

## Q & A

- 1. What are the current struggles with cannabis permitting that the City is experiencing?**
  - a. *The current cannabis operators obtaining a State Provisional and Annual License.*
  
- 2. What is meant by the consultant's "portfolio" vs "past similar experience"?**
  - a. *A detailed description of skills, qualifications, education, training, past and or current experience.*
  
- 3. What is the preferred staffing arrangement (i.e. in-person, remote, hybrid)**
  - a. *Mainly remote with in-person periodically (TBD)*
  
- 4. Can the city furnish base GIS data?**
  - a. *Yes, the City currently is utilizing ArcGIS and will provide a separate contract dedicated to the scope of work.*
  
- 5. Is the city expecting a rate sheet/T&M fee proposal, or lump sum for specific tasks?**
  - a. *A rate sheet that includes an hourly rates.*
  
- 6. How many applications are you anticipating on a monthly basis?**
  - a. *The applications are existing provisional licenses that require being transitioned to annual licenses. There are approximately 45 current licenses. Additionally, there may be changes to use or ownership that require new applications to be filed.*
  
- 7. What challenge have you seen in the cannabis application process, so far?**
  - a. *Our City is one of the only cities in the State of CA that has a "Cannabis Business Park" model. As such, when these cannabis business parks were established the original environmental studies and MND may now apply to new or amended APNS and physical locations. Typically, the DCC will require an addendum to the original environmental documents with facility*
  
- 8. Will this database/GIS work need to be online and accessible to the applicants or is this an internal system?**

a. The database/GIS work will need to be online and accessible to the public and internal.

**9. How many other consultants have you discussed this RFP with?**

a. *Approximately 5 currently.*

**10. What system does the City intend to use for its GIS purposes, i.e. Esri ArcGIS Online ,Esri ArcGIS Enterprise, etc.?**

a. *We use infinity technologies and will have a separate contract dedicated to the scope of work*

**11. Will City have GIS software licenses that can be used for this project if they are not present?**

a. *Yes, we will have software licenses that are accessible to the consultant*

**12.How many concurrent users of the GIS application or map does the City anticipate?**

a. *We will have an external portal accessible to the public to display cannabis business park information*

**13. Should the cannabis data be made publicly available?**

a. *Yes*

**14. What sort of environmental studies, documents, and various CEQA-related processes will need to be developed and shared with the City?**

a. *The City is the lead agency with the DCC and as such, is required to provide addendums to existing MND and environmental studies that outline energy usage by use type and facility specifics*

**15.What sort of database will the tracking live in? Should this data be used in applications for mapping and other business processes and systems?**

a. *The consultant will track this process. However, the consultant will have access to the City's software and systems for research purposes*

**16. What is the City's budget for this project for the initial year and the extension?**

a. *The City has a grant for this project for approximately 800K and has spent approximately 20% thus far*

**b. UPDATED 6/12/24:** The total grant award is \$822,160.00. The City expenditures to date are \$240,871.10(29.56%). The current remaining award is \$581,288.90.

**17. It is mentioned in the RFP that the consultant should have experience in permitting and entitlements, what type of permits and entitlements is the City referring to here?**

*a. You should be knowledgeable of the permitting and entitlement processes, which include environmental studies and CEQA requirements*

**18. Is there an existing consultant currently executing this work?**

*a. There was a previous consultant whose contract has been terminated.*

**19. What are some of the existing data sets that will be maintained, what are new datasets that will need to be maintained? Is the consultant expected to provide data as well?**

*a. There are existing data sets monitoring and tracking the consultant's activity related to the progress of moving the provisional licenses to annual licenses.*

**20. What is the expected timeline for the initial contract, and under what conditions might extensions be granted?**

*a. The timeline for the contract will be for one year term and may be extended until January of 2023.*

**21. Besides the qualifications and fee proposal, are there other factors will the City consider in selecting the consultant?**

*a. Past and current experiences along with qualifications and education*

**22. Can the City provide more details on the specific functionalities and data requirements for the provisional DCC license tracking database?**

*a. The consultant may use the existing tracking database or create their own. The current tracking exists in excel spreadsheets and in the City's software systems.*

**23. What are the key CEQA requirements and processes the City expects for cannabis? Are there any recent examples that illustrate the level of detail and comprehensiveness required by the City?**

*a. For this particular project, creating any necessary addendums to original CEQA documentations and project specific energy usage/calculations.*

**24. Are there any existing GIS systems or datasets that the new GIS system needs to integrate with, and what are the anticipated challenges or priorities in developing this GIS system for the City?**

*a. The City currently is utilizing ArcGIS and will provide a separate contract dedicated to the scope of work.*

**25. What format and specific metrics should the quarterly updates include, and what type of goals should be proposed?**

*a. Project assessment and Summary, DHS needs, project process quarter to quarter, total project progress, other project statistics, completed objectives, future objectives,*

**26. How frequently are meetings with City staff expected, and what are the primary topics to be covered in these meetings?**

*a. Biweekly with key staff and a quarterly update with the full consultant and City staff teams.*

**27. Is the consultant's role expected to be performed remotely, in-person, or a hybrid of both? If in person work is required, what are the specific expectations regarding on-site presence, such as the frequency and duration of visits to the City?**

*a. Mainly remote with in-person periodically (TBD)*

**28. How should the consultant adjust licensing priorities based on staff recommendation, and what are the common scenarios for such adjustments?**

**29. How many applications are you anticipating on a monthly basis?**

*a. The applications are existing provisional licenses that require being transitioned to annual licenses. There are approximately 45 current licenses. Additionally, there may be changes to use or ownership that require new applications to be filed.*

**30. What challenge have you seen in the cannabis application process, so far?**

*a. Our City is one of the only cities in the State of CA that has a "Cannabis Business Park" model. As such, when these cannabis business parks were established the original environmental studies and MND may now apply to new or amended APNS and physical locations. Typically, the DCC will*

*require an addendum to the original environmental documents with facility*

**31. Will this database/GIS work need to be online and accessible to the applicants or is this an internal system?**

*a. We will have an external portal accessible to the public to display cannabis business park information*

**32. How many other consultants have you discussed this RFP with?**

*Approximately 5 currently.*

**33. If the operator has a provisional license that has expired, what is the current status with the City and State?**

*a. If an operator has an expired provisional license, the operator would be prohibited from operating at the State and local level.*

**34. Will operators be able to seamlessly transfer from an expired provisional to annual license?**

*a. This will be largely dependent on the applicant's responsiveness and willingness to provide the City and Consultant with the required DCC information and documentation required for an annual license.*

**35. Does DHS allow expired provisional licensees to renew provisional licenses?**

*a. This is a state process not a City process.*

**36. Can you provide the current list of CUP operators as of June 2024? The CUP document that is on the City's website is from September, 2022 and the Regulatory Permit Status is May, 2023**

*a. The City will provide this information to the consultant that is contracted.*

# Certificate of Insurance Requirements

- ✓ The City must be named as additionally insured.
- ✓ Insurance. Contractor shall pay for and maintain in full force and effect all policies of insurance required hereunder with an insurance company(ies) either (i) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A-VII" in Best's Insurance Rating Guide, or (ii) authorized by the City Manager or his/her designee at any time and in his/her sole discretion.  
The following policies of insurance are required:
  - ❖ COMMERCIAL GENERAL LIABILITY insurance which shall be at least as broad as the most current version of Insurance Services Office (ISO) form CG 00 01 and shall include insurance for "bodily injury", "property damage" and "personal and advertising injury", including premises and operation, products and completed operations and contractual liability with limits of liability of not less than \$2,000,000 per occurrence and \$4,000,000 general aggregate for bodily injury and property damage, \$1,000,000 per occurrence for personal and advertising injury and \$4,000,000 aggregate for products and completed operations.
  - ❖ COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at least as broad as the most current version of Insurance Services Office (ISO) form CA 00 01 and shall include coverage for "any auto" with limits of liability or not less than \$1,000,000 per accident for bodily and property damage.
  - ❖ WORKERS' COMPENSATION insurance as required under the California Labor Code.
  - ❖ EMPLOYERS' LIABILITY insurance with minimum limits of \$1,000,000 each accident, \$1,000,000 disease each employee and \$1,000,000 disease policy limit.
- ✓ In the event Contractor purchases an Umbrella or Excess insurance policy(ies) to meet the minimum limits of insurance set forth above, this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies).
- ✓ Contractor shall be responsible for payment of any deductibles contained in any insurance policies required hereunder and Vendor shall also be responsible for payment of any self-insured retentions.
- ✓ All policies of insurance required hereunder shall be endorsed to provide

that the coverage shall not be cancelled, non-renewed, reduced in coverage or in limits except after thirty (30) calendar written notice by certified mail, return receipt requested, has been given to the City. Upon issuance by the insurer, broker or agent of a notice of cancellation, non-renewal or reduction in coverage or limits, Contractor shall furnish City with a new certificate and applicable endorsements for such policy(ies). **In the event any policy(ies) are due to expire during the Contract, Contractor shall provide a new certificate and all applicable endorsements evidencing renewal of such policy(ies) not less than 15 calendar days prior to the expiration date of the expiring policy(ies).**

## FORMER AWARDED RFP

<https://cityofdhs.civicweb.net/document/22735/>