

**County of El Dorado
Chief Administrative Office
Procurement and Contracts Division**
on behalf of the
Department of Transportation



**Request for Proposals (RFP)
#24-0065**

for

As-Needed Environmental Review Services

Submittal Deadline:

August 16, 2024, not later than 3:00:00 PM (Pacific)

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*The attached Sample Agreement for Services is for reference only. Other terms and conditions may apply based on the types of services and funding involved.

1.0 INTRODUCTION

The County of El Dorado (hereinafter referred to as “County”), located in east-central California, encompasses 1,805 square miles of rolling hills and mountainous terrain. The County’s western boundary contains part of Folsom Lake, and the eastern boundary is the California-Nevada State line. The County is topographically divided into two zones. The northeast corner of the County is in the Lake Tahoe basin, while the remainder of the County is in the “western slope,” the area west of Echo Summit. There are two municipalities within El Dorado County. The largest city in the County is the City of South Lake Tahoe, with a 2020 population estimate of 22,487. The City of Placerville, the County seat, is located 45 miles northeast of Sacramento, the State capital. The City of Placerville has a 2020 estimated population of 11,397. The remainder of the County’s 197,037 residents live outside of the two incorporated areas.

The County is soliciting sealed proposals from highly qualified and experienced firms (hereinafter referred to as “Proposer” or “Firm”) to provide as-needed environmental review services for various locations throughout El Dorado County for the County’s Department of Transportation.

The successful Proposer will complete services on public works projects involving local, state and/or federal funds. Proposals must be consistent with applicable prevailing wage requirements. It is anticipated that this Request for Proposals (RFP) will result in the award of four (4) firms under four (4) separate agreements, over a three-year period in the aggregate amount of \$350,000 each. There is the possibility of one (1) amendment to add two (2) years per agreement. Work assignments that include the specific needs of each project will be outlined on a task-by-task basis. Following the discussion and prior to commencement of the assigned task, a work order or task order will be issued for each assigned task. The County is anticipating three (3) agreements for services exclusively within the West Slope of El Dorado County and tasks will be assigned based upon selection using the mini-RFP procedure, and one (1) agreement for services exclusively within the Lake Tahoe Basin. Proposals should identify which service locations they are interested in providing.

Proposers must have and demonstrate their complete knowledge of California Department of Transportation (Caltrans) environmental planning policies and procedures, the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA). Proposers must also have and demonstrate their experience in providing professional environmental planning support services (experience with California local governments is desirable). Proposers must also have experience with Caltrans Local Assistance policy and procedures for projects with federal and state funding, environmental planning, the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA). This Request for Proposal (RFP) includes a description of the evaluation

and selection process, scope of work, proposal requirements, and insurance requirements.

The County of El Dorado is an equal opportunity employer (EOE). All individuals are encouraged to participate. The County will not discriminate against any individual because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, or sexual orientation.

The following schedule for this RFP process is listed below for reference purposes and is subject to change:

RFP Issuance	July 17, 2024
Deadline for Final Questions	July 26, 2024
Answers Posted On or About	July 30, 2024
Due Date for Submissions	August 16, 2024
Date Reserved for Interviews (if deemed necessary by County)	August 26, 2024

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued and posted at:

<https://pbsystem.planetbids.com/portal/48157/portal-home> (“PlanetBids”).

Any amendment to this RFP is valid only if in writing and issued by the Chief Administrative Office, Procurement and Contracts Division. Verbal conversations or agreements with any officer, agent, or employee of the County that modify any terms or obligations of this RFP are invalid.

All interpretations or corrections, as well as any additional RFP provisions that the County may decide to include, will be made only as an official addendum that will be posted to PlanetBids and it shall be the Proposer’s responsibility to ensure they have received all addendums before submitting their proposal. Any addendum issued by the County shall become part of the RFP and shall be incorporated into the proposal.

County will not be bound by oral responses or inquires or written responses other than written addenda.

2.0 SCOPE OF WORK

The successful Proposer(s) will be required to enter into a three (3) year agreement for services with the County substantially similar in form to that attached hereto as Attachment A - Sample Agreement for Services. Any reference in this RFP to specific terms of the agreement are for illustrative purposes only and shall

not limit the scope of the obligations to be assumed by the successful Proposer under the agreement. In the event of any conflict between a provision of this RFP and the provisions of the agreement attached as Attachment A, the terms of the agreement shall govern.

County has determined that environmental review services may be periodically needed in order to meet deadlines based on the complexity of projects and future staffing needs for environmental review, environmental studies, final environmental documents in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), environmental permitting, construction monitoring, permit applications, and associated services on various projects in County's Capital Improvement Program, Environmental Improvement Program, unanticipated emergency projects, and on-going maintenance projects. The selected Proposer will provide environmental review services, including but not limited to staffing levels from principals/directors and project managers to a variety of technical staff including but not limited to planners, scientists, biologists, archaeologists, GIS analysts, or any combination thereof.

County will assign a Project Manager who will oversee the selected Proposer's activities and provide coordination with other regulatory agencies, El Dorado County Board of Supervisors, Caltrans, and the general public.

County reserves the right to perform any portion of the Scope of Work with County personnel, as County may determine is necessary and appropriate, subject to the availability of resources.

2.13 Requirements

Contractor Registration: No contractor or subcontractor may be listed on a bid proposal for a public works project or awarded a contract for a public works project unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code Sections 1771.1(a), 1725.5. Proposals will not be accepted from unregistered contractors except as provided in section 1771.1.

Prevailing Wage: Some of the services described herein are considered "public works" as defined by California Labor Code Section 1720 et seq. Any firm awarded a contract as the result of this RFP shall be responsible for compliance with all applicable prevailing wage laws, as well as any and all applicable state or federal wage laws, for services under the resulting contract.

In accordance with the provisions of California Labor Code Sections 1770 et seq., the general prevailing rate of wages in the county in which the Work is to be done has been determined by the Director of the California Department of Industrial Relations. These wage rates appear in the California Department of Transportation publication entitled General Prevailing Wage Rates. Interested parties can obtain the current wage information by submitting their requests to the Department of Industrial Relations, Division of Labor Statistics and Research, P.O. Box 420603,

San Francisco CA 94142-0603, Telephone (415) 703-4708 or by referring to the website at <http://www.dir.ca.gov/dlsr/PWD>. The rates at the time of the bid advertisement date of a project will remain in effect for the life of the project in accordance with the California Code of Regulations, as modified and effective January 27, 1997.

Copies of the general prevailing rate of wages in the County in which the Work is to be done are also on file at the Department of Transportation and are available upon request.

In accordance with the provisions of Labor Code 1810, eight (8) hours of labor shall constitute a legal day's work upon all work done hereunder, and Contractor and any subcontractor employed under this Contract shall conform to and be bound by the provisions of Labor Code Sections 1810 through 1815.

TITLE VI: The County of El Dorado, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Proposers it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

3.0 PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. The response documents shall be 8-1/2 inches by 11 inches in size or shall be folded to that size. Unnecessarily elaborate responses, enclosures, and specialized binding are not desired, and may be construed as an indication of Proposer's lack of cost consciousness.

All proposals shall contain the following elements, and in the order given:

3.1 RFP Response Information and Certification: Submit a completed and signed RFP Response Information and Certification form (included with this RFP as RFP Response Information and Certification - **Attachment B**).

3.2 Staff and Team Qualifications and Experience: A Response Document (Staff and Team Qualifications and Experience – **Attachment C**) has been provided to assist Proposers in providing:

- The name of each proposed team member, including a brief synopsis of each proposed team member's qualifications and experience with

public or government projects of similar type and size as described in this RFP, including length of service with the firm.

- Qualifications and experience that will make each proposed team member valuable to the County's desired services.
- A brief discussion of current project commitments made to other agencies and indicate the percentage of time key staff members are available during the effective period of the resulting Agreement.
- For all subconsultants to be used, provide firm name, area of expertise, the names of individual staff assigned to the project team, and their role on the team.
- An organizational chart of the proposed team to be assigned to the County and include resumes for each team member as an attachment to your submittal.

3.3 Experience of Firm: A Response Document (Experience of Firm – **Attachment D**) has been provided to assist Proposers in providing a narrative of the firm's qualifying background and experience with public or government projects of similar type and size as described in this RFP.

Provide a description of the firm's primary services and professional and support staff members. Explain why the firm is especially suited to provide environmental planning and reviews for transportation infrastructure in accordance with Caltrans planning, design, and contract standards. Provide a narrative regarding the firm's depth, technical abilities, intangibles, and other factors pertinent to these services that sets it apart from other firms and clearly demonstrates understanding of the work described herein.

Please state whether your firm possesses all licenses, permits and approvals required by law and regulations to perform the scope of work described herein. Identify the Proposer's location(s) where services shall be performed under the resulting Agreement. In particular, the Proposer is invited to describe any particular aspects of its organization that set its team apart from the competition.

3.4 Proposed Work Plan and Workload: A Response Document (Proposed Work Plan and Workload – **Attachment E**) has been provided to assist Proposers in providing:

- Proposer's proposed approach and management plan for providing the services described herein. Describe the Proposer's familiarity with local conditions and challenges, and the Proposer's understanding of and experience with applicable state and local codes and requirements that may pertain to work conducted under the resulting Agreement.
- How the Proposer will organize the team members, using the talents available to effectively assist the County.

- Identify the processes and procedures that will be implemented to manage and coordinate activities between various entities.
- Proposer's approach for completing the services for the project(s) on time and the strategies they use for staying within budget.
- Proposers shall clearly identify and provide a brief narrative regarding the staff who would be assigned to each task (and their backup if they are temporarily unavailable), including any subconsultants. Proposers that plan on utilizing subconsultants shall provide a brief narrative to explain how the use of subconsultants will not negatively impact the Proposer's work plan and quality of service provided to the County. Proposers shall explain how the work is prioritized amongst other customers, to ensure the promptness and efficiency of service requests.
- A narrative of firm's staffing size, current firm workload, and with consideration of the firm's current projects, confirm the firm's ability to perform the work as described herein.
- Include information related to the environmental planning and reviews of transportation infrastructure for all modes of use and a statement expressing the firm's understanding and general approach to the services and associated issues and its approach to resolving any issues that arise.
- Other information that the Proposer may deem relevant.

3.5 Experience with State and Federally Funded Projects: On a separate sheet of paper describe the firm's familiarity and experience working on state and federally funded projects. Include the firm's experience adhering to budget and financial constraints with grant funding.

3.6 Disadvantaged Business Enterprise (DBE) Goal: On a separate sheet of paper detail how the firm will comply with the DBE goal for the Project (refer to Attachment A for DBE information). Proposers shall also submit a completed and signed Exhibit 10-O1 Consultant Proposal DBE Commitment form, a copy of which has been included in **Attachment F – Sample DBE Forms**.

The resulting agreement will be subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." It is the policy of the County that certified DBE firms shall have the maximum opportunity to participate in the performance of agreements financed in whole or in part with federal funds.

Proposers must give consideration to DBE firms as specified in 23 CFR 172.5(b) and in Appendix A to Part 26 of 49 CFR. Proposers shall ensure that certified DBE firms have the opportunity to participate in the

performance of the resulting agreement and Proposers shall take all necessary and reasonable steps for such assurance.

The Notice to Proposers DBE Information, Exhibit 10-I, included in Attachment F, outlines the requirements for the Proposer to either meet the DBE goal or demonstrate Good Faith to meet the goal. The DBE Goal for the West Slope Services is 11% and the DBE Goal for the Lake Tahoe Basin Services is 6%. Exhibit 15-H Proposer/Contractor Good Faith Efforts and Exhibit 10-O2 Consultant Contract DBE Commitment are also included in Attachment F. A County representative will discuss the specific needs of each project assignment on a task-by-task basis during the term of the resulting agreement. As applicable, DBE requirements will be discussed at that time and the goal for each task will vary in percentage according to the requested tasks, and necessary DBE forms and information for use and/or submittal with the resulting task order or work order will be requested.

- 3.7 Cost Proposal:** Cost proposals shall include hourly fee schedule from Proposer and all subconsultant(s). The fee schedule shall include the proposed hourly rate schedule for each staff member who may provide services under the resulting Agreement as well as charges for related project expenses, if any, such as travel, research, copies, and faxes. The method of payment for the proposed agreement will be specific rate of compensation.

IMPORTANT: Firms submitting electronic proposals to the PlanetBids website must not include their Cost Proposal submittal in their main proposal. PlanetBids will allow Proposers to submit their Cost Proposal information as separate response attachments (one electronic file per response attachment). Firms that submit hard-copy responses shall follow the instructions in Section 5.2 below.

- 3.8 References:** A Response Document (References – **Attachment H**) has been provided to assist Proposers in providing at least three (3) references of related projects, including client's name, contact person's first and last name with current email address and direct phone number along with a brief description of the project (including project name, completion date and cost). Proposer is responsible for ensuring that all reference information is current and accurate especially that of the contacts and contact information prior to submitting a response.
- 3.9 Exceptions:** List all exceptions to this RFP and related attachments, if applicable.

4.0 PROPOSER QUESTIONS

- 4.1 Questions regarding this RFP must be submitted in writing by email or U.S. mail to the Procurement and Contracts Office, or using the PlanetBids website, and must be received no later than 5:00:00 p.m. (Pacific) on **July 26, 2024**.
- 4.2 All emails must have “**RFP #24-0065 – QUESTION**” as their subject, and all envelopes or containers must be clearly marked “**RFP #24-0065 – QUESTION**” for convenience purposes. Emails, envelopes, and/or containers not clearly labeled may be overlooked and not responded to.
- 4.3 Questions will **not** be accepted by telephone, facsimile (fax), or orally.
- 4.4 The County reserves the right to decline a response to any question if, in County’s assessment, the information cannot be obtained and shared with all potential organizations in a timely manner.
- 4.5 A summary of the questions submitted, including responses deemed relevant and appropriate by County, will be posted to the PlanetBids website on or about **July 30, 2024**. Any addenda to this RFP is valid only if in writing and issued by the County Procurement and Contracts Division.
- 4.6 All inquiries shall be submitted by email to: matthew.mckain@edcgov.us or by U.S. Mail to:

County of El Dorado
Procurement and Contracts
330 Fair Lane
Placerville, California 95667
RFP #24-0065 – Question

- 4.7 Proposers are cautioned that they are not to rely upon any oral statements that they may have obtained. Proposers shall direct all inquiries to the contact above and shall not contact the requesting department directly regarding any matter related to this RFP. Information provided by persons other than Procurement and Contracts staff may be invalid and responses which are submitted in accordance with such information may be declared non-responsive.

5.0 PROPOSAL SUBMITTAL INSTRUCTIONS

- 5.1 Proposers are strongly encouraged to submit their responses online to assure a complete and timely response. To respond online firms must register with the County’s online bidding system, PlanetBids, at <https://pbsystem.planetbids.com/portal/48157/portal-home>. Proposers are cautioned that the timing of their online submission is based on when the submittal is RECEIVED by PlanetBids, not when a submittal is initiated by

a Proposer. Online submittal transmissions can be delayed in an “Internet Traffic Jam” due to file transfer size, transmission speed, etc. For these reasons, the County recommends that Proposers allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be governed by the PlanetBids’ web clock, which does not allow submittals after the closing date and time. PlanetBids will send a confirmation email to the Proposer advising that their online submission (eBid) was submitted. If you do not receive a confirmation email you are advised to contact the PlanetBids Support team by phone (818-992-1771 Monday through Friday between 7 a.m. and 5 p.m. Pacific, excluding statutory U.S. holidays) or by submitting a Support Ticket (visit: <https://home.planetbids.com/support> to complete and submit the ticket form).

- 5.2 Proposers that decide to submit a hard-copy response do so at their own risk. All hard-copy proposals must include all of the same information required for online proposals. Incomplete proposals will be rejected as non-responsive. Proposers shall submit one (1) original copy and one (1) electronic copy of your proposal in PDF format on a flash/USB drive. IMPORTANT: Proposers who submit hard-copy responses must submit their Cost Proposals (refer to Section 3.7 above) in a separate, sealed envelope clearly marked “**RFP 24-0065 – Cost Proposal**” on the outside of the envelope. All hard-copy proposals shall be submitted in a sealed envelope or container and clearly marked with the RFP number, title, and closing date and time noted on the outside of the parcel.
- 5.3 It is the sole responsibility of the Proposer to ensure that the proposal is received in the Procurement & Contracts Division prior to the RFP submittal deadline. All responses must be submitted not later than the date and time posted on PlanetBids. Hard-copy responses shall be submitted ONLY to:

County of El Dorado
Procurement and Contracts Division
330 Fair Lane
Placerville, CA 95667

- 5.4 The County shall not be responsible for proposals delivered to a person or location other than specified herein. Proposals submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting proposals delivered to a person or location other than that specified above.
- 5.5 Faxed or emailed proposals will not be accepted.
- 5.6 Late proposals will not be accepted or considered.

- 5.7 All proposals, whether selected or rejected, shall become the property of the County and shall not be returned.
- 5.8 The County reserves the right to waive minor defects and/or irregularities in proposals and shall be the sole judge of the materiality of any such defect or irregularity.
- 5.9 All costs associated with proposal preparation and submission, including any interviews conducted at the sole discretion of the County, shall be borne by the Proposer.
- 5.10 County staff will open proposals following the submittal deadline. The only information that will be made available to the public after the submittal deadline has passed will be the names of the Proposers that submitted proposals. The contents of all proposals, or any other medium which discloses any aspect of the proposal, shall be held in strictest confidence until the County releases a Notice of Award or Notice of Intent to Award.
- 5.11 Any hard-copy proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request of the Proposer. Requests for modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified above for receipt of proposals.

6.0 EVALUATION PROCESS

All proposals will be evaluated initially to determine if they are responsive to the requirements of this RFP. An evaluation panel, consisting of County staff and members selected by County staff, will review and evaluate all responsive proposals received by the submittal date as set forth in this RFP, or as amended by addenda, and the proposals will be evaluated based on the thoroughness, clarity, and quality of the material presented. The County reserves the right to request additional information and clarification of any information submitted and to allow corrections of errors or omissions.

Proposers who have the qualifications (expertise and skills) and experience (documented, successful, and relevant) necessary to meet the requirements of this RFP will be scored and ranked using the criteria and point assignments listed below. Proposers submitting the most highly ranked proposals may be invited for interviews.

	Evaluation Criteria – Written Submittals	Maximum Possible Points
A.	Understanding of the work to be done (Section 3.4)	25
B.	Experience with similar kinds of work (Section 3.3)	20

C.	Qualifications of Staff (Section 3.2)	15
D.	Capability of developing innovative or advanced techniques (Section 3.4)	10
E.	Financial responsibility (Section 3.5)	10
F.	Demonstrated technical ability (Section 3.4)	10
G.	Knowledge of State and Federal Procedures (Section 3.5)	10
	TOTAL POSSIBLE POINTS	100

Evaluation Criteria – Interviews (if held)

If the County elects to hold interviews, the following evaluation criteria and rating points will be used to evaluate the Proposers who are invited to interview.

	Evaluation Criteria – Interviews	Maximum Possible Points
A.	Experience and Qualifications of Firm	35
B.	Experience and Qualifications of Staff	35
C.	Response to Interview Questions	10
D.	Workload Capacity and Understanding of the Scope of Work	20
	TOTAL POSSIBLE POINTS	100

NOTE: Cost Proposals and Rate Schedules will remain unopened until the County’s selection committee has identified the top-ranked Proposer as the result of the evaluation processes described above. Once the County has awarded this RFP to the successful Proposer the County will return all unopened (hard-copy) Cost Proposals and Rate Schedules to the unsuccessful Proposers.

7.0 SELECTION PROCEDURE

7.1 Proposals will be reviewed for responsiveness. A selection committee will then evaluate responsive proposals in accordance with the criteria specified in Section 6.0 above. The firm(s) submitting the highest ranked proposals may be invited for an interview. Interviews will be conducted solely at the County's option. The County reserves the right to select the most qualified

firm solely on the content of the proposal. If the County chooses to conduct interviews, the Proposer's Primary Contact identified in the Proposer's Response Information and Certification Form (completed Attachment B) shall represent the Proposer at the interview at a minimum. After evaluation of the interviews, the Committee will recommend the firm(s) with the highest overall value, based on evaluation ranking, for approval by the County Purchasing Agent or Board of Supervisors.

- 7.2** The County reserves the right to make an award without further discussion of the proposal with the Proposer. Therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual may propose.
- 7.3** The County reserves the right to award one or more contracts to the firms or individuals who, in the sole judgment of the County, present the most favorable response to this RFP pursuant to the evaluation criteria indicated above.
- 7.4** In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern.
- 7.5** The County reserves the right to reject any and all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm. The County shall be the sole judge of the materiality of any such defect or irregularity.
- 7.6** The selected Proposer and all subconsultants, following evaluation of the proposals and interviews, if held, will be required to submit the following forms within one (1) week of the date that the County publishes the Notice of Award for this RFP:
 - Caltrans Exhibit Cost Proposal 2 (Attachment G). All subconsultants, regardless of subcontract dollar amount, must complete this form.
 - Caltrans Certification of Indirect Costs and Financial Management System (or, if applicable, California Safe Harbor Indirect Cost Rate Program Form), from selected Proposer and all subconsultant(s), regardless of subcontract dollar amount (Attachment G). Contracts utilizing federal funds shall not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 2 CFR Part 200, and 48 CFR Part 31. The selected Proposer and all subconsultants are responsible for complying with state, federal, and specific contract requirements.

- 7.7 The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RFP results, please visit the PlanetBids website at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>

RFP results are also available at:

<https://www.edcgov.us/Government/Contracts/Pages/Bid-Results.aspx>

- 7.8 The results of this RFP will be posted on the PlanetBids and County websites listed in Section 7.7 above at the earliest possible opportunity in accordance with County policy. The timeline for posting RFP results may vary depending on the nature and complexity of the RFP.
- 7.9 Response and selection of a proposal will not necessarily result in the award of a contract with the County. The act of opening a submittal and selecting a Proposer does not constitute awarding of a contract. Contract award is by action of the Purchasing Agent or Board of Supervisors and is not in force until fully executed.
- 7.10 Once contract negotiations are initiated, the County reserves the right to select the next ranked Proposer if for any reason a contract cannot be negotiated with the selected Proposer.

8.0 EL DORADO COUNTY WEBSITE REQUIREMENTS

It is the Proposer's responsibility to monitor the PlanetBids website for possible addenda to this RFP to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her proposal in accordance with original RFP requirements and all required addenda. All available RFPs and related addenda can be found at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>

Failure of Proposer to obtain this information shall not relieve him/her of the requirements contained therein. Those Proposers not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

9.0 REJECTION OF PROPOSALS

Proposers interested in being considered must submit a proposal in compliance with this RFP. Failure to meet the minimum requirements of the RFP shall be cause for rejection of the proposal. The County reserves the right to reject any or all proposals.

The County may reject a proposal if it is conditional, incomplete, contains irregularities, or reflects inordinately high cost rates.

10.0 VALID OFFER

Proposals shall remain valid for one hundred twenty (120) days from the due date. The County reserves the right to negotiate with the successful Proposer any additional terms or conditions not contained in their proposal which are in the best interest of the County or to otherwise revise the scope of this RFP. This RFP does not constitute a contract or an offer of employment.

11.0 COUNTY'S RIGHTS

The County reserves the right to:

1. Request clarification of any submitted information.
2. Waive any irregularity or immaterial deviation in any proposal.
3. Not enter into any agreement.
4. Not select any Proposer.
5. Cancel this process at any time.
6. Amend this process at any time.
7. To award more than one (1) contract if it is in the best interest of the County.
8. Interview Proposers prior to award.
9. To request additional information during an interview.

Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from full compliance with the contract requirements if the Proposer is awarded the contract.

12.0 CONFLICT OF INTEREST

Proposers warrant and covenant that no official or employee of the County, or any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting agreement, nor that any such person will be employed in the performance of such agreement without immediate divulgence of such fact to the County. Proposals shall contain a statement to the effect that the Proposer is not currently committed to another project that would constitute a conflicting interest with the project defined in this RFP.

13.0 PUBLIC RECORDS ACT

Pursuant to the California Public Records Act (“CPRA”), the County may be required to produce records of this transaction, upon third party request, subject to various statutory exemptions. Please indicate what exemptions may apply to the information you submit (such as a 'proprietary information' exemption – refer to Section 3 for submittal instructions). Please note that designating information as "proprietary" does not guarantee non-disclosure.

In the event of a request for such information, the County will make best efforts to provide notice to Proposer prior to such disclosure. If Proposer contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in El Dorado County before the County’s deadline for responding to the CPRA request. If Proposer fails to obtain such remedy within County’s deadline for responding to the CPRA request, County may disclose the requested information. The County shall not in any way be liable or responsible for the disclosure of any such records.

Proposer further agrees that it shall defend, indemnify and hold County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney’s fees) that may result from denial by County of a CPRA request for information arising from any representation, or any action (or inaction), by the Proposer.

14.0 BUSINESS LICENSE REQUIREMENT

It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector’s Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information.

It is not a requirement to possess a County business license at the time of proposal submittal. Selected Proposers may be required to possess a County business license to award contract.

15.0 PUBLIC AGENCY

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