

**CITY OF SAN BERNARDINO
DEVELOPMENT SERVICES DEPARTMENT**

**REQUEST FOR PROPOSALS/QUALIFICATIONS (RFP/RFQ)
FOR CONTRACT PLANNING SERVICES**

FEBRUARY 23, 2007

1.0 INTRODUCTION

The City of San Bernardino requests proposals for a contract planner to review and process a specific plan application. The contract planner would act as an extension of City staff, as project planner for the University Hills Specific Plan. The City also requests statements of qualifications for additional contract planning services that may be required in the future.

2.0 PROJECT INFORMATION

2.1 Project Description and Location

The University Hills Specific Plan is a planned residential development proposal for 940 dwelling units on a 404-acre site located northeast of California State University, San Bernardino (CSUSB). A project description is enclosed, including a conceptual land use plan. The project site is located in the Hillside Management Overlay District (HMOD), the Foothill Fire Hazard Zone and a high wind hazard area. Geologic hazards, flood hazards, cultural and biological resources may also affect the site.

The project will include a specific plan, multiple tentative maps, and potentially development permits for project development. The specific plan has been prepared by The Planning Center on behalf of the project applicant, Inland Communities Corp. Environmental analysis and special studies have been prepared for the applicant by Michael Brandman Associates and others.

2.2 Background Information

The University Hills project site has a long history involving a previous development proposal known as Paradise Hills. In 1993, the City approved the Paradise Hills Specific plan and a development agreement for the Paradise Hills project. The University Hills project proposes a substantially different land use plan, but many of the issues identified in conjunction with the Paradise Hills project remain relevant. Therefore, a thorough review of multiple background documents will be required. The City will provide all necessary background information for review by the contract planner.

3.0 SPECIFIC DUTIES

The project planner for the University Hills Specific Plan will act as an extension of City staff to process the University Hills project. The contract planner will have access to records and resources in the Development Services Department, and will meet on a regular or as-needed basis with City staff. Temporary workspace may be provided in the Development Services Department, but the contract planner should have access to office space and equipment elsewhere. The contract planner will perform all normal duties of a project planner, including:

- Review of the University Hills Specific Plan.
- Review of associated environmental documents and technical studies.
- Review of associated Tentative Tract Maps and Development Permit proposals.
- Analysis of consistency of the project with the City General Plan.
- Comparison of the development standards proposed in the Specific Plan to existing City development standards.
- Evaluation of the Specific Plan and associated development plans and formulation of comments, corrections and recommendations for approval by the City Planner.
- Communication with other City departments and other agencies that may be involved in the review of the project.
- Attendance at meetings with City staff and the project applicant.
- Attendance at Development/Environmental Review Committee meetings to present the project and planning comments to the committee.
- Preparation of staff reports, including project analysis, findings, recommendations and conditions of approval (for any tentative maps or development plans).
- Presentation of staff reports and recommendations to the Planning Commission and Mayor and Common Council.

4.0 POTENTIAL ADDITIONAL SERVICES (RFQ)

The current need and specific duties described in this RFP/RFQ are related to the University Hills Specific Plan project. The City may need additional contract planning services in the future. Therefore, the City also requests statements of qualifications to perform additional current planning functions, including:

- Review of a variety of planning applications, including subdivisions, development permits and conditional use permits.
- Completion of CEQA Initial Studies.
- Public counter service.
- Plan checking for compliance with Planning conditions of approval.

5.0 PROPOSAL REQUIREMENTS

The proposal shall consist of the following:

- A. Name, address, telephone, e-mail address, and FAX numbers of the responder. The proposed contract planner shall be a senior-level project manager.
- B. A Statement of Qualifications (SOQ) which specifies the qualifications, responsibilities and experience of the individual proposed for the assignment. The SOQ shall demonstrate experience on similar projects specifically related to public sector project review and project management. A thorough knowledge of planning principles, CEQA, and experience with design review of residential development in sensitive hillside areas is desired.
- C. Hourly rate charged for the contract planner, including any associated support staff or other overhead costs of the contractor shall be identified.
- D. A statement of availability, indicating when the planner would be available to begin work and verifying available hours and schedule flexibility required to perform the duties described in Section 3.0.
- E. A statement indicating a willingness and ability to meet the City's insurance and indemnification requirements described in Section 6.0.
- F. A statement that the consultant has not performed any work in the past twelve months for, and is not currently performing any work for Inland Communities Corp. or any of the consultant firms (listed below) that are associated with the project and could present a conflict of interest. Any working relationship with any of the firms listed shall be explained to negate any potential conflict of interest:

The Planning Center	PBS&J
Michael Brandman Associates	CHJ, Inc.
Natural Resources Assessment, Inc.	Exponent Failure Analysis
RHA Landscape Architects	GeoMat Testing Laboratories, Inc.
Kunzman Associates	Rolf Jensen & Associates
Hunt's Research Group	Utility Planers, Inc.

Proposals shall not exceed five pages, excluding attachments such as resumes, references, insurance certificates and SOQ's. Submit proposals by 4:00 p.m. Friday March 9, 2007 to:

City of San Bernardino
Development Services Department, Planning Division
ATTN: Terri Rahhal, City Planner
300 N. "D" Street
San Bernardino, CA 92418

6.0 INSURANCE AND INDEMNIFICATION

The contractor shall procure and maintain at the contractor's expense for the duration of the contract a program of insurance satisfactory to the City. Where such insurance is provided by commercial insurance, such insurance shall be secured through a carrier satisfactory to the City, and shall name the City an additional insured. The following form of insurance shall be required:

- Comprehensive General Liability and Automobile Insurance of \$1,000,000 combined single limit for each occurrence and in aggregate;
- Professional Liability or Errors and Omissions with a combined single limit of not less than \$1,000,000 per occurrence and in aggregate; and Worker's Compensation.

7.0 SELECTION PROCESS

City staff will review all proposals and SOQ's and select the contractor most qualified to provide the requested planning services in a timely manner. Staff may not interview each respondent, but may contact responders for additional information, or clarification of the proposals. Upon selection of a contractor, staff will prepare an Agreement for Services for signature. The City's standard Agreement for Professional Services is enclosed. Staff anticipates that the selection of a contract planner for the University Hills Specific Plan project will be completed within two weeks of receipt of the proposals.

8.0 CITY RESPONSIBILITIES

The Planning Division will be responsible for administration of the planning process, including provision of relevant background information and materials to the Contractor. The City's responsibilities will include the following:

- Prepare, advertise, circulate and/or mail all project documents and legal notices of meetings and public hearings.
- Provide copies of the City General Plan and Development Code
- Provide all background information, including previous CEQA documents and technical reports concerning the Paradise Hills project.
- Provide any necessary copies of staff reports and other work products

9.0 GENERAL PROVISIONS

This Request for Proposals does not commit the City to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request. This RFP is not a contract or commitment of any kind. All proposals in response to this RFP will become the property of the City and may be used by the City in any way deemed appropriate. The City reserves the right to accept or reject, in part or in its entirety, the proposal if such action is deemed to be in the best interest of the City.

10.0 ADDITIONAL INFORMATION

A project description prepared by the project applicant is enclosed to illustrate the nature and scope of the development proposal. This RFP, the project description and the City General Plan and Development Code are available for review at the Development Services public counter, and are also posted on-line at: www.sbcity.org under Development Services Department.

Enclosures:

Standard City of San Bernardino Agreement for Professional Services
University Hills Specific Plan Project Description