

November 2, 2022

**REQUEST FOR PROPOSALS
FOR
CONSULTANT CANNABIS PLANNER(S)**

The City of Desert Hot Springs has processed numerous cannabis entitlement applications from beginning to end. The City now seeks a Consultant Cannabis Planner to oversee the processing of cannabis applications and further streamline and expedite the application review, and processing times. In the Consultants capacity, they will further assist applicants in moving through the City's entitlement and permitting processes, including the States' cannabis licensing process. This Consultant will educate applicants on State licensing processes and act as a liaison between the City and the State agency to facilitate the procurement of both provisional and annual licenses.

Scope of Services:

The City seeks to hire an independent consultant, or a consultant firm that can have a dedicated staff member or staff members that can oversee the processing of cannabis applications through the entitlement process and permitting process.

The consultant will be responsible for completing various tasks and assignments necessary in assisting all cannabis related applicants navigate through the City's entitlement and permitting process, and through the States provisional and permanent licensing process.

Additionally, the consultant will review the City's permitting applications, educational materials, and processes and provide recommendations for more efficient practices.

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

1. Establishing a software database for tracking of all the City's cannabis licenses, to be utilized for tracking through the entire process.

2. Developing user friendly online tools and resources for cannabis applicants.
3. Developing online cannabis applications and a streamlined online submittal process.
4. Developing interactive Geographical Information System (GIS) maps with cannabis related projects and applicants.
5. The Consultant shall complete the following daily tasks;
 - a. Process and update all pending, expired, and/or new cannabis applications and licensees from beginning to end.
 - b. Coordinate meetings with cannabis licensee applicants, reviewing all cannabis applications.
 - c. Complete and/or review California Environmental Quality Act (CEQA) technical studies
 - d. Complete and/or review CEQA analysis and reporting.
 - e. Process all required local and State public noticing.
 - f. Process applications through all public hearings through drafting staff reports and giving presentations.
 - g. Assist applicants in submitting all State requirements for State cannabis licenses.
6. The consultant shall have knowledge and experience in planning principles, California Environmental Quality Act (CEQA), entitlement processes, and permitting processes.

Availability and Terms:

7. The City is expecting the consultant to dedicate a minimum of 30 hours per week, and work out of City offices (located at 11999 Palm Drive).
8. The scope of work will remain for a period of 2 years;
9. Sample Professional Services Agreement with terms attached.

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 Consultant
9. Fee Proposal

Please submit your proposal via email with subject “RFP Cannabis Consultant Planner” to Daniel Porras, Assistant City Manager, at dporras@cityofdhs.org by 2:00 PM, December 2nd, 2022.

An interview may be requested after proposal 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 Scope of Work prior to submitting proposal please contact Daniel Porras at dporras@cityofdhs.org, or via phone at (760) 329-6411 ext. 107.