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REQUEST FOR PROPOSAL (RFP)

918-0910-26

For

**AFFORDABLE HOUSING AND POCKET
NEIGHBORHOOD DEVELOPMENT FEASIBILITY
STUDIES**

RELEASE DATE: September 10, 2025

RESPONSE DUE: October 31, 2025, 5:00 pm

SUBMIT PROPOSAL TO:	RFP COORDINATOR
Solano County digitally via OpenGov Solano County Portal website at: https://procurement.opengov.com/portal/solanocounty	Nesmith Despabiladeras Phone: (707) 784-6322 nadespabiladeras@solanocounty.gov
Any proposer participating in this solicitation is required to have a vendor application on file with the County. This application may be downloaded from the Solano County website at www.solanocounty.gov . Include the application with your proposal. The County will post any changes and information relating to this RFP digitally via OpenGov. Proposers are responsible for frequently checking OpenGov at https://procurement.opengov.com/portal/solanocounty for any changes or information relating to this RFP.	
“Smoking is not permitted in County Buildings or around Solano County campuses. Thank you in advance for your compliance.”	

Solano County
REQUEST FOR PROPOSAL
Affordable Housing and Pocket Neighborhood Development Feasibility
Studies

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Attachments:

- A - Exhibit A- PolicyAG.9-33
- B - Exhibit B - Ross Chapin Pocket Neighborhood Draft Ordinance
- C - Exhibit C - General Terms 6_12_18

1. Introduction

The purpose of this Request for Proposals ("RFP") is to define the the County of Solano's minimum requirements, solicit proposals, and gain adequate information by which the County of Solano may evaluate the services offered by Proposers that fall within the Scope of Service/Project as further described in this RFP.

1.1. Summary

Solano County, located in Northern California between the Bay Area and Sacramento regions, is a diverse and growing community that spans both urban centers and rich agricultural lands. With a population of over 450,000, the County encompasses seven incorporated cities and extensive unincorporated areas, many of which maintain a strong agricultural identity. Unincorporated Solano County is known for its commitment to preserving open space and agricultural lands while also striving to meet the evolving needs of its residents.

Like many counties across California, Solano faces significant challenges in addressing housing affordability, particularly for low and moderate income households. In response to statewide housing mandates and local priorities, the County is proactively seeking strategies to expand its housing options while remaining consistent with long-standing land use policies and values. As part of this effort, Solano County is interested in exploring innovative, community-oriented housing models that provide alternatives to traditional single-family subdivisions and large multifamily developments.

This Request for Proposals (RFP) invites qualified planning consultants to assist the County in evaluating the feasibility of two distinct housing approaches: compact, small-scale pocket neighborhoods / cottage housing, and larger-scale affordable housing developments on strategically selected sites within the unincorporated areas. These studies will help inform future planning decisions, identify potential implementation pathways, and support the County's long-term goal of providing diverse, attainable housing choices that reflect both the needs of the community and the character of the region.

1.2. Background

As part of the 2008 General Plan update, the Solano County Board of Supervisors adopted a new Agriculture Element, which was subsequently approved by voters in the November 2008 election. This update introduced a dedicated chapter focused on agriculture, an industry that occupies approximately 67 percent of the County's land area. Agriculture plays a vital role in Solano County's economy and is a key part of its identity. It is the most extensive land use in the County, contributing to regional economic health and prosperity and the area's visual character.

The General Plan expresses a long-term vision to preserve and support agricultural uses. The Agriculture Element serves as a central location for the County's agricultural goals and policies. In addition, the element includes Policy AG.P-33, which provides a controlled mechanism for converting limited areas of agricultural land to residential use in order to meet state housing requirements.

Policy AG.P-33 permits the redesignation of up to 50 acres of agriculturally designated land per calendar year to allow for the development of housing that serves low-income and very-low-income households. Any such conversion must meet all the required findings outlined in Exhibit A.

Solano County is subject to the Housing Element adopted in 2024, which requires the County to plan for the development of 315 housing units between January 31, 2023, and January 31, 2031. Of these, 80 units must serve very-low-income households, 50 units must serve low-income households, and 56 units must serve moderate-income households. Policy AG.P-33 supports the County's strategy to meet very-low and low-income housing targets while upholding its commitment to protecting agricultural land.

In alignment with these goals, on November 26, 2024, Solano County staff held a public meeting to discuss potential applications to the State of California Community Development Block Grant (CDBG) program. The

meeting reviewed eligible CDBG activities and invited input from residents regarding local housing and community development needs. Local builders, developers, and agency representatives participated in the meeting and provided constructive feedback on two proposed applications: one for a Pocket Neighborhood/Cottage Housing Development Feasibility Study focused on low-to-moderate income households, and another for a more traditional affordable housing model through an Affordable Housing Development Site Feasibility Study. Based on the positive community response, County staff presented the proposed applications to the Solano County Board of Supervisors. On December 10, 2024, the Board approved the applications as part of the consent agenda, and staff successfully submitted both applications prior to the December 30, 2024, deadline.

The scope of this request is focused on the two (2) applications submitted to the Department of Housing and Urban Development (HUD) for Pocket Neighborhood/Cottage Housing Feasibility Study, and the Affordable Housing Development Site Feasibility Study. While the Pocket Neighborhood / Cottage Housing Feasibility Study is not required to meet the findings outlined in Policy AG. P-33, the Affordable Development Site Feasibility Study will need to be conducted in accordance with those findings as detailed in Exhibit A.

1.3. Contact Information

Nesmith Despabiladeras

Buyer

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Fairfield, CA 94533

Email: nadespabiladeras@solanocounty.gov

Phone: [\(707\) 784-6322](tel:(707)784-6322)

Department:

Resource Management

1.4. Timeline

The County reserves the right to adjust this schedule as it deems necessary. Notifications of any adjustments to the schedule will be posted here on OpenGov and Proposers will be emailed directly regarding any such updates or Addenda posted to this procurement.

To receive electronic notifications regarding this opportunity with the County, click the follow button while viewing this solicitation on the County's eprocurement website.

RFP Issued	September 10, 2025
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Pre-Proposal Conference (Non-Mandatory)	<p>October 16, 2025, 10:00am</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mzq1ZGMxZWQtODI3NC00ZjJmLTkwMDAtZDgwMTk2N2M3MmMy%40thread.v2/0?context=%7b%22Tid%22%3a%225e7f20ac-e5f1-4f83-8c3b-ce44b8486421%22%2c%22Oid%22%3a%228478a9b4-579a-40f6-b989-fe985afbca83%22%7d</p> <p>Meeting ID: 278 022 768 384 2 Passcode: hQ3Hx7HJ</p>
Question Submission Deadline	October 16, 2025, 5:00pm
County's Responses to Questions	October 21, 2025
Proposal Submission Deadline	October 31, 2025, 5:00pm
Contractor Selection Date	November 17, 2025
Desired Contract Start Date	January 12, 2026

2. Scope of Services

2.1. Scope of Work

A. Pocket Neighborhood / Cottage Housing Development Feasibility Study

Solano County is seeking innovative strategies to increase the supply of affordable housing in its unincorporated areas. As part of this effort, the County intends to evaluate the feasibility of developing pocket neighborhoods or cottage housing, small-scale residential communities typically consisting of 4 to 12 smaller dwelling units arranged around a shared open space. This housing model is intended to provide affordable, community-oriented living environments for low- to moderate-income households and serve as an alternative to conventional single-family subdivisions or large multi-unit developments. If determined to be feasible, the model could be scaled and replicated across multiple sites throughout the County.

A pocket neighborhood, also known as cottage housing, is characterized by a small cluster of homes organized around shared open spaces that foster community interaction. Homes are modest in size—typically no more than 2,500 square feet—and are designed to blend harmoniously with one another rather than dominate the landscape. Central to the neighborhood is a landscaped common area that serves as a focal point and gathering space, often complemented by a shared commons building that can host events or provide accommodations for guests. Unlike conventional subdivisions, pocket neighborhoods prioritize people over cars by placing garages behind or separate from homes, creating a more pedestrian-friendly environment. Many also incorporate

community gardens, which further strengthen neighborhood connections while promoting sustainability and local food production.

To support this initiative, Solano County is soliciting proposals from qualified planning consultants to prepare a Pocket Neighborhood / Cottage Housing Development Feasibility Study. The purpose of this study is to analyze the regulatory, physical, financial, and market conditions that may affect the implementation of this housing model in unincorporated areas. Although this development type is not required to comply with the findings outlined in Exhibit A (Policy AG.P-33), the findings may be used to help guide the analysis and ensure alignment with the County's affordable housing policies for very-low and low-income households.

The draft Pocket Neighborhood Community Development Zoning Ordinance, prepared by Ross Chapin, provides a potential framework for implementing small-scale, community-oriented residential development in Solano County. The ordinance is designed for sites greater than one acre and establishes standards for clustering four to twelve dwelling units around shared open spaces, promoting social interaction while maintaining privacy. It allows for a variety of housing types, including single-family cottages, townhomes, carriage houses, and limited live/work units, and incorporates shared amenities such as community buildings, pedestrian pathways, landscaped commons, and community gardens. The ordinance also regulates building size, height, setbacks, parking, and open space requirements to balance density with livability, and includes provisions for the long-term maintenance of shared facilities. By applying these principles, the ordinance offers a replicable model that could guide the development of pocket neighborhoods in the County, supporting both affordability and community cohesion.

The consultant will be responsible for the following scope of work:

1. Identify and evaluate existing restrictions, zoning requirements, infrastructure capacity, and other regulatory conditions affecting the development of pocket neighborhood or cottage housing projects.
 - A. Assess opportunities to support this housing model through existing or modified land use policies and development standards.
 - B. Review an initial inventory of up to 100 potential sites and provide criteria for prioritizing at least 50 feasible locations capable of supporting approximately 10 units per site.
 - C. Analyze the target demographic for this housing model, including small households, migrant workers, and other low- and moderate-income populations.
 - D. Evaluate the local and regional demand for alternative housing formats that provide smaller-scale, community-oriented options distinct from large apartment complexes or conventional single-family subdivisions.
 - E. Determine the minimum development size or unit count necessary for financial feasibility from a developer's perspective.
 - F. Explore and evaluate alternative ownership models that could support long-term affordability and housing stability, including condominium-style ownership, community land trusts, land leases and/or cooperative housing structures.
 - G. Identify zoning, density, or design regulations that may act as barriers to this type of development.
 - H. Provide recommended policy changes or zoning code amendments that could facilitate the development of pocket neighborhoods.

- I. Assess infrastructure needs, such as water, wastewater, and roadway access, and propose strategies for addressing service requirements in more compact development formats.
- J. Provide a roadmap for implementation that includes site selection methodology, development standards, and partnership models with public or private developers.
- K. Identify potential funding mechanisms or incentives that could support the development of these housing projects.

B. Affordable Housing Development Site Feasibility Study

Solano County is also seeking the services of a qualified planning consultant to prepare an Affordable Housing Development Site Feasibility Study to support the County's efforts in addressing affordable housing needs in its unincorporated areas. This study will focus on identifying and evaluating ten (10) priority sites, each approximately 50 acres in size, for the potential development of traditional affordable housing projects. These sites are expected to support higher-density residential development, with a goal of producing a minimum of 800 units per site, to serve an estimated 16,000 low-income residents when fully built out.

This effort aligns with Solano County's adopted 6th Cycle Regional Housing Needs Allocation (RHNA), which requires the County to plan for 315 new housing units by 2031, including units for very low and low-income households. In support of these goals, the County will utilize General Plan Policy AG.P-33, which permits the conversion of up to 50 acres of agriculturally zoned land per year for residential use, provided the development produces low- or very-low-income housing and meets specific policy findings (see Exhibit A).

The consultant will be responsible for the following scope of work:

- A. Identify and analyze at least ten (10) potential 50-acre sites for affordable housing development based on suitability, access, zoning, and compliance with Policy AG.P-33.
- B. Review applicable land use, zoning, and General Plan policies; identify any barriers to development; and recommend solutions to facilitate rezoning and entitlement processes.
- C. Conduct a market demand study to evaluate the need for affordable housing at the scale proposed, including an analysis of target populations.
- D. Assess the ability of local utility providers and special districts to support large-scale development on each site, including water, sewer, transportation, and emergency services.
- E. Engage with stakeholders, community members, and local agencies to gather input and build support for potential development sites.
- F. Evaluate potential financing mechanisms to support infrastructure and development, including Community Services Districts (CSDs), Joint Powers Authorities (JPAs), and Enhanced Infrastructure Financing Districts (EIFDs).
- G. Identify physical, regulatory, or environmental impediments that may affect site readiness and recommend mitigation strategies.

For both studies, the consultant will conduct a comprehensive analysis of existing General Plan policies, zoning regulations, and land use designations to evaluate the feasibility of development at each identified site. This includes identifying key opportunities, constraints, and market conditions relevant to each housing type. A central

component of this work will be to provide recommendations for any necessary General Plan amendments or zoning changes to support the development of pocket neighborhoods, cottage housing, and traditional affordable housing. Where appropriate, the consultant may also recommend that no changes be pursued based on site-specific or policy-related findings.

Additionally, the consultant will be responsible for drafting preliminary policy language and development objectives tailored to each housing type, ensuring alignment with regional planning efforts and long-term County goals. A proposed project schedule outlining major tasks, milestones, and deliverables will also be required as part of the consultant's work.

2.2. Deliverables

- A. The consultant shall begin by preparing a detailed project work plan and schedule outlining all major tasks, deliverables, and milestones, including proposed timelines and public engagement activities.
- B. A comprehensive site inventory and suitability analysis shall be conducted, including a GIS-based evaluation of up to 100 potential sites for pocket neighborhood/cottage housing developments and at least ten 50-acre sites for traditional affordable housing. Each site shall be profiled based on opportunities, constraints, infrastructure capacity, and consistency with current General Plan and zoning designations.
 1. Solano County GIS data can be made available to the selected consultant to support site analysis, providing access to detailed spatial, environmental, and infrastructure information to inform the evaluation and feasibility of potential development sites.
- C. The consultant shall complete a full policy and regulatory review, assessing existing General Plan policies, zoning regulations, and development standards. The deliverable shall include identification of potential barriers and opportunities, as well as recommendations for any necessary amendments or modifications to enable or encourage both housing types.
- D. A market analysis shall be prepared to assess demand for each housing model, including demographic targeting (e.g., small households, migrant workers, low- to moderate-income residents), and to evaluate financial feasibility and developer interest. This includes recommending minimum unit thresholds necessary for viable development.
- E. The consultant shall evaluate appropriate ownership and development models for pocket neighborhood housing, such as condominium ownership, cooperative housing, and community land trusts, and assess potential structures for developing the larger-scale affordable housing sites through public-private partnerships.
- F. A site-specific infrastructure capacity assessment shall be completed for each selected location, including evaluation of utility availability (e.g., water, wastewater, transportation, fire/emergency services) and identifying any deficiencies or service gaps that could affect development feasibility.

- G. The consultant shall provide a financing and implementation strategy, identifying appropriate funding mechanisms such as Community Services Districts (CSDs), Joint Powers Authorities (JPAs), and Enhanced Infrastructure Financing Districts (EIFDs), along with recommendations to support project delivery.
- H. The deliverables shall include proposed draft policy language and development objectives for both housing types, ensuring alignment with broader County and regional planning goals.
- I. A summary of stakeholder and community engagement shall be provided, including the outreach methods used, feedback received, and how that input was incorporated into the feasibility findings and recommendations.
- J. The consultant shall deliver a comprehensive final feasibility study report that integrates findings for both housing types. The report shall include an executive summary, methodology, key analyses, recommendations, implementation framework, and all supporting data and maps. All final materials shall be submitted in both editable and PDF formats, along with accompanying GIS data and appendices.
- K. Conflict of Interest: The Consultant agrees to disclose any actual, potential, or perceived conflicts of interest that may arise during their participation in the Request for Proposal (RFP) process. This includes, but is not limited to:
 - 1. Prior personal relationships with any employees, contractors, or stakeholders of Solano County.
 - 2. Current or past engagements with competitors or entities with interests adverse to Solano County; and
 - 3. Any personal or financial interest in the outcome of the RFP process.

By submitting a proposal, the Consultant certifies that they have no actual conflicts of interest and have disclosed all relevant conflicts in accordance with this clause.

Other: Identify potential conflicts of interest, if any, for each team member and for each firm. Identify and explain any relevant lawsuits dating back ten years related to land use, planning, or CEQA work performed by any team member or firm. Provide a statement regarding acceptance of the County's standard contract template or identify any proposed changes/edits. Provide three recent references for work performed of similar scope and scale.

- L. The consultant will work closely with Solano County to ensure that all requirements required by the State of California's Department of Housing and Community Development under the federal Community Development Block Grant (CDBG) Program are in good standing. The consultant will also be responsible for preparing and providing all necessary materials, documentation, and data needed for County staff to submit required reports to HCD in compliance with program requirements, which may include but are not limited to racial and ethnic data metrics. If challenges arise that may affect the schedule, the consultant will be expected to promptly notify

the County and collaborate on solutions to keep the project in good standing to be eligible to receive funding. In the event a required deadline is missed, the consultant will be expected to propose and implement corrective measures - such as providing additional resources, expediting deliverables, or adjusting the project schedule in coordination with the County - to remedy the delay and mitigate any potential impacts on program compliance.

- M. Finally, because the funds are federally assisted in whole or in part with Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development, Contractors shall be required to document their status as a Minority Business Enterprise (MBE), a Women-Owned Business Enterprise (WBE), or a non-MBE or WBE firm. Solano County's CDBG Program encourages the participation of MBE and WBE businesses to the greatest extent feasible on CDBG-funded projects in accordance with Executive Order 11625 and Executive Order 12138.

DATA DELIVERABLES FOR SELECTED CONSULTANT:

- A. **Scope of Data Deliverables:** The Contractor shall furnish Solano County with a comprehensive copy of data deliverables in addition to stated deliverable documents. These data deliverables shall encompass copies of all spatial and tabular data created or utilized during the project. The deliverable format of these data components shall be chosen to preserve their inherent characteristics. These data components may include, but are not limited to, raster and vector data layers, tables, and geodatabases, as relevant to the project.
- B. **Metadata Requirements:** Furthermore, the Contractor shall provide metadata for all data delivered pursuant to this clause. The metadata shall include, but not be limited to, details concerning the original data source, dates of creation and/or download, details of analyses or calculations applied to the data, and a comprehensive data dictionary for all fields, and attributes within the data. This data dictionary shall also comprise a glossary, where applicable, of any acronyms or codes used within the data.

2.3. Project Schedule

The project is funded through the Community Development Block Grant (CDBG) Program, which requires timely submission of both quarterly progress and financial reports in order for funding to be released. To ensure full transparency, these reporting deadlines and requirements have been incorporated into this Request for Proposals. Solano County expects the selected consultant to align project deliverables with these established reporting dates to support compliance with CDBG requirements and the timely release of funds.

Project Kick-Off	January 12, 2026	Official start of the project.
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Activity Progress Report	April 1, 2026	Progress report detailing the current project status, recent activities completed, participant involvement, and defined goals or next steps for the upcoming reporting period.
Activity Progress Report	July 1, 2026	Progress report detailing the current project status, recent activities completed, participant involvement, and defined goals or next steps for the upcoming reporting period.
Activity Progress Report	October 1, 2026	Progress report detailing the current project status, recent activities completed, participant involvement, and defined goals or next steps for the upcoming reporting period.
Activity Progress Report	January 4, 2027	Progress report detailing the current project status, recent activities completed, participant involvement, and defined goals or next steps for the upcoming reporting period.
Final Activity Progress Report and Project Completion	April 1, 2027	Anticipated project completion date.

A community outreach workshop will be required as part of the project. The timing and format of the workshop will be determined in coordination with the selected consultant to ensure meaningful engagement and alignment with the overall project schedule.

3. Contract Duration and Funding Availability

The County intends to award **one (1) sixteen-month** contract(s) with an estimated cost not to exceed \$560,748, to the responsible proposer(s) whose proposal is determined to be the most responsive to the requirements of this RFP. The term of the resulting contract(s) will begin on or about January 12, 2026, and terminate on April 1, 2027.

The County reserves the right to renegotiate and/or renew/extend, subject to contractor performance and continued funding, for two additional one-year terms without a competitive bid process, representing a total contract term of no more than three (3) years and 4 months at the sole discretion of the County, provided the County notifies the Contractor in writing of its intention to do so at least thirty (30) days prior to the contract expiration date. An extension of the term of this contract will be affected through an amendment to the contract. If the extension of the contract necessitates additional funding beyond that which was included in the original contract, the increase in the County's maximum liability will also be affected through an amendment to the contract and shall be based upon rates provided for in the original contract and response.

The funding or portions of this funding for the contract resulting from this RFP may be contingent upon the State budget; receipt of funds from and/or obligation of funds by the Federal government to the State and from the State to the County; and inclusion of sufficient funding for the services hereunder in the budget approved by the County's Board of Supervisors for each fiscal year covered by said contract. If such approval, funding,

or appropriations are not forthcoming, or are otherwise limited, the contract may be immediately terminated, reduced or modified without penalty.

4. Evaluation of Proposals

Evaluation Committee: A County Evaluation Committee (CEC) will evaluate all proposals. The CEC will be composed of County staff and other parties that may have relevant expertise or experience. The CEC will score and recommend proposals in accordance with the evaluation criteria set forth below. Evaluation of the proposals shall be within the sole judgment and discretion of the CEC.

If desired by the County, the top-rated firms scoring highest on the first round of evaluations may be invited for an interview and further rated. The County reserves the right to determine the number of proposers to be interviewed. The same evaluation criteria used for the proposal evaluation process will be used to rate the firms during the interviews. At the end of the interview process, the CEC will re-rank the firms to determine the best evaluated firm. The project manager and any key team members should attend the interview. The determination as to the need for interviews, the location, order and schedule of the interviews is at the sole discretion of the County. The evaluation interview panel may include representatives from the County and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. The proposer must bear all costs incurred to attend.

If the evaluation process includes a two-stage approach to develop a short list of proposers that will continue to the final stage of oral interview and reference checks; the preliminary scoring will be based on the total points, excluding points allocated to references and oral interview. If a short list process is used for a solicitation, references shall only be performed on the short-listed proposers and the score is not included in the preliminary short list score. Only the proposers meeting the short list criteria will proceed to the next stage. All other proposers will be deemed eliminated from the process.

The County will select the proposal that presents the best value and is most advantageous to the County and the public. Accordingly, the County may not necessarily award the proposer with the lowest price proposal if doing so would not be in the overall best interest of the County. The County reserves the right to expand or reduce the proposed scope of work during the contract negotiations based on budget constraints and to award to a single or multiple proposers.

The evaluation criteria and their respective weights are as follows:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Proposer's Documented Capacity to Perform Required Services</p> <p>Evaluation will consider the firm's overall capacity, resources, and demonstrated ability to deliver high-quality work. Proposals should demonstrate adequacy of insurance coverage and disclosure of any potential conflicts of interest that could impact impartiality.</p>	Points Based	10 (10% of Total)

2.	<p>Evaluation of Assigned Personnel</p> <p>Evaluation will focus on the strength of individual staff qualifications, roles, and responsibilities, and how each member's expertise aligns with the needs of the feasibility studies for pocket/cottage housing development and affordable housing site selection.</p>	Points Based	10 <i>(10% of Total)</i>
3.	<p>Related Experience</p> <p>Review will assess the extent to which the firm and project team demonstrate relevant qualifications, expertise, and successful experience with comparable projects, such as Subarea Plans, Specific Plans, zoning code updates, and economic development projects.</p>	Points Based	10 <i>(10% of Total)</i>
4.	<p>Proposer's Proven Experience with Budget Control</p> <ul style="list-style-type: none"> • Evaluation will consider transparency and detail of the proposed budget, including itemized costs and justifications, alignment of proposed costs with the scope of work and project requirements, and the firm's history of delivering projects within budget. 	Points Based	10 <i>(10% of Total)</i>
5.	<p>Demonstrated Knowledge of Local Community and Experience Developing Trust-Based Relationships</p> <p>Assessment will focus on the proposer's understanding of Solano County's goals and challenges, as well as demonstrated experience engaging effectively with local communities, stakeholders, and partners to foster collaboration and trust.</p>	Points Based	10 <i>(10% of Total)</i>
6.	<p>Analysis of Narrative Statement</p> <p>Evaluation will consider the clarity, completeness, and responsiveness of the proposed methodology in addressing the County's Scope of Work and program objectives. Proposals should reflect a strong understanding of project requirements and demonstrate practical, effective approaches that add value.</p>	Points Based	10 <i>(10% of Total)</i>

7.	Reference Checks The County will conduct reference checks to verify past performance, quality of work, adherence to schedules, budget control, and ability to work collaboratively with clients and stakeholders.	Points Based	10 <i>(10% of Total)</i>
8.	Demonstrated Experience Centering Equitable Processes and Outcomes in Service Provision Review will consider how the proposer incorporates equity-focused practices, ensuring inclusive community engagement and outcomes that benefit low- and moderate-income households.	Points Based	10 <i>(10% of Total)</i>
9.	Certified MBE, WBE, Section 3, Small Business Evaluation will give consideration to firms certified as Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Section 3 businesses, or Small Businesses.	Points Based	10 <i>(10% of Total)</i>
10.	Cost Comparison Evaluation will consider the competitiveness of consultant fees and billing rates while ensuring alignment with project requirements and value for money.	Points Based	10 <i>(10% of Total)</i>

5. Award Notice and Acceptance Period

After the evaluation of proposals and final consideration of all pertinent information available, the County will either reject all proposals or issue a written notice of intent to award the Contract to the highest rated responsive Proposer. The notice shall identify the highest rated proposal. The notice shall not create rights, interests, or claims of entitlement for the highest rated Proposer and all proposals may still be rejected.

The highest rated Proposer should be prepared to enter into a Contract with the County which shall be substantially the same as the Standard Contract included as an attachment to this RFP. The Contract provided with this RFP is to be considered a sample and the County reserves the right to add terms and conditions, deemed to be in the best interest of the County based on the selected proposal, during final contract negotiations.

If a Proposer fails to sign and return the Contract drawn pursuant to this RFP and final Contract negotiations within 14 days of its delivery to the Proposer, the County may cancel the award and award the Contract to the next highest rated Proposer.

6. Protest and Appeal

Any actual Proposer who wishes to protest the notice of intent to award a Contract may submit a protest. The protest must be submitted in writing to the Director of the General Services Department within 7 calendar days after such Proposer knows or should have known of the facts giving rise to the protest, but in no event later

than 7 calendar days after the date of the notice of intent to award the Contract. All letters of protest shall clearly identify the reasons and basis for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The Director of the General Services Department will issue a written decision within 10 working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision. Proposers shall frequently check the County website and <https://procurement.opengov.com/portal/solanocounty> for any updates related to this RFP.

7. Terms and Conditions

- A. The County's Purchasing & Contracting Policy Manual, found at <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=21595>, is fully incorporated into and made a part of this RFP by this reference and governs this RFP.
- B. RFP Amendment, Cancellation and Right of Rejection.
 - 1. The County reserves the unilateral right to amend this RFP in writing at any time by posting of an Addendum to the County's bidding website. Proposers are responsible for staying up to date on the project by reviewing all notifications and Addenda released through the bidding website. Proposers shall respond to the final written RFP and any Exhibits, Attachments, and Addenda to the RFP. The County also reserves the right, in its sole discretion, to reject any and all proposals or to cancel or reissue the RFP.
 - 2. The County reserves the right, in its sole discretion, to waive variances in proposals provided such action is in the best interest of the County. Where the County waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the applicant from full compliance with the RFP. Notwithstanding any minor variance, the County may hold any proposal to strict compliance with the RFP.
- C. Confidentiality. The County will retain a master copy of each response to this RFP, which will become a public record after the award of a Contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law under Government Code section 7920.000 et seq. Proposers may clearly label part of a submittal as "**CONFIDENTIAL**" if the Proposer agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the Proposer of the request and delay access to the material until 7 working days after notification to the Proposer. Within that time delay, it will be the Proposer's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

8. Sample Budget Narrative

(Note: The Budget narrative is the justification of "how" and/or "why" a line item helps to meet the program deliverables. The categories will change based on the proposed budget)

A. Personnel

1. Salary – Total: \$55,396.00

Program Director currently oversees the program and will spend 100% of their time hiring, supervising and training staff. This individual's annual salary is \$26,596.00 and will be covered for

the 12 months of the contract.

Program Coordinator will spend 100% of their time providing direct service to the participants (describe services). This individual's annual salary is and will be covered for the 12 months of the contract totaling \$22,000.00.

Program Assistant is a part-time assistant which will provide (describe services). This individual's annual salary is \$10.00 per hour for 20 hours a week for 34 weeks of the contract year totaling \$6,800.00.

2. Fringes Benefits – Total: \$18,629.00

FICA will be paid for all salaries: $\$55,396.00 \times .0765 = \$4,237.79$

Unemployment cost is $\$31,722.00 \times 3 \times .03 = \$2,855.00$

Retirement for full-time employees: $\$48,596.00 \times .06 = \$2,916.00$

Health Insurance cost for full-time employees is the following:

Director: $\$357 \times 12 \text{ months} = \$4,284.00$

Coordinator: $\$365 \times 12 \text{ months} = \$4,380.00$

B. Operating Expenses

1. Travel – Total: \$1,689.00

The staff is expected to travel around the county/State to visit sites, attend meetings and trainings/conferences, meet with county partners, visit families etc. The agency reimbursable rate is 0.445 and not the Federal rate of 0.585.

Program Director 300 miles $\times 0.445 = \$134$; Daily Subsistence $\$91.75 \times 5 \text{ days} = \458.75 ; Total \$593.00

Program Coordinator 200 miles $\times 0.445 = \$89$; Daily Subsistence $\$91.75 \times 5 \text{ days} = \458.75 ; Total \$548.00

Program Assistant 200 miles $\times 0.445 = \$89$; Daily subsistence $\$91.75 \times 5 \text{ days} = \458.75 ; Total \$548.00

2. Equipment Purchases – Total: \$1,200.00

One computer package including printer, scanner, and Word Programs will be purchased. The computer will be based in the administrative office and will be used to develop and maintain client databases in addition to performing administrative work connected to this program.

3. Transportation - Total \$5,280.00

Due to the lack of transportation services in the county, transportation is provided for families and children to participate in activities.

Gas: $\$100.00 \text{ a month} \times 12 \text{ months} = \$1,200.00$

Insurance: Automobile Liability per year for \$1380.00

Repair and Maintenance: Routine Maintenance for Van (oil change, tires, etc.) as needed \$300.00

Van Rental for use of County Transportation Vans (\$200.00 a month x 12 months) = \$2,400.00

4. Medical Supplies and Expense – Total \$100.00

4 First-aid kits will be purchased in case of a medical emergency. 4 x \$25.00 = \$100.00

5. Facility Expenses – Total \$7,133.00

Monthly rent and utilities cost is necessary for the site location to provide the services and activities. The cost is pro-rated at 50% for Rent and Utilities because the Department of Education contract covers the other 50% of the cost.

Rent: \$600.00 a month (pro-rated 50% of usage) \$300.00 x 12 months = \$3600.00

Utilities: \$300.00 a month (pro-rated 50% of usage) \$150.00 x 12 months = \$1800.00

Repair/Maintenance: \$50 a month x 12 months = \$600.00

Janitorial Supplies: \$30 a month x 12 months = \$360.00

Liability/Property Insurance: \$1546.00 per year (pro-rated 50%) = \$773.00

6. Other – Total \$11,151.00

Meeting Supplies: to provide supplies for administrative meetings, workshops, etc. \$75.00 x 12 months = \$900.00.

Employee Training: to provide supplies for professional development and orientation for staff. \$41.67 x 12 months = \$500.00.

Dues and Subscriptions: to maintain memberships to organizations \$10.00 x 12 months = \$1200.00.

Flex Funds: to provide financial support to participants, pay bills, and provide clothing, etc. \$91.66 per month x 12 months = \$1100.00.

Office Supplies: including binders, file folders, printer paper, toner, staples, etc. \$100.00 per month x 12 months = \$1200.00

Phone and Internet Service: This service is needed to stay connected to funding sources, parents, community collaborators and staff \$125.00 per month x 12 months = \$1500.00

Postage: Includes mailing, postage of flyers, program announcements, fiscal reports, etc. \$100.00 x 12 months = \$1200.00.

Printing: to include flyers, registration forms, handouts, workshop information, binding etc. \$41.67 x 12 months = \$500.00.

Advertising: to include hiring notices, meetings, special events \$50.00 x 12 months = \$600.00.

Sub-Contracting for Lawn and Parking Lot: to maintain the appearance and safety of the outside area of the organization \$83.33 x 12 = \$1,000.00.

Curricula Cost: (Name Curricula and population it will serve): \$1200.00.

Snacks: provided for meetings, participants, etc. \$70.92 x 12 months = \$851.00.

7. Indirect Costs – Total \$0

Please provide a percentage based on the agency's cost allocation plan unless the agency is using

the Direct Allocation Method.

Total: \$100,000

9. Electronic Proposal Submittal

9.1. Proposal Requirements:

The technical proposal (excluding the cover letter, resumes, sample forms, or writing samples) shall not exceed a total of 25 single-sided, 8.5" x 11", numbered pages.

9.1.1. Federal Tax ID Number:*

Enter your Federal Tax ID Number

*Response required

9.1.2. Cover Letter:*

The proposal must be submitted with a cover letter describing the proposer's interest and commitment to the proposed project. The letter must state that the proposal is valid for a period of 90 days and include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the selection process. The person authorized by the proposer to negotiate a contract with the County must sign the cover letter.

Address the cover letter as follows:

Solano County General Services Department
Purchasing Services
675 Texas Street Suite 2500
Fairfield, CA 94533
Attention: Nesmith Despabiladeras, RFP Coordinator

*Response required

9.1.3. Approach and Management Plan:*

This section shall provide the proposer's proposed approach and management plan for providing the services. Include an organizational chart showing the proposed relationships among contractor staff, County staff and any other parties that may have a significant role in the delivery of this program.

If applicable, Proposers also are to describe the organization's intended approach to collaboration and coordination with other organizations providing similar services in the County. This should include, but not necessarily be limited to, steps that would be taken to explore the potential for sharing resources and avoiding duplication of services.

*Response required

9.1.4. Team Member Qualifications and Experience:*

Proposer shall provide the qualifications and experience of the key team member(s) that will work on the project. Emphasize the specific qualifications and experience from projects similar to this project for the key team members as evidenced by resumes. Key team members are expected to be committed for the duration of the project. Replacement of key team members will not be permitted without prior consultation with and approval of the County.

Please download the below documents, complete, and upload.

Supply three (3) References from Government Agencies and/or Firms of similar size as Solano County for whom the Key Team Member has provided similar services during the last three (3) years.

- [Key Team Member Reference F...](#)

*Response required

9.1.5. Agency References:*

Please download the below documents, complete, and upload.

The bidder shall provide the (3) references of government agencies and or firms for whom they have provided similar services during the last three (3) years.

THESE REFERENCES SHOULD BE FROM DIFFERENT ENTITIES AND NOT FROM SOLANO COUNTY.

- [Agency Reference Form - RFP...](#)

*Response required

9.1.6. Staffing Plan:*

Proposer shall provide a staffing plan (by month) and an estimate of the **total hours** (detailed by position) required for preparation of the program tasks as outlined. Discuss the workload, both current and anticipated, for all key team members (if applicable), and their capacity to perform the requested services for the project, according to your proposed schedule. Discuss the approach for completing the requested services for this project within budget.

*Response required

9.1.7. Work Plan and Schedule:*

Proposer shall provide a description of how each task of the project will be conducted, this shall include identification of deliverables for each task and a schedule. The work plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. Discuss the approach for completing the requested services for the project on schedule. The project is expected to commence no later than January 12, 2026 and all public meetings, draft and final documents fully completed by April 1, 2027.

*Response required

9.1.8. Cost Control:*

Proposer shall provide information on how project costs will be controlled to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.

*Response required

9.1.9. ***Optional*** Additional Information:

Please provide any additional or relevant information that you would like to have considered by the County of Solano.

9.1.10. Budget:*

Proposer shall include a budget breakdown that accounts for the following: (a) the total dollar amount requested to complete the project, (b) any other resources, including in-kind, that will support the proposed project, (c) the number of anticipated hours and rate of the project manager and key team members per year. The estimated level of hours for other staff can be summarized in general categories.

*Response required

9.1.11. Detailed Budget:*

The amount budgeted for this contract is estimated at a value not to exceed \$560,748 for the duration of the contract. Please download and complete the attached worksheet and upload here when complete. The proposed budget shall include the following:

- A. A single agency line item budget (see Sample Budget Narrative) for the entire contract broken down by fiscal year..
- B. Budget narrative utilizing a format similar to that shown in the Sample Budget Narrative describing costs and detailing cost allocation methods utilized to prepare the budget.
- C. A cost allocation plan that clearly differentiates between direct and indirect costs. Agency to ensure the same costs have been treated as indirect costs have not been claimed or budgeted as direct costs, and that similar types of costs in like circumstances have been accounted for consistently.
- D. (If Applicable) A federally approved negotiated indirect cost rate. If Agency does not have such a negotiated indirect cost rate agreement, the Agency may claim an indirect cost rate of up to 10% of modified total direct costs, provided the Agency does not use the Direct Allocation Method for allocating indirect costs.

- [Budget Worksheet.pdf](#)

*Response required

9.1.12. Detailed Documentation of Financial Resources:*

The Proposer shall provide the following documentation of sufficient financial strength and resources to provide the scope of services as required:

- A. The Proposer's most recent independent audited financial statements for a fiscal year ended within the last 36 months.
- B. In lieu of audited financial statements, the County may accept, on a case-by-case basis,
 - o a current written bank reference, in the form of a standard business letter, indicating that the Proposer's business relationship with the financial institution is in positive standing; **or**
 - o Documentation disclosing the amount of cash flows from operating activities for the Proposer's most current operating period. Said documentation must indicate whether the cash flows are positive or negative, and, if the cash flows for the most recent operating period are negative, the documentation must include a detailed explanation of the factors contributing to the negative cash flows.

*Response required

9.1.13. Non-Collusion Declaration:*

Non-Collusion Declaration

The undersigned declares: I am the authorized representative of the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham

bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed.

Please confirm

*Response required

9.1.14. Certification of Compliance:*

The proposer does hereby make certification and assurance of the Proposer's compliance with:

The laws of the County of Solano:

<http://www.codepublishing.com/CA/SolanoCounty/>

Title VI of the federal Civil Rights Act of 1964:

<https://www.justice.gov/crt/fcs/TitleVI-Overview>

Title IX of the federal Education Amendments Act of 1972:

<https://www.justice.gov/crt/title-ix-education-amendments-1972>

The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government:

<https://www.justice.gov/jmd/hr-order-doj12001-part-4-equal-employment-opportunity>

The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government:

<https://www.ada.gov/pubs/adastatute08.htm>

All contract employees performing services and/or work as a result of this solicitation must have documented legal authority to work in the United States of America,

The condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and,

The condition that no amount shall be paid directly or indirectly to an employee or official of the County of Solano as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the Procurement under this RFP for Affordable Housing and Pocket Neighborhood Development Feasibility Studies.

Please confirm

*Response required

9.1.15. Solano County Reservations:*

County of Solano Hereby Reserves the Following Rights:

The County of Solano reserves the right to make an award in whole or in part or any varying combination of the following requirements that will be in the best interest of the County, and not necessarily to the lowest Contractor. The intended award of Contract shall be made to the highest rated Proposer based on the evaluation Criteria stated within the RFP.

Right of Rejection

The County reserves the right to reject any and all proposals, or to cancel this RFP in part or in its entirety.

The County reserves the right to waive any variances in proposals provided such action is in the best interest of the County.

The County reserves the right to amend this RFP at any time. The County also reserves the right to cancel or reissue the RFP at its sole discretion.

Any proposal received which does not meet the stated pre-requisites of this RFP for Affordable Housing and Pocket Neighborhood Development Feasibility Studies, may be considered to be non-responsive, and may be rejected. The County may reject any proposal that does not comply with all of the terms, conditions, and performance requirements as stated within the RFP.

To cancel any award and re-solicit proposals for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.

To cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.

To reject any and all proposals considered not to be in the best interest of the County.

To waive any and all minor irregularities in proposals.

To reduce or increase any specification, in whole or in part due to changes in budget allocations.

I declare under penalty of perjury under the laws of the State of California that I have read the above Reservations as stated by the County of Solano.

Please confirm

*Response required

9.1.16. Drug-Free Workplace Certification:*

The contractor or grant recipient named on this proposal hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - A. The dangers of drug abuse in the workplace
 - B. The person's or organization's policy of maintaining a drug-free workplace
 - C. Any available counseling, rehabilitation and employee assistance programs

D. Penalties that may be imposed upon employees for drug abuse violations

3. Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:

- A. Will receive a copy of the company's drug-free policy statement
- B. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant

CERTIFICATION

I, the official submitting this proposal, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this Certification, executed on the date of proposal submittal and in the County below, is made under penalty of perjury under the laws of the State of California.

Please confirm

*Response required

9.1.17. Disclosure of Criminal and Civil Proceedings:*

Describe all ongoing and past civil and criminal proceedings within the last 10 years. Indicate the status of current proceeding and the outcome of closed or completed actions. Also, describe, if any, how the outcome of actions impacted company business operations.

Note: if no civil and criminal proceedings within the last 10 years, indicate here.

*Response required

9.1.18. Debarment Certification:*

By submitting a bid/offer/proposal/quote to the County of Solano, under penalty of perjury, I, the Proposer, hereby certify that the Prospective Contractor and/or its officers, directors, and employees:

- A. Are not currently excluded, debarred, or otherwise ineligible to participate in a federally funded program
- B. Have not been convicted of a criminal offense related to the provision of federally funded items or services nor has been previously excluded, debarred, or otherwise declared ineligible to participate in any federally funded programs, and
- C. Are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in contractor being excluded from participation in federally funded programs.

This representation shall be an ongoing representation during the term of any contract awarded to the Prospective Contractor. If awarded a contract, Prospective Contractor hereby commits to immediately notify the County of any change in the status of the representations set forth in this Form.

Prospective Contractor authorizes the County to independently verify its suspension and debarment status.

Prospective Contractors are cautioned that making a false certification may subject the certifier to criminal prosecution or administrative sanctions.

I certify that I am authorized by the company named above to respond to this request.

Please confirm

*Response required

9.1.19. County Contract - Proposer accepts all terms and conditions without reservation or any qualifications?*

If the proposer makes no qualifications to the Standard Contract or any additional terms provided, including any additional attachments or exhibits, then it shall be deemed that the Proposer accepts all terms without reservation or any qualifications. Proposers shall include a statement of acknowledgment that the Proposer has reviewed the County of Solano Standard Contract, and any Special Terms provided and has accepted it with or without qualification.

Yes

No

*Response required

When equals "No"

9.1.20. What qualifications (i.e., exceptions or conditions) are being requested by the Proposer?*

If the Proposer takes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract and provided here. The County is under no obligation to accept your qualifications; however, they will be reviewed on a case-by-case basis.

[Note: Scope of Work and Budget Detail and Payment Provisions and Special Terms and Conditions for the contract, will be finalized during the contract negotiation process.]

*Response required

9.1.21. Signature Page: *

Please download the below documents, complete, and upload.

- [Signature Page RFP-OG.pdf](#)

*Response required