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City of Banning

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COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF BANNING COMMUNITY DEVELOPMENT DEPARTMENT

REQUEST FOR A PROPOSAL (RFP) FOR A PLANNING PROJECT MANAGER TO OVERSEE THE PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT AND TO PROCESS AN ENTITLEMENT FOR A MASTER PLANNED COMMUNITY CALLED “RANCHO SAN GORGONIO”

Today's Date: June 6, 2013

Closing Date and Time: June 27, 2013 (by 4:00 p.m.)

Submittal Location: City of Banning Community Development Department
99 E. Ramsey Street, Banning, CA 92220

Submittal Must Include: Three (3) Original Copies of Proposal & One CD
(PDF & MS Word)

Contact Person: Zai Abu Bakar, Community Development Director
Phone: (951) 922-3131
E-mail: zabubakar@ci.banning.ca.us

I. INVITATION

The City of Banning (City) is seeking a Planning Project Manager to oversee the preparation of an environmental impact report and to process an entitlement of a master plan community called Rancho San Gorgonio Specific Plan (Project).

The Specific Plan area is approximately 849 acres. Approximately 688 acres are located within the City of Banning corporate boundaries and 161 acres in the City's sphere of influence. The project includes the development of single-family and multiple-family units for a total of 3,573 units, parks, open space and trails, a 10-acre commercial designation, and infrastructure to support the development of the Specific Plan.

The entitlement approval associated with the project includes the draft and final environmental impact report, General Plan and Zoning Ordinance amendments to change the land use designations from the various zoning designations to Rancho San Gorgonio Specific Plan, land annexation incorporation, approval of Water Supply Assessment, Development Agreement, Design Review, and Tentative Map No. 36586 .

The scope of work, the content of the qualifications, and the selection process are described below.

II. SELECTION TIMELINE (TENTATIVE)

City Issuance of the RFP	June 6, 2013
RFP Closing Date (due date)	June 27, 2013
Notification of Consultant List Selection	July 15, 2013

III. INQUIRIES

Consultants are encouraged to promptly notify the City of any apparent major inconsistencies, problems, or ambiguities in this RFP by June 13, 2013. Any requests for clarification or other questions concerning this RFP must be submitted in writing to Zai Abu Bakar, Community Development Director (refer to contact information on Page 1). Responses will be provided via an addendum posted on the City's website on June 24, 2013.

IV. SUBMITTAL INSTRUCTIONS

The qualifications package shall consist of two parts: 1) Technical Qualifications; and, 2) Billing Rates Sheet/Cost Proposal. Please submit three (3) original hard copies of each and one CD (including PDF & MS Word documents) in a sealed envelope. Envelope must be marked on the outside with the statement, "Project Management - Professional Consulting Services for Rancho San Gorgonio Specific Plan".

ALL PROPOSALS MUST BE RECEIVED AT THE COMMUNITY DEVELOPMENT DEPARTMENT NO LATER THAN 4:00 P.M. ON JUNE 27, 2013 IN ORDER TO BE ELIGIBLE FOR CONSIDERATION. NO LATE OR FAXED QUALIFICATIONS WILL BE ACCEPTED.

V. QUALIFICATIONS PACKAGE FORMAT

The proposal and qualifications package should be limited to 15 single sided pages (not counting the table of contents, cover letter or dividers). In order to maintain uniformity with all qualifications submitted, it is required that the consultant's qualifications include the minimum information below:

1. Cover Letter - A brief cover letter signed by the highest company executive who can bind the company in contractual services. The cover letter must summarize key points of the Project Manager's qualifications with regard to the scope of the work requested by the City.
2. Qualifications – Provide information on the Project Manager's qualifications. The qualifications should demonstrate the Planning Project Manager's knowledge and experience in managing an entitlement for a large scale specific plan and processing an environmental impact report for compliance with the State CEQA guidelines for review and approval by the Planning Commission and City Council. Also, the qualifications shall include the consultant's knowledge of the details involved in preparing an environmental impact report for a large scale development project, including the review process for compliance with the State CEQA guidelines.
3. Relevant Projects/Services with Reference – Provide information and list of projects that were managed by the Project Manager similar to the project that is being requested in this RFP. Provide the name of a contact person that was the primary contact for the municipality in which the relevant work was performed. The City may contact any of the listed references at any time or to make any other reasonable investigation into the Project Manager's background and experience.
4. Project Schedule – Provide a detailed project schedule for the scope of work requested from start to completion of the entitlement process including the filing of the Notice of Determination for CEQA with the State and the County of Riverside.
5. Organization and Staffing – Provide information showing all proposed staff assignments, if any, including their relationships with the proposed work. Provide resumes for all applicable personnel including qualifications, experience and abilities to perform requested services. Provide an organizational chart depicting the relationship between the team members, if any.
6. Proposed Fee Schedule – Provide a statement of hourly rates for all proposed classifications, including rates for sub-consultants, if any, as well as any proposed percentage mark-up of reimbursable expenses.

VI. SELECTION CRITERIA

Qualifications will be reviewed by the City staff. The qualifications will be rated/ranked according to the following criteria:

1. The Project Manager Experience and Qualification Information – Information about the Project Manager including professional licenses held, ability to furnish required insurance and meet stipulations of the City's "boiler plate" agreement, details about local experience in processing large scale development project including processing a Specific Plan and preparing environmental documents in Riverside County, and the ability to provide the required services will be assessed. Current and past work experience within Riverside County is mandatory for this service.

2. References – Name and contact information for similar work performed by the Project Manager preferably from municipal agencies.
3. Service/Project Approach and Understanding – Discussion of how the Planning Project Manager will manage and process the Specific Plan and the environmental impact reports to be prepared by a City’s consultant for approval by the City’s Planning Commission and City Council. Provide discussion on the Project Manager’s approach on managing the consultants who will prepare the environmental impact report, issues involved, and plans to address the impacts. Additionally, describe the project management approach and organization necessary to complete the entitlement process and approval of an environmental impact report for the project. Outline quality control measures to ensure delivery of a quality product that is on time and within budget.
4. Project Schedule – Detailed project schedule that takes into consideration the concurrent processing of the Specific Plan and the environmental impact report from the start to finish.
5. Costs – Hourly rates for the Planning Project Manager and for all key personnel, if any, as well as any proposed percentage mark-up of reimbursable expenses.

Based on the above criteria and the needs of the City, the successful Project Manager may be invited to enter into a Professional Services Consultant Agreement with the City.

VII. SCOPE OF WORK

A. Planning Project Manager (Project Manager).

The Project Manager will be an extension of City staff and will report to the City of Banning Community Development Director. The Project Manager will process the Specific Plan and technical documents and coordinate the review and comments with City’s staff team and developer. The City’s staff team includes staff from Community Development, Public Works, Electric Utility, Fire, Community Services, Finance, and Police departments. If there are disagreements or issues that arise during the review process among the City’s staff team and the developer, the Project Manager is responsible for bringing the issues to the attention of Community Development Director who then will work with the Project Manager to resolve the issues. The Project Manager also is responsible for coordinating the preparation of the Development Agreement with the City Attorney’s Office.

The Planning Project Manager is responsible for overseeing the consultants who will prepare the environmental impact report for the project and making sure that the EIR complies with the various timelines and review process in accordance with CEQA Guidelines including filing of the various notices with the State and the County.

As part of the entitlement approval process, the Project Manager is responsible for preparing comments, memos, letters, and public hearing notices. The Project Manager will also write staff reports and prepare all attachments to the staff report which would be reviewed by the Community Development Director and other departments as necessary before the project is submitted for review by to the

Planning Commission and City Council including. The Project Manager is also responsible for filing of the Notice of Determination with the State and County Clerk.

The Planning Project Manager will provide information and/or attend meeting(s) requested by the Community Development Director as the process moves forward. The Planning Project Manager is also responsible for answering questions from the public with regard to the project.

Literature Review and Scoping Meeting(s)

The City will provide the consultant access to the project plans and information, the City's General Plan and Zoning Ordinance, General Plan Land Use and Zoning Maps, and any other relevant documents and studies.

The Planning Project Manager will assist the Community Development Director in the project scoping and meetings with the responsible/trustee agencies and the residents to gather information to ensure that the environmental impact report addresses issues of concern and project impacts as required by CEQA. The consultant lead and/or consultant team will be required to attend any applicable scoping meeting.

Overseeing the Preparation of Environmental Impact Report

The Planning Project Manager will oversee the work of the City's EIR consultant to ensure that all documents related to the preparation of the EIR is completed including an Initial Study, Notice of Preparation and Availability of the Draft and Final EIR and that the final EIR incorporates public comments regarding the potential impacts on the natural and built environments, as required by the CEQA. The Project Manager is responsible for scheduling the scoping meeting(s) with the EIR consultant, the general public and public agencies as part of the preparation of the project EIR.

The Project Manager will be required to reaffirm that the technical studies provided by the project developer is accurate. The consultant must ensure that the environmental document that is prepared reflects the independent judgment of the City. The Project Manager is responsible for ensuring that the EIR consultant prints and distributes the Initial Study, Draft and Final EIR documents to the responsible and trustee agencies, including filing of the Notice of Determination with the County Clerk of the County of Riverside and the State Clearinghouse.

VIII. SUBCONTRACTING

The Project Manager may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors. Unless a specific subcontractor is listed by the Project Manager, the Project Manager is representing to City that the consultant has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of his/her qualification, the Project Manager shall not award work to any unlisted subcontractor(s) without prior written approval of the City. The Project Manager shall be fully responsible to the City for the performance of his/her subcontractors and of persons either directly or indirectly employed by him/her.

Nothing contained herein shall create any contractual relation between any subcontractor and the City.

IX. CONSULTANT COMPENSATION

Selected consultant will be asked to provide specific scope and “not to exceed fixed fee” prior to the issuance of the notice to proceed. The budgets for both services identified under the Scope of Work are to be paid by the developer.

X. CITY DISCLAIMER

The City reserves the right to reject any or all the qualifications, to waive any informality in any qualification, and to select the qualifications that best meet the City needs. The City also reserves the right to reduce or revise elements of the scope of services, or to amend or modify the contractual requirements, or to negotiate with any qualified consultant.

No representation is made that any contract will be awarded pursuant to this RFP. In no way shall a contract be viewed as an exclusive contract in any way. The City reserves the right to retain additional consultants as necessary to satisfy the needs of the City. All costs incurred in the preparation of the proposal, in the submissions of additional information and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the proposed firm. Information submitted to the City in response to this RFP will become the property of the City of Banning and will not be returned. The “technical” portion of the qualification will be considered public information.

XI. STANDARD CONTRACT

The Project Manager who is interested in performing the service that is requested in this RFP should be willing to enter into a Professional Services Agreement with the City and comply with the City’s insurance requirements as indicated in the agreement attached hereto by reference.

Questions regarding this RFP should be directed to:

City of Banning, Community Development Department
Zai Abu Bakar, Community Development Director
Phone: (951) 922-3131
E-mail: zabubakar@ci.banning.ca.us