



# CITY OF HUNTINGTON BEACH REQUEST FOR PROPOSAL

TO PREPARE ENVIRONMENTAL ANALYSIS FOR THE FORMER  
WARDLOW SCHOOL SITE PROJECT



---

DATE  
OCTOBER 7, 2008

DISTRIBUTED BY:  
CITY OF HUNTINGTON BEACH  
PLANNING DEPARTMENT  
2000 MAIN STREET  
HUNTINGTON BEACH, CA 92648  
(714) 536-5271

# **TABLE OF CONTENTS**

	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
<b>I</b>	<b>INTRODUCTION</b>	<b>1</b>
	1.1. Background	1
	1.2. Project Objectives	1
	1.3. Role of Consultant	1
<b>II</b>	<b>PROJECT BACKGROUND</b>	<b>2</b>
	2.1 Project Description	2
	2.2 Site Background	2
<b>III</b>	<b>SCOPE OF SERVICES</b>	<b>2</b>
	3.1 Environmental Documentation	3
	3.2 Content and Submission of Proposals	4
	3.3 Schedule	5
	3.4 Meeting Attendance	5
	3.5 Deliverables	5
<b>IV</b>	<b>BUDGET</b>	<b>6</b>
	4.1. Insurance/Indemnification Requirements	7
<b>V</b>	<b>SELECTION PROCESS</b>	<b>7</b>
	5.1 Evaluation Criteria	7
	5.2 Interviews	8
	5.3 Recommendation to City Administrator	8
	5.4 Disclaimer	9
<b>VI</b>	<b>PROPOSAL SUBMITTAL DEADLINE</b>	<b>9</b>
<b>VII</b>	<b>CONTACT</b>	<b>9</b>
<b>VIII</b>	<b>ATTACHMENTS</b>	<b>9</b>

## **I. Introduction**

---

### ***1.1 Background***

The City of Huntington Beach is seeking proposals from qualified consultants who are interested in being considered to prepare the environmental review for the former Wardlow School site. It is anticipated that the level of analysis will be a Mitigated Negative Declaration.

The consultant team must have demonstrated experience in processing environmental documentation pertaining to low density residential projects and have experience working with affected regional agencies. The City of Huntington Beach Planning Department will be the lead agency pursuant to the California Environmental Quality Act.

The environmental consultant selected will have the primary responsibility of preparing the environmental documentation necessary for processing the project and must have adequate technical ability and resources to prepare the environmental documents in a timely manner. The consultant will also be responsible for participating in study sessions and public hearings needed to prepare and adopt the documents.

### ***1.2 Project Objectives***

The key objective in undertaking this project is to analyze the potential environmental impacts associated with this project.

### ***1.3 Role of Consultant***

The role of the consultant is to be an extension of the City's staff. The consultant(s) are expected to keep an open dialogue and to work closely with staff in completing all project objectives. As an extension of staff, the consultant will be expected to function in the following capacities:

- ◆ Provider of technical information and unbiased recommendations
- ◆ Provider of solutions to potential conflicts
- ◆ Public educator of the CEQA process
- ◆ Solicitor of public input
- ◆ Organizer, facilitator & consensus builder
- ◆ Available to City staff via phone, electronic mail, fax, meetings, etc.
- ◆ Preparer of environmental documents, letters, memos, applications, meeting minutes, staff reports, etc.
- ◆ Presenter of CEQA issues, staff reports, etc.

## **II. Project Background**

---

### ***2.1 Project Description***

The project proponent, Ranco Huntington Investments, LLC, proposes to develop 42 single-family units on an 8.35 acre site located at 9191 Pioneer Drive (North side of Pioneer Dr., east of Magnolia Ave.). The site is bounded by single family residences to the north and south, a flood control channel on the eastern border with residences beyond, and a City park with existing sports fields adjacent to Magnolia Street on the western border. The Entitlements required for this project are:

**General Plan Amendment:** To amend the General Plan land use designation from P-RL (Public-Residential Low Density underlying designation) to RL-7 (Residential Low Density – max. 7 units per acre).

**Zoning Map Amendment:** To amend the zoning designation from PS-FP2 (Public-Semipublic – Flood Plain 2) to RL-FP2 (Residential Low Density – Flood Plain 2).

**Environmental Assessment:** To review the proposed amendments and project pursuant to the California Environmental Quality Act to determine the necessary environmental documentation.

**Tentative Tract Map:** To subdivide 8.35 acres of land into 42 numbered lots and one lettered lot for purposes of constructing 42 single family homes.

**Conditional Use Permit:** To permit the development of a 42 unit single family subdivision and associated infrastructure including site improvements, grading and potential construction of off-site sewer, water and storm drain improvements. In addition, the existing restroom building at Wardlow park will be relocated, and the project may include construction of replacement parking to serve the sports fields.

### ***2.2 Site Background***

The Wardlow School site, totaling 14.4 acres, was owned by the Fountain Valley School District. The school was designated as a closed school site, and in 2005, the School District decided to sell the site. In November 2005, the City acquired six acres of the school site to be maintained as open space. The remaining 8.4 acres were acquired by the project proponent and are the subject of this Request for Proposals.

## **III. Scope of Services**

---

In general, the consultant shall perform the necessary research, investigation and documentation to complete the environmental documentation. It is anticipated that a Mitigated Negative Declaration will be satisfactory. The Scope of Services shall include the following:

### ***3.1 Environmental Documentation***

The environmental documentation shall discuss environmental effects in relation to their severity and probability of occurrence and shall identify appropriate modifications to the project to mitigate any environmental impacts to the extent feasible.

The consultant will be expected to prepare and carry out the following:

1. Completion of necessary MND level technical studies, including traffic, air quality and noise, as well as any other studies needed as identified by the consultant. The applicant's civil engineer has prepared a Geotechnical Investigation, Liquefaction Evaluation and Hydrology Analysis, which are currently under review by the City. The environmental consultant will be asked to peer review these studies to ensure they are adequate for CEQA purposes. The applicant's consultants will be responsible for any other required wet utilities technical studies.
2. As necessary, confer and meet with regulatory agencies (Orange County Sanitation District, Caltrans, South Coast Air Quality Management District, etc.) regarding results of technical studies, etc.
3. Provide alternative recommendations (as necessary) based on results of items 1 and 2 to mitigate any potential environmental impacts.
4. Preparation and distribution of the Draft Mitigated Negative Declaration in accordance with the provisions of the California Environmental Quality Act and State Environmental Guidelines, as amended. The City will be responsible for internal distribution and to groups located within the City of Huntington Beach.
5. Complete environmental document consistent with CEQA statutes and guidelines. The consultant will prepare the Initial Study. The City's Environmental Assessment form will be used for the checklist.
6. Preparation of the Notice of Availability and Notice of Completion for the documents. The Consultant will be expected to distribute the notices to the appropriate County, State and Federal agencies, if any, and provide the City with the list. The City will be responsible for distribution of notices to area property owners and organizations within the City, publication in newspapers and transmitting notices to the County for posting.
7. Provide an electronic copy of the Initial Study formatted in Microsoft Word and Portable Document Format (PDF). The document converted to PDF shall be indexed and searchable.
8. Preparation of all graphic exhibits and handouts necessary for meetings, study sessions, and public hearings on the Environmental Documents with the exception of the following GIS graphics which will be available from the City in a JPEG file: vicinity map, General Plan land use map, zoning map, assessors parcel map, aerial photo, and existing utilities (except for storm drain).

9. Although a response to comments is not required for a Mitigated Negative Declaration, should significant issues be raised or numerous comments received, the City may elect to have a response to comments prepared. Therefore, the proposal should include preparation of Responses to Comments received during the public comment period and distribution to commenting parties. (Contract augmentation for “excessive” numbers of responses is not typically considered by the City. Therefore, your proposal should be conservative in this regard). The consultant shall also prepare any other written responses to letters or verbal comments received during the preparation and processing of the document (as deemed necessary by City).
10. Preparation of the Final Environmental Document.
11. Provide an electronic copy of the Final Environmental Document formatted in Microsoft Word and Portable Document Format (PDF). The document converted to PDF shall be indexed and searchable by chapter.
12. Preparation of certification documents (notice of determination, etc.), as necessary.
13. Preparation of a Mitigation Monitoring Program, as necessary.
14. Meet regularly with City staff to review work efforts, schedules, and issue areas as identified and necessary during the process.
15. Presentations at meetings, and public hearings. The firm’s Principal or a representative of the environmental firm who has demonstrated ability in presenting Environmental Documents to Committees, Planning Commissions and City Councils will be required to attend the public meetings or other meetings as deemed necessary by City staff.

### ***3.2 Content and Submission of Proposals***

The City requests that proposals be organized and presented in a neat and logical format and be relevant to the Scope of Services. Proposals shall be clear, accurate and comprehensive. Excessive (written proposals more than 20 pages, excluding tables, charts or graphics) or irrelevant material will not be favorably received.

The consultant shall identify the tasks required to complete 3.1 above. Each task should be responded to by the consultant team in the form of a technical work statement. Each major work item should be related to a cost figure. The technical work statement should contain the effort to be expended by the consultant in preparing each task, and the time frame in which the task will be completed. In addition, proposals should contain the following information:

1. Cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days.

Indicate the address and telephone number of the office located nearest to Huntington Beach and the office from which the project will be managed.

2. Information on which staff and subconsultants will be involved in the work, to include background/resume on the individuals (and subconsultants), team organization and the relationship of their capabilities and experience to the tasks undertaken. A project manager and an alternate project manager shall be named who shall be the prime contact and be responsible for coordinating all actions with the City. Any changes in project team membership shall be approved by the City.
3. At least five references that received similar services. Include client name, project manager, start/end date and telephone number.

### 3.3 *Schedule*

The City is requesting that the project commence upon notice to proceed.

### 3.4 *Meeting Attendance*

The consultant team shall assume the following minimum number of meetings. More meetings may be suggested in the proposal. Payment for meetings will be based upon the actual number of meetings. The proposed fee for meetings shall be segregated by type of meeting and should include all necessary personnel (including sub-consultants) and presentation materials.

<u>MEETINGS</u>	<u>NUMBER</u>
Meetings with staff	4
Public Information Meeting (held during public comment period)	1
Planning Commission	
Study Session/Public Hearing	2
<b><u>Meetings required with other agencies in the preparation of the documentation are not included in the above numbers but should be accounted for in the consultant's budget.</u></b>	

### 3.5 *Deliverables*

All documents and plans shall be the property of the City of Huntington Beach. Documents shall be organized so that they can be easily revised and reprinted, are adequately illustrated, are computer compatible, and are easily understood by diverse public interests. The number of documents and plans shall be as follows:

#### **Environmental Documentation**

1. A minimum of five (5) screencheck copies of technical reports and the Draft Initial Study.

2. A minimum of one (1) screencheck copy of the Notice of Availability and Notice of Completion.
3. 40 bound copies of the public review environmental documents and 25 Technical Appendices plus one (1) unbound reproducible original copy shall be provided to the City. Note: these copies are in addition to the copies that the Consultant shall transmit to the State Clearinghouse and County, State and Federal agencies.
  - a. All graphics, charts, maps, and tables shall be on 8 ½ X 11 white paper.
  - b. All studies, surveys results, data, and agency comments and responses shall be included in the technical appendices.
4. Provide an electronic copy of the Draft Environmental Documents formatted in Microsoft Word and Portable Document Format (PDF). The document converted to PDF shall be indexed and searchable by chapter.
5. A minimum of 10 screencheck copies of the Draft Response to Comments, if needed.
6. Copies of the Response to Comments to be distributed to commenting parties and agencies per CEQA, if needed.
7. 40 bound copies of the Final Environmental Document plus one unbound, reproducible copy containing Response to Comments and any other additional or revised text of the Environmental Document.
8. Provide an electronic copy of the Final Environmental Document formatted in Microsoft Word and Portable Document Format (PDF). The document converted to PDF shall be indexed and searchable.
9. A minimum of two (2) screencheck copies of the Certification documents and one reproducible final electronic copy.
10. Preparation of environmental analysis for memos and letters for City staff and public.

#### **IV. Budget**

There will be a fixed price contract. A “not to exceed” amount should be provided for all miscellaneous expenses such as mileage, printing, etc. so that there are no costs to the City which are not identified in the proposal. There will be no compensation to consultant for hours expended resulting from consultant’s errors and omissions.

A breakdown of labor hours by employee billing classification together with the cost of non-labor and subconsultant services shall be included. The labor breakdown shall be compiled based on a listing of work tasks that correlates with the consultant’s defined scope of work for the project proposal.

As noted, the City has issued concurrent proposals for the former Lamb School site and former Wardlow School site. Interested applicants are encouraged to submit proposals for both projects; separate proposals are required for each project. However, proposals incorporating cost savings for performing both reviews will be evaluated favorably.

#### ***4.1 Insurance/Indemnification Requirements***

Consultant shall maintain and provide proof of the following minimum insurance during the duration of the project:

Professional Liability Coverage - \$1,000,000 per occurrence. A claims-made policy is acceptable if the policy further provides that:

- a) The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).
- b) Consultant will make every effort to maintain similar insurance during the required extended period of coverage following project completion, including the requirement of adding all additional insureds.
- c) If insurance is terminated for any reason, consultant agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with the contract.
- d) The reporting of circumstances or incidents that might give rise to future claims.

***A sample contract and the City's insurance requirements are included as an attachment. It is mandatory that you review these requirements and sign the attached acknowledgement form.***

## **V. Selection Process**

---

### ***5.1 Evaluation Criteria***

Of primary importance in the selection of a consultant or team of consultants will be the overall quality of the proposal as evidenced by previous accomplishments and a demonstrated willingness to work with City officials, staff, and agencies.

In general, proposals will be evaluated based upon the following criteria:

- |  |      |
|--|------|
| ➤ Understanding of the Scope                               | .15  |
| ➤ Identification of Critical Scope Elements and Key Issues | .15  |
| ➤ Technical Approach, Work Plan, Innovative Approach       | .30  |
| ➤ Clarity and Completeness of Proposal                     | .05  |
| ➤ Qualification of Firm/Subconsultants                     | .15  |
| ➤ Knowledge and Experience of Project Manager/ key staff   | .20  |
| ➤ Changes to the City's contract (if any)                  | -.10 |

### ***5.2 Interviews***

If warranted, consultants may be selected for interviews to be held the week of November 10. **Should interviews be held, consultants will be notified of the interview time by November 3.**

The interview shall consist of a presentation by the consultant and will allow the consultants an opportunity to demonstrate their understanding of the City's needs toward meeting its objectives. Any form of presentation may be used; however, the most effective presentation will demonstrate the experience and ability of key personnel and samples of the proposed product.

Interview will be limited to one hour. The interview will begin with the proposer's presentation and will be followed by questions from staff.

### ***5.3 Recommendation to City Administrator***

The staff will evaluate all eligible proposals and make the final recommendation for selection to the City Council based upon the following criteria:

1. Adequate technical and financial resources for performance prior to award of this contract.
2. Experience and organizational, technical and editorial skills and facilities prior to award of this contract.
3. Demonstrated qualification of the project leader(s) and assurance of his or her principal involvement in the project until its completion.
4. Ability to perform the required tasks within an acceptable time schedule.
5. A satisfactory record of ability and performance in other similar projects, and familiarity with issues pertaining to the project.
6. Ability and experience to work closely with City staff and advisory bodies.
7. Regularly and easily available to City staff and for day and evening meetings, as required.
8. An equal opportunity employer and qualified and eligible to receive and fulfill award of this contract under all applicable laws and regulations.
9. Information provided by references.
10. Ability to estimate and identify hidden and unforeseen costs.
11. Consultant's enthusiasm and creativity.

12. Past performance record with the City (if applicable).
13. A reasonable contract price.

#### **5.4 Disclaimer**

This Request for Proposal does not commit the City to award a contract, or to pay any costs incurred in the preparation of the proposal. The City reserves the right to extend the due date for the proposal, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant, or to cancel this Request for Proposal in part or in its entirety. The City may require the selected consultant to participate in negotiations and to submit such technical, fee, or other revisions of their proposals as may result from negotiations.

### **VI. Proposal Submittal Deadline**

---

*Written proposals are due by 5:00 p.m., October 29, 2008.* Send or deliver six (6) copies of the proposal to:

Chris Davis, Senior Administrative Analyst  
City of Huntington Beach  
Planning Department  
2000 Main Street  
Huntington Beach, CA 92648

### **VII. Contact Person**

---

Questions regarding the project and consultant selection process should be directed to:  
Rami Talleh, Senior Planner at (714) 374-1682.

### **VIII. Attachments**

---

1. Sample Contract
2. Insurance and Indemnification Acknowledgement form
3. Proposed Site Plan