



City of Pittsburg

Community and Economic Development Department – Planning Division
65 Civic Avenue, Pittsburg, CA 94565 | Tel: (925) 252-4920 | Fax: (925) 252-4814

REQUEST FOR QUALIFICATIONS

for

“ON-CALL” ENVIRONMENTAL CONSULTANT SERVICES

by

CITY OF PITTSBURG

RESPONSES DUE:

4:00 p.m., Friday, September 30, 2022

City of Pittsburg Community Development Department
Planning Division

Attn: John Funderburg, Assistant Director of Planning
65 Civic Avenue
Pittsburg, CA 94565
jfunderburg@pittsburgca.gov

CITY OF PITTSBURG

REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE “ON CALL” ENVIRONMENTAL CONSULTANT SERVICES

Dated: August 31, 2022

INTRODUCTION

The City of Pittsburgh's Planning Division is interested in establishing a list of qualified environmental consulting firms to assist in the preparation of environmental assessments under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for land use development projects. The City is requesting qualifications from planning and environmental consulting firms with extensive experience in preparing initial studies and environmental impact reports. The City intends to select up to ten (10) qualified firms who will be placed on an official list of qualified consultants to be called upon to provide assistance with preparing environmental assessments on an as-needed, project-by-project basis. The selected firms will be maintained on the official list for a three-year period.

OBJECTIVES

The City intends to enter into a Consulting Services Agreement (CSA) with selected consultants for “On Call” Professional Services. The City may select up to ten (10) firms or may not select any firm, depending on the responses received to this RFQ.

Each “On Call” CSA will have a fee limit of **\$500,000** (unless amended by City Council) and will be valid for three years from the date of its approval by the City Council. Each agreement will have a negotiated rate and compensation schedule established at the time of contract execution.

The City will not be under any obligation to award any contracts or to use any “On Call” Agreement to its limits. Based on specific project needs, the City may extend the time limit of any agreement.

The City at its option may use consultants selected through this process for environmental review projects or may issue additional requests for proposals and qualifications at its discretion. Consultants selected using this process need to respond separately to other future City requests for proposals or qualifications to assure consideration for other requests.

RESPONDING REQUIREMENTS

To be considered for pre-qualification and potential selection for “On Call” services, interested firms must submit three (3) copies of their response to this Request for Qualifications (RFQ) including all items described under Submittal Requirements and Qualifications.

All responses must be received no later than **4:00 p.m., Friday, September 30, 2022**, in the City of Pittsburg Community Development Department, Planning Division. Submittals received after this date and time will not be evaluated or considered, except in the event the City issues additional or subsequent RFQ's.

Submittals shall be emailed or addressed and hand delivered, to:

John Funderburg, Assistant Director of Planning
City of Pittsburg
Planning Division
65 Civic Avenue
Pittsburg, CA 94565
jfunderburg@pittsburgca.gov

TIMEFRAME

The City is issuing this Request for Qualifications on August 30, 2022, and will accept qualifications until the final due date of September 30, 2022. A selection panel will then review all qualified applicants in accord with the selection process (pg. 6) and make their final selections no later than October 30, 2022. Selected firms will be maintained on the list for a period of three years beginning on January 1, 2023 and continuing through December 31, 2026.

SUBMITTAL REQUIREMENTS AND QUALIFICATIONS

Interested firms shall submit five (5) copies of their Statement of Qualification (SOQ) packets. Packets may be submitted in print form and in either .PDF format or USB memory stick. Qualifications packets should be as comprehensive as possible and generally limited to 25 single-sided pages. The nature and form of response is at the responder's discretion. It must not exceed a total of twenty-five (25) single-sided, 8.5” x 11” pages and a cover letter for the initial submission.

All packets should include the following minimum information:

1. A cover letter summarizing the key points of the consulting firms’ interests and qualifications, pertinent areas of expertise, and the individual or individuals responsible for the work to be performed. The hourly rate schedule, individual employee resumes, and cover letter are not counted

towards the allotted number of pages. Contact information shall be included in the cover letter for the person or persons that will receive task orders and correspondence related to this RFQ. **Contact information shall include email address, phone number, fax number, and mailing address.**

2. A profile of the firm, including information regarding the key person or persons involved, detailing their qualifications, areas of expertise, past experience performing similar work, the firm's office location(s), and staffing, including assignments and sub-consultants (if any).
3. A description of the approach to the work involved, demonstrating their methodology, their knowledge of CEQA and NEPA, and their understanding of the environmental review process.
4. A description of the consultant's project experience, including a list of recently performed relevant projects, past performance, individual or team accomplishments, and examples of similar experiences working for cities, counties or urban communities, including the names and contact information of references, including at least three (3) public agencies. The Selection Committee may contact any references listed in order to verify background and experience at any time during the selection process.
5. A clear and comprehensive fee schedule, including a detailed statement of hourly rates for all positions and classifications of individuals involved, including rates for sub-consultants and reimbursable expenses. Work progress estimation and billing methodology should also be clearly described.

Key Items to include in your SOQ are:

- Date of proposal.
- Information on your firm.
- Legal name, address, and telephone and fax numbers of the principal office (national headquarters) and local office. If services will be provided from additional locations, provide this information for these sites also.
- Year established.
- Type of organization (partnership, corporation, etc.).
- Names of principals, their professional qualifications and registration numbers.
- Information with relevant details on at least three past projects which you would like the City to consider in evaluating your qualifications for conducting environmental assessments and preparing CEQA documents. Please provide project scope and as many details as possible. **Bulleted lists of project names do not provide sufficient information about previous projects.**

- Client References for at least three of your most recent CEQA projects, including contact names and phone numbers for each area of expertise that you have selected.
- Describe your staffing availability or how you will staff up to meet the requirements of this contract.
- Describe your firm's project management organization and approach.
- Demonstrate ability to coordinate the work between various CEQA subject-matter experts, disciplines, and sub-consultants to produce complete and accurate technical reports.

Each applicant shall bear all costs associated with their SOQ. All submitted SOQ's will become and remain the property of the City of Pittsburgh. SOQ's or additional information received after the submittal deadline will not be considered in the selection process unless requested by the review panel. If in the City's opinion participation was not adequate, additional RFQ's may be issued or the submittal deadline extended.

OTHER REQUIREMENTS

The Consultant will be required to execute the City's CSA "as is" (with the exception of completing firm name, contact information, and rate sheet). If the Consultant cannot execute the agreement "as is" then that firm will be dropped from the On-Call list.

A sample copy of the CSA is attached. **Please review the CSA closely.** Failure to execute the CSA as shown will result in disqualification from the "on-call" services list. Special requirements of the agreement include submittal of worker's compensation and liability insurance certification. Consultant must obtain a City of Pittsburgh business license prior to beginning any "on-call" task order work. Please note that there are specific items that are to be included on all invoices submitted for work on task orders under the agreement.

WORK DELIVERABLES AND ASSOCIATED TASKS

At such time when the consultant's services are required, City staff will provide the consultant with background information and copies of the project applications, site plans, technical reports, and any other relevant documents and studies. These documents may be provided to the consultant in either print or electronic form. The consultant will assist Planning staff with the preparation of any scoping studies and will work with staff and applicants to gather the necessary information to ensure the final report adequately analyzes project impacts.

Selected consulting firms will be required to complete either an Initial Study, Environmental Assessment, Negative Declaration, Mitigated Negative Declaration, and/or Finding of No Significant Impact, and incorporate public comments regarding the potential impacts on the natural and built environments, and analyze ways in which any significant effects/impacts of the project might be avoided or mitigated, as required by the California Environmental Quality Act and/or National Environmental Policy Act.

Work on commenced projects which are later found to require additional environmental review beyond the contracted scope of work, such as the preparation of an Environmental Impact Report or Statement, may be assigned on a case-by-case basis.

Selected consultants may be required to attend meetings with staff and applicants, scoping meetings, and public hearings. Opportunities for teleconferencing will be provided when possible. Selected consultants may also be called upon to advise and assist staff and applicants with questions related to the projects assigned.

The consultant will be required to reaffirm that the technical studies provided by each development project applicant are accurate and must be able to perform and interpret modeling for noise, traffic, air quality, and greenhouse gases analyses. City staff will ensure that the prepared environmental document reflects the independent judgment of the City of Pittsburg. The consultant is responsible for printing and distributing the Initial Study, Negative Declaration, Mitigated Negative Declaration, or Finding of No Significant Impact to the responsible, trustee, and cooperating agencies, including forwarding the Notice of Determination to Planning staff for filing with the Contra Costa County Clerk and the State Clearinghouse.

The next section is a breakdown of the anticipated key tasks:

Task 1 - Environmental Assessment and Documentation

The CONSULTANT shall provide services for the initial study and preparation of environmental assessments under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for specific projects as requested by CITY; such services shall be defined, scheduled, and authorized in a Task Order. Upon receipt of a Task Order, the CONSULTANT shall be required to review the project application, background information, site plans, technical reports, and any other relevant documents and studies. The CONSULTANT shall identify, analyze, and avoid or mitigate any potential effects/impacts of the project, as required by the California Environmental Quality Act and/or National Environmental Policy Act. The CONSULTANT shall complete an Initial Study, Environmental Assessment, Negative Declaration, Mitigated Negative Declaration, and/or Finding of No Significant Impact and incorporate public comments into the

document, if any. The CONSULTANT may be required to attend meetings with staff and applicants, scoping meetings, and provide testimony at public hearings.

Task 2 - Supplemental Studies

At such time when additional services are required, a Task Order may be issued for the CONSULTANT to prepare additional technical studies or reports to supplement the environmental documentation for a given project, including but not limited to traffic impact studies, trip generation studies, parking studies, biological studies, archaeological studies, paleontological studies, geotechnical reports, air quality reports, CO₂ emissions studies, and other impact studies required for project analysis under CEQA and NEPA.

Task 3 - Peer Review

At such time when additional services are required, a Task Order may be issued for the CONSULTANT to conduct a peer review of the technical documentation provided with a project application, including but not limited to traffic impact studies, trip generation studies, parking studies, biological studies, archaeological studies, paleontological studies, geotechnical reports, air quality reports, CO₂ emissions studies, or other impact studies submitted for a given project.

SUBCONTRACTING

Consultants may utilize the services of specialty subcontractors on tasks which, under normal contracting practices, would be performed by specialty subcontractors. Unless a specific subcontractor is listed by the consultant, the consultant is representing to the City that the consultant has all the appropriate licenses, certifications, and registrations necessary to perform the scope of work.

After submission of their qualifications, selected consultants shall not award work to any unlisted subcontractor(s) without prior written approval from the City's Assistant Planning Director. The consultant shall be fully responsible to the City for the performance of their subcontractors, and of persons either directly or indirectly employed by them.

COMPENSATION

Selected consultants will be asked to provide a specific Scope of Work and "not-to-exceed fixed fee" prior to entering into any work contract. The budgets for services identified under the Scope of Work are to be paid by the applicant/developer. All claims for payments shall be accompanied by a detailed progress report documenting percentage of work completed per task.

CONSULTANT QUALIFICATION AND SELECTION PROCEDURE

The Selection Panel will be composed of City Staff and advisors who will review written submissions, screen the submissions for the qualified firm(s) and may request an oral interview. All firm(s) submitting will be notified of the on-call list in writing.

Qualified firms will be submitted to the City Council as part of the "On Call" list and approve execution of a CSA. The City reserves the right at all times to issue additional RFP's or RFQ's for specific projects and/or the right to select without an interview and issuing and/or requesting additional information from the qualified firms on the proposed list.

The City reserves the right to reject any and all proposals received in response to this RFQ. The City is under no obligation to award and/or enter into any contract. Financial or time limits may be extended at the City's discretion.

EVALUATION AND SELECTION PROCESS

Proposals received by the deadline will be reviewed by a Selection Panel comprised of City staff and advisors. The panel will rate their selection based upon the qualification materials submitted in each proposal according to the following criteria:

- Firm's history (2 points)
- Firm's resource capability and personnel with relevant experience and demonstrated ability to perform in the areas of expertise selected (20 points)
- Firm's project management approach (8 points)
- Experience in preparing CEQA and NEPA environmental documents for development projects within the City of Pittsburg, the Contra Costa County, and surrounding urban communities in the San Francisco Bay Area. (25 points)
- Demonstration of an appropriate and cost-efficient method of approach in preparing and delivering environmental documents, including overall costs and hourly rates for all key personnel, rates for sub-consultants (if any), as well as any proposed reimbursable expenses; specific services to be performed, quality control methods, and any other measures necessary to ensure a quality product prepared on time and within budget. (20 points)

- Responsiveness to the RFQ, including demonstrated commitments to communication and client service, as well as thoroughness, adequacy, and clarity of information provided. (15)
- Reference checks (10 points)

The top ten (10) selected firms will be placed on a list of qualified environmental consulting firms. The on-call list will be maintained for a period of three (3) years. Successful firms may be invited to enter into a professional services agreement with the Planning Division.

CITY RIGHTS AND OPTIONS

This solicitation does not commit the City of Pittsburgh to award a contract, to pay any cost incurred with the preparation of a qualifications statement, or to procure or contract for services or supplies. The city of Pittsburgh reserves the right to accept or reject any or all submittals received in response to this request, to negotiate with any qualified applicant, or cancel in whole or part this process if it is in the best interest of the City to do so. Subsequent to any negotiations, prospective consultants may be required to submit revisions to their qualification statements. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the Selection Committee and may necessitate approval from the City Manager and/or the City Council.

The City of Pittsburgh reserves the right to postpone selection for its own convenience, to withdraw this RFQ at any time, to modify the listing period, and to reject any and all submittals without indicating any reason for such rejection. As a function of the RFQ process, The City of Pittsburgh reserves the right to remedy technical errors in response to the RFQ. The City of Pittsburgh reserves the right to disqualify any respondent on the basis of a real or apparent conflict of interest, or evidence of collusion that is disclosed by any data available to the City. Statements and other materials submitted by applicants will not be returned.

City officials are subject to legal limitations regarding receipt of gifts from persons, firms or corporations either engaged in business with the City or proposing to do business with the City. The offering of any gift to City officials, employees, or advisors may be grounds for disqualification.

The City of Pittsburgh reserves the right to abandon this RFQ process and/or change its procurement process at any time if it is determined that abandonment and/or change would be in the City's best interest. In the event of an abandonment or change, the City will not be liable to any contractor for any costs or damages arising out of its response to the RFQ.

DEADLINE

All proposals must be received by the City of Pittsburg Planning Division by no later than **4:00 p.m. on Friday, September 30th, 2022.**

All questions regarding this request for proposals shall be directed to:

Maurice Brenyah-Addow, Senior Planner

Phone: (925)252-4261 / Email: mbrenyah-addow@pittsburgca.gov

All proposals shall be forwarded to:

John Funderburg, Assistant Director of Planning

City of Pittsburg

Planning Division

65 Civic Avenue

Pittsburg, CA 94565

jfunderburg@pittsburgca.gov