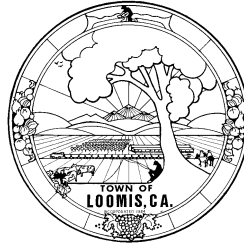


TOWN OF LOOMIS PLANNING DEPARTMENT



REQUEST FOR QUALIFICATIONS

FOR ENVIRONMENTAL SERVICES FOR THE YEARS 2023-2028

TABLE OF CONTENTS

	<u>Page</u>
1. Introduction	2
2. Background	2
3. Schedule	3
4. Scope of Services	3
5. Fees and Expenses	4
6. Proposal Documents	5
7. Statement of Qualifications	5
8. Project Team	6
9. Subcontractors	7
10. Communications about the RFQ	7
11. Form and Transmittal of Proposals	7
12. Selection Process	8
13. Evaluation Criteria	8
14. Public Records Act	9
15. Release of Reports and Information	9
16. Contract Documents	9
17. Terms and Conditions	9

**TOWN OF LOOMIS
PLANNING DEPARTMENT**

**ENVIRONMENTAL CONSULTING SELECTION
FOR THE YEARS 2023-2028**

1. INTRODUCTION

The Town of Loomis, California (herein referred as "TOWN") is releasing this Request for Qualifications (RFQ) to consultant firms (hereinafter referred to as "Consultant") interested in placement on the Town's 2023-2028 list of environmental firms pre-qualified to prepare Initial Studies, Negative Declarations, Environmental Impact Reports and Environmental Impact Statements (collectively, "Environmental Documents") for a variety of projects including residential, commercial, and industrial developments as well as public planning projects.

In addition, the Town welcomes Noise, Traffic, Air Quality, Historic Resource and other specialty consultants to submit, since there may be instances where an environmental document will be prepared in-house with support needed in these subject areas.

The primary objective of the RFQ is to develop an approved list of pre-qualified Consultants to prepare environmental documents ("Environmental Consultant") and special environmental impact studies, e.g., Noise, Traffic, Air Quality, Historic Resource etc. ("Special Study Consultant") in accordance with local, state, and federal regulations. For approximately the next five years, the Town will select firms from the list of pre-qualified consulting firms to perform these services for the Town on an as-needed basis.

The Town is expecting new development projects and additions to existing businesses over the next few years. In addition, the Town will be beginning the process of updating the Zoning Ordinance which will also require environmental review and specialty consultants.

2. BACKGROUND

The Town of Loomis is located in southern Placer County, approximately ten miles west of Auburn, and adjacent to City of Rocklin to the west. Loomis has a population of about 6,500 residents and an area of 7.0 square miles. Most of the town is comprised of large rural residential lots. The old historic town center with its robust historic central business district and quaint residential neighborhoods, provides its small-town identity.

The Town of Loomis is a general law Town with a Council-Town Manager form of government. Legal services for the Town are provided by an independent contractor. Police services are provided under a contract with the Placer County Sheriff's Department, and Fire Services are provided by the South Placer Fire District (SPFD). Water and sewer services are provided by the Placer County Water Agency (PCWA) and the South Placer Municipal Utility District (SPMUD) respectively.

3. SCHEDULE

Deadline. To be considered, a Statement of Qualifications which meets the requirements set forth hereinafter, must be received by the Town Planner, 3665 Taylor Road, P.O. Box 1330, Loomis, California 95650, no later than the date and time shown in the right column.

**March 31, 2023
12:00 PM**

Requests for Further Information. Any person seeking further information or clarification about this RFP shall submit a request, in writing, which must be received by the Town Planner no later than close of business on...

**March 31, 2023
4:00 PM**

Request for Copy of Responses. A copy of all questions and responses will be sent to each person who submits a written request for such information before ...

**March 31, 2023
4:00 PM**

Oral Presentations. The Town may request any one or more proposing firms to make an oral presentation during the evaluation process. The interviews will be scheduled at a mutually agreeable time between the dates shown. Such presentations will provide firms with an opportunity to answer any questions staff may have on a bidder's proposal. Not all firms may be asked to make such oral presentations.

**April 24, 2023
to
May 8, 2023**

Notice of Selection. On or about the date shown, the Town will mail notices to all firms submitting proposals notified whether they have been placed on the approved list of pre-qualified consultants.

May 22, 2023

4. SCOPE OF SERVICES

(a) *Process of Assigning Work to Pre-qualified Consultant*

When an applicant submits a project application to the Town, the Town Planner reviews the application and determines what level of environmental review may be required. If an environmental document is required, the Town will select one or more pre-qualified Environmental Consultants to prepare a Scope of Work to conduct the environmental review. The Town may also ask one or more pre-qualified Special Study Consultants to prepare a proposal for conducting an analysis of Noise, Traffic, Air Quality\Greenhouse Gases, Cultural Resources (AB 52), Wetlands, Biologic or other specialized studies.

The Town will select the successful Consultant from the submitted Scopes of Work\Proposal. If the submission is rejected, another Consultant on the list will be asked to prepare a submittal.

(b) *Environmental Consultant*

The selected pre-qualified Environmental Consultant will be tasked to analyze the project for potential or actual impacts on the environment, identify those impacts, prepare a Negative Declaration, Mitigated

Negative Declaration or Environmental Impact Report, develop workable mitigations for the reduction of the impacts, and prepare a monitoring plan that will ensure the mitigations are implemented.

(c) *Special Studies Consultants*

The Special Studies Consultant will be tasked with analyzing the project for potential or actual impacts based on their area of expertise. For example, a traffic consultant may be asked to analyze potentially impacted intersections and provide recommended mitigations for impacts.

(d) *Each Consultant*

A selected Consultant will be required to perform all tasks in a timely manner to meet the time constraints established by state law or the Town, and may be required to:

- Establish working relationships with Town Staff, Town Council and other public agencies;
- Make presentations to local community groups, the Town Council, and the Town Staff;
- Provide a consistent standard of quality and standard of objectivity for the project(s);
- Maintain reasonable costs for preparation, review, and completion of any necessary documentation; and
- Evaluate projects based upon the CEQA Environmental Checklist (Appendix G of the CEQA Guidelines) as well as other unique conditions and/or impacts.

5. FEES AND EXPENSES

(a) The Town will consider an hourly fee, a task-based fee or a flat-fee Proposal, or any combination thereof. The contract to the successful bidder, however, will contain agreed-upon maximum limit(s). Thus, each bidder is invited to provide a reasonable estimate of the maximum fee for the project.

(b) Town will agree to reimburse Consultant for its direct, reasonable and necessary expenses incurred on the project, including but not limited to the following:

- (i) Expense of transportation in connection with the Project to and from the company's closest office;
- (ii) Expense of reproductions, postage and handling of Drawings, Specifications and other documents, excluding reproductions for office use of Contractor;
- (iii) Expense of renderings, models and mock-ups; and
- (iv) Other items authorized writing and in advance by Town Manager.

(c) All expenses in excess of \$750.00 per month must be approved in advance in writing by the Town Planner or Town Manager.

6. PROPOSAL DOCUMENTS

(a) *Copies.* Four hard copies and one PDF of the proposal documents shall be submitted in the format described below for a proposing firm to be considered. Incomplete proposals and proposals not organized according to this RFQ may be rejected. A faxed or emailed proposal will not be accepted.

(b) *Transmittal Letter.* The proposal shall contain a letter duly executed by an authorized agent of the proposer, the contents of which are described below.

7. STATEMENT OF QUALIFICATIONS

The Proposal should describe the qualifications, knowledge, background and experience of the bidder, including:

(a) A clear, concise statement as to actual ownership of the bidder, including the name of any parent company and whether the bidder is operating under a fictitious name;

(b) Names and titles of key management persons;

(c) Name and qualifications of the lead person; and

(d) An organization chart showing all key personnel, along with a description of staffing levels, and availability, including the current staffing;

(e) Each Consultant must have either its own staff or approved sub-consultants with the expertise to evaluate the items identified in the CEQA checklist form. Consultants must also be able to work with sub-consultants that may have been selected by the Town for certain specific projects.

(f) The Consultant must not have a conflict of interest with regard to any other work performed by the firm for the Town.

(g) A list of the five most significant engagements performed in the last five years for a California public agency (preference given to work in Placer County and adjacent counties) that are similar to the engagement described in this request for proposal, showing for each engagement:

(v) Name of the client and a contact name, address, and telephone number.

(vi) Month and year the projects started and the month and year they were completed;

(vii) Scope of work;

(viii) Total charge for the services provided, budget performance, and schedule performance;

(ix) Key personnel involved and the sub-consultants employed.

(x) Time and materials compensation schedule.

(h) A statement disclosing each governmental agency contract disqualification or termination, whether for convenience or default, that occurred within the past five years, including the name of the government agency, the date of disqualification or termination, and the reason for disqualification or termination;

(i) Each license or certificate that is legally required for preparing and signing plans for the work that may be involved in the project;

(j) Anticipated Potential Problems. The proposal should identify and describe any anticipated potential problems, the bidder's approach to resolving these problems and any special assistance that will be requested from the Town.

8. PROJECT TEAM

The Proposal should describe the qualifications, knowledge, background and experience of the bidder's Project Team, including:

(i) A detailed description of the project team's proposed technical and management approach to the project. Include the following information:

(A) A description of the project team's organization required to conduct this project.

(B) The team's identification of the critical project elements that may arise during the term of the contract.

(C) The team's approach to control cost, schedules, and quality.

(ii) Provide the following information on the project team's personnel:

(D) The name, position, and a detailed resume, and proposed Project Manager.

(E) The name, position, resume and proposed responsibilities for all key personnel. Indicate their present assignments and their availability. Include alternate personnel that would be used if the persons identified as key personnel are not available at the time a specific project arises.

(iii) Current rate sheet for personnel

(iv) Describe any special resources the project team may bring to the Project. Such resources and experience may include items such as special computerized drafting systems, specific recent experience working on related projects, and recent experience in the Town of Loomis and/or other Placer County jurisdictions. Elaborate on why the project team stands above the competition.

9. SUBCONTRACTORS

The bidder must provide for each subcontractor of the bidder, the scope of services to be provided by such subcontractor and a Statement of Qualifications containing the information specified in section 8, above, for such subcontractor.

10. COMMUNICATIONS ABOUT THE RFQ

Telephone communications with Town staff about the RFQ are not encouraged but will be permitted. However, any such oral communication will not be binding on the Town. All telephone questions regarding this project should be directed to:

Christy Consolini, Planning Director
Town of Loomis Planning Department
3665 Taylor Road
P.O. Box 1330
Loomis, CA 95650
Phone: (916) 652-1840
Email: cconsolini@loomis.ca.gov

11. FORM AND TRANSMITTAL OF PROPOSALS

(a) The proposal documents shall consist of:

(i) A signed transmittal letter stating the Bidder's understanding of the work to be done, a commitment to perform the work within the time periods required, a commitment to enter into a contract in substantially the same form as that which is attached hereto as Exhibit A, and a statement as to why the firm believes it to be best qualified to perform the engagement.

(ii) Four copies of the Proposer's Statement of Qualifications.

(b) The proposal documents shall be enclosed in a sealed envelope within another sealed envelope. The outer envelope shall be addressed and delivered to:

Christy Consolini, Planning Director
Town of Loomis Planning Department
3665 Taylor Road
P.O. Box 1330
Loomis, CA 95650

(c) The inner envelope shall be clearly labeled "Request for Pre-qualification for Environmental Services" and the name of the bidder(s). No FAX or e-mail submittals will be accepted.

12. SELECTION PROCESS

- (a) The Statement of Qualifications will be reviewed by an evaluation committee to determine which Consultants will be included in a final interview process. All firms submitting proposals will be notified in writing as to whether they are or are not selected to be interviewed. The committee will then conduct an interview with those Consultants during the period noted in section 3, above, and will rank the interviewees based on their submitted materials and performance.
- (b) The evaluation committee will make determination of the firms to be included on the list of consultants, based upon the highest relative scores.
- (c) The evaluation committee will consist of at least two members who have technical expertise in relevant fields or who are involved in project review at various managerial levels.
- (d) The identity of members of the committee will be confidential until the interviews are held.

13. EVALUATION CRITERIA

The determination whether a Proposer is pre-qualified will be based on a combination of factors as determined to be in the best interests of the Town, which include, but are not limited to the following factors:

- (a) Ability of the bidder to best perform the work, as measured by qualifications, past performance, knowledge of and experience with local, state and federal standards, regulations, guidelines, criteria and laws;
- (b) The bidder's responsiveness to this Request for Qualifications;
- (c) Quality of Proposal, including but not limited to the Bidder's planned approach to the project;
- (d) Interview Presentation, e.g., whether the presentation is concise, relevant and informative.

14. PUBLIC RECORDS ACT

Each bidder should be aware that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the Town of Loomis may not be in a position to establish that the Proposal which the candidate submits is a trade secret. If a request is made for any information marked "confidential" by a bidder, the Town will provide the candidate who submitted such information with reasonable notice to allow the candidate to seek protection from disclosure by a court of competent jurisdiction.

15. RELEASE OF REPORTS AND INFORMATION

Any reports, information, data, or other material given to, prepared by or assembled by the bidder as part of the work or services under these specifications shall be the property of the Town and shall not be made available to any individual or organization by the bidder without the prior written approval of the Town.

16. CONTRACT DOCUMENTS

The successful Consultants will be expected to execute a Master Professional Services Agreement that contains the terms and conditions set forth in the form contract that is attached hereto as Exhibit A. The Consultant is reminded that any proposed change to the form contract will be considered in determining the firm's suitability for inclusion in the interview process.

17. TERMS AND CONDITIONS

(a) *Proposal Costs.* This request for proposals does not commit the Town to pay for any costs incurred in the submission of a response or make any necessary studies or designs for the preparation thereof nor the purchase or contract for services in connection with the preparation of a submission. All costs in preparing and submitting a proposal shall be borne by the person making the proposal.

(b) *Withdrawal.* A bidder may withdraw a proposal without prejudice prior to the time specified for opening by submitting a written request to the Town Manager for its withdrawal, in which event, the proposal will be returned to the bidder unopened. No proposal received after the time specified or at any place other than that stated in the "Notice Requesting Proposals" will be considered.

(c) *Retention and Use of Proposals.* The Town reserves the right to retain all proposals and use any idea in any proposal regardless of whether that proposal is selected. The Town also reserves the right to waive non-substantial irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and to accept others, except to the extent that proposals are qualified by specific limitations, and to make an award as the interest of the Town may require.

(d) *Agreement.* The Town reserves the right to negotiate any and all terms of an agreement including length, scope of services and compensation.

(e) *Awarding Authority.* An agreement with the Contractor shall not be binding unless and until it is approved and executed by the Town Council or Town Manager depending on the dollar amount.

(f) *Competency and Responsibility.* The Town reserves full discretion to determine the competence and responsibility, professionally and/or financially, of bidders. Bidders will provide, in a timely manner, any and all information that the Town deems necessary to make such decision.

(g) *No Award.* The Town may, for any reason, not award an agreement as a result of this RFP.

(h) *Execution of Contract.* The bidder to whom award is made will be expected to execute a written contract with the Town within twenty (20) calendar days after notice of the award has been mailed to the address given in the proposal. The substance of the contract will include the terms of this Request for Proposals and the form will be mutually acceptable to both parties.