

**San Francisco Bay Conservation and Development Commission**

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**REQUEST FOR PROPOSAL  
Notice to Prospective Bidders**

**April 24, 2026**

You are invited to review and respond to this Request for Proposal (RFP), entitled SFBC-P-25-18, Economic Analysis Tasks for the San Francisco Bay Conservation and Development Commission. In submitting your proposal, you must comply with these instructions.

Note that all Agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at the following link: [Standard Contract Language \(ca.gov\)](http://www.bcdc.ca.gov/StandardContractLanguage). If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of San Francisco Bay Conservation and Development Commission, this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

<b>For specific questions concerning this project and RFP.</b>	<b>Information about BCDC is available at BCDC’s website:</b>
Submit question(s) to <b>Chenee Williams</b> Contracts Administrator E-mail: <a href="mailto:Chenee.Williams@bcdc.ca.gov">Chenee.Williams@bcdc.ca.gov</a>	<a href="https://www.bcdc.ca.gov/">https://www.bcdc.ca.gov/</a>

This RFP contains a list of Key Action Dates in Section C, Bid Requirements and Information (see Page 7).

Please note that no verbal information given will be binding upon BCDC unless such information is issued in writing as an official addendum. If you have questions or should you need any clarifying information, please contact the Contracts Administrator for this RFP listed above.

**Table of Contents**

<u>Section</u>	<u>Page</u>
A) Purpose and Description of Services.....	3
B) Bidder Minimum Qualifications.....	9
C) Bid Requirements and Information.....	10
1) Key Action Dates.....	10
2) Question and Answer Period.....	10
3) Terms, Cost Detail Format, and Method of Payment.....	11
4) Proposal .....	11
5) Package and Submittal Instructions .....	11
6) Evaluation and Selection.....	13
7) Awards and Protests.....	14
8) Disposition of Bid.....	15
9) Agreement Execution and Performance .....	15
D) Special Programs.....	15
1) Small Business Preference.....	15
2) Disabled Veterans Business Enterprise Program .....	16
E) Required Disclosures.....	16
1) Commercially Useful Function.....	16
2) Darfur Contracting Act.....	16
3) Contractor Certification Clauses.....	16
4) Economic Sanctions.....	17
F) Required Attachments.....	17

**A) Purpose and Description of Services:**

The San Francisco Bay Conservation and Development Commission (BCDC) seeks the services of a consultant or consultant team to develop technical assistance guides and outreach to [local governments](#) for developing an economic analysis, as required by [Senate Bill 272 \(SB 272\)](#) and the [Regional Shoreline Adaptation Plan \(RSAP\)](#).

The RSAP was developed as a result of SB 272, which required BCDC to create guidelines for local governments to follow when planning for the impacts of sea level rise along the San Francisco Bay shoreline (and similarly the California Coastal Commission for the outer coast). The RSAP was adopted by the Commission in 2024. Local governments in the Bay Area are required by law to develop subregional shoreline adaptation plans by January 2034. The RSAP includes a region-wide vision and priorities for a resilient San Francisco Bay shoreline. It also contains guidelines that local governments must follow when developing subregional plans. SB 272 and the RSAP both contain language specific to development of economic analyses (please see RFP Appendix). In 2025, BCDC launched the [RSAP Atlas](#), an online mapping tool to help create plans that comply with these requirements. It includes region-wide data on coastal flood hazards, community vulnerability, existing conditions, Strategic Regional Priorities, and nature-based adaptation suitability. BCDC is building out a technical assistance program to support local jurisdictions in developing subregional plans, which includes guides, webinars, outreach, templates, and other similar tools. BCDC seeks support to develop materials to be included in this TA program specific to the economic analysis component of subregional planning.

Desired outcomes from this contract include:

- Development of guides for local jurisdictions and their consultants on developing economic analyses that are: compliant with SB 272 and the RSAP Guidelines, support prioritization of investments for adaptation, and justify funding for adaptation projects.
- Outreach and training to facilitate use of the guides by local jurisdictions and their consultants.

The services requested in this RFP will take place over a 12-month period, beginning in August 2026 or upon finalization of contract. The consultant should expect no more than two rounds of review by BCDC for each deliverable and should account for this in the budget and timeline. BCDC's Planning Division will oversee the consultant services. The task details may need to be adjusted based on progress, need and resources available. However, for the purposes of the RFP solicitation, estimates on frequency of meetings, etc., are provided below.

**Task 1: Project management support** (Suggested approx. 20% of overall budget)

The consultant will lead a monthly check-in meeting to track task progress, timelines, and discuss key program decisions.

The consultant will also participate in and present at two (2) meetings with the staff at the California Coastal Commission, facilitated by BCDC staff, to ensure alignment with the Coastal Commission's approach to economic analysis. SB272 requires local governments within the jurisdictions of both BCDC and the California Coastal Commission to conduct an economic analysis of sea level rise costs to critical public infrastructure, at a minimum. Therefore, coordination with the Coastal Commission on the economic analysis approach will be an important component of this scope of work. Lastly, Bay Area regional agencies (MTC, ABAG, SFEP, Caltrans, Water Board, Coastal Conservancy) and other technical assistance providers are working together to coordinate the delivery of technical assistance on climate adaptation across the region. To maximize alignment of these deliverables with related efforts in the region, the consultant, with BCDC staff support, will also want to coordinate with these other regional efforts.

*Deliverables:*

- Scheduling, creation of agendas, and presentation of information by at least one consultant team “lead” at monthly check-in meeting with BCDC staff (approximately 12 meeting over 12 months, including one kick-off at project initiation and one close-out meeting at project close).
- Two meetings with the California Coastal Commission staff.
- 1-2 meetings with Regional and other agencies focused on technical assistance.
- Coordination with other consultant teams, as needed.
- Monthly summaries of work corresponding to invoice timelines.
- Summary notes of meetings.

## **Task 2: Economic Analysis Guides** (Suggested approx. 50% of overall budget)

### **Overview:**

The consultant will develop four (4) economic analysis guides to support evaluation of: 1) costs of inaction, 2) costs of adaptation strategies, 3) benefit-cost analyses for sea level rise adaptation projects and strategies, and 4) funding and financing tools for paying for sea level rise adaptation. These guides will be geared towards a local jurisdiction audience who is preparing a subregional shoreline adaptation plan and seeking to comply with RSAP requirements and/or go beyond the requirements to form a comprehensive approach to economic analysis and funding adaptation. See subtasks below for further details on each guide.

Jurisdictions may vary in their familiarity with, or capacity to conduct, economic analyses. At a minimum, the cost of inaction and cost of adaptation guides should provide two levels of detail: basic analysis (minimum acceptable for compliance with the RSAP and SB 272) and advanced analyses (analyses beyond requirements of the RSAP and SB 272). The consultant will also evaluate whether the cost-benefit analysis guide would benefit from a similar basic vs. advanced approach and implement that approach upon BCDC approval.

Throughout the four (4) guides, the cost categories, values, and methods used must be sourced from standardized methodologies (e.g., USACE, FEMA, etc.) with applicable local multipliers. The guides should seek to align with standardized methodologies to promote project funding success (for example, certain funding sources for hazard mitigation projects may require specific cost-benefit analyses). The guides will highlight where there may be misalignment with standardized methodologies, as well as rationales for such deviations.

The guides must provide citations for all discussed methodologies and associated relevant multipliers. Where available, San Francisco Bay-specific values and considerations must be prioritized. While the methodologies must be applicable to local jurisdictions, they must also be usable at a regional scale. Methodologies should also be easily updated by BCDC staff in the future as new values or underlying conditions evolve. The guides should leverage the RSAP Atlas and data contained within, where possible.

The consultant will convene and facilitate at least one focus group during the development of all four (4) guides (Subtasks 2.1 – 2.4, 4 focus groups total) to conduct real-world testing of assumptions, including appropriateness of cost categories, availability and relevance of data sources, and accessibility of analyses to both high- and low-capacity jurisdictions. BCDC staff will assist with the identification of focus group participants.

### **Subtask 2.1: Economic Guide - Cost of Inaction** (Suggested approx. 25-30% of task budget)

Cost of inaction requirements are outlined in RSAP C1-c and SB 272 (see RFP Appendix).

“Cost of inaction” in the RSAP is defined as “potential costs of damages, disruption, and losses to the economy, ecology, and community that would occur in the absence of adaptation actions.” The guide will provide instructions for developing an appropriate cost of inaction study that meets the guidelines established in the RSAP and/or develop a more advanced cost of inaction study, if desired. The guide will clearly distinguish between what is required for SB 272 and RSAP compliance versus what is suggested for further advanced analysis. The guide will provide detailed instructions on how to conduct the analyses, as well as provide references to the associated data sources and methodologies.

The economic analysis guide must adhere to the following RSAP Guidelines and the RSAP four minimum standards for assessing impacts to guide cost of inaction, including:

- The four coastal flooding hazards, four required scenarios, and the two time horizons from the RSAP: 0.8 ft (2050); 3.1 ft (Intermediate, 2100), 4.9 ft (Intermediate-High, 2100), and 6.6 ft (High, 2100) (2024 California Sea Level Rise Guidance (2024): Ocean Protection Council, State of California Sea Level Rise Guidance: 2024 Science and Policy Update (January 2024), <https://opc.ca.gov/2024/01/draft-slr-guidance-2024/>)
- The minimum categories and assets.

The guide should, at a minimum, direct users through the process of identifying cost and sector categories that jurisdictions must include for compliance for a basic analysis as well as additional costs/sectors for advanced analysis. Cost and sector categories in the economic guide should translate the required minimum categories and assets in the RSAP (section 3.3.2) into measurable costs. These include, at a minimum:

- Costs of inaction as required under SB 272 and the RSAP, which may include damages to: parcels (residential, commercial, industrial, institutional, public), utilities, wastewater and stormwater systems, transportation systems, emergency operations, airports, seaports, and public access/recreation;
  - A basic analysis may consider cost evaluation methods based on direct damage (e.g., by parcel value, building value).
  - An advanced analysis may consider damage according to detailed depth-damage analyses and include maintenance and repair (as available), business interruptions (including as related to fees, cargo, and other business revenue), lost transit time, municipal fiscal impacts (lost tax revenue).
- Costs of inaction to ecosystems, including lost recreational value and fees, lost ecosystem services; and
- Costs of inaction to public health and other community impacts, as practicable.

The guide will also present methods for evaluating:

- Potential financial impacts related to shoreline contamination (e.g., cleanup costs, public health impacts).
- Potential financial impacts related to housing displacement (e.g., relocation costs) and other community impacts.
- Costs that can be quantified in non-financial terms (e.g., impacts to number of job spaces, number of commuter trips, number of commuters, etc.).
- Equity implications. This section may narratively describe equity considerations or include calculation-based weighting or other relevant methodologies (using, at a minimum, the RSAP definition of vulnerable communities as defined in guideline A4-a as a starting point to evaluate potential equity implications).
- Caveats related to calculations and instructions for methods for incorporating:
  - Discount rates; and
  - Sensitivity analyses.

- Referenced sources of data and tools for jurisdictions to source values for cost analyses, and any relevant considerations for use of the data and tools, including:
  - Relevant data layers from the RSAP Atlas;
  - Relevant open-source data; and
  - Guidance on where other sources of data may be available upon request (e.g., county-level parcel data).
- All regionally consistent and applicable cost values and relevant San Francisco Bay locality-based multipliers shall be tabulated into a cohesive section.

*Deliverables:*

- Draft and final guide (ADA compliant)
- Convening and facilitating at least one (1) focus group meeting

**Subtask 2.2: Economic Analysis - Cost of Adaptation** (Suggested approx. 25-30% of task budget)

Cost of adaptation requirements are outlined in RSAP F2-a and SB 272 (see RFP Appendix).

The guide will present methods for evaluating adaptation strategy costs, including standardized methods and multipliers.

- The guide will include instructions and relevant data sources for identifying costs for adaptation strategies, including cost ranges, factors that influence costs, and costs per unit. For example, the consultant may consider the adaptation activity costs outlined in the [“Sea Level Rise Adaptation Funding and Investment Framework Final Report”](#) as a starting point (MTC-ABAG-BCDC, 2023; pg. 13 of the report). Costs of adaptation, at a minimum, must include:
  - Grey infrastructure such as levees, seawalls, revetments, riprap, tidal gates, pump systems.
  - Nature-based adaptation such as wetland restoration, wetland sediment management, beach restoration, beach sediment management, upland and creek restoration, polder restoration, submerged vegetation restoration, shellfish reefs, ecotone levees, and channel realignment.
  - Elevating, flood proofing/hardening or relocating of infrastructure (including roadways and buildings).
  - Buyout programs.
  - Operations & maintenance.
  - Short-term, low-cost flood control measures such as pumps, sandbags, etc.
- Costing should be based on real-world relevant project examples as much as possible. Therefore, the guide should include a high-level costing table for real projects that serve as the basis for cost estimates and let users look at real project cost data.
- Since some cost ranges may be quite large, cost ranges should include averages/mid-estimate or a common vs. extreme range as well as a description of factors that would influence whether a project would fall into the bottom, middle, or top of the range.
- The guide will provide considerations for incorporating costs of adaptation into the evaluation criteria required in RSAP Element D3-a.

*Deliverables:*

- Draft and final guide (ADA compliant)
- Convening and facilitating at least one (1) focus group meeting

**Subtask 2.3: Economic Analysis – Cost-benefit analysis** (Suggested approx. 25-30% of task budget)

The guide will identify and evaluate existing cost-benefit analyses and provide instructions on appropriate application of relevant strategies. This step is not required by the current RSAP guidelines; however, future versions of the RSAP are intended to include a more robust cost-benefit requirement. Moreover, cost-benefit analyses are widely used to systematically evaluate the merits of a project or decision. This guide should provide methodologies for users who wish to perform this step now (for example for communicating the value of adaptation to funders or decision-makers, or for use in evaluating the tradeoffs of different adaptation approaches) as well as provide a basis for future requirements in the RSAP guidelines. This guide should also reference and link back to the first two guides as the basis for the cost-benefit inputs.

- The guide will describe and cite existing methods for comparing costs of inaction to costs of adaptation and identifying and describing a cost-benefit ratio. The guide will provide an evaluation of appropriate use cases for different methodologies, with an emphasis on methods required or used by known funding programs.
- If applicable, the guide should recommend one (or multiple, if appropriate) standardized cost-benefit methodology(ies) that incorporates best practices and requirements from existing sources (e.g. FEMA, USACE).
- The guide should describe how cost-benefit analyses can address not only individual projects but also consider the planning area scale. The guide will help jurisdictions evaluate costs and benefits across multiple projects to identify potential synergies, understand co-benefits, and anticipate any adverse impacts.
- Cost-benefit ratio must describe how to ensure that equity has been sufficiently considered to avoid outcomes driven solely by economic value. For example, addressing how adaptation strategies in disadvantaged communities positively or negatively impact public health and safety, community assets and cultural resources, and economic opportunities (i.e. local hires, workforce development and other community benefits.)
- Cost-benefit ratio must also describe how to ensure that habitats, ecosystem services, or other multi-system have been properly valued.
- Guidance on utilizing cost-benefit analysis into decision-making strategies, including use in evaluation criteria, communicating to the public, and communicating with elected officials and other decision-makers.

*Deliverables:*

- Draft and final guide (ADA compliant)
- Convening and facilitating at least one (1) focus group meeting

**Subtask 2.4: Funding and Financing Strategies** (Suggested approx. 10-15% of task budget)

The consultant will create a guide that summarizes applicable existing and new funding and local financing strategies to pay for sea level rise adaptation. The consultant will review, evaluate, and compile existing resources and case studies and provide directions for users on how to best utilize these resources to help them identify funding strategies to support plan implementation, as required in the RSAP guideline F2-a. The consultant may also develop new resources and guidance if existing resources are insufficient, especially for tools that are not widely used yet (such as climate resilience districts), or for the creative application of existing tools (such as multi-jurisdictional financing districts). This task is not intended to duplicate existing guides but instead

help users quickly identify and evaluate a comprehensive toolkit for adaptation funding and financing. BCDC will provide relevant resources and tools as a starting point, but the consultants should also add existing resources as applicable. This task should include the following components:

- Desktop research and evaluation of existing funding/financing guides or training courses, including resources that BCDC provides to the consultant.
- Description of promising local financing mechanisms, regional, state, and federal funding and financing programs, philanthropic funders, and public-private partnership opportunities applicable to the Bay Area, along with criteria that evaluates why it is potentially appropriate and applicable.
- Identification of relevant case studies for the application of funding and financing tools with an emphasis on local, regional, and/or state case studies.
- Applicable and practical guidance for what users need to know to effectively utilize funding and financing tools, such as necessary governance structures, revenue generating potential, approval requirements, common challenges, and initial steps.
- Consideration of how tools may be utilized at a multi-jurisdictional or regional scale to maximize effectiveness and impact (i.e. climate resilience districts, tax districts, multi-project grant programs, etc.).
- Evaluation of equity considerations, including the source of the funding, who is responsible for paying for financing, who decides how the money is spent, and how the money funnels back into the community and equity priorities.

*Deliverables:*

- Draft and final guide (ADA compliant)
- Convening and facilitating at least one (1) focus group meeting

**Task 3: Outreach and Training** (Suggested approx. 20% of overall budget)

The consultant will propose an outreach plan for the guides (Task 2) to BCDC and implement the outreach plan upon BCDC approval. The outreach plan will promote the implementation of the four (4) guides (Task 2) by local jurisdictions and their consultants, including providing technical assistance for implementation.

- At a minimum, the consultant will:
  - Develop and present an introductory, 1.5-hour webinar for each of the four (4) guides (slide deck creation and delivery/presentation) describing the methodologies included in the guide and how to use the guide.
  - High-level slide deck summary presentation that summarizes the deliverables in Task 2 that can be used by BCDC staff for future outreach.
  - Plan one (1) in-person workshop. The workshop will guide participating jurisdictions through real-world examples of cost of inaction, adaptation strategy cost, and cost-benefit analyses, using the guide as the framework. BCDC anticipates the workshop will be at least four (4) hours long.
  - Hold three to four (3-4), one-hour long office hours for jurisdictions. The office hours will provide an opportunity for jurisdictions to ask questions related to practical implementation of the guides, questions on funding or financing, or other relevant questions related to methodologies cited, data sources, etc. The consultant will take notes on the content discussed.

*Deliverables:*

- Draft and final webinar presentation each for all four guides (ADA compliant)
- Draft and final workshop worksheet and examples (ADA compliant)

- Draft and final workshop run of show
- Draft and final workshop presentation (ADA compliant)
- Office hour summary notes

**Task 4: Scope of Work for Regional Economic Analysis** (Suggested approx. 10% of overall budget)

Though not within the scope of work for this contract, BCDC intends to explore the option of developing a region-wide economic analysis that examines the cost of inaction related to sea level rise across the [local governments](#) in the Bay Area required to develop subregional shoreline adaptation plans. This analysis is intended to provide a significant starting point for local analysis and reduce the amount of analysis required at the local level.

The consultant is tasked with developing a scope of work for a regional economic analysis that would provide relevant information to BCDC in evaluating whether to proceed forward with the regional analysis. The scope of work will be centered on the RSAP Guidelines and Minimum Standards and the SB 272 requirements for economic analysis. The scope of work should provide detailed tasks and deliverables required, including:

- Developing the framework for a region-wide cost of inaction economic analysis;
- Developing a framework for a region-wide cost of adaptation economic analysis;
- Identifying relevant existing data sources;
- Identifying gaps in data and obtaining missing data;
- Evaluating the necessity of integrating relevant data or data layers into BCDC tools and conducting the integration, if necessary;
- Detailing assumptions, caveats, and equity considerations of the proposed framework;
- Conducting basic cost-benefit analyses of cost of inaction to cost of adaptation and highlighting priority hot-spots with low cost: high benefit ratios. Equity considerations must be integrated into this analysis;
- Breaking down costs into delineations smaller than the regional scale (e.g., county level or otherwise), to enhance utility of the analysis for local jurisdictions;
- An outreach and training plan for the regional economic analysis geared towards local jurisdictions, their consultants, elected officials, and community members;
- An update plan for the analysis;
- Other tasks as deemed necessary by the consultant for completion of a robust and meaningful regional economic analysis; and
- An estimated budget and timeline for completion of the scope of work.

*Deliverables:*

- Draft and final scope of work

**B) Minimum Qualifications for Proposers**

- 1) The consultant or consultant team selected must have a minimum of eight years of exceptional experience in economic analysis, resilience planning, technical training and workshop development, and project management. They must be skilled in working with, and developing products for, diverse constituents with varying levels of technical expertise in economic analysis, including local jurisdictions and consultants. They should have subject-matter expertise in the policy areas relevant to sea level rise hazard and adaptation economic analyses, including, but not limited to, climate change, sea level rise adaptation projects, environmental justice and social equity, coastal management, and urban and regional planning. They should have a familiarity with the factors that make this work unique to the San Francisco Bay Area (or the ability to learn this within the scope/budget/timeline) and a demonstrated

track record of providing high quality deliverables, including accessible, general audience content. They must be able to provide BCDC with an implementable roadmap to accomplish the work identified in Section A (above). Examples of successful consultant engagement processes, work samples, and reference checks will demonstrate to RFP reviewers of the applicant’s abilities.

- 2) **Qualified to do business in California.** The Contractor must be qualified to do business in California.
- 3) **Payee Data Record, STD Form 204.** The State of California requires all parties entering into business transactions that may lead to payment(s) from the State must provide their Taxpayer Identification Number (TIN) by filling out the information requested on the Payee Data Record, Std Form 204 (Attachment #4). This is to facilitate the prepare of Form 1099 and other information required by the Internal Revenue Code, Section 6019 and the State Revenue and Taxation Code, Section 1798.15. The TIN for individual and sole proprietorships is the Social Security Number (SSN).
- 4) **Contractor Certification Clauses (CCC) 4/2017.** The Contractor must be able to certify that the firm can comply with the Contractor Certification Clauses Form (CCC) 4/2017. The CCC can be found on the following link: Standard Contract Language (ca.gov).

**C) BID REQUIREMENTS AND INFORMATION**

**1) Key Action Dates**

The following dates are set forth for informational and planning purposes only and are subject to change:

RFP Available to Prospective Bidders	Date: April 24, 2026
Deadline for Questions	Date: May 1, 2026 Time: 3:00 pm
Responses to Questions Available to Prospective Bidders	Proposed Date: May 5, 2026
Final Date for Submission of Bid	Date: May 15, 2026 Time: 3:00 pm
Bid Opening	Date: May 18, 2026 Time: 10:00 am
Interview	Proposed Date: May 26-28, 2026
Notice of Intent to Award	Proposed Date: June 1, 2026
Proposed Award Date	Proposed Date: June 8, 2026
Term Start Date	Proposed Date: August 1, 2026, or upon approval, whichever is later.

**2) Question and Answer Period**

Any questions regarding this RFP must be submitted in writing by May 1, 2026 at 3:00 PM, via email to the Contracts Administrator listed on Page 1 of this RFP. All questions must be received prior to the deadline

for questions. Emails should include the individual's name, firm name, address, and must reference RFP SFBC-P-25-18. All answers will be posted on the Cal eProcure website. It is the responsibility of the Bidder to check the California State Contract Register at <https://caleprocure.ca.gov/pages/index.aspx> when inquiring about an addendum, questions, answers, and any other posts related to this RFP.

### 3) Terms, Cost Detail Format and Method of Payment

- **Term.** Work on the project is expected to begin immediately upon contract execution and be completed no later than December 31, 2026. The contract will terminate in April 2027.
- **Cost Detail Format.** The proposed rate should reflect the hourly rate(s) charged by the consultant assigned to the project and must include overhead and any indirect costs. The total proposed cost for this project is \$100,000.00.
- **Method of Payment.** The selected consultant will be reimbursed no more than once a month, on a task-completed basis; the payment rate quoted will be all-inclusive for overhead.

### 4) Proposal

- **Project Approach.** A brief statement of the entire project and approach thereto as seen by the prospective consultant.
- **Work Plan.** The Consultant shall develop a work plan and work schedule for completion. Identify each major task, necessary subtasks, and/or specific milestones by which progress can be measured and payments made. (Reference Scope of Work specified in Section A of this RFP.)
- **Description of Qualifications.** Describe the proposed team's qualifications specific to Section B of this RFP, Bidder Minimum Qualifications. Identify the personnel, including subcontractors' personnel, whose expertise or experiences addresses each of the specified requirements. Proposers may identify any other qualifications they feel would be critical to the successful completion of the scope of work specific to Section A of this RFP, Purpose and Description of Services.
- **Cost.** Cost proposal with budget breakdown and the hourly rate(s) of payment charged by the prospective consultant and his or her team that would work on the project in a separate sealed envelope marked "COST PROPOSAL – DO NOT OPEN".
- **Documentation of Past Work.** Two samples of documentation of the prospective consultant's past work which most closely correspond to the scope of work being requested by BCDC, specific to Section A of this RFP, Purposes and Description of Services. Also provide contact information for one reference associated with each instance of past work for which documentation is provided.
- **Required Attachments.** Complete and include all required attachments.

### 5) Packaging and Submittal Instructions

- a) All proposals must be submitted under sealed cover and received by BCDC by the dates and times shown in Section (C)(1), Key Action Dates. Proposals received after this date and time will not be considered.
- b) A minimum of three (3) copies of the proposal must be submitted.
- c) The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.

- d) The proposal envelopes must be plainly marked with the RFP number and title, your firm name and address, and must be marked with "**DO NOT OPEN**", as shown in the following example:

San Francisco Bay Conservation and Development Commission  
Attn: Chenee Williams  
375 Beale Street, Suite 510  
San Francisco, CA 94105  
RFP Number SFBC- P-25-18

Strategic Planning Services for the San Francisco Bay Conservation and Development Commission

**Bidders are ultimately responsible for ensuring timely receipt of their bid.** Bidders may verify receipt of a bid by contacting the BCDC Contract Administrator identified on Page 1 of this RFP.

- e) If the proposal is made under a fictitious name or business title, the actual legal name of proposer must be provided. Proposals not submitted under sealed cover and marked as indicated may be rejected.
- f) Bidder may modify a bid after its submission by withdrawing the original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, shall not be considered.
- g) Bidder's bid may be withdrawn from consideration by submitting a written withdrawal request to the State, signed by Bidder or an authorized agent prior to the public bid opening. The bid is binding once it is opened by the State and may not be withdrawn without cause.
- h) Bid must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.
- i) A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive an immaterial deviation in a proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the agreement.
- j) Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to the State of California.
- k) BCDC may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- l) BCDC reserves the right to reject all proposals. The agency is not required to award an agreement.
- m) Before submitting a response to this solicitation, bidders should review the bid, correct all errors, and confirm compliance with the RFP requirements.
- n) Where applicable, Bidder must carefully examine work sites and specifications. No additions or increases to the Agreement amount will be made due to a lack of careful examination of work sites and specifications.

- o) More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered.
- p) The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State’s General Terms and Conditions (GTC) are not negotiable.
- q) No oral understanding or agreement shall be binding on either party.

**6) Evaluation and Selection**

- a) All bid packages properly received according to the RFP instructions on or before the bid due date and time shall be publicly opened and the rates read on the date and time specified in Section (C)(1), Key Action Dates, Bid Opening.
- b) BCDC will evaluate each bid to determine compliance and adherence to all IFB requirements, as well as verification of calculations. BCDC reserves the right to request clarification of any documents submitted with this bid regarding any and/or all sections of the RFP.
- c) The bidder that meets the minimum qualifications will be evaluated and scored according to the criteria indicated below. A minimum of 60 points must be achieved, based on a sum of total points achieved for the rating/scoring criteria identified below, to be considered responsive.
- d) The highest scoring bidder will be awarded the contract.
- e) In the event of a precise tie between the lowest responsible bid of a certified small business and a certified disabled veteran owned small business, the contract must be awarded to the disabled veteran owned business per the Department of General Services (DGS) State Contracting Manual (SCM), Section 8.21C. If a tie persists between any Bidders after the small business preference is applied, a coin toss or lot drawing shall be used to determine the contract award. The coin toss or lot drawing shall be officially witnessed and all affected bidders shall be advised of the tiebreaker method and invited to attend.
- f) Bids that contain false or misleading statements, or which provide references that do not support an attribute condition claimed by the bidder, may be rejected.

<b>Criteria to consider bidders for an interview</b>	
<b><i>Rating/Scoring Criteria</i></b>	<b><i>Maximum Possible Points</i></b>
<p><u>Project Approach</u></p> <ul style="list-style-type: none"> <li>• A brief statement of the entire project as seen by the prospective consultant.</li> </ul>	15

<p><u>Work Plan and Project Understanding</u></p> <ul style="list-style-type: none"> <li>• Understanding of the project and project requirements</li> <li>• Approach to project tasks and timeline</li> </ul>	20
<p><u>Description of Qualifications</u></p> <p>See Section C, Item No. 4.</p>	15
<p><u>Cost</u></p> <ul style="list-style-type: none"> <li>• Cost effectiveness (rates, reasonableness, and appropriateness of proposed fees)</li> <li>• Cost relative to other proposers</li> </ul>	30
<p><u>Samples of Work</u></p> <ul style="list-style-type: none"> <li>• Two samples of documentation of the prospective consultant’s work which most closely corresponds to the scope of work being requested by BCDC (See Section A of this RFP, Purpose and Description of Services).</li> </ul>	20
<b>Total Points</b>	<b>100</b>
<p>Small Business Preference (If you are a certified Small Business, the proposer will be awarded 5% Preference)</p>	5
<b>Total Possible Points</b>	<b>105</b>

**7) Awards and Protests**

- a) Notice of the proposed award shall be posted in a public place in the office of the San Francisco Bay Conservation and Development Commission, 375 Beale Street, Suite 510, San Francisco, CA 94105 and on the following Internet site: <https://www.bcdc.ca.gov>, for five (5) working days prior to awarding the agreement.
  
- b) If any proposer, prior to the award of Agreement, files a protest with the San Francisco Bay Conservation and Development Commission and the Department of General Services, Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605, email: [olsprotests@dgs.ca.gov](mailto:olsprotests@dgs.ca.gov), on the grounds that the (protesting) proposer would have been awarded the contract had the agency correctly applied the evaluation standard in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the Agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. It is suggested that you submit any protest by certified or registered mail.

- c) Within five (5) days after filing the initial protest, the protesting proposer shall file with the Department of General Services, Office of Legal Services and the San Francisco Bay Conservation and Development Commission a detailed statement specifying the grounds for the protest.
- d) Upon resolution of the protest and award of the Agreement, Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204), to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found on page 14 or the Internet at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>. No payment shall be made unless a completed STD 204 has been returned to the awarding agency.
- e) Upon resolution of the protest and award of the Agreement, Contractor must sign and submit to the awarding agency, page one (1) of the Contractor Certification Clauses (CCC), which can be found on page 16 or the Internet at [https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract- Language#@ViewBag.JumpTo](https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language#@ViewBag.JumpTo).

## **8) Disposition of Bids**

- a) Upon bid opening, all documents submitted in response to this RFP will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
- b) Bid packages may be returned only at the bidder's expense, unless such expense is waived by the awarding agency.

## **9) Agreement Execution and Performance**

- a) The successful bidder(s) shall enter into an Agreement with BCDC prepared on a State of California Standard Agreement (STD 213 form, sample attached) and shall include Exhibits A, A-1, B, D. The approval of an Agreement is contingent upon timely receipt and the State's acceptance of the Contractor's certificates of insurance, bonds, licenses, permits and other required documents.
- b) This Agreement is not valid unless and until approved by DGS or, under its delegated authority, BCDC has no legal obligation unless and until the Agreement is approved. Any work commenced by the Contractor prior to approval may be considered voluntary and the Contractor may have to pursue claim for payment by filing with the California Victim Compensation and Government Claims Board. When the Agreement is fully approved, a copy shall be forwarded to Contractor.
- c) All performance under the agreement shall be completed on or before the termination date of the Agreement.

## **D) Special Programs**

- 1) Small Business Preference - <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise#@ViewBag.JumpTo>. Section 14835 et seq. of the California Government Code requires that a five percent preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of small business, are contained in Title 2, California Code of Regulations,

Section 1896, et seq. A copy of the regulations is available upon request. To claim the small business preference, your firm must have its principal place of business located in California, have a complete application (including proof of annual receipts) on file with the State Office of Small Business and DVBE Services (OSDS) by 4:00 p.m. on the date bids are opened, and be verified by such office. Questions regarding the preference approval process should be directed to the Office of Small Business and DVBE Services at (916) 375-4940.

- 2) Disabled Veteran Business Enterprise (DVBE) Participation Program  
BCDC has been able to meet our 3% DVBE goals through other contracts. Therefore, BCDC has elected to waive the DVBE Participation requirement for this solicitation.

## **E) REQUIRED DISCLOSURES**

### **1) Commercially Useful Function**

If Bidder is a California certified small business in accordance with Government Code Sections 14837(d)(1)-(2), Bidder must address specific aspects of the legislation that requires certified small businesses to perform a commercially useful function as defined in Government Code Sections 14837(d)(4)(A)-(B). A Commercially Useful Function Certification (CUF) form is attached to this solicitation.

### **2) Darfur Contracting Act**

Effective January 1, 2009, contracts for Non-Information Technology (Non-IT) goods or services must address the requirements of the Act. The Act was passed to preclude State agencies generally from contracting with "SCRUTINIZED" companies that do business in the African nation of Sudan (of which the Darfur region is a part), for the reasons described in PCC Section 10475.

A SCRUTINIZED company is a company doing business in Sudan as defined in PCC Section 10476. SCRUTINIZED companies are ineligible to, and cannot, bid on or submit a proposal for a contract with a State agency for Non-IT goods or services (PCC Section 10477(a)). PCC Section 10478(a) requires a company that currently has (or within the previous three years has had) business activities or other operations outside of the United States to certify that it is not a SCRUTINIZED company in order to submit a bid or proposal to a State agency. A SCRUTINIZED company may still, however, submit a bid or proposal for a contract with a State agency for goods or services if the company first obtains permission from the DGS according to the criteria set forth in PCC Section 10477(b).

### **3) Contractor Certification Clauses**

The Contractor Certification Clauses (CCC) may be downloaded from the Internet at <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>. An original, signed copy of page 1 must be submitted with the bid. Failure to submit a signed CCC shall delay approval of this Agreement.

#### 4) Economic Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (EO) regarding sanctions in response to Russian aggression in Ukraine. The EO is located at <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>.

The EO directs all agencies and departments that are subject to the Governor's authority to take certain immediate steps, including notifying all contractors and grantees of their obligations to comply with existing economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law.

This paragraph serves as a notice under the EO that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctionsprograms-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of contracts or grants, as applicable.

Please note that for any agreements or grants valued at \$5 million or more, a separate notification will be sent outlining additional requirements specified under the EO.

#### F) REQUIRED ATTACHMENTS

This RFP contains a list of Key Action Dates and Bid Requirements and Information in Section C (see Table of Contents).

All required documents are listed on Attachment 1, Bidder's Checklist, and must be included when submitting a bid.

This RFP package includes the following documents and shall be included in the final bid submission:

1. Required Attachment Checklist
2. Proposal/Prosper Certification Sheet
3. Prosper References
4. Payee Data Record - STD 204
5. Contractor Certification Clauses (CCC 4/2017)
6. Bidder Declaration - GSPD-05-105
7. Commercially Useful Function Certification Form
8. Disabled Veteran Business Enterprise (DVBE) Declarations – DGS PD 843
9. Darfur Contracting Act
10. Sample Standard Agreement (STD 213)
  - a. Exhibit A – Scope of Work

- b. Exhibit B – Budget Detail and Payment Provisions
- c. Exhibit B -1 – Rate Sheet
- d. Exhibit D – Special Terms and Conditions & Additional Provisions

***The following documents are incorporated by reference and are available on the internet at <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>. Bidder may request an electronic copy of these documents by contacting the assigned contract analyst listed below.***

1. Exhibit C - General Terms and Conditions for Private Contractors (GTC 04/2017).
2. Standard Contractor Certification Clauses (CCC 04/2017)