



Website:
www.beaumontca.gov

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

Phone:
951.769.8520

Request for Proposals for Climate Action Plan (CAP) Update

Questions Due By:

2:00 P.M.
Thursday, May 18, 2023

Proposals Due By:

2:00 P.M.
Thursday, June 1, 2023

Contact:

Grace Wichert
Procurement and Contracts Specialist
gwichert@beaumontca.gov

RFP Available:

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



1. INTRODUCTION

The City of Beaumont (“City”) requests written responses to a Request for Proposal (RFP) for selection of a qualified firm (“Consultant”) to provide professional services for the preparation of a Climate Action Plan (CAP) update for the City of Beaumont. The selected firm is expected to prepare an update to the City’s 2015 Climate Action Plan and associated environmental document pursuant to the California Environmental Quality Act (CEQA). The selected consultant will be one that has demonstrated experience in the preparation of CAP’s or CAP updates for local jurisdictions.

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.

2. THE CITY OF BEAUMONT

The City was incorporated in November 1912 and is located in the San Gorgonio Pass portion of western Riverside County. It is bounded on the west by Calimesa and unincorporated areas, on the north by 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 boundary is approximately 30 square miles.

The City of Beaumont has been one of the fastest growing cities in California over the past 15 years and has a current population of 55,280. An average of 500 new homes have been permitted annually since 2013 and the population has grown by approximately 1,500 residents each year. Beaumont is rated one of the safest cities in southern California. The City has its own police department with fire and paramedic services contracted through Riverside County.

Beaumont has seen significant growth in its quality of workforce with educational levels and technical skills. The community has also seen growth in its household income levels. As a result of these demographic shifts, Beaumont has become a regional retail hub. The City has started to realize new retail and service sector opportunities that were previously not viable.

3. BACKGROUND

2040 General Plan:

On November 17, 2020, the City of Beaumont City Council unanimously approved the General Plan Update. The plan lays out a blueprint for the City’s future through a series of goals, policies, and implementation measures to guide future development in an economically and environmentally sustainable manner. The 2040 General Plan also includes the Downtown Area Plan which is of particular interest to the City Council, residents and other stakeholders in the community. The 2040 General Plan includes a

Health and Environmental Justice Element as well as a variety of Goals aimed at addressing Climate issues.

6th Cycle Housing Element:

The City’s 6th Cycle Housing Element (2021-2029) was completed in October of 2021 and was certified by the State of California Department of Housing and Community Development on December 12, 2022. The Housing Element includes a variety of programs, encouraging non-motorized mobility options. The Housing Element Update included an updated Safety Element of



the 2040 General Plan which addressed several climate change and hazard issues within the City.

Downtown Beaumont Revitalization Plan:

The Community Development Department is currently working with a consultant on a Downtown Beaumont Revitalization Plan (DBRP). The Plan is anticipated to be complete by the end of the year. The City is currently offering a variety of incentive programs focused on the downtown.

Economic Development Strategic Plan:

The EDSP is the blueprint for attracting targeted new development and business investments, creating jobs, and contributing to the City's long-term fiscal health. Other action items include focusing on development streamlining, establishment of business incentive programs, and encouragement of downtown redevelopment and revitalization. Many of the elements of the EDSP are currently being implemented.

Parking Management Master Plan:

In 2020 the City in conjunction with SCAG and a consultant, completed a Parking Management Master Plan. This document reviewed and analyzed land uses and parking requirements City wide as well as in the Downtown area. The study provides multiple concepts to "right-size" parking requirements in the downtown area over time and establishes an implementation plan to achieve downtown parking management goals and objectives.

2015 Climate Action Plan:

The City's 2015 CAP was focused on incorporating energy efficiency and reducing GHG emissions. The Sustainable Beaumont Plan (2015 CAP) established goals and policies which incorporated environmental responsibility into daily management of City and community operations. Updating the City's existing Climate Action Plan (2015) will provide an improved framework and long-term strategies to reduce the City's contribution to climate change and support the State's emission reduction targets through the incorporation of energy efficiency, improved Air Quality, reduction of greenhouse gas (GHG) emissions and an overall responsible approach to the use of natural resources. The City desires to mitigate the impacts of existing conditions as well as reduce or eliminate the impacts of future conditions.

Local Hazard Mitigation Plan (LHMP):

This document is currently being developed in conjunction with the County of Riverside EOC. Any documents or data the City has will be available for use.

4. PURPOSE

The purpose of this RFP is to select a consultant or a team of consultants (Consultant) who will prepare a CAP Update which will provide a roadmap that outlines specific activities that the City will undertake to reduce greenhouse gas emissions and to adapt to climate change. The CAP must provide an inventory of greenhouse gas (GHG) emissions and a vulnerability assessment, outline actions to mitigate climate change through GHG reductions, and identify strategies to adapt to the effects of climate change. The CAP will be used for CEQA project streamlining. The City has participated in regional CAP processes and data collection in addition to the work done as part of the City's 2040 General Plan. That data is available for use during this process.

The City's CAP update will need to include components to address the requirements that must be met by the City's Wastewater Treatment Plant. Those requirements will be listed as a separate,



required task in the Scope of Work.

5. TERM

The initial term of the agreement shall be determined upon need of services and consistent with City's policies.

6. PROPOSAL REQUIREMENTS

The proposal shall clearly address all 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, under penalty of perjury, 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. Firm Experience/Qualifications:
 1. A list of the five (5), most recent, similar projects by the proposed project team. Include at least three (3) projects on which all principal team members, including key sub-consultants, worked together. Do not list any projects that were performed by key team members when they were employed by other firms. Each description shall include:
 - The name of the client and a contact name, address, and telephone number.
 - The scope of the consultant's involvement in the project.
 - The month and year the projects started and the month and year they were completed.
 - The total value of the services provided.
 - The key personnel involved, and the sub-consultants employed.



2. A list of any consultant's contracts terminated (partially or completely) by clients for convenience or default within the past seven years. Include contract value, description of work, client, contract number, and the name and telephone number of the contracting entity.
- F. Location of principal office that will be responsible for the implementation of this contract.
- G. 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.
- H. References: Provide at least three (3) references from previous cities, counties, or other agencies for community engagement and/or CAP work completed within the last 10 years, and also provide web links to appropriate examples of recent CAP work products. All submitted materials shall become the property of the City of Beaumont.
- 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 logical format that can be easily attached to the Professional Services Agreement. Any additional items not mentioned above in the list but needed to get to full design and construction shall be included in the proposal as additional items for consideration.
- J. Project Schedule: Provide a comprehensive Critical Path Method (CPM) schedule describing the nature and estimated timeline of proposed work objectives and milestones. Gantt chart preferred.
- K. 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 project
 - Additional billable costs for non-specified tasks
 - Total fees and expenses for the entire scope of the project
 - Any area which proposers believe should be included in the scope of work in this proposal, but which is not stipulated in this RFP, and identifies the costs associated with the services rendered
- L. List of all current/outstanding contracts, their status and the completion date for each contract.
- M. Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice.
- N. The firm will be required to maintain an active City of Beaumont Business License and professional liability insurance including general 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 license and insurance will be in force at time of contract execution.

7. SUBMITTAL

Three (3) bound copies, one (1) unbound copy and one (1) color digital pdf copy (flash drive) of the proposal must be submitted no later than 2:00 p.m. Thursday, June 1, 2023. Electronic submittals of the proposal will not be accepted. Proposal must be titled "RFP for Professional Services for Climate Action Plan Update." All proposals shall be submitted to:

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

Proposals received after the indicated date and time will not be considered. 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.

****DEADLINE TO SUBMIT REQUEST FOR CLARIFICATIONS (RFC)/ QUESTIONS IS MAY 18, 2023 AT 2:00 P.M.****

All questions shall be submitted on 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, May 4, 2023
RFC Due	Thursday, May 18, 2023 @ 2:00 PM
Proposal Due Date	Thursday, June 1, 2023 @ 2:00 PM
Consultant Interviews (if required)	TBD
Tentative Award Date	TBD

8. 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.

9. AMENDMENTS TO REQUEST FOR PROPOSALS

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



10. CITY OF THE BEAUMONT REIGHTS AND OPTIONS

This RFP does not commit the City of Beaumont to award a contract or to pay any cost incurred with the preparation of a proposal or contract for services described herein. The City may, in its sole discretion and without any obligation to act reasonably, reject any and all proposals, waive informalities and minor irregularities in any proposal reviewed, negotiate with any qualified source submitting a proposal, extend deadlines, and/or request additional information. Subsequent to negotiations, prospective consultants may be required to submit revisions to their proposals. 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 a final contract.

The City reserves the right to postpone selection for its own convenience, to withdraw this RFP at any time, and to reject any and all proposals without indicating any reason for such rejection. As a function of the RFP process, the City of Beaumont reserves the right to remedy technical errors in response to the RFP and to modify the published scope of services and scope of work. Proposals submitted in response to the RFP will not be returned.

11. 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.

12. PROPOSAL EVALUATION/ SELECTION

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City's needs. City staff will use the following criteria to evaluate the proposals:

Criteria & Scoring	Points
Understanding the scope of services and completeness of RFP	20
Related Experience and Demonstrated skills	30
Approach to performing this type of service	40
Cost and Cost Effectiveness	10
Total	100

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City's adopted procedures. 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.

ATTACHMENTS

- A. Exhibit A- Scope of Services
- B. Exhibit B- Professional Services Agreement