### COUNTY OF IMPERIAL

PURCHASING DEPARTMENT

**REQUEST FOR PROPOSALS No. 1007-23**

**TO CONDUCT**

### COMMUNITY-BASED EDUCATION AND ENGAGEMENT SERVICES

**REGARDING**

**SALTON SEA RENEWABLE RESOURCES SPECIFIC PLAN and PROGRAMMATIC EIR**

### county white seal.jpg

**Funded by**

**The County of Imperial**

### Issued, November 23, 2022

**DUE DATE AND SUBMISSION REQUIREMENTS:**

**One (1)** Original, One (1) Electronic Copy (ex. flash drive) and **Five (5)** Copies of **Proposals** must be received by **4:00 P.M.** on **­­**

**December 22, 2022**

# Point of Contact:

# Debbie Wray

# Purchasing Agent

# 1125 Main Street

# El Centro CA 92243

# 442-265-1866

# debbiewray@co.imperial.ca.us

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# INFORMATION FOR PROPOSERS

**1.0 PURPOSE**

On June 30, 2022, Governor Gavin Newsom signed into law Senate Bill 125 authorizing the state to assist in the development of Imperial County’s lithium resource in an area that is a part of the Salton Sea Known Geothermal Resource Area, known as Lithium Valley. Among other provisions of SB 125, the bill appropriated $5,000,000 from the State General Fund to the County of Imperial (“County”) for various lithium related activities, including, but not limited to, funding to develop a Programmatic Environmental Impact Report (PEIR) and to distribute grants to local community-based organizations to conduct engagement on the PEIR.

On July 26, 2022, the County entered into an agreement with Dudek Consulting, Inc. to prepare the Salton Sea Renewable Resource Specific Plan, PEIR, and the Lithium Development Infrastructure Assessment. Therefore, the County seeks to support community-based education, engagement, participatory research, and outreach efforts on the Salton Sea Renewable Resource Specific Plan and the PEIR created by the County for the lithium and geothermal energy development efforts in the Imperial County. Community-Based Organizations (“CBO”) are trusted messengers and will be critical to success in ensuring the local community is engaged and informed.

Engagement within this Request for Proposal (RFP) aims to encourage meaningful public input and involvement in the process to better inform the evaluation of the environmental impacts and lead agency decision-making resulting from proposed projects in the specified development area.  Engagement is driven by a framework based on principles that respect the right of all community members to be informed, consulted, involved and empowered.

CBOs engagement includes but is not limited to the following services and activities:

• Direct Engagement

* Hold or Attend Public Meetings
* Hold Roundtable Discussions
* Conduct Door-to-Door Canvassing
* Conduct Street Outreach
* Hold Community Workshops with Identified Experts in the Fields of Mineral Extraction and Public Planning
* Attend Local Events to Share Information, Engage the Public, and Gather Input

• Community-Based Participatory Research (CBPR) Focused on Elevating Community Knowledge for the Benefit of the Communities Involved Related to Community Health and Environmental Impacts

• Coordinate With Project Service Providers

A minimum of 65% of the funding will be reserved for proposals that inform and strengthen the final recommendations to the County’s Salton Sea Renewable Resource Specific Plan and PEIR.

All communications relating to this RFP must be directed to the point of contact and **only** through email or written correspondence. Any communications between a respondent and COUNTY staff concerning this RFP are prohibited. In no instance is a respondent to discuss cost information, quality of responses, names of additional respondents, or any other information requested by or contained in a proposal with the point of contact or any other staff prior to proposal evaluation. Failure to comply with this section may result in COUNTY’s disqualification of the proposal. The respondent is responsible for ensuring the response is received before the deadline. Copies or faxed responses will **not** be accepted. COUNTY assumes no responsibility for lost or misrouted mail.

The term of the Agreement for services will be for a period of up to 15 months from the date of an executed agreement.

**2.0 PRE-PROPOSAL CONFERENCE**

 **2.1** A pre-proposal conference will be held on **December 8, 2022**, at **1:00 p.m.** at:

County of Imperial Administration Building

Conference Room C&D

940 W. Main Street

El Centro, CA 92243

Attendance at the pre-proposal conference **is not** a mandatory requirement for those interested in submitting a proposal.

**Questions concerning this Request for Proposal must be directed to:**

**Debbie Wray, Purchasing Agent**

debbiewray@co.imperial.ca.us

Deadline for receiving questions is December 12, 2022. Answers to the questions concerning this Request for Proposal will be posted on the Purchasing Department’s website: https://purchasing.imperialcounty.org/ by December 16, 2022 by 5:00 p.m. It is the responsibility of the proposer to update themselves on any changes to this Request for Proposal.

**3.0 CALENDAR OF EVENTS**

|  |  |  |
| --- | --- | --- |
| 1. **3.1**
 | 1. RFP available
 | 1. **November 23, 2022**
 |
| 1. **3.2**
 | 1. Pre-proposal conference
 | 1. **December 8, 2022**
2. **1:00 P.M.**
 |
| 1. **3.3**
 | 1. Deadline for County to receive written questions
 | 1. **December 12, 2022**
 |
| 1. **3.4**
 | 1. Written responses for questions received
 | 1. **December 16, 2022**
 |
| 1. **3.5**
 | 1. **One (1)** Original, **One (1)** electronic copy, and **Five (5)** Copies of **Proposals** must be received
 | 1. **December 22, 2022**
2. **4:00 P.M.**
 |

**4.0 SCOPE OF SERVICES**

The scope of work for the Salton Sea Renewable Resources Specific Plan and Programmatic EIR Engagement Effort is as follows:

**Task 1-** Meet with County staff to clarify expectations and desired outcomes; review schedule, budget and format deliverables; clarify responsibility of each party.

**Task 2-** Perform community engagement throughout designated geographies within the county with an emphasis on engaging the near vicinity of the development area which will likely be most impacted, hard-to-reach, and underserved communities of the county, including tribal communities with historical roots to the impacted area.

**Task 3-** Share resources, and discuss feedback with County to continue to strengthen community interests.

**Task 4**- Inform County representatives of CBPR findings and feedback received at various engagement activities that could improve planning, assessments, implementation, and community-level interventions relating to the County’s Salton Sea Renewable Resources Specific Plan and PEIR processes.

**Schedule for completion of project:**

The Consultant is to propose a date for major milestones and concluding the scope of work.

**5.0** **MANDATORY REQUIREMENTS FOR ALL PROPOSALS**

 **5.1** All proposals must demonstrate that the consultant has a willingness and ability to comply with all documents, including but not limited to, the Standard Agreement, a sample of such is identified as Exhibit C.

 **5.2** All applicants must have 501(c)(3) status (i.e. IRS confirmation letter or fiscal sponsorship letter).

 **5.3** All parties submitting a proposal shall include with their proposals at least three (3) current references, including name, address, and telephone number.

**5.4** Applicants must provide a copy of the organization’s most recent IRS Form 990.

**5.5** Confirmation that all meetings with county officials and stakeholders will be held within the County of Imperial.

**5.6** Demonstrate that the staff performing the work have cultural and linguistic competency in reaching and engaging the targeted populations.

**5.7** Provide a time-bound schedule of when the activities will occur.

**5.8** Propose achievable goals, specific activities and measurable objectives.

**6.0 CONTRACT TERMS AND CONDITIONS**

Please refer to the attached Exhibit C, Standard Agreement. The attached Exhibit C is a sample of the agreement that the winning party will be expected to sign. It is not the final agreement and there may be additional or different terms included in the final agreement.

**7.0** **PREPARATION OF PROPOSAL**

All statements of proposals must include one original, one electronic copy, such as a flash drive, and five copies to be submitted in sealed envelopes bearing on the outside the name of the consultant, address, and the title of the RFP for which the qualifications are submitted. It is the sole responsibility of respondent to ensure that the proposals are received by COUNTY in the proper time. Any proposals received after the scheduled closing time for receipt will be returned to the consultant unopened. Proposals may not be submitted by electronic mail, facsimile or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service.

**8.0 SIGNATURE**

The statement of qualifications document or any modification must be signed in the name of the consultant and must bear the original signature of the person or persons authorized to sign the proposal.

**9.0 MODIFICATIONS**

Any modification of any proposals submitted must be in writing and received by COUNTY prior to the closing time for proposals. Modifications may not be submitted by facsimile, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service. Any qualifications or modifications received after the scheduled closing time for receipt of statement of qualifications will be returned to the consultant unopened.

**10.0 ERASURES**

Proposals submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by putting in the margin immediately opposite the correction the surname or surnames of the person or persons signing the statement of qualifications.

**11.0 WITHDRAWAL OF PROPOSALS**

Respondents may withdraw their proposals either personally or by written request at any time prior to the scheduled closing time for receipt of proposals.

**12.0 PROPOSAL ELEMENTS**

**Proposals must address each of the elements listed in Exhibit B.**

 **12.1 Proposed Scope of Work**

A prospective consultant should indicate an understanding of the requested services as described in Section 4, Scope of Services, and describe how it proposes to service the County in these aspects.

 **12.2 Project Personnel and Their Availability**

Provide resume(s) of the key personnel who would be assigned to perform the services as described. Indicate status of each person’s relationship to your firm, whether an employee, partner, subcontractor, or other contractual agreement. The statement should also identify for each member of the project team, their area of expertise, role in the project, and experience with similar or related projects.

Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services.

Except when, and if, the workload demands otherwise, all services shall be conducted within the normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

 **12.3 Cost of Proposed Services**

 Consultant must include a budget and budget narrative with a not-to-exceed cost to complete the report.

**13.0 SCORING CRITERIA**

The County of Imperial will review the qualifications based on the selection criteria and 100 point scale as follows:

|  |  |  |
| --- | --- | --- |
| 1. | General firm and individual experience: |  **5 points** |
| 2. | Specific strategy, tactics, and timeline proposed to reach the hard-to-reach, underserved, and environmental justice communities of the county: |  **15 points** |
| 3. | Specific experience as it pertains to the Scope of Services above mentioned in Section 4.0: |  **10 points** |
| 4.5. | Potential to inform the County’s Salton Sea Renewable Resources Specific Plan and PEIR to improve public health and environmental outcomes Capacity to perform the Scope of Work and ability to conclude the work in a timely manner: |  **15 points** **15 points** |
| 6. | Experience in community engagement, environmental justice, and social impact campaigns: |  **15 points** |
| 7. | Overall quality of response (understanding and clearly described), especially thoroughness and appearance: |  **5 points**  |
| 8. | Cost of Services |  **20 points** |
|  | Total Value:  | **100 points** |

Additional questions may be asked of those submitting a proposal and formal interviews may be conducted as well. Respondents will be notified of any additional required information or interviews after written proposals have been evaluated.

The COUNTY reserves the right to reject any and all proposals submitted; to request clarification of services submitted; to request additional information; and to waive any irregularity in the proposal and review process, as long as COUNTY procedures remain consistent with state procurement requirements. The COUNTY may select one consulting firm or a combination of consulting firms to provide the range of services requested.

**14.0 PROHIBITION AS SUBCONTRACTORS UNDER COMPETITIVE SEALED PROPOSALS**

No party submitting a proposal who is permitted to withdraw a proposal shall, for compensation, perform any subcontract or other service for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

## Exhibit A

**COUNTY OF IMPERIAL**

**REQUEST FOR PROPOSALS**

NOTICE IS HEREBY GIVEN that the County of Imperial, acting by and through its Board of Supervisors, hereinafter referred to as the "COUNTY", will receive up to, but no later than **5:00 p.m. on December 22, 2022**, sealed PROPOSALS for negotiation and award of a contract concerning the effort to provide Community-based Education and Engagement Services regarding the Salton Sea Renewable Resources Specific Plan and Programmatic Environmental Impact Report**.**

To be considered, **one original, one electronic copy (ex. flash drive) and five copies of PROPOSALS** must be received in the office of the **Imperial County Purchasing Department, 1125 Main Street, El Centro, California, 92243, Attention: Miguel Figueroa, County Executive Officer**, by the time specified above.

Proposals shall be evaluated by a selection committee. It is the County’s intention to select the Consultant whose proposal is deemed most advantageous to the County in accordance with the evaluation criteria set forth in this Request for Proposals. A Selection Committee appointed by the County Executive Officer will review and score the proposals and recommend the most responsive and responsible firm to receive the contract award. The Selection Committee’s recommendation will be forwarded to the Imperial County Board of Supervisors for final determination.

Each proposal must conform and be responsive to the Standard Agreement, a sample of which is attached as Exhibit C. This Standard Agreement sample may also be obtained at the office of the County Executive Officer located at 940 W. Main Street, Ste. 208, El Centro, California, 92243.

The COUNTY reserves the right to reject any or all PROPOSALS, or to waive any irregularities or informalities in any proposals or in the proposal and selection process.

**Exhibit B**

**PROPOSAL OUTLINE**

Part I: General Information

1. Primary (Name and Title)

 Organization

 Address

 City

 State

 Zip Code

 Email Address

 Phone Number

2. Amount Requested

3. Duration of Project (in months)

4. Project Budget & Narrative - Please describe the key expense line items and what they will support.

5. 990 Form and 501(c)(3) status (i.e. IRS confirmation letter or fiscal sponsorship letter).

6. Organization Mission Statement

7. Please describe your strategy and activities to engage, educate, and assist the public on the Salton Sea Renewable Resources Specific Plan and the Programmatic Environmental Impact Report.

Part II: Proposal Narrative

8. Describe your proposed plan for community-based education, engagement, participatory research, and outreach including your goals and activities.

9. Based on your plan, describe the goals and strategy for each activity and how you will assess outcomes of outreach. (e.g. # of doors knocked, # of workshops, etc.)

10. Describe how this project aligns with your existing work and/or organizational goals. If your organization is engaged in civic engagement and movement building, please describe how your Engagement plan advances those strategies.

 11. Indicate the specific activities for which you are requesting funding (select all that apply). o Door-to-Door Canvassing

 o Phone Banking

 o Coalition Building

 o Information Centers

 o Community Education

 o Digital Media Outreach

 o Community-Based Participatory Research (CBPR)

 o Other (Please Describe)

12. Describe your organizational capacity to implement the project and how this project may further build your organization’s capacity. Please include staffing for the proposed project, and experience with similar engagement efforts, if applicable.

13. Indicate the geographic areas that will be served.

 Although priority should be given to the communities that are in the near vicinity of the development area who will likely be most impacted, the hard-to-reach, underserved, and environmental justice communities of the county, please provide a description of your agency’s strategy to engage a community in the Imperial County. List the communities, cities, or tracts you will be serving.

14. Describe your organization’s past or ongoing engagement in the community you will be working with and effective strategies you have identified for these specific populations and/or geographic areas (e.g. technology, social media, volunteer engagement, door-to- door canvasing, etc.).

15. List any networks, coalitions, and/or local partners with which you plan to engage (or are already engaged with) as part of your engagement efforts.

16. What is the most difficult aspect of this project that could affect your success?

**EXHIBIT C**

**SAMPLE “AGREEMENT FOR PROFESSIONAL SERVICES”**