



THE CITY OF  
**HALF MOON BAY**  
CALIFORNIA

REQUEST FOR PROPOSALS (RFP)

for Preparation of Initial Studies/Mitigated Negative Declarations  
for the

Half Moon Bay Bicycle and Pedestrian Master Plan  
& Half Moon Bay Parks and Recreation Master Plan

Date of Issue: March 1, 2018

Due Date: March 15, 2018

## **REQUEST FOR INITIAL STUDY PROPOSALS**

### **1. INTRODUCTION**

The City of Half Moon Bay is requesting proposals from qualified professional environmental practitioners to prepare Initial Studies, and if deemed appropriate, Mitigated Negative Declarations for two Master Plans proposed by the City of Half Moon Bay, the Bicycle and Pedestrian Master Plan and the Parks and Recreation Master Plan.

#### **Bicycle and Pedestrian Master Plan**

The Bicycle and Pedestrian Master Plan will serve as a citywide guide to development and enhancement of bicycle and pedestrian infrastructure and programs to encourage and facilitate safe cycling and walking within Half Moon Bay. It provides a blueprint for the City over time to implement a complete bicycle and pedestrian network to serve Half Moon Bay residents, workers, and visitors, and to provide connections to existing and planned regional facilities. This is the City's first Bicycle and Pedestrian Master Plan. It builds on the adopted 2013 Circulation Element, and on the Draft General Plan and Draft Local Coastal Program currently under consideration by the City.

#### **Parks and Recreation Master Plan**

The Parks and Recreation Master Plan will serve as a guide in meeting the existing and future park and recreation facility needs for the Half Moon Bay community. It focuses on enhancement of the City's eleven existing developed parks and on implementation of a new community park. This Master Plan provides a comprehensive update of the City's adopted Parks and Recreation Master Plan, last revised in 1995.

### **2. ATTACHMENTS**

The attachments below are included with the Request for Proposals (RFP) for your review:

Attachment A – Scope of Work/Services

Attachment B – Standard Half Moon Bay Consultant Services Agreement

Attachment C – Draft Bicycle and Pedestrian Master Plan

Attachment D – Draft Parks and Recreation Master Plan

### **3. INSTRUCTIONS TO PROPOSERS**

#### **3.1 Pre-proposal Conference**

No pre-proposal conference is scheduled for this RFP.

#### **3.2 Examination of Proposal Documents**

The submission of a proposal shall be deemed a representation and certification by the

proposer that they:

- Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
- Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- Represent that all information contained in the proposal is true and correct.
- Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the proposer, and the proposer hereby grants the City the right to make these inquiries and agrees to provide any and all related documentation in a timely manner.

### 3.3 Questions/Clarifications

Should discrepancies or omissions be found in this RFP, or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the City no later than **5:00 p.m. March 8, 2018**. Correspondence shall be addressed to Jill Ekas, Community Development Director, City of Half Moon Bay, 501 Main Street, 94019, or emailed to [jekas@hmbcity.com](mailto:jekas@hmbcity.com). Responses from the City will be communicated in writing to all recipients of this RFP. Inquiries received after the date and time stated will not be accepted and will be returned to senders without response.

### 3.4 Submission of Proposals

All proposals shall be submitted to:

Jill Ekas  
Community Development Director  
City of Half Moon Bay  
501 Main Street  
Half Moon Bay, CA 94019

Proposals shall be mailed, hand delivered, or couriered, and shall be delivered no later than **5:00 p.m. on March 15, 2018**. No faxes or emails will be accepted.

## 4. **PROPOSED RFP TIMELINE**

The RFP timeline is as follows:

RFP Issued	March 1, 2018
Deadline for questions, clarifications	March 8, 2018, 5:00 p.m.
Proposal submittal deadline	March 15, 2018, 5:00 p.m.

Consultant Interviews, if necessary	Week beginning March 19, 2018
Consultant selection	March 23, 2018

**5. SUBMITTAL REQUIREMENTS**

All proposals shall include three hard copies and one electronic copy of the following items:

**5.1 Cover Letter**

Letter signed by person authorized to bind the firm by contract, introducing the firm and summarizing its general qualifications including: firm’s legal name, address, telephone number, contact’s e-mail, short synopsis of the proposal, and firm’s credentials to deliver the services sought under the RFP.

**5.2 Personnel**

Names of key personnel assigned to this project, their respective titles, experience, and length of experience providing relevant services. Please clearly identify the primary contact for the proposal.

**5.3 Experience**

Describe three (3) successfully completed CEQA documents that demonstrate your experience and knowledge to complete the work specified in this RFP.

Environmental documents for projects located in coastal areas are of particular interest. Include the following information for each project:

- Agency or company for which work was performed;
- General description of the scope of work;
- Name of agency or company representative responsible for project review and name, phone, and e-mail of the contact named as a reference; and
- Budgets and any changes from original proposal.

**5.4 References**

Provide a minimum of three (3) references from within the past five (5) years. For each reference provide: entity name, customer contact information (name, title, phone and e-mail), scope of work, project start/end date and website URL.

**5.5 Scope of Work**

Include a detailed plan for the services to be provided, along with deliverables to be provided at each step, with a corresponding time line. The work plan should be consistent with the scope of work in Attachment A; however, the Consultant may

suggest changes where appropriate. The consultant should identify any technical studies needed to support the Initial Study.

5.6 Cost Estimate

Provide a fee estimate, on a task-by-task basis, and include a spreadsheet identifying personnel, hourly rates of each staff person, project responsibilities, estimated amount of time expected for each task, any non-personnel costs, and an overall not-to-exceed budget amount.

5.7 Information Needs

Identify additional information needed to complete the requested work.

6. **PROPOSAL PROCESS**

All responses to this RFP that meet the submittal requirements will be evaluated by a review panel comprised of City staff. The evaluation committee will identify a short-list of the best qualified consultants. The short-list of consultants may be asked to participate in interviews. Interviews would be conducted in Half Moon Bay.

7. **EVALUATION CRITERIA**

Selection of the environmental consultant will be based upon the following factors:

- Relevant work experience;
- Qualifications of key staff;
- Technical approach and understanding of the work to be performed;
- Cost of services to be performed; and
- Ability to complete the IS/MND in a timely manner

8. **GENERAL REQUIREMENTS**

8.1 Public Records and Proprietary Information

Proposers' attention is drawn to the fact that all proposal documents submitted are subject to California Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed, negotiations have concluded, and a recommendation for award has been officially placed on the agenda for City council consideration, and/or following award of contract, if any, by the City Council.

8.2 Reference Checks

The City reserves the right to make such reference checks as it deems necessary to determine the ability of the proposer to perform the work. The City reserves the right to

reject any proposal if the reference checks fail to satisfy the City that such proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

8.3 Stipulations

The City is not responsible for any expenses which proposers may incur in preparing and submitting the proposal. The City will not be liable for any costs incurred by the proposers that are related to the RFP process; this includes production of the proposal, interviews/presentations, travel, or accommodations. The City reserves the right to request or negotiate modifications to the proposals that are deemed appropriate. All proposals received from proposers in response to this RFP will become the property of the City and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City. The City reserves the right to reject any and all proposals and to waive minor irregularities. The City also reserves the right to seek new proposals.

8.4 Agreement

Proposers should carefully review this RFP and all attachments including but not limited to the City of Half Moon Bay's standard Consulting Services Agreement (Attachment B). The selected vendor will be required to sign the City's agreement. Comments or objections to any terms in the City's agreement must be made in writing and received with the proposal submission.