ATTACHMENT A
BIDDER PROPOSAL RESPONSE

REQUEST FOR PROPOSAL # TLARC-686

GENERAL PLAN UPDATE: 6TH CYCLE REGIONAL HOUSING NEEDS ASSESSMENT
HOUSING ELEMENT UPDATE AND LAND USE ORDINANCE NO. 348 AMENDMENTS, SAFETY ELEMENT UPDATE

By:
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(951) 955-3842 / (951) 955-3730 (fax)
Email: henryrobles@co.riverside.ca.us
NIGP Code(s):90664

This RFP and any ensuing Addendums are available at the following links:
www.purchasing.co.riverside.ca.us and www.publicpurchase.com

NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION THAT IS STATED IN THIS REQUEST FOR PROPOSAL AND PROVIDE A RESPONSE AS REQUIRED
Appendix A

PURPOSE/BACKGROUND

The County of Riverside Purchasing Department on behalf of the Transportation & Land Management Agency (TLMA) is seeking proposals from consulting firms qualified in providing planning, market and fiscal analysis, and environmental review services for the review and update of the County’s General Plan Housing Element and Land Use Ordinance No. 348 (Ord. 348) to address its 6th Cycle Regional Housing Needs Assessment (RHNA) allocation and new housing and housing element laws, as well as updates to the Safety Element that are required upon revisions of the Housing Element and Local Hazard Mitigation Plan (LHMP). For the purposes of this Request for Proposal, the amendments to the Housing Element to address the 6th Cycle RHNA will be referred to as the 6th Cycle Housing Element Update. TLMA is seeking a consulting firm with experience in updating and preparing Housing Elements that have been certified by the California Department of Housing and Community Development (HCD). The qualified firm will have extensive working experience with HCD and the Southern California Association of Governments (SCAG) and has represented jurisdictions compatible with Riverside County with housing related issues. The County’s goal is to complete the 6th Cycle Housing Element Update no later than September 30, 2021; the Safety Element Update may be completed before or concurrently with the Housing Element update approval.

The County of Riverside General Plan outlines goals and policies that govern land use and development of lands under its jurisdiction, as well as guide the development of the County’s economic base and transportation system and preservation of valuable resources. The General Plan includes nine Elements and nineteen Area Plans, which are available to view online at https://planning.rctlma.org/Zoning-Information/General-Plan. The General Plan policies regarding land use development are implemented through the application of Ord. 348 which is available online at: https://planning.rctlma.org/Portals/14/Ord_348_clean_version.pdf.

In October 2016, the County’s 5th Cycle Housing Element was incorporated into the General Plan through the adoption of General Plan Amendment (GPA) No. 1122. With the approval of this GPA, the County demonstrated that it has the land capacity and policies to accommodate the County’s diverse housing needs projected by HCD and allocated by SCAG. GPA No. 1122 amended the land use designations of approximately 3,700 acres to either the Highest Density Residential (HHDR) or the Mixed Use Area (MUA) land use designations. Both land use designations provide a density range that will support attainable housing for its very-low and low-income categories. Nine Area Plans were updated to include provisions to ensure the HHDR and MUA neighborhoods are sustainable for development as such. Along with GPA No. 1122, the County updated its Ord. 348 to rezone the HHDR and MUA sites to one of the newly created zoning classifications – Highest Density Residential (R-7) and Mixed Use (MU) Zones – that both implement the abovementioned land uses.

It is anticipated that the County’s 6th Cycle RHNA allocation will be approximately 40,000 units. Pursuant to Government Code Section 65583.2(c)(3), the Housing Element must include analysis of identified sites which demonstrate density standards to accommodate a jurisdiction’s regional need for all income levels, including...
lower income households. In the previous cycle, the County demonstrated that it can accommodate housing for lower income households by utilizing the default density of 30 dwelling unit per net acre through implementation of the HHDR and MUA designations, and, at a lesser extent, with projected second dwelling unit permits. Included in the scope of work for 6th Cycle Housing Element Update, the qualified firm will assist the County on quantifying a density range that will accommodate the lower income households. The firm will also assist the County on determining the extent to which second dwelling units and accessory dwelling units, and similar housing types may be used to also meet a portion of the projected housing needs.

The analysis will include such factors as market demand, financial feasibility, and development project experience within one or more land use designations and zoning classifications. It is desirable to complete this analysis prior to community outreach efforts, and final identification of suitable sites shall be done pursuant to Assembly Bill (AB) 1397. The Housing Element update will also address the housing needs of individuals and families experiencing homelessness pursuant to AB 139, inventory of surplus of public land pursuant to AB 1255, inventory of available public lands suitable for residential development pursuant to Senate Bill (SB) 6, density bonus provisions pursuant to AB 1736, and other applicable State laws passed during the 2017 through 2021 legislation sessions. The consulting firm will analyze the rezoning of the properties included in the 6th Cycle Housing Element site inventory. The rezoning effort may occur after the approval of the Housing Element and must be completed by year 2024. The consulting firm will also assist the County on completing the Annual Progress Report for the duration of the contract with County.

The last update to the Safety Element was adopted on August 2019. The updated incorporated new quadrangle seismic hazard datasets and proper policy reference to the recently approved County’s Multijurisdictional Local Hazardous Mitigation Plan (LHMP). The minimum the Safety Element will be updated to comply with SB 99, SB 379, SB 1035, SB 747, and other applicable State laws. The Safety Element Update will address climate adaptation, create resiliency strategies and evacuation routes, and include a new vulnerability assessment. Emergency events and safety issues relating to environmental hazards are not completely contained exclusively in the unincorporated County; therefore, it is vital to coordinate the Safety Element Update with community members, advocacy groups, local and state agencies, tribal governments, cities, and counties. The scope of work for the Safety Element Update includes, and not limited to, a review of the CalFire General Plan Safety Element Assessment, the Eastern Coachella Valley’s Action Plan for Climate Resilience, LHMP, Western Riverside Council of Government Resilient IE, and Safety Elements of adjacent jurisdictions and municipalities for consistency.

It is anticipated that the review and assessment of the General Plan will result in General Plan Amendments primarily to the Housing, Land Use and Safety Elements, as well as, select area Plans. Ancillary amendments to other General Plan Elements may be required to ensure that the General Plan remains internally consistent.

Amendments to the General Plan and its associated regulatory documents are considered projects under the California Environmental Quality Act (CEQA), as such the County is seeking qualified consulting firms to perform the environmental review pursuant to CEQA for the proposed amendments.

The following program objectives will guide the project scope:

A. Ensure that the General Plan remains in compliance with applicable state regulations and its elements are internally consistent;
B. Complete the 6th Cycle Housing Element, the associated land inventories, and amendments to Ordinance No. 348 to ensure that the County has the land capacity and policies to support its projected housing needs for all income level households;

C. Complete the update in a timely manner to ensure that the Housing Element remains adequate for the full 8-year planning period of 2021-2029;

D. Continue to complete the Annual Progress Report on a timely manner;

E. Complete the Safety Element Update to address climate adaptation, resiliency strategies, and evacuation routes to ensure communities are prepared for and are assisted during and after catastrophic emergency events;

F. Coordinate planning efforts with and consider input from adjacent cities and counties, tribal governments, applicable local and state agencies, and various County departments;

G. Encourage community and stakeholder input through transparent and interactive outreach efforts;

The Contractor/Consultant shall furnish all technical and professional services including labor, transportation, and expertise to fully and adequately perform the services described in Exhibit A, Scope of Services, and more specifically described in work assignments shall be initiated at the request of the County Planning Department. All services and deliverables associated with the performance and accomplishment of the covenants described in the approved Work Assignments is hereinafter collectively referred to as the “Work Assignments”.
Tab A  Proposal Checklist

Instructions:
- This section must be filled in and each item checked off to ensure all items requested by the County in this RFP have been submitted.
- Follow the instructions in each section of this RFP.
- Present all requested items in the index tabs ordered A through J as shown.
- Label each item presented and include additional items on your Table of Contents.
- All proposals must include a detailed description of each proposed service to be provided.
- Bidders that do not follow the bid instructions found in the Terms and Conditions document “Section 6.0 General Proposal Submittal” may be found to be “non-responsive” and disqualified from the bid process.

Name of Company: ____________________________

Service to provide: (title) ____________________________

Proposal Submission Checklist

General Bidder Information

Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.

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<td>Tab A – Proposal Checklist (this page)</td>
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<td>Tab B – Proposal Cover Page (signed by Authorized Signatory)</td>
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<td>Tab C – Company Profile/ Experience</td>
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<td>Tab D – Acknowledgements</td>
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<td>Tab E – Scope of Services</td>
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<td>Tab F – References</td>
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Tab G – Bidder Attachment

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, “Attachment 2” and so forth. Enter the corresponding Attachment Number into the Bidder’s Response box with the words “See Tab G.” List all attachments with an index tab.

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

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Cost and Financials

Please provide Tabs H and I in a clearly marked, sealed envelope. These items should only be included in the Original Proposal.

- Tab H – Cost
- Tab I – Financial Statement

Form 116-105 11/26/14

Page 6 of 24
This Proposal Cover Page must be signed by an authorized representative. Signature by an authorized representative of the company on the proposal cover page shall constitute a warranty, the falsity of which shall entitle the County of Riverside to pursue any remedy authorized by law, which shall include the right, at the option of the County of Riverside, of declaring any contract made as a result thereof, to be void.

BIDDER TO COMPLETE ALL APPLICABLE AREAS

Bidders are required to register (If not already registered) on the County of Riverside Purchasing website:
WWW.PURCHASING.CO.RIVERSIDE.CA.US

The County of Riverside Purchasing Department on behalf of the Planning Department is soliciting proposals from qualified firms to provide:

6th Cycle Housing Element Update, Land Use Ordinance No. 348 Amendments, Safety Element Update and CEQA Documentation

There will be a non-mandatory bidder’s meeting on:

Date: March 19, 2020 Time: 1:00 p.m.

Location: Transportation Land Management Agency
4080 Lemon Street; Riverside, CA 92501
in Conference 12A

NO FAXED OR EMAILED PROPOSALS WILL BE ACCEPTED

PROPOSALS MUST BE DELIVERED TO:
County of Riverside – Purchasing and Fleet Services
Attn: Bidder Proposal # TLARC-686
2980 Washington Street
Riverside, CA 92504

"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."

Company Name:

Mailing Address:

City: State: Zip:

Remit to Address:

City: State: Zip:

Phone # ( )
FAX # ( )

Contractor Website:

Name: Title:

Signature: Date:

Email:

Please Check ☐ Veteran ☐ Local Preference
Tab C  Company Profile/ Experience

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.)

   **BIDDER’S RESPONSE:**

2. Proof of non-profit status, if applicable

   **BIDDER’S RESPONSE:**

3. Company overview of services or activities performed, including:
   a. Company hierarchy (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract.
   b. The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent or related services
   c. Company size - number of staff
   d. Location of the office from which the work under this contract will be provided and the staff allocation at that office

   **BIDDER’S RESPONSE:**
   a) 
   b) 
   c) 
   d)

4. Provide your company’s mission statement.

   **BIDDER’S RESPONSE:**

5. Please indicate whether the bidder holds controlling or interests in any other organization, or is owned or controlled by any other person or organization, if none that must be stated. Governmental agencies are exempt from this requirement.

   **BIDDER’S RESPONSE:**

6. Financial interests in any other business. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.

   **BIDDER’S RESPONSE:**

7. Names of persons with whom the Bidder has been associated in business as partners or business associates in the last five years. Governmental agencies are exempt from this requirement.

   **BIDDER’S RESPONSE:**

8. An explanation of any litigation involving the Bidder or any principal officers thereof in connection with any contract.

   **BIDDER’S RESPONSE:**
9. Include the policy and procedures for the bidder’s company background checking procedures and company utilized. Bidders must conduct, at a minimum, a Department of Justice (DOJ) criminal background record check on all employees, subcontractors and volunteers.

**BIDDER’S RESPONSE:**

10. **Credentials/Resumes/Certifications/Licenses**
This section shall state all employees/subcontractors responsible for administering or providing services. Bidder shall specifically provide the following information on all employees to be providing services related to this RFP:
   a. Position Title
   b. Responsibilities
   c. Qualifications/Experiences
   d. Certifications/licenses, if applicable
   e. Any other information, which will assist in evaluating qualifications.

**BIDDER’S RESPONSE:**

a.  

B.  

c.  

d.  

Bidder can add as many sections to this bid response box as they need to state all employees providing services.

11. System for Award Management (SAM) - If this Request for Proposal is Federally or State funded, bidder’s must go to the following website and submit with their proposal that the contractor is not listed on the System for Award Management (SAM) at https://www.sam.gov for:

- Central Contractor Registry (CCR)
- Federal Agency Registration (Fedreg)
- Online Representations and Certifications Application
- Excluded Parties List System (EPLS)

Excluded Parties Listing System (EPLS) (http://www.epls.gov) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. If awarded a contract, awarded vendor must notify the County immediately if debarred at any time during the contract period.

OR

Bidders must not be debarred, suspended or otherwise excluded from or ineligible to participate in Federal Assistance Programs under Executive Order 12549, “Debarment and Suspension,” 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17. Bidders must provide a statement in the section below that attest to and certifies that they are not debarred, suspended, or otherwise excluded from or ineligible to participate in Federal Assistance or State Programs. Vendors’ eligibility will be verified by the County prior to award of agreement. If awarded a contract, awarded vendor must notify the County immediately if debarred at any time during the contract period.

**BIDDER’S RESPONSE:**

a.  

Tab D Acknowledgements

1. **Clarifications, Exceptions, or Deviations**
   All bidder(s) shall describe any exception or deviation from the requirements of the RFP. Each clarification, exceptions, or deviation must be clearly identified. If your firm has no clarification, exceptions, or deviation, a statement to that effect shall be included in this section. The sample service agreement is attached as Exhibit B (which is located in the Terms and Conditions Document) and incorporated herein by this reference.

   The following contractual terms are **non-negotiable**.
   - Indemnification
   - All insurance terms prior to the start of the agreement
   - Termination
   - Ownership/Use of Contract Materials and Products
   - Disputes
   - Governing Law
   - Confidentiality
   - Subcontractors
   - Reporting Requirements

   **Do you have any other exceptions/deviations? If so, please provide an explanation:**

   **BIDDER’S RESPONSE:**

2. **Evidence of Insurability/Business Licenses**
   All bidder(s) shall submit evidence of all required insurance. An Accord cover page will suffice and if awarded the contract the Bidder has ten (10) calendar days to produce the required insurances including a certified endorsement naming the County as additionally insured. The bidder shall certify to the possession of any and all current required licenses or certifications. Do not purchase additional insurance until this bid has been awarded. Provide a copy of current business license or other applicable licenses.

3. **Transition**
   Upon expiration or termination of this Agreement for any reason, during the transition close-out period the Contractor agrees to:
   1) Continue delivering services in all geographic areas currently served in Riverside County until notified otherwise; and
   2) Assist (Department Name) in the orderly transition and transfer of all collaborations and committees to (Department Name) and the subsequent Contractor(s); and
   3) Provide, in a timely manner, all file and information deemed necessary by (Department Name) for use in subsequent contracting activities without additional cost to (Department Name) or the new Contractor(s), upon termination or expiration of this Agreement for any reason; and
   4) Cooperate with (Department Name) during a transition close-out period to ensure orderly and seamless delivery of services to residents of Riverside County.

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**CERTIFICATIONS**

I, ___________________________________, a duly authorized agent of ____________________________

Printed Name of Agent/Officer

hereby certify that ____________________________ by submission of this proposal in response to the

Name of Organization

Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature ___________________________________ Date ________________

Title of Agent/Officer ________________________________

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Form 116-105 11/26/14
Tab E  Scope of Services

This RFP has a space provided under each question the County has of the Bidder. This RFP is available for electronic download at www.publicpurchase.com.

Bidders must address all points in this section. All questions are in italicized font in the box.

The County of Riverside anticipates a review and update of its General Plan Housing and Land Use Elements, and Ordinance No. 348 to address the 6th Cycle Regional Housing Needs Assessment (RHNA) for the planning period of 2021-2029 and to comply with applicable State housing laws. The Safety Element will be updated concurrently to address Senate Bill (SB) 99, SB 379, SB 1035, and SB 747 that are required to occur with this Housing Element Update and upon revisions to the County’s Local Hazardous Mitigation Plan. The County is interested in exploring cost/procedural efficiencies as they pertain to the General Plan Amendments, Land Use Ordinance No. 348 Amendment, and the California Environmental Quality Act (CEQA) review process for the proposed amendments.

Bidders must address all points in this section. All questions are in italicized font in the box.

1.0 PROJECT KICK-OFF AND PROJECT ADMINISTRATION

1.1 Project Kickoff Meeting - The consultant will schedule a kick-off meeting with county staff to discuss the project objective and scope. This includes defining expectations from consultants and staff, project schedule, reporting, billing, action items, and deliverables. The consultant shall prepare a meeting summary and include project schedule for county staff review.

1.2 Project Schedule - The consultant shall work with staff to draft a project timeline with the goal of completing the 6th Cycle Housing Element by October of 2021, and completion of the Safety Element will occur before, concurrent to or soon thereafter the approval of the Housing Element. Staff will ensure that the timeline for the 6th Cycle Housing Element and Safety Element Updates are in agreeable and manageable terms. The projects’ schedule shall include the following:

- Stakeholder meetings: at least three stakeholder meetings
- Public engagement: at least five community outreach events, one for each Supervisorial District
- Public workshops: at least two Planning Commission workshops
- Public hearings: at least two Planning Commission and Board of Supervisors meetings
- Tribal consultation pursuant to AB 52 and SB 18
- Consultation/coordination with appropriate State Departments (e.g. HCD, Department of Conservation California Geological Survey, State Board of Forestry and Fire Protection, CalFire)
- Anticipated timeline for environmental review pursuant to CEQA

Project schedule shall include an estimated budget for each task with a “not-to-exceed” amount specified for each project milestone.

1.3 Project Coordination and Billing – The consultant shall schedule monthly meetings with the staff, either in person or through a conference call, to discuss the status of deliverables and project progression. The consultants shall provide a summary of the coordination meetings to staff. The consultant shall submit invoices to staff by the end of the first week of each month for review and processing. The invoices shall include a budget breakdown for each project task, total amount spent, completion percentage, and detailed description of work performed. Staff will provide the consultant an invoice template based on the approved project schedule for during the life of the project.

Deliverables: Project Kickoff meeting notes, project schedule with timeline and estimated cost for each task, monthly coordination meeting and invoices.

BIDDER’S RESPONSE: The Bidder shall acknowledge understanding of Project Kickoff, project timeline, team meetings, and timely invoice submittals. Demonstrate that the Bidder will ensure the project will be completed in a timely manner and within budget.
2.0 RHNA AND ANNUAL PROGRESS REPORT SUPPORT

2.1 RHNA Support – If needed, the consultants shall assist the county staff with the RHNA process. This may include assessment of the RHNA allocation and assistance through the appeal process.

2.2 Annual Progress Report (APR) – The consultants shall provide technical assistance to complete the annual progress reports for the duration of the contract with the County. Technical assistance includes and not limited to the following activities: Assistance with data collection and compilation and completing HCD required housing production tables, Housing Element programs implementation update, preparation for public meetings and APR approval, attendance and technical assistance at public meetings, submittal of APR, and assistance with communication with HCD. The consultants shall assist the county in completing the APR by March 1st of each year, or the last business day prior to.

Deliverables: RHNA support when needed and Annual Progress Report and meeting attendance as necessary

BIDDER’S RESPONSE: The Bidder shall demonstrate knowledge of the RHNA process and describe their previous involvement in this process. The Bidder shall demonstrate their ability to effectively communicate with HCD and SCAG. The Bidder shall also demonstrate how they will assist the county with the APR process; description of how they have successfully assisted a City or County with the APR process will be beneficial.

3.0 6TH CYCLE HOUSING ELEMENT AMENDMENT

3.1 Preliminary Review of the General Plan Housing Element – The consultant shall review the existing Housing Element to analyze its compliance with applicable Government Code sections and the Governor’s Office of Planning and Research General Plan Guidelines 2017 Update Required Element – Completeness Checklist. The consultant shall create a detailed list of necessary revisions to the Housing Element to adequately address State housing laws. The list shall briefly provide justifications for each revision, as well as, identify documents and data needed to complete the revision. The list shall highlight areas where additional stakeholders and community input are needed. On the Microsoft Word version of the Housing Element, the consultants shall identify the sections where revisions, deletions, and new sections are anticipated to occur. Obsolete sections shall be identified for removal. The consultants shall also list other General Plan Elements and Appendices that will require updates for internal consistency. The objective is to create a concise document meeting state housing element laws without excessive or superfluous verbiage. The preliminary revision list and Housing Element word document shall be submitted to staff for review and direction.

3.2 Task Assignment – Based on the revision list approved by staff, the consultant and staff will assign tasks to team members for completion. In collaboration with staff, the consultant will acquire working base GIS maps and data sets. The consultant shall work with staff to determine appropriate mapping conventions that will ensure that resultant mapping and data products can easily be integrated into the County’s GIS database.

3.3 Identify Resources and Constraints to Housing – Identify programmatic, physical, and financial housing resources available in the County. The consultant will identify governmental and nongovernmental constraints to housing production. This work will include review of existing County regulations, codes, and standards related to housing. If an issue is identified, the consultant shall work with staff to strategize a resolution. For example, if a barrier to housing development is identified, the consultant shall recommend provisions to eliminate the barrier.

3.4 “Density Determination and Accessory Dwelling Unit Parameters” – The consultant shall assist the county on determining the appropriate density ranges that will be used to analyze land capacity and site selection to accommodate the County’s RHNA allocation for all income levels. The consultant will obtain and analyze all necessary data to complete this task. This includes information regarding demographic, financial feasibility, infrastructure needs, housing data, market demand, residential building permits, applicant/developers experience, and residential development history in Riverside County. The consultants shall also assist the County in determining the parameters under which the County can utilize Second Units and Accessory Dwelling Units (ADU) to meet portions of its RHNA allocation; other type of housing including but not limited
to Single Room Occupancy Units, Fractional and Supportive Housing will also be explored. The consultants shall provide the findings in a report that includes an executive summary, analysis demonstrating how adopted densities accommodate the regional housing need for lower income households pursuant to GOV § 65583.2(c)(3), ADU Parameters, and recommended density range for each income level category. After the report is completed and is approved by County staff. The General Plan will include the report as Appendix P for reference.

3.5 **Land Capacity and Site Selection** – The consultant will assist staff to complete a housing assessment and needs analysis utilizing the findings outlined in the “Density Determination and Accessory Dwelling Unit Parameters Report”. The consultant shall determine target acreages to demonstrate land capacity for each income level based on the findings from Task 3.2 and RHNA allocation. The consultant will work with staff to update the site selection criteria to identify new sites and reevaluate sites identified for the 5th Cycle Housing Element Land Inventory in compliance with State housing law. Site selection process will consider the General Plan policies and land use density range, zoning, available infrastructure, cities’ sphere of influence areas, and opportunities within approved specific plans. The consultants will assist staff on General Plan and zoning strategies that will address additional housing unit capacity.

3.6 **DRAFT 6th Cycle Housing Element** – The consultant shall maintain the draft documents for the life of this project. The consultant shall track changes to the Housing Element, other associated General Plan documents for internal consistency, and, if necessary, Ordinance No. 348 in Microsoft Word. The consultant will also revise maps and figures where appropriate. The consultants shall work with staff to create zoning exhibits to ensure sites in the land inventory are zoned appropriately. Note that these zoning exhibits will be tentatively approved by the Board of Supervisors concurrently with the final approval of the 6th Cycle Housing Element Update General Plan Amendment. As noted above the County, has until 2024 to complete rezoning of property included in the 6th Cycle Housing Element site inventory. The consultants shall submit the draft Housing Element and its associated documents to staff for review.

**Deliverables:** Density Determination and Accessory Dwelling Unit Parameters analysis, updated site inventory, electronic submittal of the Draft 6th Cycle Housing Element and its associated documents on a timely manner.

**BIDDER’S RESPONSE:** Bidders demonstrate their understanding of State housing laws and HCD guidance regarding the Housing Element Update. Bidder must have the technical expertise to properly inventory site selection and track unit capacity, and to propose creative and realistic solutions to address housing needs.

4.0 **SAFETY ELEMENT AMENDMENT**

4.1 **Preliminary Review of the Safety Element** – The consultant shall review the existing Safety Element pursuant to applicable Government Code sections, the Governor’s Office of Planning and Research General Plan Guidelines 2017 Updated Required Element – Completeness Checklist. The consultant shall create a detailed list of necessary revisions to the Safety Element to adequately address State laws pertaining to the Safety Element. The list shall briefly provide justifications for each revision, as well as, identify documents and data needed to complete the revision. The list shall highlight areas where additional stakeholders and community input are needed. The following documents may be used as guidance and tools to assist with the Safety Element Update: CalFire General Plan Safety Element Assessment, the Eastern Coachella Valley’s Action Plan for Climate Resilience, LHMP, and Western Riverside Council of Government Resilient IE. On the Microsoft Word version of the Safety Element, the consultants shall identify the sections where revisions deletions, and new sections are anticipated to occur. Obsolete sections shall be identified for removal. The consultant shall also list other General Plan Elements and Appendices that will require updates for internal consistency. The preliminary revision list and Safety Element word document shall be submitted to staff for review and direction.

4.2 **Task Assignment** – Based on the revision list approved by staff, the consultant and staff will assign tasks to team members for completion. In collaboration with staff, the consultant will acquire working base GIS maps and data sets. The consultant shall work with staff to determine appropriate mapping conventions that will ensure that resultant mapping and data products can easily be integrated into the County’s GIS database.
4.3 **DRAFT Safety Element** – The consultant shall maintain the draft documents for this project. The consultant shall track changes to the Safety Element and other associated General Plan documents for internal consistency. The consultant will also revise maps and figures where appropriate. The consultant shall submit the Draft Safety Element and its associated documents electronically to the County for review in preparation for the General Plan Amendment Task described in Task 6.0 below.

**Deliverables:** Draft Safety Element

**BIDDER’S RESPONSE:** The Bidder shall demonstrate knowledge of State law pertaining to the Safety Element, cite completed projects that are similar, demonstrate technical expertise in review and interpreting data relating to climate adaptation, hazardous events, and safety issues, and be familiar with climate resilience and adaptation strategies.

5.0 **COMMUNITY ENGAGEMENT AND PUBLIC HEARINGS**

5.1 **Community and Stakeholder Outreach Program** – The consultant will propose an appropriate community and stakeholder outreach program to effectively update the Housing Element and Safety Element (see Section 1.2). The consultant is expected to prepare outreach materials for distribution and communication/advertising purposes. The outreach program may include a focus group consisting of community members, advocacy group, County staff, and other public agencies. The focus group may meet at least four times the entire project schedule and will receive a monthly update via email. The County expects that the public outreach and engagement will include at least five public outreach meetings located throughout the County and two Planning Commission workshops. The consultant shall submit the outreach program to staff for review and direction.

5.2 **Public Hearing** – The consultant will prepare or assist in the preparation of draft staff reports, General Plan Amendment and Zone change exhibits, and presentations to Planning Commission and Board of Supervisor. Consultant will also be prepared to attend the public hearings held by the Planning Commission and Board of Supervisor. Consultants shall assist the County on all legal noticing requirements.

**Deliverable:** Community and Stakeholder Outreach Program (Plan), outreach material and attendance, Staff reports and exhibits

**BIDDER’S RESPONSE:** Bidder shall acknowledge the importance of meaningful community and stakeholder engagement and provide examples of how it has successfully engaged the community and stakeholders.

6.0 **GENERAL PLAN AMENDMENT and ZONE CONSISTENCY APPROVAL PROCESS**

6.1 **Public Noticing and Consultation** – The General Plan Amendments to the Housing Element and Safety Element will require consultation with HCD, Tribal Governments per SB 18, and specific State Departments. The consultant shall outline when the consultations shall occur pursuant to applicable state law and will assist the staff through the consultation processes. The consultant will prepare and carry out the appropriate public noticing and required consultations and notifications for General Plan Amendments per local and State regulations. The consultant shall coordinate with staff to allow for adequate review and oversight of noticing materials and activities.

6.2 **Airport Land Use Commission Review** – The General Plan Amendments will require approval of the Airport Land Use Commission, such approval may be scheduled to occur prior to public hearing at Planning Commission. The consultant shall assist the County through this process where needed.

6.3 **Revised Draft** - The General Plan Amendments will have a public review and comment period that follows state law. The consultant will assist the County on revising the Draft Housing and Safety Element Updates to address comments received during the public review and comment period. This includes revising applicable documents to address HCD issued findings, where necessary.
6.4 Revisions during the Public Hearing Process – The consultant shall revise the proposed updates as it progresses through the public hearing process to address public comments and comments from the Planning Commissioners and Board of Supervisors.

6.5 State Certification and Final Adoption – The consultant will facilitate state review and certification of the Housing Element. Upon adoption of the Final Draft Housing and Safety Element Amendments by the Board of Supervisors, the consultant will prepare a final version of the documents for inclusion in the General Plan document.

6.6 Zone Consistency Resolution – Following approval of the 6th Cycle Housing Element General Plan Amendment, the consultants shall assist staff on completing the Board of Supervisor Resolution to finalize the zone consistency effort. The consultant main task is to review the Resolution to ensure accuracy and to be available for the Board of Supervisors meeting for final adoption.

**Deliverables:** Revised General Plan Amendment Documents, public notices, meeting notes, coordinate efforts with appropriate Tribal Governments and State Departments.

**BIDDER’S RESPONSE:** Bidder discuss their understanding of the consultation and certification requirements pursuant to state law. Describe previous public hearing experience.

7.0 PREPARE REQUISITE CEQA DOCUMENTATION

7.1 The proposed projects include a General Plan Amendment as well as potential changes to General Plan policies and programs and are therefore considered a project under the California Environmental Quality Act (CEQA). The consultant will prepare the requisite CEQA documentation that could take the form of an Addendum, MND, EIR or other appropriate CEQA document that addresses all aspects of the proposed project and any corollary modifications to other General Plan Elements, Area Plans and Appendices as necessary. Early in the project development, the consultant shall meet with staff to identify the necessary components of the proposed project and identify the corresponding CEQA documentation requirements.

7.2 Preparation of a Project Description, Initial Study Checklist, Notice of Preparation and Technical Studies - The consultant will prepare a complete project description that will be used in the Notice of Preparation (NOP) for a Draft EIR or other appropriate CEQA document. The consultant will also prepare an Initial Study that will help focus the content of the EIR and accompany the NOP. The consultant will review the draft project description and Initial Study with the staff prior to completion of the NOP. The consultant will prepare for and conduct a minimum of one scoping meeting to discuss the content of the CEQA document and the extent of technical studies (if any) used to complete the analysis. For this project, the technical analyses may include but may not be limited to the following: Traffic/LOS-VMT analysis, Air Quality and Greenhouse Gas Analysis, Biological and Cultural Resource Analysis, Public Resource Analysis, and Noise Study. Consultant shall assist the staff with Tribal consultation per AB52.

7.3 Administrative Draft EIR - Should an EIR be required for this project, the consultant will provide an Administrative Draft EIR for review by staff. The consultant will attend a meeting at the County to review comments on the administrative draft. The consultant will prepare a screen check version of the Draft EIR for final review prior to duplication or distribution.

7.4 Public Review Draft EIR- Should an EIR(s) be required for these General Plan Amendments, the consultant may be required to prepare a public draft CEQA document and submit to staff four bound copies, and one copy of each Draft CEQA (and GPA) document on CD or DVD in Adobe PDF and Microsoft Word format. Appendices to the draft document will be provided on CD or DVDs and inserted into the hard copies of the draft CEQA document. The consultant is expected to assist staff with all aspects of mailing out the required public notices and draft documents for public review including maintaining an official project mailing list, providing as many as 100 CDs or more of the draft documents in Adobe PDF form ready for distribution by the County. The Planning Department will handle postage and final distribution. In addition, the consultant will deliver 15 copies of the Executive Summary and draft CEQA (with appendices) to the State Clearinghouse on behalf of the County. The consultant will prepare drafts of the public notices for...
consideration and publication by staff. The consultant will also provide Adobe PDF versions of all submittals suitable for posting on the County's website. The consultant will handle all transmittals to the State Clearing House and OPR in a timely and complete manner. The consultant will develop and maintain the project mailing database with input from staff.

7.5 **Administrative Draft Final EIR** - Should an EIR be necessary for the General Plan Amendments, the consultant will be required to organize and draft responses to comments for review by staff. Upon completion, an electronic version of the Administrative Final CEQA document will be forwarded to staff for review for each project.

7.6 **Public Draft Final CEQA Document** - Should an EIR be required for the General Plan Amendments, the consultant will prepare the Draft EIR, list of commenters on the Draft EIR, comment letters, responses, and errata to the Draft EIR and other components that comprise the Final EIR. Five bound copies, one unbound copy, and one copy of the Final EIR on CD or DVD in Adobe PDF and Microsoft Word format will be provided to staff.

7.7 **Mitigation Monitoring and Report Program (MMRP)** - The consultant will prepare a comprehensive Mitigation Monitoring and Reporting Program (MMRP) pursuant to Section 21081.6 of the Public Resources Code. The consultant will draft the MMRP using the information contained in the environmental analysis, including the specific mitigation measures, assignments of responsibility, relationships to project implementation, and time frames for implementation. The consultant will draft findings for the EIR for review and comment by staff as part of the Final EIR process. The consultant will also assist with resolutions of certification for the EIR and completion of all forms for transmittal of documents.

**Deliverables:** Environmental documents and analysis pursuant to CEQA

**BIDDER'S RESPONSE:** In this area, the bidder will discuss their understanding of the tasks above and describe their experience with environmental review pursuant to CEQA.
Tab F References

References
All bidder(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include Riverside County Elected Officials, Department Directors, or Planning Department staff as a reference. However, references can include other county agencies that are not partaking in this RFP. Please verify that all reference information is correct.

<table>
<thead>
<tr>
<th>Reference 1</th>
<th>Company name:</th>
<th>Address:</th>
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<tbody>
<tr>
<td></td>
<td>Contact person:</td>
<td>Email address:</td>
</tr>
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<td></td>
<td>Telephone address:</td>
<td>Project name:</td>
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<td></td>
<td>Dates worked performed:</td>
<td>Summary of scope of services:</td>
</tr>
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<td></td>
<td>Project cost:</td>
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<table>
<thead>
<tr>
<th>Reference 2</th>
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<th>Address:</th>
</tr>
</thead>
<tbody>
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<td>Summary of scope of services:</td>
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<td>Project cost:</td>
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<tr>
<th>Reference 3</th>
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<td>Contact person:</td>
<td>Email address:</td>
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<tr>
<td></td>
<td>Telephone address:</td>
<td>Project name:</td>
</tr>
</tbody>
</table>
Dates worked performed:  
Summary of scope of services:  
Project cost:  

1. Provide a list detailing contracts that your company has been awarded during the last five years, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.  

   **BIDDER’S RESPONSE:**

2. Provide details of any failure or refusal to complete a contract. If none, that must be stated.  

   **BIDDER’S RESPONSE:**
Tab G  Bidder Attachment

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding “Attachment Number” into the Bidder’s Response box as the example shows below:

Below is an example:

Tab D  Company Profile

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.)
   
   **BIDDER’S RESPONSE:** Located in “Attachment 1”

2. Proof of non-profit status, if applicable
   
   **BIDDER’S RESPONSE:** Located in “Attachment 2”
Please provide one copy of Tabs H and Tab I in a clearly marked, sealed envelope. These items should be in the original binder only and not in the copies.

### Tab H Cost Proposal

In this section, please complete and include the Cost Proposal Sheet **place in a sealed envelope, and include only in the Original Proposal (Do Not provide in the copies of your bid submission)**. Cost Proposals will be opened after the evaluation of the proposals has been completed. The County reserves the right to negotiate final fees with the selected Contractor(s). Proposals must fully describe all costs to charges to County as part of this service/project. As stated in the Cost Proposal, bidders must provide fully inclusive blended rates, which are inclusive all of the bidder’s project-related or supported expenses, including travel expenses. Bidders may also include any other documents as information to further explain the proposed costs.

Hourly Rate must be an all-inclusive rate to include administration, travel, training and operating costs (including cost for printing mailers, posters, and other materials).

<table>
<thead>
<tr>
<th>Profession Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Principal Planner</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Principal Biologist</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Technical Manager</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Sr. Air Quality/Greenhouse Gas Specialist</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Project Planner</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Air Quality/Greenhouse Gas Staff</td>
<td>$ /hour</td>
</tr>
<tr>
<td>CEQA Specialist</td>
<td>$ /hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Profession Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Environmental Analyst</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Staff Planner</td>
<td>$ /hour</td>
</tr>
<tr>
<td>GIS Staff</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Graphic Artist</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Office/Admin./Editing Support Staff</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Senior Transportation Analyst</td>
<td>$ /hour</td>
</tr>
<tr>
<td>Market/Financial Analyst</td>
<td>$ /hour</td>
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</tbody>
</table>

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**CERTIFICATIONS**

I, ________________________________, a duly authorized agent of ________________________________, hereby certify that by submission of this proposal in response to the Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature _________________________________ Date ________________

Title of Agent/Officer ________________________________

Form 116-105 11/26/14
Tab I  Financial Statement

Please place financials in a separate envelope and mark "Financial Statement - Confidential" if Bidder's company requires this to be kept confidential. The financial documents should be in the original binder only and not in the proposal copies. The County cannot guarantee that the financials submitted will be kept confidential.

Financial statements should only be included in the binder marked “Original” (Financial statements will be removed and submitted to the Accounting Office for review, then placed in a sealed envelope and marked “Confidential.”)

The bidder must submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. These statements should clearly identify the financial status and condition of the bidder's entire business entity.

Financials should provide sufficient detail to assure the County of Riverside that bidder can support services being offered and as a Contractor the firm will not seek early payment for services delivered, expedited payments or checks delivered by any means other than regular mail through the County Auditor/Controller’s Office.
Attachment B
Local Business Qualification Affidavit

The County of Riverside Local Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, please submit this form along with your response to this RFP/Q.

Definition of Local Business

A local business shall mean a business or firm with fixed offices located within the geographical boundaries of Riverside County, and authorized to perform business within the County. In doing so, credit all sales tax from sales generated within Riverside County to the County, and who provide product or perform contracted work using employees, of whom the majority are physically located in said local offices.

“Local businesses” shall have a Riverside County business street address. Post office box numbers, residential addresses, or un-staffed sales offices shall not suffice to establish status as a “local business.” To qualify as a “local business” the location must be open and staffed during normal business hours and the business must establish proof that it has been located and doing business in Riverside County for at least (6) six months preceding its certification to the County as a local business.

Additional supporting documentation that may be requested by the County to verify qualification includes:

1. A copy of their current BOE 531-A and/or BOE 530-C form (State, Local & District Sales, and Use Tax Return Form). This is what businesses submit to the State Board of Equalization when paying the sales tax to the State of California indicating the amount of the payment to be credited to each jurisdiction (i.e. Counties, Cities).
2. A current business license if required for the political jurisdiction the business is located.
3. Proof of the current business address. The local business needs to be operating from a functional office that is staffed with the company’s employees, during normal business hours.

Business Name:____________________________________________________________________________________________

Physical Address:___________________________________________________________________________________________

Phone:  ____________________   FAX:  _________________ E-Mail:_ __________________________________

Length of time at this location: ______________        Number of Company Employees at this address:   __________

If less than 6 month, list previous Riverside County location:____________________________________________________________________________________

Business License # (where applicable):  __________________  Jurisdiction_______________________________________

Hours of Operation:  _________________________________________________________________________________________

Primary function of this location (i.e., sales, distribution, production, corporate, etc.):  __________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Signature of Company Official ___________________________  ______________        Date

Print Name, Title

Submittal of false data will result in disqualification of local preference and/or doing business with the Riverside County
Attachment C

Veteran Business and Veteran Qualified Business Affidavit

The County of Riverside Veteran Business and Veteran Qualified Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, please submit this form along with your response to this RFP/Q.

Definition of Veteran Business and Veteran Qualified Business

A Veteran Business shall mean a business that is at least fifty-one percent (51%) owned by one or more veterans.

A Veteran Qualified Business shall mean a business which can provide proof of their workforce containing no less than ten percent (10%) veterans.

Veterans as used in this policy means a person who has served or is currently serving in the U. S. armed services, reserves or active, and is serving honorably or has been honorably discharged.

Additional supporting documentation that may be requested by the County to verify qualification includes:

Please check the category you are applying for:

☐ Veteran Business:

Company must be registered with Vet Biz at [web link]. This site provides verification information about Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and Veteran-Owned Small Businesses (VOSBs). Companies who want to participate in the County’s Veterans Preference Program must be listed in this database in order to be eligible for veteran preferences.

Company must submit DUNS # for website verification.

☐ Veteran Qualified Business:

Company must submit payroll records that demonstrate that 10% of your workforce is comprised of veterans. DD214 Forms must be submitted for all employees claiming veteran status.

Business Name: ____________________________________________________________

Physical Address: ___________________________________________________________

Phone: __________________ FAX: __________________ E-Mail: ______________________

Total Number of Company Employees (where applicable): ________ Total Number of Veteran Employees: ______

DUNS # (where applicable): ____________________

Hours of Operation: _________________________________________________________

_________________________________________  ________________
Signature of Company Official     Date

Submittal of false data will result in disqualification of Veteran Preference and/or doing business with Riverside County.
Tab J  Iran Contracting Act

**Iran Contracting Act**
*(Public Contract Code sections 2202-2208)*

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of $1,000,000 or more, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of $250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

**OPTION #1 - CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<table>
<thead>
<tr>
<th>Vendor Name/Financial Institution (Printed)</th>
<th>Federal ID Number (or n/a)</th>
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By (Authorized Signature)

Printed Name and Title of Person Signing

Date Executed  Executed in

**OPTION #2 – EXEMPTION**

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<table>
<thead>
<tr>
<th>Vendor Name/Financial Institution (Printed)</th>
<th>Federal ID Number (or n/a)</th>
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By (Authorized Signature)

Printed Name and Title of Person Signing  Date Executed