



# City and County of San Francisco

## Department of Building Inspection



### REQUEST FOR PROPOSALS

#### RFP# DBI2016-17D1D4SSOP Seismic Safety Outreach Program

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#### Background

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco ("the City"), established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City's powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.

The City seeks proposals from local non-profit organizations to provide free of charge seismic safety outreach to San Francisco's multi-lingual communities to train them on emergency preparedness, response and recovery using DBI's existing Seismic Safety Outreach Program and curriculum. Audience groups may include renters, business owners, homeowners, youth and seniors of diverse cultural groups with significant linguistic, social, and economic needs. Service Areas include: 1. Supervisorial District 1, specifically the Richmond neighborhood and its surrounding areas and, 2. Supervisorial District 4, specifically the Sunset neighborhood and its surrounding areas. Proposers should have cultural and multi-lingual competencies reflective of the Service Area populations.

Proposers must be a local non-profit organization with experience working with San Francisco's diverse cultural groups, youth, low income individuals/families, elderly, and disabled, with significant linguistic, social, and/or economic needs.

Proposers are also required to have established experience in 1) habitability/safety issues, 2) providing services to multi-lingual communities, 3) developing, translating and distributing user-friendly outreach and resource materials which must be both culturally and linguistically appropriate for the target population, and 4) enhancing community participation.

#### Intent of this Request for Proposals (RFP)

It is the intent of the City to award a grant to the most responsive and qualified Proposer(s) for each of the Service Areas. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request. Proposers are not guaranteed a grant.

The City reserves the right to award a single grant or multiple grants to multiple vendors that submitted a proposal.

This RFP is not intended to create any subcontracting opportunities. The standard subcontracting requirements are contained in this document as reference only.

#### Anticipated Grant Term

Based on this RFP's schedule, the anticipated grant terms will be *September 1, 2016 - August 31, 2017*, with the option to extend the grant for up to two (2) additional years at the sole and absolute discretion of the City. Proposers selected must be available to commence work on September 1, 2016.

Proposals submitted for one or multiple Service Areas are allowed.

#### Schedule\*

RFP issued	07-21-16
Advance RFP questions deadline	07-28-16 (12 pm PT)
Answers posted online	08-04-16 (5 pm PT)
Deadline for proposals	08-11-16 (12 pm PT)
Grant award intent notification	08-18-16
Grant begins	09-01-16

\* Each date subject to change. All hours are Pacific Time. Check <http://sfdbi.org/rfp> for the latest schedule.

#### RFP Questions and Communications

Interested parties, including Proposers, are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFP and its Attachments. Unauthorized contact may be cause for rejection of proposals at the City's sole and absolute discretion.

In lieu of a pre-proposal conference and to ensure fair and equal access to information about this RFP, e-mail your questions to [lily.madjus@sfgov.org](mailto:lily.madjus@sfgov.org). Questions must be in writing and received before *12:00pm PT on July 28, 2016*. No questions will be accepted after this time with the exception of questions on City vendor compliance or Human Rights Commission requirements.

A summary of the questions and answers pertaining to this RFP, along with any addendums to the RFP, will be posted on the DBI website at <http://sfdbi.org/rfp>.

# 1. Introduction

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## 1.1 About Department of Building inspection (DBI)

The Department of Building inspection (DBI) was created by voter referendum under Proposition G in 1994. The charter amendment established the body known as the Building Inspection Commission (BIC) which was designed to provide representation for the various communities interacting with DBI.

The purpose of DBI is to serve the City and County of San Francisco and the general public by ensuring that life and property within the City and County are safeguarded, and to provide a public forum for community involvement in that process.

Under the direction and management of the BIC, DBI's mission is to oversee the effective, efficient, fair and safe code enforcement of the City and County of San Francisco's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with the Disability Access Regulations.

## 1.2 About the Seismic Safety Outreach Program

San Franciscans live in one of the world's most at-risk seismic zones - placing a special responsibility upon those who live here, along with key local, state and Federal agencies, to take steps and prepare themselves, and their families, for the next Big One. Experts predict that a major earthquake will strike San Francisco and the immediate Bay Area in the next 25 years - so it is not a question of "IF," but only a matter of "WHEN" residents will have to respond to such a disaster, as well as to take steps to help the City recover from any damage and devastation caused by such a natural disaster.

Established in May 2015, DBI has partnered with neighborhood community organizations to provide outreach and hands-on training to residents who live and are located in the City's most densely populated neighborhoods. In 2015, the Program was launched in service areas serving Supervisorial District 3 (Willie Woo Playground and Portsmouth Square) followed by an expansion to Supervisorial District 5 (Western Addition) and Supervisorial District 10 (Bayview/Visitacion Valley). This RFP grant supplements the existing seismic safety outreach program by continuing to expand its reach in other multi-lingual communities found in the Supervisorial District 1 (Richmond) and Supervisorial District 4 (Sunset) Service Areas.

### Curriculum Details

This program offers free, non-certificate classes in a variety of formats.

The following steps comprise the essentials of the Seismic Safety course offerings and are the building blocks of emergency preparedness.

1. Get Connected
2. Gather Supplies
3. Make A Plan

The workshop curriculum includes:

1. **Personal Preparedness** - This general class covers the three steps to personal preparedness focusing on a multi-hazard approach. This allows individuals to get hands-on

training in a workplace environment. Tailored classes will be available to meet the specific needs of targeted audiences including workplace groups, youth, seniors, people with disabilities, underserved populations, non-English speakers and more.

**2. Basic First Aid and Citizen CPR** - This training teaches untrained bystanders how to perform hands-only CPR, control external bleeding and manage shock in an emergency. Having more citizen bystanders trained in these simple skills can help save lives in unexpected emergencies.

**3. Earthquake Mitigation** - Although we cannot predict when an earthquake will occur, much of the damage caused by earthquakes is predictable and preventable. Securing your home and taking special considerations for potential hazards can protect you and your loved ones from injury and harm.

**4. Response and Recovery** - Quick response and recovery during and after a catastrophic disaster can allow the community to rebound quicker. Learning basic techniques and building useful resources to support your personal and neighborhood recovery is immensely important.

**5. Fire Safety** - Preparing and preventing a home fire, steps to take in response to a home fire and the recovery actions to be taken immediately after a home fire. Instructors will go through home safety checklists, family disaster plans and teach participants how to use a fire extinguisher and install smoke alarms.

## 2. Scope of Work

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### Overview

This Request for Proposal seeks non-profit organization(s) (to be known as “grantee”) to provide free of charge, effective and strategic community outreach and hands-on training engaging diverse communities through the Program. Scope of work will include providing informational materials along with hands-on trainings and workshops to prepare and graduate stakeholders as ambassadors of seismic safety preparedness, response and recovery.

This Program’s key areas and implementation, includes:

- A plan to develop a culturally diverse outreach strategy to educate the Service Areas’ multi-lingual community and its residents on the important need to be prepared for a seismic or natural disaster and post-event preparation through training, public events and online engagement;
- The implementation and execution of a culturally diverse strategic outreach plan reaching youth, residents, businesses, merchants and seniors using traditional and innovative outreach and engagement tools;
- Trainings, workshops or hands-on interactive events that allow for education, awareness and engagement on learning about seismic safety preparation, response and recovery; and
- Two-way engagement between with the Service Area population on seismic safety preparation, response and recovery.

### Responding to RFP

Each Proposer should demonstrate its capabilities by providing responses to this RFP. Qualified Proposers may bid on one or more Service Areas. Non-profit Organizations are requested to

identify in their proposal the Service Area and to submit separate, independent proposals to each Service Area, if more than one.

Seismic Safety Outreach Program services should be made available to residents in each of the Service Areas listed below. Services provided should reflect the diverse, multi-lingual demographic of the service area. Program location should be easily accessible by residents.

Grant Service Areas	Supervisory District & Neighborhoods	Possible Program Location <i>(these are only suggested and not required locations)</i>
Service Area 1	Supervisory District 1, specifically Richmond neighborhood and its surrounding areas	<ul style="list-style-type: none"> <li>• Richmond District Neighborhood Center</li> <li>• Richmond District YMCA</li> <li>• Richmond Recreation Center</li> </ul>
Service Area 2	Supervisory District 4, specifically Sunset neighborhood and its surrounding areas	<ul style="list-style-type: none"> <li>• Sunset Recreation Center</li> <li>• Sunset Neighborhood Beacon Center</li> <li>• Sunset Youth Services</li> </ul>

**Deliverables (total annually):**

1. Engage 5, 000 or more Service Area residents
2. Conduct 40 or more workshops with 1,000 or more participants; and
3. Graduate 250+ unduplicated Program ambassadors.

**2.1 Mandatory Process Objectives and Deliverables**

1. Upon first month of contract being signed, grantee shall provide a contact list of staff, which should include the lead contact, finance, and other representatives to be involved in the Program. This list should provide Seismic Safety Coordinator contact information (public phone number and email to be used), location and hours to be shared with public.
2. Grantee staff is reachable from Monday through Friday including weekends by providing a public point of contact (with public phone number and email information) and main office location.
3. Kickoff meeting to be scheduled once contract is signed. Frequency of check-in meetings (in-person/phone) will be decided upon completion of first month and then on an as-needed basis.
4. Grantee will utilize online and innovative outreach tools such as social media (i.e. Twitter/Facebook) and make available an online Program webpage on Grantee's website to garner interest and attendance to workshops and events. Grantee will conduct media outreach quarterly through the use of paid or free media advertisements.
5. Grantee staff will develop, translate and distribute user-friendly outreach and resource materials for residents, which are both culturally and linguistically appropriate for the target population. Grantee shall work to incorporate Agency's Brand & Style Guidelines and Program related branding in its Program materials, etc. Proposer will be provided a copy of the existing program curriculum along with other related materials and information so they can be successful in the development and implementation of the Program in their respective service area.

6. Grantee staff will take photos and/or record events/trainings for DBI's use. These files will become the City's property along with all other materials developed during and for this Program.
7. Grantee staff will identify and coordinate trainings, workshops, and/or events as needed with respective city agencies, which may include the Fire Department and the Department of Emergency Management, incorporating the existing program curriculum. Grantee shall inform Agency of any impending public events or media plans to be held in relation to Program and coordinate Agency's participation in the development and execution of said events and/or materials.
8. Grantee staff will refer homeowners or property owners with soft-story, wood-framed, buildings that are three or more stories with five or more housing units, to the Department of Building Inspection, [www.sfdbi.org/softstory](http://www.sfdbi.org/softstory), for the Mandatory Soft Story program.
9. Grantee will provide monthly outreach reports to provide an update on the engagement progress. Grantee should conduct periodic assessments and evaluations of outreach program services' objectives and evaluate results. Feedback should be obtained from Program participants through multi-lingual customer surveys of the trainings, events, presentations held, etc. An initial pre-assessment and post event report should be provided by grantee to DBI.
10. Grantee staff will continuously monitor Program's progress to evaluate need for increasing Program offerings and/or strategic approaches that will result in the successful implementation of this Program and reaching deliverable goals.

## 2.2 Outcome Objectives

1. Service Area population has increased education and awareness (at least 5, 000) of the need to prepare for a seismic event as evidenced by pre and post survey feedback.
2. High number of stakeholders (at least 1, 000) actively attends and/or participates in earthquake safety trainings, workshops, and/or events reflective of Service Area population.
3. 250 Seismic Safety Ambassadors with hands-on seismic safety preparation, response and recovery training can engage their networks on skills learned and tools obtained to ensure further seismic safety education of San Francisco residents.

This scope of work is a general guide of the work the City expects to be performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the services requested within this RFP, as well as for previous and future programs, the selected Contractor's findings and data may be shared by the City with other City Contractors, as deemed appropriate by the City.

### 3. City-Proposer Communications

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*Proposers are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFP and its Attachments. Unauthorized contact may be cause for rejection of proposals at the City's sole and absolute discretion.*

#### Advance Questions

In lieu of a pre-proposal conference and to ensure fair and equal access to information about this RFP, e-mail your questions to Lily Madjus at [lily.madjus@sfgov.org](mailto:lily.madjus@sfgov.org).

Questions must be in writing and received by **12 pm PT on July 28, 2016**. No questions will be accepted after this time with the exception of City vendor compliance or Human Rights Commission questions.

A summary of all information, advance and pre-proposal questions and answers pertaining to this RFP will be posted on DBI's website at <http://www.sfdbi.org>.

### 4. Proposal Submission Requirements

#### 4.1 Time and Place for Submission of Proposals

Proposals and all related materials must be received by **12 pm PT on August 11, 2016**. Proposals may be delivered to the Reception Desk at the Department of Building Inspection, 6<sup>th</sup> floor, attention Lily Madjus, or mailed to:

Lily Madjus  
*Department of Building Inspection  
Director's Office  
1660 Mission Street, 3<sup>rd</sup> floor  
San Francisco, CA 94103*

Postmarks will not be considered in judging the timeliness of submissions. Proposals submitted by e-mail or fax will not be accepted. Late submissions will not be considered, including those submitted late due to postal or delivery service failure.

#### 4.2 Proposal Package

The following items must be included in your proposal and packaged in a box or envelope clearly marked **RFP# DBI2016-17D1D4SSOP Seismic Safety Outreach Program**.

Complete, but concise proposals, are recommended for ease of review by the Evaluation Team. Proposals should provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

##### A. Format

1. One (1) original printed proposal (with original signatures) labeled as "Original". The pages should be bound by a method in which the sheets may be

easily separated (e.g. 3-hole binder, binder clip, comb binding, velo binding, etc.).

*RFP Attachment I* Acknowledgement of RFP Terms and Conditions

*RFP Attachment II* CMD Local Business Enterprise Forms - 2 copies

*RFP Attachment III* City's Administrative Requirements

*RFP Attachment IV* City's Agreement Terms and Conditions

2. **One (1) CD-ROM containing entire contents of proposal, including all RFP Attachments.** The CD-ROM and electronic files on the CD-ROM must be labeled with the Proposer's name. All files should be submitted in unprotected PDF or Word format. Electronic files should include signatures, where applicable.
3. **Two (2) complete printed copies of RFP.** The pages may be bound by a method of the Proposer's choosing. Proposers are advised to review RFP Attachments I through IV before beginning work on the proposal to ensure they can meet the City's requirements.
4. **One (1) signed copy of all addendums to the RFP (with original signatures).** The pages may be bound by a method of the Proposer's choosing.

#### B. Content

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

##### 1. Introduction and Executive Summary

Submit a 2-page letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your non-profit to obligate your non-profit to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your non-profit that your non-profit is willing and able to perform the commitments contained in the proposal.

##### 2. Program Approach

Describe the services and activities that your non-profit proposes to provide to the City. Include the following information:

- a. Overall scope of work tasks;
- b. Audience that will be reached and what the outreach tools that will be used;
- c. Schedule and ability to fulfill the programs deliverables; and
- d. Assignment of work within your non-profit's work team.

*Proposers at a minimum must describe, in a narrative format, the following areas in their proposal:*

- Outreach program strategic approach and implementation schedule.
- Audiences that will be reached and what outreach tools will be used.
- Materials that will be developed along with the tools and methods used to engage the diverse Service Area populations.
- Activities that will take place (trainings, workshops, and/or events) to assist target residents in understanding emergency disaster preparedness and response.
- How and what partnerships will be developed with other city departments and/or non-profit/community based organizations, as needed.

### 3. Non-profit Qualifications

Provide information on your non-profit's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person;
- b. A brief description of your non-profit, as well as how any joint venture or association would be structured; and
- c. A description of no more than four programs similar in size and scope prepared by your non-profit including client, reference and telephone numbers, staff members who worked on each program, budget, schedule and program summary. Descriptions should be limited to one page for each program.

### 4. Team Qualifications

- a. Provide a list identifying: (1) each key person on the program team, (2) the program manager to work directly with DBI, (3) the role each will play in the program, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another program/project without the City's prior approval; and
- b. Provide a description of the experience and qualifications of the program team members, including language and cultural proficiencies, and brief resumes if necessary.

### 5. References

Provide references for the lead consulting non-profit, lead program manager, and all sub-consultants, including the name, address and telephone number of at least three (3) but no more than five (5) recent clients (preferably public agencies other than the City and County of San Francisco).

Reference checks, including, but not limited to, prior clients, may be used to confirm the applicability of Proposer's experience with the services the City is requesting and the quality of services and staffing provided to prior clients. Reference checks may also confirm language and cultural proficiencies, as well as adherence to schedules/budgets and Proposer's problem-solving, program management and communication abilities, and performance on deliverables and outcomes.

## 6. Budget Proposal

The City intends to award these grants to the non-profits that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

The method of payment will be Cost Reimbursement. Submit a detailed program budget; please break out all categories of spending (personnel costs by employee and hourly rate, rent, supplies, etc.). Submit a budget for one year only. This will be used for renewal years. DBI does not anticipate any base budget increase in funding for renewal years. Please note funding is not guaranteed and may be subject to change. If no funding is available, the City will terminate the grant.

## 5. Evaluation and Selection Criteria

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This section describes the guidelines used for analyzing and evaluating the proposals. It is the City's intent to select Proposer(s) for grant negotiations that will provide the best overall service package to the City inclusive of fee considerations. Proposers selected for grant negotiations are not guaranteed a grant. This RFP does not in any way limit the City's right to solicit grants for similar or identical services if, in the City's sole and absolute discretion, it determines the proposals are inadequate to satisfy its needs.

### 5.1 Evaluation Team

City representatives will serve as the Evaluation Team responsible for evaluating Proposers. Specifically, the team will be responsible for the evaluation and rating of the proposals, for conducting reference checks, and for interviews, if desired by the City.

### 5.2 Minimum Qualifications

The Minimum Qualifications are used by the City to determine whether the Proposer and the proposed staff identified to complete all tasks specified in the scope of work have had experience on programs comparable to the services the City is requesting. Any proposal that does not demonstrate that the Proposer meets these minimum qualifications by the proposal deadline will be considered non-responsive and will not be evaluated or eligible for award of any subsequent grant(s) resulting from this process.

The Proposer certifies that:

A. RFP ATTACHMENTS:

It has completed the requirements and submitted the forms described in RFP Attachments I, II, III, IV, and V (including Prior Program Description templates) as part of Proposal, as applicable.

B. STATUS:

The Proposer must be a valid existing legal entity qualified as a 501(c)(3) non-profit organization, fit to do business and in good standing in the State of California. In addition, each Proposer must have all necessary licenses, permits, approvals and authorizations necessary in order to perform the work and conduct the Proposer's business.

C. EXPERIENCE:

Each organization is required to have experience in working with diverse cultural groups with significant linguistic, social, and economic needs. Each organization is also required to have established community based experience in (1) educating, engaging, training a diverse group of stakeholders that include renters, business owners, youth and seniors (2) developing, implementing and executing an outreach strategy and plan and (3) conducting multi-lingual outreach to the targeted population and/or Service Areas with a proven track record.

D. STAFFING:

The proposal clearly demonstrates that the program manager and/or technical lead proposed to be assigned to the City's program individually had a similar role. At a minimum, non-profit organization should provide 40 hours a week to the program.

E. OTHER CITY REQUIREMENTS:

The Proposer must be willing and able to comply with the City requirements set forth in Sections 7 and 8 of this RFP.

### 5.3 Proposal Evaluation Criteria (100 points)

Proposal Statements will be evaluated using the criteria established below and ranked by a selection committee comprised of City staff. At any time during the evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal Statements.

I. **Scope of Work/Contractor Response - 30 points**

- a. **10 Points:** Proposal is presented in a clear and concise manner, and addresses all focus area topics.
- b. **10 Points:** Proposal has a timeline for completion of services and estimated hours for each objective.

- c. **10 Points:** Proposal provides for written monthly invoices and quarterly reports of client contacts.
- II. **Recent Relevant Experience - 20 points**
  - a. **10 Points:** Relevance of and outcomes of past programs.
  - b. **10 Points:** Evaluations and/or letters of reference provided.
- III. **Agency and Professional Background - 30 points**
  - a. **20 Points:** Non-profit's experience with developing and executing a culturally sensitive, multi-lingual, strategic outreach plan with some or all on housing, code enforcement, emergency preparedness and/or seismic safety.
  - b. **10 Points:** Background and experience level of personnel assigned to the Seismic Safety Outreach Program. Resumes of organization's staff assigned to Seismic Safety Outreach Program provided.
- IV. **Budget (Rates) - 20 points**
  - a. **10 Points:** Rates and budget are cost effective as related to services.
  - b. **10 Points:** Budget costs are well justified (program hours x rate/hr) and include all related expenses.

#### 5.4 Award Processes

Following the Proposal Evaluation process, the City will select the most qualified and responsive Proposer with whom City staff will commence grant negotiations. The selection of any Proposer for grant negotiations shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. If a satisfactory grant cannot be negotiated in a reasonable time with the selected Proposer, then the City, in its sole discretion, may terminate negotiations and begin grant negotiations with the next highest scoring Proposers it deems qualified. The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to its programs before and throughout the grant term. The City reserves the right at any time to approve, disapprove, or modify proposed program plans, timelines and deliverables, provided that all modifications are within the scope of services sought by this RFP. The City reserves the right to award a single grant or multiple grants to multiple vendors that submitted a proposal.

## 6. Protest Procedures

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### 6.1 Protest of Non-Responsiveness Determination

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any Proposer 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 by e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>)

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.

## 6.2 Protest of Grant Award

Within five (5) working days of the City's issuance of a notice of intent to award a grant under this RFP, any Proposer 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 by mail or e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>) working day after the City's issuance of the notice of intent to award a grant.

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.

## 6.3 Delivery of Protests

All protests must be received by the due dates as specified in Sections 6.1 and 6.2. 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) or by FAX will not be considered. Protests must be e-mailed to: [lily.madjus@sfgov.org](mailto:lily.madjus@sfgov.org).

# 7. Terms and Conditions for Receipt of Proposals

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## A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify DBI, in writing, if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to DBI 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 requests for written modification or clarification of the RFP must be directed to the person below by **July 28, 2016**:

Lily Madjus  
San Francisco Department of Building Inspection  
Director's Office  
1660 Mission Street, 3rd floor  
San Francisco, CA 94103

E-mail: [lily.madjus@sfgov.org](mailto:lily.madjus@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 DBI 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**

DBI may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the website at <http://sfdbi.org/rfp>. The Proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by DBI 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 Change Notices.

### **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 DBI 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 grant awarded pursuant to the RFP.

## H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a non-profit 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 mandates:

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/grant, or (2) three months have elapsed from the date the contract/grant 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/grant 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/grant, or a city officer or employee initiates communication with a potential contractor about a contract/grant. The negotiation period ends when a contract/grant 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/grant; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract/grant. Inquiries for information about a particular contract/grant, 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 non-profits seeking grants shall be open to inspection immediately after a grant 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 grant or other benefits until and unless that person or organization is awarded the grant 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 grant 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 program 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. Local Business Enterprise Ordinance**

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists (collectively the "LBE Ordinance") have been waived.

#### **O. CMD Forms to be Submitted with Proposal**

All proposals must include two copies of the following Contract Monitoring Division Forms contained in CMD Attachment 2 - Requirements for Architecture, Engineering & Professional Services Contracts:

- a. Form 3: CMD Non-Discrimination Affidavit.
- b. Form 5: CMD Employment Form.

Required Forms should be submitted with the proposal in a separate, sealed envelope labeled "CMD Forms".

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this RFP will be deemed non-responsive and will be rejected.

If you have any questions concerning the CMD Forms or requirements, you may call the Contract Monitoring Division at 415-581-2310 or for more information, you may visit <http://sfgov.org/cmd/>.

## **8. Standard Grant Requirements**

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The successful Proposer(s) will be required to enter into an agreement substantially in the form of the Grant Agreement. Failure to timely execute the agreement, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the grant agreement, shall be deemed an abandonment of an award offer. The City, in its sole discretion, may select another non-profit and may proceed against the original selectee for damages.