REQUEST FOR PROPOSAL
For Compliance with California Environmental Quality Act (CEQA)
NEW FIRE STATION NO. 25 and COMMUNITY PARK
CITY OF SAN MATEO
SAN MATEO, CALIFORNIA

The City of San Mateo (CITY) is pursuing professional consulting services for compliance with California Environmental Quality Act (CEQA) for the planning and design of a new Fire Station 25 to be located on the Borel Park site on Shafter Street, San Mateo, California. The City is accepting proposals to select a qualified firm to provide an initial study/mitigated negative declaration (IS/MND) and to assess the potential environmental impacts of implementing the project as described in this Request for Proposal (RFP). The project consists of the construction of a 4,950 SF fire station on a 17,854 SF parcel and a community park on a 50,000 SF adjoining parcel.

Proposals shall be submitted by firms that have a capable and documentable background in the type of work described in Section II, “SCOPE OF WORK” of this notice. In addition, all interested firms shall have sufficient, readily available resources to carry out the work without delay or shortcomings. The proposals shall be submitted to Steve Wu, Project Manager, Public Works Facilities, City of San Mateo, 1949 Pacific Boulevard, San Mateo, California 94403 not later than 2:00 PM on Friday, January 12, 2018. Each proposer shall submit two (2) bound sets (hard copies) and one electronic version (pdf) of the proposal in accordance with Section VI, “PROPOSAL”, of this notice. The City intends in enter into an agreement with the selected firm in January 2018 and expects that work will commence in February 2018. The anticipated term of the agreement for design services shall be four (4) months from the date of Notice to Proceed. Questions shall be directed to Steve Wu, Project Manager at (650) 522-7345 or swu@cityofsanmateo.org.

I. BACKGROUND

The existing Fire Station 25 is located at 545 Barneson at the corner of Alameda de las Pulgas. The station was built in 1954 and has had minimal improvements made to it over the past 64 years. The station needs to be replaced as it is not compliant with current codes and ADA requirements, and lacks current technologies. Currently the station accommodates three fire fighters and one apparatus. The City has identified a new site at the corner of Shafter Street and Borel Avenue which is in proximity of the existing station. The identified site is a City-owned property that is undeveloped and currently zoned as part of Borel Park (located on Shafter from Barneson to Borel). The remaining portion of the City-owned property is currently undeveloped land that will be transformed into a community park.

The proposed community park and fire station designs are included as Exhibit A and B of this RFP.
II. SCOPE OF WORK

A. GENERAL

The proposed project involves three (3) development applications described below which will require compliance with the CEQA guidelines. The City has determined that the project meets the standards for a Mitigated Negative Declaration.

1. General Plan Amendment - Concurrent with the planning and design process for the new Fire Station 25 will be the confirmation of zoning that will require a General Plan Amendment that will allow public facilities as an allowable use within the land use description of parks and open spaces. Public Works (PW) will lead this effort and will be supported by the Consultant as described in more detail under the Scope of Work.

2. Site Plan and Architectural Review – A proposal to develop a 50,000 SF community park and a 4,950 SF fire station. The site plan also provides for site improvements with related parking, landscaping, etc. on a 67,854 SF site.

3. Grading – Site Development Application – 3,000 cubic yards of export volume is proposed for the site in preparation for the fire station. No soil removal is expected for the community park parcel.

The following outline of tasks is provided to assist the consultant in preparing their proposal. If the consultant has an issue with a particular work item, a reason for the concern shall be stated in the proposal and an alternate scope of work item shall be provided.

- Project Management and Coordination
- Project Description
- Initial Study (IS) and Background Studies
  - Acoustical Report
  - Biological Resources Assessment
  - Geological Fault/Hazards Report
  - Historical/Arcological/Paleo Report
  - Preliminary Water Quality Management Plan (WQMP)
  - Preliminary Drainage Report
  - Preliminary Hydrology Report
  - Traffic Impact Analysis/Study
  - Hazardous Materials
  - Air Quality Assessment
  - Noise Impact Analysis/Study
  - Construction Impact Analysis/Study
  - Other Studies as Needed
- Identification of Mitigation Measures and Preparation of Mitigated Negative Declaration (MND) / Environmental Assessment
- Attend Hearings and Respond to Comments
- Notice of Determination/Finding of No Significant Impact
- Identification of Regulatory Permits Needed for Construction
- Post Construction Mitigation and Monitoring Plan
Applying for and securing regulatory permits and design support during construction is NOT included in the scope of work although this may be awarded later, if necessary under a separate contract.

B. DETAILED TASK DESCRIPTIONS
1. Project Management and Coordination
   The Consultant shall produce a schedule of work and conduct periodic meetings with the City to discuss progress.
   Deliverables: Meeting minutes for all meetings
                   Schedule of work – updated monthly

2. Project Description
   CEQA requires that a comprehensive project description be developed so that potential operational and construction impacts of the project can be determined.

3. Initial Study and Background Studies
   After the project description has been approved by the City, the consultant will draft the Initial Study checklist and the supporting technical documentation. The consultant should describe the components of the Initial Study and complete the deliverables require for this task.

4. Identification of Mitigation Measures and Preparation of Mitigated Negative Declaration
   For the purpose of this RFP, it is assumed that the appropriate CEQA document is an IS/MND. If the requirements change, the scope and fee will be negotiated to compensate the consultant for additional studies. It is also assumed that this project will contain no potential significant impacts that cannot be mitigated. The consultant will describe the necessary steps to complete the mitigated negative declaration and complete the deliverables associated with it. The consultant will also provide guidance to the City regarding the necessary notification and public hearing processes associated with this step.

5. Attend Hearings and Response to Comments
   The consultant will describe the steps and deliverables required to complete the CEQA process during and after the public review period. The consultant shall review the need for written responses to comments and draft all such required responses for City review and signature. The consultant will provide the timeframes necessary for the various steps for which the City is obligated to perform under CEQA regulations.

6. Notice of Determination
   The consultant will describe the necessary steps and complete the Notice of Determination.

7. Identification of Regulatory Permits Needed For Construction
   The consultant shall identify all permits, studies and other official documents that will be necessary during construction to comply with all County, State and Federal regulatory agency requirements. The Consultant shall attend regulatory permitting field reviews, if necessary, and be ready to discuss the environmental impact and mitigation measures of the project. The preparation of permit applications is not part of the scope of work, only the identification of necessary permits.
   Deliverables: Summary of required regulatory permits, studies and documents
8. **Post Construction Mitigation and Monitoring Plan**

The Consultant shall include a reasonable allowance for conducting construction and post-construction mitigation monitoring to make sure that work is responsive to conditions and requirements contained in the IS/MND.

### III. PROPOSAL REQUIREMENTS

Each proposer shall submit two (2) bound sets and one electronic version (flash drive) of the proposal. The proposal shall contain 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any fold-out drawings. Proposals shall not be more than 15 pages. It shall include:

A. A summary of the consultant’s understanding of the project as a whole.

B. The proposal should demonstrate the Consultant’s knowledge of the needs and objectives of the work proposed under this RFP. Include the approach for delivering the services being requested, including participation in city/applicant meetings, internal review of draft documents by the City and City Attorney, Consultant participation in the public hearings with the planning Commission and City Council. The proposal must include a detailed schedule for preparation and processing of the IS/MND. Please factor in 30-days for the State Clearinghouse to review the MND.

C. The consultant’s experience and history in performing this type of work on similar projects. Include references of persons, firms, or agencies that the City may contact to verify the experience of the consultant.

D. An organizational chart setting forth who the project manager and supporting staff will be and the estimated number of hours for each member on the team. Proposer shall assure that the designated project team is used for this project. Departure or reassignment of, or substitution for, any member of the designated project team shall not be made without the prior written approval of the City.

E. A statement of qualifications and experience for the primary individuals expected to perform responsible portions of the work.

F. An identification of any modifications to the attached Professional Services Agreement ([Exhibit C](#)) the consultant requests prior to entering into an agreement with the City.

G. Provide a statement of hourly rates for all proposed classifications, including rates for sub-consultants, if any, as well as any proposed percentage mark-up of reimbursable expenses. This section must also include costs to prepare the required CEQA documentation (including all mandated public notices, etc.). It is expected that the proposal be prepared in a task format with costs related to each task. The cost proposal must include Consultant time to attend meetings with City staff and the Applicant (as needed). In addition, the cost proposal must include the Consultant’s attendance at two (2) public hearings (Planning Commission and City Council). Finally, the Consultant will be responsible for copying and duplication of all required paperwork associated with the IS/MND process. The City will require that the Consultant provide ten (10) hard/bound copies, one PDF format and one MS Word compatible format of the final IS/MND work product and administrative review drafts of the Project Description as part of the public review requirements.

H. A statement that the proposal shall remain in effect for ninety (90) days beyond the proposal’s due date.

I. Any requested changes to the City’s standard agreement for professional services, which is attached as Exhibit C.
IV. CONSULTANT SELECTION PROCEDURE

A. EVALUATION CRITERIA:
The City will make the final selection based on the following factors:

- Firm Qualifications: Technical experience in performing the work of a similar nature, experience working with public agencies, record of completing work on schedule, strength and stability of the firm, and assessments by client references.
- Staff and Project Organization: Qualifications of project staff, key personnel’s level of involvement in performing related work, logic of project organization, adequacy of labor commitment; concurrence in the restriction on changes in key personnel.
- Demonstrated understanding of the project requirements: Familiarity with available construction methods’ limitations and benefits and recognition of potential project challenges.
- Consultant’s requested changes to the City’s standard agreement for professional services, which is attached as Exhibit C.

B. EVALUATION PROCEDURE:
An oral interview with one or more of the firms submitting proposals may be requested after written proposals have been received and reviewed by the City of San Mateo if deemed necessary to clarify proposals or qualifications. The Department of Public Works will schedule the time and place for the interview if determined to be necessary. Each proposer should be prepared to clarify and elaborate on the details set forth in their proposal.

If determined to be necessary, a Review Board, generally made up of City staff, will review the proposals submitted, establish a list of finalists based on pre-established review criteria, interview the finalist firms if determined necessary, and determine the successful proposer. The names of Review Board members will not be revealed prior to the interview.

Sixty minutes will be allowed for the oral interview, including the question and answer period. The Project Manager must lead the presentation before the Review board. The tentative interview date is listed in the Estimated Project Timetable.

C. AWARD:
The successful proposer will be asked to enter into a contract with the City reflecting the terms and conditions of the proposal in addition to the City’s standard professional services agreement.

The City reserves the right to modify the scope of work and reject any or all proposals.

V. SUBCONTRACTING
The Consultant may utilize the services of specialty Subcontractors on those parts of the Work which, under normal contracting practices, are performed by specialty Subcontractors. Unless a specific Subcontractor is listed by the Consultant, Consultant is representing to the City that the consultant has all appropriate licenses, certifications, and registrations to perform the work hereunder. After submission of the proposal, if applicable, the Consultant shall not award Work to any unlisted Subcontractor(s) without prior written approval of the City. The Consultant shall be fully responsible to the City for the performance of the Subcontractors, and of persons either directly or indirectly employed by them. Nothing contained herein shall create any contractual relation between any Subcontractor and the City.
VI. CONSULTANT COMPENSATION
The compensation for the selected consultant will be directly related to the cost proposal to prepare the required environmental documentation. The cost proposal must be a “Not-to Exceed Fee” proposal. The approved budget for the services rendered will be paid from the Applicant’s deposit account in accordance with City policies. The Consultant will be required to invoice the City after successful completion of each task/phase.

VII. ESTIMATED PROJECT TIMETABLE

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals advertisement</td>
<td>December 21, 2017 and December 24, 2017</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>January 12, 2018 @ 2:00pm</td>
</tr>
<tr>
<td>Preliminary Evaluation</td>
<td>January 16-18, 2018</td>
</tr>
<tr>
<td>Consultant Interview</td>
<td>January 23-24, 2018</td>
</tr>
<tr>
<td>Consultant Selection</td>
<td>January 25, 2018</td>
</tr>
<tr>
<td>Intent to Award Notice</td>
<td>January 26, 2018</td>
</tr>
<tr>
<td>City Council Award</td>
<td>February 20, 2018</td>
</tr>
</tbody>
</table>

VII. CONTACT
Prospective proposers may contact Steve Wu for further information regarding this RFP. Deadline for inquiries regarding this RFP is January 4, 2018. Inquiries will be responded to no later than January 10, 2018. All requests for interpretation or questions must be sent in writing and must clearly include the subject line “RFP: Inquiries for CEQA Compliance for New Fire Station 25 and Community Park”. Emailed inquiries are acceptable.

Written inquiries and proposals shall be submitted ONLY to:

Steven Wu, Project Manager
PUBLIC WORKS FACILITIES
CITY OF SAN MATEO
1949 Pacific Boulevard
SAN MATEO, CA 94403
(650) 522-7345 Office
swu@cityofsanmateo.org

Faxed or emailed proposals will not be accepted. All submittals, whether selected or rejected, will become the property of the City of San Mateo and shall not be returned to the proposer. All costs involved in the preparation of proposals shall be borne by their preparers.

VIII. LATE PROPOSALS NOT CONSIDERED
Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

EXHIBITS:
A  Proposed Community Park Site Plan
B  Proposed Fire Station No. 25 Pre-Planning Drawings
C  Sample Professional Services Agreement with Insurance Requirements