



Website:
www.beaumontca.gov

Address:
550 E. 6th Street
Beaumont, CA 92223

Phone:
951.769.8520

Request for Proposal for On-Call Planning and Environmental Services

Proposals Due By:

Thursday, March 16, 2023
2:00 PM, PST

CONTACT:

Grace Wichert
Procurement and Contracts Specialist
GWichert@beaumontca.gov

RFP AVAILABLE:

www.publicpurchase.com or
<https://www.beaumontca.gov/949/Bids-and-RFPs>



Introduction

The City of Beaumont ("City") Community Development Department requests written responses to a Request for Proposal (RFP) for selection of qualified firms ("Consultant") to provide On-Call Planning and Environmental Services on Behalf of the City's Planning Department.

All services provided by the Consultant shall be performed by individuals who meet the qualifications, education, and certification/licensing requirements for the position. The successful Consultant shall also have the resources to provide cost effective and timely services, including providing customer service to the City.

Qualified Consultants that submit a proposal will be evaluated in accordance with the requirements defined within this RFP. Upon successful negotiations with the City, the selected firm will provide On-Call Planning and Environmental Services.

Responses must conform to the requirements of this Request for Proposal (RFP). The City reserves the right to waive any irregularity in any proposal or reject any proposal that does not comply with this RFP or City policies. Modifications to the RFP, including, but not limited to the scope of work, can be made only by written addendum issued by the City.

City of Beaumont

Founded at the turn of the 20th century, Beaumont is proud of its rich history and rural charm. The town served as a welcome "stopping-off point" for early travelers making their way from the Mohave desert to Los Angeles, and later for L.A. residents eager to vacation in Palm Springs. Some, however, set down roots, drawn by the beautiful mountain vistas, clean, crisp air, and the abundance of cherry and apple orchards. The City is located in the western portion of Riverside County and is bounded on the west by Calimesa and unincorporated areas, on the north by the unincorporated County areas (Cherry Valley), on the south by unincorporated County areas and the City of San Jacinto, and on the east by the City of Banning. The land area within the City's boundaries is approximately 26 square miles.

Beaumont provides the very best of rustic, rural beauty and charm, combined with the planned growth, abundant recreational opportunities, and rich community life offered by the finest Southern California cities. The progressive city of over 45,000 people, sits at 2,612 feet in elevation between Riverside and Palm Springs in the Inland Empire. The city contains 16 city parks, including a 20-acre sports park and a municipal pool, as well as an extensive trails system. The Beaumont School District, with 10 schools, has an outstanding reputation, and ranks highly in the Pass Area. The city is rounded out with various local service clubs, a new state of the art community recreation center, a library, two four-star golf courses, and multiple churches.

The City interacts with numerous other government agencies, including but not limited to the California Department of Parks and Recreation, the California Department of Transportation, the County of Riverside, and the Santa Ana Regional Water Quality Control Board.

The City Government

The Beaumont City Council is comprised of five Council members, each sharing equal voting powers on all items coming before the Council. Council members are elected to at-large



positions for four-year terms, with elections held in November of even-numbered years. The City Council meets annually to select one of its members to serve as Mayor and another to serve as Mayor Pro Tem for one year but no more than two consecutive years.

The City Council provides legislative and policy direction to the City Manager, who implements their decisions to direct the activities of the City. The City Council responds to issues and concerns of the community by allocating resources, developing policies, and formulating strategies that support the vitality and economic viability of the City. All their decisions must be made at public meetings.

The City Council appoints the City Manager and City Attorney and members of all advisory boards, commissions, and committees. The City Council also serves as the Board of Directors for the Beaumont Financing Authority, Beaumont Utility Authority, Beaumont Conservation Authority, and Beaumont Successor Agency.

Purpose

The purpose of this RFP is to solicit and select a firm to provide On-Call Planning and Environmental Services to augment City staff as it relates to CEQA and other Planning Department needs, including review of submitted documents for private developments and assisting with the AB 52 consultation process. Under the direction of the City's Planning Manager or Deputy City Manager, the Consultant will serve as a coordinator and will provide the range of expertise necessary to carry out the normal functions of CEQA and/or project review.

The selected Consultant shall be responsible for the preparation of Environmental Impact Reports (EIR), Environmental Impact Statements (EIS), Negative Declarations, Mitigated Negative Declarations, technical studies and other California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) documentation for proposed projects. The Consultant will also be responsible for peer review of documents prepared by other consultants. The Consultant must be willing to work collaboratively with, and manage the work of, other members of the environmental analysis team.

The Consultant may be required to act as an extension of Planning staff in areas other than Environmental document review or preparation. As needed, the consultant may be requested to provide Planning project review services for private land development projects within the City. This would entail reviewing projects and providing written comments and/or conditions based on current city codes and standards.

All services provided by the Consultant shall be performed by individuals who meet the qualifications, education, and certification/licensing requirements for the position. The successful Consultant shall also have the resources to provide cost effective and timely services, including providing customer service, to the City. The City will, based on qualifications presented in response to this RFP, select the firms best able to provide consulting services for upcoming private and City initiated projects.

Scope of Services

The Scope of Services for On-Call Planning and Environmental Services is attached as Exhibit A.



Term

The initial term of the agreement shall be three (3) years, as approved by City Council and consistent with City policies. The Consultant Team shall be responsible for completing the specified services in accordance with the City's Professional Services Agreement (Attachment B).

Proposal Requirements

Proposals shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below.

- A. Cover Letter: Maximum of two (2) pages serving as an Executive Summary which shall include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. The letter accompanying the RFP shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the consultant. The cover letter constitutes certification by the consultant that the consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.
- B. Introduction/Information: Introduction of the service proposal, including a statement of understanding for the types of services contemplated. Provide a discussion on how the objectives of the scope of services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by City prior to signing the agreement with City).
- C. The firm's approach to delivering the scope of services. Provide a description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks.
- D. 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.
- E. Location of principal office that will be responsible for the implementation of this contract.
- F. Proposed Team: Provide a summary description of all personnel who will be involved in this project, their roles and responsibilities, and their experience in similar past projects. The proposal must name a project manager. In addition to this summary, full resumes must be provided.



- G. References: Provide three (3) to five (5) references for similar services within the last three (3) years, which include: name, address, contact person, and phone number of the company, length of time services were provided and description of services provided.
- I. Scope of Services: Provide a description of the tasks, sub-tasks, and deliverables that will be provided. The Scope of Work Program should be presented in a logical format that can be easily attached to the Professional Services Agreement.
- J. Cost proposal: Provide detailed cost of services in a separate sealed envelope.
Costing should include:
 - Fixed prices, including out-of-pocket expenses, for all costs associated within the scope of this proposal.
 - Detailed hourly rates of all members of the team.
 - Additional billable costs for non-specified tasks.
- K. Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice.
- M. The firm will be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker's compensation, and vehicle coverage including comprehensive and collision insurance naming the City of Beaumont as additional insured. The proposal shall state whether such insurances will be in force at time of contract execution.

Submittal

Six (6) bound copies and one (1) color digital pdf copy (flash drive) of the proposal must be submitted no later than 2:00 PM, Thursday, March 16, 2023. The cost proposal shall be submitted in a separate sealed envelope. Postmarks and faxes are not acceptable. Proposal must be titled "RFP for On-Call Planning and Environmental Services". Proposals shall be submitted to:

City of Beaumont
c/o Grace Wichert
550 E. 6th Street
Beaumont, CA 92223

No postmarked proposals will be accepted. Once submitted, proposals, including the composition of the consulting staff, cannot be altered without prior written consent of the City.

All costs associated with preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of 25 pages, using minimum 12-point font size. Electronic submittals of the proposal will not be accepted.

***DUE DATE FOR QUESTIONS IS MARCH 2, 2023, AT 2:00 PM PST.**

All questions shall be submitted through [PublicPurchase.com](https://www.PublicPurchase.com). Answers will be posted on the same website to allow all users to review the City's responses to all questions within one (1) week of the question due date.



Timetable for reviewing and evaluating Proposals:

RFP Release	Thursday, February 16, 2023
RFC Due	Thursday, March 2, 2023 @ 2:00 PM
Proposal Due Date	Thursday, March 16, 2023 @ 2:00 PM
Consultant Interviews (if required)	Week of April 3, 2023
Tentative Award Date	April 18, 2023

Confidentiality

Prior to the proposal submittal deadline, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the proposal submittal deadline, all responses will be regarded as public record and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

Amendments to Request for Proposals

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

Non-Commitment to City

The City reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal reviewed. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering into final contract.

Conflict of Interest

The Consultant shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

Proposal Evaluation/Selection

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City’s needs/objectives and the ability to meet those needs/objectives.

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City staff will use the following criteria to evaluate the proposals:

Criteria	Points
Understanding of Scope of Services	15
Demonstrated Professional Skills and Credentials	15
Related Experience	20
Approach to Performing Services	15
Familiarity with City, County, and State Procedures	15
References/ Satisfaction of previous clients	10
Quality of Proposal	5
Cost of Services	5
Total	100

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final determination. The City reserves the right to reject any and all proposals.

CONTACT WITH ANY CITY EMPLOYEE OTHER THAN THE CONTACT NAMED IS STRICTLY PROHIBITED AND WILL BE CAUSE FOR DISQUALIFICATION OF THE PROPOSAL.