

Calabasas RFQ - Environmental Review Services

CITY OF CALABASAS

Request for Qualifications, Environmental Review Services

Issued April 1, 2022

I. Introduction

The City of Calabasas is seeking Statements of Qualifications (SOQs) from Environmental Consulting firms for on-call environmental review and planning support services. This RFQ describes the consultant qualifications to be evaluated, outlines City expectations, explains the review and selection process, and lists the submittal date for the Qualifications Statements.

II. Background

The City of Calabasas is located approximately 30 miles west of Downtown Los Angeles, near the western border of Los Angeles County. The City is 12.9 square miles in size, and was incorporated in 1991. Development in the City generally occurred over the last 50 years, with the majority occurring pre-incorporation under the jurisdiction of unincorporated Los Angeles County.

From time to time, the City of Calabasas Community Development Department has development projects that require the preparation of CEQA documentation, such as a Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR), that cannot be prepared by City staff due to time constraints or the complexity of the project specific issues. Additionally, and typically less frequently, the Community Development Department requires planning support services to temporarily augment staff resources to fulfill increased workloads, temporary unexpected reductions in staff, and expedited project review services. For the last twenty (20) years, the City has held professional services agreements with environmental consulting firms to assist in CEQA analysis and document preparation.

Consequently, the City desires to obtain consultant services for a broad range of environmental review and planning work. This work will be concentrated primarily on preparation of CEQA-required reports associated with proposed development projects (EIRs, MNDs, NDs), and associated technical studies. Also, from time to time, the city may also desire expert review, as City's agent, of environmental documents for proposals in adjoining or nearby jurisdictions, as well as mitigation compliance monitoring and reporting, and other expert environmental review and reporting work. Furthermore, and less frequently, the city may require additional general planning services which can include such activities as staffing a planning public counter, development project review, site inspections, writing project-related correspondence, staff reports and resolutions, attendance at various board and commission meetings, and project condition compliance activities. The approximate aggregate annual volume (by expenditure) of environmental review and assessment work administered through the Planning Division is \$250,000. This component will be awarded to several, but not more than three selected respondent firms, with work divided among them.

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III. Scope of Services

A. The specifics for each project will vary based on the pertinent issues, but generally the consultant would be expected to perform the following tasks:

1. Prepare all environmental documents and notices in the manner required by CEQA and the CEQA Guidelines, including, but not limited to: Initial Studies; Draft NDs, MNDs and EIRs; Final NDs, MNDs, and EIRs; and Notices of Preparation, Intent, and Determination.
2. As necessary, prepare any technical studies needed to complete the environmental review (e.g., geotechnical reports, traffic impact reports, oak tree reports, biological assessments and other studies).
3. Prepare all notices and file (including fees) with the Los Angeles County Clerk and/or the State Clearinghouse.
4. Attend all project hearings before the Planning Commission and City Council.
5. Peer review of technical reports prepared by other consultants, including, but not limited to: oak tree reports, air quality studies, cultural resources surveys, biological assessments, geotechnical reports, traffic impact reports, visual impact analyses, noise studies, and hydrological studies.
6. Work under the supervision of the Planning Division during the completion of the environmental work.
7. Provide Planning related services on an as need basis, including but not limited to review of projects for technical completeness and zoning code conformance, preparation of notices and correspondence with project applicants.

B. Consultant shall execute a professional services agreement with the City of Calabasas.

IV. Consultant Qualifications

The City expects the successful firm(s) to demonstrate experience in the following areas:

1. Representation of local governments in the environmental review of development project applications, to include all aspects of environmental impact review per CEQA and the CEQA Guidelines, preparation and/or review of pre-application studies, preparation of cumulative impacts analyses, and development of alternative design recommendations, and NEPA knowledge/experience.

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2. Preparation and review of all manner of CEQA documents, to include Initial Studies, Environmental Impact Reports, Mitigated Negative Declarations, and Negative Declarations.
3. Representation of local governments in the monitoring and enforcement of environmental mitigation requirements imposed as part of development project approvals.
4. Preparation of comprehensive site assessment reports regarding biological resources (particularly oak trees), geologic conditions, wetlands and hydrology, noise, etc., as necessary to fulfill CEQA and/or agency permitting requirements.
5. Experience with preparing and conducting workshops, and management of public outreach efforts, to include use and involvement of the media, as well as internet/web.
6. Ability to perform all aspects of planning project review including, but not limited to project application intake, review of development plans (i.e. architectural, civil, landscape, photometric, etc.) for compliance with the City's Zoning Ordinance, General Plan, specific plans, and master plans, providing written correspondence, staff reports, resolutions and ordinances, presentation to various boards and commissions, and condition compliance activities.

The successful firm(s) must also be able to perform the following tasks:

1. Conduct surveys and inspections in the field, often on rugged terrain;
2. Provide specialty arborist services for oak trees and scrub oak habitat;
3. Prepare and review various CEQA documents, to include Environmental Impact Reports, Mitigated Negative Declarations, and Negative Declarations;
4. Conduct CEQA compliance monitoring and reporting;
5. Prepare permit documents, as necessary, for the US Army Corps of Engineers (Section 404), California Department of Fish and Wildlife, NHPA Section 106, and other regulatory agencies;
6. Mapping site data using ArcVIEW GIS, and MS Illustrator (or similar software);
7. Strong skills in writing and oral communication;
8. Testifying at public hearings in regards to environmental conditions and/or impacts associated with proposed development projects

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V. RFQ Submittal Requirements

A. Format – responses to this RFQ should not exceed thirty (30) pages total. Pages should be numbered and a table of contents must be included. The structure of the SOQ shall conform to the outline listed below.

1. **Cover Letter.** The cover letter must be signed by a person authorized to negotiate and execute contracts on behalf of the consultant team. It should convey a clear understanding of the requirements and objectives, and why this team is uniquely qualified to be awarded a contract.
2. **Firm's Qualifications.** Summary of overall qualifications and experience of the Firm, especially municipal work.
3. **Proposed Consultant Team.** Identify key personnel who will be assigned to the project, their responsibilities, and qualifications.
4. **Technical Approach.** A description of the techniques and methodologies that the consultant is prepared to employ.
5. **Fee Schedule.** This section should identify the billing rates for listed personnel, as well as other costs or expenses that would be charged in conjunction with the work.
7. **References.** The names, addresses, and telephone numbers of three (3) former clients who have contracted with the consultant for services similar to those described in this Request for Qualifications. Also provide a short description of a project that was successfully completed by the team for the referenced client.
8. **Samples of Work.** Please include on a CD-ROM samples of past work, to include at least one IS-ND, one IS-MND, one Draft EIR, and one Final EIR.

B. Submission

Five (5) copies of the SOQ shall be sent or delivered to:

Mari Hernandez, City Clerk
City of Calabasas
100 Civic Center Way
Calabasas, CA 91302

Questions can be sent to Sr. Planner Glenn Michitsch (gmichitsch@cityofcalabasas.com). Responses will be posted on the City's RFQ/RFP website.

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VI. Statement of Qualifications (SOQ) Evaluation

A. The Due date and anticipated schedule for selection are as follows:

Submissions Due:	Friday, April 29, 2022 at 4:00 p.m.
Consultant Interviews:	May 2022
Selection of Consultants:	June 2022
Award of Contract:	August 2022 City Council Meeting (Specific Date TBD)

B. Selection Criteria

Selection of the consultant(s) will be based upon the quality of the submittal, including comprehensiveness and responsiveness to the requirements of this RFQ. The City wants to be assured that the selected consultant has the technological capabilities to perform work effectively, efficiently and to high standards. The submittals will be evaluated based on the criteria outlined in the submittal requirements, and scored as follows:

1. Experience. The consultant's general experience working on CEQA documents; experience with municipal clients; experience working in Calabasas (or communities with similar demographics); familiarity with local conditions and issues. (20 points)

2. Personnel and Project Management Qualifications. The background, experience and qualifications of individual team members are a key element for consideration. The designated project manager(s) should possess experience with similar projects. (20 points)

3. Understanding of the Work. The City will be looking for a clear and concise understanding of the proposed services required. (15 points)

4. Product. The City will evaluate the description of the product the consultant intends deliver to the City and samples provided of similar work. Sufficient detail should be included for the reviewer to determine if the City's expectations will be completely addressed. This will clarify further the consultants understanding of the project and all of the components necessary to produce a legally defensible document in a timely manner. (20 points)

5. Cost. The City desires quality CEQA products that meet the planning needs of the community while also managing cost; consultant's effectiveness of creating the needed documents while managing a project budget will be carefully considered. (15 points)

6. Approach and Methodology. The methodologies proposed should be consistent with all requirements of the California Environmental Quality Act (CEQA) and CEQA Guidelines. SOQs will be evaluated on the proposed approach to completing the scope of work described in Section III. (10 points)

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- C. Award of Contract – The selected firm shall be required to enter into a written agreement with the City of Calabasas in a form approved by the City Attorney. A standard professional services agreement is attached.

END OF REQUEST FOR QUALIFICATIONS