

**Request for Qualifications (RFQ)**  
**City of Albany, CA**



**On-Call CEQA Consulting Services**

Issue Date: Monday March 9, 2020

Deadline for Submissions: Friday April 10,  
2020

## Introduction

The City of Albany is requesting qualifications (RFQ) from experienced environmental consulting firms who can assist with the preparation of Initial studies, Negative Declarations, Mitigated Negative Declarations, and Environmental Impact Reports with projects as needed. The services requested will primarily function as an extension of City staff on tasks related to environmental review under the California Environmental Quality Act.

## Background

The City of Albany is a residential community located in northern Alameda County, approximately fourteen (14) miles northeast of San Francisco. The City encompasses 1.7 square miles and is bounded by the City of El Cerrito to the north and the City of Berkeley to the south. The City is bound by San Francisco Bay to the west and has public beach access along the Bay frontage. Both I-80 & I-580 are located in the City limits, on the west side of the City.

The City has two primary commercial corridors, San Pablo Avenue and Solano Avenue. The San Pablo Avenue corridor has a variety of businesses establishments including auto repair, restaurants, local bars, and miscellaneous retail. Solano Ave. also has restaurant establishments, locally owned retail businesses, and an independent movie theater among other uses. Mixed use residential buildings are present in both corridors.

The population as of 2010 Census is 18,539. There are 7,889 housing units in the City. The City is largely built out as the housing stock was largely constructed from 1920-1950.

## Proposal Content Requirements

The City welcomes a response to the RFQ in any format that best expresses the qualifications of the respondent. Interested firms shall submit two (2) copies of their qualifications packets. Packets should be submitted in print form and should be as comprehensive as possible and generally limited to 32 double-sided pages including any cover pages, resumes, project examples, and references. Please do not include pre-prepared stock promotional or marketing materials, brochures, or fliers in or with the qualifications packet. All packets should include the following minimum information:

1. **Cover Letter.** A statement or 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.
2. **Firm Profile.** 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. **Work Approach.** A description of the approach to the work involved, demonstrating their methodology, their knowledge of CEQA, and their understanding of the environmental review process.

4. **Experience.** A description of the consultant's pertinent project experience, including a list of recently performed relevant projects, past performance, individual or team accomplishments, and examples of similar experiences working for similar communities, including the names and contact information of references, including at least three (3) public agencies located within California. Background information on the person that will be working with City staff on a day-to-day basis should also be included.

5. **Fees.** A clear and comprehensive fee schedule, including a detailed statement of hourly rates for all positions and classifications of individuals involved, including rates for subconsultants and reimbursable expenses. The schedule should clearly explain all billable costs related to the services provided. Work progress estimation and billing methodology should also be clearly described.

6. **Insurance.** Proof of insurance shall be identified in the qualifications packet. Interested firms shall provide proof of Professional Liability and Workers Comp insurance in an amount of at least \$1,000,000 and other insurance requirements

The City will assume the responsibilities for public notification, meeting schedules, website maintenance and public outreach. The consultant shall be responsible for preparing and providing staff with any required Notices of Preparation, Availability, or Determination, and may additionally be requested to provide filing services with the Alameda County Clerk and/or the State Clearinghouse.

### **Selection Criteria and Process**

The City will evaluate qualifications based upon these criteria:

- Responsiveness to the RQP.
- Experience and demonstrated success of the Respondent in assisting municipalities with the CEQA process. Experience with projects in the Bay Area environs and in cities comparable to Albany will be given greater weight. As part of this process, client references may be contacted.
- Ability to communicate effectively about the subject matter.

- Compensation rates.
- Evidence of the Respondent's ability to provide deliverables in a cost effective and timely manner.
- Other extraordinary elements or creative approaches to assisting staff. This particular selection criterion is intended to allow the City to expressly consider creative aspects of statements of qualifications that do not necessarily fall into other selection criteria.

As a part of its evaluation, the City may request additional information or data from Respondents and may request Respondents to make in-person presentations of their qualifications to a panel of City representatives.

### **To Submit a Proposal**

Proposals are due by 12:00 p.m., April 10, 2020. Proposals must be sent to:

Anne Hersch, Planning Manager  
City of Albany  
1000 San Pablo Avenue  
Albany, CA 94706  
(510) 528-5765

### **Registration of Intent to Submit Qualifications**

Interested parties are requested to contact Anne Hersch at [ahersch@albanyca.org](mailto:ahersch@albanyca.org) to register their intent to respond to the RFQ. Registration ensures that any modification to the RFQ process can be transmitted as quickly as possible to all interested parties. A written confirmation of registration will be sent by email within two business days. If you do not receive a written confirmation, or have any questions regarding the RFQ, please contact Anne Hersch at 510-528-5765. It is the responsibility of the respondents, before submitting a response to the RFQ, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to responders. Oral explanations or instructions from City staff shall not be considered binding on the City.

The City anticipates that a consultant will be selected by May 1, 2020, and that a contract for services will be negotiated and executed within a month thereafter. The consultant will be expected to commence its services immediately upon contract execution.

## General Conditions

1. The City would enter into a master contract for a term of three years and use task orders for individual project assignments.
2. The City prefers to collaborate with the selected consultant in the identification of necessary sub-consultants on a project-by-project basis.
3. Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all recipients of the RFP.
4. The City reserves the right to:
  - Waive minor irregularities.
  - Modify or cancel the selection process or schedule at any time.
  - Negotiate with the second choice Respondent if it is unable to negotiate an acceptable contract with the first choice Respondent within a reasonable period of time.
  - Reject any and all proposals, and to seek new qualifications when it is in the best interest of the City to do so.
  - Seek any clarification or additional information from Respondents as is deemed necessary to the evaluation of a response.
  - Judge the veracity, substance, and relevance of the Respondents' written or oral representations, including seeking and evaluating independent information on any of the Respondents' worked cited as relevant experience.
  - Contract with separate entities for various components of the services.
5. All expenses related to any Respondent's response to the RFQ, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Respondent. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
6. The professional will be required to sign the City of Albany's standard Agreement for Consultant Services (ACS) and meet the City's Insurance Requirements (IR), a copy of the agreement and insurance requirements are available upon request. The contract for the performance of these services will provide that: (i) the consultant will perform its services at the direction of the City in a manner consistent with State law and City policies; and (ii) the

consultant will be subject to the State law and the City's conflict of interest policies.