



**AMENDMENT NO. 1**

**TO THE REQUEST FOR PROPOSALS TO DEVELOP**

**Planning Policy Guidance for**

**Resilient Public Infrastructure**

**in San Mateo County**

On January 24, 2024, OneShoreline published a Request for Proposals to develop the Planning Policy Guidance for Resilient Public Infrastructure in San Mateo County to provide reasonable, clear, and specific guidelines for infrastructure managers to account for sea level rise, extreme precipitation, and shallow groundwater rise in the policies and processes used to design public infrastructure in San Mateo County. The original deadline to respond was February 29, 2024, at 5:00 PM Pacific Time.

**OneShoreline amends the Request for Proposals to extend the deadline to March 14, 2024, at 5:00 PM Pacific Time and make additional edits to the project schedule.** No other revisions are made to the Request for Proposals (RFP).

**1. Extension of Deadline to Respond.**

The deadline to respond listed on the RFP cover page and under the section of the RFP entitled “Submittal Process” is hereby replaced in its entirety with the following:

“March 14, 2024, at 5:00 PM Pacific Time”

The final paragraph under the section of the RFP entitled “Submittal Process,” is hereby replaced in its entirety with the following:

“Interviews of prospective consultants are expected to occur in person at OneShoreline’s offices at 1700 South El Camino Real, San Mateo, CA.”

**2. Edits to Project Schedule.**

The section of the RFP entitled “Project Schedule” is hereby replaced in its entirety with the following:

“OneShoreline plans for the project to begin with contract execution on approximately April 22, 2024, and work must be completed by October 22, 2025, for a project duration not to exceed 18 months. OneShoreline anticipates the Final Draft of the guidance document to be delivered by June 13, 2025, following a public comment period. All tasks described within the enclosed Scope of Work shall be included within a proposal’s schedule, detailing the date of commencement, interim milestone dates, the time required for completion of each portion of work, and the date of substantial completion.”

**3. All Other Terms Unaffected.** All other terms and conditions in the RFP are unaffected by this Amendment and shall remain in full force and effect.

This RFP Amendment, and other information related to this Project, is available online at: [OneShoreline.org/document-library](https://www.oneshoreline.org/document-library). If you have questions regarding this RFP, please contact OneShoreline Project Manager Makena Wong, at [Projects@OneShoreline.org](mailto:Projects@OneShoreline.org).

Len Materman, Chief Executive Officer



**San Mateo County  
Flood and Sea Level Rise  
Resiliency District**

**Request for Proposals to Develop**

**Planning Policy Guidance for  
Resilient Public Infrastructure  
in San Mateo County**

RFP Number 2024-01-24

Release Date: January 24, 2024

**Deadline to Respond:  
February 29, 2024 at 5:00 PM**

# Table of Contents

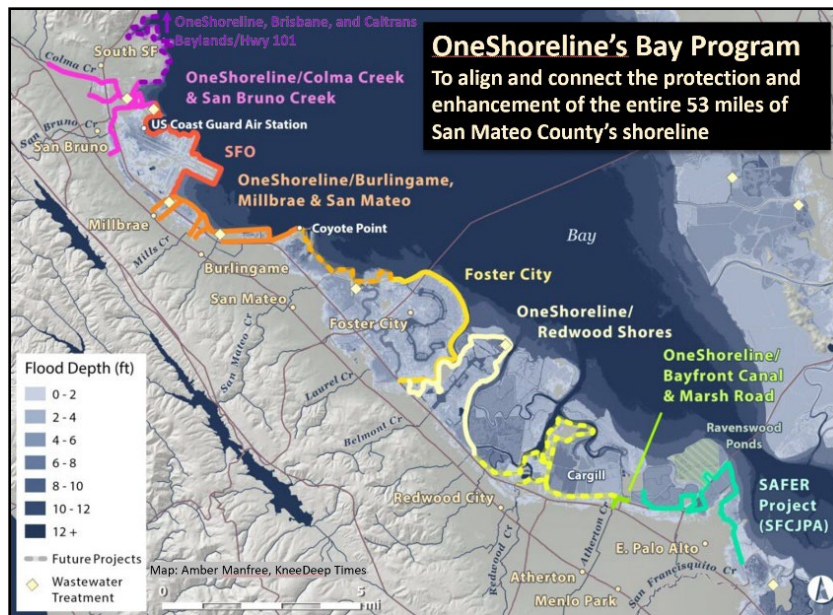
<b>Section</b>	<b>Page</b>
Introduction to OneShoreline	2
Introduction to Project	3
Project Schedule	4
Consultant Qualifications	5
Consultant Responsibilities	5
Scope of Work	5
Submittal Process	10
Proposal Requirements	10
Proposal Evaluation Criteria	11
Appendix A: Planning Policy Guidance for Resilient Public Infrastructure in San Mateo County Draft Table of Contents	12

## Introduction to OneShoreline

San Mateo County has already been, and will increasingly be, affected by the water-related impacts of climate change, including extreme storms, drought, increased coastal erosion, and shallow groundwater rise. Sea level rise threatens more people and property here than in any other county in California. This fact led to State legislation that established the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) in January 2020. OneShoreline is the first independent countywide government agency in California to work across jurisdictional boundaries with a wide range of stakeholders to plan for, and build resilience to, climate change. Resilience to this transformative challenge requires a holistic approach to:

- **Geography:** OneShoreline is the vehicle through which San Mateo County and its cities can align efforts across jurisdictions;
- **Threats:** OneShoreline focuses on climate change's multiple water-related impacts; and
- **Objectives:** OneShoreline reduces these threats and incorporates natural infrastructure, recreation, and public and private land into its efforts.

As our name suggests, OneShoreline's philosophy is that we are all in this together. The objective of our Bay Program is to align and connect the protection and enhancement of the entire 53 miles of San Mateo County's shoreline along San Francisco Bay, stitching together projects led by OneShoreline with projects led by others (e.g. SFO, Foster City, and the San Francisquito Creek Joint Power Authority).



Whether along the Bay or Pacific coastline of San Mateo County, all OneShoreline projects combine three key ingredients to establish long-term climate resilience:

1. **Social Resilience** – OneShoreline works with elected officials, staff at jurisdictions, community-based organizations, and the public, to build broad support for resilience, as the changing climate impacts all sectors of society (housing, transportation, utilities, etc).
2. **Land Use Resilience** – OneShoreline works to ensure that development and redevelopment of private property and public infrastructure are sited, designed, and built to function for their intended lifespan, during which time the climate will continue to rapidly change. In addition, land use plans and developments must be synchronized with regional resilience efforts to avoid the difficult and costly work to retrofit these assets later.

3. **Built Resilience** – A core part of OneShoreline’s mission is to lead multi-jurisdictional projects that guide and integrate new waterfront developments and public infrastructure into aligned regional efforts with the following key long-term objectives:
- a) flood protection, including protection that incorporates natural infrastructure and meets FEMA requirements to reduce flood risk and insurance costs. Regional shoreline infrastructure projects on the county’s Bay shoreline led by OneShoreline are designed to our Bay Protection Standard of the FEMA Base Flood Elevation plus six feet;
  - b) habitat restoration, incorporating habitat elements in shoreline protection infrastructure that can adapt to sea level rise; and
  - c) public access and recreation, including improving access to and along the shoreline.

### **Introduction to Project**

Land use resilience – namely, resilience in the development and redevelopment of public infrastructure – is the main focus of this Request for Proposals (RFP), which builds directly upon related work recently completed by OneShoreline.

In June 2023, the OneShoreline Board approved its [Planning Policy Guidance to Protect and Enhance Bay Shoreline Areas of San Mateo County](#), which provides template text for jurisdictions to incorporate sea level rise and shallow groundwater rise into their general plans, specific plans, and zoning ordinances, as well as recommendations for reviewing private development proposals with an eye towards long-term climate resilience. This document, which was informed by over 500 comments from agencies, organizations, developers, and members of the public, was the culmination of an effort that began in 2021 when the City of Burlingame requested OneShoreline assistance in developing a chapter focused on sea level rise in its citywide zoning ordinance update. Burlingame’s [Public Access, Flood and Sea Level Rise Resilience Performance Guidelines](#) was soon followed by the City of South San Francisco’s (SSF) [Flood Plain/Sea Level Rise Overlay](#) in its updated zoning code. Since that time, OneShoreline has engaged with the cities of [San Carlos](#) and [San Mateo](#) to account for climate-driven conditions in their General Plan updates. OneShoreline’s urgency in completing this document was due to the large number of major private developments being proposed along the county’s Bay shoreline that will have long-term impacts on our ability to create shoreline resilience.

Of course, planning and building with an eye towards climate change is not limited to private development, as the public infrastructure our communities depend upon must also be resilient to future conditions associated with climate change. With that in mind, OneShoreline is now producing a *Planning Policy Guidance for Resilient Public Infrastructure in San Mateo County* (Guidance) for all areas of the county, which is the subject of this RFP.

While infrastructure managers often already account for inland (fluvial) and coastal (storm surge, waves, erosion) flood hazards in the policies and processes used to design and approve public infrastructure, these existing work flows do not incorporate the ways that climate change impacts will make these hazards worse. The primary objective of the Guidance is to provide reasonable, clear, and specific guidelines for infrastructure managers to account for three climate change impacts – sea level rise, extreme precipitation, and shallow groundwater rise – in these policies and processes.

Types of public infrastructure (including assets below and above ground) that could be included in the Guidance are:

- buildings and facilities
- stormwater conveyance and retention systems
- septic and sewer collection, conveyance, and treatment systems
- water supply conveyance and storage (including recycled water)
- roads and highways (including state and local)
- communications and electric/natural gas utilities
- parks and natural infrastructure

OneShoreline encourages suggestions by prospective consultants to modify this list to enhance the efficiency, efficacy, and timeliness of project deliverables.

The Guidance is intended for the following Target Audience:

- Staff at all 20 Cities/Towns in San Mateo County and the County itself that are involved in the Capital Improvement Program (CIP) planning process, including staff within planning, public works, building, property acquisition and finance departments
- Service providers and asset owners for the types of public infrastructure listed above, including PG&E, Caltrans, telecommunications companies, and water and sewer districts

Other parties that may be interested in this Guidance beyond the Target Audience above include consultants hired by public entities to support infrastructure design, regulatory agencies, and granting agencies.

Further details on how OneShoreline defines the Guidance is in Table 1 below.

**Table 1. Defining What Guidance Document Is and Is Not**

<b>This Guidance IS:</b>	<b>This Guidance IS <u>NOT</u>:</b>
<b>An actionable template</b>	<b>A reference document only</b>
<i>While accounting for future conditions does require a perspective shift, OneShoreline seeks to make this shift as implementable as possible by designing this Guidance to enable the Target Audience to insert template language and technical guidance into pre-existing documents, policies, and processes.</i>	
<b>Evolving</b>	<b>Static</b>
<i>OneShoreline intends to periodically update this Guidance as new climate science – including projections regarding sea level rise, extreme precipitation, and shallow groundwater rise – become available, and as lessons are learned from the implementation of this Guidance.</i>	
<b>Voluntary guidance</b>	<b>Mandatory regulations</b>
<i>Implementing the Guidance within the context of an entity’s key infrastructure planning documents, policies, and processes is voluntary but highly encouraged in order to maximize each infrastructure project’s resilience to climate change and to align that resilience with their neighbors.</i>	

OneShoreline is the project lead, and will solicit input from a Technical Advisory Group (TAG) comprised of members and critical infrastructure asset owners from throughout San Mateo County. Other key project partners will be identified throughout the course of the project.

**Project Schedule**

OneShoreline plans for the project to begin with contract execution on approximately March 25, 2024, and work must be completed by June 27, 2025, for a project duration not to exceed 15 months. OneShoreline anticipates the Administrative Draft of the Guidance document to be delivered by November 1, 2024, the Public Draft to be delivered by January 10, 2025, and the Final Draft to be delivered by February 29, 2025, following a public comment period. All tasks described within the enclosed Scope of Work shall be included within a proposal’s schedule, detailing the date of commencement, interim milestone dates, the time required for completion of each portion of work, and the date of substantial completion.

## **Consultant Qualifications**

OneShoreline requests proposals from qualified consultants or consultant teams that should have, at a minimum:

- **Recent and relevant experience:** For similar projects, demonstrated success in developing implementable climate resilience guidelines for public infrastructure, preferably in geographies with similar governance, land use, and hazard landscapes as those found in San Mateo County.
- **Technical expertise:** Expertise in the design, construction, and operation of the infrastructure types listed above in the “Introduction to Project” section and the mitigation/adaptation of those infrastructure types, and expertise in translating the latest climate science related to fluvial and coastal hazards into a clear and implementable technical guidance.
- **Fluency in governance:** While the enclosed scope of work includes a task where the Consultant will work with OneShoreline to identify the existing processes that the Target Audience in San Mateo County uses to scope, plan, and design public infrastructure projects (Task 2.2), fluency in these public sector policies and processes more broadly is a critical foundation to this work.

## **Consultant Responsibilities**

- Consultant shall ensure full compliance with Federal, State and local laws, directives, and executive orders regarding California Public Contract Code and other provisions of laws applicable to this project.
- The Consultant will submit draft deliverables in electronic format and final deliverables in both electronic and hardcopy format to OneShoreline, unless otherwise directed.
- The Consultant will provide Quality Assurance/Quality Control (QA/QC) on all services performed by the Consultant.
- Close coordination between Consultant, OneShoreline, and other OneShoreline-designated project partners throughout the course of the project is required to ensure that critical information will be made available to the appropriate project team members in a timely manner.
- All documents produced by the Consultant will be well written in standard, proper English. The Consultant will ensure the technical level of writing be understandable by both technical and non-technical personnel at various agencies, and will either clearly explain or define terms specific to various fields in the text. Should the Consultant submit a draft or final product(s) with extensive errors or which is substantially incomplete, the product(s) may be returned to the Consultant without complete review for the Consultant to make revisions and resubmit the product(s), at no additional cost to OneShoreline.

## **Scope of Work**

Generally, the major tasks of this RFP include:

Task 1.0 — Project Management and Internal Communications

Task 2.0 — Existing Document, Policy, and Process Review

Task 3.0 — Guidance Document Preparation

Task 4.0 — Post-Publication Communications

OneShoreline is always interested in creative and innovative approaches to projects, and this project is no different. We welcome suggestions by prospective consultants to iterate on the

scope of work described below and Guidance Table of Contents (Appendix A) based on their expertise to strengthen the project deliverables and work flow. OneShoreline also encourages prospective consultants to propose ways that the following considerations be integrated into scope and Guidance Table of Contents:

- O&M: How climate resilience can be incorporated into the operations and management of a public infrastructure asset over its lifetime, including ongoing data collection and monitoring that could inform adaptation pathways
- Equity: How investments in the resilience of public infrastructure can also address historical disparities in infrastructure investments and services

### **Task 1.0 — Project Management and Internal Communications**

The Consultant will provide project management services during the term of the Agreement. The Consultant's project manager will be responsible for providing any needed subconsultants, managing of the Consultant team, monitoring the project budget and schedule, providing status updates to OneShoreline and other OneShoreline-designated project partners, and maintaining an efficient and effective document tracking system. Key project staff should be available for telephone consultation and team meetings (including virtual or in person) throughout the duration of the project on any significant issues (or potential deviations) related to the project work plan, budget, or schedule.

#### **1.1 Prepare Work Plan, Schedule, and Progress Reporting Template**

Consultant will prepare a draft one-page work plan, which will succinctly summarize the project objectives, Target Audience, and key deliverables. The work plan will be finalized after incorporating OneShoreline comments. Consultant will also develop a initial project schedule and progress reporting template, which will be updated with each monthly invoice submittal as the project progresses. These documents and their content will be prepared in an agreed-upon format between Consultant and OneShoreline so that OneShoreline can use these documents (particularly progress reports) for grant reporting purposes. Throughout the project, Consultant will coordinate with OneShoreline on all aspects of the work.

##### *Deliverables*

1. One-page Work Plan
2. Project Schedule
3. Progress Reporting Template

#### **1.2 Prepare Invoices, Progress Reports and Scheduling Revisions**

Consultant will submit monthly invoices with project schedule and progress reports, based on the template developed in Task 1.1.

##### *Deliverables*

1. Monthly invoices, project schedule updates, and progress reports

#### **1.3 Facilitate and Attend Monthly Project Management Meetings**

Consultant's project manager will facilitate monthly project management meetings with OneShoreline. Consultant will lead the preparation of the meeting agendas and action items in consultation with OneShoreline's project manager. These meetings will be conducted remotely with the exception of an in-person kickoff meeting at the OneShoreline office in San Mateo.

##### *Deliverables*

1. Meeting preparation materials
2. Meeting agendas
3. Summary of meeting action items

#### **1.4 Advisory Group Communications**

OneShoreline has already begun to convene a Technical Advisory Group (TAG), comprised of staff and leadership from City public works departments, asset managers, and County planning and sustainability departments in San Mateo County. TAG meetings will occur every other month to receive updates and give input on key project milestones. OneShoreline envisions the role of the TAG to be twofold: 1) to provide expertise or to connect OneShoreline to experts on a specific infrastructure type and its relevant decision-making processes, and 2) to act as local champions for implementation of the Guidance and advise on what guidelines are reasonable and achievable to implement. Consultant will support OneShoreline on preparing materials for meetings with the TAG or any other relevant advisory groups (e.g. the C/CAG Stormwater Committee).

*Optional Subtask:* If requested by OneShoreline, Consultant will attend up to five meetings with the TAG or any other relevant advisory groups.

##### *Deliverables*

1. Advisory Group meeting materials
2. Attendance at Advisory Group meetings, as requested

#### **Task 2.0 — Existing Document, Policy, and Process Review**

Consultant will work with OneShoreline and the TAG to identify and gather any relevant and readily-available existing documents, which will inform a draft outline of the Guidance and a series of interviews with practitioners throughout the United States. In addition, Consultant will work with OneShoreline and the TAG to identify the existing policies and processes that the Target Audience uses to scope, plan, and design public infrastructure projects in order to determine where the Guidance can provide actionable templates that directly speak to these existing policies and processes.

##### **2.1 Document Review**

Building off of [OneShoreline's "Literature Review" folder](#), Consultant will gather and review any relevant and readily-available existing documents to inform the Guidance. After reviewing these documents, Consultant will synthesize takeaways by developing a draft outline of the Guidance, which will pull together particularly relevant and feasible sample text and ideas from existing documents and organize them.

As Consultant reviews existing documents, Consultant will also develop a list of resilience practitioners throughout the country that OneShoreline should reach out to and request to interview, along with recommended questions to ask them. These practitioner interviews can be informal and valuable ways to better understand how existing documents were developed and gather any lessons learned. From this practitioner list, Consultant will attend and provide a list of key takeaways for three, 1.5-hour practitioner interviews.

##### *Deliverables*

1. Final Literature Review Folder
2. Draft Outline of the Guidance
3. List of Practitioners to Interview with Interview Questions
4. Attendance at Three Practitioner Interviews
5. List of Takeaways from Three Practitioner Interviews

##### **2.2 Policy and Process Review**

An essential step to ensuring that the Guidance is as implementable as possible in San Mateo County will be to identify the existing policies and processes that the Target

Audience uses to scope, plan, and design public infrastructure projects. This can include the Capital Improvement Program (CIP) planning and approvals process, relevant technical design manuals and specifications, municipal and building codes, General Plan/Local Coastal Plan updates, and Local Hazard Mitigation Plans.

Consultant will work with OneShoreline to develop a framework to identify these policies and processes, which can include conducting interviews and focus groups with representatives from the Target Audience, and/or piloting elements of the Guidance with specific jurisdictions, service providers, and asset owners to develop workable templates.

This framework will directly inform the content of the Guidance document. The ultimate goal is to outline how decisions regarding the design of public infrastructure projects are made, in order to pinpoint where the Guidance can insert considerations of sea level rise, extreme precipitation, and shallow groundwater rise into these decision-making policies and processes.

*Deliverables*

1. Framework to identify policies and processes for the Target Audience
2. Implementation of framework

**Task 3.0 — Guidance Document Preparation**

Consultant will work collaboratively with OneShoreline to prepare the Guidance document. For each Guidance document draft, Consultant will work with OneShoreline to respond to relevant comments, facilitated by a comments matrix as needed. OneShoreline has developed a draft Guidance Table of Contents (Appendix A) to provide an initial framework for how the Guidance could be organized. We encourage prospective consultants to review and iterate on this.

**3.1 Administrative Draft**

Building off of the Guidance Table of Contents (Appendix A) and the draft outline of the Guidance developed in Task 2.1, Consultant will work with OneShoreline to finalize the Guidance outline and prepare an Administrative Draft of the Guidance. Following delivery of the Administrative Draft to OneShoreline, Consultant will respond to two rounds of comments, producing a revised draft after each round:

- OneShoreline comments
- TAG comments

Consultant will organize comments received from the TAG using a comments matrix, with columns outlining the comment, commentor, topic area, response to the comment, and entity responsible for making document edits in response to the comment (OneShoreline or Consultant).

*Deliverables*

1. Final Outline of the Guidance
2. Administrative Draft of the Guidance
3. Revised Administrative Draft (in response to OneShoreline comments)
4. TAG Comments Matrix
5. Revised Administrative Draft #2 (in response to TAG comments)

**3.2 Public Draft**

Building off of the Administrative Draft in Task 3.1, Consultant will work with OneShoreline to prepare and publish a Public Draft of the Guidance for public comment. Once the public comment period closes, Consultant will organize public comments received using a comments matrix, with columns outlining the comment, commentor, topic area, response to the comment, and entity responsible for making document edits in response to the comment (OneShoreline or Consultant).

*Optional Subtask:* If requested by OneShoreline, Consultant will attend and support OneShoreline on preparing materials for a workshop introducing the Public Draft and soliciting input.

*Deliverables*

1. Public Draft
2. Public Comments Matrix
3. Public workshop materials and attendance, as requested

### **3.3 Final Draft**

Following the public comment period and development of the Public Comments Matrix, Consultant will work with OneShoreline to prepare a Final Draft of the Guidance. Following delivery of the Final Draft to OneShoreline, Consultant will respond to one round of combined comments from OneShoreline and the TAG, producing a Revised Final Draft to be presented to the OneShoreline Board of Directors for approval. If needed, Consultant will organize comments received from the TAG using a comments matrix, with columns outlining the comment, commentor, topic area, response to the comment, and entity responsible for making document edits in response to the comment (OneShoreline or Consultant).

*Deliverables*

1. Final Draft
2. TAG Comments Matrix, if needed
3. Revised Final Draft

## **Task 4.0 — Post-Publication Communications**

To facilitate implementation and adoption of the Guidance, Consultant will support OneShoreline in an initial phase of post-publication communications with members of the Target Audience and relevant governing bodies.

### **4.1 Support on Presentations**

Consultant will work with OneShoreline to develop a list of members of the Target Audience and relevant governing bodies to present to following document publication. Consultant will support OneShoreline on preparing materials for these presentations introducing the Guidance, including the OneShoreline Board Meeting where the Final Draft will be considered for OneShoreline Board approval.

*Optional Subtask:* If requested by OneShoreline, Consultant will attend these presentations and may present along with OneShoreline.

*Deliverables*

1. List of stakeholders to present to
2. Presentation materials
3. Attendance of and participation in presentations, as requested

### **4.2 Capacity Building Program, Phase 1**

Consultant will work with OneShoreline to develop the framework for and pilot a capacity building program to support Guidance implementation. This could include office hours, one-on-one trainings with specific members of the Target Audience, training workshops for broader audiences, and/or the development of training documents. This subtask is intended to be an initial phase that will lay the foundation for a longer-term capacity building program.

*Deliverables*

1. Framework for capacity building program
2. Implementation of framework

## **Submittal Process**

**Please submit two hard copies, and one electronic copy via email, of the proposal by:**

February 29, 2024, 5:00 PM Pacific Time, to:

Makena Wong, Project Manager  
San Mateo County Flood and Sea Level Rise Resiliency District  
1700 S. El Camino Real, Suite 502  
San Mateo, CA 94402  
Projects@OneShoreline.org  
650-844-8310

Proposals must be in font size 11 pt and not exceed 30 pages, including any supporting materials. We encourage prospective consultants to participate in a pre-proposal workshop on February 7, 2024 at 10:00 AM Pacific Time via Zoom. Participants must register in advance for the webinar to receive the meeting link: [https://oneshoreline-org.zoom.us/webinar/register/WN\\_RGGBG1d-R7u2-5E9SulOLw](https://oneshoreline-org.zoom.us/webinar/register/WN_RGGBG1d-R7u2-5E9SulOLw).

Additionally, questions submitted by email to Projects@OneShoreline.org with the subject line "Guidance for Public Infrastructure RFP" by February 12 at 5:00 PM will be answered in a FAQ document posted at [OneShoreline.org/document-library](https://oneshoreline.org/document-library) by February 15 at 5:00 PM, along with any RFP addenda. Proposals shall be valid for one hundred twenty (120) days after the February 29 response deadline.

Interviews of prospective consultants are expected to occur March 7 and 8, 2024, in person at OneShoreline's offices at 1700 South El Camino Real, San Mateo, CA.

## **Proposal Requirements**

Each proposal should label and order each section as follows:

1. Cover letter identifying the materials submitted and the name/title of the person to contact regarding the proposal, signed by an individual authorized to execute legal documents for the proposer.
2. Title page and table of contents. Number all pages of the proposal.
3. Exceptions to the RFP requirements or to the final revised RFP, if any.
4. Organizational chart of the project team
5. Technical Proposal, including:
  - Overview diagram of project workplan
  - High-level discussion of the project vision and approach to the project, including any suggested modifications to the project scope, tasks, and schedule
  - A detailed Scope of Services addressing each task outlined in this RFP, including a summary of key deliverables listed at the end of each task, how these deliverables will be developed, and any assumptions
6. Project schedule, with milestones, deliverables, dates, and a project management plan
7. Itemized fee schedule, by task (this does not need to be submitted in a separate sealed envelope)
  - Include a Labor Hours and Cost Table that provides the estimated labor hours and cost by job classification for each resource per task and subtask.
  - Subconsultant team staff should be listed separately to clearly show percent markup sub-totals.

- All tasks described within the enclosed Scope of Work shall be included within the fee schedule and itemized according to required and optional tasks, unless there are suggested modifications that are described in the Technical Proposal.
8. List of team members who will be assigned to the project, their role on the project, and experience relevant to their role. Substitutions will need to be submitted to OneShoreline for approval before charging to the project. This includes:
    - Biographies of all team members who will be assigned to the project
    - List of any subconsultants, their roles, and personnel assigned to the project
    - All applicable licenses and license numbers relevant to the project, the names of the holders of those licenses, and the names of the agencies issuing the licenses
  9. Description of previously completed projects of similar scope and services to those proposed in this RFP, with at least one reference for each project
    - This can include projects that are now in progress.
  10. Description of any pending litigation or litigation against the firm, or any of its proposed subconsultants that is active or has been settled in the past three (3) years
  11. Exceptions to OneShoreline's Standard Agreement and Insurance Requirements available for review at [OneShoreline.org/document-library](http://OneShoreline.org/document-library). Potential applicants should be confident in their ability to comply with the key provisions contained within these documents prior to submitting a proposal.
  12. A signed copy of OneShoreline's Non-Collusion and Conflict of Interest Statement available for review at [OneShoreline.org/document-library](http://OneShoreline.org/document-library).

OneShoreline reserves the right to modify the RFP's scope of work, make corrections, and reject any or all proposals. OneShoreline may also correct errors in the RFP and contact the proposers with any clarifications.

**Proposal Evaluation Criteria**

OneShoreline staff and others will evaluate the proposals provided in response to this RFP based on the following criteria:

- Quality and completeness of proposal;
- Quality of the proposed solution, products and/or services to be provided;
- Experience of the firm(s) and the staff to be assigned to the project, including experience with projects of similar scope and complexity;
- Project cost;
- Ability to perform the work within the time specified;
- Proposer's record of compliance with applicable laws, regulations, policies, guidelines and orders governing prior or existing contracts performed by the Consultant.

While there are no Small Business (SB) or Disadvantaged Business Enterprise (DBE) requirements for this proposal, OneShoreline encourages the submission of proposals from firms that qualify as a SB and/or DBE.

## **Appendix A**

### **Planning Policy Guidance for Resilient Public Infrastructure in San Mateo County Draft Table of Contents**

# Table of Contents

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## **Preface**

- i. How to Use this Document
- ii. Alignment with State and Federal Guidance
- iii. OneShoreline’s Role in Guidance Implementation

## **Chapter 1: Climate Change Impacts on Flood Hazards in San Mateo County**

- i. Fluvial Hazards in San Mateo County
  - a. Current Hazards
  - b. Future impacts due to sea level rise, extreme precipitation, and shallow groundwater rise
- ii. Coastal Hazards in San Mateo County
  - a. Current Hazards
  - b. Future impacts due to sea level rise, extreme precipitation, and shallow groundwater rise

## **Chapter 2: Template Policy Language**

- i. General Plans/Specific Plans
- ii. Local Coastal Plans
- iii. Local Hazard Mitigation Plans

## **Chapter 3: Buildings and Facilities**

- i. Technical Guidance for Fluvial Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- ii. Technical Guidance for Coastal Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- iii. Template Documents and Processes for Target Audience

## **Chapter 4: Stormwater**

- i. Technical Guidance for Fluvial Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- ii. Technical Guidance for Coastal Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- iii. Template Documents and Processes for Target Audience

## **Chapter 5: Septic and Sewer**

- i. Technical Guidance for Fluvial Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- ii. Technical Guidance for Coastal Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- iii. Template Documents and Processes for Target Audience

## **Chapter 6: Water Supply**

- i. Technical Guidance for Fluvial Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- ii. Technical Guidance for Coastal Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- iii. Template Documents and Processes for Target Audience

## **Chapter 7: Roads and Highways**

- i. Technical Guidance for Fluvial Hazards

- a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- ii. Technical Guidance for Coastal Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- iii. Template Documents and Processes for Target Audience

## **Chapter 8: Communications and Electric/Natural Gas Utilities**

- i. Technical Guidance for Fluvial Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- ii. Technical Guidance for Coastal Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- iii. Template Documents and Processes for Target Audience

## **Chapter 9: Parks and Natural Infrastructure**

- i. Technical Guidance for Fluvial Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- ii. Technical Guidance for Coastal Hazards
  - a. Guidance for new & substantial construction projects
  - b. Guidance for minor repairs & maintenance projects
- iii. Template Documents and Processes for Target Audience

## **Glossary**

## **Endnotes**