



**DATE: December 18, 2020**

**TO: Interested Consultants**

**SUBJECT: Requests for Proposals for the Preparation of an EIR and Project Planning Services for the Highway 12 Logistics Center**

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**INTRODUCTION**

The City of Suisun Development Services Department intends to prepare an Environmental Impact Report (EIR), consistent with Sections 15161 and 15168 of the CEQA Guidelines (Division 6 of Chapter 3 of Title 14 of the California Code of Regulations, hereinafter the CEQA Guidelines), for the Highway 12 Logistics Center Project and is requesting proposals from interested consulting firms for preparation of an (1) EIR as well as the (2) project planning services. Consultants may respond to either or both.

Questions regarding this proposal should be submitted in writing to John Kearns at [jkearns@suisun.com](mailto:jkearns@suisun.com).

**Five hard copies and an electronic copy in PDF format of the proposal must be delivered to the following address no later than 5:00 p.m. on January 13, 2021. Late, faxed or e-mailed submittals will not be accepted.**

City of Suisun City  
Development Services Department  
c/o John Kearns  
701 Civic Center Blvd  
Suisun City, CA 94585

## **REQUEST FOR PROPOSALS**

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### **A. PROJECT OVERVIEW**

Attached please find project information submitted by the applicant (Attachment 1 and 2).

The proposed Project is requesting the following entitlements:

- Pre-Zoning property to support annexation
- General Plan amendment
- Annexation of property to Suisun City – action to be considered by Solano County Local Area Formation Commission
- Parcel or Tentative Map approval
- Adoption of Planned Unit Development document
- Approval of a Project Development Agreement
- Approval of Site Plan/Architectural Review Permit

The City is expediting the processing of this application with the intent of possible action by the Planning Commission and City Council in 2022.

### **B. EXPECTED ENVIRONMENTAL REVIEW SERVICES**

The scope of work for the preparation of the EIR shall include the following:

- Preparation of an EIR that provides project-level environmental review for the entirety of the project site.
- Submittal of a complete Administrative Draft EIR (ADEIR) that includes supporting technical studies/analyses.
- Upon receipt of City comments on the ADEIR, provision of a revised ADEIR showing changes made in underline/strikeout.
- Submittal of the Draft EIR and attendance at a public meeting on the Draft EIR regarding the adequacy of the Draft EIR.
- Preparation of an Administrative Final EIR (AFEIR) that responds to comments received on the Draft EIR and provides minor changes to the Draft EIR.
- Upon receipt of City comments on the AFEIR, provision of a revised AFEIR showing changes made in underline/strikeout.
- Submittal of the Final EIR and attendance at public meetings on the project before Planning Commission and City Council.
- Preparation of CEQA Findings of Fact and Statement of Overriding Considerations.
- Preparation of a Mitigation Monitoring and Reporting Program.

**C. Expected Project Planning Services**

- Review of development application.
- Comparison of Application to City Policies, Ordinances, and Existing Services.
- Develop entitlement timeline.
- Coordination with all stakeholders.
- Prepare all staff reports and make all presentations to the Planning Commission, City Council, Solano County Airport Land Use Commission, and LAFCO.
- Expedite planning schedule for timely CEQA review.

**D. REQUIRED PROPOSAL CONTENT**

Proposals are required to provide the following information in the order identified below:

**Cover Letter** – Summary of the project team signed by individual authorized to sign an agreement for services.

**Overview of Company and Project Team** – A focused description of your company and its services related to the preparation of EIRs (including supporting technical studies) and/or planning services. This section must identify any subconsultants proposed as part of your team.

**Key Staff** – This section must identify who the project manager will be and their specific experience with preparing EIRs and/or planning services for similar projects. Please also identify all key staff that will be involved in the preparation of the EIR and their qualifications in summary form (including subconsultants). Two-page resumes can be provided as an appendix to the proposal.

**Scope of Services** – Provide a detailed description of the tasks to prepare the EIR and/or planning services (including supporting materials consistent with the expectations noted in RFP Sections B and C above). This should include four meetings with staff, three public hearings with the Planning Commission and City Council, and hard copies of the documents (5 copies of the ADEIR and revised ADEIR, 25 copies of the Draft EIR, 5 copies of the AFEIR and revised AFEIR, and 25 copies of the Final EIR).

**Cost Estimate** – The cost estimate will be broken down by task and must provide detail on staff hours, billing rates, direct costs and any mark-up on services.

**Schedule** – The schedule will be broken down by task. The consultant should assume three weeks for City staff review of major documents.

**Acceptance of Contract Terms** – The City's standard agreement is attached. Please note any exceptions to the contract and insurance requirements.

**E. EVALUATION OF PROPOSALS**

The proposals will be evaluated based on the following criteria:

- Responsiveness to the requirements of this RFP.
- Scope and approach to preparation of the EIR and/or planning services.
- Experience with similar projects.
- Cost and schedule.

## **REQUEST FOR PROPOSALS**

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Based on the number and quality of proposals, the City may hold interviews with selected consultants. It is anticipated that interviews (if needed) will occur the week of January 18<sup>th</sup> and final consultant selection/City Council contract authorization tentatively on or about February 2, 2021.

The City retains the right to reject all proposals.

### **ATTACHMENTS**

1. Figure 1 – Preliminary Site Plan
2. Cover Letter/Environmental Questionnaire
3. City Agreement