



City of Holtville

**Request for Proposals for
Consulting Services for Environmental Review &
Preparation of Environmental Impact Report (EIR)**

for the

**CITY OF HOLTVILLE
GENERAL PLAN UPDATE**

January 26, 2017

Partial Funding Provided by:

Sustainable Communities Planning Grant

Funded by Proposition 84:

***The Safe Drinking Water, Water Quality and Supply,
Flood Control, River and Coastal Protection
Bond Act of 2006***

Requested by:

Nick Wells, City Manager

City of Holtville

121 W Fifth Street

Holtville, California 92250

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I. PROCUREMENT STATEMENT

**CITY OF HOLTVILLE
REQUEST FOR PROPOSALS
for
Consulting Services for Environmental Review &
Preparation of Environmental Impact Report (EIR)
for the City's current
GENERAL PLAN UPDATE**

NOTICE IS HEREBY GIVEN that the City of Holtville (hereinafter referred to as the "City"), acting by and through its City Council, is requesting PROPOSALS from qualified consultanting professionals to provide **Environmental Consulting Services** for the above-listed project.

Funding for this project is provided by local General Funds and through the Sustainable Communities Planning Grant, which is funded by California's Proposition 84, "The Safe Drinking Water, Water Quality and Supply, Flood Control River and Coastal Protection Bond Act of 2006."

SUMISSION DEADLINE: Receipt up to, but no later than 4:00 p.m., **Thursday, February 16, 2017**

To be considered for negotiation and award of a contract, five (5) paper copies and one (1) electronic copy (CD or USB Drive) of proposals must be received by the date and time specified above in a sealed package at:

Holtville City Hall
121 West Fifth Street
Holtville, California 92250
Attention: Nick Wells, City Manager

Any agreement entered into pursuant to this notice shall adhere to provisions of the State Labor Code of the State of California. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, or religion will also be required.

Questions can be directed to the City of Holtville Project Administrator listed below. Copies of the Request for Proposals can be obtained on the **Holtville.ca.gov** website or at the address listed below:

Mr. Nicholas D. Wells
City Manager/Project Administrator
121 West Fifth Street
Holtville, California 92250
Phone: (760) 356-4574

II. SCHEDULE OF EVENTS

The Schedule of Events for the Environmental Consultant services procurement is as follows:

Issue Request for Proposals	January 26, 2017
Proposal Due	February 16, 2017
Bid Evaluation	February 22, 2017
City Approves Agreement	February 27, 2017
Notice to Proceed	March 3, 2017

Proposals will be evaluated by a committee. It is the City's intention to select the Consultant whose fee, qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee's recommendation will be forwarded to the Holtville City Council for final determination.

The City reserves the right to reject any or all Proposals, or to waive any irregularities or informalities in any proposals or in the proposal and selection process.

III. PROJECT DESCRIPTION

The City of Holtville is in the process of completing a comprehensive General Plan Update and is soliciting consultant services for its environmental review and preparation of an Environmental Impact Report (EIR). The selected Consultant will be responsible for the preparation and completion of all EIR components in compliance with the California Environmental Quality Act.

Howard Baker International is the consultant tasked with preparation of the General Plan. The City of Holtville will make copies of their current General Plan administrative draft available for review to interested bidders.

Partial funding for these services will be provided by the Sustainable Communities Planning Grant that has previously been awarded to the City. The Sustainable Communities Planning Grant is funded by Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. The purpose of the program is to assist local governments in meeting the challenges of adopting land use plans and integrating strategies to transform communities and create long term prosperity.

IV. SCOPE OF WORK

Although it is anticipated that the General Plan will incorporate policies and programs to address all potential environmental impacts, it shall be the consultant's responsibility to review the Draft General Plan and adequately address the environmental concerns in the proposed EIR, including the discussion of all issue areas, evaluation of environmental impacts, identification of potential mitigation measures, analysis of appropriate project alternatives, statement of facts and findings, Statement of Overriding Considerations and mitigation monitoring, if required.

The Consultant shall be responsible for all agency consultation and Tribal notifications in conformance with State statutes. The Consultant shall further prepare all notices for public hearings, staff reports and resolutions as required.

Consultant must be familiar with applicable local, state and federal standards, regulations, guidelines, criteria and laws.

V. RESPONSIBILITIES OF THE CITY

1. The City will provide a designated City Project Administrator to review project specific items throughout the duration of the project.
2. The City will pay an agreed upon amount normally within 30 days after receipt of an invoice(s). Invoice(s) shall be submitted with a detailed accounting of staff hours attributed to specific tasks. Separate invoices shall be submitted for specific project billings.
3. The City will not provide dedicated workplace facilities.
4. The City reserves the right to perform any portion of the scope of work by City personnel or other consultants should the City determine it would be in the best interest of the City to do so.

VI. PROPOSAL CONTENT AND INFORMATION

Proposal should be typed, organized and concise, yet comprehensive.

1. General Requirements

1. Project Cover Sheet.
2. Table of Contents.
3. Provide a cover letter.
4. State the interpretation of the Consultant Services to be performed. The Consultant is to demonstrate an understanding of the Scope of Work and Agency requirements regarding this project.
5. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, license numbers, e-mail and phone number.
6. The Consultant is representing itself as a qualified professional in providing the described consulting services. The Consultant is to offer recommendations and comments with respect to services to be performed. It is expected that the Consultant will have some applicable experience in similar projects that will be delineated in the respondent proposals.
7. List any sub-consultants participating in the project. Describe the services to be performed by the sub-consultants. Identify the qualifications and resumes of all sub-consultants that will be utilized.

2. Cost & Fees

1. Provide a clear breakdown of costs by task including designated staff, hourly rate and hours. The costs and fees spreadsheet is to be submitted in a separate sealed envelope. Costs should be organized for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all employee taxes, overhead and profit. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, and insurance. Telephone, copies, reproduction and transportation are regarded as additional expenses. The consultant shall list a lump sum value for these additional expenses on the fee schedule spreadsheet. A "Not to Exceed" fee breakdown by task of the project based on billable hours is required. Also, detail what hourly rates for overtime will be used as needed.
2. Submit itemized hourly fee schedule for additional services beyond the Scope of Work.
3. Costs and Fees must be provided within a separate sealed envelope within the submittal of the proposal.

VII. EVALUATION OF PROPOSALS

The Proposals will be evaluated according to the following criteria and point system.

PROPOSAL EVALUATION CRITERIA

1. Understanding of the Work to be Completed	20 points
2. Experience with Similar Kinds of Work	20 points
3. Familiarity with State and Federal Procedures	20 points
4. Consultant Fee	20 points
5. Demonstrated Technical Ability	20 points
Maximum Total Points	100 points

A Committee will review and evaluate the proposals. It is the City's intention to select the Consultant whose fee, qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee's recommendation will be forwarded to the Holtville City Council for final determination.

The City reserves the right to reject any and all proposals or to waive any irregularities or informalities submitted in any proposals or in the proposal and selection process. The City also reserves the right to request additional information for clarification. The City Council reserves the right to select any consultant the City deems qualified regardless of the Evaluation Committee's recommendation.

Submit five (5) copies in Portable Document Format (PDF) and one (1) electronic PDF copy on a clearly labeled CD or USB Flash Drive.

Clarification desired by a proposer shall be requested in writing or by emailing a minimum of 72 hours prior to the RFP submission date. Oral explanation or instructions shall not be considered binding on behalf of the City. Forward questions to the City of Holtville Contract Administrator at the following address:

Mr. Nicholas D. Wells
City Manager/ Project Administrator 121 West Fifth Street
Holtville, CA 92250
Phone: (760) 356-4574
Email: NWells@Holtville.ca.gov

Any modifications to this solicitation will be issued by the City Project Administrator as a written addendum.

Any sub-consultant participating in this project is to be listed within the contents of this consultant's response to this proposal. Sub-consultants shall not be allowed to be engaged by the primary contractor after the proposals are submitted to the City of Holtville.

This RFP does not commit the City of Holtville to award a contract or pay any costs associated with preparation of a Proposal. The City reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the City to do so.