
CITY OF BANNING COMMUNITY DEVELOPMENT DEPARTMENT

REQUEST FOR PROPOSAL (RFP) FOR A CONSULTING FIRM TO PREPARE AN ENVIRONMENTAL IMPACT REPORT FOR RANCHO SAN GORGONIO SPECIFIC PLAN

Today's Date: June 13, 2013

Closing Date and Time: July 8, 2013 (by 4:00 p.m.)

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

Submittal Must Include: Five (5) 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 professional consulting firm to prepare an environmental impact report for a Specific Plan titled, "Rancho San Gorgonio". 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 entitlement approval associated with the project includes a 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, approval of Water Supply Assessment, Development Agreement, Design Review, Tentative Map, and Annexation of property from the County to the City of Banning.

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 13, 2013

RFP Closing Date (due date)

July 8, 2013

Notification of Consultant List Selection

July 18, 2013

III. INQUIRIES

Consultants are encouraged to promptly notify the City of any apparent major inconsistencies, problems, or ambiguities in this RFP after release of the RFP and no later than June 24, 2013. Any requests for clarification or other questions concerning this RFP must be submitted in writing or email to Zai Abu Bakar, Community Development Director (refer to contact information on Page 1) no later than June 24th. Responses will be provided via an addendum posted on the City's website on or prior to July 1, 2013.

IV. SUBMITTAL INSTRUCTIONS

The qualifications package shall consist of two parts: 1) Technical Qualifications and 2) Billing Rates Sheet/Cost Proposal. Please submit five (5) original hard copies of each and one CD (PDF & MS Word) in a sealed envelope. Qualification packages are to be submitted inside an envelope marked on the outside with "Professional Consulting Services for Rancho San Geronio Specific Plan EIR".

ALL QUALIFICATIONS MUST BE RECEIVED, AT THE COMMUNITY DEVELOPMENT DEPARTMENT NO LATER THAN 4:00 P.M. ON JULY 8, 2013. NO LATE OR FAXED QUALIFICATIONS WILL BE ACCEPTED.

V. QUALIFICATIONS PACKAGE FORMAT

The qualifications package should be limited to 35 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 firms' qualifications and key individuals involved in the firm with regard to the scope of the work requested by the City.
2. Brief Company Profile – General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualifications of the firm.

3. Organization and Staffing – Provide information showing all proposed staff assignments and sub-consultants including their relationships with the proposed work. Identify the Project Leader who will be the day-to-day contact on the EIR and other personnel assigned to perform the required work for the preparation of the EIR. Provide resumes for all applicable personnel and their qualifications with regard to the requested service in this RFP. Provide an organizational chart depicting the relationship between the team members.
4. Qualifications, Description, and Approach – 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. Provide description and approach to preparing an EIR and approval process as requested in this RFP.
5. Relevant Projects/Services with Reference - List recently performed and similar projects to that which is requested in this RFP. Indicate the past performances and abilities of the proposed team including the Project Leader for the EIR. Provide the name of a contact person who 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 and to make any other reasonable investigation into the Consultant’s background and experience.
6. 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 with the State and the County of Riverside.
7. 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 Firm’s General Experience and Qualification Information – Information about the company and all sub-consultants including professional licenses held, ability to furnish required insurance and meet stipulations of the City’s “boiler plate” agreement, details about the lead person who will be managing the environmental impact report, and various types of environmental documents completed by the firm, local experience in preparing and processing an EIR for a large 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. Experience of Key Personnel/References – Background on key personnel including the EIR Project Leader regarding the EIR preparation and all sub-consultants qualifications, abilities, familiarity with State and Federal procedures for processing an environmental impact report for a large specific plan as requested in this RFP for compliance with the City's Municipal and Zoning Code and the State CEQA guidelines. Include information on local experience in preparing environmental documents in Riverside County and length of service with the firm, and reference information preferably from municipal agencies.
3. Service/Project Approach and Understanding – Discussion of how the EIR Project Leader will manage and process the environmental impact reports for approval by the City including interaction with the City's Project Manager, Planning Commission, and City Council. Also, provide discussion on Consultant and sub-consultant team approach on preparing the environmental impact report, issues involved, and plans to address them; the management approach and organization necessary to complete the EIR; and outline quality control measures to ensure delivery of quality product 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 all key personnel, including rates for sub-consultants, if any, as well as any proposed percentage mark-up of reimbursable expenses.

The successful firm may be invited to enter into a Professional Services Consultant Agreement with the City.

VII. SCOPE OF WORK

A. Preparation of an environmental impact report associated with San Gorgonio Specific Plan.

The consulting firm will prepare an environmental impact report for the Rancho San Gorgonio Specific Plan in compliance with CEQA. The Specific Plan is prepared by the developer. The work requires intimate knowledge and familiarity with CEQA regulations and the City of Banning General Plan and Zoning Ordinance.

The environmental consultant firm will be responsible for the following:

Literature Review and Scoping Meeting(s)

The City will provide the Consultant with access to the draft Specific plan 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 City's Planning Project Manager will assist the EIR Consultant on 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 EIR Project Leader and/or consultant team will be required to attend any applicable scoping meeting and to prepare a summary of the comments received from the public and responsible and trustee agencies.

Preparation of Environmental Impact Report

The environmental Consultant must complete an Initial Study, Notice of Preparation and Availability of the Draft and Final EIR and incorporate public comments regarding the potential impacts of the qualification on the natural and built environments, as required by the CEQA. The City's Project Manager working in cooperation with the EIR Consultant is responsible for coordinating and scoping meeting(s) with the general public and public agencies as part of the preparation of the project environmental impact report.

The environmental Consultant must ensure that all technical studies provided by the project developer are accurate, and must be able to perform modeling related to items such as for air quality, traffic, and greenhouse gas analyses, etc. The Consultant must ensure that the environmental document that is prepared reflects the independent judgment of the City. The Consultant is responsible for printing and distributing the Initial Study, Draft and Final EIR documents to the State Clearinghouse, including 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 Consultant 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 Consultant, Consultant is representing to City that Consultant has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of his/her qualification, the Consultant shall not award Work to any unlisted Subcontractor(s) without prior written approval of the City. The Consultant shall be fully responsible to the City for the performance of his/her Subcontractors, and of persons either directly or indirectly employed by them.

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

IX. CONSULTANT COMPENSATION

The selected Consultant will be asked to provide specific scope and a “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

Firms that are interested should be willing to enter into a Professional Services Agreement (sample attached) with the City and comply with the City’s insurance requirements as indicated in the agreement.

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