

County of San Diego
REQUEST FOR QUOTATION
 THIS IS NOT AN ORDER

Date Issued: October 28, 2020

QUOTATION DUE DATE: <u>November 16, 2020</u> RFQ No. 10604	FOR INFORMATION, PLEASE CONTACT Anastasia Bulycheva, Procurement Contracting Specialist Phone: (858) 505-6385 Fax: (858) 715-6453 Anastasia.Bulycheva@sdcounty.ca.gov
SUBMIT COMPLETED FORM WITH YOUR BUYNET RESPONSE OR EMAIL RESPONSES TO ANASTASIA.BULYCHEVA@SDCOUNTY.CA.GOV	AWARD: Will be based on: <input type="checkbox"/> EACH ITEM <input type="checkbox"/> EACH LOT <input type="checkbox"/> TOTAL PRICE <input checked="" type="checkbox"/> OTHER (PRICING & OTHER FACTORS)
Request for Quotation responses are requested to be submitted on or before 5:00 p.m. on the due date	

DESCRIPTION

THE COUNTY OF SAN DIEGO, DEPARTMENT OF PLANNING & DEVELOPMENT SERVICES IS SEEKING QUOTES FROM QUALIFIED FIRMS TO PROVIDE CARBON OFFSET RESEARCH AND PROJECT DEVELOPMENT SERVICES IN ACCORDANCE WITH THE TERMS & CONDITIONS CONTAINED WITHIN. SEE EXHIBIT A STATEMENT OF WORK FOR DESCRIPTION.

ONE CONTRACT WILL BE AWARDED FROM THIS RFQ.

QUESTIONS AND REQUESTS FOR CLARIFICATION RELATED TO DEFINITION OR INTERPRETATION OF THIS RFQ SHALL BE REQUESTED IN WRITING PRIOR TO 5:00 P.M. LOCAL SAN DIEGO TIME ON NOVEMBER 9, 2020. THOSE RECEIVED AFTER THIS DATE MAY NOT BE ANSWERED AT THE DISCRETION OF THE COUNTY.

THIS REQUEST FOR QUOTE INCLUDES AN RFQ SUBMITTALS SECTION TO BE COMPLETED BY OFFERORS. SUBMITTALS WILL BE EVALUATED BASED UPON PRICE, AND OTHER FACTORS INCLUDING THE OFFERORS QUALIFICATIONS, PAST EXPERIENCE RELEVANT TO THE SCOPE OF WORK, TECHNICAL APPROACH AND AGREEMENT TO THE COUNTY'S TERMS AND CONDITIONS AND INSURANCE REQUIREMENTS.

SEE ATTACHED COUNTY MINOR SERVICES CONTRACT TO BE SIGNED UPON AWARD.

Offeror acknowledges Addendum No. 1 2 3 4 5

BELOW TO BE COMPLETED BY OFFEROR

PAYMENT TERMS ARE NET 30 UNLESS OTHERWISE INDICATED: % days

NAME AND ADDRESS OF OFFEROR (Type or Print)	NAME, TITLE & CONTACT INFORMATION OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)
Offeror/Company Name	Name of Authorized Representative
Address	Title of Authorized Representative
City, State, Zip	Email Address
()	()
Telephone Number	Telephone Number of Authorized Representative
Website Address	Signature of Authorized Representative
()	Date
Fax Number	

Evaluation and Award. Quotations are subject to acceptance at any time within 60 days after opening of same, unless otherwise stipulated by the County. This RFQ is an informal negotiated procurement process. Lowest price may not always be the sole criteria for award of an RFQ. The County reserves the right to waive a variation in specification if, in the opinion of the County, such variation does not materially change the item or its performance within parameters acceptable to the County. The County reserves the right to reject any or all quotations and to accept or reject any item(s) thereon, or waive any informality in the quotation. The County reserves the right to perform a pre-award survey of the offeror to determine capability to perform, including but not limited to facilities, financial responsibility, materials/supplies, and past performance. The determination of the County as to the offeror's prospective ability to perform the contract shall be conclusive. Any order resulting from this solicitation is subject to the County's Terms and Conditions of Purchase.

**COUNTY OF SAN DIEGO
 PLANNING AND DEVELOPMENT SERVICES
 RFQ # 10604 FOR CARBON OFFSET RESEARCH AND PROJECT DEVELOPMENT SERVICES**

County of San Diego
 Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes a bid, proposal, quote, statement of qualifications, or any other submission to provide goods and/or services).

1. BUSINESS TYPE

For-profit Non-profit Government

2. INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit and will be subcontracting with a related for-profit entity where an interlocking directorate, management or ownership relationship exists, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has not entered into a subcontract relationship with a related for-profit entity.

List Attached? Yes

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

3.1. Are you a local business with a physical address within the County of San Diego? Yes No

3.2. Are you certified by the State of California as a:

Disabled Veteran Business Enterprise(DVBE)
 Certification #: _____

Small Business Enterprise (SBE)
 Certification #: _____

3.3. Are you certified by the U.S. Dept Of Veterans' Affairs as:

Veteran Owned Small Business (VOSB)
 Certification # _____

Service Disabled Veteran Owned Small Business (SDVOSB)
 Certification # _____

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): _____ %

4. DEBARMENT, SUSPENSION, AND RELATED MATTERS

4.1. Offeror certifies to the best of its knowledge that neither it nor any of its officers:

4.1.1. Are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any state, local, or federal department or agency.

4.1.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.2. Except as allowed for in Section 4.2.5, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.2.1. Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

4.2.2. Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;

4.2.3. Are presently the target or subject of any investigation, accusation or charges by any federal, state or local agency or law enforcement, licensing, certification, ethics, or compliance body;

4.2.4. Are proposed for debarment by any state, local, or federal department or agency.

4.2.5. If Offeror is unable to certify Sections 4.2.1, 4.2.2, 4.2.3, or 4.2.4, it certifies that it has disclosed and attached to this Representations and Certifications the reason(s) it cannot do so. The disclosure must include the Section(s), specific relevant facts including dates, contracts, individuals involved, status of actions, and any other relevant information that prevent it from making the requested certification(s). The County reserves the right to disqualify an Offeror based upon information disclosed.

Disclosure Attached? Yes

5. RELATED WORK

Offeror certifies to the best of its knowledge that, other than as disclosed in an attached separate sheet, it and its proposed subcontractors, agents, and consultants have not previously contracted with the County to perform work on or related to this project (e.g. preparing related studies or recommendations, components of the statement of work, or plans and specifications).

Disclosure Attached? Yes

6. CURRENT COST OR PRICING

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

7. INDEPENDENT PRICING

Offeror certifies that in relation to this offer:

7.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;

7.2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor or with any County employee(s) or consultant(s) involved in this or related procurements; and

7.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

8. ADDITIONAL DISCLOSURES

Offeror shall report in writing to the County Department of Purchasing and Contracting within five business days of discovering or having any reason to suspect any change in status as certified in the preceding paragraphs. Upon County's request, Offeror shall provide additional information supporting Offeror's Representations and Certifications. Offeror's obligations under this Section 8 shall continue until Offeror is no longer under consideration for award of a contract, or until termination or expiration of any resulting contract(s).

CERTIFICATION

The information furnished in Paragraphs 1 through 8 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: _____ Signature: _____

Title: _____ Date: _____

Company/Organization: _____

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

**COUNTY OF SAN DIEGO
 PLANNING AND DEVELOPMENT SERVICES
 RFQ # 10604 FOR CARBON OFFSET RESEARCH AND PROJECT DEVELOPMENT SERVICES**

RFQ SUBMITTALS

1. EXPERIENCE & QUALIFICATIONS

- 1.1. Describe your organization's history and experience of providing consulting services relevant to the scope of work and provide examples of similar work performed.
- 1.2. Provide the resumes of personnel being proposed to provide these services to the County including education, applicable qualifications, and experience of similar scope projects or work undertaken.
- 1.3. Provide a list of all sub-contractors who are being utilized to perform services related to this agreement. For each proposed sub-contractor:
 - 1.3.1. Describe the role/tasks to be performed.
 - 1.3.2. Provide an overview of experience that supports their ability to perform.

2. TECHNICAL APPROACH

- 2.1. Provide an overview of your technical approach to providing the services detailed in the scope of work including any applicable techniques or methodology to be implemented and the roles of personnel in providing these services.

3. PRICE

- 3.1. Provide a fully burdened hourly rate for all personnel proposed to provide services on this agreement. Follow the format below.

Item No.	Classification	Unit of Measure	Estimated Quantity	Unit Price
1.		Hour	1	\$
2.		Hour	1	\$
3.		Hour	1	\$
4.		Hour	1	\$
5.		Hour	1	\$
6.		Hour	1	\$
7.		Hour	1	\$
8.		Hour	1	\$
9.		Hour	1	\$
10.		Hour	1	\$

4. AGREEMENT TERMS AND CONDITIONS

- 4.1. Confirm (YES/NO) your organization's acceptance of the proposed County Statement of Work and Standard Terms and Conditions and Insurance requirements as presented in the RFQ.

Yes No

If the Offeror does not accept the terms of any clause as written, the Offeror shall propose the specific language changes (deletions and insertions) that would make the term acceptable to the Offeror's organization. Failure to specifically reject a proposed term will be deemed an acceptance of such terms. In addition, if the Offeror intends to propose terms that are more favorable to the County than the terms of the

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proposed Services Template, do so and propose the specific language changes that would make the terms more favorable. Submit a marked draft in an electronic form indicating any changes to the proposed Services Template and/or Exhibit B, Insurance Requirements.

The County may or may not elect to negotiate any exceptions taken as part of its pre-selection or post-selection process. Should the Offeror take exception(s) to the proposed Services Template, the Offeror understands the County may, as part of its process, conclude the exceptions are so numerous and/or material as to make the Offeror's response to the solicitation unacceptable

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SCOPE OF WORK**

1. Background

The County of San Diego (County) is seeking to explore opportunities to develop projects that will result in the production of carbon offsets for use in the voluntary market and in accordance with existing and/or future protocols that can be registered with a California Air Resources Board (CARB)- approved registry such as Climate Action Reserve (CAR), America Carbon Standard, and Verified Carbon Standard and result in the issuance of carbon offset credits. Project types should be located outside of the County of San Diego's jurisdictional boundary (i.e. not within the unincorporated area), and can include those within municipal jurisdictions, state, tribal, and federal lands located within the boundary of San Diego County, CA. The County has completed initial research into the topic but is looking to expand its consultant expertise in this area with specific expertise in carbon offset project development.

2. Anticipated Scope of Services

The Land Use Environment Group (LUEG), is seeking a Consultant with substantial expertise in carbon offset markets and with a track record of developing successful carbon offset projects in the state of California. The County anticipates the following general tasks as part of this scope of work, but this list should not be considered exhaustive:

- a. Review and evaluate previously prepared consultant deliverables (Preliminary Assessment, Draft Feasibility Study and Draft White Paper) for general agreement on methodology and approach to evaluating protocols and subsequent project types that may be available for development within the region.
- b. Prepare recommendations for actionable projects by protocol/type, that represents the greatest opportunities for development of carbon offsets in the region. Provide a discussion on the type of land use or business practice that would result in the carbon offset credit. This work should result in a comprehensive evaluation of all available project types, considered across the entirety of the project boundary, and include estimates of cost and anticipated return on investment by protocol/project type.
- c. Describe general outlook for carbon offset development opportunities within the region, including constraints, with a focus on those existing/future protocols considered to be the most likely opportunities described in b. above; and general description of project development steps/timeline and considerations by project type. General assumptions for this work included below:
 - i. Identify potential protocols available for carbon offset development based upon existing/known land uses and GHG producing activities in the region (carbon sequestration, gas capture/destruction, or other);
 - ii. Map and identify general locations/land uses for carbon offset projects and anticipated maximum aggregate scale of potential development opportunities available within San Diego County;
 - iii. Include reasonable estimate of GHG emissions reductions. This estimate may include a range of emissions reductions anticipated and must include the expected implementation rate over the project lifetime;
 - iv. Include an estimate of direct costs (capital costs, operation and maintenance costs, etc.), costs associated with registering and verifying the projects, and other costs. Costs will be displayed as itemized total costs, and by dollars per metric ton of carbon dioxide equivalent units (\$/MTCO_{2e});
- d. Prepare project prioritization criteria that would help the County move toward a list of actionable project types ranked by a combination of factors including cost, ROI, emissions reduction potential, project timeline, etc.

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SCOPE OF WORK**

3. Qualifications for Selection

- a. Consultant shall demonstrate substantial technical proficiency in the development of carbon offset projects within the state of California, and with particular experience in those project types that are likely to occur within San Diego County.
- b. Proposal must substantiate staffing qualifications and firm experience that supports a. above.
- c. Consultant must describe a sufficient methodology and approach to the scope of services and deliverables described therein.
- d. Consultant must have capacity to begin research and project work immediately and continue for up to one year from issuance of task order.
- e. Consultant must provide staffing information about who will work on the project and a general estimate of hours to perform the work as described in a. Upon award and execution of a task order the consultant shall provide billing rates. This award is not predicated on cost to perform the work.

4. Performance and Outcomes

- a. The project is estimated to begin immediately following the execution of the Task Order, and the project duration will be no more than 6 months.
- b. Acceptance of work products and deliverables is at the discretion of the project team. The Project Manager has the responsibility of verifying completeness of the work products prior to acceptance and invoicing for the completion of deliverables. Invoices shall be submitted monthly, including text descriptions of major tasks completed/meeting attended/deliverables submitted. As required, the Consultant will provide the project team electronic versions of all deliverables for review and comment.
- c. In the event the contractor chooses to delegate or sub-contract all or part of the Task Order, the prime contractor will provide notice within this proposal and at the discretion of the project team provide sub-contractor qualifications to ensure quality. The County of San Diego does not pay “pass-through” or “administrative cost” for sub-contractor arrangements. All changes to cost beyond the initial Task Order require an amendment. All contract, Task Order, and invoice questions can be addressed by the Task Order Project Manager or Contracting Office Representative (COR), PDS’s Contracts Manager.

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TERMS AND CONDITIONS OF REQUEST FOR QUOTATION**

RESPONSES: Your response is due on the specified close date and time, local San Diego time.

PRICING: The County may award a contract on the basis of initial quotations. Your price(s) should be the lowest possible for the RFQ requirements. Omit Sales and Use Taxes unless otherwise specified.

The Estimated Quantities in the Pricing Schedule are provided solely for evaluation of quotations. They represent approximate anticipated use based on historical consumption. If the County's actual requirements do not result in orders in the quantities described as "estimated" in the Schedule, that fact shall not constitute the basis for price adjustment.

SAMPLES: Samples, at Offeror's expense, may be required for evaluation by the County. Delivery of sample must be scheduled with contracting officer and provided within required timeline. The County shall have the right to review sample and to determine if such sample is acceptable. The County's decision to award is contingent upon its acceptance of the products provided in the sample. During the term of the award, the County must approve any substitutions from the initial sample in writing in advance of substitution. In no event shall the supplier be permitted to increase prices on the basis of substituted item(s).

Sample, if not destroyed by tests, will, upon request, be returned at Offeror's expense. Offeror must advise contracting officer at time of sending sample that they must be returned, provide return address and Federal Express account number.

DUTY TO INQUIRE: Should the Offeror find discrepancies in or omissions from the RFQ, plans, specifications or other documents, or should the Offeror be in doubt as to their meaning, the Offeror must at once notify Mercer, in writing. If the point in question is not clearly and fully set forth, a written addendum may be issued and posted on the County's website "BUYNET." **It is the Offeror's responsibility to register for the corresponding commodity code and to periodically check the Web site for such addenda.** The County will not be responsible for any oral instructions nor for any written materials provided by any County personnel that are not also posted on the BuyNet website. County of San Diego 1.4

CONFIDENTIAL/PROPRIETARY INFORMATION: If confidential/proprietary is contained within the submission:

- 1) It must be submitted in a separate file or document marked as EXHIBIT-CONFIDENTIAL/PROPRIETARY
- 2) Responses to solicitation requirements that include the confidential/proprietary information, shall refer to the response contained within the EXHIBIT-CONFIDENTIAL/PROPRIETARY (for example: If submittal requirement #1 requires staff Social Security Numbers, the response to requirement #1 shall reflect "see response #1 contained within Exhibit-Confidential/Proprietary"); and
- 3) It must include a signed Indemnification Certification.

NOTE: As a Public Agency, the County of San Diego must adhere to the California Public Records Act, therefore pricing cannot be considered confidential/proprietary.

TERMS OF RESULTING CONTRACTS: Any purchase order issued as a result of an RFQ will contain the County's standard purchase order terms and conditions and any additional terms and conditions referenced in the RFQ.

AVAILABILITY OF FUNDING: The County's obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.

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TERMS AND CONDITIONS OF REQUEST FOR QUOTATION**

CALIFORNIA REVENUE AND TAXATION CODE SECTION 18662 In compliance with California Revenue and Taxation code section 18662, if you are a non-resident of California (out-of-state invoices) who receives California source income and have not completed FTB Form 590 may result in back up withholding on all payments. Fifteen (15) business days prior to the first payment, new suppliers or suppliers with expired forms or forms with incorrect information, must submit new forms to the County (forms are available from the Franchise Tax Board website listed below).

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION

Under certain circumstances, you may be eligible for reduced or waived nonresident withholding. If you have already received a waiver or a reduced withholding response from the State of California and the response is still valid, submit the response to the County in lieu of the forms. Failure to submit the required forms will result in withholding of payments. Refer to the Franchise Tax Board websites (listed below) for tax forms and information on non-resident withholding, including waivers or reductions. The County will not give you any tax advice. It is recommended you speak with your tax adviser and/or the State of California for guidance.

FRANCHISE TAX BOARD WEBSITES:

<http://www.ftb.ca.gov>

http://www.ftb.ca.gov/individuals/Withholding_Definitions.shtml

http://www.ftb.ca.gov/individuals/wsc/Processing_Changes_for_2010.shtml

http://www.ftb.ca.gov/individuals/wsc/forms_and_publications.shtml

http://www.ftb.ca.gov/individuals/wsc/decision_chart.shtml