
Request for Qualifications

For On-Call
Planning Services



City of Antioch
P.O. Box 5007
Antioch, CA 94531-5007

INTRODUCTION

The City of Antioch (“the City”) is seeking qualified consultants to submit a statement of interest and qualifications demonstrating the ability to perform professional planning services on private development applications on an “on-call” basis. Consultants are expected to have expertise in multiple disciplines that are necessary to process development applications for residential and commercial development projects including: land planning, CEQA, Subdivision Map Act, architecture, and landscape architecture.

BACKGROUND

Antioch is the Gateway to the Delta, located on the banks of the San Joaquin River in Northern California, just off of Highway 4, in eastern Contra Costa County. With a population of over 100,000 people, Antioch has become the heart of eastern Contra Costa County, offering a variety of employment, shopping and vast recreational activities.

In recent years, the City was forced to reduce in-house staffing levels. There has been continued interest from numerous developers in submitting entitlement applications which will require staff augmentation to process.

SCOPE OF SERVICES

In general, the successful individual or firm will be expected to provide planning services for all types of projects requesting entitlements, including but not limited to: new residential subdivisions, ground up and re-occupancy of commercial, office, and industrial buildings, requests for General Plan or zoning amendments, use permits, variances, and design review.

The services that a successful applicant for pre-qualification would provide include, but are not limited to the ability to perform the following:

1. Analyze projects for compliance with the City’s General Plan, zoning ordinance, Subdivision Map Act, Design Guidelines, applicable specific plans and other policies.
2. Ability to write staff reports, resolutions, ordinances, conditions of approval, and give oral presentations.
3. Preparation of Initial Studies and CEQA documents or ability to work with a CEQA consultant, if necessary.
4. Attendance at Planning Commission and/or City Council meetings when necessary;
5. Ability to review projects and provide comments within timelines specified by the Permit Streamlining Act and the City (shorter timelines may be required for certain projects);
6. Conduct site visits as necessary; and
7. Be available during regular business hours to answer questions.

Prior to assigning a specific project, the City will provide an introductory overview of the project and the scope of services to be provided. All available drawings and other applicable technical information will be available to the Consultant.

SELECTION CRITERIA

The statement of qualifications submitted in response to this RFQ, together with the consultant's interview, will be used as the basis for establishing an on-call list of pre-qualified consulting firms for future projects that may be identified during the three year duration of the list.

The City of Antioch's selection will be based upon:

- 1.The firm's (and project team's) ability to perform the work;
- 2.Demonstrated experience with a variety of entitlement projects and with the City of Antioch;
- 3.Demonstrated ability to communicate and work effectively with the public, applicant/developers, staff, policy and review bodies
- 4.Demonstrated knowledge of the City's General Plan, specific plans and policies, City standards and guidelines;
- 5.Firm's hourly fee structure;
- 6.Acceptance of the City's standard contract for professional services (Attachment A); and
- 7.Responsiveness to this Request for Qualifications.

SUBMITTAL REQUIREMENTS

Double sided printing is strongly encouraged. Provide one (1) unbound copy, and one (1) electronic copy in pdf format.

- A. COVER LETTER – Summarize qualifications most relevant to this project; identify key team members; provide name of contact person, phone, fax and email address (maximum 1 page).
- B. RELEVANT QUALIFICATIONS – Offer short, focused paragraphs in a summary format by topic; do not include general information (maximum 4 pages).
- C. RELEVANT EXPERIENCE – List projects completed by the firm relevant to the scope of services listed above. Include the scope of the services provided and specify the role of the firm (identify if the work was performed exclusively by the firm or a joint venture).
- D. KEY TEAM MEMBER SUMMARY – Identify key team members of the firm and summarize typical roles and responsibilities for each member on a project team. List experience relative to those typical roles (reference projects relevant to those described in the scope of services, if applicable).
- E. CURRENT CLIENTS/PROJECTS – Provide a list of all clients doing business with the firm in the past 12 months and identify any projects within the City of Antioch in the past 12 months.
- F. CITY'S CONSULTANT CONTRACT – Provide a statement indicating agreement with the content of the City's standard consultant contract (Attachment A). If no exceptions are indicated, then the consultant will be deemed to have accepted the City's agreement form without deviation.
- G. FIRM'S BILLING STRUCTURE – Provide an outline of the hourly fee structure for the key team members identified in Item D and associated administrative/technical support fee structure.
- H. REFERENCES – Provide 5 client references relevant to the scope of services listed above (5-7 names, titles, current mailing and email addresses, and phone numbers).

- I. APPENDIX – (items to be included) Firm brochure with background information (if available); key team member resumes.

SUBMISSION INSTRUCTIONS/SCHEDULE

One (1) unbound copy and one (1) electronic copy in pdf format of the proposal must be submitted no later than 5:00 p.m. on November 13, 2014 to:

Mindy Gentry
Community Development Director
City of Antioch
PO Box 5007
Antioch, CA 94531-5007

Any questions regarding this Request for Qualifications should be directed to Tina Wehrmeister at (925) 779-7038; twehrmeister@ci.antioch.ca.us or Mindy Gentry at (925)779-6133; [mgentry@ci.antioch.ca.us](mailto:mgency@ci.antioch.ca.us).

Interviews with select firms or individuals will be conducted approximately three weeks after receipt of proposals.

CITY-CONTRACTOR RELATIONSHIP

Selected firms for the On-Call list will enter into a three year consulting services contract with the City with a not to exceed amount of \$100,000. Selected firms will be required to update the client/project list every 12 months from the date of contract execution. As projects are identified, a scope, schedule and budget of work will be prepared negotiations will begin with a firm on the On-Call list, selected at the sole discretion of the City. In the case of larger development projects or at the applicant's request a scope, schedule, and budget may be waived and the work performed will be based on the established hourly rate with the firm selected at the sole discretion of the City. If there are irresolvable issues and/or negotiations are unsuccessful, negotiations with the firm will be formally terminated, and the City may, at its sole discretion and without notice, attempt to negotiate an agreement with another firm on the On-Call list. The City's agreement with any firm shall not be considered exclusive, and the City may elect to procure alternate services for any designated project.

CONFLICTS

The selected firms for the On-Call list will not be able to provide planning services for applicants that are current clients of the firm or with which the firm has worked within the 12 months preceding the firm's execution of a contract with the City. Other potential conflict issues will be addressed on a case-by-case basis.

ATTACHMENTS

- A. City of Antioch standard consultant contract.