



COMMUNITY DEVELOPMENT AGENCY
HOUSING AND FEDERAL GRANTS DIVISION

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**2025-29 Consolidated Plan and 2025-26 Annual Action Plan
(#CP -1)
Response to Questions**

April 11, 2024

1. What is the planned budget for the project?

The Agency has not set a budget and looks to the proposer to present a budget sufficient to support the project delivery model and scope of work. The Agency and the selected contractor will negotiate specific tasks to arrive at a final agreeable contract price.

2. Is there an incumbent contractor that completed the 2020-2024 Consolidated Plan?

There is not an incumbent contractor. The Agency completed the 2020-24 Consolidated Plan in house.

3. On page 4 of the RFP it states, "All items shall be completed as indicated and all signatures must be written in longhand." Please confirm if electronic signatures are acceptable.

Electronic signatures are acceptable.

4. When was the County's Citizen Participation Plan last updated?

The County's Citizen Participation Plan was lightly modified in 2020. It has been many years since it last underwent a comprehensive revision.

5. Multiple times it states, "The County reserves the right to make multiple awards of this RFP." Can the County please describe under what circumstances they would award to multiple contractors?

The Agency may issue multiple awards if proposals are received from multiple firms or individuals with differing expertise or if the desired consultant is unable to meet a specific requirement of the scope.

6. On page 11, it states "Without CAUSE, the County of Marin may cancel this contract at any time with thirty (30) days written notice to the supplier/contractor. With CAUSE, the County of Marin may cancel this contract at any time with ten (10) days written notice to the

supplier/contractor.” On page 36, the sample contract states “If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this. Contract by giving five (5) calendar days written notice to the party involved.” Please revise this to ten (10) days to be consistent with page 11.

The Agency will work with County Counsel to make language between the contract and the RFP consistent. The selected contractor will have the opportunity to negotiate this detail of the contract.

7. On page 12, it discusses three different types of preferences. None of these preferences are included in the evaluation criteria, however. Please confirm that these preferences are not applicable.

Preference 1 (Local Business) and 2 (Workforce Development) are applicable to this project and will be used as bonus points in addition to the Evaluation Criteria scores.

8. Page 18 states that the following is required: “Most current unaudited financial statements and the last three years of audited financial statements, and any other information that establishes the financial capacity of the organization to undertake the proposed program.” Please confirm that these may be included separately and labeled confidential and proprietary.

Yes, financial statements may be provided separately and labeled confidential and proprietary.

9. Page 18. Special Attachments, requests relevant examples of written materials demonstrating how we would conduct the Con Plan and AAP. Can this be via a link to documents, or digital copies attached to the proposal?

Given the length of many of the documents, providing a link to documents via a cloud based folder or secured webpage is preferred.

10. Pages 20-21. Under the Consultation Presentations/Facilitated Sessions it states that meetings can be held virtually. To confirm, does this also include the daytime and evening sessions and interviews listed in 1.5?

It is intended that the four meetings identified in task 1.5, two-daytime and two-evening neighborhood community meetings, shall be conducted in person. All other consultations, interviews, and public hearings can be held virtually. The Agency is open to suggestions from the consultant on selecting the most effective ways of engaging consulting parties.

11. On page 20, Task 1.2 States: Consultant shall facilitate at least four (4) forums in the endeavor of gathering information (i.e., soliciting input on housing and community development needs) and providing feedback on the draft Con Plan, which meet HUD's requirements. Is it expected that these forums are to be held in-person or could the consultant facilitate virtual consultation forums?

The consultation forums identified in task 1.2 may be conducted virtually. The Agency is open to suggestions from the consultant on selecting the most effective ways of engaging consulting parties.

12. Page 21, 1.5. Presentations/Facilitated Sessions: Presentations are required at community and public meetings and moderation of discussions: This will include: • Minimum of two (2) evening and one (2) day neighborhood community meetings. • Minimum of two (2) Countywide Priority Setting Committee meetings (identifying needs; and draft/final approval of the Con Plan). • Minimum of ten (10) interviews with community stakeholders to be determined with the County staff and Consultant, but at a minimum should include representatives from organizations utilizing CDBG funds. Is it expected that the consultant is in-person for these presentations, or can they participate remotely?

The only in-person meetings the consultant is expected to be at are the two-daytime and two-evening neighborhood community meetings. The other meetings, interviews, and consultations can be conducted virtually. The Agency is open to suggestions from the consultant on selecting the most effective ways of engaging the community and consulting parties.

13. On page 31, please confirm if the Non-Collusion Affidavit must be notarized.

No, the Non-Collusion Affidavit does not require notarization.