



C o u n t y o f S a n L u i s O b i s p o

General Services Agency

Janette D. Pell, General Services Agency Director

Helen McCann, Department Administrator

REQUEST FOR PROPOSAL PS- #1038 SAN LUIS OBISPO COUNTY CLIMATE ACTION PLAN (CAP)

August 7, 2009

The County of San Luis Obispo is currently soliciting proposals for professional services for the preparation of a Climate Action Plan (CAP).

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit two (2) hardcopies and one (1) electronic copy in Adobe PDF file format, of your proposal **by 3:00 p.m. on September 4, 2009** to:

County of San Luis Obispo
Debbie Belt, GSA - Purchasing
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact James Caruso at (805) 781-5702 or jcaruso@co.slo.ca.us.

DEBBIE BELT
Buyer – GSA - Purchasing
dbelt@co.slo.ca.us

TO: ALL PROSPECTIVE PROPOSERS
SUBJECT: LOCAL PROPOSERS PREFERENCE

The County of San Luis Obispo has established a local vendor preference. All informal and formal Request for Proposals for contracts will be evaluated with a preference for local vendors. Note the following exceptions:

1. Those contracts which State Law or, other law or regulation precludes this local preference.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate RFPs (Request for Proposals) considering the local vendor preference described above. The burden of proof will lie with proposers relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective proposers are encouraged to quote the lowest prices at which you can furnish the items or services listed in County proposals.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: _____

Authorized Individual: _____ Title: _____

Signature: _____ Dated: _____

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals, consisting of two (2) hardcopies and one (1) electronic copy in Adobe PDF file format, must be received by mail, recognized carrier, or hand delivered **no later than 3:00 p.m. on September 4, 2009. Late proposals will not be considered.**
2. All correspondence should be directed to:

San Luis Obispo County
General Services Agency
1087 Santa Rosa Street
San Luis Obispo, CA 93408
ATTENTION: Debbie Belt
Telephone: (805) 781-5903
3. Costs of preparation of proposals will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.
6. This request does not constitute an offer of employment or to contract for services.
7. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
8. The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.
9. All proposals shall remain firm for sixty, (60) days following closing date for receipt of proposals.
10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee.
11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.

PROPOSAL FORMAT

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
 - a. Type of organization, size, professional registration and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
 - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
 - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
 - a. Summary of approach to be taken.
 - b. Description of the organization and staffing to be used for the project.
 - c. Indication of information and participation the proposer will require from County staff.
 - d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.
5. Fees and Insurance
 - a. Propose total fixed fees to complete project as described under Project Scope.
 - b. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000.00 General Liability Insurance and \$1,000,000.00 of Professional Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.
 - c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

d. Insurance

Consultant, at its sole cost and expense, shall purchase and maintain the insurance policies set forth below on all of its operations under this Agreement. Such policies shall be maintained for the full term of this Agreement and the related warranty period (if applicable) and shall provide products/completed operations coverage for four (4) years following completion of Consultant's work under this Agreement and acceptance by the County. Any failure to comply with reporting provision(s) of the policies referred to above shall not affect coverage provided to the County, its officers, employees, volunteers and agents. For purposes of the insurance policies required hereunder, the term "County" shall include officers, employees, volunteers and agents of the County of San Luis Obispo, California, individually or collectively.

1. **MINIMUM SCOPE AND LIMITS OF REQUIRED INSURANCE POLICIES**

The following policies shall be maintained with insurers authorized to do business in the State of California and shall be issued under forms of policies satisfactory to the County:

a. **COMMERCIAL GENERAL LIABILITY INSURANCE POLICY ("CGL")**

Policy shall include coverage at least as broad as set forth in Insurance Services Office (herein "ISO") Commercial General Liability coverage. (Occurrence Form CG 0001) with policy limits not less than the following:

- \$1,000,000 each occurrence (combined single limit);
- \$1,000,000 for personal injury liability;
- \$1,000,000 aggregate for products-completed operations; and,
- \$1,000,000 general aggregate.

The general aggregate limits shall apply separately to Consultant's work under this Agreement.

b. **BUSINESS AUTOMOBILE LIABILITY POLICY ("BAL")**

Policy shall include coverage at least as broad as set forth in Insurance Services Office Business Automobile Liability Coverage, Code 1 "Any Auto" (Form CA 0001). This policy shall include a minimum combined single limit of not less than One-million (\$1,000,000) dollars for each accident, for bodily injury and/or property damage. Such policy shall be applicable to vehicles used in pursuit of any of the activities associated with this Agreement. Consultant shall not provide a Comprehensive Automobile Liability policy which specifically lists scheduled vehicles without the express written consent of County.

c. **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY ("WC/EL")**

This policy shall include at least the following coverages and policy limits:

- 1. Workers' Compensation insurance as required by the laws of the State of California; and
- 2. Employer's Liability Insurance Coverage B with coverage amounts not less than one million (\$1,000,000) dollars each accident/Bodily Injury (herein "BI"); one million (\$1,000,000) dollars policy limit BI by disease; and, one million (\$1,000,000) dollars each employee BI by disease.

d. **PROFESSIONAL LIABILITY INSURANCE POLICY ("PL")**

This policy shall cover damages, liabilities, and costs incurred as a result of Consultant's professional errors and omissions or malpractice. This policy shall include a coverage limit of at least One Million Dollars (\$1,000,000) per claim, including the annual aggregate for all claims (such coverage shall apply during the performance of the services under this Agreement and for two (2) years thereafter with respect to incidents which occur during the performance of this Agreement). Consultant shall notify the County if any annual aggregate is eroded by more than seventy-five percent (75%) in any given year.

2. **DEDUCTIBLES AND SELF-INSURANCE RETENTIONS**

Any deductibles and/or self-insured retentions which apply to any of the insurance policies referred to above shall be declared in writing by Consultant and approved by the County before work is begun pursuant to this Agreement. At the option of the County, Consultant shall either reduce or eliminate such deductibles or self-insured retentions as respect the County, its officers, employees, volunteers and agents, or shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and/or defense expenses.

3. **ENDORSEMENTS**

All of the following clauses and endorsements, or similar provisions, are required to be made a part of insurance policies indicated in parentheses below:

- a. A "Cross Liability", "Severability of Interest" or "Separation of Insured" clause (CGL & BAL);
- b. The County of San Luis Obispo, its officers, employees, volunteers and agents are hereby added as additional insured with respect to all liabilities arising out of Consultant's performance of work under this Agreement (CGL & BAL);
- c. If the insurance policy covers an "accident" basis, it must be changed to "occurrence" (CGL & BAL);
- d. This policy shall be considered primary insurance with respect to any other valid and collectible insurance County may possess, including any self-insured retention County may have, and any other insurance County does possess shall be considered excess insurance only and shall not be called upon to contribute to this insurance (CGL, BAL & PL);
- e. No cancellation or non-renewal of this policy, or reduction of coverage afforded under the policy, shall be effective until written notice has been given at least thirty (30) days prior to the effective date of such reduction or cancellation to County at the address set forth below (CGL, BAL, WC/EL & PL);
- f. Consultant and its insurers shall agree to waive all rights of subrogation against the County, its officers, employees, volunteers and agents for any loss arising under this Agreement (CGL); and
- g. Deductibles and self-insured retentions must be declared (All Policies).

4. **ABSENCE OF INSURANCE COVERAGE**

County may direct Consultant to immediately cease all activities with respect to this Agreement if it determines that Consultant fails to carry, in full force and affect, all insurance policies with coverages at or above the limits specified in this Agreement. Any delays or expense caused due to stopping of work and change of insurance shall be considered Consultant's delay and expense. At the County's discretion, under conditions of lapse, the County may purchase appropriate insurance and charge all costs related to such policy to Consultant.

5. **PROOF OF INSURANCE COVERAGE AND COVERAGE VERIFICATION**

Prior to commencement of work under this Agreement, and annually thereafter for the term of this Agreement, Consultant, or each of Consultant's insurance brokers or companies, shall provide County a current copy of a Certificate of Insurance, on an Accord or similar form, which includes complete policy coverage verification, as evidence of the stipulated coverages. All of the insurance companies providing insurance for Consultant shall have, and provide evidence of, a Best Rating Service rate of A VI or above. The Certificate of Insurance and coverage verification and all other notices related to cancellation or non-renewal shall be mailed to:

List Shipping Address: San Luis Obispo County Planning Department
County Gov't Center Room, 300
San Luis Obispo, CA 93408

e. Indemnification

Consultant shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the Consultant, or its agents, employees, or other independent contractors directly responsible to Consultant including, but not limited to the following:

1. Violation of statute, ordinance, or regulation.
2. Professional malpractice.
3. Willful, intentional or other wrongful acts, or failures to act.
4. Negligence or recklessness.
5. Furnishing of defective or dangerous products.
6. Premises liability.
7. Strict Liability.
8. Violation of civil rights.
9. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Consultant is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

SECTION 1 - GENERAL INFORMATION

1.1 PURPOSE

The purpose of this Request for Proposals (RFP) is to provide interested parties with sufficient information to enable consulting firms to submit proposals concerning preparation of a **Climate Action Plan (CAP)** for the County of San Luis Obispo.

1.2 RIGHT OF REJECTION

The County reserves the right to reject any or all proposals received as a result of this request. The County will not pay for any information contained in the proposals obtained from participating firms. The County is not liable for costs incurred by firms prior to issuance of a contract. The County also may negotiate separately with any source in any manner necessary to serve the best interest of the County. This request for proposals is made for information and planning purposes only. Awards (if made) will not be made solely on the basis of proposals resulting from this request.

1.3 ACCEPTANCE OF PROPOSAL CONTENT

If a contract is awarded as a result of a response to this request, the County will select the successful individual or firm as quickly as possible after the final date for receipt of the proposals. However, final award is contingent upon successful contract(s) negotiation.

It is likely that the content of the proposal of the successful bidder will be used in a legal contract of agreement. Bidders should be aware that methods and procedures proposed are likely to become contractual obligations.

1.4 INQUIRIES

If the consultant has any technical questions regarding this RFP, contact James Caruso at (805) 781-5702 or jcaruso@co.slo.ca.us.

1.5 CONTRACT AMOUNT

The consultant shall prepare a fixed cost estimate for the services requested in this RFP. The not-to-exceed cost may include the extent of work that the consultant considers realistic to comply with this scope of work. Additional meetings, community meetings, public hearings may be bid on a time and materials basis. Preparation of documents shall be proposed based on deliverable products. **The work shall not exceed \$135,000.**

1.6 PROJECT LOCATION

The Climate Action Plan (CAP) shall address the unincorporated County jurisdiction. The seven incorporated cities are planning to prepare their own CAPs. There are other institutional uses in the county including California Polytechnic State University, Cuesta College, California Men's Colony and Atascadero State Hospital that may also develop their own CAPs. There are consultant tasks in this Request for Proposals that call for collaboration with the cities and institutional uses that may prepare their own CAPs.

1.7 PROJECT DESCRIPTION/BACKGROUND

The County Department of Planning and Building is in the process of updating the Conservation and Open Space Element of our general plan. As a first phase of implementation, the County completed a greenhouse gas emissions baseline inventory report (Appendix 1 of Conservation and Open Space Element). Based on this inventory and goals in the new draft Conservation and Open Space Element, the County is looking at achieving a minimum of a 15% reduction in greenhouse gas emissions from baseline levels by 2020 (baseline established through completed inventory). In order to achieve this, the County will prepare a Climate Action Plan to reduce emissions and energy use and reach air quality goals established through the updated Conservation and Open Space Element.

The County has applied for funds through the Energy Efficiency and Conservation Block Grant (EECBG) program administered by the Dept. of Energy as part of the American Recovery and Reinvestment Act (ARRA) to assist in preparing the Climate Action Plan.

A majority of the work will entail development of feasible and effective implementation strategies that would at a minimum include incorporation of new sustainable policies and implementation measures to achieve greenhouse gas reductions per state law and established local goals. We are planning for a comprehensive public education and outreach effort that may include a combination of progressive tools including but not limited to Social Networking and other traditional forms of media to allow for maximum public involvement in the process. The overall goal of the CAP is to add “cutting-edge”, progressive, feasible and effective implementation measures to reduce the County’s greenhouse gas emissions.

SECTION 2 - SCOPE OF WORK

The following is intended to provide the consultant a basis on which to prepare a proposal. This will include the overall process envisioned (and what role the consultant would play), what tasks or information are expected to be completed by the consultant and what would be prepared by staff.

2.1 GENERAL REQUIREMENTS

Generally, the following major steps are envisioned to complete this work:

1. Review working draft of Conservation and Open Space Element and GHG baseline inventory and information from existing elements and other applicable documents.
2. Create and help conduct public outreach and education programs.
3. Refine GHG reduction targets from the COSE and assist staff at a Board of Supervisors meeting to approve the targets.
4. Develop strategies to reduce GHG emissions at the facilities of other government agencies that may have an affect on the county’s GHG emissions inventory as part of vehicles miles traveled.
5. Identify and recommend strategies the County can implement in order to reduce GHG emissions in County operations and as well as communitywide emissions.
6. Develop a “cost benefit analysis” on recommended implementation measures.
7. Attend meetings with staff and other agencies.

8. Attend Planning Commission and Board of Supervisors meetings, hearings, study sessions and updates.
9. Develop electronic and printable versions of the Draft and Final Climate Action Plans

2.2 BACKGROUND INFORMATION

To provide background information and facilitate the timely preparation of proposals and the environmental documents, the following documents are available for review in the Long Range Planning division of the Department of Planning and Building. Many of these documents are available on the Department web site, www.sloplanning.org.

- Draft Conservation and Open Space Element - in process
- GHG Inventory – April 2009
- Framework for Planning-Part I of the Land Use Element
- Growth Management Ordinance (Title 26)
- County Land Use Ordinance (Titles 22 and 23)
- Land Use Element Area Plans
- Resource Management System Summary Report (2008)
- Clean Air Plan and Technical Appendices (1995) including emissions inventory, stationary source control and Meteorology*.
- Agriculture and Open Space Element (1998)
- Rural Settlement Pattern Strategy - Phases I - III
- A Study of Non-conforming Subdivisions in Rural Areas (Nov. 1977) *
- County's Smart Growth Criteria for Development Projects
- County maps and GIS data

* Available for review in-house only (for proposal writing purposes).

2.3 GENERAL INFORMATION

The consultant shall assist the County in preparation of a Climate Action Plan (CAP). The consultant will be expected to develop a comprehensive public education and outreach program, develop programs and strategies for GHG reductions, assist in public education, and provide the County a system to track reductions over time as a result of adoption of the CAP.

The primary expectation of the consultant's work is to produce a cutting edge Climate Action Plan that addresses the special needs of the county. The following is a detailed list of tasks based on the categories 1-8 above.

2.4 TASKS

Task 1 Review Existing Information Base and Refine GHG Reduction Targets:

The consultant shall familiarize him/herself with the following documents and meet with key staff

- a. Conservation and Open Space Element
- b. GHG Inventory (April 2009)

- c. Clean Air Plan
- d. Framework for Planning
- e. See section 2.2 for a complete list of recommended document review.
- f. Meet with the County “Green Team” (staff from key County agencies).
- g. Refine GHG reduction targets in the Conservation and Open Space Element and later assist staff in presenting them to the public and the Board of Supervisors

Task 2 Public Outreach and Education Programs

The consultant will develop and help implement public outreach and education programs at appropriate times during the CAP process. The purpose of the public outreach and education programs is to educate the general public and stakeholder groups regarding climate change and GHG emissions, the need to reduce GHG emissions and to garner support for reduction strategies.

The consultant shall supply the County with an education program which will improve the County’s residents understanding of greenhouse gas effects and how their actions affect greenhouse gas emissions. Tools for residents and business to estimate their emissions and recommended strategies for a wide range of cost-effective emissions reduction will also be required as a part of the County’s outreach program. At a minimum, the consult shall:

- a. Develop and use Social Networking media (e.g. Facebook, Youtube).
- b. Develop and use traditional media including print, radio, and possibly television to facilitate maximum public involvement.
- c. Create of speakers’ bureau utilizing resources such as SLO Green Building, Chamber of Commerce, contractor’s, government officials, etc...
- d. Assist in organizing and conducting at least two “town hall”-style meetings with maximum advertising. Speakers are to include elected official (s); experts in the relevant fields such as energy, natural resources and agriculture; and a keynote speaker.
- e. Develop a website for all climate related issues including the CAP.
- f. Collaborate and coordinate with staff and other county consultants working on related planning activities such as the Land Use and Transportation Element update and the green building ordinance.
- g. Target stakeholders including businesses; the building industry; chambers of commerce; transportation managers; agriculture, such as wineries, growers, and agricultural organizations, for example, the Paso Robles Wine Country Alliance and the Farm Bureau; and realty organizations, with special attention to Association of Realtors’ “Green Committees.”
- h. Develop and deploy a “schools program” in targeted area schools.
- i. Use electronic polling technologies for meetings and create a polling program for the County website.
- j. Work with a climate action committee of stakeholders that will advise on public education and outreach efforts.

Task 3 Other Agency Facilities

The County is home to many state institutions that contribute GHG emissions from their own operations (vehicles, buildings) and from other sources such as visitor transportation. These institutions have an affect on the county's GHG emissions inventory as part of vehicles miles traveled:

- California State Polytechnic University (Cal Poly)
- Cuesta College
- California Men's Colony
- Atascadero State Hospital
- Camp San Luis
- Camp Roberts
- Caltrans District 5 Headquarters
- US Highway 101
- Oceano Dunes, Hearst Castle and other state parks

The Consultant shall consider the status of each agency's climate planning and consult with these agencies on common strategies to include in each jurisdiction's Climate Action Plan.

Task 4 Implementation Strategies

The primary goal of the CAP for the County is to include strategies and measures to reduce GHG emissions and in the process, lower energy use from non-renewable sources. A list of progressive strategies and measures will be submitted for review. These shall not be limited to standard smart growth measures (although important), but shall include strategies related to sustainable design and green building practices that could also be implemented. Strategy areas should include, at minimum, the following:

- a. Reducing VMT.
- b. Reducing VMT in rural areas based on traffic analysis of trip ends.
- c. Calculating VMT in County-responsible areas and assigning reduction targets based on those areas. (e.g. subtract "pass-thru" traffic as the County cannot control that type of VMT))
- d. Land use tools to reduce VMT and GHG emissions from transportation sector.
- e. Alternative methods for GHG emissions analysis (e.g. transportation sector).
- f. Programs to retrofit existing buildings to reduce energy consumption.
- g. Local foods programs to help reduce vehicle miles traveled.
- h. Water and energy conservation strategies for agricultural activities, with emphasis on wineries and vineyards.
- i. Modifying service provisions of County government.
- j. Other government agency emissions.
- k. Strategies to reduce the use of energy generated from non-renewable sources.

The County is developing an update of the general plan addressing the rural area. This Plan is known as the Land Use and Transportation Element (LUTE). Strategies developed for the CAP shall be included in the LUTE where appropriate. Strategies should be written with the LUTE in mind.

Task 5 Cost Benefit Analysis of Implementation Strategies

The consultant will not only identify specific implementation measures for GHG reduction, but will provide the County with the costs of each measure relative to its target. This will allow for the County to rank suggested measures and determine which are most feasible for the County. The consultant shall consider the County's Economic Strategy and shall confer with economic opportunity organizations such as EVC.

Task 6 Inventory maintenance system to monitor and track emissions reductions, measures and cost savings

Provide an inventory maintenance system for the County to monitor and track emission reductions, measures, and cost savings. The consultant shall also include training County staff on the use of this system. The inventory maintenance system shall interface with the County's Resource Management System and the Annual Resource Summary Report. System shall at a minimum track rural and urban VMT, emissions from county operations, water and energy conservation and other emissions identified by the consultant on either a calendar or water year basis.

Task 7 Meetings and Hearings

The consultant shall be available to meet with one or more of County or other agency staff when given advance notice. The cost estimate shall include at least twelve (12) meetings. It is important for the consultant or member of the consultant team to have a local presence in the county.

The consultant shall attend a total of six public hearings once the public hearings draft is completed. Members of the team shall attend hearings as needed.

SECTION 3 - PROPOSAL CONTENT

3.1 FORM

Proposals and supporting materials shall be submitted in two (2) hardcopies and one (1) electronic copy in Adobe PDF file format, suitable for evaluation. Legibility, clarity and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all tasks as described in this RFP.

3.2 PERSONNEL AND EXPERIENCE

Describe the project contribution of each key person and approximate amount of time to be devoted to the project. Include a resume for each of the key personnel detailing their special qualifications applicable to the project. Especially identify personnel with special experience in development of general plan policies and programs. Describe the firm's qualifications in relationship to the required services. Summarize past projects of a similar nature that the consultant's firm has completed. If subcontractors are to be used, describe the methods that will be used to assure their cooperation and performance.

3.3 COORDINATION

Describe the process for maintaining a close working relationship between the consultant and the County project manager. Considerable merit will be placed on a relationship in which County Staff is frequently and completely briefed on all work in process. Also describe how you would work with other County staff and consultants on closely related work such as public outreach for general plan updates and green building ordinance

3.4 TASK TIMETABLE AND COST ESTIMATES

The proposal shall contain the tasks required to complete the project with a completion target date for each task. The consultant shall estimate the costs per task. The proposal shall include a table which specifies the following for each task: assigned personnel, number of hours to be spent, rate/hour, total cost.

3.5 OBJECTIVITY

All reports and plans are to be an independent, objective, and unbiased work product. Proposals shall certify that the consultant, principals, and subcontractors (if used) have the capacity to submit a neutral and unbiased environmental document.

3.6 SCOPE REVISIONS

The consultant is encouraged to contribute creative ideas to this scope of work. If the consultant identifies areas of concern or alternative methodologies not mentioned in this request, they should be described in the consultant's proposal and included in the cost estimate.

SECTION 4 - CRITERIA FOR EVALUATION OF PROPOSAL

The County of San Luis Obispo will evaluate the proposals based on, but not limited to, the following criteria:

4.1 UNDERSTANDING OF THE SCOPE OF WORK

- a. Demonstrated understanding of the project objectives.
- b. Consultant's approach to accomplishing the scope of work.
- c. Demonstrated knowledge of San Luis Obispo County issues.

4.2 METHODS AND PROCEDURES

- a. Consultant's general approach to evaluating the issues.
- b. Complete description of the procedures and analytical methods to be utilized.
- c. Adequacy and creativity of the proposal, especially regarding proposed methods for acquiring a working understanding of local issues, for facilitating the flow of information between participants and the consultant, and for assuring meaningful participation by local residents and interested parties in the planning process.

4.3 MANAGEMENT, PERSONNEL AND EXPERIENCE

- a. Qualifications of each participant and overall "skill-mix" for the firm.
- b. Prior experience and quality of similar plans, especially experience with rural communities.
- c. Policy development experience of project team.
- d. Information obtained by contacting references listed by the consultant.

4.4 CONSULTATION AND COORDINATION

- a. Procedures to be used to ensure close contact between consultant and the project team.
- b. Demonstrated experience in working with community groups and local government.
- c. Is there a "local presence" on the team? If all staff is located out of town, how can face-to-face communications take place?

4.5 COST ESTIMATES

- a. Timetable and costs for completing the project, with total and for each component.
- b. Are professionals and nonprofessionals used for the appropriate tasks in the proposal?
- c. Quality of product and extent of scope delivered for the consultant's fee
- d. Are the cost estimates reasonable for the work product proposed?

4.6 SCHEDULE

The consultant shall prepare a detailed schedule with key milestones identified. The schedule shall consider these time frames:

Milestone		Time Frames
a.	RFP sent out	August 7, 2009
b.	Proposals due	30 days
c.	Consultant selection	30 days
d.	Contract approved	45 days
Start CAP		
e.	Review background material	20 days
f.	Refine targets	40 days
g.	Complete education/outreach	120 days
h.	Administrative draft CAP	30 days
i.	Draft CAP	40 days
j.	Final CAP	90 days
Final CAP by November 2010.		