

CLARIFICATION ON THE REQUEST FOR PROPOSAL FOR THE PLANNING PROJECT MANAGER

1. The Request for Proposal stated that the proposal only include 15 pages. Are resumes included with these 15 pages? Or are resumes not counted with the 15 pages?

City's Response: Resumes are not counted in the 15 pages.

2. The RFP stated that the proposal be separated in 2 parts. Can the Technical Qualifications be combined with the Cost Proposal? Or must these two sections be separately bound?

City's Response: Technical qualifications and cost proposal must be submitted in two separate parts.

3. Is the Specific Plan (SP) being prepared by the Applicant? What is the status of the SP? Has it been submitted to the City?

City's Response: The Specific Plan was prepared by the Applicant. The developer submitted the Specific Plan along with the technical documents for the environmental on May 16, 2013. At this time the application is deemed incomplete.

4. Is there an estimated date for the initiation of the project?

City's Response: The project has been initiated by the Applicant who submitted an application on May 16, 2013. The Environmental Consultant is currently being recruited. The proposal for the environmental consultant is due to the City on July 8, 2013.

5. It is unclear whether the Project Manager is to retain subconsultants to review specialized studies. The RFP states that the Project Manager "will be required to reaffirm that the technical studies provided by the project developer is accurate". Is this effort to occur in collaboration with or as part of the EIR consultant's work or is the selected Project Manager solely responsible for having the technical expertise and/or retain other subconsultants to review the documents? If the Project Manager is solely responsible for affirming the accuracy of the special studies, what issues of concern has the City identified that would necessitate special studies?

City's Response: The Project Manager has to have the experience in analyzing the various technical documents and knowing whether it meets the standards in the industry. The method of verification may include the Project Manager requesting clarification from the environmental consultant and/or the Project Manager re-affirming himself/herself by using its own sub-consultants.

6. Can copies of the specific plan and other City applications be obtained if they have been submitted?

City's Response: Yes, you may obtain the Specific Plan. The City will post the document on the FTP site and email the link and access code under separate cover.

7. Clarify what is desired for the schedule. It is assumed the EIR consultant would have an existing schedule, unless they have not been selected. In the case of the latter, they would provide a schedule. Either way it would seem their processing would provide the basis for the CEQA entitlement schedule. As such, how would the consultant's projected schedule, as mentioned in this RFP, blend with the EIR consultant's schedule? Is the intent of the Project Manager's schedule to demonstrate an understanding of the CEQA process or establish an actual schedule?

City's Response: The Project Manager should be able to approximate the project schedule based on his/her experience with a project of this size. If there are variations based on your experience managing a project of this size, you will need to indicate and identify those variations.

8. The various attributes and negotiations that occur as part of the Development Agreement could have a significant effect upon the project entitlement schedule. How would this be accounted for in preparing an estimated schedule?

City's Response: See response in Item #7 above.

9. Since an annexation through LAFCO is required and would occur subsequent to the City entitlement process, then the schedule would exclude this component since it is outside of the entitlement process. Correct?

City's Response: Yes

10. Is the Project Manager responsible for processing or being involved with the annexation application once it is filed with LAFCO?

City's Response: Yes.

11. Is the annexation area owned by the developer and uninhabited?

City's Response: Yes

12. Is this a property owner initiated annexation or a City initiated annexation?

City's Response: The owner initiated the annexation.

13. Is the Project Manager to be physically located at the City offices for all of the work effort or can work be done remotely? Is there a minimum amount of time desired to have the Project Manager physically present at the City offices, such as a certain number of hours each day?

City's Response: The Project Manager is required to be at City Hall a minimum of two days a month. The City envisions that it would have a minimum one meeting per month with the developer to address project issues. The Project Manager is required to attend this monthly meeting. Prior to the meeting, the Project Manager is required to attend a meeting with the Community Development Director to go over the project updates/issues in advanced of the meeting with the developer. Most of the Project Manager's work can be done remotely. However, the Project Manager is expected to respond to the City in a timely manner as questions arise. The City has to have access to the Project Manager via phone and via e-mail during work hours.