



REQUEST FOR QUOTES

Title: Resilience Planning Stakeholder and Community Engagement

The County of San Mateo Office of Sustainability is seeking proposals from community organizations to assist with engagement and with building equity into the climate change and hazard planning projects.

Solicitation Number	Resilience Planning Stakeholder and Community Engagement RFQ #OOS-2020-003
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
Deadline for Questions, Comments and Exceptions	2/1/2021 5PM PST
Proposal Due Date and Time	2/9/2021 5PM 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 conduct stakeholder and community engagement activities with hard-to-reach populations in San Mateo County, in order to more fully incorporate the views and perspectives of these populations in planning efforts related to preparing for hazards, climate change, and increasing resilience of our communities. OOS is also seeking guidance on how to design and structure programs and projects to best ensure equitable outcomes.

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 501c3 nonprofit.

Proposer Requirements:

- All applicants selected pursuant to this Request for Quotes (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 topics, e.g. climate change, climate impacts, climate resilience and adaptation, hazard mitigation, General Plan updates.
- As needed, background information on programs, planning processes, and guidelines for the project being undertaken.
- Subject-matter expertise on 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: Resilience Planning Support

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

The County of San Mateo is seeking Community Based Organizations (CBOs) to assist with the development of the Multi-jurisdiction Local Hazard Mitigation Plan (LHMP) update, as well as development of a Climate Resilience Strategy and other planning efforts.

- **What is the LHMP?** The [LHMP](#) identifies hazards threatening San Mateo County, evaluates the impacts to the built environment and vulnerable communities, and provides a list of actions to minimize or eliminate the hazards. The plan is required by FEMA for government entities to be eligible for pre- and post-disaster funding and it can also serve to reduce flood insurance rate premiums through the Community Rating System. All 20 cities in the County will be a part of the LHMP, as well as some special districts and government entities. The timeline for the LHMP update is from February 2021 – September 2021, with ongoing implementation tasks.
- **What is the Climate Resilience Strategy?** The Climate Resilience Strategy (Strategy) will focus on a collective vision and set of actions that cross city and County boundaries to prepare for and respond to climate change and other hazards, such as erosion, landslides, flooding, drought, extreme heat, wildfires, earthquakes, and impacts to public health. It is intended to provide a framework for cities, counties, businesses, special districts, community members, non-profits and others to work together to develop coordinated solutions. The Strategy will be part of an integrated planning effort and will be incorporated with updates of the County's General Plan Safety Element and the Local Hazard Mitigation Plan updates. The process will be grounded in community needs and social equity, to support and build up those most vulnerable to climate change.

Selected CBOs will support the County to equalize participation in planning efforts by engaging frontline, traditionally underserved and/or socially vulnerable populations or communities and to evaluate opportunities to increase equity and inclusion in the process and outcomes of the Strategy and LHMP. OOS is seeking collaboration and guidance on topics such as steering and/or advisory committee structure, community engagement and communications, and opportunities for community leadership. OOS also seeks support with content for reports such as identification of key areas of concern, and development of actions to reduce hazards and climate risks. CBOs will also have the opportunity to contribute to the development of land use planning policies and updating of hazard mitigation strategies to prepare and respond to disasters, including climate change.

Tasks may include, but are not limited to:

1. **Conduct outreach and engagement for underserved communities in San Mateo County to involve them in the LHMP planning process.** Lead and/or support outreach and engagement activities, including development of stakeholder lists, engagement strategies and invitations; helping community members complete surveys, and translate survey documents where needed; coordination of meeting logistics and/or facilitation; and participation in post-meeting debrief sessions. Outreach

efforts may also include sharing information with communities about specific risks, such as flood and wildfire risks and how to prepare for them, including information on flood insurance, and ways to reduce flood damage.

2. **Co-design trainings for stakeholders on resilience planning.** Co-design training on adaptation planning and topics related to the Climate Resilience Strategy with County staff and consultants. Share information with, and advise County staff, consultants and other stakeholders on areas of CBO and community expertise.
3. **Co-design a more equitable planning process and community-engagement process for development of a countywide Climate Resilience Strategy.** Work with County, relevant City staff and consultant(s) to co-design a strategy to incorporate community perspectives and priorities into planning process development and the formal planning process, with a focus on equalizing participation by the underserved communities (listed on page 2 and 3).

The focus will be on how to address social equity in our work, including timing, approach and transparency of engagement; addressing pre-existing inequities; and any pitfalls to avoid. We are also seeking guidance on the development of advisory and steering committees.

4. **Assist County Staff and consultants with development or review of:**
 - Accessible explanations of the planning processes
 - Accessible explanations of the climate issues, hazards and safety issues addressed by County planning efforts
 - Updates throughout the planning process
 - Surveys, if any
 - Review of public notices
 - Translation as needed, and review of translated documents.
 - Document development in a language other than English or in culturally-appropriate English.
5. **Support County staff, consultants, committee members and other stakeholders in evaluating opportunities to increase equity and inclusion in transportation, adaptation and climate resilience planning, such as:**
 - Contribute to and/or review documents, policies and approaches.
 - Assist County staff and consultants in incorporating relevant community priorities, plans, vulnerability assessments and proposed solutions into the planning process.
 - Development of criteria or methods such as for prioritization of implementation projects.
 - As adaptation and climate resilience planning processes conclude:
 - Review outlines, documents and materials to be incorporated into the Strategy and/or related plans;
 - Engage in final deliberation, contribute to and review final reports;
 - Public review (see traditionally underserved community outreach and engagement below);

- Participate in presenting documents to decision-making bodies as desired.

Note: Tasks are suggested actions and will be updated based on feedback from selected CBOs.

Timeline:

January 25, 2021	RFQ Released
February 2, 2021 5:00pm PST	Deadline for questions submitted to County
February 4, 2021 9:30am PST	Webinar for answering questions about RFQs
February 9, 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
Resilience Planning Stakeholder and Community Engagement

FUNDING APPLICATION FORM

Date: _____

Applicant: _____

Phone: _____

Address: _____

Email: _____

Project _____

Web: _____

Contact: _____

Title: _____

Fed EIN (Employer
Identification Number): _____

Annual Operating
Budget: \$ _____

Provide the amount you are requesting:

Climate Resilience Planning Support

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 organization 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-2021-002, 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 explain why you are interested in applying to support the Office of Sustainability in planning for hazards and climate change impacts. (250-word limit)

2B. Planning Approach - To assure that the community/communities you serve can effectively access this planning process what communication, outreach and other strategies do you recommend? (250-word limit)

2C. Barriers – to achieve the goal of equalizing participation in planning for the whole community, barriers for some communities to participate in government-led planning processes must be addressed. Please identify one to three barriers per population or community you serve and how your organization would address these barriers on behalf of the County. (250-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.

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.