

Purchasing Division

300 West Third Street
Oxnard, CA 93030
(805) 385-7478
www.ci.oxnard.ca.us



August 22, 2016

Ladies and Gentlemen:

The City of Oxnard invites qualified consulting firms or individuals to submit qualifications for **On-Call Permit Processing Services**.

Statements of Qualifications should be received in the City of Oxnard Purchasing Office located at 300 W. Third St., Second Floor, Oxnard, CA 93030 **by 5:00 p.m. on Friday, September 16, 2016**.

A copy of the Request for Qualifications documents may be obtained from the Purchasing Office or may be obtained at the City's website: <http://www.oxnard.org>. Any inquiries regarding this notice should be directed to Patricia Garcia, Buyer at 805-385-7538 or email patricia.garcia@oxnard.org. The envelope containing your Statement of Qualifications must be sealed and marked "**RFQ – On-Call Permit Processing Services**". Statements of Qualifications will not be opened publicly.

If you have any questions, please call (805) 385-7538.

Sincerely,

A handwritten signature in blue ink that reads "Patricia Garcia". The signature is written in a cursive style.

Patricia Garcia
Buyer
City of Oxnard

CITY OF OXNARD
DEVELOPMENT SERVICES DEPARTMENT

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

ON-CALL PERMIT PROCESSING SERVICES

**STATEMENTS OF QUALIFICATIONS MAY BE EMAILED,
MAILED, OR DELIVERED IN PERSON
TO THE PURCHASING DIVISION OFFICE AT
300 WEST THIRD STREET, SUITE 202, OXNARD, CA 93030**

**STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED
BY 5:00 P.M.
ON THE DATE INDICATED BELOW:**

Friday, September 16, 2016

**CITY OF OXNARD
REQUEST FOR QUALIFICATIONS
PROJECT SCHEDULE**

| DATE | ACTIVITY |
|--|---|
| August 22, 2016 | Release of Request for Qualifications (RFQ) |
| September 7, 2016 | Deadline for Written Questions |
| September 9, 2016 | Responses to Questions |
| September 16, 2016 | Submission of the Statement of Qualifications is due to the City of Oxnard Purchasing Division by <u>5:00 p.m.</u> |
| September 22, 2016 | Notification to Applicants Selected for <u>optional</u> interviews. |
| September 26-27, 2016 | Interviews with Selected Applicants, scheduled as determined by panel. |
| September 28, 2016 | Awarded Proposal /Agreement Development Commences |
| September 28, 2016 – October 18, 2016 | Contract Compliance Review Committee (CCRC) and City Council approval |
| October 24, 2016 | Contracted work begins |

The above dates are tentative and are subject to change as necessary

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REQUEST FOR QUALIFICATIONS

On-Call Permit Processing Services

I. PROJECT DESCRIPTION

The City of Oxnard (“City”) intends to secure an agreement with an individual and/or planning service firm(s), referenced herein as consultant(s), to provide On-Call Permit Processing and Plan Check Services to the City of Oxnard, California. Services may consist of professional planning and technical administrative consulting services for the Planning Division including the processing of discretionary and ministerial permits, grant writing and management, and as needed, preparation of ordinances and updates to ordinances. Consultant(s) may be required to prepare environmental analysis including initial studies and mitigated negative declarations and or manage other consultant(s) selected to prepare environmental impact reports or statements. In addition, the consultant(s) may be required to review planning architectural plans, civil and construction drawings as part of the building permit process. The necessary services will include preparation of reports for, and attendance at, manager, director, Planning Commission, and City Council hearings, and well as attendance at meetings with other governmental agencies, neighborhood groups, or other special meetings.

The scope of services will involve a variety of projects throughout the City, and may be both City projects and private development projects. This service must be provided by consultant(s) that are knowledgeable of City planning and permitting codes, regulations, requirements, processes and procedures. Successful consultant(s) will have firsthand experience with local committees and commissions; as well as current County, State and Federal laws, codes, rules and regulations as related to planning, building, and the California Environmental Quality Act (CEQA).

The consultants(s) should be able to be physically present at City Hall to accomplish work tasks. Some projects may be accomplished/processed remotely. The consultant(s) must have proven expertise in promoting orderly and appropriate development with an emphasis on an efficient permit process, CEQA processing, and site planning. Planning service experience must be recent and extensive and should include processing of coastal and non-coastal residential, commercial, and industrial development projects, as well as experience with cultural heritage preservation. The ability to communicate clearly and effectively, both verbally and in writing, with developers, business and property owners, and the general public is necessary to provide the requested services.

II. CONSULTANT SERVICES

The City's standard Agreement for Consulting Services is attached (Attachment 1). Please note the indemnity and insurance requirements for this project (Sections 21 and 22). A proposal is not desired from the consultant unless the consultant is willing to meet those requirements. The consultant must comply with applicable local, State, and Federal laws including prevailing wage rates and their payment in accordance with California Labor Code, Section 1775.

A. Outline for Content of Consultant's Technical Qualifications Proposal

The statements of qualifications shall be as concise as possible and organized as follows so an evaluation can be made of all consultant submittals on a similar basis:

1. Cover/Transmittal Letter

The Technical Qualifications Proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. The letter accompanying the proposal shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the consultant. The cover letter constitutes certification by the consultant, under penalty of perjury, that the consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.

2. Introduction

Introduction of the proposal, including a statement of understanding for the services: discussion on how these services will be accomplished and the name of the consultant submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating consultants and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by City prior to signing the agreement with City).

3. Scope of Work

Describe the approach and methodology to be used to provide the required services. Identify any special or innovative considerations that should be a part of the services in light of the requirements.

4. Qualifications

- a. A description of the consultant's qualifications and experience, mentioning specific, similar, or related work pertinent to this type of service.
 - i. Provide a representative list of current clients. Include references contacts from three clients.
 - ii. Three samples of reports that would be required of the requested services, such as*:
 1. Staff report for Planning Commission, City Council or the like (required)
 2. Corrections ("comments") to an initial submittal of a site plan (optional)
 3. A concept review (optional)
 4. Responses to inquiries from the public, developer, etc. about a project (optional)
 - iii. Highlight any previous design experience on a project in the city of Oxnard and other pertinent experience, such as working in a city of similar size and character (coastal, naval base, airport, agricultural, etc.).
- b. Include an organization chart with identification of those individuals who will be involved with the requested services. (if applicable)
 - i. Include brief résumés for the each staff person. Such résumés shall include state licenses, certifications, trainings education, and professional affiliations, and highlight special qualifications and experiences relevant to the required tasks.
- c. Identification of all staff that will be directly/indirectly or periodically involved in any task, citing their responsibilities. This section should identify key personnel assigned to these services. (if applicable)
- d. Identification of any sub-consultants, their qualifications and experience, résumés of the key/participating staff proposed for the project, and the tasks to be carried out (if applicable).
- e. A description of staff's present activities and his/her availability to accomplish the required services.
- f. Provide a description of any particular area(s) of expertise you or your firm may possess that have not been included in the response provided above.

*items may be provided on a CD

5. Conflict of Interest

The consultant shall disclose any financial, business, or other relationships with City that may have an impact on the outcome of this contract or any resulting construction project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract. Consultant(s) shall disclose contracts/work provided to private development/land owners in Ventura County.

B. General Proposal Terms and Conditions

1. Communications Regarding RFQ

No interpretation of the meaning of the specifications or other proposal documents will be made to any proposer orally. Proposers are not to contact any individual other than the Purchasing Agent. Every request for such interpretation must be in writing and addressed to: Purchasing Agent, City of Oxnard, 300 W Third St., Suite 202 Oxnard, CA 93030, and to be given consideration, must be received at least seven (7) business days prior to the closing of the RFQ. Requests for interpretation may be faxed to the Purchasing Agent at (805) 385-7495 or by email to Patricia.Garcia@oxnard.org. Any and all such interpretations and any supplemental instructions will be in the form of written addenda which, if issued, will be faxed and emailed by certified mail with return receipt requested to all known prospective proposers (as the respective addresses furnished for such purposes) not later than seven (7) calendar days prior to the date fixed for the closing of this RFQ. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligations under this RFQ as submitted. All addenda so issued shall become part of the specifications and contract documents.

2. Confidentiality

Prior to award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract, or if not awarded, after rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

3. Amendments to RFQ

City reserves the right to amend the Request for Qualifications by addendum prior to the final proposal submittal date.

4. Non-Commitment of City

This Request for Qualifications does not commit City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant, or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of City to do so.

C. Submission of Qualifications Proposal

Should your firm be interested in submitting a proposal, please submit **six (6) copies** of the Technical Qualifications Proposal. The envelope containing your proposal must be sealed and addressed to: City of Oxnard, Purchasing Office, 300 W. Third St., Suite 202, Oxnard, CA 93030, Attention: Purchasing Agent, and must be clearly identified and marked "On-Call Permit Processing Services". All proposals must be sealed and submitted no later than **5:00 p.m., Friday, September 16, 2016**. Late proposals will not be accepted.

All responses will constitute consultants interest and may not be withdrawn for a period of 90 days following the final day for submittal of qualifications. Once submitted, proposals, including the composition of the consulting staff, cannot be altered without the prior written consent of City.

III. QUALIFICATION EVALUATION AND SELECTION

City staff will use the following criteria to evaluate the Technical Qualifications Proposals:

- Understanding of the scope of work
- Demonstrated professional skill and credentials
- Related experience and references
- Quality of proposal
- Approach of performing this type of service
- Familiarity with City, County, and State Procedures
- Proximity to the City of Oxnard/local experience

The Technical Qualifications Proposal will determine the ranking according to the qualification selection procedures. City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. The selection will be conducted according to the City's adopted procedures.

The consultants(s) rated as most qualified to provide the requested services and agrees to the City of Oxnard's Agreement for Consulting Services (Attachment 1) including the indemnification clause (Section 21 of Attachment 1) and insurance requirements (INS-A) will be invited to negotiate a final contract. If an agreement is not reached, negotiations will be terminated and commenced with the next most qualified consultant(s). The City does intend to award agreements to multiple consultants and offer multi-year agreements with options to renew.

The award of the contract will be based on a combination of all of the above factors. City reserves the right to reject any and all proposals.

IV. SELECTION AND AWARD OF CONSULTANT CONTRACT

Consultant(s) selection for this project will be based on City's current selection procedure. The award of a contract to the selected consultant(s) will be subject to mutually acceptable hourly fees for the services of the scope of work described. City will evaluate the top ranked consultants and rank them based on experience. City reserves the right to reject all qualification proposals. City is not required to award a contract as a result of this Request for Qualifications.

All responses become the property of City. The qualification proposals are confidential until award of a contract to the selected consultant, at which time all proposals are available for public inspection. City will not be responsible for materials obtained by other parties.

The selected consultant(s) will be required to sign the attached Agreement for Consulting Services (Attachment 1) and provide the necessary insurance coverage (INS-A).

V. PROJECT COORDINATION

The Development Services Department will coordinate the services for the City. The consultant(s) will be responsible for all the activities associated with their assigned on-call permit processing services provided and will include any meeting minutes and record keeping.

VI. CITY'S RESPONSIBILITY

City will provide to the consultant(s) for their use, access to any existing reference materials or survey data currently available within City files that are necessary to accomplish the services.

Exhibit A

SCOPE OF WORK

The selected consultant(s) would be expected to perform professional planning and technical administrative consulting services for the City, with primary responsibility to the Planning Division. Tasks may include the processing of discretionary and ministerial permits, and as needed, preparation of ordinances and updates to ordinances. Consultant(s) may be required to prepare environmental analysis including initial studies and mitigated negative declarations and or manage other consultant(s) selected to prepare environmental impact reports or statements. In addition, the consultant(s) may be required to review planning architectural plans, civil and construction drawings as part of the building permit process.

The consultant agreement will be negotiated as an hourly fee amount for the entire duration of the agreement window, which will include but not limited to the following services:

- a. Processing of discretionary and ministerial development projects to ensure code compliance and to ensure that timely information is delivered to the decision maker so that they can comply with statutory decision deadlines.
- b. Coordinate permit review with appropriate departments, commissions, consultants, and/or outside agencies.
- c. Function as the project manager or staff planner on development projects.
- d. Analysis and updating of City ordinances.
- e. Environmental analysis and assignments, including but not limited to: Initial Studies and Mitigated Negative Declarations; and management of consultant's selected to prepare Environmental Impact Reports (EIR's) and/or Environmental Impact Statements (EIS's).
- f. Prepare Planning Commission, City Council, Development Advisory Committee, and Development Design Review reports.
- g. Make presentations before the Planning Commission, City Council, outside agencies and boards, and community groups.
- h. Preparation of grants and grant management.
- i. Project manager planning studies and analysis.
- j. Prepare written records and reports of investigation and violations of zoning codes; provide on-site field verification documenting compliance and coordinate enforcement of zoning ordinances through; order the issuance of citations where appropriate.
- k. Perform other services as assigned and directed by the Planning Manager and/or Development Services Director related to other City activities or departments.
- l. Working knowledge of City's 2030 General Plan, zoning and subdivision ordinances, regulations and permit requirements; as well as knowledge of all required permits County, State and Federal.
- m. Review of planning architectural plans and civil and construction drawings as part of the building permit process ("plan checking").

- n. Provide quality control.
- o. Maintain good record keeping.
- p. Other duties as required by City staff.

The selected consultant(s) will be required to sign the attached Agreement for Consulting Services (Attachment 1) and provide the necessary insurance coverage (INS-A).