

**CITY OF TEHACHAPI
REQUEST FOR QUALIFICATIONS (RFQ)
ON-CALL ENVIRONMENTAL SERVICES**

Release Date: November 18, 2021

Closing Date: December 21, 2021

Contact Person: Jay Schlosser, P.E., Development Services Director

Qualifications must be received by **5:00 p.m. on Tuesday, December 21, 2021**, at the following address:

117 S. Robinson Street
Tehachapi, CA 93561

Introduction

The City of Tehachapi (City) is currently seeking to retain one or more qualified professional firms to provide on-call environmental services. These may include review and preparation of documents in accordance with the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA) or other related environmental documentation for various City projects on an as-needed basis for a three-year period. Due to the as-needed nature of the work, no work is guaranteed on a contract, even if awarded. The scope of work will vary and will be requested on a task order basis as need arises. Services may be required for City-related projects (e.g. infrastructure projects, roadways, various municipal projects, policy documents, etc.) or private development (commercial, residential, industrial, etc.) within the City.

Statements of Qualifications (SOQ) shall be submitted by firms (or conglomerations of firms) that have a capable and demonstrable background in the type of work described under the Scope of Services requested in this notice. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, equipment, specialized consultants and financial resources to carry out the work without delay or shortcomings.

Consultants are urged to submit concise SOQs and to include only the items that are relevant to this specific RFQ. The City reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFQ.

Intent and Selection Process

The intent of this RFQ is to evaluate each interested firm's qualifications based on the evaluation criteria outlined in this RFQ, interview the highest scoring firms (up to four), select the firms from those interviewed that best meet the needs of the City based on the City's sole discretion (up to three), and negotiate a final scope of services for the Consultant Agreement for Services. The City reserves the right to forego the interview process and commence with selection based on the SOQs received. All contracts are subject to approval by the Tehachapi City Council, and the City reserves the right to not award any such contract at the discretion of the Council.

Contract Period

The contract period, once awarded by the City Council, will be for three (3) years (expiring December 31, 2024). The City, through the approval of the City Manager, may request and/or grant up to two, one-year extension of terms should the City require it, through an amendment to the Agreement for Services. Projects initiated during the agreement period shall continue until completion regardless of the end date of the agreement.

Schedule

The draft schedule for this RFQ is given below. Please keep in mind that the interview and Council meeting dates are subject to change.

Selection Process Actions	Target Date
RFQ distributed to prospective Consultants	November 18, 2021
Consultant Questions/Clarifications due	December 8, 2021
SOQ submissions due to City of Tehachapi	December 21, 2021
Interviews (Tentative)	January 11, 2022
Consultant(s) selection	January 26, 2022
City Council Meeting	February 21, 2022

RFQ Questions

Direct questions regarding this RFQ, via email, no later than December 8, 2021. All questions relating to the City's goals with answers will be posted.

Jay Schlosser, Development Services Director
Email: jschlosser@tehachapicityhall.com

SCOPE OF SERVICES

The following is a general description of typical duties that will be performed by the selected consultant(s). Duties are not limited to those included herein.

Environmental Services

In general, the successful individuals and/or firms will be expected to provide comprehensive environmental services in accordance with CEQA and/or NEPA. The Consultant's ability to complete the environmental reviews in a timely manner is essential. The environmental firm should have the staffing resources available (either in-house or assembled team) to complete multiple environmental reviews concurrently in an expeditious manner.

The services that the on-call Consultant would provide include, but are not limited to the following:

1. Write accurate, clear, concise and legally defensible environmental documents.
2. Work with City staff planners and personnel.

3. Attend Planning Commission and/or City Council meetings and give presentations when requested.
4. Provide typical environmental services such as:
 - Advise the City on environmental compliance strategies and requirements.
 - Preparation of CEQA documents (Categorical Exemptions, Initial Studies, Negative Declarations, Mitigated Negative Declarations, Environmental Impact Reports, etc.)
 - Preparation of NEPA documents (Categorical Exclusions, Environmental Assessments, Finding of No Significant Impacts, Environmental Impact Statements)
 - Traffic Impact Studies
 - Noise Assessments
 - Air Quality Studies
 - Greenhouse Gas Studies
 - Biological Reports
 - Cultural/Historical Resource Reports
 - Water Quality/Water Supply Assessments
 - Other Specialized Studies as required (Specialists can be added to the team, if required, at a later date)
 - Caltrans District 9 Environmental Processing
5. Prepare, circulate and file/record environmental documents and notices in accordance with CEQA and within timelines specified by CEQA and the City (shorter timelines may be required for certain projects).
6. Conduct site visits as necessary.
7. Maintain concise and accurate administrative record for the assigned project. The project administrative record will be returned to the City at project completion.
8. Be available during regular business hours to answer questions from City staff, outside agencies, and the public; and
9. Provide brief weekly updates to City Planning staff on the status of the application processing as requested.
10. The selected consultants shall be expected to negotiate fixed schedules for the completion of simple environmental documents as part of the agreement.

Prior to assigning a specific project, the City will provide an introductory overview of a project and the requested scope of services. The Consultant will provide a proposed scope, fee and schedule on a project by project basis that will be reviewed by the City. The City reserves the right to solicit as many selected consultants as desired to provide a proposed scope, fee, and schedule.

STATEMENT OF QUALIFICATIONS FORMAT

The SOQ must include, at a minimum, the following information:

1. **COVER LETTER** - Summarize the firm's qualifications to provide consulting services for the City of Tehachapi. Provide name of contact person, phone number, and email address. A statement indicating that the consultant has read, understands, and agrees to the requirements and terms of the sample contract (Attachment A), including insurance & indemnification requirements is expected in the cover letter. (maximum one page).
2. **RELEVANT QUALIFICATIONS** – Offer short, focused paragraphs in a summary format by topic (maximum one page).
3. **RELEVANT EXPERIENCE** – List projects completed within the last five (5) years by the firm relevant to the City of Tehachapi and scope of services requested. Provide the following information for each project: a) outline the specific scope of services provided; b) identify the role of the firm (e.g., work was performed exclusively by the firm or a joint venture); c) highlight any key team members directly involved in the project who would be part of the City of Tehachapi on-call team; Provide three (3) references from Lead Agencies that can attest to your firms qualifications (maximum three pages).
4. **TECHNICAL ANALYSES** – Identify if your firm has in-house staff to prepare the CEQA/NEPA documents and/or technical studies for the various environmental topic areas including but not limited to traffic, air quality/greenhouse gas, biological resources, cultural resources, water/hydrology and noise. If in-house expertise is not available for a particular area, please identify the team of sub-consultants you would assemble to perform specialized analyses that cannot be completed by in-house staff (maximum two pages).
5. **KEY TEAM MEMBER SUMMARY** – Provide a proposed organization chart to identify key team members of the firm who would be directly involved with the City on-call services. Also include key sub-consultant team members. (maximum one page). Resumes may be included as a separate appendix and won't count against the page maximum.
6. **FIRM'S BILLING STRUCTURE** – Provide an outline of the hourly rate schedule for the key team members, and include associated administrative/technical support fee structure (e.g., administrative fees, mileage, travel time, reproduction costs).

SUBMISSION INSTRUCTIONS AND EVALUATION CRITERIA

Submission Instructions

Four copies of the SOQ are required as follows: three (3) bound copies and one (1) electronic copy in PDF format saved on a USB flash drive.

All submissions must be sealed in a package and addressed to:

City of Tehachapi
On-call Environmental Services
Statement of Qualifications
117 S. Robinson Street
Tehachapi, CA 93561

Submittal Deadline

All submissions must be received by the City of Tehachapi by **5:00 P.M. on Tuesday, December 21, 2021.**

All respondents who mail or ship their submissions must allow sufficient delivery time to ensure receipt of their submissions by the time specified.

Evaluation Criteria

The qualifications package submitted in response to this RFQ, together with the consultants' interview (if applicable), will be used as the basis for establishing the on-call list of pre-qualified consulting firms.

Firms will be ranked according to the evaluation criteria listed below. The highest scoring firms (up to four) will be invited for an interview. The City may elect to interview fewer than four firms based on the number and quality of submissions.

The City's On-Call Consultant list will be established from the firms that best meet the needs of the City. The City may choose to select all or only some of the interviewed firms for the On-Call List at the City's sole discretion.

1. Statement of Qualifications Submittal (up to 40 pts.)

Points will be awarded based on the firm's or team's ability to perform the work; demonstrated knowledge of the applicable policies, rules and regulations pertaining CEQA/NEPA and including the City's General Plan and zoning, specific plans and policies, City standards and guidelines and local environmental issues; and the responsiveness to this RFQ.

2. Relevant Experience (up to 15 pts.)

Demonstrated experience with projects relevant to the City of Tehachapi will be awarded up to 15 points.

3. References (up to 15 pts.)

References provided for the projects listed under Relevant Experience will be contacted regarding your work. Consideration will also be given to past performance history with the City of Tehachapi, if applicable.

4. Key Team Members (up to 10 pts.)

Up to 10 points will be awarded based on the key team members identified for the City of Tehachapi on-call team. Please note that because your submittals are being evaluated, in part, on the basis of the key team members as submitted, any substitution of key team members will be subject to approval in writing by the City.

5. Ability to Meet Project Budget and Schedule (up to 10 pts.)

Demonstrated ability to keep projects on time and within budget will be awarded up to 10 points. Ability to respond to unexpected and regularly scheduled requests for services with minimal delay will also be considered, as well as the firm's ability to identify cost-saving opportunities for the client in the management and fulfillment of their contracts.

6. Communication/Presentation of Material (up to 10 pts.)

Demonstrated ability to communicate and work effectively and efficiently with the public, applicant/developers, staff, policy and review bodies will be awarded up to 10 points.

Acceptance or Rejection of Proposals

The City reserves the right to accept or reject any and all proposals. The City also reserves the right to waive any informality or irregularity in any SOQ. Additionally, the City may, for any reason, decide not to award an agreement as a result of this RFQ or cancel the RFQ process. The City shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of the proposal.