

May 23, 2024

**REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR
CONSULTANT PLANNING, ENVIRONMENTAL, AND GIS SERVICES FOR
CANNABIS APPLICATIONS**

A. Introduction to Desert Hot Springs

The City of Desert Hot Springs, hereinafter referred to as the City, is one of the fastest-growing cities within the Coachella Valley. The City of Desert Hot Springs was one of the first cities to permit cannabis production including cultivation, manufacturing, testing, and dispensaries. The City of Desert Hot Springs has processed many cannabis applications from beginning to end. To further streamline and expedite the application review and processing time, and further assist applicants in moving from the State Provisional licensees to State Annual licenses, the City will utilize the Department of Cannabis Control grant funds to hire consultant firms that will be dedicated to handling all cannabis applications and associated processing tasks.

B. Scope of Work and Tasks

The City of Desert Hot Springs is inviting proposals from qualified consulting firms, hereinafter called Consultants, to provide environmental, planning, and GIS services to the City in processing cannabis applications through the State provisional and annual licensing requirements. To be considered for this contract, firms must meet the qualifications and satisfy the requirements as stated in this Request for Qualifications (RFQ). The City seeks one or multiple consultant firms or a consultant firm with sub-consultants that can accomplish the tasks and qualifications below related to cannabis applications going through the state licensing process.

Tasks and qualifications will include but are not limited to the following:

1. Maintain a database for tracking the status of the City's provisional Department of Cannabis Control licenses.
2. Developing internal processes, materials, and templates for City Staff concerning CEQA requirements for cannabis projects.

3. Develop comprehensive and interactive Geographical Information Systems (GIS) for cannabis-related projects, cannabis business parks, and related historical geographical information.
4. The Consultant shall complete the following weekly tasks:
 - a. Communicate with Cannabis Operators regarding DCC licensing, environmental studies, documents, and various CEQA-related processes.
 - b. Communicate with City Staff on the status of City Cannabis Facility licensing.
 - i. Track and estimate dedicated hours and workload to align with DCC provisional license deadlines.
 1. Provide City Staff with quarterly updates on licensure progress and propose goals for the following quarter.
 - c. Meet with City Staff to discuss any relevant changes to cannabis facility operations including but not limited to, receivership, revocation, suspension, and enforcement actions.
 - i. Adjust licensing priorities based on City Staff recommendations.
 - d. Complete and/or review CEQA analysis and reporting.
 - e. Assist applicants in submitting all State requirements for State cannabis licenses.
5. The consultant shall have knowledge and experience in planning principles, the California Environmental Quality Act (CEQA), entitlement and permitting processes.

C. Submission Requirements

Proposal Format:

1. Cover Letter
2. Consultant Portfolio
3. Consultant Organization Chart with Roles and Responsibilities
4. Consultant Resume(s)
5. Consultant sub-contractors and/or recommended sub-contractors
6. Consultant Similar Work Experience
7. Proposed Available Schedule
8. Additional Recommendations from the Consultant
9. Fee Proposal

Availability and Terms:

6. The scope of work will remain for 1 year with possible extensions.
7. Sample Professional Services Agreement with terms attached.

Please submit your proposal via email with the subject “RFQ Consultant Planning, Environmental, and GIS Services for Cannabis Applications” to Christina Newsom Code Compliance Director, at cnewsom@cityofdhs.org by 2:00 PM, June 20th, 2024.

An interview may be requested after proposals are received.

A contract will be awarded to the most qualified Consultant. Although price is in consideration, it is not the sole determining factor. The City reserves the right to select the appropriate firm based on the most qualified proposal.

If you have any questions regarding this Request For Proposal or would like to meet and discuss the Scope of Work prior to submitting a proposal, please contact, **Christina Newsom, Code Compliance Director, at cnewsom@cityofdhs.org**, or via phone at (760) 329-6411 ext. 265.