**ENVCT1701: Pre-Proposal Conference and Submitted Q&A Transcript**

**Attendees**

City Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Chan</td>
<td>SFE Contracts Coordinator</td>
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<tr>
<td>Ryan Young</td>
<td>CMD Contract Compliance Officer</td>
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<tr>
<td>Jen Jackson</td>
<td>Toxics Reduction/Healthy Ecosystems Manager</td>
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<tr>
<td>Maggie Johnson</td>
<td>Residential Toxics Coordinator</td>
</tr>
</tbody>
</table>

Registered Participants:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Email</th>
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<td><a href="mailto:dkaufmanconsulting@gmail.com">dkaufmanconsulting@gmail.com</a></td>
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</tbody>
</table>

**Key Points on RFP Submission**

**Section 1: Introduction and Schedule**

- There are two (2) program areas/service categories in this RFP: (1) Toxics Reduction, and (2) Household Hazardous Waste Disposal and Management. You may apply to one or both program areas.
- These are as-needed consulting services. There is no guarantee of minimum funding or work assignments.
- Schedule of Events is tentative. All updates will be posted on the OCA Bid website and [https://sfenvironment.org/](https://sfenvironment.org/).
- Q&A deadline is Monday, 9/25, 5pm. All questions must be submitted to victoria.w.chan@sfgov.org by this deadline. All Q&A will be posted on the OCA Bid website and [https://sfenvironment.org/](https://sfenvironment.org/).

**Section 3: Submission Requirements**

- Please submit your proposals on time. The deadline (as of this post) is October 13, 2017 at 5pm Pacific PT. Late proposals will not be accepted or evaluated.
- We strongly prefer electronic submissions. Due to the size restrictions, we also allow physical delivery of USB drives. Please note instructions on how to deliver them on page 5 of the RFP.
• Please account for all content requested in the RFP. Take note that:

(a) This contract has subcontracting requirements, and that written assurance of partnerships (MOU/LOC) factors into your administrative capacity. (See Section III.D.4.d on page 6.)

(b) If you intend to apply for both program areas/service categories, a project example can count towards both program areas—conceivably, you could submit anywhere from 2-4 project examples. (See Section III.D.6 on page 7.)

(c) Fee Proposal should include the entire project team (including subcontractors). However, you must also submit a completed Fee Schedule Template (Appendix C) which we will use as a standard for evaluation.

Section 4: Evaluation and Selection Criteria

Please note Evaluation phases, as described on page 8:

1. Minimum Qualifications
2. Written Proposal + Fee Proposal (Appendix C)
3. Oral Interview – These scores determine final ranking.

Sections 5-8:

These sections describe the City’s standard RFP process and contracting requirements. For additional information, please refer to links in Appendix A and B.

LBE Subcontracting Requirements

Contact information: email: ryan.b.young@sfgov.org; phone: 415-412-7111.

The operative attachment for Chapter 14B is CMD Attachment 2. Please read instructions and forms very carefully. Links to this attachment were included in the RFP and can be found on http://www.sfgov.org/cmd. Please be sure to use the August 1, 2016 version of the forms.

For this project, there will be Local Business Enterprise (LBE) rating bonuses. In order to be eligible, you must be a small or micro-LBE prime. Small or micro-LBE prime will receive a 10% rating bonus at each stage of the selection process. SBA-LBE’s – medium-sized firms – will receive a 5% rating bonus, but this bonus cannot be used to trump a proposal score of a competing small or micro-LBE prime if that small or micro-LBE would otherwise be the highest ranked proposer. In order to qualify for a rating bonus, firms must be certified by the RFP’s due date. If you are interested in becoming certified, you can obtain more information by calling 415-581-2310.

We also provide a joint ventures (JV) with a rating bonus, provided that the joint venture has an LBE partner. Each JV partner must meet the minimum qualifications listed for the prime proposer as outlined in the RFP. Each JV partner must be listed to perform prime level work as outlined in the RFP. The LBE partner must be certified in the area that they are listed to perform in order for the team to be eligible for the rating bonus. JV partners must be jointly responsible for the overall project management, control, and compliance with the 14B requirements. Please refer to page 5 of Attachment 2.
• A JV with LBE participation of 35% or more, but is under 40%, will receive a rating bonus of 5%.
• A JV with LBE participation of 40% or more will receive a rating bonus of 7.5%.
• A JV comprised entirely of LBEs will receive a rating bonus of 10%.

Anyone intending to submit a proposal as a joint venture is strongly encouraged to contact CMD.

The LBE subcontracting requirement for this RFP is 5%. Only small and micro-LBE certified by CMD can be used to meet this 5% subcontracting goal. A list of certified firms is listed on our website. The firms must be listed in the discipline for which they are intended to perform work. There needs to be a nexus between an LBE’s certification category and the scope of work proposed for the subcontractor.

If you are an LBE prime proposer, your own participation cannot count towards fulfilling the LBE subcontracting requirement. Prime proposers must meet the requirement and identify all subcontractors, including non-LBE subcontractors at the time of the proposal, or they may be deemed non-responsive.

All prime proposers must meet both the LBE Subcontracting Requirement and the Good Faith Outreach Requirement to demonstrate compliance.

There are two approaches that can be used to meet the Good Faith Outreach Requirement. The first is informally known as the 80-point approach. Please refer to Attachment 2, Form 2B, Section B, steps 2-4, and note deadlines for advertising and contacting firms. You can assume that every potential proposer begins with 100 points, and that they can only lose points for not completing a step. If at any point, a proposer’s total falls below 80 points, that proposal will be found nonresponsive. Please contact CMD for best practices.

The second approach is informally known as the 35% approach. A prime proposer is not required to conduct good faith outreach efforts or to submit evidence of good faith outreach efforts per the 80-point approach if the proposal demonstrates total LBE participation that exceed the established LBE subcontracting requirement by at least 35%. In this RFP, 35% of the subcontracting requirement is 1.75%. Adding this 1.75% to the required 5% gives you 6.75%. Therefore, to be exempt from meeting the good faith outreach requirement, your proposal must meet or exceed 6.75% in LBE subcontracting participation. If you utilize the 35% approach, please check “yes” in Attachment 2, Form 2B, Section A.

If you are a certified LBE prime proposer, and you decide to use the 35% approach, you may use your own participation to fulfill the 35% good faith outreach exception.

All discussion above was pertinent to forms 2A and 2B. Please also be sure to execute form 3, the compliance affidavit, and form 5, the CMD Employment Form. Form 4 is applicable to Joint Ventures.

Post-award reporting requirements: the previous LBEUTS system has been replaced with a module within the SF Financials and Procurement System (FSP). Primes and subcontractors are now required to use this system. If you have questions about registration, please contact CMD for help and resources.

**Additional Project Information**

As you can see in the RFP, we are advertising for consulting in two program areas, which are sort of two sides of the same coin. An overview of our program: we are divided by audience, so we have programs that specifically address residential, commercial, and municipal issues. Within each of those, we look at
both reduction and disposal, as in, (1) how to best dispose of things that do not go in San Francisco’s three-bin refuse system; and (2) how to reduce what people might use and ultimately will need to dispose outside of that system.

Some examples of past projects in Toxics Reduction include:

- Literature searches and literature reviews on crumb rubber and fluorinated chemicals
- Chemical review of nail salon products and cleaning products
- Specifications for lighting and ballasts

Some examples of past projects in Hazardous Waste Disposal include:

- Develop projections for volume of hazardous waste through analysis of consumer product sales data.
- Medicine waste characterization study, including sorting and classification of 1400 pounds of medicine collected through the Pilot Safe Medicine Disposal program.
- Preparation and facilitation of stakeholder meetings on local product stewardship ordinances, which included product categories such as electronics, solar panels, and batteries.

**Q&A**

**LBE-related Questions:**

Q1: Is there any benefit for nonprofit organizations to participate in the subcontracting team?

A1: We certify nonprofit entities in our LBE program as well – they are called NPE LBEs in our directory – they share the same benefits as a small or micro-LBE.

Q2: After looking at your directory, I am having a hard time narrowing down subcontractors who had qualified already for this project. How would I do this?

A2: Generally, it is every prime contractor’s business decision as to what kind of disciplines they would like to canvass. Subcontractors are not prequalified – prime contractors are. In this instance, I would encourage all prime proposers to look carefully at the scope of service the department has published and to think creatively about what additional services can supplement the scope of work.

During the RFP authoring process, the department looked at several service categories (Environmental Advisory Services, Hazardous Waste and Remediation Services, Laboratory Services [Materials Testing], and Regulatory Compliance Assistance), but a very important note is that this is by no means a comprehensive view on certified subcontractors who could effectively participate in a project team. As an example, you could easily use firms who specialize in administrative coordination/work. Please find the current list of LBEs at the following link: [http://mission.sfgov.org/hrc_certification/](http://mission.sfgov.org/hrc_certification/).

Q3: Is there a specific requirement of percentages of MBEs, WBEs, or OBEs under the 5%?

A3: No. That is simply statistical information.

Q4: We are interested in responding to the SF RFP for Toxics and Hazardous waste. Do you have a list of the 14 LBEs that are City Vendors and that have expertise within toxics reduction or hazardous waste? I found the website to search for LBEs but I was not able to narrow the search sufficiently for toxics reduction or hazardous waste.
A4: The list of 14 previously mentioned was part our internal effort to gauge project interest and determine the pre-set LBE subcontracting requirement threshold. We are sharing the categories that we researched; but again, this is not a comprehensive list of categories of certified LBEs who can effectively participate on your project team. Please contact CMD if you need guidance in navigating and canvassing the LBE directory.

**General Questions:**

Q5: Will an attendance list be shared with all participants?

A5: Yes.

Q6: How do we ensure that we are a registered participant and will receive this information?

A6: Roll call was made – all attendees and provided email contacts are listed at the beginning of this transcript. These same attendees will qualify for the initial 15 points in the Good Faith Outreach requirements, as they have attended the pre-proposal meeting.

Q7: Can you share upcoming projects?

A7: Topics we will likely work on include fluorinated compounds and food ware/packaging. We are finalizing a regulation on toxics in furniture. We will also likely need help on the issue of antibiotics in meat. Topics vary widely and are not fixed, but projects involving pesticides and stormwater are possible.

Q8: Will you be providing an attendance form from the conference call on 9/21?

A8: Yes, please see the beginning of this transcript.

Q9: Can you provide examples of groups you have previously worked with?

A9: Yes, prior to this RFP, we contracted with HDR Engineering. The Toxics Reduction/Hazardous Waste team was as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organizational Affiliation</th>
<th>Area of Expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Blake</td>
<td></td>
<td>Product screenings, Alternative analyses</td>
</tr>
<tr>
<td>Art Slater</td>
<td></td>
<td>Product screenings, Alternative analyses</td>
</tr>
<tr>
<td>Yeggie Dearborn</td>
<td>Envirosurvey, Inc.</td>
<td>Product screenings</td>
</tr>
<tr>
<td>Alicia Culver</td>
<td>Green Purchasing Institute</td>
<td>Sustainable Procurement Policy, Lighting, Green Cleaners, Asthma-safe Disinfectants, Toxics in Products, Compostable Food Service Ware</td>
</tr>
<tr>
<td>Ellen Love</td>
<td>Green Purchasing Institute</td>
<td>Green Cleaning, Rechargeable Batteries, Re-refined Motor Oil, Packaging</td>
</tr>
<tr>
<td>Phillip Kobernick</td>
<td>Green Purchasing Institute</td>
<td>Sustainable Procurement, Alternatives to Bottled Water, Green Power</td>
</tr>
<tr>
<td>Christina Hug</td>
<td>Green Purchasing Institute</td>
<td>Green Product Marketing, Desktop Publishing, Design</td>
</tr>
<tr>
<td>Susan Kinsella</td>
<td>Conservatree (sub to GPI)</td>
<td>Sustainable Procurement Policy, Waste Prevention, Recycled Paper, Recycled-content Products, Compostable Food Service Ware</td>
</tr>
</tbody>
</table>
Q10: Is it sufficient to be knowledgeable of some, if not all, of the following programs?

- Integrated Pest Management
- Environmentally Preferable Purchasing Program
- Toxic Chemical Reduction Program
- Precautionary Principle Program
- Green Business Program

A10: Yes. Projects may draw on both knowledge of and knowledge outside these programs.