San Francisco Bay Conservation and Development Commission

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Questions and Answers

Regional Abandoned Derelict Vessel (ADV) Program Project Management, Facilitation, and Process Support

July 6, 2026

Question #1: Question 1 relates to the information listed under #3 and the project's term; please see below:

3) Terms, Cost Detail Format and Method of Payment

- Term. It is expected that work on the project will begin immediately upon execution of contract and be completed no later than September 1, 2026.

Under Key Action Dates, #1, the below information is listed:

- Term Start Date

Proposed Date: September 1, 2026 or upon

approval, whichever is later.

- What are the start and end dates for this project?

Answer#1:

No—the expectation is that the work will begin once the contract is fully executed. The projected end date will depend on the pace of the work, but it is not expected to exceed one year, making September 1, 2027 the anticipated completion date.

Question #2: Question 2 relates to the information listed under 4 - Proposal

Description of Qualifications. Describe the proposed team's qualifications specific to Section B of this RFP, Bidder Minimum Qualifications. Identify the personnel, including subcontractors' personnel, whose expertise or experiences addresses each of the specified requirements. Proposers may identify any other qualifications they feel would be critical to the successful completion of the scope of work specific to Section A of this RFP, Purpose and Description of Services.

- If contractor or firm expects to use a subcontractor or 1099 employee, can that information be generic if the specific person(s) has not been identified yet? Example: Identifying team members as Subcontractor 1, 2 or 1099 Contractor 1, 2 , but list the position and duties that are expected to be performed specifically by them

Answer#2:

Yes, the information can be generic if the specific subcontractor or 1099 individual has not yet been identified. It is acceptable to list them as “Subcontractor 1,” “Subcontractor 2,” or “1099 Contractor 1,” etc., as long as you clearly outline the position, role, and duties that each of those individuals will be responsible for. This allows the required information to be captured while still providing flexibility until the actual personnel are confirmed.

Question #3: Question 3 has two parts and relates to the information listed under 4 - Proposal

Documentation of Past Work. Two samples of documentation of the prospective consultant’s past work which most closely correspond to the scope of work being requested by BCDC, specific to Section A of this RFP, Purposes and Description of Services. Also provide contact information for one reference associated with each instance of past work for which documentation is provided.

- Can the consultant or firm use schooling, training, or dissertation work as samples of documentation for past work? If so, how should the consultant or firm document that information, including contact information, in the proposal?

- Can the consultant or firm provide military experience conducting same or similar duties to supplement samples? If so, how should the consultant or firm document that information, including contact information, in the proposal?

Answer#3:

- Yes. If the consultant or firm does not have directly comparable professional work products, relevant graduate-level academic work (e.g., a thesis, dissertation, capstone project, or comparable research) may be submitted if it demonstrates experience applicable to the Scope of Work. The proposal should clearly describe the project, its relevance to this solicitation, the consultant's specific role, and identify the supervising professor, academic advisor, or sponsoring institution as the reference, including their name, title, organization, email address, and phone number.
- Yes. Relevant military experience performing duties comparable to the Scope of Work may be submitted as documentation of past work. The proposal should describe the nature of the work performed, the consultant's specific responsibilities, the dates of service, and explain how the experience relates to this solicitation. When available, the proposer should provide the name

and contact information of a supervisor, commanding officer, contracting officer, or other individual familiar with the work who can serve as a professional reference.

Question #4: Question 4 relates to 5) Packaging and Submittal Instructions

e) If the proposal is made under a fictitious name or business title, the actual legal name of proposer must be provided. Proposals not submitted under sealed cover and marked as indicated may be rejected.

- Looking for further clarification: If the firm is using a DBA name, please provide instructions on how to list the firm information on the proposal.

Answer#4:

If a firm is operating under a DBA, they should list both the legal business name and the DBA name in the proposal. The legal name must be clearly identified, as it is the entity that will enter into the contract. A common format is:

Legal Business Name
DBA: [Fictitious Business Name]

This should appear wherever the proposal requests the proposer's name, and the sealed cover should also reflect the legal name (with the DBA included if desired). This ensures compliance with the requirement to provide the actual legal name of the proposer.

Question #5: Can BCDC provide additional context on the current phase of the Regional ADV and Anchor-Out Program — specifically, how many stakeholder meetings have already been conducted and what materials have already been produced that the consultant would build upon?

Answer#5:

- Conducted one regional workshop, three regional stakeholder meetings, and approximately 10–15 meetings with key federal, state, and local agencies.
- Developed a comparative matrix evaluating abandoned and derelict vessel (ADV) programs in other states to identify best practices and opportunities for California.
- Developed a high-level roadmap for development of a Regional ADV and Anchor-Out Program.
- Started collecting and documenting information on the vessel salvage and removal process to better understand existing procedures, costs, timelines, and opportunities for improvement. With the expectation that the consultant will continue with the progress made.

Question #6: How many total stakeholder groups has BCDC already identified and engaged, and approximately how many new stakeholder groups does BCDC anticipate the consultant will need to reach during this contract?

Answer#6:

- **Outreach Plan:** *ADV_Outreach_List.xlsx*
- **Federal Agencies**
  - National Oceanic and Atmospheric Administration (NOAA)
  - U.S. Coast Guard (USCG)
  - U.S. Army Corps of Engineers (USACE)
  - U.S. Environmental Protection Agency (EPA)
- **State Agencies**
  - California State Parks, Division of Boating and Waterways (DBW)
  - California State Lands Commission (SLC)
  - California Regional Water Quality Control Board
- **Regional Partners / Special Districts**
  - San Francisco Estuary Partnership (SFEP)
- **Additional Stakeholders (Ongoing Outreach)**
  - Harbormasters
  - Marina operators
  - Local governments
  - Marine patrol agencies
  - Port districts
  - Nonprofit organizations
  - Tribal representatives

Question #7: What is BCDC's expectation for the number of facilitated workshops or stakeholder meetings the consultant will be required to plan and facilitate during the contract period?

Answer#7:

- Facilitate an additional 3–5 regional workshops focused on priority topic areas.
- Conduct at least one stakeholder meeting per week, with broader regional working group meetings held approximately monthly.

Question #8: Does BCDC have a preference for in-person versus virtual facilitation for stakeholder meetings and workshops, and will BCDC staff handle logistics such as venue booking for in-person sessions?

Answer#8:

Open to a hybrid approach depending on need. We have an on-site venue that can accommodate large facilitated sessions. The consultant would serve as the primary logistics lead, responsible for coordinating arrangements and ensuring the facilitation runs smoothly.

Question #9: The scope references that the contract should be completed no later than September 1, 2026, but the contract start date is also listed as September 1, 2026. Can BCDC clarify the intended contract completion date and overall project timeline?

Answer#9:

The expectation is that the work will begin once the contract is fully executed. The projected end date will depend on the pace of the work, but it is not expected to exceed one year, making September 1, 2027 the anticipated completion date.

Question #10: What is BCDC's preferred format and approximate length for the final Regional ADV Program Roadmap deliverable?

Answer#10:

- Likely a word document/canva report
- Length will be dependent on program needs but likely ~15-50 pages

Question #11: Will the consultant be expected to develop the public-facing progress reporting tool independently, or will BCDC provide a template or platform for this deliverable?

Answer#11:

BCDC will provide template and platform for this, but what the template will look like should be a collaboration between both

Question #12: Are there existing templates or formats BCDC uses for work plans, Gantt charts, or milestone trackers that the consultant should follow?

Answer#12:

Yes, but the consultant is expected to have strong experience managing these types of work plans, with a preference for those who can bring their own tested and proven approaches to successful work planning.

Question #13: Does BCDC have a preference for a single consultant or a small team approach, and is there a minimum or maximum number of personnel BCDC expects to be engaged on this project?

Answer#13:

Single consultant only.

Question #14: Will the consultant be expected to attend all Commission meetings during the contract period, or only specific meetings as requested by BCDC staff?

Answer#14:

Only specific meetings as requested by BCDC staff and necessary for the Regional ADV Program

Question #15: Is the $150,000 budget a firm ceiling or is there flexibility if the scope expands during the contract period?

Answer#15:

Firm ceiling. Given that a significant amount of work has already been completed, we do not expect to reach the $150K budget; however, it serves as an upper limit in case unforeseen needs arise.

Question #16: Can BCDC clarify what expenses are considered reimbursable — specifically, are travel expenses for in-person meetings in the San Francisco Bay Area included within the $150,000 budget or billed separately?

Answer#16:

BCDC can clarify that travel expenses for in-person meetings within the San Francisco Bay Area are not reimbursed separately. All travel costs associated with performing the work, including local travel for meetings or site visits, must be included within the proposer's total budget of $150,000. No additional reimbursement outside of the contract amount will be provided.

Question #17: What is the anticipated billing cycle — are invoices submitted monthly with supporting documentation, and what is the expected payment timeline after invoice approval?

Answer#17:

BCDC anticipates a monthly billing cycle. Invoices should be submitted monthly and include the required supporting documentation that reflects the work performed during that period. Once an

invoice is received and approved, payment is typically issued within 30 days, in accordance with the State's standard payment timeline.

Question #18: Will all proposers who meet the minimum qualifications advance to the interview panel, or only the top-scoring written proposals?

Answer#18:

Only the top-scoring written proposals will advance to the interview panel. Proposers must meet the minimum qualifications to be considered, but advancement to interviews is based on the highest written proposal scores.

Question #19: For the two required work samples, does BCDC have a preferred format — for example, full documents versus summary case studies — and is there a page limit?

Answer#19:

No page limit. Summary case studies are acceptable, provided they include sufficient detail to clearly explain deliverables and outcomes.

- If a written program or roadmap was one of the deliverables an attached example would be helpful

Question #20: Can work samples from projects outside the ADV or marine environment be submitted if they demonstrate relevant project management, facilitation, and stakeholder engagement experience?

Answer#20:

Yes

Question #21: Does BCDC have an established SB/DVBE advocate who will be available to assist certified small businesses or businesses in the process of obtaining certification with any procurement questions?

Answer#21:

Yes. BCDC has an established Small Business/DVBE Advocate who is available to assist certified small businesses, as well as businesses with procurement-related questions. We encourage proposers to reach out if they need guidance or support during the procurement process.

Question #22

Is there an incumbent currently providing these services?

Answer#22:

No, but there is an internal working group that has already made strong progress on the program. We are currently in the information-gathering phase.

Question #23

Will the state allow for remote work from Sacramento, CA?

Answer#23:

Yes, remote work from Sacramento, CA is allowed. Proposers may perform the work remotely unless an in-person meeting or site visit is specifically required by BCDC. Any required in-person activities will be scheduled in advance.

Question #24

Will the state please allow for a one week extension?

Answer#24:

No

Question #25

With the set budget listed in the RFP is it intended for these services to be part-time hours?

Answer#25:

No this is a FT position for 6-12 months

Question #26

The RFP currently requires hard-copy proposal submission. In support of administrative efficiency and reduced paper use, will BCDC allow proposals to be submitted electronically by email or another approved electronic method in lieu of hard-copy delivery?

Answer#26:

Yes, only hard copies will be accepted via drop-off or mail.

Question #27

On page 10 of the RFP document, the Term section states that work must be completed "no later than September 1, 2026". In the section above on page 9, the Term Start Date is listed as September 1, 2026. I would like to confirm what the correct term start and end dates are for this project.

Answer#27:

The expectation is that the work will begin once the contract is fully executed. The projected end date will depend on the pace of the work, but it is not expected to exceed one year, making September 1, 2027 the anticipated completion date.