



# COUNTY OF YOLO

Procurement Division

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Notice of Request for Qualifications (RFQ)  
For  
California Environmental Quality Act (CEQA) Consulting Services  
And/Or  
Land Use and Planning Consulting Services

Bid#: RFQ-2025-0002

Bid Posted:

January 23, 2025

**Proposal Responses Due:  
2:00 pm Pacific  
February 20, 2025**

Issued on behalf of:  
Yolo County Department of Community Services  
292 West Beamer Street  
Woodland, CA 95695

RFQ Coordinator: Hiren Desai  
(859) 420-6760  
[hiren@bluebloodconsulting.com](mailto:hiren@bluebloodconsulting.com)

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### **Attachments:**

Attachment 1A	Sample County Contract – CEQA
Attachment 1B	Sample County Contract – Land Use and Planning

## **I. INTRODUCTION**

### **A. STATEMENT OF PURPOSE**

The County of Yolo is requesting proposals from qualified consultants and/or firms to:

- (1) provide As-Needed, On-Call, CEQA Consulting Services for the County of Yolo, Community Services Department, per scope of work, as outlined in this RFQ;  
  
or
- (2) provide As-Needed, On-Call, Land Use and Planning Consulting Services for the County of Yolo, Community Services Department, per scope of work, as outlined in this RFQ.

A Proposer may submit a response for either (1) or (2), or a joint proposal for both.

Proposers who submit a response to this RFQ must have the ability to meet the requirements for providing the consulting services they are submitting a proposal for, including complying with all the terms and conditions contained in this RFQ.

### **B. SYNONYMOUS TERMS**

As used throughout this proposal and its attachments, the following terms are synonymous:

- a. a. Supplier, Vendor, Contractor, Firm, Consultant  
b. Purchase Order, Contract, Agreement  
c. Services, Work, Scope, and Project  
d. Bidder, Offeror, Proposer  
e. Beacon, Beacon Bid
  
2. "The County" refers to the County of Yolo, California.

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## **C. SCOPE OF WORK**

### **1. PART 1 – FOR CEQA CONSULTANTS**

#### **a. General Description:**

The County of Yolo is seeking to obtain consultants to provide the following services on an as-needed, on-call basis for Environmental Planning and Development Services.

Selected consultants and/or firms will be issued an “as-needed” contract for a period of three years. As development projects arise within the County, consultants and/or firms will be contacted to quote specific tasks. There is no guarantee of any specific work being awarded.

#### **b. Technical Specifications:**

Consultant/Firm shall perform project tasks which tasks shall include, but are not limited to, the following:

- i. Consultation on development projects, including meetings with County staff and Applicants;
- ii. Various environmental services related to CEQA/NEPA compliance, environmental assessments, including Initial Studies and supporting documents that meet all of the requirements set forth in the California Environmental Quality Act (Public Resources Code 21000 et seq.) and the State CEQA Guidelines (California Code of Regulations, Section 15000 et seq.), and preparation and/or review of technical studies;
- iii. Addressing environmental issues that result in a complete and legally adequate document in compliance with CEQA and the State CEQA Guidelines and other applicable laws;
- iv. Completing environmental studies for discretionary development applications such as Use Permits, Tentative Maps, Rezones, and Specific Plans, including cannabis Use Permits;
- v. Experience with CEQA analyses and review required for cannabis projects;
- vi. Project management; and
- vii. Attendance at public hearings.

#### **c. Minimum Requirements:**

The selected Proposer (i.e., Contractor) shall meet the following requirements:

- i. Vendor shall have a minimum of five (5) years’ experience performing the CEQA consulting services required in this RFQ, including environmental reviews prepared for the types of development applications anticipated in rural and agricultural Yolo County, including licensed cannabis uses.

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## **2. PART 2 – FOR LAND USE AND PLANNING CONSULTANTS**

### **a. General Description:**

The County of Yolo is seeking to obtain consultants to provide the following services on an as-needed, on-call basis for Land Use, Planning and Development Services.

Selected consultants and/or firms will be issued an “as-needed” contract for a period of three years. As development projects arise within the County, consultants and/or firms will be contacted to quote specific tasks. There is no guarantee of any specific work being awarded.

### **b. Technical Specifications:**

Consultant/Firm shall perform project tasks which tasks shall include, but are not limited to, the following:

- i. Consultation on discretionary development projects, including meetings with County staff and Applicants;
- ii. Various services related to land use and Planning, including a demonstrable understanding of Planning and Zoning Laws, and other applicable laws;
- iii. Processing discretionary development applications such as Use Permits, Tentative Maps, Rezones, and Specific Plans, including cannabis Use Permits;
- iv. Planning-level project management services;
- v. Contract staff Planning support; and
- vi. Attendance at public hearings.

### **c. Minimum Requirements:**

The selected Proposer (i.e., Contractor) shall meet the following requirements:

- i. Vendor shall have a minimum of five (5) years’ experience performing the Land Use and Planning services required in this RFQ, including processing the types of development applications anticipated in both rural and agricultural communities throughout Yolo County. This will include licensed cannabis uses.

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### **3. DELIVERABLES/ REPORTS**

The Contractor(s) shall complete all tasks and reports required above within the County timeframes designated.

### **4. AWARDED CONTRACTOR(S) REQUIREMENTS**

- a. The successful awarded contractor(s) must supply all insurance requirements as required in Attachment 1.
- b. **CONTRACT TERM:** Contractor(s) agrees to provide awarded items and/or services as specified in the RFQ document for a period of three (3) years from July 1, 2025 to June 30, 2028.

The agreement may be extended by mutual consent for two (2) additional one-year renewal periods. Contract rates shall remain firm for the initial three-year term of the contract. See Price Escalation Terms in Section IV of this RFQ for potential price increases during the renewals.

### **5. PROPOSAL DEADLINE**

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the Section II, RFQ Schedule of Events. Proposers shall respond to the written RFQ and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

### **6. SUBMITTING PROPOSALS**

The required method of submitting your proposal is electronically through Beacon Bid's platform (<https://www.beaconbid.com/solicitations/yolo-county/open>).

It is the sole responsibility of the proposer to ensure their proposal reaches Beacon before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact Beacon at 1-888-402-2231 or [suppliersupport@beaconbid.com](mailto:suppliersupport@beaconbid.com) for vendor support.

Bidders/Offerors are cautioned to allow adequate time to ensure timely receipt of their proposals. The County is not responsible for any delays of the Bidder's/Offeror's proposal delivery. Late proposals shall not be accepted, nor shall additional time be granted to any potential Bidder/Offeror.

### **7. ADDENDA**

Any additional information not included in this solicitation which the County finds necessary and material to responding to the RFQ will be posted as an addendum on Beacon. Answers to questions submitted through Beacon shall be considered addenda to the solicitation documents.

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## II. SCHEDULE OF EVENTS

The following RFQ Schedule of Events represents the County’s best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 AM and 4:00 PM., Pacific Time.

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all vendors through Beacon.

The County is not responsible for failure of the prospective Bidders/Offerors to check for any RFQ document updates, changes, or answers to questions posted on the Beacon website. Failure to periodically check the website will be at the Bidder’s/Offeror’s sole risk.

	<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>
<b>1</b>	County Issues RFQ	Thursday, January 23, 2025	
<b>2</b>	Deadline for Written Comments from Vendors (Posted in Beacon)	Thursday, February 6, 2025	2:00pm
<b>3</b>	County Issues Responses to Written Comments	Thursday, February 13, 2025	
<b>4</b>	<b>Deadline Proposals Due</b>	<b>Thursday, February 20, 2025</b>	<b>2:00pm</b>
<b>5</b>	County Completes Evaluations (Estimated)	March 2025	
<b>6</b>	Anticipated Contract Start Date based on Board Approval	July 1, 2025	

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### III. GENERAL INSTRUCTIONS AND INFORMATION

#### A. RFQ COORDINATOR

The following RFQ Coordinator shall be the main point of contact for this RFQ:

RFQ Coordinator: Hiren Desai

Phone: (859) 420-6760

[hiren@bluebloodconsulting.com](mailto:hiren@bluebloodconsulting.com)

#### B. COMMUNICATIONS REGARDING THE RFQ

Upon release of this RFQ, all vendor communications concerning this procurement must be directed to the RFQ Coordinator named above, unless otherwise specified in this RFQ. Unauthorized contact regarding the RFQ with other County employees of the procuring county agency may result in disqualification.

Questions concerning this proposal, including specifications, requirements, terms and/or conditions of a solicitation, etc. should be submitted solely in writing online at: <https://www.beaconbid.com/solicitations/yolo-county/open> in the questions and answers section of the solicitation no later than the date and time noted above in the Section II. Schedule of Events Chart, Deadline for Written Comments Posted or per any changes to Schedule of Events as posted to Beacon.

The County is not responsible for failure of the prospective Bidders/Offerors to check for any solicitation document updates, changes, or answers to questions posted at the Beacon website. Failure to periodically check the website will be at the Bidder's/Offeror's sole risk.

Any oral communications shall be considered unofficial and nonbinding on the County.

Any irregularities or lack of clarity in the RFQ should be brought to the attention of the County for correction or clarification.

#### C. PROPOSAL PREPARATION COSTS

The County shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

#### D. PROPOSAL WITHDRAWAL

To withdraw a proposal, the Vendor must submit a written request, signed by an authorized representative, to the RFQ Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

#### E. PROPOSAL AMENDMENT

The County shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the County formally requests such in writing.

#### F. PROPOSAL ERRORS

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

**G. PROHIBITION OF PROPOSER TERMS & CONDITIONS**

A Proposer may **not** submit the Proposer's own contract terms and conditions in a response to this RFQ. If a proposal contains such terms and conditions, the County, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

**H. ASSIGNMENT AND SUBCONTRACTING**

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the County. The County must approve each subcontractor in writing. The substitution of one subcontractor for another may be made only at the discretion of the County and with prior, written approval from the County.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFQ, shall be the prime contractor and shall be responsible for all work performed.

Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverage, or Contractor may insure subcontractors under its own policy.

**I. PROPOSAL OF ADDITIONAL SERVICES**

If a Proposer indicates an offer of goods or services in addition to those required by and described in this RFQ, these additional goods or services may be added to the contract before contract signing at the sole discretion of the County.

**J. INDEPENDENT PRICE DETERMINATION**

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a County employee, or any Competitor.

**K. INSURANCE**

The successful Contractor will be required to provide and maintain insurance as required and listed in Attachment 1 before commencing work on the contract.

**L. LICENSURE**

Before a contract pursuant to this RFQ is signed, the Proposer must hold all necessary, applicable business and professional licenses. The County may require any or all Proposers to submit evidence of proper licensure.

**M. RFQ AMENDMENT AND CANCELLATION**

The County reserves the unilateral right to amend this RFQ in writing at any time. The County also reserves the right to cancel or reissue the RFQ at its sole discretion. If an amendment is issued it shall be provided to all proposers through Beacon. Proposers shall respond to the final written RFQ and any exhibits, attachments, and amendments.

**N. RIGHT OF REJECTION**

The County reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFQ in its entirety.

Any proposal received which does not meet the requirements of this RFQ may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFQ and all applicable State and County laws and regulations. The County may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFQ.

The County reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the County. Where the County waives minor variances in proposals, such waiver does not modify the RFQ requirements or excuse the proposer from full compliance with the RFQ. Notwithstanding any minor variance, the County may hold any Proposer to strict compliance with the RFQ.

**O. DISCLOSURE OF PROPOSAL CONTENTS**

All proposals become the property of the County, which is a public agency subject to the disclosure requirements of the California Public Records Act (CPRA, California Government Code §6250 and following). The CPRA contains limited exemptions. If you contend that any documents, as defined by the CPRA, are confidential or proprietary material and exempt from CPRA, these documents shall be clearly marked "Exempt from CPRA." Proposer shall defend, indemnify and hold the County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial of a CPRA request. If Proposer does not respond to a CPRA request or agree to do so within five (5) days, the County may disclose the requested information under the CPRA."

**P. PROPOSAL EVALUATION PROCESS**

The evaluation process is designed to award the procurement to the Proposer with the best combination of attributes based upon the evaluation criteria.

The County reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

**Q. AWARD OF PROPOSAL**

Award will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. This criterion is not listed in any order of preference. The County reserves the right to establish weight factors that will be applied to the criteria depending upon the order of importance. The County shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the County after all factors have been evaluated.

Award Evaluation Criteria:

<b>Criteria</b>	<b>Documentation Source (Section V of RFQ)</b>	<b>Maximum Points</b>
Proposal Transmittal Letter	Exhibit A	Pass/Fail
Qualifications and Experience	Exhibit B	35
Responsibility/Demonstrated Competence	Exhibit C	10
References	Exhibit D	15
Reasonableness of Fee Proposal	Exhibit E	30
Other Factors	Exhibit F	10
Evidence of Financial Stability	Exhibit G	Pass/Fail
Responsiveness/Responsibility (in general)	Entire Proposal	Pass/Fail

The County reserves the right to hold interviews/discussions with selected finalists, if it is in the best interest of the County to do so. If the County decides to move forward with interviews, a separate set of criteria points will be created and added to the total.

**R. AWARD PROCESS**

The County reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the proposer can offer. The County reserves the right to negotiate and/or include a best and final offer stage to the process.

Notwithstanding, the county reserves the right to add terms and conditions, deemed to be in the best interest of the county, during final negotiations. Any such terms and conditions shall be within the scope of the RFQ and shall not affect the basis of proposal evaluations and will be incorporated in a purchase order.

The County reserves the right, at its sole discretion, to negotiate with the apparent best evaluated Proposer.

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## **IV. TERMS AND CONDITIONS**

### **A. QUALIFICATIONS/INSPECTION**

Proposals will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The County reserves the right to inspect the Proposer's facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine Proposer's ability to perform. The RFQ Coordinator reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform.

### **B. NON-WAIVER**

The County's failure to address errors or omissions in the proposals shall not constitute a waiver of any requirement of this RFQ by the County.

### **C. FEDERAL, STATE, AND LOCAL LAWS**

The successful proposer must operate in conformity with all applicable, federal, state, and local laws, ordinances, orders, rules, and regulations pertaining to work. It is the responsibility of the awarded proposer to ensure that all permits and/or licenses required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible proposer.

### **D. GOVERNING LAW**

If an award is made, the contract will be made in the County of Yolo and shall be governed and construed in accordance with the laws of the State of California. Any action relating to the Contract shall be instituted and prosecuted in the courts of Yolo County, California.

### **E. NON-DISCRIMINATION**

There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under any resulting contract.

### **F. PUBLIC AGENCY**

It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this RFQ with the same terms and conditions specified, including pricing. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to the vendor.

### **G. ADDITIONAL PURCHASES**

Following the award, the County may dispense with separate bidding for additional purchases of like item(s) from the successful Proposer within a twelve (12) month period from the initial purchase date provided that the Vendor agrees to provide the like item(s) at the same discounted price and under the same terms and conditions as the previous award.

## **H. EXTENSIONS**

The County reserves the right to extend any contract past the end term date upon mutual agreement and under the same pricing, terms and conditions for continual service and supplies while a new contract is being solicited, evaluated and/or awarded for a period not to exceed six (6) months.

## **I. PRICE ESCALATION**

All prices are firm for the initial three (3) year term of the contract. The Contractor may request to raise prices in accordance with the California Consumer Price (CPI-W, US City Average, All Items; NSA) Index for each of the one-year renewal periods/extensions. The increase in price shall remain firm for the entire renewal term. The County reserves the right to accept or reject the request for a price increase within ten (10) business days of the written request.

## **J. INVOICES AND PAYMENT TERMS**

Invoices are to be mailed to the County department(s) specified on the resulting purchase order, blanket purchase order or contract. All invoices must include the purchase order number, blanket purchase order number, or contract number, product description and reference to back ordered items. Failure to comply may result in delayed payments.

The County will make payment on a Net 30-day basis unless a cash discount of one-half percent (1/2%) or greater, which amounts to \$2.50 or more, is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County, or on the date a correct invoice is received in the office specified in the order, whichever is later. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term. The beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term.

## **K. COMPLIANCE**

Late, incomplete, incorrect deliveries or excessive backorders will be documented, and performance evaluated when considering contract continuation or extension. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract. Failure to meet quoted delivery timeframes, or inaccurate or erroneous invoices (as determined by the Purchasing Department) may be cause for the County to cancel the balance of the awarded purchase order and award will be made to the next lowest proposer. Failure to receive County concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

## **L. DEFAULT**

In case of default by the awarded proposer, the County may procure the goods or services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected proposer, or by any other legal means available to the County. The County may also ban selected proposer up to two years from future solicitations for default.

**M. TERMINATION FOR CONVENIENCE**

The County reserves the right, in its best interest as determined by the County, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

**N. CANCELLATION FOR UNAPPROPRIATED FUNDS**

The obligation of the County for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

**O. ASSIGNMENT/TRANSFER/SUBCONTRACTING**

Awarded Contractor shall not assign, transfer, or subcontract any portion of the contract without the express written consent of the department. Any award issued pursuant to this RFQ, and the monies, which may become due hereunder, are not assignable without the prior written approval of the County.

**P. F.O.B. POINT**

All prices quoted shall be F.O.B destination, freight prepaid (proposer pays and bears freight charges, proposer owns goods in transit and files any claims), excluding sales tax. The County is exempt from Federal Excise and Transportation taxes.

**Q. PROTESTS**

The County encourages Suppliers to resolve issues regarding requirements or the procurement process through written correspondence and discussions. The County is committed to fostering relationships with its Suppliers to encourage an ongoing pursuit to fulfill requirements.

**1) Protest Procedures:**

**All protests** shall be typed under the protester’s letterhead and submitted in accordance with the provisions stated herein. Protests may be submitted by mail or by electronic mail. Protests submitted by facsimile will not be accepted. All protests must be addressed and submitted to both the RFQ Coordinator of this solicitation and the Manager of Procurement. All protests shall include at a minimum the following information:

- a. The name, address, and telephone number of the Protester;
- b. The signature of the Protester or Protester’s representative;
- c. The solicitation title and due date;
- d. Name of County employee designated as the RFQ/IFB Coordinator;
- e. Identification of the statute or procedure that is alleged to have been violated;
- f. A detailed statement identifying the legal and/or factual grounds of the protest and all documentation supporting the vendor’s position;
- g. The form of relief requested.

The contact information for the Manager of Procurement is as follows:

Manager of Procurement  
Yolo County Department of General Services  
120 W Main St., Ste. G  
Woodland, CA 95695

Protester's failure to comply with these procedures shall constitute a waiver of any right to further the RFQ Protest and shall constitute a failure to exhaust administrative remedies.

The Manager of Procurement will review the materials in connection with the protest, assess the merits of the protest, and provide a written decision on the protest. The Manager of Procurement's decision is final.

If it is determined the protest is frivolous, the party originating the protest may be determined to be irresponsible and may be ineligible for future contracts.

**2) Protest of RFQ Specifications/Requirements/Terms & Conditions:**

Companies who are concerned regarding irregularities or lack of clarity in specifications, requirements, terms and/or conditions of a solicitation should be brought to the attention of the County. Notice shall be provided prior to the closing date and time of the designated "question and answer period" of the proposal noted above in the Section II. Schedule of Events Chart, item#3 Deadline for Written Comments Posted on Beacon.

Notice must be clearly marked "**Notice of Protest of Specifications/Requirements/Terms & Conditions.**" No requests for protests of solicitation specifications, requirements, terms and/or conditions shall be considered after the deadline stated above.

Companies who fail to do so forfeit all rights to protest a solicitation or any subsequent award based on the specifications, requirements, terms or conditions of this solicitation. In the event of the protest for specifications, requirements, terms and/or conditions is denied and the protester wishes to continue in the solicitation process they must still submit a bid/proposal prior to the close of the solicitation.

**3) Protest of Disqualification:**

Initial evaluations will determine if proposals have met the minimal requirements as indicated in this RFQ. Notices will be sent to all companies who have been disqualified for not meeting the minimal requirements. Should a company disagree with the determination, notice of disagreement must be received within five (5) working days of date of notice identifying areas that are in question and how the company met the minimal requirements. Notice must be clearly marked "**Notice of Disagreement.**" Companies who fail to do so forfeit all rights in the protest process. It is at the county's discretion at the department level to make final determinations for all disqualified protests.

**4) Protest of Award of Contract:**

In protests related to the award of a contract, the protest must be received by e-mail or hard copy no later than 4:00 PM Pacific Time five (5) business days after the notice of the proposed contract. Notice must be clearly marked **"Notice of Protest of Award of Contract."** A review may be granted if the protest is received within the specified time and the firm/person submitting the protest is a Bidder/Offeror.

Throughout the review process, the County has no obligation to delay or otherwise postpone an award of a contract based on a protest.

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## V. INSTRUCTIONS FOR COMPLETION OF PROPOSAL

### A. SUBMITTING PROPOSALS

The required method of submitting your proposal is electronically through Beacon. It is the sole responsibility of the proposer to ensure their proposal reaches Beacon before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact Beacon at 1-888-402-2231 or [suppliersupport@beaconbid.com](mailto:suppliersupport@beaconbid.com) for vendor support.

Late proposals shall not be accepted, nor shall additional time be granted to any potential Proposer.

### B. REQUIRED PROPOSAL SUBMITTALS

The submittals requested shall be included with the proposal response. Failure to include required submittals may be cause for rejection of your proposal. The following are required for your proposal to be considered and must be labeled with the following:

**IMPORTANT:** Tailor your proposal response to the specific category of services you are applying for (i.e., CEQA Consulting or Land Use and Planning Consulting as described in the Scope of Work Section of this RFQ).

If applying for both categories of services in one joint proposal, please clearly label and provide separate and distinct information for each category of services (for example: for references, complete an Exhibit D for each category – one for CEQA and one for Land Use and Planning).

#### 1) Exhibit "A" - Proposal Transmittal Letter

- a. The proposal transmittal letter shall be signed by an official authorized to solicit business and enter into contracts for the Proposer. The cover letter should include the name, address, email address, and phone number of the authorized business contact.
- b. If the Proposer is submitting in conjunction with a subcontractor, information on the subcontractor shall also be included.

#### 2) Exhibit "B" – Qualifications and Experience

In this section, the Proposer shall provide the following:

- a. A description summarizing Proposer/s experience over the past five years in performing similar services to those requested in Section I.C. of this RFQ.
- b. For commitments or projects referenced in the statement of experience and qualifications, list the involvement of the Project Manager and other proposed key personnel, such as Contract Staff.
- c. A statement demonstrating an understanding of the services desired by the County, and the general approach required for providing related services, including:

- i. For CEQA Services: preparation of Initial Studies, Negative/Mitigated Negative Declarations, and Environmental Impact Reports, including a description of all activities associated with the planning, coordination, and reporting during a CEQA review process.
  - ii. For Land Use and Planning Services: a description of all activities associated with the planning, coordination, and reporting during a discretionary application review process.
- d. A statement identifying the personnel likely to be assigned to projects for Yolo County. Vendor shall identify key staff including Project Managers, Contract Staff Planners, other Key Personnel and their qualifications, including resumes.
- e. A statement identifying the firm's ability to produce the required product in a timely fashion and the ability to present any necessary reports or studies to elected officials and/or the general public.
- f. A brief description of the firm's experience and history in meeting tight project deadlines.
- g. A brief description of the firm's ability to control project budgets.

3) Exhibit "C" – Responsibility/Demonstrated Competence

- a. List instances within the past five (5) years, if any, where Consultant has defaulted on a contract. Provide an explanation of the reason for the default for each instance.
- b. List instances, if any, when your firm has been suspended or debarred by any government agency. Provide an explanation of the reason for the suspension or debarment for each instance.
- c. List all claims made in the past five (5) years against your company concerning your company's work on a project that have been filed in court or gone to arbitration.
- d. Have you ever been terminated from any project due to a contract dispute or claim filed against your company? If yes, please explain.
- e. Describe the process by which your firm resolves problems with clients.
- f. Provide a statement of conflict you, your firm, and/or other key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.

4) Exhibit "D" - References

- a. Please complete Exhibit D (Previous Customer Reference Form).
- b. Provide references from three (3) different municipal agencies, including rural and agriculturally dominant areas, served by the consultant during the past five (5) years, for projects similar in size and scope. Include the name, email address and telephone number for a contact person from each reference, and the date range for which the services were rendered for each client contact. The County reserves the right to contact any references listed, if it is in the County's best interest to do so.
- c. Preference will be given for references with California state or local government agencies.
- d. References cannot be from any individuals on behalf of Yolo County itself.

5) Exhibit "E" – Fee Proposal

Proposer shall provide a list of rates which shall be inclusive of all costs associated with work likely to be assigned the firm related to tasks stated in this RFQ, including but not limited to personnel, administrative overhead, printing costs, attendance at meetings, travel, etc.

6) Exhibit "F"- Other Factors

In order to properly assess vendor availability, each firm shall provide a list of current commitments for the relevant category of services you are applying for (i.e., CEQA or Land Use and Planning), which are currently being handled by vendor's firm, including how many of the commitments are the responsibility of the Project Manager named in the proposal.

7) Exhibit "G"- Evidence of Financial Stability

a. Proposers must provide the following financial data demonstrating financial stability:

- i. If the Proposer is an audited organization, please provide the last three (3) years of audited financial statements (in US dollars) for your organization and identify which entity audited the statements. If such information is not available in whole or in part, please explain why.
- ii. All Proposers must provide sufficient information to enable the County to determine that the Proposer's financial health and capability are sufficient to meet the anticipated contractual and usage requirements of any resulting agreement. The County is the sole judge for making a determination about Proposer's financial stability and may request additional information, if it is in the best interest of the County to do so.

8) Exhibit "H" - Signature Page

a. Vendor shall complete and sign the County signature page form.

9) Exhibit "I" - Non-Collusion Non-Conflict of Interest Statement

a. Vendor shall complete and sign the County form.

10) Exhibit "J" - Exceptions to Agreement

a. Vendor shall include a statement that the appropriate personnel have reviewed the Sample Agreement in the submitted proposal. Vendor shall complete and sign the Certification of Exception to RFQ Documents form.

**C. REQUIRED PROPOSAL FORMAT**

1. The Proposer(s) are required to prepare their written proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.

2. The format and content of the Proposal are as follows:

- a. If provided, **use any forms included in the Exhibits** as well as the requirements listed above. All other submitted pages are to be single-spaced typed pages with one-inch margins.
- b. Identify the Exhibit Category of the proposal, Proposal number and Proposer name on every page submitted.
- c. All pages must be numbered sequentially.

[END OF DOCUMENT: PLEASE SEE ALL RELATED ATTACHMENTS AND EXHIBITS AS NOTED IN THE TABLE OF CONTENTS.]