

City and County of San Francisco

Request for Proposals for

**ANALYTICAL AND SUPPORTIVE SERVICES FOR PART 58 ENVIRONMENTAL
REVIEWS FOR THE MAYOR'S OFFICE OF HOUSING AND COMMUNITY
DEVELOPMENT (MOHCD)**



Date issued:

July 27, 2016

Pre-proposal conference:

August 9, 2016 @ 11:00 a.m.

Proposal due:

August 15, 2016 @ 5: 00 p.m.

Request for Proposals for Part 58 Analytical and Supportive Services

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Request for Proposals for Part 58 Analytical and Supportive Services

I. Introduction and Schedule

A. General

The Mayor's Office of Housing and Community Development (MOHCD) of the City and County of San Francisco is seeking proposals from qualified consultants to provide supportive services for the preparation of environmental reviews on an as needed basis. Consultants will be asked to prepare necessary studies to complete environmental review records (ERRs) necessary for the commitment of funds for capital projects subject to regulation by 24 CFR Part 58. Consultants would be required to perform studies and investigations, prepare plans, specifications and cost estimates, write reports, and perform field inspections for various types of regulatory, environmental, and health and safety issues. These studies will be used in the submission of Environmental Reviews on the United States Department of Housing and Urban Development Environmental Review Online System (HEROS). Interested consultants who meet the minimum qualifications and are authorized to perform the required services under the applicable laws and who have successfully demonstrated their ability to provide environmental review services are invited to submit proposals.

All studies prepared pursuant to this RFP must be consistent with the requirements of the National Environmental Policy Act (NEPA), Council on Environmental Quality (CEQ) regulations and Title 24, Part 58 of the Code of Federal Regulations. Through this RFP, the City will select a pool of not more than three (3) consultants to provide services for a five year period commencing upon the successful completion of contract negotiations. The consultants will be selected in accordance with HUD's applicable equal opportunity policies.

Federal regulations governing Part 58 Programs require that affirmative steps be taken to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible (24 C.F.R. §85.36(e)). Minority or Women Owned Business Enterprises (MBE/WBE) which have a certification from a unit of federal, state or local government are especially encouraged to respond. Furthermore the City's Grant Agreements with HUD for Part 58 programs require that the City administer the distribution of the funds in compliance with Title 24 of the Code of Federal Regulations. Section 85.36 of these regulations (24 CFR § 85.36) prohibits local geographical preferences in all procurements, accordingly, this RFP is not subject to the requirements of San Francisco Administrative Code Local Business Enterprise Hiring requirements per §14B.18(D):

Schedule

The anticipated schedule for selecting a consultant is:

Proposal Phase	Date
RFP issued by the City	July 27, 2016
Pre-proposal conference	August 9, 2016
Deadline for submission of written questions or requests for clarification	August 10, 2016
Proposals due	August 15, 2016
Oral interview with firms selected for further consideration	TBD
Selection of Consultants	TBD

II. Scope of Work

A. HUD's Office of Environment and Energy has developed an online system for developing, documenting, and managing environmental reviews, HUD Environmental Review Online System (HEROS). HEROS covers all levels of environmental reviews for both Part 50 and Part 58 projects. HEROS is currently available for staff of CPD entitlement communities, and will soon be available for users working with state-administered, Native American, or Public Housing programs. In the past, MOHCD environmental consultants have prepared Environmental Assessments and Categorical Exclusions subject to 24 CFR §§58.5 & 6. Moving forward under HEROS, MOHCD will request that consultants prepare studies and complete HUD approved worksheets for various compliance factors that comprise a Part 58 Environmental Review rather than complete entire Environmental Review Records.

B. The services to be provided by the selected consultants may include, but may not be limited, to the following:

1. Review proposed development in consultation with MOHCD Environmental Compliance Officer and Project Sponsor;
2. Gather and compile information and supporting documentation necessary for the preparation of the ERR;
3. Conduct studies necessary to arrive at a compliance determination for environmental factors identified in a Part 58 Environmental Assessment or a Categorical Exclusion Statutory Worksheet;
4. Complete the HUD approved worksheet for those environmental factors on the basis of any studies prepared to assess compliance;
5. Identify any necessary mitigation measures using the criteria, standards, policies and regulations including those identified in 24 CFR Part 58; CEQ regulations, as well as state and local laws and regulations;
6. Make available these studies, worksheets and mitigation measures in electronic format suitable for uploading into the HEROS system;
7. Prepare detailed indices of verifiable source documents and relevant base data used to arrive at compliance determinations; verifiable source documents as used in this RFP include interviews and site visits;
8. Attend meetings and participate in other communication with MOHCD staff, HUD, the State Historic Preservation Office (SHPO), other City agencies, project sponsors and other interested parties;
9. Assist in consultation activities with appropriate authorities as required under applicable laws, regulations, policy statements and standards;
10. Become familiar with HEROS technical standards and be able to prepare documents in accordance with those standards
11. Participate in public meeting as required by the particular level of environmental review necessary for an identified project
12. Assist in preparing responses to comments received from the public and from government agencies on individual ERRs
13. Provide general consultation to MOHCD regarding environmental issues, pending legislation and similar matters

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals and required CMD forms must be submitted electronically to Eugene.flannery@sfgov.org by 5:00 p.m. on August 15, 2016. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

B. Format

For word processing documents, the 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" on all sides (excluding headers and footers).

C. Content

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

1. Introduction (1 page)

Submit a letter of introduction with the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. General Background Information (1 pages)

Provide a brief description of the responding firm, including firm's ownership and capital structure; total number of employees in various categories (e.g., managerial, professional, clerical, technical); principal place of business and location of other offices. Indicate the home office location of each individual being proposed to provide required services under this RFP.

3. Compliance with Minimum Qualifications (5 page maximum)

Describe the firm's experience in completing environmental reviews that demonstrate that the firm meets the minimum qualifications as specified in Section IV.A.

4. General Environmental Review Experience (Up to 5 pages)

Describe the firm's experience preparing Environmental Review Records. Include experience preparing various levels of review; i.e., Environmental Impact Statements, Environmental Assessments; Categorical Exclusions; Tiering, and Supplemental Reviews. Provide a list of major projects and clients for which the consultant has prepared Environmental Review Records since **January 1, 2010**. Include information on the size of the project, the name of the sponsor, the name of the governmental entity for which the review was carried out, level of review, and if the project was constructed as proposed.

5. Experience with preparing ERRs. (Up to 5 pages)

Describe the firm's experience providing Environmental Reviews for affordable housing and community development projects and programs subject to regulation by 24 CFR Part 58. Include a list of Part 58 projects for which the proposer has satisfactorily completed relevant and appropriate Environmental Review Records. Include names and contact information of agencies and personnel for whom these records were prepared for purposes of obtaining references. Standards of relevance, appropriateness and satisfaction are those specified by HUD in 24 CFR Part 58, HUD Information Bulletins, and the relevant authorities governing Part 58 projects.

6. Assigned Personnel (Up to 5 pages, excluding resumes)

Identify the contact person or persons (including email address and telephone and fax numbers), who will have **primary responsibility** for working on the services covered by this RFP. Identify backup personnel who will be assigned in case of absence of the primary representative and other key personnel within the firm who will perform specialized services. Provide a brief resume for each person listing specific experience in the areas covered by this RFP. **Please do not include executive personnel who do not directly contribute to the work product.**

7. Relevant Training and Education (Up to 5 pages)

For each individual identified in 6 above, describe relevant education and training in appropriate Environmental Sciences, Laws, and Planning. Please identify Part 58 specific training attended by the personnel listed in 6, above.

8. Understanding of HEROS (up to 2 pages)

Describe firms knowledge of and experience with (if any) of HEROS. Take this opportunity to recommend approaches to preparing environmental reviews under this new system.

9. Anticipated Subcontracts & MBE/WBE Participation (Up to 3 pages)

Identify the areas in which the respondent anticipates subcontracting will be necessary in order to carry out the services identified in this RFP. If the respondent has ongoing relationships (over the past two years) with the specific sub-consultants, identify the firms that might be used to provide services in these areas and describe the relationships with the firms. Identify and document outreach efforts to Minority or Business Owned Firms. Include proof that the firms you contacted are certified as Minority or Women Owned Business by a federal, state or local unit of government.

10. Conflict of Interest or Pending Litigation

Describe any arrangements, formal or informal, that the consultant has with any other party that might interfere with the consultant's ability to provide independent and unbiased advice and recommendations under this RFP. Describe any litigation, administrative proceedings or investigations (actual or pending) in which the consultant is involved or to which it is subject, that might have an adverse effect on its ability to fulfill its engagement under this RFP or that might influence the City's evaluation of its suitability or capability. Firms interested in responding to this RFP must submit the following information, in the order specified below:

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

The following are the minimum necessary qualifications for Respondents to this RFP. Failure to meet the minimum qualifications will result in disqualification of the Respondent's Proposal.

1. At least five years relevant experience providing environmental consulting services for HUD financed construction projects in San Francisco, California.
2. Key professional personnel with knowledge of technical standards for compliance with the applicable authorities regulating Part 58 projects as indicated by education and experience.
3. Key professional personnel and subconsultants with appropriate State of California licenses or other required licenses, registrations, or certification in the particular discipline.
4. Experience in San Francisco, in successfully working with the regulations of various regulatory agencies including, but not limited to, United States Department of Housing and Urban Development, California State Office of Historic Preservation, City and County of San Francisco Department of Planning, U.S. Environmental Protection Agency, Bay Area Regional Water Quality Control Board, California Department of

Toxic Substances Control, Bay Area Air Quality Management District, and the San Francisco Department of Public Health, Environmental Health Division.

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

B. Selection Criteria

A selection committee comprised of City staff will evaluate all proposals responsive to the submittal requirements. The City reserves the right to evaluate all factors it deems appropriate in its sole discretion, whether or not such factors have been stated in the RFP. The final evaluations of the committee shall constitute recommendations to the Director of the Mayor’s Office of Housing and Community Development, who retains sole discretion to select consultants. The committee will rate and rank each proposal based on the following evaluation criteria:

1. Compliance with Minimum Qualifications (30%)
2. Experience with Environmental Review Records as articulated in Format Items C.4 through C.8 above (60%)
3. Recommendations (10%)

The Department will select up to three (3) of the highest-ranking proposals, at the sole discretion of the Department, and commence negotiations with the selected proposers for award on an as needed environmental services contract. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, 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 period with the selected proposers the Department, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer. MOHCD intends to utilize “best faith efforts” to share the work equitably among the consultants selected for the pool.

The proposals will be evaluated by a selection committee comprised of parties with expertise in the development of housing and community services. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to five of the firms with the highest scoring proposals will be interviewed by the committee to make the final selection.

V. Pre-proposal conference and Contract award

A. Pre-Proposal Conference

Proposers are encouraged to attend a pre-proposal conference on August 9, 2016, at 11:00 am to be held at MOHCD, 1 South Van Ness Avenue, 5th Floor, 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 RFP, please contact the individual designated in Section VI.B.

B. Contract Award

MOHCD will select up to three proposers with whom MOHCD staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, 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 MOHCD, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. 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 proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to: Eugene.flannery@sfgov.org

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP 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 RFP, prior to the proposal due date, by issuing Bid Addendum(s), which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s).

E. Term of Proposal

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.

F. Revision of Proposal

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

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

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

G. Errors and Omissions in Proposal

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

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP 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 Proposal, and requests to be placed on a mailing list do not constitute negotiations.

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 RFPs 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 proposal (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 proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFP 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, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, 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 RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP 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 RFP 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 RFP.

N. Small Business Enterprise Goals

To be eligible for this contract award, bidders must agree to comply with the Small Business Enterprise ("SBE") requirements and bidders are responsible for meeting the SBE subcontracting requirement of 25 percent. SBE's must be certified as a Local Business Enterprises ("LBE") by the San Francisco Contract Monitoring Division ("CMD"); OR certified as a Small Business Enterprise ("SBE") by the California Department of General Services, the California Unified Certification Program, or any other State's small business certification program. In addition to possessing valid certification each firm must meet the SBE Program's economic size thresholds. For more information, please contact Mr. Romulus Asenloo at (415) 581-2320 or Seth Benkle at (650) 821-7796.

Required Forms for Each Submission:

- SBE Form 1;
- SBE Form 2;
- SBE Form 3; and

Schedule B (if submitting as Joint Venture

O. Local Business Enterprise Goals and Outreach

The Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code (collectively the “LBE Ordinance”) **shall NOT apply to this RFP**. The City’s Grant Agreements with HUD for Part 58 programs require that the City administer the distribution of the funds in compliance with Title 24 of the Code of Federal Regulations. Section 85.36 of these regulations (24 CFR § 85.36) prohibits local geographical preferences in all procurements. Accordingly, **this RFP is not subject to the requirements of San Francisco Administrative Code Local Business Enterprise Hiring requirements per §14B.18(D)**.

Contract Requirements

P. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. 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, the Minimum Compensation Ordinance; the Health Care Accountability Ordinance; the First Source Hiring Program; and applicable conflict of interest laws, as set forth in paragraphs Q, R, D, S, T and U below.

Q. Nondiscrimination in Contracts and Benefits

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 www.sfCMD.org.

R. Minimum Compensation Ordinance (MCO)

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 compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §[insert section number of “Requiring Minimum Compensation for Covered Employee” in the Agreement].

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.

S. Health Care Accountability Ordinance (HCAO)

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.

T. First Source Hiring Program (FSHP)

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.

U. 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.

Protest Procedures

V. 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 a proposal and believes that the City has incorrectly determined that its proposal 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 RFP 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.

W. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award 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.

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 RFP 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.

X. 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:

Eugene T. Flannery, MOHCD, One South Van Ness Avenue, 5th Floor, San Francisco, CA 94103]

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). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP 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) 252-2500.

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 http://sfgsa.org/index.aspx?page=4762	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 between employees with spouses and employees with	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	In Vendor Profile Application		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.	

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.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://sfgsa.org/index.aspx?page=5365>
 Equal Benefits forms: <http://sfgsa.org/index.aspx?page=5359>