



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY

PLANNING DEPARTMENT

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MEMORANDUM

To: Steering Committee, Alameda County CCE – East Bay Community Energy (EBCE), each member

From: Bruce Jensen, Senior Planner, Community Development Agency

Re: Items for Steering Committee Meeting, September 17, 2015:

Item 2 - County Update and Technical Study:

- Issuance of RFP for Technical Study
- Results of Bidders Conference
- Current schedule for review of bidder proposals/issuance of contract
- Select Review / Interview Panel for tech study bidders

Date: September 9, 2015

At the July 29, 2015 meeting of the Steering Committee, the Committee voted on several recommended amendments to the Draft Request for Proposals (RFP) to hire a technical and economic/employment consultant to analyze feasibility and optimization of a potential CCE program for Alameda County. After these amendments were made to the RFP, the document was issued on August 10, 2015, and was distributed to thirty-one (31) known vendors for the services sought, along with advertisement on the County’s website and distribution to many other trade websites. A bid response from interested vendors is required by September 24, 2015 at 2 p.m.

On August 27, 2105 at 10 a.m., a Bidders’ Conference was held at the Alameda County Community Development Agency to invite clarifying questions and comments on the RFP. County Staff welcomed nine (9) participants and guests, and took questions both at the meeting and afterwards by e-mail through Friday, August 28, 2015. An Addendum to the RFP was issued the following week, with responses and clarifications to the questions asked, along with a single minor change to text regarding consultant requirements, and the addition of two (2) more vendors to the list of prospects. The RFP coupled with the Addendum constitute the complete package to which prospective consultants must respond by September 24, 2015.

The Addendum to the RFP is attached to your Staff Memorandum. Both documents comprising the RFP package may be viewed at the County’s CCA website:

http://www.acgov.org/cda/planning/cca/draft_rfp.htm

The schedule of upcoming actions related to the RFP / consultant hiring process include:

Bid Response due:	September 24, 2015, 2 p.m.
Evaluation Period:	September 24 – October 9, 2015
Vendor Interviews:	October 15, 2015
Recommendation for Award:	October 27, 2015
Board Consideration of Award:	November 3, 2015
Contract Start Date:	November 4, 2015

Pursuant to this schedule, County Staff must assemble and convene an Interview Panel, or County Selection Committee (CSC) to meet and interview prospective consultants on October 15, 2015. The interview panelists, once chosen, would each receive a copy of each qualifying bid response application submitted, and be asked to look at the proposal based on Evaluation Criteria described in the RFP beginning on Page 12. These applications would be graded and a short list of vendors may be selected for interviews by the Committee by October 9, 2015. At the same time, a list of interview questions will be developed by the CSC to ask the vendors during the interviews. The interviews would be held by the CSC the following week on October 15, 2015.

Staff believes that the CSC would be best composed of no more than 5 people, representing the fundamental interests as those represented by the Steering Committee; therefore, Staff recommends the following possible membership make-up of the CSC:

- One member from District 1, either the Chair or his Alternate;
- One member from County CDA staff;
- One member representing energy and environmental interests, drawn from the Steering Committee;
- One member representing labor, also drawn from the Steering Committee; and
- One member representing social justice concerns, again drawn from the Steering Committee.

This would provide a broad perspective both philosophically and from a functional viewpoint on which to base a hiring decision.

Staff recommends that Steering Committee members interested in this task should be prepared to offer their services at the September 17 meeting so that a CSC can be selected and that qualified applications can be submitted to them as soon as possible after CDA receives them. A meeting of the CSC should be convened around October 9, 2015, to finalize the interview list.

Attachments:

- ADDENDUM to the RFP, August 2015
- List of Committee Members