

REQUEST FOR PROPOSALS CITY OF CAPITOLA



ENVIRONMENTAL CONSULTING SERVICES FOR HOTEL DEVELOPMENT PROJECT

City of Capitola
420 Capitola Avenue
Capitola, CA 95010

ISSUE DATE:
June 4, 2021

DEADLINE FOR SUBMISSION:
June 30, 2021

CONTACT:
Katie Herlihy, Community Development Director
(831) 475-7300 ext. 216
kherlihy@ci.capitola.ca.us

Request for Proposals (RFP) for Environmental Consulting Services related to a Hotel Development Project.

RELEASE: June 4, 2021

Proposals are due Wednesday, June 30, 2021, at 4 pm.

I. INTRODUCTION

The City of Capitola is seeking proposals from qualified firms to serve as the City's technical team for the preparation of a legally defensible environmental review for the expansion of an existing hotel on Hill Street in Capitola. The hotel site is approximately three acres and contains an existing hotel, the Quality Inn. The property owner is proposing to construct a new 42-room boutique hotel on the vacant portion of the property. The two hotels will be owned by the same property owner yet have different brands. The project will require completion of environmental reviews and associated technical documents.

The site is identified as a "High Sensitivity Prehistoric Resources" area on the City of Capitola resource map, so the environmental review will require an archaeological report. The project will also require a traffic study to determine potential traffic impacts from the proposed project on nearby intersections and vehicle miles traveled (VMT) analysis.

I. Role of EIR Firm/Consultant and Potential Project

The City is seeking a consultant that has extensive experience preparing environmental reviews and associated technical documentation. The consultant may partner with additional firms to create a team. The selected consultant shall have experience providing services for the preparation of a legally defensible environmental reviews, including:

1. Organize a kick-off meeting with City staff and the project applicant;
2. Prepare any and all necessary environmental technical studies to support the environmental review;
3. Prepare a final environmental review document with associated graphics, illustrations, data, and supporting information;
4. Attend and deliver presentations at public hearings before the Planning Commission and City Council.
5. Attend additional meetings with City staff, applicant team, other agencies, stakeholders, and/or members of the public;

II. Terms of Contract and Selection.

Selection will be based on review of qualifications presented in the submittal, matching skills with the needed expertise, and an interview process. Given the uncertain and potentially variable scope of the

work, the City seeks a consultant who will enter a blanket contract with an established hourly billing rate. Then the selected consultant, in partnership with the City, will develop specific scopes of work and budget for the Initial Study. A second scope and budget will be developed if a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report is required based on the outcome of the Initial Study.

Selected consultant must be willing to accept the terms included in the City's standard professional services contract (attached).

The City will make selection decisions on the basis of relevant experience, knowledge of Capitola and the Santa Cruz region, past performance, presentation skills, availability, billing rate, and the best alignment of specific skills and experience with specific project needs.

Pursuant to the City's Purchasing Policy for Professional Consultants, price alone will not dictate selection.

III. Response Requirements

Please submit the following (max length 10 pages)

- Cover letter describing specific qualifications related to above services (max 2 pages).
- Brief consultant biography (max 1 page)
- Qualifications and examples of relevant projects (max 5 pages).
- Hourly billing rate with rates for any supporting staff if needed (max 1 page).
- Three references (preferably from both public and private sector)

Please submit three copies of qualifications, clearly marked on the outside "Environmental Consulting Services Proposal."

Proposals will be accepted in person, by electronic mail, by United States Postal Service, United Parcel Service, or by private courier service. Proposals **will be accepted until Wednesday, June 30, 2021, at 4:00 p.m.** No proposals will be accepted by oral communication, telephone, or facsimile transmission. Proposals may be withdrawn prior to the time set for closing. Any proposals received after the time set for closing will be rejected.

In order to ensure that all interested firms have access to the same information, all questions must be submitted by email prior to June 26, 2021, to the Community Development Director, Katie Herlihy, at kherlihy@ci.capitola.ca.us. Responses to questions will be posted on the City's website.

Please submit your proposals to the attention of:

**Katie Herlihy
Community Development Director
City of Capitola
420 Capitola Avenue
Capitola, CA 95010
(831) 475-7300 ext. 216**

IV. SUPPORTING MATERIALS

1. Site map and preliminary plans
2. City Standard Contract