



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

December 30, 2019

**Addendum No. 2 to  
Request for Qualifications# 2019-011**

**Community Engagement Support, Facilitation and  
Logistics:  
West Oakland Community Action Plan Implementation**

**MODIFICATIONS TO RFP**

**1. The submission deadline for the RFQ has been extended:**

**Statement of Qualifications must be submitted and received by 4:00 p.m. on Friday, February 14, 2020.**

Bidders who have already submitted their statement of qualifications may modify and re-submit their proposal before the new deadline. Bidders who do not wish to make changes to their submission are not required to resubmit.

**2. Pre-Bid Conference date has been updated:**

A pre-bid conference will be held on **Tuesday, January 14, 2020 from 10:00 a.m. to 11:30 a.m.** for the purpose of providing an outline of the RFQ requirements and an opportunity for Questions and Answers. The conference will be hosted at the Air District's office located at 375 Beale St. in San Francisco, CA. An online webinar is available to those unable to attend in-person. Attendance is encouraged, but not mandatory.

**Webinar link:** <https://attendee.gotowebinar.com/register/353916702660421131>  
**Dial-in Number:** +1 (415) 930-5321  
**Access Code:** 888-517-742

**3. Questions and Answers dates have been updated:**

All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Thursday, January 23, 2020**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. on Wednesday, February 5, 2020**.

**4. Other modifications to the RFQ:**

**A. Section II, C**

The Air District created the Community Health Protection Program consistent

with Assembly Bill 617 (AB 617) (C. Garcia, Chapter 136, Statutes of 2017)<sup>1</sup> to further expand efforts to reduce community exposure to air pollutants in disproportionately impacted communities. Through this program, the Air District is partnering with community groups, environmental organizations, regulated communities, and other stakeholders to develop a new community-focused action framework for community protection. The Air District is seeking qualified candidates to help the West Oakland community realize the promise of their recently completed plan.

### **Development of *Owning our Air: West Oakland Community Action Plan***

Since July of 2018, a group of dedicated stakeholders - the West Oakland Community Action Plan Steering Committee (Steering Committee) – met monthly for over a year to craft a plan to reduce harmful air pollution and improve health in this highly impacted community. They authored [\*Owning Our Air: The West Oakland Community Action Plan \(Plan\)\*](#). [The Plan includes 89 specific strategies and 6 further study measures described in Volume 1, pp. 6-21 to 6-32, pdf pp. 88 to 99.](#)

With strategic leadership from the West Oakland Environmental Indicators Project (WOEIP) and the Air District, the Steering Committee identified over 80 strategies to be implemented over the next several years.

Starting in January of 2020, the implementation phase of the Plan will begin. During the Implementation phase, multiple stakeholders will form a new working group (or Steering Committee) that will meet quarterly, as well as a new leadership committee (i.e. **Co-Leads Team Executive Committee**) that will meet monthly to plan the implementation and prioritization of the various mitigating strategies to reduce both air pollution emissions and exposure to air pollution in the community. The new Steering Committee will be responsible for overseeing implementation actions by various agencies and reporting progress to the broader community and to the California Air Resources Board. Most of the strategies depend on action and collaboration between community members, business leaders, and government agencies.

A skilled logistics and facilitation team will help ensure that the implementation phase of this ground-breaking plan proceeds smoothly and efficiently toward tangible results over time.

## **B. Section III, Service Category A**

Minimum qualifications: A minimum of three years proven experience of successfully providing logistic support for public engagement forums including public meetings, open houses and interactive workshops with diverse stakeholder groups.

Services *may* include but are not limited to:

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<sup>1</sup> AB 617 is linked here:

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201720180AB617](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB617) .

- a) Provide culturally-relevant information in appropriate languages and arrange for translation of materials as needed.
- b) Identify and share local stakeholder contacts with Air District.
- c) When relevant, promote meetings, workshops, events and program progress. Advertise and send targeted invitations, track responses.
- d) Identify and secure ADA accessible meeting facilities with low to zero facility rental costs - prefer venues that are transit accessible.
- e) Proficient use of basic technological communications, social media, and audio/visual functions.
- f) Identify and secure child watch as requested.
- g) Identify and secure translation and/or interpretation services as requested.
- h) Provide healthy refreshments or light meals.
- i) Ensure the audiovisual needs are met.
- j) Work with Air District and identified partners or community groups to design and run successful meetings.
- k) Provide post meeting recap summaries to Air District staff and identified partners and community groups to document meeting outcomes.
- ~~l) Provide stipends and transportation assistance to community members as needed.~~

### C. Section III, Service Category B

Minimum qualifications: A minimum of three years proven experience facilitating participatory decision-making processes. Experience working with government agencies and community-based organizations. Proven success working with Environmental and/or Social Justice groups in impacted and vulnerable disadvantaged communities. Experience working with Bay Area communities of color. Possess individual and organizational cultural competency to work closely with fence line communities impacted by environmental injustice.

Services *may* include but are not limited to:

- a) Work with Air District staff and key partners to develop a formation plan for a Co-Leads Team ~~Executive Committee~~ and the next West Oakland Steering Committee.
- b) Assist with the identification, recruitment and onboarding of Steering Committee members.
- c) Convene and facilitate quarterly Steering Committee meetings and monthly Co-Leads ~~Executive Committee~~ meetings at convenient and accessible locations.
- d) Work with the Air District and WOEIP ~~Executive Committee~~ to identify Steering Committee meeting objectives, prepare agendas, and design group exercises.
- e) Provide meeting facilitation that generally keeps meetings on schedule and on topic and that uses a variety of collaborative facilitation strategies.
- f) Track and communicate, in coordination with the Air District, progress toward project goals.
- g) Provide meeting and workshop materials in hardcopy and an online file share.
- h) Develop and implement process for continuous communication with Air District, WOEIP ~~Executive Committee~~, and Steering Committee.
- i) Provide quantitative evaluation services for meetings.

- j) Advertise and send invitations for meetings, track responses and meeting attendees.
- k) Attend additional cultural competency and equity training, if required by the Air District.