



Imperial County Planning & Development Services Planning / Building / Parks & Recreation

Jim Minnick
DIRECTOR

October 16, 2017

BRG Consulting
304 Ivy Street
San Diego, CA 92101

CERTIFIED MAIL 7015 1520 0000 8965 1015

Subject: Request for Proposal (RFP) [(Review project and prepare Initial Study (IS))]

Project Applicant: Marty Coyne (COYNE RANCH)

- **Specific Plan SP #16-0001**
- **General Plan Amendment #17-0005**
- **Zoning Change ZC #16-0002**
- **Water Supply Agreement**
- **Track Map TR00989**

Ladies & Gentlemen:

The Imperial County Planning & Development Services Department (ICPDS) is soliciting a proposal for the COYNE RANCH Specific Plan development.

ICPDS will act as the "Lead Agency" for the attached proposed project, **General Plan Amendment (GPA), Zoning Change (ZC), Specific Plan (SP), Water Supply Assessment (WSA), and Tract Map (TR)**. The Planning & Development Services Department will act as the "Lead Agency" for the preparation of the Initial Study pursuant to the California Environmental Quality Act (CEQA). The successful consultant will work directly for the Imperial County Planning & Development Services Director in the preparation of this draft and final Initial Study.

The COYNE RANCH Specific Plan project includes:

1. **Coyne Ranch Specific Plan**
2. **General Plan Amendment: Update to the Seeley Urban Area Plan change Designation from Light Agriculture to Residential (Low and/or Medium).**
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4. **Water Supply Assessment (WSA) SB 610 & SB 221.**
5. **Tract Map 989. (Please review attached proposed Tract Map.)**



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October 16, 2017

Mr. Tim Gnibus
HDR
8690 Balboa Avenue, Suite 200
San Diego, CA 92123

CERTIFIED MAIL 7015 1520 0000 8965 1039

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October 16, 2017

Mr. Kevin Grant
Ericsson-Grant Inc.
5145 Avenida Encinas, Suite H
Carlsbad, CA 92008

CERTIFIED MAIL 7015 1520 0000 8965 1084

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Jim Minnick
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October 16, 2017

Mr. Bob Stark
Michael Baker International Inc.
9755 Clairemont Mesa Boulevard
San Diego, CA 92124

CERTIFIED MAIL 7015 1520 0000 8965 1138

Subject: **Request for Proposal (RFP) [(Review project and prepare Initial Study (IS))]**

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October 16, 2017

Mr. Christopher J. Knopp
Burns McDonnell
4225 Executive Square, Suite 500
La Jolla, CA 92037

CERTIFIED MAIL 7015 1520 0000 8965 1220

Subject: Request for Proposal (RFP) [(Review project and prepare Initial Study (IS))]

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October 16, 2017

Mr. Chris Moore
LSA Associates, Inc.
901 E. Tahquitz Canyon Way, Suite B200
Palm Springs, CA 92262

CERTIFIED MAIL 7015 1520 0000 8965 1268

Subject: **Request for Proposal (RFP) [(Review project and prepare Initial Study (IS))]**

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Attached hereto is a copy of the application package and maps.

- I. **The County hereby requests the following information; for each item (as appropriate) the hourly rate and estimated total hours for the specific task must be documented.**
 - A. Project scope to be utilized in the preparation of a legally adequate CEQA document; Identified milestones representing specific tangible work products (tasks) to which payments by the County would be linked and become part of the legal contract. (Please note that all subsequent bills/invoices will be required to include both the identified milestones and percent completed.)
 - B. All potential subcontractor(s) that will be utilized along with their estimated staff time and cost breakdown.
 - C. An estimated "not to exceed cost" to prepare the joint drafts and final environmental documents, including the final Initial Study.
 - D. Review the attached proposed Specific Plan and appendixes.
 - E. A digital (CD) version of all documents prepared by the prime CEQA consultant and potential subcontractor(s).
 - F. The project will need a determination from the Imperial County Airport Land Use Commission for compatibility requirements.
 - G. LAFCO may need to update the Seeley Service Area Plan to include project area into plan.

Also, proposals must incorporate the cost estimate for the printing of the joint draft and final environmental documents (Initial Study) for a minimum of 10 copies.

II. We request that you provide within your cost estimate:

Applicant has submitted the **following** documentation with the proposed Specific Plan; we request that you provide within your estimate, the cost for the writing an Initial Study for the Coyne Ranch Specific Plan.

- **Traffic**
- **Phase I**
- **Cultural**
- **Visual simulation**
- **Glare analysis**
- **Land evaluation and site assessment (LESA)**
- **GHG (Air Quality)**

One page cover letter introducing your firm.

1. Project Understanding

2. Project Team

- Identify all company and consultant team personnel who will work on the project and short description of their education and work experience.
- Resumes of the prime and technical consultants should be included and can be attached to the proposal as an appendix.

3. Scope of Work

- Describe the proposed tasks to accomplish the scope of work.
- Include deliverables, when applicable, for each task.
- Include all applicable site visits, scoping meetings, staff meetings and public hearings.
- Be specific regarding your approach to complete the CEQA noticing requirements.

4. The tasks should be presented as follows:

- a) Include research, site visit, data collection, CEQA, include the preparation per CEQA Assumptions
- b) Please provide a specific section for assumptions. Include your assumptions regarding travel time, mileage, public noticing, or anything else that needs clarification; and
- c) The number of meetings and hearings that are included in your proposal should be detailed under each task. Meetings would include an Environmental Evaluation Meeting, Planning Commission Meeting, & Board of Supervisors Meeting.

5. Proposed Schedule

Provide the number of weeks from project initiation to public hearings, EEC, Planning Commission, and Board of Supervisors.

6. Cost Estimate/Milestones

- Provide a discussion of the proposed cost and any optional costs.
- Include a spread sheet that details the personnel, their estimated hours, and associated costs per task (can be attached as an appendix).
- A table of project milestones should be included in the Cost Estimate discussion.

7. Consultant Selection Criteria

- a) **Understanding of the project:** the proposer should demonstrate understanding of key elements of the project and, accordingly, provide the appropriate personnel and expertise.
- b) **Approach to the project:** The selection process will evaluate the extent to which the proposer has recognized and identified special circumstances on the project and whether the proposer has provided logical approach to tasks and issues of the project.
- c) **Professional qualifications necessary for satisfactory performance:** The project manager and key team members should be qualified to perform the work categories on the project; and the proposer's knowledge of standards and procedures will be examined.
- d) **Specialized experience and technical competence in the type of work required:** The proposer should provide information about comparable projects they have been involved with and/or successfully accomplished; past performance on contracts with government agencies and private industry will be considered together with past performance evaluations; and the capacity to accomplish the work in the required time will also be evaluated.

- III. **It is requested that you disclose any conflict or potential conflict that you may have if you are submitting a proposal. The conflict by the County envisions, at the very minimum, current/ongoing or previous contracts (within the past two years) with the applicant(s); this also includes current technical studies that either are or have been prepared for the applicant within the last year.**
- IV. **Not providing the extent of information (including hourly rate and total estimated hours per task) may negatively impact the evaluation of proposal.**

If you are interested in submitting a proposal, please submit it to the Director at Imperial County Planning & Development Services Department, 801 Main Street, El Centro, CA, 92243, **no later than November 3, 2017 at 5:00 PM.** This must be post marked or sent via facsimile on or before this date and time.

Please note that it is **not necessary to present us with voluminous references or individualized background data** on persons or personnel within your organization. We may require this at a later date. We look forward to receiving your RFP submittal.

If you do have any questions, please contact the assigned Planner for this project, David Black, Planner IV at davidblack@co.imperial.ca.us or at (442)265-1736 ext. 1746.

Sincerely,



Jim Minnick,
Planning & Development Services Department Director

cc: Jim Minnick, Director of Planning and Development Services
Michael Abraham, AICP, Assistant Director of Planning & Development Services
File: 10.102, 10.110, APN 051-450-009-001, SP16-0001

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