CITY OF CORONADO

Request for Qualifications

for

Urban Planning and Environmental Services Consultant

January 23, 2020
1. Introduction

The City of Coronado (City) is in search of qualified urban planning and/or environmental services consultants to support its Community Development Department. The City wishes to develop a list of at least two (2) environmental services consultants to provide a variety of technical and specialty services necessary to carry out the City’s development function. The City’s Community Development Department is therefore issuing a Request for Qualifications (RFQ) for qualified consultants to provide the City with the desired professional services on an as-needed basis. The Community Development Department intends to enter into a Professional Services Contract with the selected consultant(s), to provide professional urban planning and environmental review services for a variety of projects on an as-needed basis.

2. Background

The City of Coronado is a small beach community approximately 7.7 square miles in size bordered by the Pacific Ocean, Glorietta Bay, and San Diego Bay. Of the 7.7 square miles, approximately 5.5 are under the jurisdiction of the U.S. Navy, Unified Port District of San Diego, and California Department of Parks and Recreation, leaving 2.2 square miles under the City of Coronado’s direct land use authority.

The coastal community is over 100 years old and comprises an eclectic mix of housing ranging from small cottages, architecturally significant dwellings, stately mansions, and contemporary single-family and multiple condominium structures. The City has a quaint island feel and is linked to the San Diego mainland by the San Diego-Coronado Bridge and to the City of Imperial Beach located south by State Highway 75, a narrow strip of land known as the Silver Strand. Rich in history and natural beauty, with a charming ocean village atmosphere, the City of Coronado is a unique, quaint, coastal community commonly referred to as the Crown City.

Coronado is home to some of the world's most pristine beaches, 22 public parks, an 18-hole golf course, tennis courts, and recreational facilities, which include public pools and dedicated bicycle paths. The City limits include Naval Base Coronado, which includes Naval Air Station North Island, homeport for two aircraft carriers; the Naval Amphibious Base; and the Silver Strand Training Complex where the elite SEALs are trained.

The Community Development Department seeks qualified professional urban planning and environmental services consultant(s) to support their efforts in the following areas on an as-needed basis:

- General Plan, Local Coastal Program, and Zoning Code maintenance;
- Land use policy evaluation and development;
- Administration of the City’s Historic Preservation program, including processing Nominations for Historic Designation, Historic Resource Alteration Permits, Mills Act
Agreements, and Determinations of Historic Significance (Notice of Intent to Demolish) Reviews;

- Environmental review of projects in accordance with the California Environmental Quality Act (CEQA);
- Building construction plan check, permit issuance, and inspections;
- Zoning and Building Code enforcement;
- Inter-agency coordination and representation on regional committees; and
- Special studies and review of public projects.

3. Scope of Services

It is the intent of the City to use the selected consultant(s) on a rotating as-needed basis. It is anticipated that services will be needed on a monthly to bi-monthly basis. The selected Consultant shall provide a variety of on-call environmental and urban planning consulting services which may include but is not limited to any of the following types of work:

- Preparation of environmental documents (ND, MND, EIR, EIS, etc.) in compliance with the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA);
- Review of and comment on environmental documents prepared by outside agencies;
- Field investigations and preparation of environmental technical studies, including but not limited to: air quality assessments, biological resource reports, cultural resource reports, GHG analyses, Phase I/II/III environmental site assessments, noise impact assessments, transportation and traffic impact studies;
- Mitigation monitoring and reporting;
- Discretionary permit processing;
- Preparation of long-range planning documents and amendments to existing long-range plans;
- Public hearing attendance and presentation delivery;
- State and federal permit (e.g., Regional Water Quality Control Board, State Lands Commission, Army Corps of Engineers, etc.) processing and acquisition;
- Architecture and design plan preparation and review;
- Land use constraints and opportunities analyses;
- Affordable housing support;
- Preparation of grant applications;
- Preparation of fiscal impact and economic/market analyses;
- GIS support;
- Other environmental and planning related tasks as assigned;
- Parking analysis/study/plan/program
4. General Qualifications

To demonstrate experience, consultants are asked to submit a Statement of Qualifications (SOQ). The Statement of Qualifications should address the following general requirements:

- Qualifications to provide CEQA or NEPA related services.
- Experience in the preparation of quality environmental technical studies and urban planning activities.
- Excellent corporate, project, and individual references.

5. Submittal Contents

The Statement of Qualifications (SOQ) submittal shall include the following:

- Cover Sheet (Attachment A)
- Cover Letter: Maximum of two pages serving as an Executive Summary.
- Firm Profile: Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of particular expertise, etc. If the firm has an office in San Diego County, as well as an office outside of the County, the staffing of the San Diego office must be clearly indicated separately from the firm’s total staffing.
- Key Personnel: Provide a summary description of the key personnel who will be involved in each work element described in the Scope of Services section above, their roles and responsibilities, and their experience in similar past projects. The “Principal in Charge” should be identified as a one-person contact for all on-going projects. The “Principal in Charge” shall remain the point of contact for the duration of the contract. In addition to this summary, full resumes should be provided.
- Firm’s Capabilities: Provide a summary statement that demonstrates the firm’s capabilities for the variety of anticipated work as described in the Scope of Services section and demonstrates that the firm meets the requirements described under General Qualifications.
- Work Sample: Provide a sample XXXXX report prepared either for the City of Coronado or another jurisdiction.
- Fee Proposal: (with personnel cost breakdown) in a separate sealed envelope. Attach to the Fee Proposal an itemized breakdown showing how the fee proposal was developed, including all anticipated elements, time requirements, hourly rates, etc. Include separate line items for each work element described in the Scope of Services section above, as applicable.
6. **Submittals**

Submittals should be organized in a clear and concise manner within a single binder. Five (5) copies should be delivered to:

City of Coronado  
Community Development Department  
1825 Strand Way  
Coronado, CA 92118-1502  
Attn: MacColleen Balcobero

**The deadline for receipt of submittals is: 4:00 p.m., Wednesday, February 26, 2020.** Faxed statements will not be accepted. For additional information regarding this Request for Qualifications, contact:

MacColleen Balcobero, Administrative Secretary  
Community Development Department  
1825 Strand Way  
Coronado, CA 92118-1502  
(619) 522-7327

7. **Selection Criteria**

Each submittal shall be judged as to the consultant’s capabilities and experience to perform the required services. In addition to meeting those criteria listed in “General Qualifications,” selection will be based on a 100-point criteria as follows:

(40) Capabilities, Experience and Past Performance. Each firm will be evaluated on its demonstrated capabilities and experience to provide the desired consultant services for the City of Coronado.

(20) Key Personnel. Each firm will be evaluated on the experience and education of the key personnel that will be assigned to the City’s projects.

(20) Quality of Sample Determination of Historic Significance Report. Reports will be evaluated on level of research and analysis, report organization, and overall quality.
(10) Ability to Accomplish Work. Each firm will be evaluated on its ability to provide the desired scope of services and ensure those services can be provided as-needed and on time. Items to be considered include number of qualified staff (emphasis on local staffing), support staff, available equipment and facilities.

(10) Other. Each firm will be evaluated on any supportive information that demonstrates their capabilities to best suit the needs of the City of Coronado, including the location of the firm.

An evaluation committee will review and rank the submittals based on the above criteria. The top-rated firms may be invited to an interview. Selected consultant(s) will be recommended to the City Council for a Historic Preservation Services Contract. Upon the Council’s approval, the contract will be awarded. Local firms (San Diego County) will be given a preference in this selection.

The fee proposal for the project is required to be submitted in a sealed envelope as a part of this Request for Qualifications. It is the intent of the selection process to examine the demonstrated competence and professional qualifications of the design professional. The fee proposal is intended to assist the selection committee in gauging a fair and equitable fee for the services requested. The City may, at its option, negotiate and modify the scope of services with the selected firm and negotiate fee adjustments, as the City deems appropriate. Qualifications that do not include the required fee proposal will not be considered for final selection.

8. RFQ Timeline

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFQ Issued</td>
<td>1/23/2020</td>
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<tr>
<td>Questions due</td>
<td>2/3/2020</td>
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<tr>
<td>Responses posted</td>
<td>2/10/2020</td>
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<tr>
<td>SOQ and Attachment A due by 4 p.m.</td>
<td>2/26/2020</td>
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<td>Short list developed</td>
<td>3/13/2020</td>
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<td>Interviews (if needed)</td>
<td>TBD</td>
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<td>Evaluation committee</td>
<td>TBD</td>
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<td>recommendation</td>
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<td>Contract award</td>
<td>4/7/2020</td>
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Please submit all questions and requests for clarification in writing to procurement@coronado.ca.us before 4:00 p.m. on Monday, February 3, 2020. Responses will be posted by close of business day on Monday, February 10, 2020.

An evaluation committee will review and rank the submittals based on the above criteria. The top-rated firms will be short listed and invited to an interview. Based on the submittals and
interviews, a consultant(s) will be recommended to the City Council for a Professional Services Contract. Upon the Council’s approval, the contract will be awarded. Should the City and the selected Consultant(s) be unable to agree on contract terms, the award of the contract will be offered to the second ranking firm, and so forth as necessary. The second and third ranking consultants may also be called upon to provide urban planning and environmental services in the event that the primary as-needed consultant does not have the experience, time, or resources to provide the needed services.

The City recognizes that the as-needed consultant will not have experience or capacity to provide professional services in all disciplines which may be required for a specific project and may desire to supplement their capabilities by teaming with subconsultants. It is important to describe these partnerships; however, the selection of the as-needed urban planning and environmental services consultant will be based on the submitting firm’s capabilities as described in the preceding selection criteria.

The City reserves the right to reject any or all responses, to waive any informality in the specifications or RFQ process, or to cancel in whole or in part the Request for Qualifications if it is in the best interest of the City to do so. By submitting a response to this RFQ, the prospective consultant waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFQ. Acceptance of any statement submitted pursuant to this RFQ shall not constitute any implied intent to enter into a contract for urban planning and environmental services. This RFQ does not commit the City to pay any costs incurred in the preparation of a response to contract for services. All responses to this RFQ shall become the property of the City.

9. Contract Duration

The consultant selected will serve as one of the City’s two as-needed urban planning and environmental services consultants for a period of three years from the execution of the professional services contract. The City reserves the right to terminate the contract when it is determined it is in the best interest of the City. The City may also elect to renew the annual contract for up to two additional one-year terms, for a total of five (5) consecutive years.

10. Project Administration and Contract Agreement

The City reserves the right to award the contract to any firm judged to be in the City’s best interest, or to cancel or postpone the selection process at any time. The City will not be obligated to reimburse any firm for its efforts in pursuing the project. The consultant selected will serve as the City’s urban planning and environmental services consultant for a period of three years from the signing of the professional services contract. The City reserves the right to terminate the contract when it is determined it is in the best interest of the City. The City may also elect to renew the contract for up to two additional one-year terms, for a total of five (5)
consecutive years. The City anticipates awarding two contracts with an annual not-to-exceed value of $250,000 each for as-needed professional services.

11. Provision of the Work

Work shall be provided in accordance with Work Orders to be issued by the City under the Agreement resulting from this procurement and shall be subject to the provisions of the Agreement accompanying this RFQ, including any additional provisions specified in the Work Orders with regard to schedule, key personnel, and subcontractors/subconsultants.

12. Submission Deadline

To be considered for selection, qualifications in the form specified in this RFQ document must be submitted to the City Clerk’s Office, 1825 Strand Way, Coronado, California, by 4:00 p.m. on Wednesday, February 26, 2020. All submittals must be sealed and marked “REQUEST FOR QUALIFICATIONS FOR URBAN PLANNING/ENVIRONMENTAL SERVICES.” Qualifications received after 4:00 p.m. on February 26, 2020, will not be considered.

13. Conflict of Interest

The consultant must comply with the requirements of all applicable federal, state, and local conflict of interest laws affecting the City. They include, but are not limited to: Government Code Section 1090, et. seq.; Government Code Section 87100, et. seq.; Health and Safety Code Section 34281; the federal conflict provisions including those set forth in 24 CFR Part 85. In addition, the consultant may be required to comply with all additional conflict of interest provisions related to the City of Coronado, if and when applicable. This is not a comprehensive statement of all potentially applicable conflict of interest provisions. Any prospective consultant with a conflict of interest, real or apparent, will not be considered.

All responses to this RFQ become property of Coronado and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act (Cal. Govt. Code Sections 6250 et seq. Therefore, unless the information is exempt from disclosure by law, the content of any submittal, request for explanation, exception, or substitution, response to these specifications, protest, or any other written communication between the City of Coronado and any Respondent regarding the procurement, shall be available to the public.
Attachment A

COVER SHEET

City of Coronado
RFQ for “As-Needed” Urban Planning / Environmental Services Consultant

Name of Firm: _______________________________________________________________
Mailing Address: _____________________________________________________________
Contact Person: ______________________________________________________________
Telephone: _________________________ Email: __________________________________

Firm is a:  Joint Venture    (  )
               California Corporation Partnership (  )
               Sole Proprietorship (  )
               Other (  )

Firm’s Federal Tax ID Number _____________________

__________________________________   _________________________
Signature of Authorized Representative     Date

__________________________________   _________________________
Name of Authorized Representative