



City of Barstow
220 E. Mountain View St
Barstow, CA 92311

**Lenwood Area Industrial Zoning Specific Plan – Planning and Environmental
Analysis Consultants: Request for Qualifications (RFQ)**

**Chris Heldreth, Community Development Manager
Telephone (760) 255-5169
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Issue Date: Monday, November 8, 2021

Submissions are due no later than 4:00pm (PDT) on Tuesday, November 23, 2021



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NOTICE REGARDING DISCLOSURE OF CONTENTS OF DOCUMENT

All responses to this Request for Qualifications (RFQ) accepted by the City of Barstow shall become the exclusive property of the City. At such time as City staff recommends a qualified environmental planning firm and such recommendation, with any recommended contract appears on the City Council agenda, all proposals accepted by the City of Barstow shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Trade Secret," "Confidential," or "Proprietary." Each element of a proposal that a Proposer desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City of Barstow in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City of Barstow shall not in any way be liable or responsible for the disclosure of any such records or part thereof.



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Request for Qualifications

General

The City of Barstow (City) is seeking statements of qualifications from qualified environmental consulting and planning firms to submit written proposals for California Environmental Quality Act (CEQA) consulting services. The services to be rendered are:

- (1) Writing a Specific Plan to govern the future development of the approximately 2000 acre undeveloped portions of the Lenwood area of the City, including analyzing existing infrastructure and other constraints and planning for future industrial and commercial development in the area, including potential rezoning of portions of the area for cannabis and heavy industrial facilities.
- (2) Writing related amendments to the zoning ordinance and General Plan.
- (3) Preparing the associated Environmental Impact Report for the Specific Plan and related General Plan and rezoning of the Lenwood area, analyzing any potential environmental impacts in compliance with the California Environmental Quality Act.
- (4) Preparing the necessary planning documents for a potential annexation of portions of the unincorporated area adjacent to the Lenwood area.
- (5) Project management services on behalf of the City for each of the above processes, including preparing the necessary items for these potential actions to come before the Planning Commission and City Council for consideration in future public hearings.

The City invites qualified firms to submit their qualifications and experience in completing similar projects, together with proposed hourly rates for their professionals and any other fees. The City intends to then negotiate a contract with one or more qualified firms for some or all of the specified services, but reserves the right to reject any or all proposals or to further negotiate the scope, rates, and other terms of the contract.

A copy of this RFQ may be obtained at the City of Barstow located at 220 E. Mountain View Street, Barstow, CA 92311, or by contacting Chris Heldreth, Community Development Manager at (760) 255-5169.

Due Date

Submissions in response to this RFQ are due no later than 4:00 PM (Pacific Daylight Time) November 15, 2021. Late proposals will not be considered. Proposers are responsible for ensuring that submissions are received before the stated due date and time. Interested Proposers should submit, via mail or in-person, 5 copies of a response to this RFQ (1 original and 4 copies). Submissions should be addressed as follows: "Lenwood Area Industrial Zoning Specific Plan – Planning and Environmental Analysis Consultants: Request for Qualifications" to: City of Barstow 220 E. Mountain View Street Barstow, CA 92311 Attention: Planning Department

Questions



City of Barstow
220 E. Mountain View St
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Any questions, technical or otherwise, pertaining to this Request for Qualification must be submitted in writing and directed to: Chris Heldreth City of Barstow 220 E. Mountain View Street Barstow, CA 92311 (760) 255-5169 cheldreth@barstowca.org.

City of Barstow Rights

The City of Barstow reserves the right to reject any or all proposals, to advertise for new proposals or proceed to accomplish this solicitation by any means determined to be in the best interest of the City of Barstow. City of Barstow will evaluate proposals to determine which best satisfies the needs of the City and community, and may, but is not required to, negotiate a contract for some or all of the specified services with one or more firms.

Introduction

The City of Barstow is located in the Inland Empire North Region of San Bernardino County and is midway between Los Angeles and Las Vegas. Barstow is the entrance to the Mojave National Preserve and is home to the U.S. Army National Training Center at Fort Irwin, Marine Corps Logistics Base, Barstow, NASA's Goldstone Deep Space Network, Veterans Home of California, Barstow, and BNSF Classification Yard. Interstates 15 and 40, and highways 58 and 247 all converge in Barstow making the city a major transportation corridor with more than 60 million people in 19 million vehicles traveling through Barstow each year. The City is home to an Amtrak depot at an Historic Harvey House.

The intent of this Request for Qualifications is to select a single planning and environmental consulting firm whose function will be to help the City complete the rezoning of the Lenwood area for industrial uses, including development and drafting of a Specific Plan, related rezoning and General Plan amendments, and necessary documents for a potential annexation of adjacent unincorporated areas.

All Proposers will be evaluated according to the criteria set, including experience with comparable projects, capacity, and the ability to deliver the requested services.

The City encourages Proposers to submit proposals to undertake the following activities:

- (1) Writing a Lenwood Industrial Area Specific Plan to govern the future development of the approximately 2000 acre undeveloped portions of the Lenwood area of the City, including analyzing existing infrastructure and other constraints and planning for future industrial and commercial development in the area, including potential rezoning of portions of the area for cannabis and heavy industrial facilities.
- (2) Writing related amendments to the zoning ordinance and General Plan.
- (3) Preparing the associated Environmental Impact Report for the Specific Plan and related General Plan and rezoning of the Lenwood area, analyzing any potential environmental impacts in compliance with the California Environmental Quality Act.
- (4) Preparing the necessary planning documents for a potential annexation of portions of the unincorporated area adjacent to the Lenwood area.

- (5) Project management services on behalf of the City for each of the above processes, including preparing the necessary items for these potential actions to come before the Planning Commission and City Council for consideration in future public hearings.

Consultants that can demonstrate the experience, capability, and creativity to successfully undertake this opportunity are invited to respond to this Request for Qualifications by outlining their relevant experience, financial capabilities, conceptual plans, and other information to enable the City to identify a shortlist of Proposers for consideration

Project Location

The project is located in the City of Barstow, County of San Bernardino approximately three miles north of Interstate 15. The study area is the area within the City and in adjacent County areas west and south of Highway 58 and west and north of Highway 15.

Goal of Project

The City of Barstow desires to create dependable, high-paying jobs near its urban center, which reduces the need for its residents to drive long distances to their jobs. The City aspires to implement the following through the Lenwood Area industrial planning project:

- Provide space for an industrial and manufacturing base in the City and surrounding environs
- Create high-paying jobs for City residents
- Attract businesses to the City and increase the City's tax base
- Decrease the need for long commutes by City residents and increase transit ridership
- Improve economic development and increase commercial capabilities
- Improve community health by providing active transportation infrastructure and community spaces

Scope of Services

The Consultant may be asked to provide any number of services pertaining to the City's implementation of CEQA, including, but not limited to, the following:

- Host kick-off and scoping meetings and other outreach events
- Conduct preliminary review of projects for CEQA purposes
- Prepare CEQA documents for the City related to Lenwood Industrial Area Specific Plan, including, but not limited to:
 - Initial Studies
 - Addendums to Environmental Impact Reports
 - Environmental Impact Reports
 - Notices of Intent/Preparation/Determination/Exemption
- Produce a draft Lenwood Industrial Area Specific Plan



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- Prepare related updates/amendments to the General Plan and zoning ordinances
- Prepare planning and related documents for potential related annexations
- Review CEQA/NEPA documents from neighboring jurisdictions/agencies as needed
- Required consultations (i.e. NAHC or other agencies with jurisdiction)
- Appear before Planning Commission and City Council and provide project management services to the City regarding adoption of the Lenwood Industrial Area Specific Plan
 - Prepare all required visual aids, printed material, and make formal public presentations at up to two Planning Commission hearings and two City Council hearings to support adoption of the Lenwood Area Industrial Zoning Specific Plan

The Consultant is invited to offer additional services at their discretion.

Community Engagement

The City of Barstow requires extensive and engaging community involvement to build development that is meaningful to the community. While the City of Barstow retains the final responsibility and authority to decide on the rezoning, the City values and seriously considers community input by providing the public with every opportunity to become meaningfully involved in the rezoning process. Community involvement must be developed from a wide range of individuals and organizations including, but not limited to, individuals living near the Lenwood area, community organizations, members of special interest groups, and the City of Barstow staff and City Council. The City seeks to identify consultants that have experience in keeping the public well informed of ongoing and planned activities; Encouraging and enabling the public to get involved; Listening carefully to what the public is saying; Identifying and meaningfully responding to public concerns; Adjusting planned actions when public comments or concerns have merit; and Explaining to the public how the consultant has reached its decision or recommendation(s).

Proposal Preparation Costs

The City will not pay any costs associated with the preparation, submittal, or presentation of any proposal.

RFQ Amendment and Cancellation

This solicitation does not commit the City to award a contract. The City reserves the unilateral right to amend this RFQ in writing at any time. The City also reserves the right to cancel or reissue the RFQ at its sole discretion. If an amendment is issued, it will be provided to all Proposers. Proposers will respond to the final written RFQ and any exhibits, attachments, and amendments.

Format and Content of RFQ Submittals

The City discourages lengthy and costly proposals. Proposals should be prepared simply and economically, and provide a concise description of the Proposer's company, qualifications, and

capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content. Glossy sales and marketing brochures are not necessary or desired. Proposals should be organized consistent with the outline provided in this section of the RFQ. Proposers must follow all formats and address all portions of the RFQ set forth herein providing all information requested. Proposers may retype or duplicate any portion of this RFQ for use in responding to the RFQ, provided that the proposal clearly addresses all of the City's information requirements. Interested Proposers should submit 5 copies of a response to this RFQ (1 original and 4 copies). Please address the following:

1. Cover Letter

The cover letter will include general information about the consultant firm and a description of the consultant's understanding of the scope of services. Please identify a project manager(s), and provide address, telephone number, and email for the project manager(s). The Cover Letter must be signed by a corporate official that is designated to execute Professional Service Agreements.

2. Key Personnel (Project Managers)

The proposal shall include the names and resumes of all Project Managers who will be assigned to perform or coordinate services pursuant to the contract. If sub-contractors are to be used as part of this proposal, qualifications of the subcontractor and relevant experience is to be included. The City shall not allow any proposed additions or substitutions of personnel without prior written approval.

3. Draft Scope of Work

The proposal shall include a draft scope of work addressing the items described in the Scope of Services outlined contained in this RFQ. The scope must also include tasks to prepare the necessary environmental documents to comply with California Environmental Quality Act. The scope must describe the Consultant's understanding of the project, any suggested revisions to the Scope of Services, a detailed work approach, and methodology. Consultant may expand on the Scope of Services outline to accomplish the overall objective of the project and provide suggestions which might enhance the results or usefulness of the project. The Consultant must provide an example of similar work prepared by the firm or proposed team. Proposer must also include a schedule of work.

4. Relevant Experience & References

Provide a brief overview of your firm's experience, and a minimum of five relevant CEQA projects, including references for those projects. The projects identified should demonstrate the ability to perform the tasks listed in the Scope of Services section in this RFQ. The references should identify the client, a contact name, telephone number, and email address.

5. Attachments

The Proposal should include a letter stating the Proposer is ready and willing to execute the City's form Professional Services Agreement, and to complete a Disclosure of Employee Relationships and Financial Interests and a Certificate of Non-Discrimination.

6. Fee Proposal

The Proposal must include a schedule of proposed fees and hourly rates for each professional who would work on the project. The Proposer Fees and Hourly Rates shall remain unchanged until at least December 31, 2022.

Review and Selection Procedure

The City Manager in consultation with the Community Development Manager will review all proposals to determine which Proposers have qualified for consideration. The evaluation will include at least an initial review and a detailed review. The initial review will evaluate all submissions for conformance to stated specifications to eliminate all responses that deviate substantially from the basic intent and/or fail to satisfy the mandatory requirements. Only those proposals that meet or exceed the intent of the mandatory requirements will be further evaluated. Submitted proposals will be evaluated on the following criteria:

- Thoroughness and comprehension in addressing the scope of work
- Experience and demonstrated competence on similar projects
- Knowledge, experience, and availability of key staff
- Cost effectiveness
- Coherence of proposed schedule
- Experience working in the City of Barstow and County of San Bernardino
- Quality, clarity, and responsiveness of proposal
- Ability to meet the needs of the City
- Proven technical ability
- Demonstrated ability to work in a cooperative and collaborative manner
- Quality of References
- Results of interviews, if necessary

The City reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the City and, if held, shall be after initial evaluation of Proposals is complete. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing

Thank you for your interest in working with the City of Barstow on this project. We look forward to hearing from you.