

EAST BAY DISCHARGERS AUTHORITY REQUEST FOR PROPOSALS FOR HAYWARD SHORELINE ADAPTATION COMMUNITY ENGAGEMENT

**RETURN ELECTRONIC COPIES OF THE PROPOSAL TO:
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**PROPOSALS ARE DUE:
Friday, June 13th, 2025, at 2:00 p.m.**

REQUEST FOR PROPOSALS FOR HAYWARD SHORELINE ADAPTATION COMMUNITY ENGAGEMENT SERVICES

I. INTRODUCTION

The East Bay Dischargers Authority (hereinafter "EBDA") located at 2651 Grant Avenue, San Lorenzo, CA 94580 is hereby requesting proposals from qualified firms to perform community engagement services. EBDA will enter into an agreement with the individual or firm (hereinafter "Consultant") selected to provide these services. This project is anticipated to take place over approximately one year.

All interested parties are required to submit proposals in accordance with the conditions and dates outlined in this request for proposals (RFP).

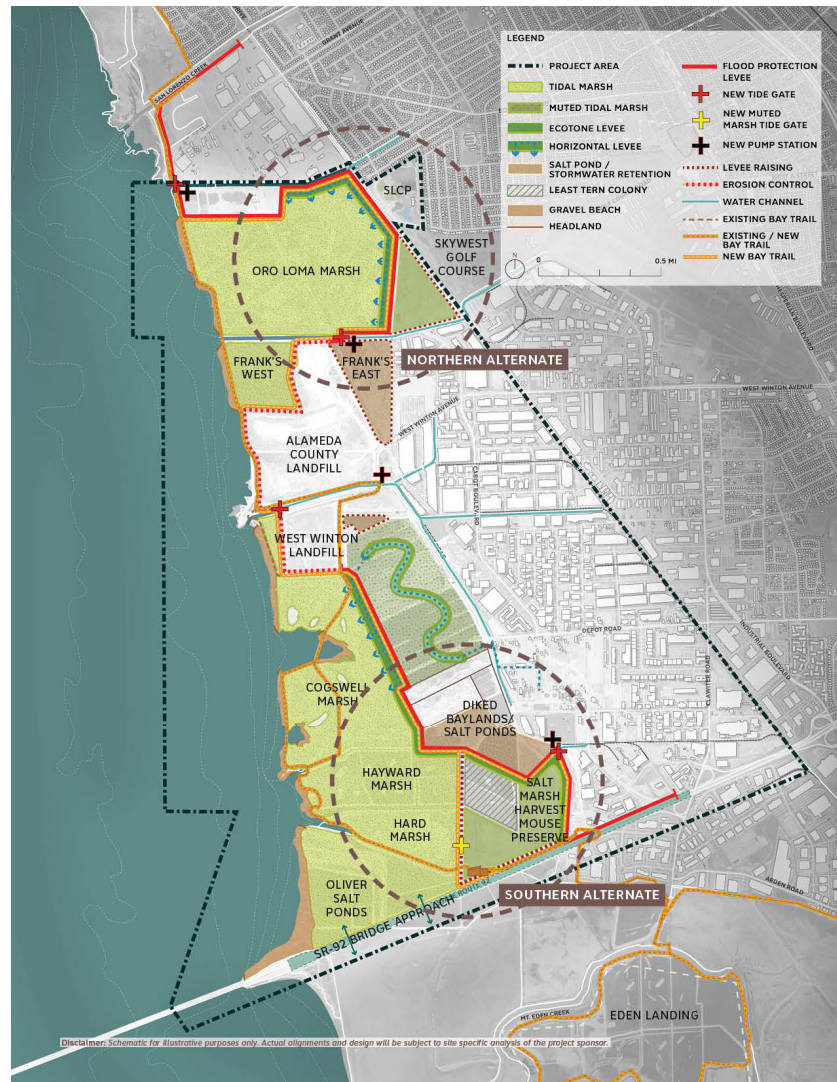
II. BACKGROUND AND PROJECT DESCRIPTION

[EBDA](#) is a Joint Powers Agency of five local governments that efficiently and reliably manages the wastewater resources of one million East Bay residents and thousands of businesses to protect human and environmental health. EBDA was formed on February 15, 1974, by a "Joint Exercise of Powers Agreement" (JPA) entered into by the City of Hayward, City of San Leandro, Oro Loma Sanitary District, Union Sanitary District, and Castro Valley Sanitary District. EBDA operates under a Commission consisting of one representative appointed by each member agency. EBDA's staff includes the General Manager, Operations & Maintenance Manager, and Administration Manager. Additionally, EBDA hires consultants to augment and assist staff in other functions including accounting, engineering and community engagement services.

All of EBDA's infrastructure, as well as much of its member agencies', is located along the East Bay shoreline and is therefore vulnerable to sea level rise. Since 2014, EBDA has been collaborating with partners along the shoreline on studies and projects to improve resiliency and provide additional co-benefits including habitat enhancement and water quality improvement.

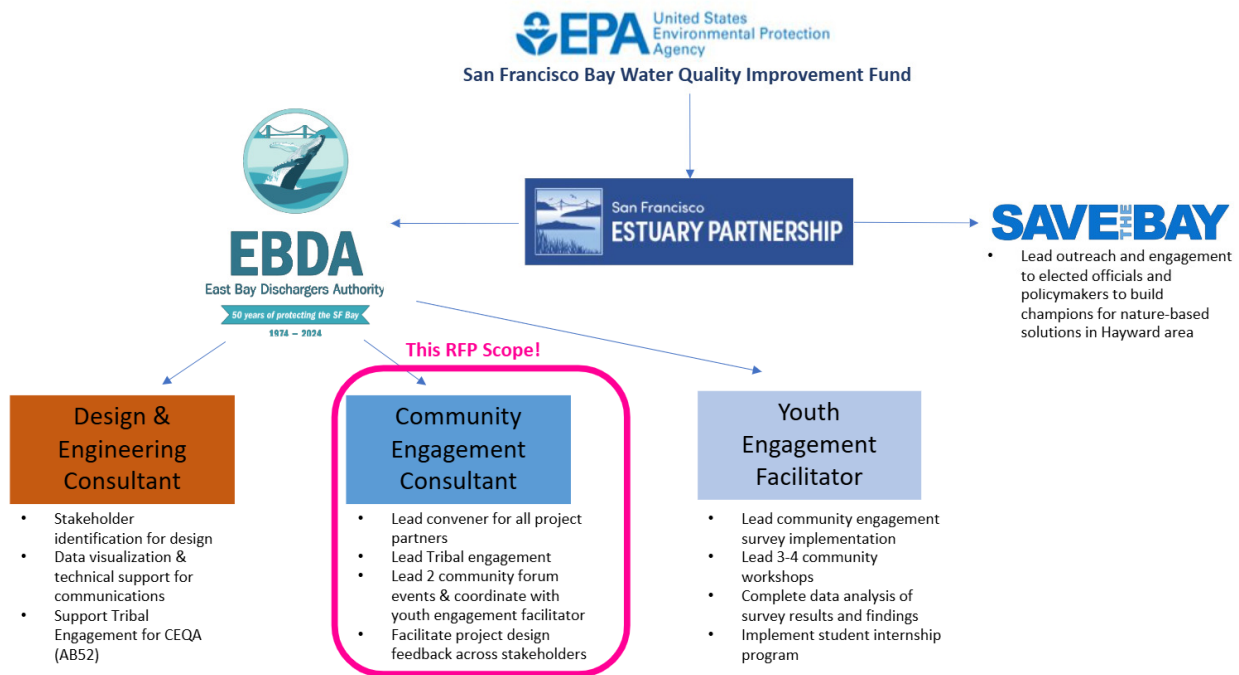
In July 2024, the [San Francisco Estuary Partnership \(SFEP\)](#) was awarded a grant from the U.S. Environmental Protection Agency (USEPA) Region IX's [San Francisco Bay Water Quality Improvement Fund \(WQIF\)](#). This grant, titled *Pivot Points: Moving Nature-Based Solutions for Water Quality Improvement and Shoreline Adaptation from Planning to Action* (see Attachment E), includes funds to progress multiple planning and design efforts along the Hayward Shoreline envisioned in the [Hayward Regional Shoreline Adaptation Master Plan](#) (see figure below) developed by the [Hayward Area Shoreline Planning Agency \(HASPA\)](#). In parallel under a separate WQIF grant, the City of Hayward is pursuing a multi-

benefit nature-based wetland and horizontal levee project at their Water Resource Recovery Facility (Hayward NBS Project), as also envisioned in the Master Plan.



EBDA has entered into a Funding Agreement with SFEP to lead design and permitting of the First Mile Horizontal Levee Project, as well as to contract with a Community Engagement Consultant (this RFP) and a Youth Engagement Facilitator to support all projects under the grant and along this stretch of shoreline. EBDA has allocated \$100,000 in grant funds for the scope outlined in this RFP. The graphic below outlines the various elements of the grant and how this project fits in. Work on this project will be managed primarily by SFEP staff, with input from EBDA and HASPA.

Community Engagement Funding Flow:



III. SCOPE OF SERVICES

This scope of work is to be used as a general guide and is not intended to be a complete list of all work associated with this project. Proposers may suggest alternative approaches that will support the intent of the project and result in similar deliverables. EBDA reserves the right to revise or remove tasks based on recommended approaches presented in proposals. EBDA further reserves the right to eliminate or reduce the scope of certain tasks if necessary for budgetary reasons. The final scope of services will be negotiated and defined in the contract executed by EBDA and the successful Consultant, in substantially the same form as Exhibit F.

The services to be performed by the Consultant shall consist of services requested by the Project Manager or a designated representative including, but not limited to, the following:

TASK 1: Project Management and Coordination

Consultant will be responsible for convening project partners (EBDA, SFEP, HASPA, and the City of Hayward) on a quarterly basis to coordinate community engagement needs and activities. This will include the respective consultant teams for the First Mile Horizontal Levee Project, the HASPA Implementation Plan, and the Hayward NBS Project. Consultant will also be responsible for coordinating with a Youth Engagement Facilitator that will be conducting a parallel community engagement scope under this project.

A kickoff meeting will be held at the beginning of the project with stakeholders to be determined by EBDA and SFEP, in consultation with the Consultant and other HASPA trustee agency partners. Following the kickoff meeting, Consultant will develop a Community Engagement Work Plan for review and concurrence by project partners.

Consultant will also meet compliance requirements in the attached terms and conditions and for reporting and invoicing for project costs. Consultant will be responsible for implementing the following activities:

- Coordinate Schedule and Workplan for community engagement activities across the project partners for the scope of this effort;
- Submit progress reports and invoices on at least a quarterly basis; and
- Participate in project management meetings.

Task 1 Deliverables: Community Engagement Work Plan (draft and final); Quarterly progress reports; monthly invoices.

Task 2: Tribal Engagement

Consultant will identify and engage Tribes and Tribal organizations with relationship to the First Mile Horizontal Levee project site, the Hayward Area Shoreline Planning Agency's (HASPA) planning area, and the Hayward NBS Project site. Consultant will seek to understand the Tribes' goals, needs, and relationships with project stakeholders. Additionally, Consultant will serve as a liaison between project designers, engineers, and planners as needed to ensure Tribes and Tribal organizations and their interests are represented during design and decision-making. Specifically, Consultant will:

- Identify Tribes and Tribal organizations to contact for consultation;
- Lead at least semi-annual meetings with identified parties to seek input on the First Mile Horizontal Levee Project, the HASPA Implementation Plan, and the Hayward NBS Project and report-out progress on these three projects; and
- Identify key Tribe/Tribal interests, goals, perspectives, and potential impacts pertaining to these projects.

Task 2 Deliverables: Brief semi-annual memo (1-2 pages) on Tribal engagement that includes progress updates and key findings about Tribe/Tribal interests, goals, perspectives, and potential impacts related to projects.

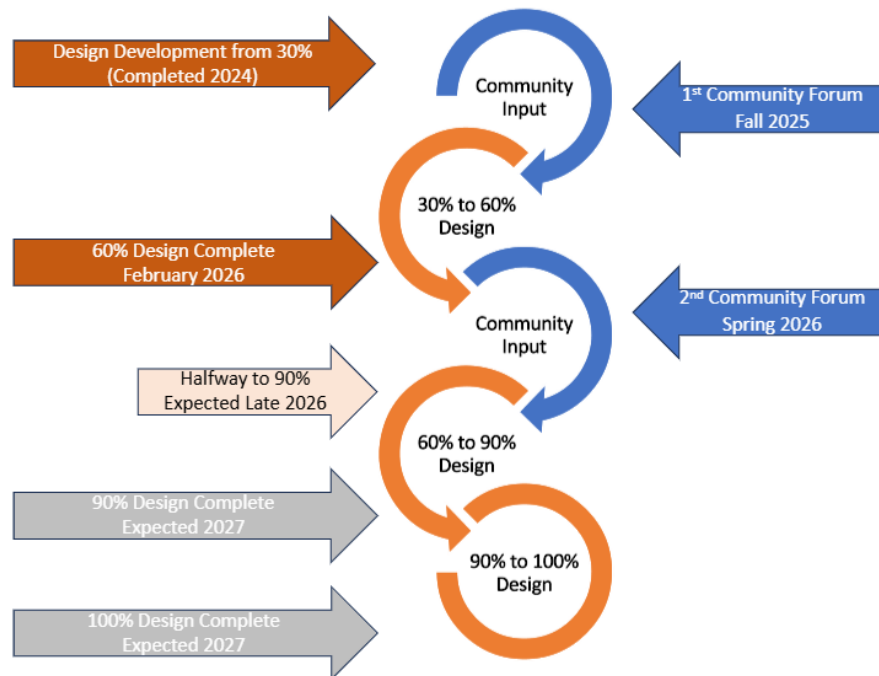
TASK 3: Lead Community Engagement

Consultant lead engagement with agencies, landowners, businesses, and community leaders. Consultant will determine the best method to engage with these stakeholders and will gather input through focus groups, individual interviews, or some other method approved by EBDA/SFEP, and coordinate with Youth Engagement Facilitator to understand how these outreach methods may best sync up with activities under the Facilitator (separate) scope. Additionally, Consultant will support the community engagement work of the Youth Engagement Facilitator by leading the planning, implementation, and facilitation

of two (2) community forum events (one in Fall 2025, second in Spring 2026) that invite public input on the First Mile Horizontal Levee, the HASPA Implementation Plan, and the Hayward NBS Project. Consultant will be responsible for leveraging the findings of the Youth Engagement Facilitator and compiling with the Consultant's own findings from engagement with relevant Tribes, Tribal organizations, agencies, landowners, and businesses into a comprehensive Community Engagement Report and presentation that includes high-level findings, lessons learned, and recommendations for moving forward with additional community engagement.

Task 3 Deliverables: Agendas, attendee lists, photos, and brief memos summarizing public input for two (2) community forums; Draft Community Engagement Report; Final Community Engagement Report and presentation.

Community Feedback Loop for '1st Mile' Design Milestones:



**Expected feedback loop between community engagement scope and design deliverables for the '1st Mile' Horizontal Levee Project. The Community engagement scope under this RFP will also coordinate with the design milestones of the HASPA Implementation Plan and the Hayward NBS Project, which have a similar schedule (all community engagement activities for the three projects will be conducted within a year; see schedule below).*

IV. PROJECT SCHEDULE

The following schedule provides a general guideline and is subject to change.

Task	Timeline
Task 1: Project Management and Coordination	Jul. 2025 – Dec. 2026
Task 2: Tribal Engagement	Jul. 2025 – Dec. 2026
Task 3: Lead Community Engagement	Jul. 2025 – Jul. 2026

V. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals must comply with the requirements specified in the section of this RFP entitled “Proposal Submittal Requirements.” The scope of services that the prospective Consultant must provide as part of the agreement with EBDA is specified in the section entitled “Scope of Services.”

Proposals should provide a straight-forward and concise presentation adequate to satisfy the requirements of this RFP. The Consultants shall email their proposal (in PDF format) to the address listed on the front page of the RFP so that the proposal is received no later than the date and time specified. All proposals received after the deadline will be rejected. All materials submitted will become property of EBDA and returned only at EBDA’s option.

Each proposal must contain the following information:

Cover Letter – The cover letter should introduce the Consultant, signed by a principal of the candidate. The cover letter should briefly indicate the type of services provided, and highlight the qualifications of the key project team members envisioned to work on EBDA’s project.

Identification of Proposer – Provide the name, address, and telephone number of the Consultant, as well as the name of the person authorized to negotiate contract terms and make binding agreements.

Project Understanding – Provide a description of your firm’s understanding of the Project, such as its purpose and any noteworthy project challenges that your firm foresees in completing the project and how you would propose to address them.

Firm Qualifications – Describe the experience of the Consultant and any key partners or subconsultants. Specifically note experience working with communities, agency and property owners and tribal representatives in the Bay Area with respect to projects for wetland restoration, enhancement or conservation; experience with sea level rise and climate change resiliency or adaptation planning in the San Francisco Bay. Relevant projects in other regions of the country may also be highlighted. The Consultant’s experience shall, at a minimum, include representative projects with similar scope and should include the following information:

- Length of time in business
- Office address(es) from which services are expected to be provided, including available manpower and percentage of work to be performed
- Provide the following information for subconsultants: company name, address, phone number, fax number, and main contact person
- Listing of a minimum of three (3) completed projects for agencies over the last five (5) years including:
 - General scope
 - Consultant fee

- Completion date
- Consultant staff who worked on the project who would be involved in EBDA's project
- Name, address, and phone number of a knowledgeable owner or client representative
- Key issues, unique circumstances, or challenges for each project, and how they were resolved

Project Team and Qualifications – Describe the proposed team organization and the specific role of key staff members. For each key project team member, describe their level of experience with similar projects (include resumes in the Proposal Appendix). If subconsultants will make up part of the project team, indicate the role and responsibility of each subconsultant, how the subconsultant will be managed, and how the subconsultant will interface with EBDA/SFEP.

Project Approach – The proposal must provide a description of the intended approach to efficiently and effectively implement the project to meet EBDA/SFEP's needs. The proposed approach shall include a proposed Work Plan reflecting the approach to track, report, and effectively and efficiently complete the work; and a listing of the expected project deliverables associated with each work task. The Work Plan may include additional tasks or sub-tasks the Consultant believes necessary to accomplish the project goals. The approach should include identify and explain any problem areas and/or potential obstacles (such as maintaining schedule, budget overruns, feasibility, etc.) to successful completion of the Scope of Services (Section III). Discuss methods, formal and informal, that you will use to track and resolve these problems/obstacles during the project.

Level of Effort – Include a spreadsheet that details the Consultant's Estimated Work Effort. The Estimated Work Effort shall list the number of hours with employee title/category that will be devoted to each task and/or subtask described in the Scope of Work (Project Approach) submitted by the Consultant.

Exceptions to Contract Terms and Provisions – Clearly indicate any exceptions to EBDA's RFP and/or Contract documents (see Attachment F). Any exceptions or changes will require review by EBDA's Legal Counsel and are subject to Commission review and approval. If no exceptions are stated, it is assumed that the Consultant understands all of the requirements of the RFP and sample agreement attached hereto and takes no exceptions to them.

Required Certifications

As part of the proposal package, Proposers must submit all of the required certifications included as Attachments A through D. The proposal and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Proposer.

Fee Estimate (to be submitted separately) – Consultant shall submit a Fee Proposal, which shall be used for billing under this contract. The Fee Proposal shall be submitted

as a separate document, clearly marked as the Fee Proposal. Fee Proposals will be considered sealed and will not be reviewed as part of the qualifications-based selection process. The Fee Proposal shall include all costs required to complete the work for this contract. The fee proposal shall specifically include the following:

- An itemized list of all tasks required for the completion of the services. Breakdown by task (Task 1, Task 2, etc.) is required, as budget will be tracked on a per-task basis.
- A list of all involved personnel (name, title, and/or employee category) with proposed hours and hourly rate for each position.
- Indicate the use of any sub-consultants (if applicable). Include the sub-consultant's name, employee names with titles and/or employee categories, labor hours, and cost.
- Indicate the markup on sub-consultants and all other costs.
- Include all costs required to make a complete project, i.e. labor hours, technology charges, etc. in an itemized format.
- Indicate the overall not-to-exceed total cost for the work.

Note: The Fee Proposal will be reviewed after the evaluation of the Proposals based on the selection criteria is complete and will not be considered as part of the selection process. The purpose of the fee proposal is to inform eventual contract negotiations for the successful Proposal. The final cost is subject to approval and acceptance by EBDA.

Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the written contract between EBDA and the selected Consultant.

The Consultant may submit a proposal organized according to their preference, provided it meets the requirements of the RFP. Resumes may be added in an appendix at the back of the proposal.

VI. SELECTION CRITERIA

EBDA and our project partners are seeking an experienced, organized, thoughtful, and culturally responsive Consultant. Relationships with communities and stakeholders in the area of the Hayward shoreline would be considered a plus.

It is EBDA's intention to select a Consultant that has sufficient expertise to complete the work on time and within budget. EBDA staff will exercise discretion and judgment in evaluating proposals. Criteria for selection will include but not be limited to the following:

- **Project Management (15%)**
 - Demonstration that proposer has a clear plan to maintain scope, budget and schedule throughout the project duration.
 - Demonstration that Project Manager and key personnel will be adequately committed through project completion.

- Demonstration that Project Manager and team have experience coordinating with a diverse set of project partners and constituents.
- **Project Understanding and Approach (30%)**
 - Understanding of the Scope of Work and project schedule.
 - Proposed scope and workplan is consistent with project goals.
 - Identification of key project issues and success factors.
- **Qualifications of Team (30%)**
 - Key team members' experience on similar successful projects.
 - Experience working with local tribes on environmental and infrastructure projects.
 - Demonstrated capacity to coordinate with local organizations and youth engagement facilitators.
 - Experience in and around the Hayward community.
 - Experience facilitating community input to a design process.
 - Comments received from references may be considered.
- **Level of Effort (15%)**
 - Hours reasonable given the scope of the project.
- **Responsiveness (10%)**
 - Proposal consistent with RFP.
 - Interview presentation consistent with RFP (if applicable).

VII. STANDARD EBDA CONTRACT LANGUAGE

Inform EBDA if any of the contract language in Attachment F is unacceptable.

Funding for this project is provided by a grant from the Environmental Protection Agency (EPA) and therefore the project is subject to the *EPA General Terms and Conditions Effective October 1, 2022* (Attachment G) and Federal Requirements that include (1) Build America, Buy America, (2) Davis-Bacon and Related Acts, and (3) Prompt Payment Clause. Please note section 27 of the EPA General Conditions outlines requirements for the EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33. Proposers should comply with the EPA's DBE requirements, including six good faith efforts (40 CFR, Part 33, Subpart C), for any subcontracted services included in the proposal.

VIII. CONCLUSION

A. REVIEW OF PROPOSALS

During the evaluation process, EBDA reserves the right to request additional information or clarifications from proposers. At the discretion of EBDA, Consultants submitting proposals may be requested to be available for interviews as part of the

evaluation process. EBDA reserves the right, in its sole discretion, to award the contract to the Consultant of its choice or to not award.

B. RIGHT TO REJECT PROPOSALS

EBDA reserves the right without prejudice to reject any or all proposals.

C. R F P SCHEDULE

EBDA issues RFP	May 23, 2025
Proposals Due to EBDA	June 13, 2025
Consultant Interviews (if needed)	Week of June 23, 2025
Selected Consultant will be notified	June 30, 2025
Anticipated Commission approval	July 17, 2025

LIST OF ATTACHMENTS

A. No Collusion Declaration

B. Certification for Restrictions on Lobbying

C. Disadvantaged Business Enterprise

C1. DBE Affidavit

**D. Certification of Primary Participant Regarding Debarment,
Suspension, and Other Responsibility Matters**

E. Pivot Points Grant Work Plan

F. Sample Contract

G. EPA General Terms and Conditions Effective October 1, 2022

ATTACHMENT A
NO COLLUSION DECLARATION

(To Be Executed by Consultant and Submitted With Proposal)

I, _____, declare as follows:

That I am the _____ of

_____, the party making the attached proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham proposal, or that anyone shall refrain from bidding, that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the proposal price or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true, and, further, that the bidder has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 2025, at

_____, California.

Name of Firm

Print Name and Title of Authorized Agent

Signature of Authorized Agent

Authority: Public Contract Code 7106, CCP 2015.5

ATTACHMENT B
CERTIFICATION FOR RESTRICTIONS ON LOBBYING
(To Be Executed by Consultant and Submitted With Proposal)

Consultants who apply or bid for an award of \$150,000 or more shall file the certification required by 40 CFR Part 34, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

As required by federal regulations, "New Restrictions on Lobbying", at 40 CFR Part 34, I certify to the best of my knowledge and belief that for each bid for an award \$150,000: I hereby certify: 1) No State, Federal, or local appropriated funds have been paid or will be paid, by or on behalf of _____, to any person for influencing or attempting to influence an officer or employee of any local, State, or Federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding or making of this Agreement, or with the extension, continuation, renewal, amendment, or modification of this Agreement; and 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding or making of this Agreement, the CONSULTANT shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such failure.

Signature & Title of Authorized Official

Date

ATTACHMENT C
DISADVANTAGED BUSINESS ENTERPRISE
(To Be Executed by Consultant and Submitted With Proposal)

_____ hereby certifies that all good faith efforts required by 40 CFR Section 33.301 have been made to secure maximum disadvantaged business enterprise (DBE) participation in this Agreement.

BY: _____
Signature of Authorized Official

Print Name and Title of Authorized Official

Date: _____

Please include on a separate sheet the names, addresses of all DBEs contacted or that will participate in the Agreement, the scope of work, dollar amount of for each participating DBE. Also describe all efforts which have been made to secure maximum DBE participation.

All participating DBEs must complete the DBE affidavit, attached.

**ATTACHMENT C-1
DBE AFFIDAVIT**

(To Be Executed by DBE and Submitted With Proposal)

Affidavit of Disadvantaged Business Enterprise

I hereby declare and affirm that _____ is a qualifying Disadvantaged Business Enterprise as defined in 40 CFR 33.103 and that I will provide information to document this fact.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

BY: _____
Signature of Authorized Official

Print Name and Title of Authorized Official

Date: _____

ATTACHMENT D
CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT,
SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(To Be Executed by Consultant and Submitted With Proposal)

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

_____ hereby certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If consultant is unable to certify to any of the statements in this certification, it shall attach an explanation to this certification.

THE CONSULTANT, _____
CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE
STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE
PROVISIONS OF 31 U.S.C. SECTIONS 3801 *ET. SEQ.* ARE APPLICABLE THERETO.

BY: _____
Signature of Authorized Official

Date

Typed Name and Title of Authorized Official

ATTACHMENT E
PIVOT POINTS GRANT WORK PLAN

ATTACHMENT F
SAMPLE CONTRACT

ATTACHMENT G
EPA GENERAL TERMS AND CONDITIONS
EFFECTIVE OCTOBER 1, 2022