

**City and County of San Francisco
Planning Department**

CP16-05

Request for Qualifications for

**As-Needed Consultant Services for
Strategic Planning, Sustainability Planning, Resiliency
Planning, Information Analysis, and Urban Design**



**SAN FRANCISCO
PLANNING
DEPARTMENT**

Date issued:

March 31, 2016

Pre-Qualifications conference:

April 20, 2016, 11:00 a.m.

Qualifications due:

May 6, 2016, 11:00 a.m.

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Request for Qualifications for As-Needed Consultant Services for Strategic Planning, Sustainability Planning, Resiliency Planning, Information Analysis, and Urban Design

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| A. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. | A-1 |
| B. San Francisco Planning Department RFQ Cover Page: RFQ submitter’s details and Signature of authorized representative(s). | A-3 |
| C. San Francisco Planning Department Page Number Form: Specify page number of Evaluation and Selection Criteria in the submission. | A-4 |

Separate Appendices:

1. Agreement for Professional Services (form P-600)
2. CMD Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contacts \$55,000 and over document. Proposers must submit the following forms:

- Form 2A CMD Contract Participation form
- Form 3 CMD Non-discrimination Affidavit
- Form 5 CMD Employment form

The following form may be required, depending on the circumstances:

- Form 4 Joint Venture Participation Schedule

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and Urban Design**

I. Introduction and Schedule

A. General

The San Francisco Planning Department (Planning Department) is seeking to create five pools of qualified contractors (Pool[s]). Each Pool will have expertise in one of the following areas: 1) Strategic Planning; 2) Sustainability Planning; 3) Resiliency Planning; 4) Information Analysis; and 5) Urban Design.

Based on responses to this Request for Qualifications (RFQ), it is the intent of the Planning Department to create Pools from which the Planning Department will choose prospective contractors for projects requiring complex analyses in the applicable topic area(s) on an as-needed basis as indicated below in Section II, Scope of Work. Other City departments may also elect to select contractors from one of the Pools. These Pools may be utilized by the City, at its sole and absolute discretion, for contractor selection and negotiations during the term the Pool is in effect. No pre-qualified or selected Respondent is guaranteed work, either through a City contract for City-sponsored projects or work with an applicant for privately-sponsored project.

The “Respondent” refers to any entity that submits a response to this RFQ. The “Contractor” refers to any Respondent(s) who is selected as a candidate to provide services under this RFQ.

The Planning Department has determined that an RFQ solicitation is the most useful and efficient means of establishing a list of appropriate and qualified individuals, firms, and/or teams for consultant services. Applications will be evaluated based on qualifications, including experience of the firm and staff, as described in Section IV of this RFQ.

The Pool established as a result of this solicitation shall have **an original term of two years**. In addition, the City shall have the option to extend the term for a period of **up to two (2) one additional year terms**, which the City may exercise in its sole, absolute discretion.

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B. Schedule

The anticipated schedule for establishing the Pool is:

| <u>Qualifications Phase</u> | <u>Date</u> |
|--|----------------------------|
| City issues RFQ | March 31, 2016 |
| Pre-qualification conference | April 20, 2016, 11:00 a.m. |
| Deadline for submission of written questions or requests for clarification | April 27, 2016, 11:00 a.m. |
| Qualifications due | May 6, 2016, 11:00 a.m. |

Dates and times subject to change

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II. Scope of Work

The amount and types of work for contractors in the Pool are expected to vary from month to month, depending upon the extent and complexity of projects needing assistance. The Pool will be used by the Planning Department in the following ways:

- **Planning Department-sponsored projects.** The Planning Department will select from the Pools for preparation of analysis, technical reports, designs, and other deliverables for various Planning Department-sponsored projects as they emerge over the two-year term of the Pools, on a contract-by-contract basis. The Planning Department may also establish master contracts, in which individual task orders are issued for specific work. Projects funded with state or federal grant funds may not utilize the Pools if the grant procurement requirements conflict with this RFQ process.
- **Other public projects.** The Pools will be made available to other City and County of San Francisco (City) departments. Other departments may choose to select and contract with contractors from the Pools, but are not required to do so.

Contractors selected to perform services from a Pool will be required to work under the supervision of Planning Department and other City staff, if another City department has selected the Contractor. Prior to final submission, documents prepared by a contractor shall be reviewed and modified, as necessary, to reflect the independent judgment of Planning Department or other City staff, as the responsible City department. Contractors selected from a Pool are expected to provide high quality initial submittals that will require minimal revisions by staff and be fully consistent with San Francisco's codes, policies, and common practices. Consultants selected from a Pool are also expected to be fully and promptly responsive to requests for revisions to initial submittals from staff to facilitate finalization of documents without needing more than two draft submittals.

As a condition of acceptance into the Pool(s), contractors shall be required to adhere to the performance standards concerning cooperation with the Planning Department and other City departments, as described in Section VIII of this RFQ. Failure to adhere to such performance standards may be cause for removal from the applicable Pool(s) and/or rejection of noncompliant documents.

For more information, please review the Planning Department's *Consultant & Sponsor Resources* at <http://www.sf-planning.org/index.aspx?page=1886> .

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III. Submission Requirements

A. Time and Place for Submission of Qualifications

Qualifications must be received by the date and time listed on the schedule. Postmarks will not be considered in judging the timeliness of submissions. Submission may be delivered in person and left with the receptionist or mailed to:

San Francisco Planning Department
c/o Belle La
Senior Contracts Analyst
1650 Mission Street, Suite 400
San Francisco, CA 94103

Submission will be Time Stamped, on the San Francisco Planning Department RFQ Cover Page

Proposers shall submit four (4) hard copies of the qualifications in packaging clearly marked “**CP16-05 Citywide Consultant Services RFQ**” and using the **RFQ Cover Page in Appendix B**, clearly indicating the type of work responding for: “**(1) Strategic Planning**”, “**(2) Sustainability Planning**”, “**(3) Resiliency Planning**”, “**(4) Information Analysis**, or “**(5) Urban Design.**” to the above location.

If a consultant is applying for more than one subject Pool, a separate complete set of materials must be submitted to the above location for each Pool under consideration.

Proposers must also submit an electronic version of the qualifications. Please submit a complete electronic version on either a CD/DVD or USB flash drive.

If Proposer is seeking the Local Business Enterprise (LBE) bid discount/rating bonus for public-sponsored projects, Proposers shall submit two (2) hard copies of the Required CMD Forms, and also an electronic copy.

Proposals that are submitted by fax or email will not be accepted. **Late submissions will not be considered.**

B. Format

Please use recycled paper, print double-sided to the maximum extent practicable, and bind the qualifications with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your qualifications with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

The Planning Department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1-inch on all sides (excluding headers and footers). Also be sure to include a Table of Contents.

The proposal must clearly indicate your firm’s City Vendor Number on the **RFQ Cover Page in Appendix B** and indicate the area of work applied for: “**(1) Strategic Planning**”, “**(2) Sustainability Planning**”, “**(3) Resiliency Planning**”, “**(4) Information Analysis**” or “**(5) Urban Design.**”

Proposers must also submit an electronic version of the qualifications. Please submit a complete electronic version on either a CD/DVD or USB flash drive, preferably in PDF format.

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C. Content

Firms interested in responding to this RFQ must submit the following information, in the order specified below:

1. Introduction, Executive Summary, and Approach (up to 3 pages)

Submit a letter of introduction and executive summary of the firm's areas of expertise and experience as related to this RFQ. Also include a brief description of the firm's overall approach and strategy to delivering collaborative solutions for complex, public sector problems. The letter must be signed by a person with authority to commit the firm to adhere to the performance standards in this RFQ. Submission of the letter will constitute a representation by the firm that the firm will in good faith fulfill the Planning Department's preconditions for inclusion in the Pools.

2. Firm / Team Qualifications (up to 15 pages)

Provide the following information on the firm's background and qualifications.

- Name, address, and telephone number of a contact person
- A brief description of the firm
- A description of the experience and qualifications of relevant team members, including brief resumes, demonstrating clearly that they meet the minimum professional qualifications outlined in Section IV
- A description of not more than six projects prepared by the firm that demonstrate experience and ability in the required skills outlined in Section II of this RFQ, including a project summary, client references and telephone numbers, and staff members who worked on each project. For each project, indicate whether the firm was the lead contractor and provide a description of the firm's role on the project, as well as information regarding adherence to project budget and schedule. Descriptions should be limited to one page for each project

3. References (up to 2 pages)

Provide references including the name, address, telephone number, and e-mail address of at least three recent (within the last 3 to 5 years) clients, preferably from representatives of public sector agencies. Reference letters are not required, but may also be attached as appendices.

4. Fee Qualification (up to 5 pages)

Please provide a fee schedule that includes hourly rates for all team members and key positions. Hourly rates and itemized costs may be used to negotiate contracts that result from this RFQ, and rates assigned to specific staff and for key positions will be considered stable for the term of this RFQ and generally for the term of resulting contracts.

The City intends to select contractors for the Pools that the Planning Department determines will provide the best overall services for a particular project. The City reserves the right to accept contractors for inclusion in the Pools on bases other than the lowest priced services, and to reject any qualifications that are not responsive to this request to disclose fees.

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IV. Evaluation and Selection Criteria

A. Minimum Qualifications

Consultants responding to this RFQ should clearly indicate the areas of expertise for which the firm desires to be pre-qualified for the Pool hereby established, and may be considered for more than one area if so indicated. Recipients of this RFQ that have working relationships with other consultants in particular specialty skill areas are encouraged to share this RFQ with other consultants.

- Principals and/or firm can demonstrate four years or more of experience providing services in this skill area, including at least three projects for a mix of private and public sector clients in densely populated, urban jurisdictions;
- Project team can demonstrate four years or more of experience providing services in this skill area, including at least three projects for a mix of private and public sector clients in densely populated, urban jurisdictions;

Any qualification that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of qualifications will be considered non-responsive and will not be eligible for inclusion in the Pool.

1. Strategic Planning Contractors

A Strategic Planning Contractor could be selected to engage and facilitate city and external leaders to help develop strategic visions and action plans and to help develop strategic plans and policies. Responses to this RFQ for this focus area should document specific experience in San Francisco and/or other comparable jurisdictions with designing and managing high-level, complex planning processes and programs to achieve a more progressive, dynamic, and interconnected system. Experience should include developing powerful methods to co-create and co-design engaging methods to realize short-term and/or long-range planning and organizational goals, objectives, strategies, and action plans. Planning initiatives could be community based, city- or region-wide, and/or within the leadership levels of city or regional government. Responses should document the ability to design, facilitate, and lead such initiatives that produce positive outcomes and on-going transformational processes. A proven ability to synthesize and see the connectivity among complex data, opinions, and ideas is critical. Deep listening and facilitation skills are also essential. Should a proposer feel that other tasks or experience would also be of value, please describe.

2. Sustainability Planning Contractors

A Sustainability Planning Contractor could be used in different contexts to develop various kinds of sustainability plans, or technical analyses to support sustainability plans and programs for the City. Responses to this RFQ for this focus area should document specific experience in San Francisco and/or other comparable jurisdictions demonstrating expertise at the leading edge of municipal and land use sustainability planning and design. Some examples of distinct subareas of expertise include, but are not limited to: (1) Sustainability Master

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Planning; (2) Sustainable Design, Planning, Guidelines, and Standards for Buildings, Districts, Neighborhoods, Cities, and Regions; (3) Technical Analysis and feasibility studies relating to sustainable infrastructure districts and resource use; and (4) Biophilic and biodiversity planning and design.

Contractors must possess technical sustainability planning skills, strong background in designing and leading sustainability initiatives, and a proven ability to convene related discussions and collaborate across topics, departments, jurisdictions, and sectors. Consultants should have a strong understanding of existing sustainability planning frameworks and how they apply across various spatial scales. Should a proposer feel that other tasks or experience would also be of value, please describe.

3. Resiliency Planning Contractors

A Resiliency Planning Contractor could be hired to engage and facilitate city and external leaders to help complete sea level rise vulnerability and risk assessments, prioritize actions for implementation, and develop strategic adaptation plans to increase the city's resilience to sea level rise and other natural hazards .

Responses to this RFQ for this focus area should document specific experience in San Francisco and/or other comparable jurisdictions with developing the capacity for responding and adapting to acute shocks and chronic stresses, such as but not limited to sea level rise, earthquakes, extreme storms, and social cohesion.

Proven understanding of the science behind natural hazard planning is essential.

Experience should include but not be limited to: (1) sea level rise vulnerability/risk assessment and adaptation planning for interconnected infrastructure systems at multiple scales; (2) creative community engagement and visioning; (3) designing a comprehensive and imaginative package of shoreline armoring and natural options for San Francisco's bay and ocean edge; and (4) designing cutting-edge processes for information sharing and capacity building within city government and between city government and its stakeholders, including but not limited to the public, environmental justice advocates, and the business/development community. Responses should document the ability to design, facilitate, and lead resiliency planning initiatives at multiple scales. A proven ability to synthesize and see the connectivity among complex data, opinions, and ideas is critical. Deep listening and facilitation skills are also essential. Should a proposer feel that other tasks or experience would also be of value, please describe.

4. Information Analysis Contractors

The Information Analysis Contractor could be used to develop information systems about land use growth and urban sustainability development.

Responses to this RFQ for this focus area should document specific experience in San Francisco and/or other comparable jurisdictions creating state-of-the-art long range land use planning information systems to support decisions regarding citywide growth and development, resiliency and sustainability. Consultants may

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demonstrate their information system expertise in two broad categories: (1) land use growth/development; and/or (2) urban sustainability.

In the area of land use growth and development, contractors should demonstrate experience designing information systems using proven tools in data analysis, scenario planning, visualization, and reporting. Experience should illustrate expertise with (1) enabling city system-wide scenario planning and forecasting in 2D and 3D; (2) allocating forecasted citywide growth totals; and (3) tracking proposed development projects from application through completion. Such systems should have the potential for integration with regional planning information systems and projections (e.g. ABAG), other agencies systems and models, such as the San Francisco County Transportation Agency's countywide transportation model or SFPUC's water supply planning systems, and with industry-standard software, such as San Francisco's ESRI enterprise license, the Accela Automation Planning Application Software, and DataSF's Socrata open data platform. Experience developing or working with cross-city municipal data platforms-hubs, such as Plenario, should be indicated.

In the area of sustainability information systems, contractors should describe their experience measuring sustainability, impacts of different policies, plans, or projects, and also measuring progress to city sustainability. This description should include the conceptual, methodological, and the practical measurement/data challenges. In particular, experience with constructing sustainability indicators and tools to model sustainability outcomes across a range of indicators at the different scales of project, district, and city is important.

All Consultants should indicate experience designing the full information system, from data collection to periodic data refresh, to analysis, visualization, reporting, and documentation. Should a proposer feel that other tasks would also be of value, please describe.

5. Urban Design Contractors

The Urban Design Contractor could be used to help study and design streets and public spaces. Responses to this RFQ for this focus area should document specific experience in San Francisco and/or other comparable jurisdictions with one or more of the following categories:

Streetscape Design: Designing streets that focus on creating vibrant public spaces, not just functional mobility corridors. Please include experience with a variety of contexts, including but not limited to: alleys upgraded to public spaces; local neighborhood commercial streets; and, complex, multimodal streets typically found in higher density urban districts. As part of your description, please discuss your experience designing and/or coordinating the design of streetscape elements, including: landscaping; storm water features; street furniture; lighting; public art; and wayfinding. Demonstrated experience of seamlessly integrating both cycling infrastructure and transit infrastructure is highly desirable.

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Public Life and Public Space Studies: Designing and conducting public life and public space studies that provide a detailed understanding of how public spaces are used, by whom, for what activities, and at what time of the day and week, including using innovative data collection methods, conducting robust analysis, and writing succinct and insightful design recommendations based on findings. Describe experience designing tactical urbanism interventions based on this data.

Public Space Design: Designing and activating plazas that are inclusive and flexible public spaces. Include experience demonstrating how you worked with the governmental project sponsor on a design and material choice that are beautiful, durable, sustainable, cost effective and meet the long-term maintenance needs of the city.

Pedestrian Priority Streets: Designing single-surface, pedestrian priority streets. Demonstrate knowledge and experience with ADA guidelines and solutions that balance universal access and a flexible, beautiful design.

Sustainable Design: In general, describe how your experience with designs that meet the highest standards of resiliency and sustainability, as measured from an ecological, social and financial perspective.

Should a proposer feel that other tasks would also be of value, please describe.

B. Selection Criteria

The qualifications will be evaluated by a selection committee comprised of parties with expertise in the relevant topic areas. The City and County of San Francisco intends to evaluate the qualifications generally in accordance with the criteria itemized below. Qualifications that meet the minimum qualifications will be considered for the Pool(s). Up to twenty firms with the highest scoring qualifications may be included in the Pool(s).

Note: Proposers that meet the selection criteria and are ultimately included within the Pool will not be ranked within their respective Pool. The Planning Department reserves the right to enter into contract negotiations with any firm from within a Pool on a project-by-project or as-needed basis.

Each RFQ response will be evaluated in accordance with the criteria below. A Respondent must receive a score of 71 points or above out of the 100 total possible points to be pre-qualified.

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Written Selection Criteria:

1. Approach (10 points)

- a. Understanding of complex public sector challenges
- b. Creative methods to reach concurrence and engagement, as applicable
- c. Innovative ways to achieve cutting-edge results
- d. Commitment to quality and project delivery

2. Firm / Team Qualifications (40 points)

- a. Expertise of the firm in relevant consulting services, including topical review in complex urban settings
- b. Quality of recently completed projects including but not limited to prior work with the City, adherence to schedules, deadlines and budgets
- c. Experience with recent similar types of work
- d. Results of reference checks

3. Assigned Staff (40 points)

- a. Previous experience of staff assigned to the projects that would result from this RFQ, and a description of the tasks to be performed by each staff person
- b. Professional qualifications and education, including number of years of relevant professional experience
- c. Billing rates within generally accepted industry standards
- d. Staff availability, commitment, and accessibility

4. Responsiveness (10 points)

- a. Overall organization and clarity
- b. Responsiveness to all items requested
- c. Information provided is accurate and applicable

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V. Pre-Qualifications Conference and Contract Awards

A. Pre-Qualification Conference

Proposers are encouraged, but not required, to attend a pre-qualification conference on the date and time listed in the schedule, to be held at **the Planning Department Conference Room at 1650 Mission Street, Suite 400, San Francisco, CA 94103**. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFQ, please contact the individual designated in Section VI.B.

B. Contract Awards from the Pool

When the City is in need of consulting service for public-sponsored projects or as-needed tasks, the City may select proposers from the Pool(s) with whom City staff shall commence contract negotiations. The selection of any qualification shall not imply acceptance by the City of all terms of the submitted qualification, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, the City, in its sole discretion, may terminate negotiations and begin contract negotiations with another proposer from the Pool.

The City retains full discretion to select the best qualified proposers from the Pool for projects or tasks—public or private. Alternatively, the City may exercise its discretion to further solicit from within the Pool(s). In addition, in the context of privately-sponsored projects, the City may develop an alternative means of providing project sponsors with choice among a subset of qualified environmental consultants from the Pool.

No pre-qualified or selected Respondent is guaranteed a contract as a result of participation in this RFQ.

C. Other Terms and Conditions

The City may issue Request(s) for Proposals or Request(s) for Quotes to the pre-qualified consultant list to better assess qualifications for a specific scope of service, which may include staffing, scheduling, deliverable, and cost considerations.

The selection of any pre-qualified Respondent for contract negotiation shall not imply acceptance by the City of all terms of the response, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

If a satisfactory contract cannot be negotiated in a reasonable time with any pre-qualified Respondent, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining pre-qualified Respondents.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines, and deliverables.

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D. Written Questions

Proposers are encouraged to submit written questions before the due date stated in Section I. Item B. to the individual designated in Section VI. Item B. All questions will be addressed and any available new information will be provided in writing via email to proposers. All written questions must be submitted on or prior to **April 27, 2016, 11:00a.m.**

VI. Terms and Conditions for Receipt of Qualifications

A. Errors and Omissions in RFQ

Proposers are responsible for reviewing all portions of this RFQ. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of Qualifications. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFQ

Inquiries regarding the RFQ and all oral notifications of intent to request written modification or clarification of the RFQ must be directed to:

**Belle La, Senior Contracts Analyst
San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103
Belle.la@sfgov.org**

Substantive questions received by the deadline for submission of written questions or requests for clarification will be posted on the website in a Questions and Answers document.

C. Objections to RFQ Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFQ, the proposer must, not more than ten calendar days after the RFQ is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFQ, prior to the Qualifications due date, by issuing Bid Addendum(s), which will be posted on the website. The proposer shall be responsible for ensuring that its Qualifications reflects any and all RFQ Addendum(s) issued by the Department prior to the Qualifications due date regardless of when the Qualifications is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the Qualifications due date, to determine if the proposer has downloaded all RFQ Addendum(s).

E. Term of Qualifications

Submission of Qualifications signifies that the proposed services and prices are valid for 730 calendar days from the Qualifications due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

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F. Revision of Qualifications

A proposer may revise Qualifications on the proposer's own initiative at any time before the deadline for submission of Qualifications. The proposer must submit the revised Qualifications in the same manner as the original. A revised Qualifications must be received on or before the Qualifications due date.

In no case will a statement of intent to submit a revised Qualifications, or commencement of a revision process, extend the Qualifications due date for any proposer.

At any time during the Qualifications evaluation process, the Department may require a proposer to provide oral or written clarification of its Qualifications. The Department reserves the right to establish the pool or make an award without further clarifications of Qualifications received.

G. Errors and Omissions in Qualifications

Failure by the Department to object to an error, omission, or deviation in the Qualifications will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any contract awarded pursuant to the RFQ.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Submissions of the RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Qualifications, and requests to be placed on a mailing list do not constitute negotiations.

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Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFQs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its Qualifications (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the Qualifications and/or termination of any subsequent Agreement reached on the basis of the Qualifications.

L. Reservations of Rights by the City

The issuance of this RFQ does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Qualifications, or Qualifications procedure;
2. Reject any or all Qualifications;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for Qualifications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the Qualifications;

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5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFQ.

N. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the “LBE Ordinance”) may apply to city-sponsored contracts awarded from this RFQ.

Privately sponsored projects are not subject to 14B requirements, but are strongly encouraged to incorporate a high level of participation by Local Business Enterprises (LBEs) certified by the San Francisco Contract Monitoring Division (CMD). Prime Consultants/Contractors are also encouraged to submit proposals with LBEs as subconsultants/subcontractors.

Prime contractors and all subcontractors who are awarded city-sponsored contracts as a result of the bid process may be required to use the Elation secure web-based Local Business Enterprise Utilization Tracking System (LBEUTS) to submit payment information including invoices and other related information. The Contract Monitoring Division (CMD) will use this information to monitor compliance with the 14B LBE Ordinance.

1. LBE Subconsultant Participation Goals for Public-sponsored Project Specific Proposals

The LBE subconsulting goal for public-sponsored projects will be defined on a project-by-project basis, as a percentage of the total value of the goods and/or services to be procured.

Each firm responding to each city-sponsored project may be required to demonstrate in a project-specific response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the Qualifications. LBEs identified as subcontractors must be certified with the San Francisco Contract Monitoring Division at the time the project-specific response is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the project-specific response. Any project-specific response that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Project-specific responses which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this RFQ will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with CMD-certified LBEs located in San Francisco.

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2. LBE Participation for Public-sponsored Project Specific Proposals

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any Proposers who are certified by CMD as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation, as identified below. Certification applications may be obtained by calling CMD at (415) 581-2310. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- (1) A 10% bonus to a Small or Micro LBE—including Non-Profit; or a joint venture between or among LBEs; or
- (2) A 5% bonus to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%; or
- (3) A 7.5% bonus to a joint venture with LBE participation that equals or exceeds 40%; or
- (4) A 2% bid discount will be applied to an SBA-LBE if the contract amount is at least \$400,000, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

Joint Venture Rating Bonuses - If applying for a LBE rating bonus as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function. The joint venture partners must be of the same or similar discipline in order to be eligible for a rating bonus. The joint venture partners will be jointly responsible for the overall program management, control and compliance with Chapter 14B requirements.

3. CMD Forms to be Submitted with Public-sponsored Project Specific Proposals

a. All Qualifications submitted who are requesting a LBE bid discount/rating bonus to be considered as a part of their qualifications score, must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: 1) CMD Contract Participation Form, 2) CMD "Good Faith Outreach" Requirements Form, 3) CMD Non-Discrimination Affidavit, 4) CMD Joint Venture Form (if applicable), and 5) CMD Employment Form. If these forms are not returned with the Qualifications, the LBE bid discount/rating bonus may not be factored when establishing the Pool.

b. Please submit only two paper copies and one electronic PDF copy of the above forms with your Qualifications if you are seeking the LBE bid discount/rating bonus for public-sponsored projects.

If you have any questions concerning the CMD Forms, you may call Seth Benkle, the Contract Monitoring Division Contract Compliance Officer for the Planning Department at 415-581-2306.

O. Communications Prior to Contract Award / Establishment of Pool

Only the employee(s) identified in the RFQ as the contact(s) for this competitive solicitation are authorized to respond to comments or inquiries from Proposers or potential Proposers seeking to influence the contractor selection process or the award of the contract. This

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prohibition extends from the date the RFQ is issued until the date when the notice informing respondents of their inclusion or non-inclusion in the pool is issued.

All firms and subcontractor(s) responding to this RFQ are prohibited from contacting any Commissioner, elected official, City staff member, other than the contact person listed in this solicitation or as otherwise expressly authorized herein, from the date the RFQ is issued to the date when the notice of tentative award is issued. This prohibition does not apply to communications with a Commissioner, elected official, City staff member regarding normal business not regarding or related to this RFQ.

Additionally, the firms and subcontractor(s) will not provide any gifts, meals, transportations, materials or supplies or any items of value or donations to or on behalf of any Commissioner, elected official, City staff member from the date the RFQ is issued to the date when the notice of tentative award is issued.

All lobbyists or any agents representing the interests of proposing prime contractors and subcontractor(s) shall also be subject to the same prohibitions.

Any Respondent who violates this section, directly or through an agent, lobbyist or subcontractor will be disqualified from the selection process.

VII. Contract Requirements for Public Projects

A. Standard Contract Provisions [for Public Projects]

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached separately. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, §10.5 in the Agreement); the Minimum Compensation Ordinance (§10.7 in the Agreement); the Health Care Accountability Ordinance (§10.8 in the Agreement); the First Source Hiring Program (§10.9 in the Agreement); and applicable conflict of interest laws (§10.2 in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits [for Public Projects]

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at <http://sfgov.org/CMD>.

C. Minimum Compensation Ordinance (MCO) [for Public Projects]

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross

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compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §10.7.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO) [for Public Projects]

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP) [for Public Projects]

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

G. San Francisco Business Tax Certificate

San Francisco Ordinance No. 345-88 requires that, in order to receive an award, a firm located in San Francisco or doing business in San Francisco must have a current Business Tax Certificate. Since the work contemplated under the proposed Agreement will be performed in San Francisco, a San Francisco Business Tax Certificate will be required.

H. Statement of Economic Interest

Depending on the final scope of the Contract, the Consultant to whom this Contract is awarded, as well as all of its subconsultants, may be required to file a Statement of Economic Interest, California Fair Political Practices Commission Form 700, under the requirements of California Government Code Sections 7300 et seq. and San Francisco Campaign and

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Governmental Code Section 3.1-102. A copy of the Form 700 can be downloaded from the following website: <http://www.fppc.ca.gov>

I. Prevailing Wages and Working Conditions

i. This RFQ seeks qualified Consulting Teams to provide contract services that may involve the performance of work covered by the provisions of Section 6.22(E) of the San Francisco Administrative Code and Section 1720 of the California Labor Code regarding payment of prevailing wages ("Covered Services"). The provisions of Section 6.22(E) of the Administrative Code are incorporated as if fully set forth herein and will apply to any Covered Services performed by Contractor and its subcontractors pursuant to this RFQ. For payment of prevailing wages, Section 1720 of the California Labor Code defines public works to include, among things, work performed during the design and preconstruction phases of construction. Accordingly, responding firms must comply with Sections 1725 and 1771.1 of the California Labor Code, including registration with the California Department of Industrial Relations prior to submitting a proposal or at the very latest, before entering into a contract pursuant to this RFQ.

ii. The latest prevailing wage rates for private employment on public contracts as determined by the San Francisco Board of Supervisors and the Director of the California Department of Industrial Relations, as such prevailing wage rates may be changed during the term of this Agreement, are hereby incorporated as provisions of this Agreement. Copies of the prevailing wage rates as fixed and determined by the Board of Supervisors are available on the Internet at <http://www.dir.ca.gov/DLSR/PWD>. Each Consulting Team must agree, as a condition to a contract award, that it shall pay not less than the prevailing wage rates, as fixed and determined by the Board of Supervisors, to all workers employed who perform Covered Services under this Agreement. Each Consulting Team must further agree as follows:

- As required by Section 6.22(E)(5) of the City Administrative Code, each Consulting Team will include in every subcontract or other arrangement for Covered Services under this Agreement, a provision that requires subcontractors to pay to all persons performing Covered Services not less than the highest general prevailing rate of wages as fixed and determined by the Board of Supervisors for such labor or services.
- As required by Section 1771.4 of the California Labor Code, Consulting Team shall post job site notices prescribed by the California Department of Industrial Relations ("DIR") at all job sites where Covered Services are to be performed.
- As required by Section 6.22(E)(6) of the City Administrative Code and Section 1776 of the California Labor Code, Consulting Teams and Subcontractors shall keep or cause to be kept complete and accurate payroll records for all workers performing Covered Services, including such detailed information as described in the P-600 contract.
- The City will not process monthly progress payments which include payment for Covered Services until Contractor and each subcontractor performing Covered Services submits weekly certified payrolls to the City for the applicable time period. Each Consulting Team and each subcontractor performing Covered Services must also submit weekly certified payrolls directly to the DIR before the City will process monthly progress payments.) Refer to Appendices to City contract form P-600 for further compliance details.

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VIII. Contract Requirements for other City agencies. As described above, eligibility for work on projects sponsored by a public agency or City department other than the San Francisco Planning Department shall be conditioned on agreement by the qualified Consultant to include specific performance criteria in its performance contracts with other agencies. The Planning Department requires that consultant contracts for other agency projects include the following provisions. Violation of this section on any project shall be grounds for removal from the applicable Pool and/or reassignment of a new Contractor to the project at issue, or could affect the inclusion of the Consultant in one or more future PCLs up to the end of the term of the Pool, at the discretion of the Planning Department.

A. Minimum Performance Standards

Performance of any contract shall be subject to the following performance standards:

1. Preliminary drafts of deliverables, with the exception of preliminary project descriptions, sponsors' objectives, and descriptions of approvals needed, may not be distributed to project sponsors in advance of submittals to the Planning Department or other City department; drafts may be provided to project sponsor simultaneously with submittal to the department.
2. Along with submission of any document or deliverable, Consultants shall provide a signed Consultant's Checklist with draft submittals, attesting to completeness of review, required content, and verification that requested changes have been incorporated.
3. Consultant must obtain Planning Department or other City department approval of the scope of work for consultant services, in writing, prior to signing of the contract by the consultant and project sponsor.
4. Initial preliminary draft documents shall be submitted within six months after work scopes are finalized and subsequent revisions shall be submitted within six months after receipt of department review comments, subject to exceptions by (1) prior mutual agreement between department and consultant for unusually complex projects, or (2) delays caused due to project redesign or other factors beyond the control of consultants, for which advance written notification by Consultants is provided.
5. Subject to exceptions in unusual circumstances and by prior written mutual agreement by the department and Consultant, Consultant will require no more than two complete submittals of preliminary draft documents prior to finalization (not including screen check version). Any circumstance requiring more than two complete preliminary drafts shall be described in writing by the consultant and/or City staff and included in the City department's project case file.

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IX. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted Qualifications and believes that the City has incorrectly determined that its submittal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Established Pool

Within five working days of the City's issuance of a notice of intent to establish the pre-qualified pool of consultants, any firm that has submitted a responsive Qualification and believes that the City has incorrectly selected another proposer for award or inclusion within the pool may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award or inclusion within the pool.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

San Francisco Planning Department
c/o Belle La
Senior Contracts Analyst
1650 Mission Street, Suite 400
San Francisco, CA 94103

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Appendix A

Standard Forms

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). **(For inclusion in the pool of pre-qualified consultants, contractors must complete items 1-2 on the chart and obtain a city vendor number.)**

Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFQ package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 581-2310.

| Item | Form name and Internet location | Form | Description | Return the form to; For more info |
|------|---|-------------|---|---|
| 1. | Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf | W-9 | The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number. | Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702 |
| 2. | Business Tax Declaration http://sfgsa.org/index.aspx?page=4762 | P-25 | All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector | Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702 |
| 3. | S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits | CMD-12B-101 | Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits | Contract Monitoring Division 30 Van Ness, Suite 200 San Francisco, CA 94102-6020 |

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| Item | Form name and Internet location | Form | Description | Return the form to; For more info |
|------|--|------|--|---|
| | http://sfgsa.org/index.aspx?page=6127 In Vendor Profile Application | | between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract. | (415) 581-2310 |
| 4. | CMD LBE Certification Application http://sfgov.org/cmd/applications | | Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by CMD by the Qualifications due date. | Contract Monitoring Unit 30 Van Ness, #200 San Francisco, CA 94102-6059 (415) 581-2310 |

Where the forms are on the Internet

Office of Contract Administration

Homepage: <http://sfgov.org/OCA>
Purchasing forms: Click on “Required Vendor Forms” under the “Information for Vendors and Contractors” banner.

Contract Monitoring Division

CMD’s homepage: <http://sfgov.org/cmd>
Equal Benefits forms: <http://sfgsa.org/index.aspx?page=6127>
LBE certification form: <http://sfgov.org/cmd/applications>

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Appendix B

San Francisco Planning Department RFQ Cover Page

NAME OF ORGANIZATION(S): _____

ADDRESS: _____

DIRECTOR: _____

PHONE/FAX#: _____

EMAIL: _____

FEDERAL EMPLOYER #: _____

CITY VENDOR #: _____

RESPONDENT TO POOL FOR: _____

I understand that the San Francisco Planning Department reserves the right to modify the specifics of this application at the time of funding and/or during the contract negotiation; that a contract may be negotiated for a portion of the amount requested; and that there is no contract until a written contract has been signed by both parties and approved by all applicable City Agencies. Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity

Signature of authorized representative(s):

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Submit an electronic and four (4) hard copies to:

San Francisco Planning Department
c/o Belle La
Senior Contracts Analyst
1650 Mission Street, Suite 400
San Francisco, CA 94103
Belle.la@sfgov.org

Appendix C

San Francisco Planning Department Page Number Form

This form is to assist the review panel in finding the information in the Proposal that corresponds to the evaluation criteria. For each item listed below, please list the page number(s) where the reviewer may find the answer(s) to the criteria.

| Evaluation and Selection Criteria | Page Number(s) |
|--|-----------------------|
| Principles and/or firm can demonstrate four years or more of experience providing services in this skill area, including at least three projects for a mix of private and public sector clients in densely populated, urban jurisdictions. | |
| Project team can demonstrate four years or more of experience providing services in this skill area, including at least three projects for a mix of private and public sector clients in densely populated, urban jurisdictions. | |
| <p>Approach (10 points)</p> <ul style="list-style-type: none"> • Understanding of complex public sector challenges • Creative methods to reach concurrence and engagement, as applicable • Innovative ways to achieve cutting-edge results • Commitment to quality and project delivery | |
| <p>Firm/Team Qualifications (40 points)</p> <ul style="list-style-type: none"> • Expertise of the firm in relevant consulting services, including topical review in complex urban settings • Quality of recently completed projects including but not limited to prior work with the City, adherence to schedules, deadlines and budgets • Experience with recent similar types of work • Results of reference checks | |
| <p>Assigned Staff (40 points)</p> <ul style="list-style-type: none"> • Previous experience of staff assigned to the projects that would result from this RFQ, and a description of the tasks to be performed by each staff person • Professional qualifications and education, including number of years of relevant professional experience • Billing rates within generally accepted industry standards • Staff availability, commitment, and accessibility | |
| <p>Responsiveness (10 points)</p> <ul style="list-style-type: none"> • Overall organization and clarity • Responsiveness to all items requested • Information provided is accurate and applicable | |