



CITY OF PACIFICA
REQUEST FOR PROPOSALS
November 6, 2015

INITIAL STUDY AND ENVIRONMENTAL DOCUMENT FOR RESIDENTIAL
PROJECT ON MONTEREY ROAD
(APN 009-381-010)

PROPOSALS ACCEPTED UNTIL
12/02/15

1. PROJECT DESCRIPTION

The City of Pacifica is seeking a consultant to conduct the necessary environmental review under the California Environmental Quality Act (CEQA), for development of a 53,000 square foot vacant parcel (APN: 009-381-010) on Monterey Road, in the City of Pacifica within San Mateo County. The parcel is bordered to the north and east by undeveloped land and to the south and west by residential development. The currently undeveloped parcel consists of steep sloping terrain, pine trees, and dense varying vegetation. According to a biological study prepared in 2007 (see attached), a natural drainage channel also exists on the property and flows southwesterly along the southeastern boundary of the site.

The proposed development, known as Vista Mar, consists of four separate structures, each containing two attached townhome units for a total of eight units. The units are all three stories tall, range in size from 1,568+/- to 1,880+/- square feet of livable floor area, and all have two-car garages.

The City of Pacifica is seeking a qualified consultant to perform all tasks in order to complete environmental review of the project as required by CEQA. The applicant has provided information regarding this project. Because the applicant has provided a geotechnical investigation (and update) and a biological analysis, those reports are to be peer reviewed as part of the environmental review process. The following is a list of the documents included in this RFP request.

1. Reduced Set of Project Plans
2. Visual Simulations
3. Title Report (updated May 30, 2014)
4. Biological Constraints Analysis prepared by Live Oak Associates, Inc. (December 7, 2007)
5. Geotechnical Investigation prepared by GeoForensics, Inc. (April 2002)
6. Geotechnical Report Update prepared by GeoForensics, Inc. (September 2, 2014)

2. ABOUT THE CITY OF PACIFICA

The City of Pacifica is located along the Pacific coast of the San Francisco Peninsula, in San Mateo County. It is part of the San Francisco-Oakland-San Jose metropolitan area, and is approximately 13 miles south of downtown San Francisco and six miles west of San Francisco International Airport. The cities of Daly City, South San Francisco, and San Bruno border Pacifica to the north and east, and contain urban development that reaches Pacifica City limits. To the east and south are unincorporated portions of San Mateo County and the ridges of the Coast Range. Much of the land to the southeast and south is preserved as units of the Golden Gate National Recreational Area, the State and County park systems, and protected watershed.

From Mussel Rock to the north and San Pedro Point to the south, Pacifica has approximately 6.5 miles of coastline along the Pacific Ocean. Its border extends 3 miles inland at its widest point, where it rises to an elevation of 1,250 feet above sea level on Sweeney Ridge. As of 2010, the City's population was 37,230. Residents are concentrated in distinct neighborhoods along the coast, in

valleys separated by ridges and in the northern hills. Approximately 8,000 acres are within the City limits which comprise about 13 square miles.

3. SCOPE OF SERVICES

A. General

1. Prepare an Initial Study (IS) to determine which environmental issues may have significant impacts that need further analysis. Staff anticipates that a Mitigated Negative Declaration (MND) will be the appropriate CEQA document; however, a final determination as a result of the IS will be necessary. As mentioned previously, a geotechnical investigation (and update) and a biological constraints analysis has been provided by the applicant; therefore, only a peer review of those documents would be necessary.
2. Prepare Notice of Intent to Adopt a MND.
3. Prepare the MND, and Mitigation Monitoring and Reporting Program (MMRP).
4. Create visual simulations as needed.
5. Perform all CEQA required posting and noticing.
6. Address and respond to all comments received in response to the MND.
7. Present the MND to the Planning Commission and City Council, if needed.
8. Attend at least two public hearings.
9. Attend meetings with staff and the applicant as necessary.
10. Prepare Notice of Determination.
11. All plans, documents and drawings both in printed and electronic formats prepared by the consultant for the City are property of the City of Pacifica and are to be submitted to the City.
12. Provide staff support during public and staff meetings as needed.
13. Print, duplicate and bind documents for this project. Recycled paper content is required.
14. Submit all documents, tables, graphics, meeting notices, etc. in a format suitable for posting on the City's web site.

B. Deliverables

1. Identification of specific members of your proposed Project Team.
2. Overview of Project Team's experience with similar projects.
3. Anticipated scope of services to be provided during CEQA process.
4. Not-to-exceed budget for the complete CEQA process, along with a breakdown of costs by task.
5. Schedule of hourly rates and costs that would be charged, should work beyond the agreed upon scope become necessary.
6. Administrative drafts and revised drafts of all documents/products for review by staff in electronic format.
7. Public review draft of all documents/products: 30 hard copies and electronic versions in word and pdf files.
8. Administrative draft and final Responses to Comments documents (where appropriate): 30 hard copies and electronic versions in word and pdf files.

9. Final version of all documents/products: 30 hard copies and electronic versions in word and pdf files.

4. PROPOSED SCHEDULE

Provide a schedule for each of the tasks and the time needed to complete those tasks.

5. BUDGET

The costs to complete each task should be provided in a budget with the total cost specified to complete the MND. It is anticipated that preparation of the MND will take approximately four months.

6. SUBMITTAL REQUIREMENTS

Proposals shall include the following:

- a. Information demonstrating the consultant's understanding of and approach to the project.
- b. Information which demonstrates the consultant's experience in completing MND's for cities similar in size and population to Pacifica or within San Mateo County.
- c. Identification of personnel proposed on this project including their qualifications and experience on similar projects and the consultant's project manager for this project.
- d. Clear and comprehensive statements regarding the proposed delivery of services and products by task.
- e. A detailed project schedule for the project including milestones and deliverables.
- f. Specific comments on the City's Standard consultant Services Agreement proposed for this project, a copy of which is attached. Proposals shall identify any exceptions taken by the consultant regarding the terms, conditions and requirements of the City's standard Agreement along with an explanation and suggested language for dealing with the exception. Unless exceptions are noted in the proposal, the selected consultant will be expected to execute the City's Standard Agreement as proposed. The consultant's proposal will be referenced and included as an exhibit in the final Agreement executed with the City.
- g. A detailed proposal identifying costs by project task.
- h. Identification of the consultant's web site address.
- i. Specific examples of consultant's experience in preparation of MND's for similar commercial projects.

Standard Terms and Conditions Relating to the City's RFP Process

- A. The City reserves the right to reject any or all proposals, the right in its sole discretion to accept the proposal which it considers most favorable to the City's interest, and the right to waive any minor irregularity or technicality in proposals received.
- B. Failure to observe any of the instructions or conditions in this request for proposal may constitute grounds for rejection.

- C. The City will not be liable for any costs incurred in the preparation of proposals.
- D. The City reserves the right to request an interview with any consultant to determine service capabilities in greater detail and to clarify any unclear areas in the proposal.
- E. In the event the consultant to whom the contract is awarded does not execute a contract within 14 working days of such award, the city may give notice to such Consultant of intent to award the contract to the next ranked consultant, or to call for new proposals.
- F. By submitting a proposal, the consultant certifies that the appropriate officer has read and fully understands this RFP and has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the services to be provided; and the conditions under which the services are to be performed.
- G. The City reserves the right to accept or reject any items or combination of items within a proposal.
- H. The City reserves the right to conduct pre-contract negotiations with any or all consultants.

7. PROPOSAL DEADLINE

Two hard copies of the Proposal plus one electronic version on cd must be submitted no later than 12:00 pm PST on December 2, 2015.

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