



DELTA STEWARDSHIP COUNCIL
A California State Agency

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SACRAMENTO, CALIFORNIA 95814
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(916) 445-5511

REQUEST FOR QUALIFICATIONS
Notice to Prospective Qualified Respondents

April 4, 2018

You are invited to review and respond to this Request for Qualifications (RFQ), entitled **RFQ #8932, Climate Change Vulnerability Assessment and Adaptation Strategy**. In submitting your qualifications, you must comply with the instructions.

In the opinion of Delta Stewardship Council (COUNCIL), this RFQ is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the Department contact person for this RFQ is:

Department Contact:

Linda Thomas
Delta Stewardship Council
980 9th Street, Suite 1500
Sacramento, CA 95814
Linda.Thomas@deltacouncil.ca.gov

Please note that this RFQ is being issued pursuant to Water Code section, 85213, which authorizes the COUNCIL to contract for Architectural & Engineering (A&E) Services. In addition, note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Linda Thomas
Contracts Analyst

Note: Prospective Respondents contacting the COUNCIL directly to seek information about this RFQ, other than to the Department Contact as stated above, may jeopardize the integrity of the selection process and risk possible disqualification.

"Coequal goals" means the two goals of providing a more reliable water supply for California and protecting, restoring, and enhancing the Delta ecosystem. The coequal goals shall be achieved in a manner that protects and enhances the unique cultural, recreational, natural resource, and agricultural values of the Delta as an evolving place."

– CA Water Code §85054

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A. General Information

1. Purpose

The Delta Stewardship Council (COUNCIL) is seeking qualified Respondents to submit a Statement of Qualifications (SOQ) demonstrating their professional ability to prepare a Climate Change Vulnerability Assessment and Adaptation Strategy for the Sacramento-San Joaquin Delta and Suisun Marsh (Delta). In submitting your Statement of Qualifications (SOQ), Respondent's shall comply with the instructions found herein.

The Delta Reform Act (Act) of 2009 (Water Code 85000 et seq.) created the Delta Stewardship Council with its planning, coordination, regulatory, and science programs to further the State's coequal goals of providing a more reliable water supply for California and restoring the Delta ecosystem in a manner that protects and enhances the unique cultural, recreational, natural resource, and agricultural values of the Delta as an evolving place. The Act directed the Council to draft a comprehensive, legally enforceable, long-term Delta Plan (<http://deltacouncil.ca.gov/delta-plan-0/>) to guide State and local actions to further achievement of the coequal goals for the Delta (Water Code 85300 et. seq.).

The Delta Plan, adopted in 2013, is comprised of 73 recommendations, 14 regulatory policies, 160 performance measures, and includes 25 strategies consistent with the Council's mission to further the achievement of the coequal goals and its oversight and coordination roles. The Delta Plan's provisions cover a suite of actions including; water resource management, ecosystem enhancement, protection and restoration, restored flow for the Delta and other water quality-related actions, risk reduction and flood management, and preservation of the Delta's unique cultural, historical, agricultural, recreational and natural resources values.

In the time since the Delta Plan was adopted in 2013, research on climate change has advanced significantly and has important implications for the Council as it seeks to achieve the coequal goals. This RFQ will provide critical support to the Council in improving the understanding of climate change risks and potential adaptation strategies, including specific Delta Plan policies, recommendations, and performance measures, that could address those vulnerabilities. The Delta Reform Act (DRA) specifies consideration of "the future impact of climate change and sea level rise" in restoration planning (Water Code Section 85066), and identifies a restoration timeline horizon of 2100 (Water Code Section 85302). The DRA also notes that the Delta Plan may address "the effects of climate change and sea level rise on the three state highways that cross the Delta" (Water Code 85307). More generally, Executive Order B-30-15, signed by Governor Brown in April 2015, requires that State agencies incorporate climate change into planning and investment decisions, and that they prioritize natural infrastructure and actions for climate preparedness. This RFQ will provide response to EO B-30-15, as well as incorporate lessons learned from the San Francisco Bay Conservation and Development Commission (BCDC) Adapting to Rising Tides (ART) program and the Ecosystem Amendment to the Delta Plan.

2. Problem Statement

Global climate change has a number of adverse effects on natural resources and the human population. These include:

- Rising sea levels due to thermal expansion of ocean water and melting of polar ice caps and sea ice, which can inundate low-lying areas exposed to tidal action and increase the severity of flooding risk;
- Changes in the timing, severity, and amounts of rainfall and snowfall, leading to changes and greater variability in wet and dry periods that will affect water supply and flood risk;
- Increased stress to vegetation and terrestrial and aquatic habitats, leading to adverse effects on biological resources and sensitive species; changes in the frequency and duration of heat waves and droughts, which can affect human populations and community infrastructure; and
- Increases in wildfire hazards.

Over the long term, these changes create the potential for a wide variety of secondary consequences, including human health and safety risks, economic disruptions, diminished water supply, shifts in ecosystem function and habitat qualities, and difficulties with provision of basic services. Regionally, climate change is already affecting and will continue to alter the physical environment throughout the Delta; however, specific implications of climate change effects vary with differing physical, social, and economic characteristics within the region. For this reason, it is

important to identify the projected severity of climate change impacts on the Delta and ways the region can collaboratively reduce vulnerability to them.

The Council will require environmental services to provide a better understanding of projected climate change vulnerabilities and potential adaptation strategies in the Delta to support the achievement of the coequal goals.

3. Description of Services

As it relates to this RFQ, and consistent with Governor Brown's Executive Order B-30-15, the Council seeks assistance in developing an analysis specific to the Legal Delta and Suisun Marsh that will identify vulnerabilities to climate change, and recommend potential adaptation strategies and resilience goals at a regional level to reduce such risks.

More specifically, the Respondent/Contractor will provide the following services and expertise to:

- a. Synthesize the best available climate science for the Delta, including research from California's Fourth Climate Change Assessment, and identify information gaps and needs;
- b. Conduct original, downscaled climate modeling and synthesize current modeling efforts performed in the Delta, including USGS CaSCADE modeling efforts, and identify uncertainties, gaps, and needs;
- c. Identify and provide profiles of vulnerable assets and services that describe functional, physical, governance, and information characteristics that lead to a vulnerability, and how it may affect people where they live, work, commute, and recreate, as well as the overall environment and economy;
- d. Determine sensitivity, exposure, and adaptive capacity for illustrative animal and plant populations (to be determined in consultation with Council staff);
- e. Determine sensitivity, exposure, and adaptive capacity for human populations residing in the Delta, including disaggregation by socioeconomic status, employment, exposure to environmental or other hazards, and other factors included in but not necessarily limited to CalEnviroScreen and the ART Community Indicators;
- f. Summarize local and regional climate change planning efforts that identifies gaps and linkages.
- g. Recommend adaptation strategies that would complement Delta Plan policies and recommendations with a focus on adaptation financing, built and natural infrastructure, and governance;
- h. Organize and facilitate a technical advisory committee and stakeholder participation through multiple public workshops and workgroups to solicit local, regional, and State engagement on the climate change vulnerability assessment, adaptation strategies, and resilience goals; and
- i. Organize and implement a public awareness communications plan.

4. Estimated Original Contract Amount

The estimated original contract amount is not to exceed \$650,000.

5. Estimated Original Term

The estimated original contract term is three (3) years.

6. Amendments

This contract for Environmental Services for the purposes of this RFQ may be amended upon mutual agreement by the parties thereto in order to add additional scope of work, extension of time, and funding as monies become available in order to comply with federal and state environmental laws.

7. Shortlist Interviews

Interviews will be held in Sacramento, CA commencing May 14, 2018 through May 15, 2018 with no less than three of the most highly qualified and highest-scored Respondents (shortlist). Confirmation letters will be sent to all Responsive Respondents providing notification of those Responsive Respondents who are shortlisted. The confirmation letter will also include contact information regarding submittal of documents required prior to a cost negotiation meeting. The shortlist interviews will be conducted by teleconference.

8. Cost Negotiations

The most highly qualified and highest-scored Respondents will be required to submit the documentation for cost negotiation evaluation no later than three working days after receiving a shortlist confirmation letter. The evaluation team will negotiate a contract with the most highly qualified and highest-scored Respondent. The highest-scored Respondent will be notified of the date, time, and location of cost negotiation meeting to be scheduled. If the highest-scored Respondent does not submit the documentation by the requested timeframe, the evaluation team has the discretion to discontinue the selection process with the highest-scored Respondent.

9. Task Order Process

Under the master contract, subsequent Task Orders (TO) will be developed under the direction of COUNCIL staff to define specific tasks, durations, and deliverables that will assist the COUNCIL in the purpose of the RFQ. For each TO, the Contractor may be required to propose performance targets and measures suitable for measuring performance towards the COUNCIL's performance objectives, which will be provided to the Contractor when the TOs are established.

10. Progress Payments

On Task Orders, where a milestone of the deliverables exceed 90 days to complete from the start of the Task Order milestone, progressive payments may be made upon completion of a milestone which is a part of the overall deliverables of an individual Task Order. This applies when the scope of work is developed clearly and defines the tasks to be completed as a milestone with deadline in the individual Task Order. Progress payments shall not be made in advance of services rendered. Invoices for progress payments on the completed milestone may not be submitted more frequently than monthly in arrears after completion of the milestone or at clearly identifiable stages of progress, based upon written progress reports submitted with the Contractor's invoices. COUNCIL shall withhold 10% of each progress payment pending satisfactory completion of the task order or a separate and distinct task. COUNCIL will remit the 10% retention of the progress payment to the Contractor after the individual Task Order is closed out and a final invoice for the retention is submitted to COUNCIL.

11. California Civil Rights Laws Certification

Pursuant to Public Contract Code section 2010, the Respondent shall complete Attachment 8. California Civil Rights Laws Certification, certifying compliance with the following:

- a. California Civil Rights Laws: For contracts over \$100,000 executed or renewed after January 1, 2017, the Respondent certifies compliance with the Unruh Civil Rights Act (section 51 of the Civil Code) and the Fair Employment and Housing Act (section 12960 of the Government Code); and Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).
- b. Employer Discrimination Policies: For contracts over \$100,000 executed or renewed after January 1, 2017, if a Respondent has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

12. Disabled Veteran Business Enterprise (DVBE) Program Requirements

In compliance with the California Disabled Veteran Business Enterprise (DVBE) Program, per Public Contract Code § 10115 et seq., Military and Veterans Code (MVC) §999 et seq., and California Code of Regulations (CCR), Title 2, §1896.60 et seq., COUNCIL sets a DVBE participation goal in the resulting agreement of three percent (3%) of the total dollar value of the resulting Agreement.

Only participation by California certified DVBEs will count toward the DVBE contract goal for this requirement. In order to count toward a DVBE contract goal, a Respondent must be certified as a DVBE by the California Department of General Services (DGS) Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

Qualified Respondents to the SOQ must state how the DVBE Respondents will perform a commercially useful function for the type of work stated by the SOQ submittal due date.

It is the Respondent's responsibility to verify that the DVBE Respondent is a certified California DVBE by the specified SOQ submittal due date and time. A STD 843 (Attachment 3) is required for each DVBE contractor or subcontractor identified in the GSPD-05-105, Bidder Declaration (Attachment 4).

As the awarded Contractor proceeds with TOs, Contractor shall ensure that the DVBE participation goal of three percent (3%) of the accumulative cost of the TOs is subcontracted/spent with the DVBE's identified during each Fiscal Year commencing July 1, 2018 through June 30, 2019 and each similar Fiscal Year period thereafter during the term of the resultant agreement.

13. Small Business (SB) Enterprise Program requirements

In compliance with the California Small Business (SB) Enterprise Program per Public Contract Code § 10115 et seq., Military and Veterans Code (MVC) §999 et seq., and California Code of Regulations (CCR), Title 2, §1896.60 et seq., COUNCIL sets a SB participation goal in the resultant agreement of three percent (25%) of the total dollar value of the resultant Agreement.

Only participation by California certified SBs will count toward the SB contract goal. In order to count toward a SB contract goal, a Respondent must be certified as a SB by the California Department of General Services (DGS) Procurement Division (PD), Office of Small Business and DVBE Services (OSDS). Qualified Respondents to the SOQ must state how the SB Respondents will perform a commercially useful function for the type of work stated by the SOQ submittal due date.

It is the Respondent's responsibility to verify that the SB Respondent is certified as a SB by the specified SOQ submittal due date and time. Each SB contractor or subcontractor identified in the GSPD-05-105, Bidder Declaration (Attachment 4).

As the awarded Contractor proceeds with TOs, Contractor shall ensure that the SB participation goal of twenty-five percent (25%) of the accumulative cost of the TOs is subcontracted/spent with the SB's identified during each Fiscal Year commencing July 1, 2018 through June 30, 2019 and each similar Fiscal Year period thereafter during the term of the resultant agreement.

The successful Respondent shall also comply with SB Program requirements, including but not limited to, SB utilization reporting, substitution/termination processes, and other performance related factors as required in the agreement.

14. COUNCIL'S SB/DVBE Advocate

COUNCIL's Small Business and Disabled Veteran Business Enterprise Advocate is available to answer questions regarding the SB/DVBE Programs and Incentives and to help identify possible SB/DVBE vendors.

COUNCIL's SB/DVBE ADVOCATE:
Jessica O'Connor
Jessica.OConnor@deltacouncil.ca.gov

15. Commercially Useful Function

Each listed certified SB and DVBE must perform a Commercially Useful Function in the performance of the Agreement.

As set forth by Government Code 14837, California Code of Regulations § 1896.15 and § 1896.71, Military and Veteran Code 999(b) (5), a SB and DVBE are deemed to perform a CUF if the business meets the following CUF standards:

- a. Is responsible for the execution of a distinct element of work of the contract (including the supplying of services and goods);
- b. Carries out its obligation by actually performing, managing, or supervising the work involved;
- c. Performs work that is normal for its business services and functions;
- d. Is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment;
- e. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

B. Scope of Services

After a contract is approved, the selected Respondent/Contractor shall perform specific work pursuant to an authorized Task Order established by the Council describing in detail the services to be performed. The Respondent/Contractor shall only perform work that is assigned in an authorized Task Order. This contract does not guarantee that a Task Order shall be issued.

1. Project Scope and Organization

A kick-off meeting will be held to finalize the project schedule, technical advisory committee and stakeholder engagement plan, and draft resilience goals for 2100.

Tasks:

- a. In person kick-off meeting with Council staff at Council headquarters, develop project schedule.
- b. Prepare stakeholder engagement plan that includes a workgroup comprised of relevant regional and local government interests, detailing methodology for public notification and communications outreach; Council and public input collection and response; online or media programs; meeting formats and topics; and schedule.
- c. Organize a Technical Advisory Committee (TAC) comprised of climate change experts at public agencies (such as the Ocean Protection Council, BCDC, Governor's Office of Planning and Research, CalTRANS, etc.), academic institutions, and the private sector.
- d. In collaboration with Council staff and newly formed stakeholder workgroup, conduct kickoff meeting to provide an overview and discussion of the project, the process, scope of assets and services, climate change impacts, and draft resilience goals that will provide guidance throughout the project in shaping desired outcomes.

Deliverables:

- a. Project schedule.
- b. Stakeholder workgroup and TAC engagement plan and public awareness communications plan.
- c. Draft resilience goals.

2. Climate Change Vulnerability Assessment

Based on the best available scientific technical information/guidance and stakeholder engagement, assess vulnerability and risk to key sectors, assets, and services resulting from climate change impacts. Information will be collected describing how climate change and associated impacts from sea level rise, changing precipitation and runoff patterns, changing air temperature, changing water temperature, and other relevant climate change effects could impact a variety of assets including: residents, agriculture, community facilities and services, business and industrial land uses, water management and flood control, parks and recreation facilities, transportation, natural resources, and energy and fuel supply. Where feasible, information and processes from the BCDC Adapting to Rising Tides (ART) program will be incorporated, such as degree of asset exposure, vulnerability characteristics (like information gaps, governance issues, physical or functional condition), and consequences.

Geographic Scope. The area to be studied is the Sacramento-San Joaquin Delta (including the Suisun Marsh) as defined in Water Code section 85058.

Tasks:

- a. Synthesize and analyze the best available scientific and technical information/guidance relative to climate change (best available science is defined in Appendix 1A of the Delta Plan).
- b. Identify and potentially apply appropriate hydrodynamic modeling methods (ability to integrate sea level rise and riverine inputs) and provide spatially explicit scenarios, based on best available science.
- c. Identify critical assets/managers by county utilizing a variety of information sources.

- d. Prepare, in consultation with the TAC and stakeholder workgroup, an existing conditions report and draft vulnerability assessment for presentation to the Council at its monthly public meeting.
- e. With input from the Council, public comments, TAC, and stakeholder workgroup, prepare a final report, as well as public educational materials, including online content for Council webpage, on existing conditions, vulnerability, and risk assessment and present findings.

Deliverables:

- a. Draft Climate Change Vulnerability Assessment Report and presentation, detailing climate change scenarios and methodology; critical asset list; existing conditions; vulnerability and risks assessment.
- b. Materials for the preparation and outcome of TAC and stakeholder workgroup meetings and public workshop(s).
- c. Final Vulnerability Assessment Report, presentation, and communication materials that incorporates comments on the draft vulnerability assessment, as well as a gaps analysis pertaining to the data used to inform the report.

3. Adaptation Strategy

Using the data collected through the vulnerability assessment (milestone #2 above), evaluate potential responses that could be implemented in the Delta region that would enable achievement of the resilience goals in a manner that considers society and equity, the environment, economy, and governance. This evaluation will recommend high priority adaptation responses set in the context of the Delta Plan. For each recommended adaptation strategy, include an assessment of implementation costs and benefits, a financing strategy, governance, and the Council's role.

Tasks:

- a. Identify a range of possible climate change adaptation responses that includes options that have been developed by others in the region including local governments, and assess these potential actions against the project resilience goals. Actions should be categorized according to evaluations (e.g. new analyses), program and operations (e.g. management activities), policy development, coordination, and/or education and outreach and how these types of actions address vulnerability and risk. Actions should also be evaluated with respect to linkages or gaps with the Council's role and governance structure; the Delta Plan policies, recommendations and performance measures; and the Delta Science Plan.
- b. Facilitate a TAC and stakeholder workgroup meeting to identify a set of high priority adaptation responses.
- c. Prepare cost-benefit analysis of high priority adaptation responses.
- d. Prepare, in consultation with TAC and stakeholder workgroup, a draft adaptation strategy for presentation to the Council at its monthly public meeting that highlights relationships to the Delta Plan and potential role of the Council and includes a detailed financing plan that considers current funding mechanisms.
- e. With input from the Council, public comments, TAC, and stakeholder workgroup, prepare a final adaptation strategy, financing plan, and governance approaches.
- f. Conduct public outreach on the adaptation strategy, financing plan, and governance recommendations.

Deliverables:

- a. Draft Adaptation Strategy, including:
 - 1) A summary of potential adaptation responses with associated costs/benefits.
 - 2) A summary of local and regional planning adaptation efforts that identifies gaps and linkages.
 - 3) A detailed adaptation financing plan that considers current funding mechanisms.
 - 4) Recommendations for implementing the adaptation strategy (or portions thereof) that considers current governance structure(s).
- b. Final Adaptation Strategy, with comments on draft Adaptation Strategy incorporated.
- c. Materials for the public outreach on the adaptation strategy, financing plan, and governance recommendations.

C. Qualification Requirements and Information.

1. Key Action Dates

All Respondents are hereby advised of the following schedule and will be expected to adhere to the required dates and times.

Event	Date	Time
RFQ available to prospective Respondents	March 30, 2018	
Letter of Intent Due	April 16, 2018	2:00 p.m.
Written Questions Due	April 16, 2018	2:00 p.m.
Answers Due	April 19, 2018	
SOQ Submission Due	May 3, 2018	2:00 p.m.
Phase 1 & Phase 2 Evaluations	May 3 – May 4, 2018	
Shortlist Notification	May 7, 2018	
Phase 3 – Shortlist Interviews	May 14 – May 15, 2018*	TBD
Cost Negotiations	May 17 - 21, 2018*	TBD
Notice of Award	May 24, 2018 (after Board approval)*	
Proposed Contract Effective Date	June 30, 2018	

* Schedule may be adjusted as necessary.

2. Letter of Intent Requirements

Prospective Respondents are required to send a “Notice of Intent” on the Respondent’s Letterhead if they intend to submit a SOQ on RFQ #8932, Climate Change Vulnerability Assessment and Adaptation Strategy. Notice of Intent shall be submitted to Linda Thomas by email at Linda.Thomas@deltacouncil.ca.gov no later than April 16, 2018 at 2:00 p.m.

3. Question and Answer Period

Eligible Respondents may submit written questions regarding the RFQ by 2:00 P.M. on April 16, 2018. All questions should be in writing and transmitted by U.S. Mail, hand delivery, fax, or e-mail to Linda.Thomas@deltacouncil.ca.gov.

The COUNCIL will provide answers written questions by April 19, 2018. Answers will be provided for all questions that are submitted by the due date April 16, 2018. NO QUESTIONS will be entertained after April 16, 2018.

Questions must include Respondent’s main point of contact’s name, company’s name, company’s address, phone number, fax number, and e-mail address with the submittal of questions.

4. Statement of Qualification (SOQ) Requirements

The Respondent Submittal Packet should contain sufficient information for an objective evaluation of whether the criteria described in Phase 2 - Technical Evaluation. The following items, and other information that the applicant considers appropriate, should be included:

a. Qualifications and Experience for Organization

Must provide a written statement of qualifications summarizing how their company has a minimum of ten-year' experience to develop and conduct the Purpose, Problem Statement, and Description of Services per the RFQ requirements.

This statement of qualifications must include the history of the Respondent's experience, culture, quality, and potential for continued success, the number of years that your company has been in business, project management experience, as well as specialty areas, resources, accomplishments, philosophies with respect to customers and employees, and any other significant items that describe the history, growth, and development of your enterprise. The statement should clearly state the total number of years of experience, and the response shall be limited to three pages or less.

b. Qualifications and Experience for Project Director and Project Manager

The Contractor will provide a Project Director who shall serve as the primary person responsible for the delivery of the project, and a Project Manager, who shall manage the day-to-day operations. These individuals are required to participate and attend during the interview process.

1) PROJECT DIRECTOR DESIRABLE QUALIFICATIONS:

- a) At least ten (10) years' experience managing projects of similar scope and magnitude
- b) Extremely organized and big picture-oriented
- c) Documented success with similar projects
- d) Knowledge of California and federal government policies and processes
- e) Excellent writing skills
- f) Knowledge of planning and natural resource management
- g) Reinforces team approach throughout project both on external issues and internal initiatives

The ideal candidate is a flexible, outgoing and creative person with excellent organizational skills and an ability to work independently and in a team environment.

2) PROJECT MANAGER DESIRABLE QUALIFICATIONS:

- a) At least five (5) years' experience managing projects of similar scope and magnitude
- b) Extremely organized and detail oriented
- c) Documented success with similar projects
- d) Knowledge of California and federal governmental policies and processes
- e) Excellent writing skills
- f) Knowledge of planning and natural resource management
- g) Reinforces team approach throughout project both on external issues and internal initiatives
- h) Familiar with State invoicing and payment procedures

The ideal candidate is a flexible, outgoing and creative person with excellent organizational skills and an ability to work independently and in a team environment.

c. Organization Chart

A description of the Overall Team Composition in the following areas: project management, technical services, environmental services, and regulatory compliance services.

d. Resumes for each Team Member

Resumes or Curriculum Vitae of all key personnel including key subcontractor(s) with their contact information that would be involved in tasks in the contract shall be provided in conjunction with a pending contract with the future awardee from this Request for Qualifications.

The names, qualifications, and experience of each Respondent and subcontractor who will participate as a team in the work must be clearly identified.

e. Availability and Accessibility

- 1) The Respondent must demonstrate to COUNCIL that they have availability and accessibility to complete the RFQ requirements.
- 2) Respondent must provide a written statement regarding the availability of the Project Director, Project Manager and the proposed team to respond to the RFQ requirements.
- 3) Respondent must provide a written statement regarding the accessibility of Council's Project Manager to the Respondent's Project Director and Project Manager regarding the RFQ requirements.

f. Nature of completed and on-going relevant projects.

- 1) The Respondent must demonstrate to COUNCIL that they either have completed or have on-going relevant projects similar to COUNCIL's desired climate change adaptation project. .
- 2) Respondent shall provide a written statement outlining past and on-going assessment, design, or review of Respondent including any COUNCIL, other state, federal and local climate change adaptation projects.
- 3) Respondent must provide a written statement whether these would affect COUNCIL's climate change adaptation project.

Public Contract Code section 10365.5 provides in part as follows: "(a) No person, firm, or subsidiary thereof who has been awarded a consulting services contract may submit a bid for, nor be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract."

In the event that a conflict of interest is determined per this regulation, the Respondent's submittal shall be deemed non-responsive and their submittal packet will not be evaluated further.

The Respondent shall disclose their personal, agency, firm or institution's participation in any Council staff relationship, committee, workgroup or contract that has provided advice on any solicitations, topics, reviews, projects or priorities in the "Organizational Conflict of Interest Disclosure" in Attachment 8 of the Submittal Packet.

g. Satisfactory References

The Respondent must:

- 1) Must provide three (3) satisfactory references from companies or agencies with which the Respondent currently has, or recently had, contracts. Less than three (3) client references or if any of the references are/were dissatisfied with Respondent's performance, the Respondent Submittal Packet will be disqualified from further consideration and the Respondent's submittal will be deemed not responsive.
- 2) Shall not provide more than three (3) Satisfactory References nor use COUNCIL as a reference.
- 3) Must provide these references on the Satisfactory References form in the Respondent's Submittal Packet, Attachment 9. g. "Satisfactory References" by completing customers' information, references, and point of contact.

5. Submission of Respondent's Submittal Packet

- a. Respondent Submittal Packet, including the Statement of Qualification, should provide straightforward and concise descriptions of the Respondent's ability to satisfy the requirements of this RFQ. The Respondent Submittal Packet must be complete and accurate.

- b. The Respondent Submittal Packet should be prepared in the least expensive method. The COUNCIL is not responsible for any cost incurred by the applicants to prepare and submit the Respondent Submittal Packet.
- c. All Respondent Submittal Packet must be submitted under sealed cover and sent to Delta Stewardship Council by dates and times shown in Section C, Qualification Requirements and Information, Item 1) Key Action Dates. Qualification packages received after this date and time will not be considered.
- d. A minimum of one (1) original and five (5) copies of the Respondent Submittal Packet must be submitted with one electronic copy in a Word version on a thumb drive.
- e. The original Respondent Submittal Packet must be marked "ORIGINAL COPY". All documents contained in the original Respondent Submittal Packet must have original signatures and must be signed by a person who is authorized to bind the Respondent. The signature must indicate the title or position that the individual holds in the firm. An unsigned certification sheet may cause the Respondent Submittal Packet to be deemed nonresponsive. All additional Respondent Submittal Packet sets may contain photocopies of the original package.
- f. The sealed cover must be plainly marked with the RFQ number and title, must show Respondent's firm name and address, and must be marked with "DO NOT OPEN", as shown in the following example:

Respondent's Firm Name Respondent's Street Address / PO Box # Respondent's City, State and Zip Code
RFQ #8932, Climate Change Assessment Attention: Linda Thomas Delta Stewardship Council 980 9th Street, Suite 1500 Sacramento, CA 95814
DO NOT OPEN

If the Respondent Submittal Packet is made under a fictitious name or business title, the actual legal name of Respondent must be provided.

Respondent Submittal Packet not submitted under sealed cover and marked as indicated may be rejected.

U.S. Postal Service Deliveries

Linda Thomas
Delta Stewardship Council
980 9th Street, Suite 1500
Sacramento, CA 95814

**Hand Deliveries
(UPS, Express Mail, Federal Express)**

Linda Thomas
Delta Stewardship Council
980 9th Street, Suite 1500
Sacramento, CA 95814

- g. All Respondent Submittal Packets shall include the documents identified in Attachment 1, entitled Required Attachment Checklist. Respondent Submittal Packets not including the proper "required attachments" shall be deemed non-responsive. A non-responsive Respondent Submittal Packet is one that does not meet the basic qualification Respondent Submittal Packet requirements.
- h. All documents requiring a signature must bear an original signature of a person authorized to bind the proposing firm.

- i. Respondent's responses must be submitted per the Respondent Submittal Packet starting on page 21.
- j. Costs incurred for developing Respondent Submittal Packets and in anticipation of award of an agreement are entirely the responsibility of the Respondent and shall not be charged to the State of California.
- k. An individual who is authorized to bind the Respondent contractually shall sign the Respondent's Certification Sheet. The signature should indicate the title or position that the individual holds in the firm. An unsigned Respondent Submittal Packet may be rejected.
- l. A Respondent may modify a Respondent Submittal Packet prior to the submittal deadline as set forth in the Key Action Dates by withdrawing its original Respondent Submittal Packet and resubmitting a new Respondent Submittal Packet. Respondent Submittal Packets submitted after the submittal deadline will not be considered.
- m. The awarding agency may modify the RFQ prior to the date fixed for submission of Respondent Submittal Packet by the issuance of an addendum to all eligible Respondents
- n. The awarding agency reserves the right to reject all qualification packages. The agency is not required to award an agreement.
- o. Before submitting a response to this solicitation, Respondents should review, correct all errors and confirm compliance with the RFQ requirements.
- p. Applicants are cautioned not to rely on the COUNCIL, during the evaluation, to discover and report any defects and errors in the submitted documents. Applicants, before submitting their documents, should carefully proof them for errors and adherence to the RFQ requirements. The COUNCIL may, but is not required to, waive minor deviations from submission requirements.
- q. No oral understanding or agreement shall be binding on either party.
- r. The State does not accept alternate contract language from a prospective contractor. A Respondent Submittal Packet with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC 04-2017) are not negotiable. To view the GTC 04-2017 [Click Here](#).
- s. Respondent 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. To view the STD 204, [Click Here](#). No payment shall be made unless a completed STD 204 has been returned to the awarding agency.
- t. Respondent must sign and submit to the awarding agency, page one (1) of the Contractor Certification Clauses (CCC 04/2017), refer to Attachment 6 for location of this form. To view the CCC 04/2017 [Click Here](#).
- u. All materials submitted in response to this RFQ shall become State property and will not be returned.

6. Evaluation and Selection

- a. At the time of the Respondent Submittal Packet Initial Evaluation, each Respondent Submittal Packet will be checked for the presence or absence of required information in conformance with the submission requirements of this RFQ.
- b. The State will evaluate each Respondent Submittal Packet to determine its responsiveness to the published requirements.
- c. Respondent's Submittal Packets that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the Respondent, will be rejected.
- d. COUNCIL reserves the right to conduct separate interviews to clarify Respondent's Submittal Packet and Statement of Qualifications as necessary.
- e. No reimbursement for Respondent's costs to submit RFQ will be made by the COUNCIL.

- f. The State reserves the right to contact applicant provided references in a private manner to assess and evaluate the applicant's ability and qualifications to perform tasks described in this solicitation.
- g. After the evaluations have been made, the COUNCIL shall negotiate an agreement with the highest-evaluated qualified Respondent at compensation that the COUNCIL determines to be fair and reasonable.
- h. If the COUNCIL is unable to negotiate a satisfactory contract and fees with the highest-evaluated qualified Respondent, then contract and fee negotiations will be undertaken with the second highest-evaluated qualified Respondent (and then the third highest-evaluated qualified Respondent if necessary).
- i. Upon successful contract and rate negotiations and after COUNCIL approval, all Respondents will be notified of the Notice of Award.
- j. Nothing in this RFQ shall require the COUNCIL to award an agreement.

7. Evaluation Process

- a. The evaluation team shall determine by consensus scoring for each item, based on the team's verbal discussion of each Respondent's responses. To determine the consensus scoring, evaluators will carefully review and discuss the completeness of the Respondent's response, as well as clarity of documentation presented in the Respondent Submittal Packet submitted in response to this RFQ. The evaluation team will establish a score for each item based on the consensus of the team. The criteria for the scoring shall be per the "Initial Evaluation Criteria Worksheet" which is hereby referenced and incorporated herein.
- b. A panel of COUNCIL personnel will evaluate the Respondent's Submittal Packets in accordance with the stated Selection Criteria and areas of knowledge and experience.
- c. The Evaluation process will consist of the following phases and maximum possible points:

Proposal Evaluation Process		
Item	Tasks	Maximum Possible Points
Phase 1	Minimum Qualifications Evaluation (Responsive or Non-Responsive)	N/A
Phase 2	Technical Evaluation	200
Phase 3	Interview Evaluation	100
TOTAL	MAXIMUM POSSIBLE POINTS	300

8. Evaluation Scoring Criteria.

Phase 1 -- Minimum Qualifications.

Item	Minimum Qualifications Criteria	YES	NO
1	<p>Proof of Respondent’s Qualified Experience of Organization</p> <ul style="list-style-type: none"> • Must provide a written statement of qualifications summarizing how their company has a minimum of ten-year’ experience to develop and conduct the Purpose, Problem Statement, Description of Services, and Scope of Services per the RFQ requirements. • This statement of qualifications must include the history of the Respondent’s experience, culture, quality, and potential for continued success, the number of years that your company has been in business, project management experience, as well as specialty areas, resources, accomplishments, philosophies with respect to customers and employees, and any other significant items that describe the history, growth, and development of your enterprise. The statement should clearly state the total number of years of experience, and the response shall be limited to three pages or less. 		
2	<p>Proof of Project Director’s Qualified Experience</p> <p>Must provide:</p> <ol style="list-style-type: none"> 1) a written statement of qualifications summarizing how their Project Director has a minimum of ten years’ experience with climate adaptation projects. 2) the Project Director’s Resume that indicates his/her experience in project management with climate adaptation projects, who the clients were for the project, when the project started and completed, and what the project was about. 		
3	<p>Proof of Project Manager’s Qualified Experience</p> <p>Must provide:</p> <ol style="list-style-type: none"> 1) a written statement of qualifications summarizing how their Project Manager has a minimum of five years’ experience with climate adaptation projects. 2) the Project Manager’s Resume that indicates his/her experience in project management with climate adaptation projects, who the clients were for the project, when the project started and completed, and what the project was about. 		
4	<p>Utilizing California Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Program Goals</p> <ul style="list-style-type: none"> • Must submit a narrative detailing how they will utilize California Small Businesses/ Disabled Veteran Business Enterprises (SB/DVBE) throughout the life of the Agreement. • Must submit a completed Attachment 3, “GSPD-05-105 Bidder Declaration: <ul style="list-style-type: none"> ○ to the fullest extent as required. ○ if subcontractors will be used, the subcontractor’s name, contact, phone and fax number, address and email address, CA Certification, the work performed for the contract, the corresponding percentage (%) of bid price, and whether their firm or business is in good standing and they own 51% of the rental. 		
5	<p>Satisfactory References</p> <ul style="list-style-type: none"> • Must provide three (3) satisfactory references from companies or agencies with which the Respondent currently has, or recently had, contracts. • Shall not provide more than three (3) Satisfactory References nor use COUNCIL as a reference. • Must provide these references on the Satisfactory References form in the Respondent’s Submittal Packet, Attachment 9. “Minimum Qualifications” by completing customers’ information, references, and point of contact. 		
6	<p>No Conflict of Interest</p> <ul style="list-style-type: none"> • Shall disclose their personal, agency, firm or institution’s participation in any Council committee, workgroup or contract that has provided advice on topics, reviews, projects or priorities for funding on the “Conflict of Interest” Statement in Attachment 8 of the Submittal Packet. In the event that a conflict of interest is determined, the Respondent’s submittal shall be deemed non-responsive and their submittal packet will not be evaluated further. 		

Responsive	Non-Responsive

Phase 2 -- Technical Evaluation.

Criteria	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score
1. Qualifications and Experience of the Organization <ul style="list-style-type: none"> • Must provide a written statement of qualifications summarizing how their firm has a minimum of ten-year experience to develop and conduct the Purpose, Problem Statement, Description of Services, and Scope of Services per the RFQ requirements. • This statement of qualifications must include the history of the Respondent's experience, culture, quality, and potential for continued success, the number of years that your company has been in business, project management experience, as well as specialty areas, resources, accomplishments, philosophies with respect to customers and employees, and any other significant items that describe the history, growth, and development of your enterprise. The statement should clearly state the total number of years of experience, and the response shall be limited to three pages or less. • A written statement of qualifications must also be provided for subcontractor's key staff. 	4.0		
2. Qualifications and Experience of the Project Director & Project Manager <ul style="list-style-type: none"> • Must provide a written Statement of Qualifications summarizing the Project Director's and the Project Manager's ability and experience with climate change adaptation projects, as well as governance and management of climate change adaptation programs. • Resumes provided for the Respondent's Project Director and Project Manager in Item 3 shall be evaluated as part of Item 2. 	5.0		
3. Overall Team Composition – Organization Chart <ul style="list-style-type: none"> • Must identify personnel and subcontractor's personnel to be involved in the climate change adaptation project. • Must provide resumes for the contractor's key staff and their subcontractor's staff. 	5.0		
4. Availability and Accessibility <ul style="list-style-type: none"> • The Respondent must demonstrate to COUNCIL that they have availability and accessibility to complete the climate change adaptation project. • Respondent must provide a written statement regarding the availability of the Project Director, Manager and the proposed team to respond to COUNCIL's requirements. • Respondent must provide a written statement regarding the accessibility of the Delta ISB to the Respondent's Project Director and Project Manager regarding the climate change adaptation project requirements. 	2.0		
5. Nature of completed and on-going relevant projects. <ul style="list-style-type: none"> • The Respondent must demonstrate to COUNCIL that they either have completed or have on-going relevant projects similar to COUNCIL's desired climate change adaptation project • Respondent shall provide a written statement outlining past and on-going assessment or strategy of climate change adaptation project including any COUNCIL, other state, federal and local climate change adaptation projects. • Respondent must provide a written statement whether these would affect the COUNCIL's desired climate change adaptation project. 	2.0		
6. Satisfactory References <ul style="list-style-type: none"> • The Respondent must demonstrate to COUNCIL that they either have completed or have on-going relevant projects similar to COUNCIL's desired climate change adaptation project. • Respondent shall provide a written statement outlining past and on-going assessment, or strategy of climate change adaptation project including any COUNCIL, other state, federal and local climate change adaptation projects. • Respondent must provide a written statement whether these would affect the COUNCIL's desired climate change adaptation project. 	2.0		
		Total	

Phase 3 – Interview Evaluation.

Criteria	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score
Presentation <ul style="list-style-type: none"> • Must demonstrate how their firm has a minimum of ten-year's experience to develop and conduct the Purpose, Problem Statement, Description of Services, and Scope of Services per the RFQ requirements. • Must provide the project team composition of key personnel to accomplish the project. • Must highlight how the Project Director's and Project Manager's qualifications and experience will affect the project. • Must explain their availability and accessibility to accomplish the requirements of the project. • Must provide a description of any on-going Delta related projects and contracts they have worked on. 	4.0		
Interview (Q&A) <ul style="list-style-type: none"> • Must demonstrate ability to respond to COUNCIL's Evaluation Committee questions. 	6.0		
		Total	

Evaluation Scoring System.

Evaluation Phase 1 – Minimum Qualifications will use either a pass/fail determination. If the Respondent's Submittal Packet contained all required Minimum Requirement criteria, the Score would be "Yes". If the Respondent's Submittal did not contain all required Minimum Required criteria, the Score would be "No". In the event the determination is "No", the Respondent's Submittal Packet would be deemed non-responsive and will not be further evaluated.

Evaluation Phase 2, "Technical Evaluation" and Phase, 3, "Interview Evaluation" (will use the following Scoring System:

Fail (0 points)

Zero (0) points are given when the category being evaluated is nonresponsive.

Below Average (1 - 4 points)

One (1) to four (4) points are awarded to responses that are considered to be minimally acceptable.

Average (5 points)

Five (5) points are awarded if qualifications fully satisfy the requirement.

Above Average (6 - 9 points)

Six (6) points to nine (9) points are awarded if qualifications more than satisfy the requirement and experience specifically applies to the project under consideration.

Exceptional (10 points)

Ten (10) points are awarded if a Respondent's qualifications far exceed those required. Scores of ten (10) points generally are infrequent.

This scoring system is provided as a guideline for evaluating Statements of Qualifications that are submitted in response to a Request for Qualifications and for evaluating Respondent's proposals. All relevant experience will be considered equally.

9. Shortlist Notice

Once all the SOQs are evaluated and scored, the Evaluation Panel will identify no less than three of the highest scored Respondents and will send a Shortlist Notice the highest scored Respondents. The Evaluation Panel will negotiate a contract with the highest scored and best qualified Respondent at compensation that the agency determines to be fair and reasonable.

The Shortlist Respondents will be mailed or emailed a Cost Detail Worksheet, a Draft of the STD 213 agreement including the Scope of Work/Deliverables, Terms, and Conditions for further references to the project prior to any Cost Negotiation meeting scheduled.

10. Cost Negotiations

The three highest-scored Respondents will be invited to a Cost Negotiations meeting consequently until an agreement is reached. Evaluation Panel will require a copy of the Cost Detail Worksheet no later than three working days prior to any cost negotiation meeting to be scheduled.

If Evaluation Panel is unable to negotiate a satisfactory contract and rates with the Respondent considered the highest-scored (most qualified), negotiations with that Respondent shall be terminated. A Cost Negotiations meeting will be undertaken with the second highest-scored (most qualified) Respondent (and then the third most qualified if necessary). If the agency is unable to negotiate a satisfactory contract with any of the three selected highest-scored Respondents, the agency shall select additional Respondents in order of their competence and qualification and continue fee negotiations until an agreement is reached.

11. Award

Notice of Award shall be posted in a public place in the office of the Delta Stewardship Council, 980 9th Street, Sacramento, CA 95814 as well as posted through FI\$Cal and by directly notifying all responsive Respondents.

12. Disposition of Qualifications

Upon Respondent Submittal Packet opening, all documents submitted in response to this RFQ 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 become subject to review by the public.

13. Agreement Execution and Performance

- a. Performance shall start after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement.
- b. All performance under the agreement shall be completed on or before the termination date of the agreement unless extended through an approved contract amendment.

D. Required Attachments

Refer to the following pages for additional Required Attachments that are a part of this solicitation.

RESPONDENT SUBMITTAL PACKET

Cover Sheet for

STATEMENT OF QUALIFICATIONS

**RFQ #8932, Climate Change Vulnerability Assessment and Adaptation Strategy
Delta Stewardship Council**

Submitted By:

Respondent's Company Name:	
Mailing Address:	
City, State Zip Code:	

Contact Person:	
Phone Number:	
Email Address:	

Authorized Signature:	
Date of Signature:	

ATTACHMENT 1

Respondent's Company Name:

REQUIRED ATTACHMENT CHECK LIST

A complete submittal package will consist of the items identified below.

Complete this checklist to confirm the items in your submittal package. Place a check mark or "X" next to each item that you are submitting to the State. For your submittal package to be responsive, all required attachments must be returned. This checklist must be returned with your proposal package.

<u>Attachment</u>	<u>Attachment Name / Description</u>
<input type="checkbox"/>	Cover Sheet
<input type="checkbox"/> Attachment 1	Required Attachment Checklist
<input type="checkbox"/> Attachment 2	STD 843 Disabled Veteran Business Enterprise Declarations
<input type="checkbox"/> Attachment 3	GSPD-05-105 Bidder Declaration
<input type="checkbox"/> Attachment 4	Payee Data Record (STD204)
<input type="checkbox"/> Attachment 5	Contractor Certification Clauses (CCC 04/2017)
<input type="checkbox"/> Attachment 6	Darfur Contracting Act
<input type="checkbox"/> Attachment 7	California Civil Rights Laws Certification
<input type="checkbox"/> Attachment 8	Organizational Conflict of Interest Disclosure
<input type="checkbox"/> Attachment 9	Statement of Qualifications
<input type="checkbox"/>	a. Qualifications & Experience for Organization
<input type="checkbox"/>	b. Qualifications & Experience for Project Director & Project Manager
<input type="checkbox"/>	c. Organization Chart
<input type="checkbox"/>	d. Resumes for each Team Member
<input type="checkbox"/>	e. Availability and Accessibility
<input type="checkbox"/>	f. Nature of completed and on-going relevant projects
<input type="checkbox"/>	g. Satisfactory References

ATTACHMENT 2

Disabled Veterans Business Enterprise Declarations (STD 843)

All Respondents must complete the Disabled Veterans Business Enterprise Declarations (STD 843) for each DVBE contractor and subcontractor, and include it with the Respondent Submittal Packet.

The Disabled Veterans Business Enterprise Declarations (STD 843) Form can be found at:
<https://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf>

Utilizing Small Business (SB), Disabled Veteran Business Enterprise (DVBE) Program Goals

- a. The Respondent must submit a narrative detailing how they will utilize California Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBE) throughout the life of the Agreement. The Respondent / Contractor must use 25% SB and 3% DVBE of the total amount of the Agreement.

If you do not have internet access, please contact Linda Thomas at 916-445-5387.

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ATTACHMENT 3

BIDDER DECLARATION FORM (GSPD-05-105)

All Respondents must complete the Bidder Declaration Form (GSPD-05-105) and include it with the Respondent Submittal Packet.

The Bidder Declaration Form can be found at:

<http://www.documents.dgs.ca.gov/pd/poliproc/MASTER-BidDeclar08-09.pdf>

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ATTACHMENT 4

Payee Data Record (STD 204)

All Respondents must complete the Payee Data Record (STD 204) and include it with the proposal response.

The Payee Data Record (STD 204) is available at the following website:
<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

If you do not have internet access, please contact Linda Thomas at 916-445-5387

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ATTACHMENT 5

CONTRACTOR CERTIFICATION CLAUSES (CCC 04/2017)

All Proposers' must complete the Contractor Certification Clauses Form (CCC 04/2017) and include it with the Proposal response.

The Contractor Certification Clauses Form is available at the following link: [CCC 04/2017](#)

If you do not have internet access, please contact Linda Thomas at 916-445-5387

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ATTACHMENT 6

DARFUR CONTRACTING ACT VENDOR CERTIFICATION

Pursuant to Public Contract Code Section 10478, if a Respondent currently, or within the previous three years, has had business activities or other operations outside of the United States, it must certify that it is not a “***scrutinized company***” as defined in Public Contract Code Section 10476.

Therefore, to be eligible to submit a Respondent Submittal Packet, please complete the company/vendor information and one of the three following clauses (**NOTE:** Clause #1 requires initials only; Clause #2 requires initials only; Clause #3 requires initials and a certification signature):

DATE	FEDERAL ID NUMBER
PRINTED COMPANY / VENDOR NAME	
PRINTED NAME <u>AND</u> TITLE OF AUTHORIZED PERSON INITIALING AN OPTION BELOW	

Complete **ONLY ONE** of the following:

1. _____ We do not currently have, or we have not had within the previous three years, business
 Initials activities or other operations outside of the United States.

OR

2. _____ We are a scrutinized company as defined in Public Contract Code section 10476, but we
 Initials have received written permission from the Department of General Services (DGS) to submit
 a proposal or proposal pursuant to Public Contract Code section 10477(b). **A copy of the
 written permission from DGS is included with our proposal or proposal.**

OR

3. _____ We currently have, or we have had within the previous three years, business activities or
 Initials other operations outside of the United States, but we certify below that we are not
 certification scrutinized company as defined in Public Contract Code section 10476.
 below

<u>CERTIFICATION for #3</u>	
I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Respondent to the clause listed above in #3. This certification is made under the laws of the State of California.	
BY (AUTHORIZED SIGNATURE)	
PRINTED NAME <u>AND</u> TITLE OF AUTHORIZED PERSON SIGNING	
DATE EXECUTED	EXECUTED IN THE COUNTY AND STATE OF

ATTACHMENT 7

(Unruh Civil Rights Act and the Fair Employment & Housing Act)

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS**: For contracts over \$100,000 executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES**: For contracts over \$100,000 executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. <i>Proposer/Bidder Firm Name (Printed)</i>	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County and State of</i>

ATTACHMENT 8

Respondent's Company Name:

Organizational Conflict of Interest Disclosure

1. Definition

“Organizational Conflict of Interest” means a circumstance arising out of a Contractor’s existing or past activities, business or financial interests, familial relationships, contractual relationships, and/or organizational structure (i.e., parent entities, subsidiaries, Affiliates, etc.) that results in (i) impairment or potential impairment of a Contractor’s ability to render impartial assistance or advice to the COUNCIL or of its objectivity in performing work for COUNCIL, (ii) an unfair competitive advantage for any Respondent with respect to an COUNCIL procurement; or (iii) a perception or appearance of impropriety with respect to any of the COUNCIL’s procurements or contracts or a perception or appearance of unfair competitive advantage with respect to a procurement by the COUNCIL (regardless of whether any such perception is accurate).

2. Disclosure

In the space provided below, and on supplemental sheets as necessary, identify all relevant facts relating to past, present or planned interest(s) of the Respondent and its team (including Respondent, Respondent Team members, and all Subcontractors identified at the time of the submittal of its SOQ, and their respective personnel) which may result, or could be viewed as, an organizational conflict of interest in connection with the RFQ.

ATTACHMENT 8 (continued)

3. Explanation

In the space below, and on supplemental sheets as necessary, identify steps that have been or will be taken to avoid or mitigate any organizational conflicts of interest described herein.

4. Certification

The undersigned hereby certifies that, to the best of his or her knowledge and belief, no interest exists that is required to be disclosed in this Organizational Conflicts of Interest Disclosure Statement, other than as disclosed above.

Signature

Printed Name

Printed Title

Respondent's Firm

Date

ATTACHMENT 9

Respondent's Company Name:

Statement of Qualifications

All Respondents' must complete the Respondent's Statement of Qualification documentation as follows and include it with the proposal response:

Attachment 9. Statement of Qualifications.

- a. Qualifications and Experience for Organization
- b. Qualifications and Experience for Project Director and Project Manager
- c. Organization Chart
- d. Resumes for each Team Member
- e. Availability and Accessibility
- f. Nature of completed and on-going relevant projects
- g. Satisfactory References

Please provide a response to each section a – g above under their respective headings on the following pages.

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ATTACHMENT 9

a. Qualifications and Experience for Organization

ATTACHMENT 9

b. Qualifications and Experience for Project Manager and Project Director

ATTACHMENT 9

c. Organization Chart

ATTACHMENT 9

d. Resumes for each Team Member

ATTACHMENT 9

e. Availability and Accessibility

ATTACHMENT 9

f. Nature of completed and on-going relevant projects

ATTACHMENT 9

g. Satisfactory References

Respondent's Company Name:

RESPONDENT REFERENCES

Submission of this attachment is mandatory. Failure to complete and return this attachment with your Respondent Submittal Packet will cause your Respondent Submittal Packet to be rejected and deemed nonresponsive. All contact information must be completed including current phone and email address.

List below three references of similar types of services performed within the last fifteen years.

REFERENCE 1

Name of Firm:			
Street Address:	City:	State:	Zip Code:
Contact Person:		Telephone Number:	
Dates of Service:		Email Address:	
Brief Description of Service Provided:		Value or Cost of Service:	

REFERENCE 2

Name of Firm:			
Street Address:	City:	State:	Zip Code:
Contact Person:		Telephone Number:	
Dates of Service:		Email Address:	
Brief Description of Service Provided:		Value or Cost of Service:	

REFERENCE 3

Name of Firm:			
Street Address:	City:	State:	Zip Code:
Contact Person:		Telephone Number:	
Dates of Service:		Email Address:	
Brief Description of Service Provided:		Value or Cost of Service:	