



# COUNTY OF ALAMEDA

## INFORMAL REQUEST FOR PROPOSAL No. PLN 2026-001

### For Historic Resources Survey for Castro Valley

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

Thank you for your interest!

Contact Person: Angelica González, Senior Planner

Phone Number: (510) 670-6524

Email Address: [angelica.gonzalez@acgov.org](mailto:angelica.gonzalez@acgov.org)

Community Development Agency (CDA) – Planning Department

### RESPONSE DUE

by

**2:00 p.m.**

on

**April 16, 2026**

via email as PDF to

[angelica.gonzalez@acgov.org](mailto:angelica.gonzalez@acgov.org)



Alameda County is committed to reducing environmental impacts across our entire supply chain. Please print only what you need, print double-sided, and use recycled-content paper if printing this document.

## CALENDAR OF EVENTS

REQUEST FOR PROPOSAL NO. PLN 2026-001  
 Historic Resources Survey for Castro Valley

EVENT	DATE/LOCATION
Request Issued	March 6, 2026
Networking/Bidders Conference (virtual only)	2:00 p.m., March 16, 2026  <b>VIA ZOOM:</b> Register in advance for this webinar: <a href="https://us02web.zoom.us/meeting/register/DOaoj3nzQ2GGRx12OfwUdA">https://us02web.zoom.us/meeting/register/DOaoj3nzQ2GGRx12OfwUdA</a> Webinar ID: 843 1137 3975 Passcode: 730981
Written Questions Due via Email: <a href="mailto:angelica.gonzalez@acgov.org">angelica.gonzalez@acgov.org</a>	March 17, 2026 by 5:00 p.m.
List of Attendees	March 18, 2026
Questions & Answers Issued	March 24, 2026
Addendum Issued [only if necessary to amend IRFP]	March 24, 2026
Response Due and Submitted via email as PDF to: <a href="mailto:angelica.gonzalez@acgov.org">angelica.gonzalez@acgov.org</a>	April 6, 2026 by 2:00 p.m.
Evaluation Period	April 6, 2026 – April 10, 2026
Optional Vendor Interviews	Week of April 6, 2026
Notice of Intent to Award Issued	April 10, 2026
Board Consideration Award Date	May 12, 2026
Contract Start Date	May 20, 2026

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

**COUNTY OF ALAMEDA**  
**REQUEST FOR PROPOSAL No. PLN 2026-001**  
**SPECIFICATIONS, TERMS & CONDITIONS**  
**for**  
**Historic Resources Survey for Castro Valley**

**TABLE OF CONTENTS**

	Page
<b>CALENDAR OF EVENTS .....</b>	<b>2</b>
<b>I. STATEMENT OF WORK .....</b>	<b>4</b>
A. INTENT .....	4
B. SCOPE .....	4
C. BACKGROUND .....	5
D. BIDDER QUALIFICATIONS .....	6
E. SPECIFIC REQUIREMENTS .....	6
F. DELIVERABLES / REPORTS .....	11
G. BIDDERS CONFERENCE(S)/VENDOR OUTREACH .....	12
<b>II. COUNTY PROCEDURES, TERMS, AND CONDITIONS .....</b>	<b>14</b>
H. EVALUATION CRITERIA / SELECTION COMMITTEE .....	14
I. CONTRACT EVALUATION AND ASSESSMENT .....	19
J. NOTICE OF INTENT TO AWARD .....	20
K. BID PROTEST / APPEALS PROCESS .....	20
L. TERM / TERMINATION / RENEWAL .....	23
M. BRAND NAMES AND APPROVED EQUIVALENTS .....	<b>Error! Bookmark not defined.</b>
N. QUANTITIES .....	<b>Error! Bookmark not defined.</b>
O. PRICING .....	23
P. AWARD .....	24
Q. METHOD OF ORDERING .....	27
R. WARRANTY .....	27
S. INVOICING .....	27
T. LIQUIDATED DAMAGES .....	<b>Error! Bookmark not defined.</b>
U. PERFORMANCE BOND .....	<b>Error! Bookmark not defined.</b>
V. PERFORMANCE REQUIREMENTS .....	28
W. ACCOUNT MANAGER / SUPPORT STAFF .....	28
<b>III. INSTRUCTIONS TO BIDDERS .....</b>	<b>29</b>
X. COUNTY CONTACTS .....	29
Y. SUBMITTAL OF PROPOSALS .....	30

**ATTACHMENTS**

EXHIBIT A  
**BID RESPONSE PACKET**

EXHIBIT B     **Background Materials**

**I. STATEMENT OF WORK**

**A. INTENT**

The Alameda County Planning Department is pursuing a multi-phased project to conduct a comprehensive historical survey of Unincorporated Alameda County. This Informal Request for Proposal (IRFP) includes the preparation of a Historic Context Statement (HCS), a Reconnaissance Level survey, and Intensive Survey in areas of Castro Valley. The goal of the project is to update the County's list of historical resources and identify new or previously undocumented resources of potential historic significance.

The County intends to award a two-year contract for the project not to exceed \$80,000.

**B. SCOPE**

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

1. Prepare a Historic Context Statement for Castro Valley, using previous surveys, plans, and evaluations as a foundation (EXHIBIT B).
2. Conduct a Reconnaissance-Level Survey in Castro Valley, targeting areas that contain properties 45 years of age or older, and prioritizing the oldest structures including, but not limited to residences, barns, water towers, etc.
3. Conduct an Intensive Survey and prepare California Department of Recreation 523 forms for up to 25 properties determined to be the most historically significant.
4. Prepare a Summary Report.

The Contractor(s) will be expected to work closely with County staff from the Planning Department and the Parks, Recreation, and Historical Commission (PRHC) as necessary. The ideal Contractor(s) will have demonstrated familiarity with professional historic resource surveys, architectural history, historic preservation planning, or related cultural resource management services, and the diverse communities of unincorporated Alameda County. Consideration will be given to the proposal that outlines the most efficient and cost-effective way to perform the work and provide the services described in this IRFP.

County staff welcomes respondents to propose revisions or alternatives to the scope of work that would improve efficiency, cost-effectiveness, or overall project feasibility. Due to current budget limitations, surveying all qualifying properties in Castro Valley – estimated at approximately 13,000 – may not be feasible. Proposals should clearly define a realistic and appropriate sample size and scope consistent with available

resources and costs for completing the survey of remaining properties. A phased approach may also be considered, pending future available funding.

Staff has also identified optional tasks that may be undertaken if budget allows. If a Bidder is unable to include these optional tasks within their proposed budget, the response should identify and provide the estimated cost to complete each optional task separately that may be accommodated should additional funding become available.

C. BACKGROUND

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

The PRHC was established by the Board of Supervisors to assist in the protection, preservation, and promotion of historic resources within unincorporated Alameda County. It is comprised of volunteer community representatives appointed by the Board of Supervisors. It advises the Boards of Zoning Adjustments, Planning Commission and Board of Supervisors on recreation and parks issues in Alameda County.

The County has conducted four historic surveys in the unincorporated areas:

- Preliminary Cultural Resources Survey of Ashland and Cherryland Districts (1998)
- Unincorporated San Lorenzo Historical Building Survey (2000)
- Historical and Cultural Resources Survey: East Alameda County (2005)
- Unincorporated Alameda County Historic Survey Report (2008)

The 2008 project included a windshield survey of historic properties built before 1960 in the unincorporated communities of Fairview, Hayward Acres, Hillcrest Knolls, Fairmount, El Portal Ridge, and the Castro Valley canyons. The survey results were compiled into a database together with properties identified in the three previous historical surveys. This database became the foundation for Alameda County's historic inventory, which currently includes 169 resources – 53 of which are located in Castro Valley.

In addition to the survey, the 2008 project also involved the preparation of a historic context statement for the County and a Historic Preservation Ordinance (HPO). The Alameda County Board of Supervisors adopted the HPO in 2012. The ordinance

established the Alameda County Register of Historic Resources and describes how properties may be added or removed from the register. There are 17 resources listed on the County Register – eight of which are located in Castro Valley.

Additional historic surveys have been a longstanding priority for the PRHC. In December 2024, Planning Department staff conducted an analysis of properties in the unincorporated areas and identified nearly 30,000 structures that are 50 years or older – a common threshold for potential historic significance. Based on this analysis, the PRHC directed staff to focus the next historic survey on Castro Valley, which contains the highest concentration of potentially historic properties (approximately 13,000) and has not been the subject of previous surveys. The PRHC has also expressed an interest in prioritizing the oldest structures, including residences, barns and water towers.

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

D. BIDDER QUALIFICATIONS

1. BIDDER Minimum Qualifications

- a. Bidder **and** all key personnel assigned to the project must hold a professional license in a relevant field such as archaeology, architecture or historic preservation. Bidders must also be regularly and continuously engaged in the business of providing professional historic resource surveys, architectural history, historic preservation planning, or related cultural resource management services for at least the last 5 years, which must be clearly stated or demonstrated in the bid response.
- b. Bidder must possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this IRFP. Unless noted otherwise in the IRFP, for example the item(s) stated above, including any Addendum, Bidder is not required to submit copies or verification of the permits, licenses and credentials; however, Bidder must provide such proof if requested by County.

E. SPECIFIC REQUIREMENTS

The selected Contractor(s) will have demonstrated experience in professional historic survey development, historic preservation planning, or related cultural resource management services. The Contractor(s) will be expected to be, or become, familiar with Alameda County's unincorporated communities, specifically Castro Valley, the County's Historic Preservation Ordinance, the 2008 Unincorporated Alameda County Historic Survey and its associated documents, and work closely in collaboration with County Staff and the PRHC.

**County staff will undertake the following roles and responsibilities for the project:**

- Lead and provide oversight of the Contractor(s) work progress and execution of tasks;
- Provide the Contractor(s) with previous and current data and work drafted or completed in relation to the project, including the Inventory of Historic Resources, parcel data, maps, and previous historical surveys;
- Address and respond to any input, recommendations or solutions suggested by the Contractor(s) to advance the quality of the project scope, tasks, and deliverables;
- Review and approve the Contractor(s)'s draft and final work products;
- Monitor task completion status against project deliverables and invoices rendered; and
- Coordinate any modification, changes, or amendments to the scope and/or Task Order, should changes or additional resources or budget be required to complete the project.
- Coordinate with county staff to prepare for PRHC presentations and coordinate meetings with PRHC subcommittee members.
- Provide regular updates to the PRHC members in coordination with the Contractor(s).

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

- Provide technical expertise and work in coordination with County staff on project development;
- Plan, analyze and recommend solutions to advance the quality of the project scope, tasks, schedule and deliverables, that are tailored to the County's needs and its diversity of stakeholders and community members;
- Manage the project, including taking the lead on scheduling and facilitating meetings with clear goals and agendas with the County staff, and be available for regular check-in with County staff by email or phone about project progress;
- Pay all expenses incurred in carrying out the agreed-upon scope of work;
- Prepare presentation materials and present at public meetings;
- Provide County staff with the opportunity to review and comment on all deliverables at least three (3) times; and
- Lead the execution, management and completion of all tasks and deliverables below.

The Contractor(s)'s tasks include:

- Task 1: Project Management, Meetings and Coordination
- Task 2: Project Initiation
- Task 3: Historic Context Statement
- Task 4: Reconnaissance Survey

- Task 5: Intensive Survey
- Task 6: Summary Report
- Task 7: Public Meetings

The scope of work for these tasks is anticipated to include, but is not limited to, the work detailed below, and the Deliverables/Reports identified in Section F. The Key Documents which are identified and underlined below are the primary documents that will guide the planning and implementation of the project.

**Task 1: Project Management, Meetings and Coordination**

- Manage the project, including but not limited to working closely with County staff and coordinating, attending and keeping record of all internal and public-facing meetings, emails and phone calls.
- Prepare a Project Schedule (Key Document) containing major milestones, review and deliverable due dates. Maintain and update the Project Schedule to track due dates, completion of and progress on tasks.
- Provide quarterly invoicing and report progress of costs against project tasks.
- Schedule and hold monthly virtual team meetings with County staff via Teams, Zoom, or similar program.
- Provide and maintain a cloud-based folder for all project materials accessible to County staff.
- Ensure that all public-facing documents and PDFs produced in association with the project are easily accessible and navigable in alignment with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards published on April 24, 2024, by the Department of Justice (DOJ) under Title II of the Americans with Disabilities Act (ADA).
- Pay for all expenses associated with the project, including but not limited to fees for procurement of any data not already procured by the County.

Task 1 Deliverables:

1. Project Schedule (Key Document)
2. Monthly Team meetings (as needed and PM to lead and provide meeting minutes)
3. Quarterly invoicing and Budget Updates
4. Public Meeting Materials and Comment Tracking
5. Project Materials Folder
6. Payment of Project Expenses

**Task 2: Project Initiation**

- Review all relevant background information for the project, including but not limited to all documents referenced in Exhibit B of this RFP, and facilitate a discussion of key findings with Staff.

- Plan, coordinate, and facilitate one (1) Kickoff Meetings with County staff for project initiation and scoping, to confirm project procedures and schedule, and to discuss key findings from background information review.

Task 2 Deliverables:

1. Facilitated discussion with Staff of background information key findings
2. One (1) Kickoff meeting with County staff

**Task 3: Historic Context Statement**

- Review prior surveys, general plans, specific plans, and neighborhood histories, including Indigenous history, and identify additional research needs.
- Conduct additional directed research on the themes that need to be developed or augmented.
- Build on existing historic contexts and prepare a Draft Historic Context Statement that will follow the chronological development of Castro Valley. The context will include identified periods of significance that exemplify specific themes and identify the various property types and the typical character-defining features of each.
- Submit an Administrative Draft Historic Context Statement for review and comment by County staff and the PRHC, in Microsoft Word format.
- Submit Final Historic Context Statement in Microsoft Word and Adobe PDF format. (Key Document)
- Optional Task: Host one virtual or in-person public workshop to engage residents and stakeholders in sharing local knowledge and cultural insights, including intangible heritage and community values, to help ensure the final document authentically represents the community's history and diversity.

Task 3 Deliverables:

1. Review of previous surveys, plans, and relevant background material
2. Draft Historic Context Statement in Microsoft Word format for review and comment by County staff and the PRHC
3. Final Historic Context Statement in Microsoft Word and Adobe PDF format (Key Document)
4. Optional: Conduct one (1) Public Workshop

**Task 4: Reconnaissance Survey**

- Conduct a Reconnaissance Survey within Castro Valley, focusing on areas that contain properties 45 years of age or older.
- Develop field maps that divide the survey area into manageable sections and work with County staff to prioritize areas upon which to focus.
- Provide a cloud-based folder to support survey management and provide the County with basic information on each property.
- Optional Task: Develop volunteer participation guidelines and training materials to support community involvement in the reconnaissance survey. The materials

should outline survey methods, data collection procedures, documentation standards, and quality control measures to ensure consistency with professional preservation practices.

**Task 4 Deliverables:**

1. Field Maps that divide the survey area into manageable sections
2. Reconnaissance Survey of the study area
3. Cloud-based folder with all survey forms, maps, and associated photographs
4. Optional Task: Volunteer Guidelines and Training Packet, including written instructions, field data sheets, and presentation or workshop materials for use during volunteer orientation and field activities.

**Task 5: Intensive Survey**

- From the Reconnaissance Survey, prepare a list of 50 properties (“short list”) that appear to be eligible for listing in the Alameda County Register of Historic Resources, the California Register of Historical Resources, or the National Register of Historic Places and those that appear potentially eligible pending additional archival research (Key Document)
- Drawing on the short list of 50, and in collaboration with the County and PRHC, develop a system of prioritizing up to 25 properties that appear to be the most historically significant.
- Conduct an intensive survey of each property to gather significant information to assess its historic significance and integrity. This may include additional site visits and in-depth archival research.
- Prepare California Department of Recreation 523 forms for each surveyed property. (Key Documents)

**Task 5 Deliverables:**

1. Prepare a list of 50 properties (“short list”) that appear to be eligible for listing in the Alameda County Register of Historic Resources, the California Register of Historical Resources, or the National Register of Historic Places and those that appear potentially eligible pending additional archival research (Key Document)
2. Develop a list of up to 25 properties that appear to be the most historically significant
3. Complete an Intensive Survey of each property
4. Prepare California Department of Recreation 523 forms for each surveyed property. (Key Documents)

**Task 6: Summary Report**

- Submit an Administrative Draft Summary Report of the Castro Valley Historical Survey to County staff for review and comment, in Microsoft Word format.

- The Report should include, at minimum, an introduction and summary of the survey methodology, historic context statement, summary of findings, recommendations, bibliography and appendices.
- Submit Final Summary Report in Microsoft Word and Adobe PDF format. (Key Document)

Task 6 Deliverables

1. Draft Summary Report in Microsoft Word format for review and comment by County staff
2. Final Summary Report in Microsoft Word and Adobe PDF format

**Task 7: Public Meetings**

- Provide County staff with technical support in preparing for and delivering presentations at up to four (4) public meetings, including hearings of the Parks, Recreation, and Historical Commission and the Castro Valley Municipal Advisory Council.
- Prepare draft staff reports, slide decks, and supporting documentation for County staff review and approval. (Key Documents)

Task 7 Deliverables:

1. Prepare and deliver presentations at up to four (4) public meetings
2. Staff reports, slide decks, and supporting materials for public meetings (Key Documents)

F. DELIVERABLES / REPORTS

The following deliverables correspond to the Tasks above. The Key Documents are the primary documents that will guide the planning and implementation of the project. As identified above, the Contractor(s) shall produce the deliverables listed below, and shall provide the County Staff Project Team the opportunity to review and comment on all deliverables at least three (3) times:

Task 1 Deliverables: Project Management, Meetings and Coordination

1. Project Schedule (Key Document)
2. Monthly Team meetings (as needed and PM to lead and provide meeting minutes)
3. Quarterly Invoicing and Budget Updates
4. Public Meeting Materials and Comment Tracking
5. Project Materials Folder
6. Payment of Project Expenses

Task 2 Deliverables: Project Initiation

1. Facilitated discussion with Staff of background information key findings
2. Facilitate and lead kickoff meeting with County staff

Task 3 Deliverables: Historic Context Statement

1. Review of previous surveys, plans, and relevant background material
2. Draft Historic Context Statement in Microsoft Word format for review and comment by County staff and the PRHC
3. Final Historic Context Statement in Microsoft Word and Adobe PDF format (Key Document)
4. Optional Task: Conduct one (1) Public Workshop

Task 4 Deliverables:

1. Field Maps that divide the survey area into manageable sections
2. Reconnaissance Survey of the study area
3. Cloud-based folder with all survey forms, maps, and associated photographs
4. Optional Task: Volunteer Guidelines and Training Packet, including written instructions, field data sheets, and presentation or workshop materials for use during volunteer orientation and field activities.

Task 5 Deliverables: Intensive Survey

1. Prepare a list of 50 properties (“short list”) that appear to be eligible for listing in the Alameda County Register of Historic Resources, the California Register of Historical Resources, or the National Register of Historic Places and those that appear potentially eligible pending additional archival research (Key Document)
2. Develop a list of up to 25 properties that appear to be the most historically significant
3. Complete an Intensive Survey of each property
4. Prepare California Department of Recreation 523 forms for each surveyed property. (Key Documents)

Task 6 Deliverables

1. Draft Summary Report in Microsoft Word format for review and comment by County staff
2. Final Summary Report in Microsoft Word and Adobe PDF format

Task 7 Deliverables:

1. Prepare and deliver presentations at up to four (4) public meetings
2. Staff reports, slide decks, and supporting materials for public meetings (Key Documents)

G. BIDDERS CONFERENCE

1. The Bidders Conference held on the date specified in the Calendar of Events Section will have online conference capabilities for remote participation. Bidders

can opt to participate via a computer with a stable internet connection (the recommended Bandwidth is 512Kbps) at:

<https://us02web.zoom.us/meeting/register/DOaoj3nzQ2GGRx12OfwUdA>

**Meeting ID:** 843 1137 3975

**Passcode:** 730981

2. Information regarding the RFP will be presented during the conference(s). To get the best experience, the County recommends that Bidders who participate remotely use equipment with audio output such as speakers, headsets, or a telephone.
3. Bidders Conference(s) will be held to:
  - a. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships to participate in the contract(s) that may result from this RFP.
  - b. Provide an opportunity for Bidders to request clarification on this RFP and ask specific questions about the project, goods, and services.
  - c. Provide the County with an opportunity to receive feedback related to this RFP.
4. The Bidders Conference(s) Attendees List will be released in a separate document.
5. Written questions submitted by the stated deadline will be addressed in a posted RFP Questions and Answers (Q&A) following the Bidders Conference(s). Should there be a need to amend or revise the RFP, an Addendum will be issued. Any verbal statements, including at any Bidders Conference(s) are not binding. Only the written documents will be binding.
6. Questions regarding these specifications, terms, and conditions are to be submitted in writing through the "Question & Answer" tab of this project in the [County of Alameda Procurement Portal](#) by 5:00 p.m. on the date specified in the Calendar of Events to:

Angelica González, Senior Planner  
Alameda County, Community Development Agency  
Planning Department  
Email: [Angelica.Gonzalez@acgov.org](mailto:Angelica.Gonzalez@acgov.org)  
Phone: (510) 670-6524

7. Attendance at the Bidders Conference highly recommended but are not mandatory. Vendors who attend the Bidders Conference(s) will be added to the Vendor Bid List.

## II. COUNTY PROCEDURES, TERMS, AND CONDITIONS

### H. EVALUATION CRITERIA / SELECTION COMMITTEE

1. **Initial Evaluation (Completeness of Response and Debarment and Suspension).** All proposals will first be reviewed to determine if they pass the initial Evaluation Criteria (Section A), which are determined on a pass/fail basis.
2. **Evaluation by County Selection Committee.** All proposals that have passed the initial Evaluation Criteria will be evaluated by a County Selection Committee (CSC). The CSC may be composed of County staff and other parties that may have expertise or experience related to the goods or services that are being procured. The CSC will score the proposals according to the Evaluation Criteria set forth in this RFP. Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals will be within the sole judgment and discretion of the CSC.
3. **Unrealistic Bids.** Bidders should bear in mind that any proposal that is unrealistic in terms of technical or schedule commitments or unrealistically high or low in cost may be deemed reflective of an inherent lack of technical knowledge or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.
4. **Price Discrepancy.** In the case of a discrepancy between the unit price and an extension, the unit price will be used for evaluation purposes.
5. **Evaluation Criteria Descriptions.** The items listed in the Evaluation Criteria should be considered as minimum requirements. All information contained in a proposal and presented in vendor interviews (if there are interviews) will be considered during the evaluation process and included in scoring within the appropriate Evaluation Criteria.
6. **Evaluation Scores.** Proposals will be evaluated and scored on the zero to five-point scale within each Evaluation Criteria below. Scores for all Evaluation Criteria (see the section below) will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a higher-weighted total will be deemed of higher quality than a proposal with a lesser-weighted total.
7. **Shortlist Process.** The evaluation process may include a two-stage approach including a preliminary evaluation of the written proposal and preliminary

scoring to develop a shortlist of Bidders that will continue to the final stage of optional vendor interview, and reference checks. The preliminary scoring will be based on the total points, excluding any points allocated to references, and optional vendor interview. The 3 Bidders receiving the highest preliminary scores may advance to the next evaluation phase. All other Bidders will be deemed eliminated from the process. All Bidders will be notified of the shortlist participants; however, the preliminary scores at that time will not be communicated to Bidders.

8. **Reference Checks.** The County reserves the right to conduct reference check(s) on all Bidders who submitted a bid proposal. The CSC will then score the reference check(s), as identified in the Evaluation Criteria below, which will then be included in the final score.
9. **Optional Vendor Interviews.** The County may in its sole discretion, conduct vendor interviews. Should the County opt to conduct a vendor interview, the interview may include responding to standard and specific questions from the CSC regarding the Bidders' proposal. Whether or not a shortlist process is used, the score of any evaluation criterion below may be revised or informed based on the vendor interview.
10. **Final Score.** The final maximum score for any procurement is 143 points, including the possible 13 points for local and small, local and emerging, or local preference points (maximum 10% of the final score; derived from 5% for local preference and 5% for either Small and Local or Emerging and Local preference). Proposals will be ranked by their final scores.
  - a. *Without Vendor Interview.* In procurements where there are no vendor interviews, the score received by the evaluation of the written proposal with the references score added will be the final score.
  - b. *With Vendor Interview.* In procurements where there are vendor interviews, the CSC will consider the interview and may adjust the scores received by the evaluation of the written proposal which, with the reference scores added, will be the final score.
11. **Contact During Evaluation Process.** All contact during the evaluation phase must be through the Planning Department only. Bidders must neither contact nor lobby CSC during the evaluation process. Attempts by Bidders to contact and/or influence members of the CSC may result in disqualification of Bidders.
12. **Determining Award.** As a result of this RFP, the County intends to award a contract to the highest-ranked responsible Bidder(s), as determined by the combined weight of the Evaluation Criteria, whose response conforms to the RFP and whose bid presents the greatest value to the County considering all

Evaluation Criteria. The combined weight of the Evaluation Criteria is greater in importance than the cost in determining the best value to the County. The County may award a contract of higher qualitative competence over the lowest priced response.

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

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

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

	<b>Evaluation Criteria</b>	<b>Weight</b>
A.	<p><b>Completeness of Response:</b></p> <p>Responses to this RFP must be complete. Responses must address all the requirements identified within this RFP and all related documents, including any Addenda. Failure to meet the Bidder Minimum Qualifications may also be considered an incomplete response and may result in the disqualification of the Bidder.</p>	Pass/Fail
B.	<p><b>Debarment and Suspension:</b></p>	Pass/Fail

	Bidders, its principal, and named subcontractors are not identified on the list of Federally debarred, suspended, or other excluded parties located at <a href="http://www.sam.gov/SAM">www.sam.gov/SAM</a> .	
C.	<p><b>Cost:</b></p> <p>The points for Cost will be computed by dividing the amount of the lowest responsive and responsible bid received by each Bidder's total proposed cost.</p> <p>Cost evaluation points may be adjusted by considering:</p> <ol style="list-style-type: none"> <li>1. Reasonableness (i.e., how well does the proposed pricing accurately reflect the Bidder's effort to meet requirements and objectives?).</li> <li>2. Realism (i.e., is the proposed cost appropriate to the nature of the products and/or services to be provided?).</li> </ol>	15 Points
D.	<p><b>Understanding of the Project:</b></p> <p>Proposals will be evaluated considering the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. How well has the Bidder demonstrated a thorough understanding of the purpose and scope of the project?</li> <li>2. How well has the Bidder identified pertinent issues and potential problems related to the project?</li> <li>3. How well has the Bidder demonstrated that it understands the deliverables the County expects it to provide?</li> <li>4. How well has the Bidder demonstrated that it understands the County's schedule and can meet it?</li> </ol>	20 Points
E.	<p><b>Relevant Experience:</b></p> <p>Proposals will be evaluated, including considering the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. How much experience do the individuals assigned to the project have experience on similar projects?</li> <li>2. How extensive is the applicable education and experience of the personnel designated to work on the project?</li> <li>3. Has the Bidder demonstrated experience in engaging underrepresented communities in historic preservation planning or related work?</li> </ol>	20 Points

F.	<p><b>Description of Proposed Services:</b></p> <p>Proposals will be evaluated considering the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. How well has Bidder demonstrated a thorough understanding of the purpose and scope of the project?</li> <li>2. How well does the description of proposed services depict a logical approach to fulfilling the requirements of the RFP?</li> <li>3. How well does the description of proposed services achieve all the requirements in the RFP, including the deliverables and reports the County expects it to provide?</li> <li>4. How thorough, thoughtful, and relevant is Bidder’s plan to collect data to monitor the progress of the proposed services?</li> <li>5. How well has Bidder identified pertinent issues and potential problems related to the project?</li> <li>6. How well has Bidder addressed culturally appropriate services; including accommodations for language and/or cultural differences?</li> </ol>	20 Points
G.	<p><b>Methodology:</b></p> <p>Proposals will be evaluated considering the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. How well does the methodology depict a logical approach to fulfilling the requirements of the RFP?</li> <li>2. How well does the methodology match and contribute to achieving the objectives set out in the RFP?</li> </ol> <p>How well does the methodology interface with the County’s schedule?</p>	20 Points
H.	<p><b>Vendor Interview</b></p> <p>Should the County opt to conduct a vendor interview, the interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. Whether or not a shortlist process is used, the scores of any evaluation criterion above may be revised or informed based on the vendor interview.</p>	Vendor Interview may be used to revise / inform scores of criteria above
I.	<p><b>Budget Justification, Fiscal Practice, and Budget Form</b></p>	20 Points

	<p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. How well does Bidder’s cost capture all activities and staff needed to meet the services requested?</li> <li>2. How well does the Bidder allocate staff and resources?</li> <li>3. How well does the Budget Justification detail how Bidder arrived at particular calculations?</li> <li>4. Is the proposed cost appropriate to the nature of the services to be provided?</li> <li>5. How clear, realistic, and reasonable are costs in relation to the services provided and the number of clients to be served?</li> <li>6. How well does the Bidder outline, and how diverse are, the revenue sources for its organization and the proposed program?</li> <li>7. How well does the Bidder describe its fiscal oversight and management practices?</li> </ol> <p>How well do staff salaries reflect local costs of living?</p>	
B.	<b>References (See Exhibit A – Bid Response Packet)</b>	15 Points
<b>SMALL LOCAL EMERGING BUSINESS PREFERENCE</b>		
	<b>Local Preference:</b> Points equaling 5% of Bidder’s total score for the above Evaluation Criteria will be added. This will be the Bidder’s <u>final score</u> for purposes of award evaluation.	5%
	<b>Small and Local or Emerging and Local Preference:</b> Points equaling 5% of Bidder’s total score for the above Evaluation Criteria will be added. This will be the Bidder’s <u>final score</u> for purposes of award evaluation.	5%

I. CONTRACT EVALUATION AND ASSESSMENT

1. During the initial 60-day period of any contract awarded, the County may review the proposal, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.
2. The County reserves the right to determine, at its sole discretion, whether:
  - a. The Contractor has complied with all terms of this RFP and the contract; and

- b. Any problems or potential problems with the proposed goods and/or services were evidenced, which makes it unlikely (even with possible modifications) that such goods and/or services have met or will meet the County requirements.
3. If, as a result of such determination, the County concludes that it is not satisfied with the Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor may be notified that the contract is being terminated. The Contractor must be responsible for returning County facilities to their original state at no charge to the County. The County will have the right to invite the next qualified Bidder(s) to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so. The County's right to go to the next qualified Bidder(s) and/or rebid is not limited by the award of a contract or the 120-day period.

J. NOTICE OF INTENT TO AWARD

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

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

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

K. BID PROTEST / APPEALS PROCESS

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

1. Any bid protest must be submitted in writing by 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award/ Non-Award, not the date received by the Bidder. The bid protest must be submitted to the office that has been designated for review of protests for this procurement (the Protest Evaluator). For this procurement, the Protest Evaluator is:

Lucy Romo, Director of Operations  
Community Development Agency  
224 W. Winton Ave  
Hayward, CA 94544  
Email: [lucia.romo@acgov.org](mailto:lucia.romo@acgov.org)

A bid protest received after 5:00 p.m. is considered received as of the next calendar day. A protest received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award/Non-Award will not be considered under any circumstances by the Protest Evaluator or their designee.

Generally, the County will promptly send an email acknowledging receipt of the protest; it is the responsibility of the protestor to confirm that the protest was timely received.

- a. The bid protest must contain a complete statement of the reasons and facts for the protest.
  - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
  - c. The protest must include the name, address, email address, and telephone number of the person submitting the protest on behalf of the protesting party.
  - d. Department Representatives will send a notification to Bidders if a protest is received.
2. The Protest Evaluator, or their designee, will review and evaluate the protest and issue a written decision. The Protest Evaluator may, at its discretion, do any of the following: investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest must be final prior to the Board hearing.

A notification of the decision will be communicated by email and/or US Postal Service mail to the protestor. Notification will be provided to Bidders when a

decision has been made on the protest and whether or not the recommendation to the Board of Supervisors in the Notice of Intent to Award/ Non-Award will stand.

3. The decision on the bid protest by the Protest Evaluator may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, Email: [OCCR@acgov.org](mailto:OCCR@acgov.org), unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be performed by the alternate. The Bidder whose bid is the subject of the protest, all Bidders affected by the Protest Evaluator's decision on the protest, and the protestor have the right to appeal if they feel the Protest Evaluator's decision is incorrect. All appeals to the Auditor-Controller's OCCR must be in writing and submitted within SEVEN (7) calendar days following the issuance of the decision, not the date the decision is received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next calendar day. An appeal received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the decision by the Protest Evaluator will not be considered under any circumstances by the Auditor-Controller OCCR or their designee.
  - a. The appeal must specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
  - b. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The appeal to the OCCR must be limited to a review of the procurement process to determine if the contracting department materially erred in following the bid or, if applicable, County contracting policies or other laws and regulations.
  - c. The appeal to the OCCR must be limited to the grounds raised in the original protest and the written decision by the Protest Evaluator. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
  - d. The Auditor's Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
  - e. The finding of the Auditor-Controller's OCCR is the final step of the appeal process. A copy of the finding of the Auditor-Controller's OCCR will be furnished to the protestor.

- f. The finding on the appeal must be issued before a recommendation to award the contract is considered and contract awarded by the Board of Supervisors.
4. The procedures and time limits set forth in this section are mandatory and are each Bidder's sole and exclusive remedy in the event of a bid protest. A Bidder's failure to timely complete both the bid protest and appeal procedures will be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, will constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

L. TERM / TERMINATION / RENEWAL

1. The contract term, which may be awarded pursuant to this RFP, will be one (1) year.
2. By mutual agreement, any contract, which may be awarded pursuant to this RFP, may be extended for an additional one year.
3. The County has and reserves the right to suspend, terminate or abandon the execution of any work, services and/or providing of goods by the Contractor without cause at any time upon giving the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor's work, services and/or providing of goods, the Contractor will be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. The County may terminate the contract at any time for cause without written notice upon a material breach of contract or substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor. In the event of such termination, with or without cause, the County reserves the right to invite the next highest-ranked Bidder to enter into a contract or rebid the project if it is determined to be in its best interest to do so.

M. PRICING

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

3. Reasonable price increases or decreases for subsequent contract terms may be negotiated between Contractor and County after completion of the initial term.
4. Taxes and freight charges:
  - a. The County is soliciting a total price for this project. The price(s) quoted must be the total cost the County will pay for this project, including all taxes (excluding Sales and Use taxes) and all other charges.
  - b. No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by the County, will be paid by the County unless expressly included and itemized in the bid proposal.
  - c. Amount paid for the transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County as such papers may be accepted by the carrier as proof of the exempt character of the shipment.
  - d. Articles sold to the County of Alameda are exempt from certain Federal excise taxes. If applicable, and upon request, the County will furnish an exemption certificate.
5. All prices quoted must be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
6. Price quotes must include any and all payment incentives available to the County.
7. In the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension, and the Bidder must honor the unit price quoted.
8. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

N. AWARD

1. Most Responsive and Responsible Bidder(s)
  - a. The award will be made to the highest-ranked Bidder(s) who meet the requirements of these specifications, terms, and conditions.

- b. Awards may also be made to the subsequent highest ranked Bidder(s) who will be called in order should the County need to contract with another Bidder(s).
  - c. An award will be recommended for the Bidder(s) that submitted the proposal(s) that best serves the overall interests of the County by attaining the highest overall point score. The award may not necessarily be made to the Bidder(s) with the lowest price.
2. Small Local Emerging Business (SLEB) Program
- a. Small and Emerging Locally Owned Business: The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.
  - b. As a result of the County's commitment to advancing the economic opportunities of these businesses, **Bidders must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:
    - (1) [Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm) [<http://acgov.org/auditor/sleb/overview.htm>]; and
    - (2) [Alameda County SLEB Program Additional Information](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/) [<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]
  - c. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): 541990, 541310, 541320, 712120.
  - d. A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.
  - e. An emerging business is defined by the County as having either annual gross receipts of less than one-half that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.
  - f. If a Bidder is certified by the County as either a small and local or an emerging and local business (SLEB), the County will provide up to 5% bid preference for procurements over \$25,000.

- g. If a Bidder is located within Alameda County, the County may provide a 5% local bid preference.

3. County Rights

- a. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP, including Exhibits and any Addendums, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity will be made solely at the discretion of the County.
- b. Any bid proposals that contain false or misleading information may be disqualified by the County.
- c. The County reserves the right to award to a single or multiple Contractors.
- d. The County reserves the right to conduct additional procurements for the same or similar goods and/or services or to award to additional contract(s), including to other Bidder(s), during the term of the contract if it determines that additional Contractors are needed to supplement goods and/or services being provided.
- e. The County has the right to decline to award this contract or any part thereof for any reason.

4. Procedures

- a. Board approval to award a contract is required.
- b. A contract must be fully executed by the recommended awardee and the County prior to any services and goods being provided or work being performed.
- c. The County uses its Standard Services Agreement terms and conditions for purchases and services. Any terms that are not acceptable to a Bidder must be identified on the [Exceptions and Clarifications](#) form in Exhibit A - Bid Response Packet. Bidder may access a copy of the Standard Services Agreement template at:

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

[\[https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0Bqy\\_cT5J83NKyIV19tLO6-yA?e=YwGjFP\]](https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0Bqy_cT5J83NKyIV19tLO6-yA?e=YwGjFP)

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

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

O. METHOD OF ORDERING

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

P. WARRANTY

1. Bidder expressly warrants that all goods and/or services to be furnished pursuant to any contract awarded arising from the proposal will conform to the descriptions and specifications contained herein, in the submitted proposal, and in supplier catalogs, product brochures, and other representations, depictions or models, and will be free from defects, of merchantable quality, good material, and workmanship. Bidder expressly warrants that all goods and/or services to be furnished pursuant to such award will be fit and sufficient for the purpose(s) intended. This warranty must survive any inspections, delivery, acceptance, or payment by the County. Bidder warrants that all goods and/or work and/or services furnished hereunder will be guaranteed for a period of three (3) years from the date of acceptance by the County.

Q. INVOICING

1. Contractor must invoice the requesting department, unless otherwise directed by County, upon satisfactory receipt of goods and/or performance of services.

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

R. PERFORMANCE REQUIREMENTS

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

S. ACCOUNT MANAGER / SUPPORT STAFF

1. The Contractor must provide dedicated support staff to be the primary contact for all issues regarding the response to this RFP and any contract which may arise pursuant to this RFP.
2. Contractor must also provide adequate, competent support staff that will be able to service the County during normal working hours, Monday through Friday, or as otherwise identified in this RFP. Such representative(s) must be knowledgeable about the contract, products, and/or services offered and able to identify and resolve quickly any issues, including but not limited to order and invoicing problems.
3. Contractor must provide a dedicated, competent account manager who will be responsible for the County account/contract and receive all orders. Contractor account manager must be familiar with County requirements and standards and work with the Community Development Agency to ensure that established standards are adhered to. This includes keeping the County Contract Administrator informed of department requests as needed.

III. INSTRUCTIONS TO BIDDERS

T. COUNTY CONTACTS

1. The Alameda County Planning Department is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the Planning Department only. Any communication regarding this RFP with other County personnel may result in disqualification.
2. The evaluation phase of the competitive process will begin upon receipt of sealed bid proposals and continue until a contract has been awarded.
3. Contact Information for this RFP:  
  
Angelica González, Senior Planner  
Alameda County Community Development Agency – Planning Department  
224 W. Winton Avenue, Room 111  
Hayward, CA 94544  
Email: [angelica.gonzalez@acgov.org](mailto:angelica.gonzalez@acgov.org)  
Phone: (510) 670-6524
4. The GSA Contracting Opportunities website and [County of Alameda Procurement Portal](#) will be the official notification posting place of all bid documents related to this RFP. Each Bidder is responsible for checking the website for any Addendums and other notices related to this RFP. Go to

[Alameda County Current Contracting Opportunities](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) [https://gsa.acgov.org/do-business-with-us/contracting-opportunities/] and [County of Alameda Procurement Portal](https://procurement.opengov.com/portal/acgov) [https://procurement.opengov.com/portal/acgov] to view the posting for this RFP and other current contracting opportunities..

U. SUBMITTAL OF PROPOSALS

1. Document Submittal

- a. All proposal documents must be completed submitted to Angelica Gonzalez via email ONLY to [angelica.gonzalez@acgov.org](mailto:angelica.gonzalez@acgov.org) BY 2:00 p.m. on the due date specified in the Calendar of Events.
- b. Bidders **must** submit an electronic version of their proposal in a PDF file, preferably a single file if 20 MB or less.
- c. The submitted proposal must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
- d. In whole or in part, proposal responses are NOT to be marked confidential or proprietary. The County may refuse to consider any proposal or part thereof so marked. Bid proposals submitted in response to this RFP may be subject to public disclosure, even if marked confidential or proprietary. The County will not be liable in any way for disclosure of any such records. Please refer to the County’s website at [Alameda County Proprietary and Confidential Information Policies](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/) [https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/].
- e. For the proposals to be considered complete, the Bidder **must** provide responses to all information requested in Exhibit A – Bid Response Packet, as revised by any Addenda.

2. Submissions Processes

- a. All costs required for the preparation and submission of a proposal must be borne by the Bidder.
- b. Only one bid proposal will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” will mean, and is limited to, a legal partnership formed

under one or more of the provisions of California or other state's Corporations Code or an equivalent statute.

- c. The final award information will be posted on the County's "Contracting Opportunities" website and [County of Alameda Procurement Portal](#).
- d. The County reserves the right to reject any proposal.
- e. All bid proposals must remain open to acceptance and irrevocable for a period of not less than 180 days unless otherwise specified in the bid documents.

3. Legal Requirements

- a. "In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder". (California Government Code Section 4552).
- b. By submitting a bid proposal, the Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. Such actions may also be considered fraud and subject to criminal prosecution.
- c. The Bidder, by submitting a proposal, certifies that it is, at the time of bidding, and will be, throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the RFP and contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the RFP and contract documents.
- d. The Bidder, by submitting a proposal, certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).



## EXHIBIT A

### BID RESPONSE PACKET

#### INSTRUCTIONS

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

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



# **COUNTY OF ALAMEDA**

## **EXHIBIT A BID RESPONSE PACKET**

IRFP No. PLN 2026-001

Historic Resources Survey for Castro  
Valley

## BIDDER INFORMATION

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

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

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

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

### Primary Contact Information:

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

## BIDDER ACCEPTANCE

1. The undersigned declares that the procurement bid documents, including, without limitation, the IRFP, Q&A, Addenda, and Exhibits (the Bid Documents), have been read and accepted.
2. The undersigned has reviewed the Bid Documents and fully understands the requirements for this IRFP, including, but not limited to, general County requirements, and that each Bidder who is awarded a contract must be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its bid proposal, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
3. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
  - a. **[General Requirements](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/)**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/)
  - b. **[Debarment & Suspension Policy](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/)**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/)
  - c. **[Iran Contracting Act \(ICA\) of 2010](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)
  - d. **[General Environmental Requirements](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/)**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/)
  - e. **[Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm)** Use this section if SLEB requirement is required.  
**Remove if the funding specifies prohibition of local preference**  
[\[http://acgov.org/auditor/sleb/overview.htm\]](http://acgov.org/auditor/sleb/overview.htm)
  - f. **[Alameda County SLEB Program Additional Information](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)**  
[\[https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/\]](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)
  - g. **[First Source](http://acgov.org/auditor/sleb/sourceprogram.htm)**  
[\[http://acgov.org/auditor/sleb/sourceprogram.htm\]](http://acgov.org/auditor/sleb/sourceprogram.htm)
  - h. **[Online Contract Compliance System](http://acgov.org/auditor/sleb/elation.htm)**  
[\[http://acgov.org/auditor/sleb/elation.htm\]](http://acgov.org/auditor/sleb/elation.htm)
4. The undersigned acknowledges that Bidder is and will remain in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this IRFP and any contract that is awarded.
5. The undersigned acknowledges that it is the responsibility of each Bidder to be familiar with all of the specifications, terms, and conditions of the IRFP and, if applicable, the site condition. By the submission of a bid proposal, the Bidder certifies that if awarded a contract, they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

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

<p><b>BIDDER (COMPANY):</b> _____</p> <p>NAME/TITLE OF AUTHORIZED SIGNER: _____</p>
---

**SIGNATURE:**  \_\_\_\_\_ **DATE:** \_\_\_\_\_


**DEBARMENT AND SUSPENSION CERTIFICATION (PROCUREMENTS \$25,000 AND OVER)**

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

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

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

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

<p><b>BIDDER (COMPANY):</b> _____</p> <p><b>NAME/TITLE OF AUTHORIZED SIGNER:</b> _____</p> <p><b>SIGNATURE:</b>  _____ <b>DATE:</b> _____</p>
--

## SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION SHEET

**Instructions:** On the following page is the **SLEB Information Sheet**. Every Bidder must complete and submit a signed SLEB Information Sheet indicating their SLEB certification status. If the Bidder is not certified, the information sheet must be completed with the name, identification information, and goods/services to be provided by the CERTIFIED SLEB partner(s) with whom the Bidder will subcontract to meet the County SLEB participation requirement. The Exhibit must be signed by EACH of the named CERTIFIED SLEB(s) that will be subcontractors.

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

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

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

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

## SLEB INFORMATION SHEET

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

Bidders that are not certified SLEBS (for the definition of a SLEB, see [Alameda County SLEB Program Overview](#); <http://acgov.org/auditor/sleb/overview.htm>) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be eligible for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. A copy of this form must be submitted for each SLEB that the Bidder will subcontract with as evidence of a firm contractual commitment to meeting the SLEB participation requirement.

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

Once a contract has been awarded, substitutions of the named subcontractor(s) are not allowed without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).

County departments, prime, and subcontractors are required to use the web-based Elation Systems to monitor SLEB subcontractor compliance with [Elation Systems](#); <http://www.elationsys.com/elationsys/>.

**BIDDER IS A CERTIFIED SLEB (sign at bottom of page)**

SLEB BIDDER Business Name: \_\_\_\_\_

SLEB Certification #: \_\_\_\_\_ SLEB Certification Expiration Date: \_\_\_\_\_

NAICS Codes Included in Certification: \_\_\_\_\_

OR

**BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT \_\_\_\_% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES:** \_\_\_\_\_

SLEB Subcontractor Business Name: \_\_\_\_\_

SLEB Certification #: \_\_\_\_\_ SLEB Certification Expiration Date: \_\_\_\_\_

SLEB Certification Status:  Small /  Emerging

NAICS Codes Included in Certification: \_\_\_\_\_

SLEB Subcontractor Principal Name: \_\_\_\_\_

SLEB Subcontractor Principal Signature:  \_\_\_\_\_

**Upon award, Bidder (the Prime Contractor) and all SLEB subcontractors agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation, including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.**

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

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

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

## **BIDDER MINIMUM QUALIFICATIONS**

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

**Maximum Length: None**

## BID/BUDGET FORM(S)

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

Bid proposals that do not comply may be rejected.

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

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

## BUDGET DETAIL AND/OR COST NARRATIVE

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

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

At a minimum, the Bidder must detail:

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

**Maximum Length: None**

## TABLE OF KEY PERSONNEL

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

To appropriately evaluate Bidder's qualifications, the table should include the following information for each key person:

1. The person's relationship with Bidder, including job title and years of employment with Bidder.
2. Work contact information includes, but is not limited to, the following: work address, office telephone number, mobile work number, and work email address.
3. The person's role in connection with the RFP and any awarded contract.
4. Educational background; and
5. Related experience on similar projects, certifications, and merits.

If a Bidder collaborates with any other partners or subcontractors, the Bidder must identify all key personnel, subcontractors, subcontractor qualifications, and how they plan to work together. Bidder must identify any existing agreements or MOUs between the Bidder(s) and proposed collaborator(s).

**Maximum Length: There is no limit to the table. There is, however, a 2-page limit per résumé or curriculum vitae. Résumé and curriculum vitae are subject to public disclosure and business addresses should be used not home addresses.**

## DESCRIPTION OF PROPOSED SERVICES

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

The *Description of Proposed Service* must describe the overall services. The Bidder must address how they will meet or exceed each requirement listed in Section E (SPECIFIC REQUIREMENTS) and Section F (DELIVERABLES/REPORTS).

At a minimum, the Bidder must include the following details:

1. Describe how Bidder will meet the program’s desired overall goals, anticipated outcomes, measurable objectives, and critical tasks, including how key personnel will be responsible for achieving them.
2. Detail existing data collection infrastructure and demonstrate the ability to interface with County’s database(s) as described in the RFP and/or provide reporting data to the County for maximum efficiency.
3. Explain any unique resources, procedures, or approaches that make the services of Bidder responsive to meeting the minimum qualifications and requirements of the RFP.
4. Identify any limitations or restrictions that exist for the Bidder to provide the services. Explain what measures will be taken to adequately provide the services. (Please note any requests for exceptions or clarifications **MUST** be identified on the [Exceptions and Clarifications](#) form. **The County is under no obligation to accept any exceptions or clarifications, and any such exceptions and clarifications may be a basis for bid disqualification.**)

**Maximum Length: None**

## IMPLEMENTATION PLAN AND SCHEDULE

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

In conjunction with the *Description of Proposed Services* and the *Budget Detail*, the Bidder must include an *Implementation Plan and Schedule* that specifically addresses the following:

1. A timeline of project goals, measurable outcomes, and benchmark activities related to the provision of required services and the key personnel assigned to each.
2. The ideal Implementation Plan and Schedule will provide a clear picture of what the County can expect during the contract term and in preparing to start the contract. Bidders should consider the information and questions contained in the Evaluation Criteria and Specific Requirements in preparing the Implementation Plan and Schedule.

**Maximum Length: None**

## REFERENCES

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

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

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

Bidders must verify that the contact information for all references provided is current and valid. If a reference cannot be contacted, it may affect the qualification and scoring of the Bidders' bid proposals.

Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.

The County may contact some or all the references provided in order to determine items such as Bidders' years of experience and performance records on work similar to that described in this request.

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

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

**REFERENCES**

**RFP No. PLN2026-001**

**Historic Resources Survey for Castro Valley**

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

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

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

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

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

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

\*Use additional pages as necessary

## EXCEPTIONS AND CLARIFICATIONS

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

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

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

\*Use additional pages as necessary

## INSURANCE REQUIREMENTS

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

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

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

### COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Minimum Insurance Requirements can also be viewed here:

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

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the contractor maintains broader coverage and/or higher limits than the minimums shown below, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability when extended to cover your business is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto or Hired and Non-Owned Autos Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) As required by State of California	WC: Statutory Limits EL: No less than \$1,000,000 per accident for bodily injury or disease



## EXHIBIT B

### BACKGROUND MATERIALS

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

- [Alameda County Historic Preservation Website](#)
- [Unincorporated Alameda County Historic Survey Report \(2008\)](#)
- [Alameda County Register of Historic Resources](#)
- [Historic Preservation Ordinance](#)
- [Map of Unincorporated Alameda County Structures Built 1865-1980](#)
- [Map of Castro Valley Parcels Pre-1981](#)
- [Castro Valley Area Plan \(2012\)](#)
- [Castro Valley Central Business District Specific Plan \(1993\)](#)
- [Rancho to Ranch Homes: Mapping the Evolution of Castro Valley, California by Richard Kelly](#)