

San Francisco Bay Conservation and Development Commission

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Questions and Answers

Question #1

We are wondering if BCDC might be interested in receiving proposals that propose a community engagement process and longer timeline that ensures meaningful involvement from community stakeholder groups, including unhoused communities that currently are in land use conflict with BCDC's regulatory mission? If so, from our experience and best practices, this would take longer than the current timeline of completing a strategic plan by December 2026. Related to the meaningful community engagement process question, would BCDC be interested in receiving proposals with budgets more than \$100,000? If so, what would be a potential budget cap for BCDC?

Answer #1

At this time, both the project timeline and the available funding are fixed as stated in the RFP. While we absolutely value meaningful engagement with communities that have been historically excluded—including unhoused communities currently in land use conflict with BCDC's regulatory mission—the scope, schedule, and budget for this effort cannot be expanded beyond what is currently published.

Question #2

Does the Commission have a preference for how travel costs should be reflected in the proposal budget, including whether they should be listed as a separate line item?

Answer #2

Travel should be included as its own line item, as long as the costs are clearly identifiable and well-justified.

Question #3

Should all three proposals copies be put into the same envelope?

Answer #3

You can submit all three proposal copies together in one envelope, or you may submit them in separate envelopes. Either option is acceptable.

Question #4

Is there a page limit to the proposal?

Answer #4

There is no page limit for the proposal.

Question #5

May resumes be included in an appendix?

Answer #5

Yes, resumes may be included in an appendix as long as all required resumes are provided.

Question #6

Does BCDC have a target timeline for completing the final Strategic Plan?

Answer #6

At this time, both the project timeline and the available funding are fixed as stated in the RFP.

Question #7

Will the BCDC project team be responsible for coordinating the Strategic Plan Working Group (e.g., identifying working group members, onboarding members, scheduling the meeting(s), and related activities)?

Answer #7

BCDC will be responsible for coordinating the Commission's Strategic Plan Working Group. BCDC will work with the vendor to schedule meetings to ensure that the schedule is aligned with other Commission activities and timely.

Question #8

Approximately how many external stakeholders does BCDC expect the consultant to interview or otherwise engage during the process?

Answer #8

Approximately 12-15, and interviews can be performed in groups.

Question #9

How long does BCDC anticipate the public workshop will be, and should proposers assume one public workshop or include optional pricing for additional workshops?

Answer #9

BCDC assumes one public workshop, likely on a Thursday afternoon, starting at 1:30 and ending at 4:30, at 375 Beale Street. The need for a second workshop is unknown, and BCDC will work with the vendor to somehow arrange any budgetary aspects.

Question #10

Would BCDC consider extending the proposal submission deadline to May 22, 2026?

Answer #10

At this time, both the project timeline and the available funding are fixed as stated in the RFP.

Question #11

We understand that BCDC currently has two related opportunities open: RFP SFBC-P-25-14 and RFP SFBC-P-25-18. May respondents submit separate proposals for each opportunity that include a coordinated project management approach across both scopes, where appropriate, to create efficiencies such as coordinating public engagement opportunities and deliverable review periods?

Answer #11

Yes, respondents may submit separate proposals for RFP SFBC-P-25-14 and RFP SFBC-P-25-18. A coordinated project management approach across both scopes is acceptable where appropriate, including efforts to create efficiencies such as aligning public engagement activities and deliverable review periods.

Question #12

Can you confirm that the anticipated contract structure is Time and Materials, with payments linked to completion of specific tasks or deliverables?

Answer #12

Yes, and invoices should detail deliverables progress.

Question #13

Pages 3 and 4. If the blue, underlined text on pages 3 and 4 of the RFP are intended to be web links, please provide the web addresses. The text does not function as a web link.

Answer #13

<https://www.bcdc.ca.gov/>

<https://www.bcdc.ca.gov/programs/permits/>

<https://www.bcdc.ca.gov/programs/compliance/>

<https://www.bcdc.ca.gov/programs/enforcement/>

<https://www.bcdc.ca.gov/local-sea-level-rise-plans/>

Question #14

Page 4. The first paragraph highlights that the Operations and Technology staff has not increased with other departments. Is that issue a particular focus of the strategic plan? Are staffing levels in other departments also to be considered?

Answer #14

Workforce strength is not a particular focus of the plan. Simply put, BCDC must operate within the amount of funding that the State and any grantors provide.

Question #15

Page 5. Please clarify the uses of “work plan” on this page. There appear to be two different work plans described.

- a. “2. Develop an uncomplicated work plan to integrate the Strategic Plan into BCDC’s day-to-day work...” Is this work plan a deliverable for the strategic plan services?
- b. “To achieve these goals, the contractor will be responsible for creating and implementing a Work Plan to accompany the Strategic Plan that includes the following:” Is the work plan referenced here to be developed for the proposal as the plan for completing the contracted services or the work plan as a companion deliverable with the strategic plan?

Answer #15

The work plan to integrate the Plan into BCDC’s day-to-day work (a) is distinct from the work plan that the vendor will create to complete the contracted services (b).

Question #16

Page 6. "A) Develop the Strategic Plan: The consultant will develop preliminary and final drafts...." Is this intended to be item #4 in the numbered list?

Answer #16

Actually, (A) should have been designated as (5).

Question #17

Pages 14 and 15, Section F, Required Attachments. Please clarify if Item 10, Sample Standard Agreement (STD 213) and Exhibits should be included in the final proposal submission. Only page 1 of the Standard Agreement is included in the Required Attachments PDF.

Answer #17

The vendor does not need to complete Item 10. It is included as a template so the vendor can see what the final agreement will look like when the contract terms and conditions are finalized.