility District (EBMUD). While these may be included in the analysis, it is likely that most of these areas will have significant degrees of potential conflict with solar energy development.  
  
Of the lands included in the LPA designation, approximately 11,000 acres are currently within the area known as the South Livermore Valley, which is designed to encourage orchard, vineyard and winemaking land use activities. The General Plan contains special policies that apply to the South Livermore Valley, and the Zoning Ordinance includes a special zoning overlay designation, “CA – Cultivated Agriculture,” designed to achieve the purposes of viticulture and intensive agriculture. The CA district currently totals approximately 9,450 acres. Within the boundaries of this zoning designation, utility scale solar is also restricted; thus, it is likely that the CA district will have significant degrees of potential conflict with solar energy development.  
  
The total number of acres potentially available for utility scale solar PV development in the LPA/RM/WM designations is 223,336.38 acres (349 square miles). ***It is on this aggregate of unincorporated LPA lands that the mapping project would be applied.***

**Summary of Services Sought:** Alameda County seeks to engage a selected vendor with appropriate skills and experience to provide mapping services to demonstrate the various possible conflicts and, where appropriate, complementary factors that would affect placement of utility scale solar PV in the LPA/RM/WM designations within unincorporated Alameda County. The goal of the process is not to prescribe where Solar PV may or may not go, but rather, what areas within the study region would have the least conflicts for Solar PV development.

Among the characteristics to be considered are agricultural land quality, land use, biological habitat quality, public use, watershed sensitivity, Native American Tribal concerns, concerns of other state, federal and local agencies involved in land ownership, visual quality, access and proximity to existing energy infrastructure, steep or north-facing slopes, and a variety of other concerns identified in the Scope of Work below.

Using California State data, Federal data, data from local databases and any inhouse datasets the selected Vendor may have, the Vendor would to produce a map, in very fine parcel by parcel detail, and use it as a base for both stakeholder discussion and as a layer for the final map products.

The Vendor would also assist at public meetings and workshops, where each map of a specific criterion would be subjected to multiple stakeholder examination and recommendations. This and other details are described below in the Scope of Work.

## BIDDER QUALIFICATIONS

* Bidder shall demonstrate basic familiarity with the local and regional physical effects of utility-scale solar PV development, including effects of that development on availability of affected land for agriculture, effects on biological habitat, effects on visual character, and effect of proximity to electrical grid infrastructure.
* Bidder shall demonstrate and have participated in tasks related to mapping technical spatial data at fine scales on agricultural, open space and watershed landscapes, using both databases and hand-entered data points and data sets.
* Bidder shall demonstrate the ability to overlay individual mapped datasets upon one another, to show how the combinations of these mapped datasets may present and affect the limitations of combined land characteristics upon solar PV development across individual property parcels or collections of parcels, from individual parcels of a few acres up to large aggregations of parcels covering multiple square miles. Bidder may provide samples of previous work that demonstrate the Bidder’s ability in this regard.
* Bidder shall provide a description of the capabilities of the software it proposes to use in the mapping exercise, including ability to view maps, create of new maps from a databases, save maps for future use and recombination.
* Bidder shall be able to demonstrate how the mapping exercise can be open to public participants in the mapping process, whether they can access their own private workspace from which to create and save new maps, and share maps with others for editing and interaction.
* Bidder shall describe whether and how users and participants can control privacy of all content, especially sensitive data that should remain in control of the participants in a group setting.
* Bidder shall describe whether and how users can upload and manage their own spatial data and other supporting content.
* Bidder shall describe whether and how the software program facilitates easy incorporation of model results from other software, and can connect easily to other existing data libraries and external websites, including links to supporting applications developed to address potential ecological and social conflict (e.g., California Energy Infrastructure Planning Analyst and the Conservation Assessment Support Tool).
* Bidder shall describe and demonstrate experience in compiling a Stakeholder list to ensure broad comprehensive outreach and participation among appropriate stakeholders, and ability to help facilitate communications/announcements, workshop invitations, and online webinars.
* Bidder shall demonstrate ability to support Stakeholder Meeting services, including agenda development, materials preparation, limited logistical and technical assistance in setting up and conducting meetings with stakeholders, both live and via electronic means (webinars), providing necessary software, infrastructure and instructional backup to assist with meetings/webinars as required, and narration, hosting and real-time technical support of meetings at County facilities or during webinars as required to assist County Staff.
* Bidder shall possess all licenses and professional credentials, if applicable, relevant to performing services as specified under this RFP.
* For all tasks specified in the Specific Requirements below and those not expressly addressed above, Bidders should demonstrate their qualifications in providing similar services to similar entities (i.e., other agencies or organizations).

## SPECIFIC REQUIREMENTS

Contractor shall provide Administrative Consulting Services to assist Alameda County in preparation of a map describing areas of conflict for ground-mounted utility-scale solar photovoltaic (PV) installations, including Areas of Least Conflict, Areas of Maximum Conflict and a range of gradations between these two extremes, on lands in Alameda County. The map shall cover all areas within the County designated by the County General Plan as Large Parcel Agriculture (LPA), Resource Management (RM) and Water Management (WM). Consultant shall perform work on a time and materials basis / contract basis with the Specific Requirements and Deliverables/Reports set on this Exhibit A, consisting of the following:

**Task I – External Affairs – Stakeholder Lists and Meetings**

Tasks in this area include but are not limited to:

*Provide Input to Help Build Stakeholder Database:*

* + 1. Contractor shall review/add to existing Alameda County stakeholder list to ensure broad comprehensive outreach and participation among appropriate stakeholders.
    2. Contractor shall assemble list within one (1) month for soliciting ad hoc committees, if necessary, facilitate communications/announcements, workshop invitations, etc.

*Support Stakeholder Meetings:*

* + 1. Contractor shall support Stakeholder Meeting agenda development and materials prep as needed.
    2. Contractor shall provide County Staff with limited logistical and technical assistance in setting up and conducting up to four (4) meetings with stakeholders
    3. Contractor shall participate in up to four (4) public stakeholder meetings, at least two live and in person, and the remainder via appropriate electronic means such as multiuser webinars.
    4. Contractor shall provide necessary software, infrastructure and instructional backup to assist with meetings/webinars as required. This may include downloads for participants, instructions for use of public or proprietary software, etc.
    5. Contractor shall provide narration, hosting and real-time technical support of meetings at County facilities or during webinars as required to assist County Staff.
    6. Contractor shall assist County Staff in compilation of information gleaned at meetings in order to synthesize information and include in mapping preparation and output exercise

*Deliverables:*

* County Stakeholder List recommendations – within first month
* Meetings – Up to four (4) within three months as provided above.
* Software and / or software technical support - ongoing

**Task II – Map Preparation and Product Output**

*Tasks in this area include but are not limited to using public / proprietary mapping software to prepare map of Solar PV Areas of Conflict in Alameda County.*

1. Mapping Software to be used by the Contractor shall be able to extract and overlay data from multiple databases, each type of data providing a description of the specific level of conflict with natural resources, human activity, infrastructure access and existing Planning Policy as prescribed in applicable Alameda County General Plan documents including the East County Area Plan (Alameda County, 2002), the Castro Valley General Plan (Alameda County, 2012), and the Scenic Route Element (Alameda County, 1994).
2. Mapping Software to be used by the Contractor shall ideally be a fully functional on-line mapping and collaboration system, with ability to incorporate multiple data sets and produce overlays for each, along with the ability to combine these datasets to produce specific and relative value isopleths, and the ability to invite users and stakeholders to modify the map in the service of precision in resource identification and insurance that stakeholder interests are accurately represented.
3. Mapping software to be used by the Contractor shall be able to display each type of data individually so as to show isopleths of relative levels of land use sensitivity and conflict for the character of that dataset, and be able to overlay the multiple isopleth levels obtained from each dataset to render a master display of sensitivity to utility scale Solar PV development in the form of relative Areas of Conflict ranging from Least to Maximum Conflict.
4. Mapping software to be used by the Contractor shall be able to render the mapped output as the most granular scale afforded by the dataset with the highest level of resolution, which may be at the sub-parcel scale. Software shall be able to display this information at the macro scale and at scales designed to show individual natural, topographic and land use features.
5. Mapping software to be used by the Contractor shall be able to present this detail on both an aerial / satellite view background and on a generic political map background.
6. Contractor will gather and utilize, at minimum, with assistance from County Staff, the following types of datasets for overlays as available:
7. Alameda County General Plan Land Use Designations (LPA, RM, WM)
8. Eastern Alameda County Conservation Strategy (EACCS) data (biological/species/habitat)
9. State of California Natural Diversity Database (NDDB) data
10. State of California Special Agricultural Lands data
11. Williamson Act Contract parcels
12. U.S. FWS database for special status species
13. Topography (to show areas of steepness or directional attitude of slopes i.e. north or south-facing exposures)
14. Infrastructure that can accept high-current / voltage physical connections from Solar PV installations as well as the transportation infrastructure to install the equipment.
15. Any dataset that may include visual characteristics of regions as seen from ordinary public areas.
16. Any dataset that may include average land and property values averaged over the region.
17. Any other dataset that contains information related to a key land use value that could enhance or detract from the viability of the land for solar PV installation.
18. Mapping software to be used by the Contractor will be able to allow and invite users and stakeholders to “draw on the map” using either a touchscreen or keyboard / mouse tools at high levels of resolution in order to help ensure accuracy of mapping and accounting for localized stakeholder interests.
19. Contractor shall compile and synthesize the data, using the mapping software, into a graphical map format that can show the sensitivity of the land and parcels across the project area at high resolution for (a) each characteristic provided in the datasets and (b) the combined characteristics from all datasets as directed by County Staff, in terms of Areas of Least and Maximum Relative Conflict, with gradations between those extremes as appropriate (for example, see A Path Forward: Identifying Least-Conflict Solar PV Development in California’s San Joaquin Valley (BerkeleyLaw/CBI, May 2016).
20. Contractor shall generate Master Maps both (a) on 24” by 36” sheets at a scale large enough to show a reasonable level of detail and (b) in electronic format that can be used by County Staff both in its own electronic map production efforts and for physical display purposes.
21. Contractor shall provide a document with draft descriptive text for the methodology, process and map results in plain language but with enough detail to satisfy stakeholder demand for clarity and completeness. If necessary, appendices may be added for more technical detail. The document shall include maps of appropriate size and scale for the document. Again, refer to (BerkeleyLaw/CBI, May 2016) for an example. County Staff may provide feedback in consultation in order to produce a final draft document.
22. County Staff will circulate the document one (1) time for public review especially among stakeholders for a period of 30 days, after which public comments will be considered and incorporated as appropriate; contractor shall assist with this effort and produce a final document and map set.

*Deliverables:*

* Maps of with data shown in appropriate format as described above, in both electronic and 24” x 36” format (3.5 months).
* Draft document with text and maps at appropriate scale (4 months)
* Final version of document (6 months)
* All newly created applicable raw digital mapping data

## DELIVERABLES / REPORTS

**Refer to Section D, Specific Requirements, above. All deliverables are identified there.**

# CALENDAR OF EVENTS

|  |  |  |
| --- | --- | --- |
| **EVENT** | **DATE/LOCATION** | |
| Request Issued | **June 14, 2019** | |
| Written Questions Due | **by 5:00 p.m. on June 26, 2019** | |
| Networking/Bidders Conference #1 | **June 28, 2019 @ 10:00 am** | **at: Alameda County Community Development Agency**  **224 W. Winton Avenue, Room 160 (Public Hearing Room)**  **Hayward, CA 94544** |
| Networking/Bidders Conference #2 | **June 28, 2019 @ 2:00 pm** | **at: Alameda County Community Development Agency**  **224 W. Winton Avenue, Room 160 (Public Hearing Room)**  **Hayward, CA 94544** |
| List of Attendees | **Two business days after bidder conference** |  |
| Q&A Issued | **Before or same day as Addendum** |  |
| Addendum Issued (Only if necessary to amend RFP) | **August 2, 2019** | |
| Response Due | **by 2:00 p.m. on August 13, 2019** | |
| Evaluation Period | **August 13 – August 20, 2019** | |
| Vendor Interviews | **September 9 and 10, 2019** | |
| Board Letter Recommending Award Issued | **September October 1, 2019** | |
| Board Consideration Award Date | **November 5, 2019 (subject to Board Schedule TBD)** | |
| Contract Start Date | **November 6, 2019** | |

**Note**: Award and start dates are approximate.

## NETWORKING / BIDDERS CONFERENCES

* + 1. Bidders conference will be held to:   
       1. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships in order to participate in the contract(s) that may result from this RFP.
       2. Provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.
       3. Provide the County with an opportunity to receive feedback regarding the project and RFP.
    2. The list of bidders’ conference attendees and vendor outreach will be released in a separate document following the networking/bidders conference(s).
    3. Questions will be addressed in an RFP/Q Question and Answer (Q&A) Report following the networking/bidders conference(s). Should there be a need to amend or revise the RFP/Q, an addendum will be issued following the Networking/Bidders Conferences.
    4. Potential bidders are strongly encouraged to attend networking/bidders conference(s) in order to further facilitate subcontracting relationships. Vendors who attend a networking/bidders conference will be added to the Vendor Bid List. Failure to participate in a networking/bidders conference will in no way relieve the Contractor from furnishing goods and/or services required in accordance with these specifications, terms and conditions. Attendance at a networking/bidders conference is highly recommended but is not mandatory.

# COUNTY PROCEDURES, TERMS, AND CONDITIONS

## EVALUATION CRITERIA / SELECTION COMMITTEE

In addition to the aforementioned minimum proposal requirements, all of which are mandatory, bids will be evaluated based on the following non-exhaustive list of criteria:

• Qualifications and experience of the entity, including capability and experience of key personnel and experience with other public or private agencies to provide these services 

• Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed services and products

• Ability to meet any required timelines or other requirements 

• Compliance with Alameda County’s RFP and contractual requirements 

• History of successfully performing services for other public and/or private agencies; 

• Financial viability of the respondent; 

• Cost to with Alameda County for the services identified in this RFP; 

• Proposed approach, including a clearly demonstrated understanding of the intended scope of services to be provided; 

• Existence of and circumstances surrounding any claims and violations against the respondent, its representatives and/or partners; and

• Pertinent references

Alameda County reserves the right to consider factors other than those specified above and to request additional information from any/all respondents as part of the selection process. Through issuance of this RFP, Alameda County makes no commitment to any bidder and provides no guarantee that a contract will be awarded. Alameda County reserves the right to discontinue this RFP process at any time for any reason.

All proposals that pass the initial Evaluation Criteria which are determined on a pass/fail basis (Completeness of Response, Financial Stability, and Debarment and Suspension) will be evaluated by a County Selection Committee (CSC).  The County Selection Committee may be composed of County staff and other parties that may have expertise or experience in Land Use Planning, Technical & Energy Services, Mapping and Graphical Services, Community Outreach, and Public Notification. The CSC will score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP.  Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

All contact during the evaluation phase shall be through the Community Development Agency – Planning department only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC may result in disqualification of Bidder.

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

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

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

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

Each of the Evaluation Criteria below will be used in ranking and determining the quality of bidders’ proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is 160 points, including the possible 15 points for local and small, local and emerging, or local preference points (maximum 10% of final score).

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

If the two-stage approach is used, the three (3) bidders receiving the highest preliminary scores in each category and for each task and with at least 60 points will be invited to an oral presentation and interview.  Only the bidders meeting the short list criteria will proceed to the next stage.  All other bidders will be deemed eliminated from the process.  All bidders will be notified of the short list participants; however, the preliminary scores at that time will not be communicated to bidders.

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

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

The Evaluation Criteria and their respective weights are as follows:

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Weight** |
|  | **Completeness of Response:**  Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.  Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process. | Pass/Fail |
|  | **Debarment and Suspension:**  Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at [www.sam.gov](http://www.sam.gov). | Pass/Fail |
|  | **Technical Criteria**  In each area described below, an evaluation will be made of the probability of success of and risks associated with, the proposal response:   * + 1. Bidder shall demonstrate basic familiarity with the local and regional physical effects of utility-scale solar PV development, including effects of that development on availability of affected land for agriculture, effects on biological habitat, effects on visual character, and effect of proximity to electrical grid infrastructure.     2. Bidder shall demonstrate and have participated in tasks related to mapping technical spatial data at fine scales on agricultural, open space and watershed landscapes, using both databases and hand-entered data points and data sets.     3. Bidder shall demonstrate the ability to overlay individual mapped datasets upon one another, to show how the combinations of these mapped datasets may present and affect the limitations of combined land characteristics upon solar PV development across individual property parcels or collections of parcels, from individual parcels of a few acres up to large aggregations of parcels covering multiple square miles. Bidder may provide samples of previous work that demonstrate the Bidder’s ability in this regard.     4. Bidder shall provide a description of the capabilities of the software it proposes to use in the mapping exercise, including ability to view maps, create of new maps from a databases, save maps for future use and recombination.     5. Bidder shall be able to demonstrate how the mapping exercise can be open to public participants in the mapping process, whether they can access their own private workspace from which to create and save new maps, and share maps with others for editing and interaction; shall describe whether and how users and participants can control privacy of all content, especially sensitive data that should remain in control of the participants in a group setting; and shall describe whether and how users can upload and manage their own spatial data and other supporting content.     6. Bidder shall describe whether and how the software program facilitates easy incorporation of model results from other software, and can connect easily to other existing data libraries and external websites, including links to supporting applications developed to address potential ecological and social conflict (e.g., California Energy Infrastructure Planning Analyst and the Conservation Assessment Support Tool).     7. Bidder shall describe and demonstrate experience in compiling a Stakeholder list to ensure broad comprehensive outreach and participation among appropriate stakeholders, and ability to help facilitate communications/announcements, workshop invitations, and online webinars; and shall demonstrate ability to support Stakeholder Meeting services, including agenda development, materials preparation, limited logistical and technical assistance in setting up and conducting meetings with stakeholders, both live and via electronic means (webinars), providing necessary software, infrastructure and instructional backup to assist with meetings/webinars as required, and narration, hosting and real-time technical support of meetings at County facilities or during webinars as required to assist County Staff.     8. Bidder shall possess all licenses and professional credentials relevant to performing services as specified under this RFP.     9. For all tasks specified in these Specific Requirements and those not expressly addressed above, Bidders should demonstrate their qualifications in providing similar services to similar entities (i.e., other agencies or organizations). | 30 Points |
|  | **Cost:**  The points for Cost will be computed by dividing the amount of the lowest responsive bid received by each bidder’s total proposed cost.  While not reflected in the Cost evaluation points, an evaluation may also be made of:   1. Reasonableness (i.e., does the proposed pricing accurately reflect the bidder’s effort to meet requirements and objectives?); 2. Realism (i.e., is the proposed cost appropriate to the nature of the products and services to be provided?); and 3. Affordability (i.e., the ability of the County to finance the services).   Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the County cannot afford. | 20 Points |
|  | **Contract Implementation Program and Schedule:**  An evaluation will be made of the likelihood that Bidder’s contract implementation program and schedule will meet the County’s schedule. Additional credit will be given for the identification and planning for mitigation of schedule risks which Bidder believes may adversely affect any portion of the County’s schedule. | 5 Points |
|  | **Relevant Experience:**  Proposals will be evaluated against the RFP specifications and the questions below:   1. Do the individuals assigned to the project have experience on similar projects? 2. Are résumés complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires? 3. How extensive is the applicable education and experience of the personnel designated to work on the project? | 20 Points |
|  | **References (See Exhibit A – Bid Response Packet)**   1. Bidders must use the templates on pages 12- 13 of Exhibit A – Bid Response Packet to provide references. 2. Bidders are to provide a list of at least 2 current and/or former clients. References must be satisfactory as deemed solely by County. References should have similar or analogous requirements to those outlined in these specifications, terms and conditions.    * Bidders must verify the contact information for all references provided is current and valid.    * Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference. 3. The County may contact some or all of the references provided in order to determine Bidder’s performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process. | 20 Points |
|  | **Oral Presentation and Interview:**  The oral presentation by each bidder shall not exceed thirty (30) minutes in length.  The following oral interview of no more than thirty (30) minutes will consist of standard questions asked of each of the bidders and specific questions regarding the specific proposal.  The proposals may then be re-evaluated and re-scored based on the oral presentation and interview. | 15 Points |
|  | **Understanding of the Project:**  Proposals will be evaluated against the RFP specifications and the questions below:   1. Has proposer demonstrated a thorough understanding of the purpose and scope of the project, and the tasks expected of proposer? 2. How well has the proposer identified pertinent issues and potential problems related to the project? 3. Has the proposer demonstrated that it understands the deliverables the County expects it to provide? 4. Has the proposer demonstrated that it understands the County’s time schedule and can meet it? | 20 Points |
|  | **Methodology:**  Proposals will be evaluated against the RFP specifications and the questions below:   1. Does the methodology depict a logical approach to fulfilling the requirements of the RFP? 2. Does the methodology match and contribute to achieving the objectives set out in the RFP? 3. Does the methodology interface with the County’s time schedule? | 20 Points |
| **SMALL LOCAL EMERGING BUSINESS PREFERENCE** | | |
|  | Local Preference: Points equaling five percent of bidder’s total score, for the above Evaluation Criteria, will be added. This will be the bidder’s final score for purposes of award evaluation. | Five Percent (5%) |
|  | Small and Local or Emerging and Local Preference: Points equaling five percent of bidder’s total score, for the above Evaluation Criteria, will be added. This will be the bidder’s final score for purposes of award evaluation. | Five Percent (5%) |

## CONTRACT EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract or contracts, which may be awarded to Contractor or Contractors, the CSC and/or other persons designated by the County will meet with the Contractor or Contractors to evaluate services performance and to identify any issues or potential problems.

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

* + 1. Contractor or Contractors have complied with all terms of this RFP; and
    2. Any problems or potential problems with the proposed services were evidenced which make it unlikely (even with possible modifications) that such services have met the County requirements.

If, as a result of such determination, the County concludes that it is not satisfied with Contractor or Contractors, Contractor’s or Contractors’ performance under any awarded contract and/or Contractor’s services as contracted for therein, the Contractor or Contractors will be notified of contract termination effective forty-five (45) days following notice. The County will have the right to invite the next highest ranked bidder to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

## NOTICE OF INTENT TO AWARD

* + 1. At the conclusion of the RFP response evaluation process (“Evaluation Process”), all bidders will be notified in writing by e-mail, fax, or US Postal Service mail, of the contract award recommendation, if any, by CDA. The document providing this notification is the Notice of Recommendation to Award.

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

* + - 1. The name of the bidder being recommended for contract award; and
      2. The names of all other parties that submitted proposals.
    1. At the conclusion of the RFP response evaluation process, debriefings for unsuccessful bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror’s bid. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder.
    2. The submitted proposals shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

## BID PROTESTS AND APPEALS

The Community Development Agency prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

1. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the County’s Planning Director, located at 224 W. Winton Avenue, Room 111, Hayward, CA 94544, Fax: (510) 785-8793, before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day.

a. The Bid protest must contain a complete statement of the reasons and facts for the protest.

b. The protest must refer to the specific portions of all documents that form the basis for the protest.

c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.

d. The Community Development Agency’s Planning Department will transmit a copy of the bid protest to all bidders as soon as possible after receipt of the protest.

2. Upon receipt of written protest, the Planning Director, or designee will review and evaluate the protest and issue a written decision. The CDA Director, may, at his discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten (10) business days prior to the Board hearing.   
  
The decision will be communicated by e-mail, fax, or US Postal Service mail, and will inform the bidder whether or not the recommendation to the Board of Supervisors in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all Bidders affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a Bid protest if a decision on the protest could have resulted in the Bidder not being the apparent successful Bidder on the Bid.

3. The decision of the CDA Director on the bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502. The Bidder whose Bid is the subject of the protest, all Bidders affected by the CDA Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the CDA Director's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the CDA Director, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by the CDA Director shall not be considered under any circumstances by the Auditor-Controller OCC.

The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.

In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department materially erred in following the Bid or, where appropriate, County contracting policies or other laws and regulations.

The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the CDA Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal. The Auditor-Controller (OCC) shall only review the materials and conclusions reached by the CDA Director or department designee, and will determine whether to uphold or overturn the protest decision.

The Auditor’s Office may overturn the results of a bid process for ethical violations by Procurement & Support Services staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.

The decision of the Auditor-Controller’s OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller’s OCC will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision.

4. The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisors.

5. The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder’s failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

## TERM / TERMINATION / RENEWAL

* + 1. The term of the contract(s), which may be awarded pursuant to this RFP, will be one (1) year.
    2. By mutual agreement, any contract which may be awarded pursuant to this RFP may be extended for up to an additional one (1) year term at agreed prices with all other terms and conditions remaining the same.

## PRICING

* + 1. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
    2. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and County only after completion of the initial term.
    3. Bidders are advised that in the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.
    4. Federal and State minimum wage laws apply. The County has no requirements for living wages.
    5. Prevailing Wages:  Pursuant to Labor Code Sections 1770 et seq., Contractor shall pay to persons performing labor in and about Work provided for in Contract not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.

## AWARD

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

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

<http://acgov.org/auditor/sleb/overview.htm>

For purposes of this bid, applicable industries include, but are not limited to, the following NAICS Code(s): 541360 - Geophysical Surveying and Mapping Services; 541370 - Surveying and Mapping (except Geophysical) Services; and 541621 - Environmental Consulting Services.

|  |  |
| --- | --- |
|  |  |

A small business is defined by the [United States Small Business Administration](http://www.sba.gov/) (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) years.

* + 1. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
    2. Any proposal / bids that contain false or misleading information may be disqualified by the County.
    3. The County reserves the right to award to a single or multiple contractors.
    4. The County has the right to decline to award this contract or any part thereof for any reason.
    5. Board approval to award a contract is required.
    6. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.
    7. Final Standard Agreement terms and conditions will be negotiated with the selected bidder. Bidder may access a copy of the Standard Services Agreement template can be found online at:

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

The template contains minimal Agreement boilerplate language only.

* + 1. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder’s proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

## INVOICING

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

## PERFORMANCE REQUIREMENTS

* + 1. Contractor shall comply with all terms of the contract, as may be modified periodically at the sole discretion of the Community Development Agency, including but not limited to providing all deliverables, attendance at all meetings and public hearings, staying within the budget, and meeting the letter and intent of the project scope.
    2. Contractor shall comply with all scheduling and deadline requirements of the contract, as may be modified periodically at the sole discretion of the Community Development Agency.
    3. Contractor shall provide to the Community Development Agency all documents in both .pdf, bound paper copy, and editable electronic file formats, to the satisfaction of the Community Development Agency.

## ACCOUNT MANAGER / SUPPORT STAFF

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

# INSTRUCTIONS TO BIDDERS

## COUNTY CONTACTS

The Community Development Agency is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the Community Development Agency only.

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

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 5:00 p.m. on **June 26, 2019** to:

Bruce Jensen

Alameda County, Community Development Agency

224 W. Winton Avenue, Room 111

Hayward, CA 94544

E-Mail: bruce.jensen@acgov.org

PHONE: (510) 670-6527

The GSA Contracting Opportunities website will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda. Go to <http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp> to view current contracting opportunities.

## SUBMITTAL OF BIDS

* + 1. All bids must be SEALED and must be received at the Office of the Purchasing Agent of Alameda County BY 2:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED. IF HAND DELIVERING BIDS PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.

Bids will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

All bids, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The Procurement department's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

* + 1. Bids are to be addressed and delivered as follows:

Mapping of Least Conflict Solar Installation Areas,

RFP No. 19-Solar-1

Alameda County Community Development Agency

224 W. Winton Avenue, Room 111

Hayward, CA 94544

**Bidder's name, return address, and the RFP number and title must also appear on the mailing package.**

**\*PLEASE NOTE** that on the bid due date, the reception desk will be open to receive bids packages between 1:00 p.m. – 2:00 p.m. and will be located at Room 111 at 224 West Winton Avenue, Hayward.

* + 1. Bidders are to submit one (1) original hardcopy bid (Exhibit A – Bid Response Packet, including additional required documentation), with original ink signatures, plus **4 copies** of their proposal. Original proposal is to be clearly marked “ORIGINAL” with copies to be marked “COPY”. All submittals should be printed on plain white paper, and must be either loose leaf or in a 3-ring binder (**NOT** bound). It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the proposal.

Bidders **must** also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an **exact** scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation. The file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid.

* + 1. BIDDERS SHALL NOT MODIFY BID FORM(S) OR QUALIFY THEIR BIDS. BIDDERS SHALL NOT SUBMIT TO THE COUNTY A SCANNED, RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM(S) OR ANY OTHER COUNTY-PROVIDED DOCUMENT.
    2. No email (electronic) or facsimile bids will be considered.
    3. All costs required for the preparation and submission of a bid shall be borne by Bidder.
    4. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
    5. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee completed its evaluation, and recommended award has been made by the County Selection Committee, and the contract has been fully negotiated with the recommended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five (5) calendar days before the recommendation to award and enter into contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, will receive mailed recommendation to award/non-award notification(s), which will include the name of the bidder to be recommended for award of this project.  In addition, award information will be posted on the County’s “Contracting Opportunities” website, mentioned above.
    6. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.
    7. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
    8. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
    9. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
    10. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
    11. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of one-hundred and eighty (180) days, unless otherwise specified in the Bid Documents.

## RESPONSE FORMAT

* + 1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
    2. Bid responses shall include costs, implementation plan and schedule.
    3. In order for bids to be considered complete, Bidder must provide responses to all information requested. See Exhibit A – Bid Response Packet.
    4. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFPmay be subject to public disclosure.  County shall not be liable in any way for disclosure of any such records. Please refer to the County’s website at: <http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.

### EXHIBIT A

**BID RESPONSE PACKET**

RFP No. 16-CCA-1:

Mapping of Least Conflict Solar Installation Areas,

Unincorporated Alameda County,

LPA – Large Parcel Agriculture, RM – Resource Management, and WM – Water Management General Plan Designations

To: The County of Alameda

From:

(Official Name of Bidder)

* **AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS TEN (10) COPIES AND ONE ELECTRONIC COPY OF THE BID IN PDF (with OCR preferred)**
* **ALL PAGES OF THE BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF EXHIBIT A (OR ITEMS THEREIN) NOT APPLICABLE TO THE BIDDER MUST STILL BE SUBMITTED AS PART OF A COMPLETE BID RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY MARKED “N/A”**
* **BIDDERS SHALL NOT SUBMIT TO THE COUNTY A RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF EXHIBIT A – BID RESPONSE PACKET OR ANY OTHER COUNTY-PROVIDED DOCUMENT**
* **ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID**
* **BIDDER MUST QUOTE PRICE(S) AS SPECIFIED IN RFP.**
* **BIDDERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE BID PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR BIDS REJECTED IN TOTAL**
* **IF BIDDERS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, INCLUDING THOSE TO THE COUNTY SLEB POLICY, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS EXHIBIT A – BID RESPONSE PACKET IN ORDER FOR THE BID RESPONSE TO BE CONSIDERED COMPLETE**

#### BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, the RFP, Addenda, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of RFP No. 16-CCA-1 - Alameda County Community Choice Aggregation / East Bay Community Energy: Multi-Service Technical and Administrative Tasks for Joint Powers Authority Initialization and Service Delivery.
3. .The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County’s website:

* [**Debarment / Suspension Policy**](http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm)

[<http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>]

* [**Iran Contracting Act (ICA) of 2010**](http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm)

[<http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>]

* [**General Environmental Requirements**](http://www.acgov.org/gsa/departments/purchasing/policy/environ.htm)

[<http://www.acgov.org/gsa/departments/purchasing/policy/environ.htm>]

* **Small Local Emerging Business Program**

[<http://acgov.org/auditor/sleb/overview.htm>]

* [**First Source**](http://www.acgov.org/gsa/departments/purchasing/policy/first.htm)

[[http://acgov.org/auditor/sleb/sourceProgram.htm](http://acgov.org/auditor/sleb/sourceprogram.htm)]

* [**Online Contract Compliance System**](http://www.acgov.org/gsa/departments/purchasing/policy/compliance.htm)

[<http://acgov.org/auditor/sleb/elation.htm>]

* [**General Requirements**](http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm)

[<http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm>]

* [**Proprietary and Confidential Information**](http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm)

[<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>]

1. The undersigned acknowledges that Bidder will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
2. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
3. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
4. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bid Response Packet, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.
5. 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 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB PARTNERING INFORMATION SHEET](#SLEBCerta)); **or**

Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:

* Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
* Proof of six months business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

Official Name of Bidder:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Webpage:

Type of Entity / Organizational Structure (check one):

Corporation  Joint Venture

Limited Liability Partnership  Partnership

Limited Liability Corporation  Non-Profit / Church

Other:

Jurisdiction of Organization Structure:

Date of Organization Structure:

Federal Tax Identification Number:

Primary Contact Information:

Name / Title:

Telephone Number:  Fax Number:

E-mail Address:

**SIGNATURE:**

Name and Title of Signer:

Dated this  day of  20

#### BID FORM(S)

**COST SHALL BE SUBMITTED ON EXHIBIT A AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED.** Bid responses that do not comply will be subject to rejection in total. The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the three-year term of any contract that is a result of this bid.

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

Bidder hereby certifies to County that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

Sample Bid Form for one-time purchase of multiple goods/services:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit of Measure** | **Estimated Quantity** | **Unit Cost** | **Extended Cost** |
|  |  |  | **$** | **$** |
|  |  |  | **$** | **$** |
| **TAX (9%)** | | | | **$** |
| **TOTAL COST** | | | | **$** |

Sample Bid Form for annual purchases of multiple goods/services:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Year 1** | | **Year 2** | | **Year 1 + Year 2** |
| **Description** | **Unit of Measure** | **Estimated Annual Quantity** | **Unit**  **Cost** | **Extended Cost** | **Unit**  **Cost** | **Extended Cost** | **Total 2-Year Term Cost (Per Item)** |
| **Widget #1** | **each** | **1200** | **$** | **$** | **$** | **$** | **$** |
| **Widget #2** | **pair** | **850** | **$** | **$** | **$** | **$** | **$** |
| **Widget #3 (24/case)** | **case** | **36** | **$** | **$** | **$** | **$** | **$** |
| **Total Annual Cost (ALL ITEMS)** | | | **$** | | **$** | |  |
| **TAX (8.75%)** | | | **$** | | **$** | | **$** |
| **GRAND TOTAL** | | | **$** | | **$** | | **$** |

Delete or modify as required

#### REQUIRED DOCUMENTATION AND SUBMITTALS

**All of the specific documentation listed below is required to be submitted with the Exhibit A – Bid Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i.e. Table of Contents, Letter of Transmittal, Key Personnel, etc.).**

1. **Table of Contents**: Bid responses shall include a table of contents listing the individual sections of the proposal/quotation and their corresponding page numbers. Tabs should separate each of the individual sections.

2. **Letter of Transmittal**: Bid responses shall include a description of Bidder’s capabilities and approach in providing its services to the County, and provide a brief synopsis of the highlights of the Proposal and overall benefits of the Proposal to the County. This synopsis should not exceed three pages in length and should be easily understood.

3. **Exhibit A – Bid Response Packet:** Every bidder must fill out and submit the complete Exhibit A – Bid Response Packet.

**(a)** **Bidder Information and Acceptance:**

(1) Every Bidder must select one choice under Item 10 of page 3 of Exhibit A and must fill out, submit a signed page 4 of Exhibit A.

**(b)** **SLEB Partnering Information Sheet:**

(1) Every bidder must fill out and submit a signed SLEB Partnering Information Sheet, (found on page 11 of Exhibit A) indicating their SLEB certification status. If bidder is not certified, the name, identification information, and goods/services to be provided by the named CERTIFIED SLEB partner(s) with whom the bidder will subcontract to meet the County SLEB participation requirement must be stated.  Any CERTIFIED SLEB subcontractor(s) named, the Exhibit must be signed by the CERTIFIED SLEB(s) according to the instructions. All named SLEB subcontractor(s) must be certified by the time of bid submittal.

**(c)** **References:**

(1) Bidders must use the templates on pages 12 & 13 of this Exhibit A – Bid Response Packet to provide references.

(2) Bidders are to provide a list of current and former clients. References must be satisfactory as deemed solely by County. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.

* + Bidders must verify the contact information for all references provided is current and valid.
  + Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.

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

**(d)** **Exceptions, Clarifications, Amendments:**

1. This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response using the template on page 14 of this Exhibit A – Bid Response Packet.
2. **THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.**

4. **Key Personnel**: Bid responses shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to County staff and all key personnel who will provide maintenance and support services. For each person on the list, the following information shall be included:

(a) The person’s relationship with Bidder, including job title and years of employment with Bidder;

(b) The role that the person will play in connection with the RFP;

(c) Address, telephone, fax numbers, and e-mail address;

(d) Person’s educational background; and

(e) Person’s relevant experience, certifications, and/or merits.

5. **Description of the Proposed Equipment/System**: N/A

6. **Description of the Proposed Services**: Bid response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Bidder’s and County personnel involved, and the number of hours scheduled for such personnel. The description shall identify spare or replacement parts that will be required in performing maintenance services, the anticipated location(s) of such spare parts, and how quickly such parts shall be available for repairs. Finally, the description must: (1) specify how the services in the bid response will meet or exceed the requirements of the County; (2) explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to the County; and (3) identify any limitations or restrictions of Bidder in providing the services that the County should be aware of in evaluating its Response to this RFP.

7. **Implementation Plan and Schedule**: The bid **r**esponse shall include an implementation plan and schedule. In addition, the plan shall include a detailed schedule indicating how Bidder will ensure adherence to the timetables set forth herein for the services.

8. **Credentials**: Copies of any licenses, certifications, or other third party verification of credentials stated as BIDDER QUALIFICATIONS in the RFP must be submitted with the bid response; Documents must be clearly identified as to which requirement they are responsive.

9. **Performance Bond/ Performance Requirements:** N/A.

#### SMALL LOCAL EMERGING BUSINESS (SLEB)

PARTNERING INFORMATION SHEET

RFP No. 19-Solar-1

Mapping of Least Conflict Solar Installation Areas,

Unincorporated Alameda County,

LPA – Large Parcel Agriculture, RM – Resource Management, and WM – Water Management General Plan Designations

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

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

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

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

**County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program** **(Elation Systems:** [**http://www.elationsys.com/elationsys/**](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:** |

|  |
| --- |
| **BIDDER IS NOT A CERTIFIED SLEB and will subcontract      % with the SLEB named below for the following goods/services:**  **SLEB Subcontractor Business Name:**  **SLEB Certification #:       SLEB Certification Expiration Date:**  **SLEB Certification Status:  Small /  Emerging**  **NAICS Codes Included in Certification:**  **SLEB Subcontractor Principal Name:**  **SLEB Subcontractor Principal** **Signature: Date:** |

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

Bidder Printed Name/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_

Bidder Signature: Date:

#### CURRENT REFERENCES

RFP No. 19-Solar-1

Mapping of Least Conflict Solar Installation Areas,

Unincorporated Alameda County,

LPA – Large Parcel Agriculture, RM – Resource Management, and WM – Water Management General Plan Designations

Bidder Name:

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

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

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

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

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

#### FORMER REFERENCES

RFP No. 19-Solar-1

Mapping of Least Conflict Solar Installation Areas,

Unincorporated Alameda County,

LPA – Large Parcel Agriculture, RM – Resource Management, and WM – Water Management General Plan Designations

Bidder Name:

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

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

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

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

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

#### EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

RFP No. 19-Solar-1

Mapping of Least Conflict Solar Installation Areas,

Unincorporated Alameda County,

LPA – Large Parcel Agriculture, RM – Resource Management, and WM – Water Management General Plan Designations

Bidder Name:

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

The County is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference to:** | | | **Description** |
| Page No. | Section | Item No. |  |
| **p. 23**  EXAMPLE | **D** | **1.c.** | ***Vendor takes exception to…*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*Print additional pages as necessary

### 

### EXHIBIT B

**INSURANCE REQUIREMENTS**

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

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFP.

\*\*\* see next page for county of alameda minimum insurance requirements \*\*\*

### 