



Ongoing Request for Qualifications for On-Call Environmental Impact Report Preparation Services

CITY OF CLEARLAKE
14050 Olympic Drive
Clearlake, CA 95422

RELEASE DATE: JANUARY 5 2016

Introduction:

The City of Clearlake is seeking Statements of Qualifications from firms or individuals interested in providing environmental consulting services for private development projects in the city. The City will maintain a list of pre-screened, qualified environmental consulting firms which may be selected by applicants when their project requires the preparation of an environmental impact report.

The list may include an unlimited number of firms. The list will also be “open,” in that firms may submit qualifications at any time for consideration. The environmental consultant will be responsible for the preparation of environmental impact reports (EIR), environmental impact statements, technical studies, and related California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation for proposed development projects.

All work prepared by the environmental consultant will be performed for, and at the direction of, the City of Clearlake. Specific terms of the consultant’s work will be included in the contract with the City and in a separate three-party agreement between the City, the consultant, and the applicant.

This is an ongoing request; there is no submittal deadline.

Because the City will accept Statements of Qualifications at any time for consideration and placement on the list, there is no deadline for submittal.

Submittal Requirements:

Statements of Qualifications shall be submitted via electronic delivery only in PDF to:

Greg Folsom, City Manager, at gfolson@clearlake.ca.us.

E-mail inquiries should be clearly identified as “EIR Preparation Services RFQ Inquiry”

Refer to Exhibit A for Guidelines for Preparation and Submittal of Statement of Qualifications.

For files in excess of 5 megabytes, the use of Dropbox or a similar electronic delivery service is suggested. Printed copies of your Statement of Qualifications will not be accepted.

Background:

In October, 2016, the City Council adopted a the City of Clearlake Environmental Review Guidelines (attached). Section 8.4a of the Guidelines requires that the City compile and periodically update a certified list of qualified environmental consulting firms that may be selected to prepare Environmental Impact Reports (EIRs). These EIRs would be used generally for private development project, but can also be used for City projects. The importance of this list and subsequent selection of consultants to prepare EIRs and/or other environmental documents are to:

- Assure performance of work, so that the City's decision-makers, the public, and other agencies are provided with complete and accurate information.
- Eliminate to the extent possible actual or perceived conflicts of interest by ensuring that firm(s) preparing EIRs are not financially involved with either the project or the applicant.
- Reduce delay for applicants by implementing this list and allowing applicants to select the firm(s) from which scopes or work and fee proposals will be sought at the time an EIR or related document is determined to be needed.
- Ensure that all firms interested in being on the City's approved list have the opportunity to submit qualifications for consideration.

How the List Will Be Created?

All Statements of Qualifications submitted to the City in response to this RFQ will be reviewed by staff to ensure that a few basic criteria are met:

- The firm is clearly qualified to prepare EIRs and similar documents, and has a demonstrated track record preparing these documents.
- The firm can provide references from recent clients (within the past five years) who will attest to its ability to provide competent services in a timely manner.
- The firm's staff includes professionals who were involved in the preparation of any environmental documents that are submitted as proof of competence.

All firms meeting these criteria will be placed on an alphabetical list to be maintained by the Planning Department.

This list will be updated as needed (such as when additional Statements of Qualifications are submitted that meet the City's criteria).

Firms that specialize in technical studies (biology, noise, air quality, traffic, etc.) can submit materials describing their qualifications. Technical firms will be placed on the list with a technical study annotation.

All Statement of Qualifications materials will be archived by the City and will be provided to development project applicants who request them. The City's list and your submittal materials will be placed online for access by applicants and the public.

How the List Will Be Used?

When it is determined that a project will require an EIR or other technical study, the applicant will be given the list of the pre-approved consultants and asked to select one or more firms from which to seek a scope of services and cost estimate (If the applicant wishes to work with a firm which is not on the list, that firm will be asked to submit a Statement of Qualifications, which will be reviewed in the same manner as all other submittals. If that firm is determined to be qualified, it will be asked to submit a scope of work and fee proposal.) Upon receiving the applicant's selection, City staff will seek a scope of services and cost estimate from one or more firms as determined appropriate. The City may, or may not select a consultant on the list selected by the applicant.

The scope of work (or scopes, if multiple firms are contacted) will be reviewed by City staff to ensure that:

- All relevant environmental issues will be examined.
- Sufficient technical expertise, either by the consultant or via subconsultant(s), is available.
- Sufficient time is allocated for preparing the EIR, coordinating with City staff, responding to comments, attending public meetings/hearings, etc.

The City will also ask the firm(s) to verify that they do not have a financial interest or other potential conflict involving either the applicant or the project. Firms with a potential conflict will not be asked to submit a scope of work.

The City will review the cost proposal, but this review will be limited to ensuring that the budget is sufficient to provide the consultant with the time needed to prepare a complete and adequate document.

The applicant will be given the approved scope(s) and budget(s) and will be asked to select the firm to prepare the environmental document.

Once a firm is selected, the City will enter into a contract with the firm (see attached contract template). The environmental consultant will work for and at the direction of the City.

Also at this time, a three-party agreement may be entered into by the City, the consulting firm, and the applicant, specifying among other items how the applicant will be involved in the process of preparing the environmental document and how communications and distribution of information will take place.

What are the Required Timelines?

To reduce cost and delays, the City has committed to the following timelines. Please make sure that you can meet these timelines before you submit a Statement of Qualifications.

- The City will inform the applicant as soon as a decision has been made that an environmental impact report is needed.
- Selected firms will be given three weeks to submit a scope and budget.
- The City will review the submitted scopes and budgets within two weeks after they are received.
- The City will enter into a contract with the consultant as soon as possible following selection of the final firm by the applicant (subject to City Council approval for contracts exceeding \$5,000).

What are the Rules and Conditions?

All of the following apply to this RFQ and responses.

- All submittals to the City regarding this RFQ, including Statement of Qualifications, will become a public record, available for review upon request.
- Additional requirements will be stipulated in the contract between the City and the consultant.
- Any submittal may be withdrawn or modified at any time.
- The City reserves the right to accept or reject any submittal, if deemed to be in the best interest of the City.
- The City retains the right, in its sole discretion, to waive any irregularities in submittals that do not comply with the strict requirements of this RFQ.
- The City may, at any time, without cause, remove selected consultants from the list.
- Consultants are required to provide proof of insurance prior to beginning work. Specific requirements will be provided at the time a consultant is selected.
- On selection of a consultant and award of contract, the consultant and any associated sub-consultants shall be required to obtain a City of Clearlake business license.

Attachments:

Exhibit A- Guidelines for Statement of Qualifications Preparation Submittal

Exhibit B-City of Clearlake Environmental Guidelines

Exhibit C-Sample Agreement for Professional Services

Other Key Document: *Draft General Plan Update:*

<http://www.clearlake.ca.us/314/General-Plan-Update-ProjectDocuments>

Exhibit A

Guidelines for Statement of Qualifications Preparation Submittal

Statements of Qualifications shall contain the following information in the order listed:

1. Introductory letter: Please include a brief introductory letter, addressed to: Julie Burrow, Assistant Planner, City of Clearlake, 14050 Olympic Drive, Clearlake, CA 95422.

2. Description of the Firm and Qualifications: Include information covering all of the following:

- a. Types of services that your firm is particularly qualified to perform. Generally describe the scope of services that can be provided by your firm without the use of outside consultants.
- b. A brief description of the consultant's overall organization and areas of practice.
- c. The name of the lead person(s) who will be the primary liaison with the City. Include staff résumés for individuals who are expected to participate in the environmental review process and discuss each individual's potential role in the process.
- d. Description of the organization and expertise of subconsultants that you have typically used over the past five years, particularly for traffic reports, and identification of the tasks typically assigned to subconsultants.
- e. Current staffing levels.
- f. Description of previous EIRs or focused studies completed for other cities or public or private industries over the past eight years. Technical firms may identify other products rather than EIRs.
- g. Other information that may aid the City in reviewing your qualifications.

3. Work Samples: Provide two (2) complete Final EIRs (Draft EIR as circulated to the public + Response to comments) and/or other focused studies that your firm has prepared within the past two (2) years. Technical firms may submit samples of their specific work product(s) rather than EIRs. These documents should demonstrate the standards your firm maintains in the following areas:

- a. Clarity of writing.
- b. Analysis and explanation of environmental issues and impacts.
- c. Feasible and appropriate mitigation measures.
- d. Clear and accurate graphic information.
- e. Completeness in terms of addressing all requirements of CEQA.

Exhibit B
City of Clearlake Environmental Guidelines

[Add Guidelines Here](#)

Exhibit C
Sample Agreement for Professional Services

[Add Sample Agreement Here](#)