

# ECONOMIC DEVELOPMENT COMMISSION

## Public Notice of a Regular Meeting

Please be advised that the City of Richmond Economic Development Commission will hold its regular meeting on **September 14, 2022 - 11:30 a.m. -1:00 p.m.**



### **ALL COMMISSIONER MEMBERS WILL PARTICIPATE VIA TELECONFERENCE CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing. Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, participation in the Economic Development Commission will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize teleconferencing only. The following provides information on how the public can participate in this meeting.

#### **How to watch the meeting from home: By Computer, Tablet or Mobile Device**

The meeting may be accessed by using the following Zoom meeting link

1. <https://zoom.us/j/93877687441?pwd=TUJlY2pDMnRpV2lKTXpEUHpubXVQdz09>
2. Webinar ID: 938 7768 7441
3. Passcode: 097044

#### **By Telephone:**

1. US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592
2. Webinar ID: 938 7768 7441
3. Passcode: 097044

#### **Public comments may be submitted:**

1. Via email to [lizeht\\_zepeda@ci.richmond.ca.us](mailto:lizeht_zepeda@ci.richmond.ca.us). Email **MUST** contain in the subject line 1) open forum for public comments – not on the agenda or 2) public comments – agenda item #\_\_ **[include the agenda item number]**. All comments must be submitted on or before Wednesday, September 14, by 10:00 am.

*The City cannot guarantee that its network and/or the site will be uninterrupted. To ensure that the City Council receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting.*

#### **Record of all public comments:**

All public comments will be considered a public record, put into the official meeting record. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

#### **Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [lizeht\\_zepeda@ci.richmond.ca.us](mailto:lizeht_zepeda@ci.richmond.ca.us) or submitted by phone at 510-620-6606. Requests will be granted whenever possible and resolved in favor of accessibility.

#### **Effect of Advisory on In-person public participation**



## **56.060 - Officers.**

The commission shall elect from among their own number a chairman and a vice-chairman who shall serve in such capacity for one year. In the case of a vacancy in the position of chairman or vice-chairman, the commission shall elect a successor who shall serve for the predecessor's term. The commission shall appoint a secretary who may be, but need not be, a member of the commission.

## **3.56.070 - Powers and duties.**

The specific powers and duties of the commission are as follows:

- (a) Work with state and local agencies, governing bodies, public and private organizations as appropriate to encourage economic development in the City;
- (b) Promote the interests of commercial and industrial development in metropolitan Richmond while giving due consideration to the interests of the neighborhoods and the overall quality of life in the City;
- (c) Review and comment on the City's program of providing economic development, business information and economic promotion services to the business community;
- (d) Review and comment on opportunities for enhancing economic development through major public works projects, emerging growth industries, annexations, use of redevelopment, ports development, etc.;
- (e) Review and comment on programs which may enhance employment of Richmond residents;
- (f) Perform other tasks related to the City's economic development as requested by the City Manager or City Council.

## **3.56.080 - Meetings.**

The commission shall hold its first meeting within thirty days after all of its members have been appointed. At such meeting, the commission shall fix the time and place of regular meetings of the commission which shall not be less frequent than once each month. All meetings of the commission shall be open to the public.

## **3.56.090 - Rules and records.**

The commission shall adopt rules for the transaction of the business of the commission, which rules shall, among other things, include the term of the secretary of the commission, the manner of calling and giving notice of special meetings and hearings, and the appointment and powers of standing committees. The commission shall keep records which shall be open to the public of its resolutions, transactions, motions, orders, findings and determinations.

item 4.

MINUTES OF MONTHLY MEETING OF THE ECONOMIC DEVELOPMENT COMMISSION

June 13th, 2022

## MINUTES OF MONTHLY MEETING OF THE ECONOMIC DEVELOPMENT COMMISSION

June 13<sup>th</sup>, 2022

The Richmond Economic Development Commission's monthly meeting convened at 11:51 AM on July 13<sup>th</sup>, 2022, via Zoom webinar.

Call to Order: 11:51 AM by Chair, A. Anderson

### 1. Roll Call:

A quorum was present with the following commission members: A. Anderson, A. Nurse, K. Lynch, G. Sewell Murphy, O. Willis, D. Wear, D. Heiss, A. Oren

### 2. Absent:

R. Yazdi, A. Portillo-Knowles, R. Lee

### 3. Staff:

Lizeht Zepeda, Kyle Lam

### 4. Council Liaison:

### 5. Guest:

Sarah Kirk, Catherine Selkirk

### 6. Minutes:

1<sup>st</sup> – D. Heiss, 2<sup>nd</sup> – A. Nurse

## Presentation

### **Catherine Selkirk – Matrix Emergency Services Study (Video Timestamp: 04:25)**

Opportunity for business community to give input on fire and police services. Goal is to conduct an analysis of emergency calls for services and operations. Will help improve service delivery. More information can be found on the city website. Community input is important, commissioners are invited to the meeting on July 20<sup>th</sup>, 12PM on Zoom. Topics discussed include legitimacy, trust, communication and engagement.

### **Lizeht Zepeda – July 14th 7am & 7pm Business Focus Group ARPA (Video Timestamp: 30:15)**

Lizeht has been working with group working to put together focus groups for ARPA. More focus groups will be done in future, survey has also been released, in addition to more future

meetings. ARPA funds can be used for beautification purposes, façade improvement in Richmond, and other purposes.

## **Committee Reports**

### Policy (Video Timestamp: **46:20**)

Looking for chair for policy. Commissioner Evans has expressed interest being chair in previous meetings. Discussed about next stages of Measure U and the need to know the numbers, such as the numbers of people impacted by Measure U and where the money is going. The City has collected \$8.5 million in revenue, in comparison to previous years where it is approximately \$3 million. Code Enforcement issues have been escalated to the appropriate persons in Richmond.

### Community Engagement (Video Timestamp: **57:00**)

Commissioner Wear discussed previous work with Thomas Omolo. Work included of distribution of flyers and outreaching to business. Goal of community engagement is to help business be informed about Measure U.

### Taste of Richmond

No Update at this time.

### Cannabis (Video Timestamp: **1:00:20**)

Commissioner Nurse discussed margining Cannabis subcommittee with Policy subcommittee. Subcommittee expressed preference for a different consulting firm to work on cannabis equity related projects. Liaison between subcommittee and economic development department is currently unknown. Commissioner Lynch discussed importance of doing work for target populations and asked if funds can be used for such.

### Sustainability: Businesses/Industrial Hemp & Expo/Assessment (Video Timestamp: **1:07:15**)

Commissioner Murphy discussed importance of moving forward with expo to highlight, showcase, and encourage sustainability in Richmond. Releasing a survey was also a discuss to gather research and input from community. Sustainability survey draft is currently being worked on. Sustainability would like to work with Blue Green New Deal point persons and other subcommittees

**Report from City Council:** No report received

## **Staff Reports**

### Finance Department (Video Timestamp: **1:12:00**)

No updates. Refer to policy subcommittee section for information.

### City Manager's Office (Video Timestamp: **1:12:10**)

Lizeht Zepeda has been working with San Francisco Business Times in drafting stories and filling ad space.

Mayor's Office (Video Timestamp: **1:12:38**)

No updates.

**Public Comments/Announcements/Handouts Presentation:** (Video Timestamp: **1:12:45**)

Cordell Hindler welcomed Daniel Heiss to the commission and discussed bylaws about auto-resignation for commission members who has missed multiple meetings.

Lizeht Zepeda read Cordell's comment: The commission is invited to Summer Mixer on July 28 from 5:30-7:30 at the Old Homestead in Crockett. Cordell will be talking to youth council to deal with vacancies in the commission.

Commissioner Anderson invited commission to the Richmond Chamber of Commerce Political Activation Committee's fundraiser for public safety at Riggers Loft

**7. Next Meeting: September 14, 2022**

**8. Adjournment: 12:58 PM**

item 7.

Richmond GBND Overview 2022 Powerpoint Presentation

# Richmond Green-Blue New Deal Workforce Development Plan

## Project Introduction



Medema  
Consulting

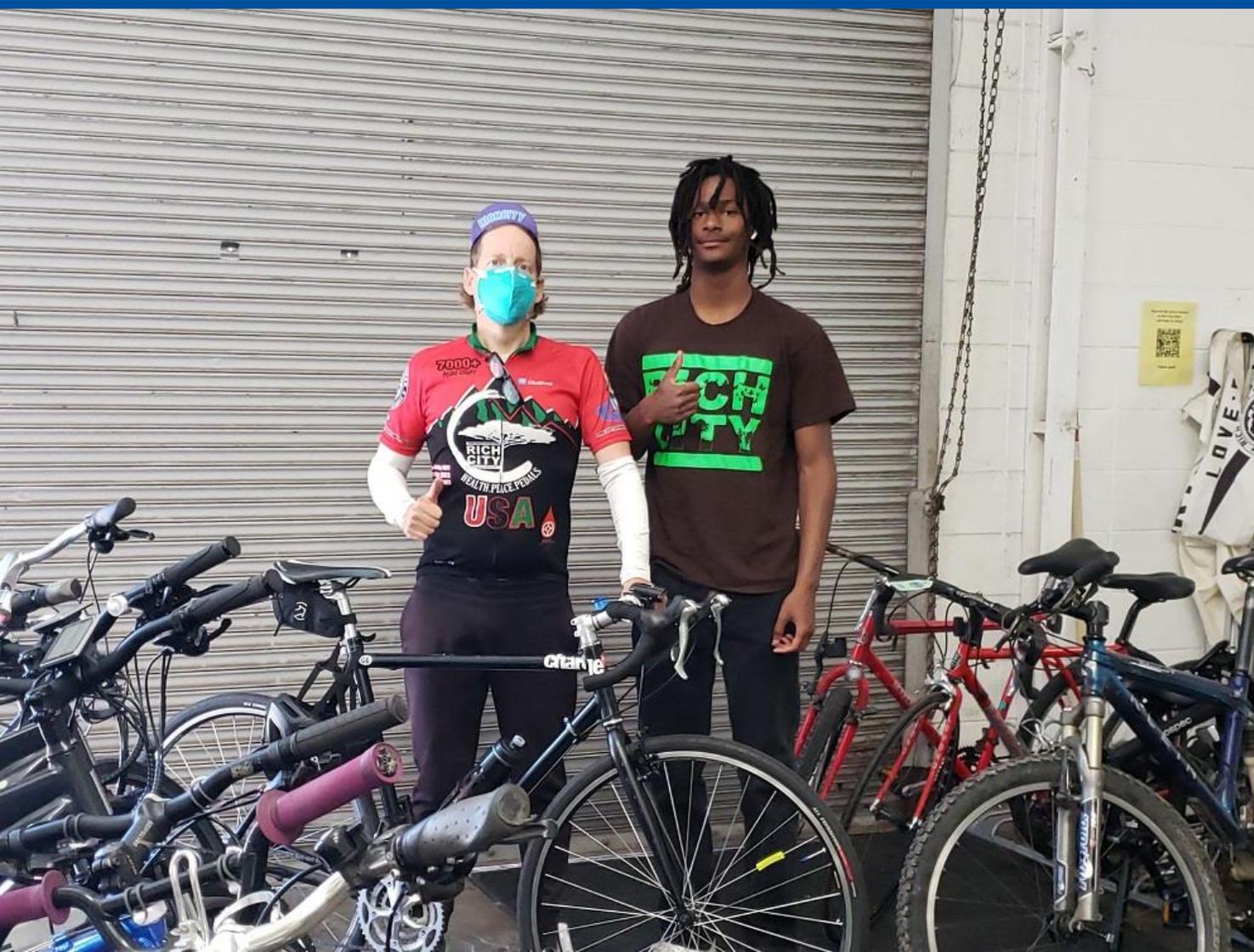
Abbe & Associates

# Goal

**Catalyze at least 1,000 new green-blue jobs for Richmond residents that build a just, equitable, resilient and sustainable future**

- **Energy**
- **Buildings**
- **Transportation**
- **Materials**
- **Water**
- **Food**
- **Nature**

# Deliverables



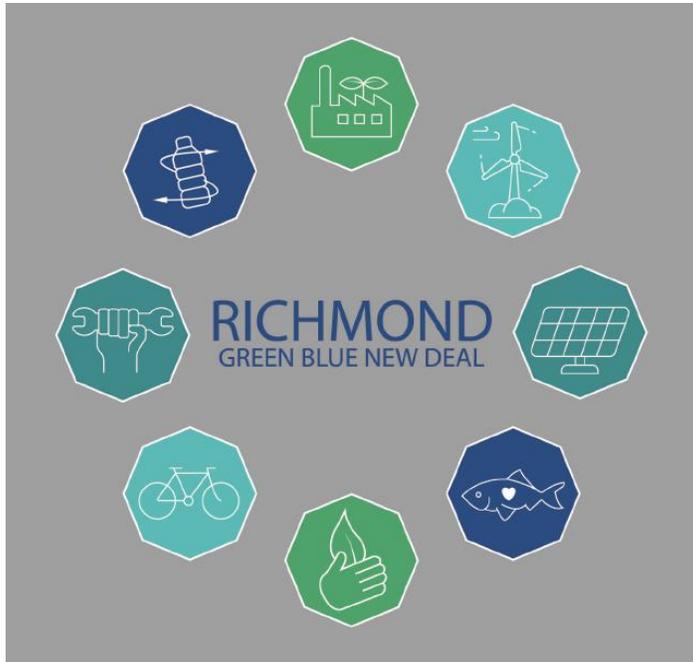
- Green New Deal Workforce Development plan
- Implementation Strategy
- Community toolkit
- Building decarbonization jobs analysis
- Economic development insights analysis
- Community workshops and focus groups

# Accomplishments



- Tabled at National Night Out
- Completed 34 informational interviews
- Attended Marin Clean Energy Event
- Presenting at the Richmond Economic Development Commission

# Next Steps



- Scheduled to present at:
  - Richmond Neighborhood Coordinating Council
  - Richmond Bicycle and Pedestrian Advisory Committee
  - Management leadership Team
  - Richmond Workforce Development Board on November 10th
- Receive community feedback on Green Blue New Deal logo

# Questions?

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## Consultant Contact:

Justine Burt, Project Manager

[thegreatpivot@gmail.com](mailto:thegreatpivot@gmail.com)

## City Staff Contact:

Samantha Carr, Environmental Manager

[Samantha\\_carr@ci.richmond.ca.us](mailto:Samantha_carr@ci.richmond.ca.us)

(510) 620-5407

City Website: [www.ci.richmond.ca.us/4138/Green-Blue-New-Deal-and-Just-Transition](http://www.ci.richmond.ca.us/4138/Green-Blue-New-Deal-and-Just-Transition)

# Extra Slides

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# Vote for RGBND logo



# Project Elements

- People
- Projects
- Champions
- Training
- Demand
- Investment



item 9.b.i.

RFQ for Cannabis Equity Program



REQUEST FOR QUALIFICATION

2022-RFQ-036

CITY OF RICHMOND - REQUEST FOR QUALIFICATIONS,  
CANNABIS EQUITY PROGRAM

City of Richmond  
450 Civic Center Plaza  
Richmond, CA 94804

RELEASE DATE: September 2, 2022

DUE DATE: September 30, 2022, 3:00 p.m. PST

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://www.ci.richmond.ca.us/bids>

City of Richmond  
REQUEST FOR QUALIFICATION

City of Richmond - Request for Qualifications, Cannabis Equity Program

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Attachments:

- A - City of Richmond - Cannabis Equity Assessment
- B - City of Richmond - Cannabis Equity Program Manual
- C - Insurance Requirements
- D – Standard Service Contract
- E - Sanctuary City Contracting Ordinance 12-18NS\_2018
- F - Sanctuary City Compliance Statement
- G - Limited Liability Company Disclosure Resolution No 86-21-LLC Compliance
- H - Limited Liability Company Disclosure Form

## INTRODUCTION

### 1.1. [Summary](#)

The City of Richmond requests qualifications from a highly qualified consulting firm(s) to assist the City in implementing the City of Richmond's Cannabis Equity program and supporting Cannabis Equity Applicants to start and grow their businesses. The City reserves the right to make one award or multiple awards under this Request for Qualifications (RFQ), whichever is deemed to be in its best interest. The City also reserves the right to make a partial or full award of the services described below. This RFQ describes the project, the required scope of services, the consultant selection process, and the minimum information that must be included in the proposal. Failure to submit information in accordance with the RFQ requirements and procedures may be cause for disqualification. The anticipated term of this contract will be for a period of 18 months and an option to renew for two years by means of a mutual agreement of both parties.

The City of Richmond currently has a cap of three retail licenses, one non-store front commercial license, and no caps on other types of Cannabis businesses, including cultivation, manufacturing, testing, etc. City staff anticipates increasing the number of retail licenses available in Richmond once the Cannabis Equity Program's infrastructure has been established and implemented. Therefore, the City is seeking the services of a technical assistance provider to support the expansion of the Cannabis sector in Richmond.

Respondents are required to read and understand all information contained within this entire proposal package. By responding to this RFQ, the Respondent agrees to have read and understood these documents.

### 1.2. [Background](#)

The City of Richmond has long committed to identifying social, economic, and health inequities and creating/adopting programs and policies to address these inequities. During the November 21, 2017, Richmond City Council meeting, Councilmembers voiced their desire to develop a Cannabis Equity program for commercial Cannabis activities before accepting any new Cannabis retail licenses. Beginning April 20, 2021, the City Manager's Office Economic Development staff members worked with SCI Consulting Group to develop a Cannabis Equity Assessment (Attachment A) and a Cannabis Equity Program Manual (Attachment B), which established the Cannabis Equity Program for the City of Richmond. On December 7, 2021, the Richmond City Council approved adopting a resolution establishing a Cannabis equity program for the City of Richmond, including adopting the Equity Assessment and the Equity Manual.

The City of Richmond's Cannabis Equity Program Manual fosters equitable access, diversity, and inclusion in Richmond's Cannabis industry by reducing entry barriers for individuals and communities impacted by the disproportionate enforcement of Cannabis crimes in Richmond and California. The manual describes the qualifications for Equity applicants, services to be

provided by the Richmond Cannabis Equity Program, and resources and funding available to qualified Equity applicants. The City Manager or their designee shall review and approve all Equity applications.

After establishing a Cannabis Equity Program, via the Cannabis Equity Program Manual, the City of Richmond applied for \$1.3 million in California's Governor's Office of Business and Economic Development (GO-Biz) Type II grant funding to implement the equity program in Richmond. The City was awarded \$1,319,360 in GO-Biz Type II funding to implement the Cannabis Equity Program by supporting local equity applicants with starting and/or growing their Cannabis businesses over the next 18 months. On March 15, 2022, the City of Richmond approved the receipt of the State of California Local Jurisdiction Assistance Grant, which includes funds for permit fees, technical assistance, workforce training, and more. The City may apply for additional GO-Biz Type II funding, and if the City is awarded these additional funds, it is conceivable that the Richmond City Council will approve the allocation of the grant funds towards the administration of the grant program and for the Cannabis Equity Applications for 2023 and 2024.

The City of Richmond now seeks consultant/s to support the City with administering the grant program, providing technical assistance, and legal support (for further detail, review the Scopes and Services section of this RFQ) for Cannabis equity applicants over the next two (2) years. Due to varying consultant expertise, prospective consultants can propose submittals for grant administration, technical assistance, legal services for Cannabis equity applicants, or any combination of the three services. The consultant can propose to submit proposals for one, two, or all three services requested here and in the Scopes of Services section of the RFQ.

Grant funds for consultants will be broken up into two buckets, the first being consulting services to provide webinars/seminars for prospective and equity applicants. The City will set aside grant funds to be paid directly to consulting firms for these services. For the second bucket, funding will be given directly to applicants for technical assistance once an equity applicant is accepted into the program and has begun preparing the application process. The goal for utilizing the second bucket is to allow equity applicants to get one-on-one, tailored support for the establishment and growth of the Cannabis business.

### 1.3. [Contact Information](#)

**City of Richmond, Department:**

City Manager's Office, Economic Development

450 Civic Center Plaza, Suite 300

Richmond, CA 94804

(510) 620-6512

**Shané Johnson**

Senior Administrative Analyst

Email: [shane\\_johnson@ci.richmond.ca.us](mailto:shane_johnson@ci.richmond.ca.us)

Phone: (510) 620-6512

**Department Head:**

Shasa Curl

City Manager

**1.4. Timeline**

<b>Release RFP Date</b>	September 2, 2022
<b>Pre-Proposal Meeting (Non-Mandatory)</b>	September 15, 2022, 2:00 p.m.  <a href="https://ci-richmond-ca-us.zoom.us/j/96282950391?pwd=UDlwYmx4amNTWXV6RWdhTmplUmdUZz09">https://ci-richmond-ca-us.zoom.us/j/96282950391?pwd=UDlwYmx4amNTWXV6RWdhTmplUmdUZz09</a>  Meeting ID: 962 8295 0391 Passcode: 682131 One tap mobile +16699006833,,96282950391#,,,,*682131# US
<b>Question Submission Deadline</b>	September 21, 2022, 2:00 p.m.
<b>Question Response Deadline</b>	September 23, 2022, 5:00 p.m.
<b>RFP Due Date</b>	September 30, 2022, 3:00 p.m.
<b>Short List Interviews</b>	October 12-14, 2022
<b>Contractor Selection Date</b>	October 17-21, 2022
<b>Contract Negotiations</b>	October 24, 2022
<b>Effective Date of Contract</b>	November 15, 2022

## 2. ABOUT THE CITY

The City of Richmond was chartered as a city in 1909 and is located 16 miles northeast of San Francisco, directly across the San Francisco Bay. Richmond's population is 110,567. Richmond is one of the region's most diverse communities: 42.5 percent of residents identify as Hispanic or Latino, 20.2 percent identify as Black or African American alone, 17.8 percent identify as White alone (not Hispanic or Latino), and 15.4 percent identify as Asian alone (15.4 percent).

Richmond is home to a multi-modal transit hub that includes BART, Amtrak, AC Transit, marinas, shopping, recreational and cultural amenities, and 32 miles of shoreline. This all contributes to making Richmond among California's most desirable up-and-coming communities.

The City of Richmond provides a full range of municipal services, including police and fire protection; construction and maintenance of highways, streets, and infrastructure; library services; stormwater and municipal sewer systems; operation of a wastewater treatment facility; and the administration of recreational activities and cultural events.

The City also operates the Richmond Memorial Convention Center and the Port of Richmond.

## 3. SCOPE OF SERVICES

Due to varying consultant expertise, prospective consultants can submit proposals for grant administration, technical assistance, legal services for Cannabis equity applicants, or any combination of the three services.

### 3.1. [Technical Assistance Program - Workshops/Seminars](#)

Ensure Cannabis equity applicants understand how to operate a compliant Cannabis business by hosting workshops, group training, and one-on-one consultations with equity applicants that cover the following topics:

- Preparation of business plans.
- The complete cycle of business formation, operations, steady growth, and planned exits.
- Accounting practices.
- Insurance requirements.
- Inventory and quality control procedures.
- Local permitting requirements.
- State licensing requirements.
- Real Estate: assistance in finding viable locations.
- Review applications for completeness and accuracy.

### 3.2. [Regulatory Compliance](#)

Ensure Cannabis equity applicants accurately and fully complete state and local Cannabis applications and are fully compliant with state and local regulations.

Hosting workshops and group training with equity applicants that cover the following topics:

- Review state and local Cannabis regulatory requirements.
- Create a flow chart or checklist for businesses.

The City of Richmond will administer direct funding to equity applicants for one-on-one support

- Review the equity applicant's Cannabis license application.
- Support equity applicants to complete any outstanding documents.
- Prepare submission packets to the appropriate regulatory department/organization.
- Support completing outstanding documents if applications are incomplete.

### 3.3. [Legal Assistance Program](#)

The City will provide direct funding to Equity Applicants to work with the chosen consultant to provide direct legal services to equity applicants and marshal additional outside legal resources to meet any legal service gaps through the following:

- One-on-one Legal Consultations regarding: business disputes, landlord/tenant matters, tax compliance, inventory management, compliance requirements, and similar matters.
- Document review and/or redlining: letters of intent, memorandums of understanding, term sheets, lease agreements, landlord/tenant notices, incubation agreements, partnership agreements, operating agreements, bylaws, shareholder agreements, investment memos, demand letters, and similar documents.
- Hosting periodic workshops.

## 4. QUALIFICATIONS/EXPERIENCE:

This project will require the firm/team to have the following qualifications/experience:

- Firm understanding of California and Richmond legal Cannabis regulatory requirements.
- Experience supporting Cannabis businesses from business planning to growth and expansion.
- Firm's experience with hosting workshops and one-on-one meetings with diverse populations while incorporating culturally appropriate methods.
- Proven experience developing physical and digital resources and leading workshops for equity applicants.
- Project Manager/Team Lead's overall experience managing similar projects.
- Experience working within tight deadlines and budgets.

- Satisfying GO-Biz Type II Cannabis Equity Grant deliverables.

## 5. PROPOSAL FORMAT GUIDELINES

### 5.1. [Format Guidelines](#)

The proposal should be concise, well organized, and demonstrate the proposer's qualifications and experience applicable to the project. The proposal shall be limited to eight (8) double-sided pages (8.5 inches x 11 inches), inclusive of graphics, forms, pictures, photographs, dividers, etcetera, but not of cost proposal, resume, required forms, certifications, front and back covers, or letters of commitment from sub-consultants. The required font type and size is Arial 12 points, with minimum left and right margins of one inch and top and bottom margins of 0.7 inches.

Each proposal will adhere to the following order and content of sections. The proposal should be straightforward, concise, and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFQ instructions, responding to the RFQ requirements, and providing a complete and clear description of the offer. Proposals, which appear unrealistic in terms of technical commitments, lack technical competence, or indicate the failure to comprehend the complexity and risk of this contract may be rejected. The following proposal sections are to be included in the Respondent's response:

### 5.2. [Respondent Cover Letter](#)

A cover letter, not to exceed three pages in length, should summarize key elements of the proposal and shall:

- Confirm that all elements of this RFQ have been reviewed and understood.
- Include a statement of intent to perform the services as outlined.
- Express the company's willingness to enter into an agreement under the terms and conditions prescribed by this RFQ's insurance requirements (Attachment C).
- Submit a written description and brief history of the company's experiences, qualifications, and successes in providing the services described herein. Please indicate the number of employees, client base, and location of offices.
- Indicate the address and telephone number of the Respondent's office located nearest to Richmond, California, and the office from which the project will be managed.
- Confirm that Respondent has a minimum of three (3) years of verifiable, relevant experience.
- Illustrate your firm's ability to conduct community engagement, workshops, and one-on-one meetings with diverse populations while administering culturally appropriate methods.
- Stipulate that the proposal price will be valid for a period of at least 180 days.

- Identify a single person for contact during the RFQ review process.
- Cover letter shall be signed by an authorized official of the company.

### 5.3. [Background and Project Summary Section](#)

The Background and Project Summary Section should describe the Respondent's understanding of the City, the work to be done, and the objectives to be accomplished. Refer to the description of services for this RFQ.

### 5.4. [Staffing](#)

Describe the proposed project team organization, including key personnel identification and responsibilities. Indicate the role and responsibility of prime consultants and all sub-consultants. If applicable, indicate how local firms are utilized to ensure a strong understanding of state and local laws, ordinances, regulations, policies, requirements, and permitting. Indicate the extent of the commitment of key personnel for the duration of the project and furnish resumes of key personnel. Provide an indication of the staffing level for the project.

The City of Richmond's evaluation of the proposal will consider the proposer's entire team; therefore, no changes in the team composition will be allowed without the prior written approval of the City of Richmond. Sub-consultant letters of commitment are required and must be submitted with the proposal.

Describe the experience of the proposer's Project team in detail, including the team's Project Manager, and other key staff members, on projects of similar size, capacity, and dollar value, for each similar project, including the client's name and correct telephone number. The City of Richmond's policy is to interview proposers' references and references identified by the City of Richmond.

### 5.5. [Qualifications and References](#)

The information requested in this section should describe the firm's qualifications, including key staff, for work performed within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- A. Names of key staff who participated in named projects and their specific responsibilities regarding this scope of service.
- B. A summary of the firm's demonstrated capability includes the length of time that your firm has provided the requested services in this Request for Qualification.
- C. Provide at least three (3) references that received similar services from the firm. The City of Richmond reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
  1. Client name and contact info
    - a. Telephone number(s)

- b. Email Address
- c. Mailing Address
- 2. Description of services provided, including contract amount.
- 3. Project start and end dates.

5.6. [Proposed Fee Schedule](#)

Provide a statement of hourly rates for all proposed classifications, including rates for any proposed percentage mark-up of reimbursable expenses. Any proposed annual percentage increase shall be specified.

5.7. [Value-Added Services](#)

Please provide any additional services of benefit not specifically required herein, which the Respondent offers to provide.

5.8. [Assignment of Sub-Contract](#)

The resulting contract shall not be assigned, transferred, or sublet, in whole or in part, without the prior written approval of the City of Richmond. If firm's intend to subcontract any portion of the resulting contract, they must describe their process for selecting such subcontractor(s) and the quality control measures that the firm will employ to ensure that any subcontractor complies with the provisions of firm's contract with the City.

5.9. [Previous Contracts with the City of Richmond](#)

The proposer shall submit a list that indicates all prime contracts and/or amendments awarded to the proposer by the City of Richmond for the last three (3) years. The list shall include a short description of the project, the project scope of work, award date, completion date, name of the City of Richmond's assigned project Manager, and contract value.

5.10. [Exceptions to this Request for Proposals](#)

The proposer shall state whether or not it takes exception(s) to this RFQ, including but not limited to the City of Richmond's Standard Services Agreement (Attachment D). If the proposer does take exception(s) to any portion of the RFQ or contract, the specific portion to which exception(s) is taken must be identified by section number and explained. Requests for changes or additions to sections of the City of Richmond's Standard Services Agreement must be shown by requesting deletion of specific words and/or by providing new requested contract language. Requests for complete replacement of the City of Richmond's Standard Services Agreement for another contract will not be granted. Failure to make exceptions to the RFQ or Standard Services Agreement within the proposal will be deemed a waiver of any objection. Exceptions will be considered during the proposal evaluation process.

### 5.11. Statement of Impartiality and Disclosure

The nature of this project requires an impartial, unbiased approach on the part of the proposer's team. This proposal shall include a statement declaring that the proposer and sub-consultants are not currently and will not, during the performance of these services, participate in any other similar work involving a third party with interests currently in conflict or likely to be in conflict with the City of Richmond's interests. Additionally, the proposer is required to disclose any pending or active investigations or litigation that may affect the reputation or ability of the proposer to carry out the project.

## 6. PROCESS FOR SUBMITTING PROPOSALS

### 6.1. Questions Concerning Request for Proposals

All questions must be submitted via the electronic BidsOnline system on the Q&A tab by 2:00 p.m. PST on Wednesday, September 21, 2022. If the City finds it necessary to issue an addendum, prospective respondents will receive email notifications of the addendum. Otherwise, answers to questions received will be provided on the Q&A tab, and notification will be sent by 5:00 p.m. PST Friday, September 23, 2022. The proposer's responsibility is to periodically check the BidsOnline website [www.ci.richmond.ca.us/bids](http://www.ci.richmond.ca.us/bids) for any possible Addenda to the RFQ that may have been posted.

Any party submitting a proposal shall not contact or lobby any City Council member, City official, employee (except those specified for contact), or agent regarding the RFQ. Any party attempting to influence or circumvent the RFQ, bid submittal, and review process may have their proposal rejected for violating this provision of the RFQ.

Interested parties may download copies of the above-mentioned proposal by visiting the City's website, [www.ci.richmond.ca.us/bids](http://www.ci.richmond.ca.us/bids). To download the RFQ, new respondents will be required to register. Once the Respondent downloads any documents relative to a solicitation, that Respondent's name will appear on the Prospective Bidders list for that project and will receive any addenda or notifications relating to the RFQ.

### 6.2. Submission of Proposals

Electronic Proposals shall be submitted via the City's secure online bidding system. All required sections of the proposal must be submitted via the website. The Respondent is solely responsible for the "on-time" submission of their electronic proposal. The Bid Management System will not accept late proposals, and no exceptions shall be made. Respondents will receive an e-bid confirmation number with a timestamp from the Bid Management System indicating that their bid was submitted successfully. The City will only accept those proposals that were transmitted successfully.

**The proposal must be received no later than 3:00 p.m. PST on Friday, September 30, 2022.**

The proposal and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

The City of Richmond reserves the right to waive irregularities that the City, in its own discretion, deems inconsequential.

### 6.3. [General Guidelines](#)

This RFQ does not commit the City of Richmond to award a contract, defray any costs incurred in preparing a proposal pursuant to this RFQ or procure or contract for work. The City of Richmond may reject any or all proposal(s) without providing the reason(s) underlying the declination. A failure to award a contract to the proposer with the lowest cost proposal shall not constitute a valid cause of action against the City of Richmond. The City shall not be responsible for work done, even in good faith, prior to the final approval of the proposed contract. The City may investigate the qualifications of any respondent under consideration, require confirmation of information furnished by the Respondent, and require additional evidence or qualifications to perform the Services described in this RFQ.

The City reserves the right to:

- A. Reject any or all proposals.
- B. Issue subsequent Requests for Proposal.
- C. Postpone opening for its convenience.
- D. Remedy technical errors in the Request for Qualifications process.
- E. Negotiate with any, all, or none of the Respondents.
- F. Solicit best and final offers from all or some of the Respondents.
- G. Select one or more Respondents.
- H. Accept other than the lowest proposed fees.
- I. Waive informalities and irregularities in proposals.

### 6.4. [Public Records](#)

All proposals submitted in response to this RFQ become the property of the City of Richmond and public records and, as such, may be subject to public review. Documents protected by law from public disclosure will not be disclosed by the City of Richmond if clearly marked with the word "confidential" on each applicable page. Trade secrets may be marked as confidential only to the extent they meet the requirements of California Government Code section 6254.7. Only information claimed to be a trade secret at the time of submittal to the City of Richmond and marked as "confidential" will be treated as a trade secret.

### 6.5. [Insurance Requirements](#)

The City of Richmond requires consultants doing business with the City to obtain insurance, as shown in RFQ (Attachment D). The required insurance certificates must comply with all requirements of the standards as shown and must be provided within fifteen (15) days of

issuance of the Notice of Intent to Award and prior to the commencement of any work on the project.

#### 6.6. [Business Taxes](#)

The successful Respondent and all subcontractors used in the work will be required to pay City Business Taxes, evidenced by obtaining and holding a City of Richmond Business Tax Certificate, for which the fee will not be waived.

#### 6.7. [Compliance with City Ordinances](#)

The Respondent and all subcontractors shall comply with the City of Richmond Nondiscrimination Clauses in City Contracts Ordinance (Richmond Municipal Code (RMC) Chapter 2.28), Business Opportunity Ordinance (RMC Chapter 2.50), Local Employment Program Ordinance (RMC Chapter 2.56), Living Wage Ordinance (RMC Chapter 2.60) and Ordinance Banning the Requirement to Provide Information of Prior Criminal Convictions on all Employment Applications ("Ban the Box") (RMC Chapter 2.65), which are incorporated into the Contract Documents by this reference.

#### 6.8. [Sanctuary City Contracting Ordinance \(SCCO\)](#)

The Richmond Sanctuary City Contracting Ordinance No. 12-18 (Attachment E) prohibits the City from granting and or retaining contracts with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security ("ICE"). Bidders/Proposers must submit the attached Sanctuary City Compliance Statement with their Bid or Proposal (Attachment F).

#### 6.9. [Limited Liability Company Disclosure Statement \(LLCS\)](#)

Resolution No. 86-21 (Attachment G), approved by City Council on July 6, 2021, requires disclosure of the identities of beneficial & responsible owners of Limited Liability Corporations (LLC). Proposers must submit the attached Disclosure Statement of Limited Liability Companies Form with their Proposal (Attachment H).

#### 6.10. [Collusion](#)

By submitting a proposal, each Respondent represents and warrants that its proposal is genuine and not false or collusive or made in the interest of, or on behalf of any person not named therein; that the Respondent has not directly or indirectly induced or solicited any other person to submit a false proposal, or any other person to refrain from submitting a proposal; and that the Respondent has not, in any manner, sought collusion to secure any improper advantage over any other person submitting a proposal.

#### 6.11. [Withdrawal of Proposals](#)

A respondent may withdraw their proposal before the expiration of the time for submission of proposals by delivering to the Finance Department a written request for withdrawal signed by, or on behalf of, the Respondent.

#### 6.12. Ownership of Documents

All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials produced for the project shall be the sole and exclusive property of the City. No such materials or properties produced in whole or in part for the project shall be subject to private use, copyrights, or patent rights by Respondent in the United States or in any other country without the express written consent of the City. The City shall have unrestricted authority to publish, disclose (except as may be limited by the provisions of the Public Records Act), distribute, and otherwise use, copyright or patent, in whole or in part, any such reports, studies, data, statistics, forms or other materials or properties produced for this project.

### 7. EVALUATION CRITERIA

All proposals shall be reviewed to verify that the Respondent has met the minimum requirements. Proposals that have not complied with requirements do not meet minimum content and quality standards, or take unacceptable exceptions to the General Terms and Conditions of the Service Agreement, will be eliminated from further consideration. Proposals will be reviewed and evaluated by an evaluation committee comprised of City of Richmond personnel.

The top Proposals may then be invited to present to the evaluation panel at no cost to the City.

The City reserves the right to reject any or all proposals or to make no award. The City also reserves the right to require modifications follow-up with requests for additional information, including, but not limited to, follow-up interviews. The City may request Best and Final offers based upon an improved understanding of the offers or changed scope of service. The City will negotiate with that Respondent to determine the final pricing and contract form. Because this proposal is negotiable, all pricing data will remain confidential until after the award is made, and there will be no public opening and reading of Proposals. Overall responsiveness to the RFQ is an important factor in the evaluation process. The criteria upon which the evaluation of the proposals will be based include, but are not limited to, the following:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>The Qualifications and Approach to Work</b></p> <ul style="list-style-type: none"> <li>• All required information is provided in the format specified</li> <li>• The overall quality of the qualifications, including responsiveness and completeness</li> <li>• Ability to provide services as outlined in the RFQ</li> <li>• Approach and proposed methodology to project scope</li> <li>• Demonstrated understanding and knowledge of the work required</li> <li>• Explanation of the services required</li> <li>• Innovative approaches and internal measures for services requested</li> </ul>	Points Based	30 <i>(30% of Total)</i>
2.	<p><b>Qualifications/ References</b></p> <p>Satisfactory evidence the Respondent has the requisite experience and ability to execute the work successfully and properly complete services in a timely manner</p> <p>Firm's experience in performing similar work, years in business, past and current client references, and technical expertise and professional competence in areas directly related to this RFQ</p>	Points Based	30 <i>(30% of Total)</i>
3.	<p><b>Project Team</b></p> <p>Respondent should demonstrate that all key personnel have been successfully involved with projects of similar scope and magnitude. This category will evaluate the firms:</p> <ul style="list-style-type: none"> <li>• Qualifications and relevant individual experience</li> <li>• Unique qualifications of key personnel</li> <li>• Staff Availability / Time commitment of key members</li> <li>• Organization chart</li> </ul>	Points Based	20 <i>(20% of Total)</i>
4.	<p><b>Cost Qualifications</b></p> <p>Pricing for staff, including direct and indirect labor Expenses</p>	Points Based	20 <i>(20% of Total)</i>
	<b>TOTAL</b>		/100

## 8. PRE-AWARD NEGOTIATIONS

### 8.1. [Pre-Award Negotiations](#)

After the proposals are opened, but prior to award, the City may elect to conduct negotiations with the highest-ranked Respondent for purposes of:

- Resolving minor differences and information.
- Clarifying necessary details and responsibilities.
- Emphasizing important issues and points.
- Receiving assurances from respondents.
- Cost/budget clarifications.

If the City cannot successfully negotiate a contract with the highest-ranked Respondent, the City may begin negotiations with the second-highest ranked Respondent.

Selection may be made without further discussion, negotiations, or Respondent's presentations; therefore, Respondent shall offer the most favorable terms in response to this RFQ. Respondent must demonstrate an understanding of the scope of service to be provided and the ability to accomplish the tasks set forth. The Respondent shall include information that will enable the City to determine the Respondent's overall qualifications. The City reserves the right to request additional information or clarification on any matter included in the proposal response to enable the City to arrive at the final award decision.

### 8.2. [Award](#)

When the Review Panel has completed its work, City staff will then recommend firm(s) to the City Manager and City Council for approval. The services provided by the successful firm(s) shall be governed by a Standard Services Agreement (Attachment C).

## 9. RESPONDENT QUESTIONNAIRE (REQUIRED)

### 9.1. [Which service does your firm wish to provide for Richmond Equity Applicants\\*](#)

The City of Richmond is seeking Consulting Services in three areas (Technical Assistance, Regulatory Compliance, and Legal Services). Interested firms may submit qualifications for one or more of the above services. Please specify which services your firm wishes to support Richmond's Cannabis Equity Program.

*Select all that apply*

- Technical Assistance
- Regulatory Compliance
- Legal Services

\*Response required

**10. PRICING PROPOSAL****TECHNICAL ASSISTANCE**

Provide technical assistance to equity Cannabis applicants through the hosting of Seminars and Workshops.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1a	Business Planning and Growth	6	Webinars/Seminars		
1b	Regulatory Compliance	3	Businesses Supported		
<b>TOTAL</b>					

**REGULATORY COMPLIANCE**

Support equity businesses through one-on-one review to ensure Cannabis equity applicants accurately and fully complete state and local Cannabis applications and are fully compliant with state and local regulations.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
2a	Regulatory Compliance (up to \$50,000 per application)	3	Businesses Supported		
2b	Application Review	3	Businesses Supported		
<b>TOTAL</b>					

**LEGAL ASSISTANCE**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
3a	One-on-One Legal Support	3	Businesses Supported		
<b>TOTAL</b>					

***(This page is required to be submitted with RFQ)***