



CITY OF SOUTH PASADENA

PLANNING AND BUILDING DEPARTMENT
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July 15, 2019

SUBJECT: REQUEST FOR QUALIFICATIONS – On-call Environmental Review Consultants

The City of South Pasadena (City) proposes to develop a pre-qualified list of on-call Environmental Consultants with demonstrated expertise and experience in preparing Initial Studies, Negative Declarations and Mitigated Negative Declarations in conformance with the California Environmental Quality Act.

Dear Sir or Madam,

The City of South Pasadena (City) is committed to providing excellent customer services and maintaining the historic small-town character of the community's built environment during a time of exciting growth opportunities. The City proposes to develop a pre-qualified list of on-call Environmental Consultants with demonstrated expertise and experience in one or more of the following areas to perform the services either singularly or in combination as listed under the Scope of Work section. The City is seeking these services in order to process development applications prior to their review by Commissions and or the City Council. . The main objective of this Request for Qualifications (RFQ) is to select the firm(s) that are best able to provide services for upcoming and ongoing private development applications. These services will be on an on-call basis and will be development specific. The selected firm(s) will work under the direction of the Director of the Planning and Building Department to prepare required documents and studies.

DEADLINE FOR SUBMISSIONS

Proposals are due no later than 5:00 p.m. on Friday, August 2nd, 2019 to:

David Bergman,
Interim Director of Planning and Building
1414 Mission Street
South Pasadena, CA 91030

Proposals received after the proposal deadline will not be accepted by the City.

General City Background

The City of South Pasadena was incorporated in 1888 and comprises an approximate area of approximately 3.5 square miles. The City of over 25,000 residents lies between the City of Pasadena, of which it was once a part, and the City of Los Angeles.

South Pasadena prides itself on the historic quality of its built environment and small town ambience and considers it a valuable resource for maintaining and increasing the desirability of the City for new residents, business, and visitors. Small, proud and independent, the City of South Pasadena strives to preserve its status as a distinct and distinctive community.

Project Description

The City of South Pasadena (City) is committed to protecting its distinctive small-town identity through its enhanced design review requirements for projects of all types including single-family residential. Small and historic, the City is excited for the future and new development opportunities on the horizon. The City's development code has several discretionary review points that require environmental documentation. The purpose of this RFQ is to have at hand professional environmental consultants that can provide Initial Studies and prepare Mitigated Negative Declarations as appropriate. The intent of this outreach is to provide coordinated and comprehensive environmental documentation on projects in accordance to the City's adopted development review process, allowing the City to grow while retaining its distinctive and unique small-town character.

Scope of Work

Consultants should respond to this RFQ with a Statement of Qualifications (SOQ) for one, a combination of, or all of the following services; the consultant need not be qualified for every area listed. 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 Final NDs, MNDs, and Notices as required.
2. Attend all project hearings before commissions and City Council.
3. Work under the supervision of the Planning Division during the completion of the environmental work.

Deliverables

The consultant shall be responsible for the following deliverables:

1. Draft written analysis of findings, recommendations, and opportunities.
2. Final written analysis of findings and recommendations including supplemental materials such as graphics, charts, photographs, and electronic presentations.

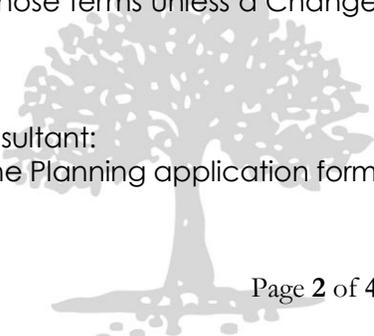
Process and Meetings

Meetings between the consultant and City staff may be required to outline the scope and initiation of project and project progress review. Additional public hearing meetings may be required if provided for in the Contract and shall be subject to those terms unless a Change Order/Modification to the Contract is agreed upon.

City Provided Documents:

The City will make available the following documents to the consultant:

- Property owner and applicant information as stated on the Planning application form
- Applicant proposal and application file



- All publicly available Planning and Building records for the property
- All publicly available City historic materials for the property including:
 - Planning files
 - Building Permits
 - Sanborn Fire Insurance Map imagery
 - 1937 aerial imagery

Budget

The consultant's response should include an hourly rate for staff that would be available to provide services under a standing master agreement.

SOQ / Proposal Format

Consultants should respond to this RFQ with a Statement of Qualifications (SOQ) for one, a combination of, or all of the services listed above; the consultant need not be qualified for every area listed above under Scope of Services.

The SOQ shall include the following:

- Title Page
- Cover Letter
 - Brief letter and introduction to include the company/individual's name and contact information, signature, and any accompanying signatures if response is by a team/partnership.
- Table of Contents
- Introduction
 - Brief summary of the proposer's understanding of SOQ objectives and Scope of Work
- Qualifications of Proposer, and/or Consultant Team
 - General Bibliography
 - Position(s)/Title(s)
 - Education and dated professional work experience
 - Relevant project experience
- References
- Work Samples / portfolio
- Hourly Rate

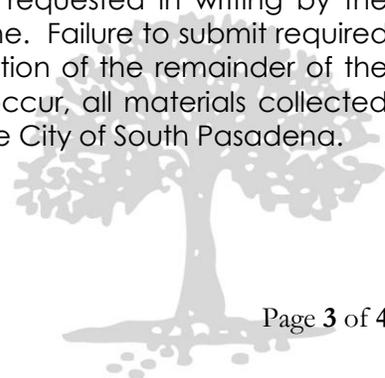
SOQ Submittal:

- One bound hard Copy
- One electronic copy

Schedule of Project Submittals

A schedule of deadlines and submittal dates will be discussed and established with the selected consultant. In all cases, the consultant shall adhere to project deadlines as specified in the final contract. Deadlines for each task should be included in the bid proposal. It is imperative that the selected consultant demonstrate ability to adhere to proposal timelines. No extensions will be allowed unless an extension has been requested in writing by the contractor and approved by the City prior to submittal deadline. Failure to submit required work products by a scheduled deadline will result in cancellation of the remainder of the contract and all outstanding invoices. Should cancellation occur, all materials collected and/or developed during the process will be the property of the City of South Pasadena.

Evaluation of Proposals



Evaluation of the proposals will be based on the competitive selection process, in which the evaluation of proposals will be based on the following:

- Qualifications of consultant's background, experience, specialties, and capabilities, to perform the scope of services
- Consultant's approach and Scope of Work
- Consultant's understanding of the key elements/issues related to the project experience with similar project issues
- Cost estimate

Consultant Selection Procedures

The City will review all proposals based upon the above-stated criteria and select the successful proposals based on the submitted applications. Notice of selected consultants is expected in **August 2019**.

Insurance Requirements

The City of South Pasadena will require the selected firms to provide insurance, and proof thereof as follows:

- Workman's Compensation, in accordance with State Law
- Commercial General Liability in the amount of \$4 million accompanied by the Additional Insured Endorsement
- Professional Liability in the amount of \$2 million.

Business License Requirements

At time of contract execution, the consultant shall have a valid and active business license with the Finance Department of the City of South Pasadena. The business license shall remain valid for the duration of the contract.

Discretion

The City reserves the right to reject any or all proposal or to request and obtain, from one or more of the consulting firm, supplementary information as may be necessary for City staff to analyze the proposal pursuant to the consultant selection criteria.

The consultant, by submitting a response to this Request for Qualifications (RFQ), waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFQ. The City may choose to interview one or more of the firms regarding this RFQ.

Questions on this RFQ

Request for clarification of the information contained in this RFP shall be submitted in writing via email to the attention of David Bergman, Interim Director of Planning and Building at dbergman@southpasadenaca.gov. Responses to any clarification questions will be provided on request to any group responding to this RFQ.

Sincerely,

David Bergman,
Interim Director of Planning and Building

