



Request for Proposal

City of Imperial Imperial Regional Park and Equestrian Center CEQA Compliance

Important Dates

Proposal Due: July 7, 2014 at 5:00 P.M.
Award of Contract: July 16, 2014

City of Imperial
Planning Department
420 South Imperial Avenue
Imperial, CA 92251

Phone: (760)355-1152
Fax: (760)355-4718

1. Overview

The City of Imperial, California invites professional firms to submit proposals to prepare CEQA compliance documents related to the annexation and development of a 143-acre regional park and equestrian events center.

2. Background

The City of Imperial purchased a 143-acre agricultural field (APN 063-010-049) just outside its incorporated boundaries with the intent of annexation and developing it as a regional park and equestrian events center. The project will include approximately 40 acres of tournament-level sports fields; 51 acres for equestrian facility which includes a 160,000 square-foot covered arena, outdoor arena, stables, and an RV park; 20 acres of open space recreation; 6 acres of commercial for restaurants and equestrian related retail stores; and 8 acres for an olive mill. The goal of this project is to spur economic development through tourism that will draw visitors from outside the region.

Actions to be taken by the City of Imperial include annexation, General Plan Amendment, pre-zone, and subdivision of the existing parcel.

3. Scope of Work

In preparing a response to this Request of Proposal (RFP), the Consultant shall address the following specific components that should be included in the scope of work. The final scope of work will be coordinated with City staff and the selected Consultant.

Task 1. Initial Study

The consultant shall prepare an Initial Study to evaluate the significance of all impacts generated by proposed project consistent with the requirements of CEQA. As part of this task, review various reports, files and related materials such as the City of Imperial General Plan, Zoning Code and conceptual drawings. The Consultant shall also prepare a Notice of Availability that includes a recommended determination as to whether there are significant impacts requiring the preparation of an Environmental Impact Report or Negative Declaration

Task 2. Technical Studies

Technical studies shall be provided as necessary to support CEQA clearance and environmental permitting. Technical studies shall be prepared to City standards. City staff anticipates stand alone technical studies will include but may not be limited to the following:

- Air Quality Study
- Biological Resources Study
- Cultural Resources Study
- Traffic Impact Study

If the consulting team believes one or more of the above-listed studies will not be required, the proposal should discuss the reasons why a study may not be required, but shall still include the study in the proposed scope of work and cost estimate. If the consulting team feels additional studies may be necessary, they should be listed and clearly identified as optional in the scope of work and cost proposal.

Task 3. Environmental Document

Following the acceptance of an Initial Study, the Consultant shall prepare the appropriate environmental document such as an IS/MND or EIR. Deliverables shall include and administrative draft, screencheck, draft, and a final. Mitigation measures and a mitigation monitoring plan shall be prepared Consultant.

Task 4. Public Notices

The Consultant shall:

- Coordinate and deliver environmental documents to the State Clearinghouse;
- Mail all required notices to affected agencies and interested persons;
- Assist the City with the preparation of the Notice of Preparation, Notice of Completion and Notice of Determination; and
- Assist City Staff in the preparation of responses to comments.

4. Proposal Content

Proposal responses must adhere to the requirements outlined in this section. The original proposal and each subsequent copy must be submitted on paper, properly bound, appropriately tabbed and labeled in the following order:

1. **Introduction:** Provide a cover letter and introduction including the name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. A one- to two-page Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully completing this project.
2. **Scope of Work and Schedule:** Discuss each task outlined in Section 3 above with a cost estimate and cost proposal for the project including a breakdown of costs by each task. Include a scope of work and schedule of completion.
3. **Qualifications and Personnel:** Describe the firm's resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any sub-contractors proposed for the project.

- b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
 - c. Identify all key project personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFP.
4. **References:** Identify at least successfully completed projects of a similar nature, preferably with direct involvement of municipal governments in California. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Consulting projects currently underway may also be submitted for consideration.
 5. **Additional Data:** This section will be limited to five (5) pages. Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements.

5. Proposal Submittal

To be considered, please submit three (3) copies of your proposal by Wednesday, July 7, 2014 at 5:00 P.M. to:

City Clerk's Office
City of Imperial
420 South Imperial Avenue
Imperial, CA 92251

All proposals shall be submitted in sealed envelope(s) and shall be clearly marked:

"SEALED PROPOSAL – DO NOT OPEN WITH REGULAR MAIL."

Proposals received after the due date and time will be returned unopened. Faxed proposals will not be accepted. Hand carried proposal will be accepted before the response due date during normal business hours.

Questions regarding this Request for Proposal may be directed to Jorge Galvan, AICP, Planning Director, City of Imperial Planning Department, 420 South Imperial Avenue, Imperial, CA 92251 or via email at jgalvan@cityofimperial.org. All questions should be submitted in writing and all prospective consultants will receive copies of the questions and responses.

6. Review and Selection Procedure

A proposal evaluation committee comprised of City Staff will review each proposal. The following evaluation criteria will be used in selecting a Consultant:

1. Experience with similar efforts;

2. Commitment of Senior Staff to the Project;
3. Relevant qualifications of key personnel;
4. Familiarity with applicable State and Federal laws;
5. Knowledge of local issues in the City of Imperial and the Imperial Valley region;
6. Proposed schedule and ability to meet applicable deadlines; and
7. Overall responsiveness to this RFP.

The City of Imperial reserves the right to reject any or all proposals for any reason. Minor irregularities of the proposal may be waived at the discretion of the City.

Please note that the ability of the Consultant to complete the overall project within the anticipated completion period will be considered in the selection process. The lowest cost proposal will not necessarily be selected.