



REQUEST FOR QUOTES

Title: Heat and Wildfire Community Preparedness Projects

The County of San Mateo Office of Sustainability is seeking proposals from community organizations to assist with implementing heat and wildfire community preparedness projects.

Solicitation Number	Heat and Wildfire Community Preparedness Projects RFQ #OOS-2021-002
Number of contracts expected to be awarded	Multiple
Funding Sources	<input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Other
Expected Contract Duration	2 years
Options to Renew	Option to renew for 1 year, for a total of 3 years
Proposal Submission	Email to: hdoress@smcgov.org and hpapendick@smcgov.org
Authorized Contact Person	Hannah Doress
Authorized Contact Person E-mail	hdoress@smcgov.org
Secondary Contact Person	Hilary Papendick
Secondary Contact Person E-mail	hpapendick@smcgov.org
E-mail Address for Protests	protests@smcgov.com
RFQ Released	1/25/2021 5 PM PST
Deadline for Questions, Comments and Exceptions	2/11/2021 5 PM PST
Proposal Due Date and Time	2/22/2021 5 PM PST (deadline may be extended if needed)
Anticipated Contract Award Date	February 2021

Introduction

The San Mateo County Office of Sustainability (OOS) is looking to contract with community-based organizations, nonprofits, faith organizations or associations that serve residents in San Mateo County to implement solutions to reduce the impacts of heat, smoke and poor air quality, wildfire, and/or Public Safety Power Shut Offs (PSPS) or heat-related power outages on our most at-risk communities.

Funding Amount (per contract):

- Funding Amount: \$10,000 - \$50,000 per organization, per two-year contract

Eligible Applicants:

Community-based organizations (CBOs), nonprofits, faith organizations or associations that serve residents in San Mateo County and are tax-exempt organizations, such as under Sections 501(c)3, 501(c)4, or 501(c)6 of the Internal Revenue Code (IRC), or an organization that files a Form 990, Form 990 EZ, or Form 990-N with the Internal Revenue Service (IRS) or is a fiscally-sponsored project of a 501(c)3 nonprofit.

Proposer Requirements:

- All applicants selected pursuant to this RFQ will be required to enter into a contract with the County containing the terms set forth in the County's Short Form contract (see sample contract template).
- Proposers who are awarded contracts will submit short reports (a template will be provided) showing progress towards deliverables with invoices and will participate in quarterly meetings to share progress.
- Selected proposers will agree to communicate with the County as soon as possible should any challenges be identified that will impact the organization's ability to complete tasks on time or attend meetings as planned.

What the County will provide:

- Context-setting and information sharing around sustainability and planning topics e.g. climate change, hazard mitigation, energy, waste, housing, active transportation.
- As needed, background information on programs, planning processes, and guidelines for the project being undertaken.
- Subject-matter expertise on sustainability and planning topics for trainings, project installation, and other aspects of projects.
- Outreach platforms and materials (i.e. Mailchimp, social media posting, text message platforms, Zoom capabilities, graphic design, printing).
- Personal Protective Equipment (PPE) as needed for in-person activities.

Desired Qualifications:

- Expertise with environmental and sustainability topics not required
- Experience with running community-based programs, community organizing or community-based planning
- Experience designing outreach events and strategies in partnership with community members
- Experience working with traditionally underserved populations in San Mateo County, including historically marginalized low-income people and Black, Indigenous, and people of color (BIPOC)
- OOS will prioritize funding for organizations that can reach and engage one or more of the following populations, which are currently underserved in the regional outreach ecosystem, are hard-to-reach, or are disproportionately vulnerable to climate change impacts:
 - Latinx
 - Farmworkers and/or outdoor workers, including day laborers
 - Asian and Pacific Islander community, including Filipino community
 - Black/African American community

- Immigrant and refugee communities
- Inmates and prison re-entry community
- LGBTQ+ community
- Low-income community members
- Native American people
- People experiencing homelessness or at risk of homelessness
- People with disabilities
- People with limited English proficiency
- People with limited or no access to the internet
- Older adults
- Transit-dependent populations
- Youth
- Veterans

Please note: We are looking for organizations that focus on one or more of these groups. If your organization does not meet all the qualifications, we still encourage you to apply.

Review Criteria

- Experience working with specific demographics, languages and/or cultures, and/or specific geographic areas of the County
- Demonstrated success working on projects serving community members in San Mateo County
- Experience planning and executing inclusive, accessible, and authentic engagement and communications activities
- Staff capacity to complete work
- Existing relationships of trust/rapport with community members and organizations
- Strong references

RFQ: Community Implementation Projects to Address Heat, Wildfire, Smoke

Funding Amount: \$10,000 - \$50,000 per organization per 2-year contract

Climate change is here, and it poses many risks to the built and natural environment in San Mateo County. The County of San Mateo's [Climate Ready San Mateo County \(SMC\)](#) Initiative helps us better prepare the County in the face of a changing climate. This initiative brings together non-profit and community-based organizations, local governments, businesses, and other key partners to foster information sharing, expand our community's understanding of climate-related risks, and collectively find solutions to make San Mateo County climate ready.

As part of the Climate Ready SMC Initiative, the Office of Sustainability is seeking proposals for projects that make meaningful progress toward reducing impacts from **heat, wildfire, decreased air quality due to heat and/or wildfire smoke, public safety power shut off events (PSPS) or heat-related power outages**. Reducing the risks we experience now will make our communities more resilient to changes in climate we expect to see in the future.

Project Requirements:

Projects must address one or several of the following impacts: **heat, wildfire, decreased air quality due to heat and/or wildfire smoke, public safety power shut off events (PSPS) or heat-related power outages**. In addition, projects should benefit socially vulnerable and hard-to-reach populations and incorporate innovative ideas from these communities. All projects should be guided by robust community and stakeholder engagement that is meaningful, inclusive and occurs early on continuing through the project. Projects should address barriers that limit actions to prepare for heat, wildfire, smoke, and Public Safety Power Shutoffs (PSPS) and/or heat-related power outage events among socially vulnerable populations.

Project categories and examples:

- **Tree planting/Greening projects:**
 - Includes tree plantings and other greening projects (e.g. working with homes to plant trees, green roofs, green walls, or green infrastructure). Preference for tree planting projects on private property in socially vulnerable areas with low tree-canopy cover.
- **Building retrofit projects:**
 - Conversion of roofs to cool/green roofs (painting white, or adding other features to cool a building)
 - Purchase and installation of low-cost fans and air filters for homes, businesses, or community centers
 - Other retrofit actions to increase building resilience to heat, wildfire, smoke, such as materials upgrades, battery back-up installation, etc.
- **Planning and communications projects:**
 - Development of Emergency Communications Plans or Community Response Plans for addressing one or multiple impacts
 - Concept plans for resilience projects in community centers or important community sites.

- **Other:** includes other innovative strategies for addressing impacts from heat, wildfire, smoke, and Public Safety Power Shutoffs (PSPS) and/or heat-related power outages
 - Development of misting or cooling stations
 - Create mobile or portable charging stations such as in a van
 - Partner with community members to install temperature and/or air quality monitoring sensors in areas of the County with data gaps

Note: We encourage you to leverage existing programs and other funding sources where applicable. If you would like more information, please contact Hannah Doress at hdoress@smcgov.org.

Timeline: Preference will be given to projects that provide community benefits during the 2021 heat, fire, and PSPS seasons.

Eligible expenses: Funding can be used for staff time, subcontracts, supplies, equipment, and training. See budget form below.

Project evaluation criteria:

Evaluation Criteria	Weight	Description
Soundness of Project Plan	40%	<ul style="list-style-type: none"> • Appropriateness of proposed tasks, timeline, outcomes and budget. Extent to which the project clearly demonstrates how outcomes will be achieved throughout the workplan. • Extent to which the project plans for or addresses one or more targeted climate impact or impacts, such as extreme heat, wildfire and decreased air quality related to wildfire smoke and/or heat, Public Safety Power Shutoffs (PSPS) or heat-related power outages. • Project can be implemented compatibly with COVID-19 restrictions. • Appropriateness of approach to address or solve identified and/or anticipated community vulnerabilities or challenges. • Extent to which the applicant is ready and has the capacity to ensure project success.
Incorporation of Equity and inclusion	20%	<ul style="list-style-type: none"> • Projects with goals that reduce inequities and/or which incorporate methods to make project operations and outcomes more equitable and inclusive. • Extent to which the project shows a commitment to working with socially vulnerable communities that are at risk from climate change impacts.

		<ul style="list-style-type: none"> Extent to which the approach proposed is culturally, linguistically, physically or otherwise appropriate for the community being served.
Responsiveness to community-identified needs and community leadership	20%	<ul style="list-style-type: none"> Whether and how much the project responds to needs that have been identified by socially vulnerable community members. Extent to which the project meaningfully includes community members.
Effectiveness of the proposed approach in reducing community risk	20%	<ul style="list-style-type: none"> Likelihood that proposed project will lead to improved community resiliency prior to or during the 2021 heat, fire, and PSPS seasons. Extent to which tangible benefits will benefit socially vulnerable community members.

Timeline:

January 25, 2021	RFQ Released
February 4, 2021 9:30am PST	Webinar for answering questions about RFQs
February 11, 2021 5:00pm PST	Deadline for questions submitted to County
February 22, 2021 5:00pm PST	RFQ Deadline

Contract awards will be made following consideration of all timely and complete proposals by a review panel.

SAN MATEO COUNTY OFFICE OF SUSTAINABILITY

Heat and Wildfire Community Preparedness Projects

FUNDING APPLICATION FORM

Date: _____

Applicant: _____

Phone: _____

Address: _____

Email: _____

Project Contact: _____

Web: _____

Title: _____

Fed EIN (Employer Identification Number): _____

Annual Operating Budget: \$ _____

Provide the amount you are requesting:

Community Implementation Projects to Address Heat, Wildfire, Smoke

Amount Requested \$ _____

Minimum Qualifications Required to Submit Proposal:

- Are you a not for profit, tax-exempt or fiscally sponsored organization?
- Are you located in San Mateo County and/or serve San Mateo County residents and/or people working in San Mateo County?
- Is your organizations engaged in community outreach and/or community serving activities on a regular basis?

REGIONS TO BE COVERED (Check all that apply)	POPULATIONS TARGETED (Check all that apply)	
<input type="checkbox"/> Daly City, SSF, San Bruno, Brisbane, Broadmoor, Colma + Unincorp. <input type="checkbox"/> Millbrae, Burlingame, San Mateo, Foster City, Belmont + Unincorp. <input type="checkbox"/> Redwood City, San Carlos, North Fair Oaks <input type="checkbox"/> East Palo Alto, Menlo Park, Belle Haven <input type="checkbox"/> Half Moon Bay + Unincorp. (Skyline, La Honda, Pescadero, Loma Mar) <input type="checkbox"/> Pacifica + Unincorp. (El Granada, Montara, Moss Beach, Princeton)	<input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Children (0-5) <input type="checkbox"/> People with disabilities <input type="checkbox"/> Hispanic/Latinx <input type="checkbox"/> People experiencing homelessness <input type="checkbox"/> Immigrants/ Refugees <input type="checkbox"/> LGBTQ+ <input type="checkbox"/> Limited English Proficiency <input type="checkbox"/> Limited/No Internet Access	<input type="checkbox"/> Low Income <input type="checkbox"/> Native American <input type="checkbox"/> Public Benefits Recipients <input type="checkbox"/> Public Housing Residents <input type="checkbox"/> Renters <input type="checkbox"/> SRO Residents <input type="checkbox"/> Older Adults (65+) <input type="checkbox"/> Veterans <input type="checkbox"/> Young Adults (17-25) <input type="checkbox"/> Other _____

I. GENERAL PROPOSAL QUESTIONS

Please provide no more than three pages to answer 1A through 1E. If you are applying for RFQ #OOS-2021-001 or RFQ #OOS-2021-003, you may use the same responses for the General Proposal Questions.

1A. Hard-to-Reach/Vulnerable Populations – Include a description of the target hard-to-reach/vulnerable populations that will be served through the proposed efforts. Describe the community or communities that your organization will work with including the geographic area within San Mateo County. Proposers are encouraged to be specific, such as about which traditionally underserved populations you propose to engage and in what geographic areas.

1B. Experience – Include any experience and number of years of experience your organization has in conducting outreach and/or working with the community or communities identified in your response to 1A. Provide an example that best highlights your success. Please explain your experience facilitating and organizing events, workshops, information campaigns, and/or focus groups, and experience with planning and implementing sustainability-related projects (if any).

1C. Staffing – Which staff will be assigned to this work? Please briefly describe their experience working with the community or communities or related experience, and their capacity to complete the work.

1D. Expertise – If not addressed in your other answers please briefly describe special areas of expertise of your organization and staff that would conduct the work.

1E. References – Please include three references with phone and email contact information.

II. SPECIFIC PROPOSAL QUESTIONS

2A. Please describe your proposed Community Implementation Project. Include the idea, geographic focus, stakeholders that would benefit, and any existing or relevant programs related to the project. (500-word limit)

III. Please provide the following information:

a. Staff title(s)	Staff Hourly Rate(s)
Example: Program coordinator	\$45/hr*
Program manager	\$65/hr
Topical Specialist	\$100/hr

*amounts shown are examples and not intended to suggest rates; hourly rates can include overhead.

IV. Draft Budget – Please provide a draft budget for the project using the template below.

Expenses	Proposed Use of SMC Funds	Description of Expenses
PERSONNEL		
Staff time		
PROFESSIONAL FEES		
Professional / consultant fees		
PROGRAM AND OPERATING		
Supplies		
Media/Advertising		
Postage and shipping		
Printing and publications		
Other expenses not covered above		
Total Expenses	\$0	

Application Submittal

Email Completed Application to: hdoress@smcgov.org and hpapendick@smcgov.org.

Any Questions?

If you have any questions about the contract program, guidelines, or application please email hdoress@smcgov.org and hpapendick@smcgov.org.