



Imperial County Planning & Development Services Planning / Building

Jim Minnick
DIRECTOR

December 8, 2021

Subject: Request for Proposal (RFP) for an Initial Study on the Tomcat Grain Elevator and Rail System Project

Project Applicant: Tomcat Development LLC

- Mesquite Lake Specific Plan Update
- Zone Change (21-0005)
- Initial Study (21-0032)
- Tract Map 993

Dear Consultant:

The Imperial County Planning & Development Services Department is soliciting proposals for the preparation of an Initial Study for the attached projects: (Mesquite Lake Specific Plan Update, Zone Change (ZC) #21-0005, Initial Study (IS) #21-0032 and Tract Map 993). **The Imperial County 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) for the project. The successful consultant will work directly for the Imperial County Planning & Development Services Director in the preparation of this CEQA document.

The Tomcat Grain Elevator and Rail system project includes:

- 1. Mesquite Lake Specific Plan update: to the Mesquite Lake Heavy Industrial designation**
 - includes Assessor's Parcel Numbers 040-340-004 (currently Mesquite Lake Medium Industrial Designation, 040-360-032 (currently Mesquite Lake Medium Industrial Designation, & 040-340-033 (currently Medium Industrial Designation).
 - Parcel 040-340-006 is currently Heavy Industrial Designation and will not need any update.
- 2. Zone Change: change to the Mesquite Lake Heavy Industrial zone on parcels:**
 - 040-340-004 currently ML I-2
 - 040-340-032 currently ML I-2
 - 040-340-033 currently ML GS
- 3. Tract Map 993** Please review information on the attached CD.

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;
- b. 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).
- c. All potential subcontractor(s) that will be utilized along with their estimated staff time and cost breakdown;
- d. An estimated "not to exceed cost" to prepare the Initial Study documents;
- e. Review the attached proposed Mesquite Lake Specific Plan update request, Zone Change, and make findings of consistency and Finding of Fact regarding the proposed updates including Mesquite Lake Specific Plan update, Zone Change to ML- I-3 Heavy Industrial Amendment, and proposed Tentative Tract Map; and
- f. A digital (CD) version of all documents prepared by the prime CEQA consultant and potential subcontractor(s).

Also, proposals must incorporate the cost estimate for the printing of the Final environmental documents.

The proposal must provide that prior to any cost overruns; the consultant shall discuss first and then seek written approval from the County Planning and Development Services Director, Jim Minnick before such costs are incurred. Failure to get prior written approval may result in such costs being disallowed.

II. We request that you provide within your cost estimate for the proposed Initial Study- including costs for the preparation of the following studies and analysis.

- Transportation/Traffic studies
- Biology Resources reports and studies
- Cultural Resources/Historical/Archaeology
- Aesthetics/Visual Impacts
- Hydrology and Water Quality
- Water Supply Assessment
- Phase 1 Environmental Site Assessment
- Geotechnical/Geology and Soils
- Land Evaluation and Site Assessment
- Air Quality and Greenhouse Gas
- Noise study

The following sections may need to be addressed in the Initial Study and Findings of Fact for project.

- Agriculture and Forest Resources
- Hazards and Hazardous Materials
- Land Use and Planning

- Mineral Resources
- Population and Housing
- Public Health & Safety
- Public Services
- Recreation
- SB18/AB-52 Tribal Cultural Resources
- Utilities and Service Systems
- Findings for Project
- Mitigation, Monitoring & Reporting Program (MM&RP)

III. The following format should be used in preparing the proposal, additional information/items may be used to further bolster your proposal:

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.
- Organization Charts-Elaborate organization charts are not necessary.

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) Project Initiation

Include research, site visit, data collection, CEQA notices, scoping meetings, etc;

b. Administrative Draft Initial Study

Include mandatory CEQA sections, required and optional technical studies, number of revisions, meetings and coordination with County Staff;

c. Public Review Draft Initial Study (EEC Hearing)

Include document preparation, CEQA notice, Scoping meeting, and coordination with County Staff;

d. Final Initial Study

Include document preparation, Response to Comments, CEQA notice, meetings, coordination with County Staff and attendance at Planning Commission and Board of Supervisors hearing;

e. Mitigation, Monitoring and Reporting Program

Include the preparation per CEQA identification of all mitigation measures, identification of all responsible parties, timing and enforcement;

f. CEQA Findings and Notice of Determination

Include the preparation per CEQA requirements;

g. Assumptions

Please provide a specific section for assumptions. Include your assumptions regarding travel time, mileage, public noticing, or anything else that needs clarification. The number of meetings and hearings that are included in your proposal should be detailed under each task.

h. Review of the Mesquite Lake Specific Plan EIR

The proposed project will be located within the Mesquite Lake Specific Plan Area. An EIR was approved (2006) as part of entitlements for the Mesquite Lake SPA.

5. Proposed Schedule

Provide the number of weeks for each task in tabular form from project initiation to public hearings, 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 your personnel, any subcontractors to be used, 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 names of personnel and their 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.

- IV. 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 year) with the applicant(s); this also includes current technical studies that either are or have been prepared for the applicant(s) within the last year.**
- V. Not providing the extent of information (including hourly rate and total estimated hours per task) may negatively impact the evaluation of your proposal.**

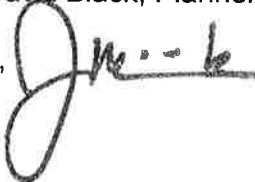
If you are interested in submitting a proposal, please submit it to the Director at Imperial County Planning & Development Services Department, 801 Main Street, El Centro, CA, 92243, **no later than December 30, 2021 at 5:00 PM.** This must be post-marked or sent via facsimile on or before this date 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.

Please submit a total of 1 hard copies and a CD.

If you do have any questions, please contact the Planning Director, Jim Minnick at jimminnick@co.imperial.ca.us or at (442) 265-1736, ext. 1776 or the assigned Planner for this project, David Black, Planner IV at davidblack@co.imperial.ca.us or at ext. 1746.

Sincerely,



Jim Minnick, Director
Planning & Development Services

Attachments: CD Containing Project Applications

CC: Tony Rouhotas, County Executive Officer
Eric Havens, County Counsel
Jim Minnick, Director of Planning and Development Services
Michael Abraham, AICP, Assistant Director of Planning & Development Services
John Moiola, Tomcat Development LLC

Project File: TR 993 ZC 21-0005
APN 040-340-004, 006, 032, 033
Files: 10.101, 10.102, 10.105, 10.109, 10.110