



# City of Hollister

## Community Development Department

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339 Fifth Street, Hollister, CA. 95023 • Telephone (831) 636-4360 • Fax (831) 634-4913

### **REQUEST FOR PROPOSALS FOR ENVIRONMENTAL CONSULTING SERVICES**

Initial Study/Mitigated Negative Declaration and Environmental  
Impact Report and technical studies Cost Proposal  
for 851 Sunnyslope Road TM 2025-4 and S&A 2025-5

**Community Development Department  
CITY OF HOLLISTER**

Proposals Due By:

**DATE**

Community Development Department  
339 Fifth Street, Hollister, CA 95023  
(831) 636-4360

[planning@hollister.ca.gov](mailto:planning@hollister.ca.gov)

# **INITIAL STUDY/MITIGATED NEGATIVE DECLARATION AND ENVIRONMENTAL IMPACT REPORT**

## **REQUEST FOR PROPOSALS (RFP)**

The City of Hollister (herein referred to as the “City”) issues this Request for Proposals (“RFP”) requesting proposals from a qualified public entity or private firm, to establish a contract for environmental services and technical studies. The proposal must include the costs associated with an Initial Study/Mitigated Negative Declaration as well as an Environmental Impact Report and all related technical studies. While the City has determined that an IS/MND is the appropriate review method, the Applicant has requested two cost proposals so that they can review and determine which document better suits their needs. The City shall contract with the selected firm(s) to provide the services pursuant to agreed-upon fixed rates and itemized cost schedules. The term is expected to last for one year.

Firms with experience in managing City of Hollister projects, particularly residential development projects, are encouraged to submit a proposal. Please note that any contract resulting from this RFP shall include all required contract provisions.

The environmental services requested are for the 851 Sunnyslope Project (APN 057-070-064), a residential development which intends to subdivide an 8.28-acre parcel into 49 single family residential lots with 13 affordable Accessory Dwelling Units. The project includes a mixture of single-story homes and two-story homes with 3 – 6 bedrooms. The proposed subdivision also includes a community park with landscaping and play equipment.

### **1. BACKGROUND**

The City of Hollister is comprised of a number of departments including the Community Development Department encompassed by Planning, Building, Housing, and Cannabis Affairs. Planning is the process by which public agencies, such as the City of Hollister, determine the intensity and pattern of various land uses in a community. Because the way that land is used and distributed in the community affects the general public, the environment and the economy, planning also involves environmental and socio-economic impact assessment, and the creation and enactment development of laws and regulations to shape and implement the community's goals. It also involves analyzing and evaluating the design for the physical layout of the community, and a public approval process to facilitate balanced decision-making.

The City engages in Planning to ensure that land is preserved and used in ways that are socially and economically desirable, in order to protect the quality of life of its citizens. The primary goal is to shape the physical environment in a way that benefits the needs of all citizens, while balancing competing public and private interests. So, Planning is necessary to help the community use its resources in a rational, efficient, fair and environmentally sound way. Current Planning activities include interpreting and enforcing planning, zoning and subdivision regulations, reviewing and processing use development proposals, creating and maintaining a land use inventory, technical and demographic research and analysis, interdepartmental and intergovernmental coordination and permit processing.

## 2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP	_____
Deadline for Written Questions (4:00 PM)	_____
Responses to Questions Posted on Web	_____
Proposals are Due (4:00 PM)	_____
Approval of Contract	_____

\*All dates are subject to change at the discretion of the City.

## 3. SCOPE OF WORK

The City of Hollister invites you to submit a proposal for environmental consulting services. ROEM has submitted a Tentative Map and a Site & Architectural Review application to the City of Hollister for the following proposal:

An 8.28-acre single-family residential project consisting of 49 detached dwelling units and 13 affordable Accessory Dwelling Units, one .63 acre park, and new internal roadways. The proposed project is located within the Neighborhood Mixed Use (NMU) Zoning District, south of Sunnyslope Road and adjacent to the Heritage Plaza Shopping Center. The project site is located at 851 Sunnyslope Road further identified as Assessor's Parcel Number (APN) 057-070-064. The site is currently vacant and unimproved.

The work activity includes preparation of an Initial Study/Mitigated Negative Declaration or Environmental Impact Report (a cost breakdown for each must be provided) and associated technical studies. The environmental consultant shall also prepare responses to comments on the environmental document and studies as well as attend public hearings.

It should be noted that a Transportation Impact Analysis is also required to determine potential impacts. The transportation analysis shall include a Vehicle Miles Traveled (VMT) analysis as required by CEQA as well as a Level of Service (LOS) analysis to determine the need for any related traffic improvements as a result of the proposed project and to determine consistency with City of Hollister General Plan requirements. If it is determined that the potential for significant impacts exist or significant impacts related to air quality, or other environmental impacts are concluded as a result of the Initial Study, an amendment to the contract and Preparation of an Environmental Impact Report will be required.

### Technical Studies

#### Provided by the applicant:

- Stormwater Control Plan
- Geotechnical Report
- Utilities Report
- Preliminary Title Report

#### Provided by the City:

Background information on other aspects of the environmental review such as cultural and biological resources, land use, and public services impacts prepared for other projects and

applicable to this project will be provided by the City.

Provided by the Consultant:

The consultant will be responsible for reviewing and incorporating the appropriate technical data submitted by the applicant and the preparation of additional technical studies as required by the California Environmental Quality Act (CEQA) to complete the environmental document. The consultant would be primarily responsible for preparation of all technical studies with the exception of the noted studies to be submitted by the applicant.

**4. TENTATIVE PROJECT SCHEDULE (SUBJECT TO CHANGE)**

Proposals Due	Enter Date
Consultant Selection	Enter Date
Execution of PSA (City Council Approval May Be Req.)	Enter Date
Kick-Off Meeting	Enter Date
Screen check Draft Due to City for Review	Enter Date
Draft IS/MND Circulation	Enter Date
Response to Comments	Enter Date
Public Hearing(s)	Enter Date

**5. PROPOSAL FORMAT GUIDELINES**

Interested contractors or entities are to provide the City of Hollister with a thorough proposal using the following guidelines:

Proposal should be typed using a 12-point font size (Arial is preferred), including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following proposal sections are to be included in the proposer’s response:

**A. Proposer Identification Form and Cover Letter**

Complete Appendix A, “Proposer Identification Form” and attach this form to the cover letter. A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the contractor’s office located nearest to Hollister, California and the office from which the project will be managed.

**B. Background and Project Summary Section**

The Background and Project Summary Section should describe your understanding of the Project, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

**C. Methodology Section**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

- a) An implementation plan that describes in detail
  - (i) the methods, including controls by which your firm or entity manages projects of the type sought by this RFP;
  - (ii) methodology for soliciting and documenting views of internal and external stakeholders;
  - (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
- b) Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
- c) Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion, including a complete transition plan. Include your plan to deal with fluctuation in service needs and any associated price adjustments.
- d) Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.
- e) Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities. In addition, the City will consider proposals that offer alternative service delivery means and methods for the services desired.
- f) Proposers are also requested to identify any City owned facilities or property which Proposer would propose to use or lease, purchase, or rent from the City in connection with the services to be performed, including information about the terms of any proposed lease, purchase or use of such equipment and facilities, and how this proposed structure affects the overall cost proposal to the City, if applicable.

#### D. Staffing

Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform and anticipated hours of service of each individual. Include a resume for each designated individual. Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the City for approval before they begin work.

#### E. Qualifications

The information requested in this section should describe the qualifications of the firm or entity, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.

A summary of your firm's or entity's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.

For private Proposers, provide at least three references that received similar services from your firm. The City of Hollister reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- o Client Name
- o Project Description
- o Project start and end dates
- o Client project manager name, telephone number, and e-mail address.

Any public entity which submits a proposal should describe in detail how it currently performs services like those identified in the scope of work within its or other jurisdictions, including photographs, written policies and/or video of services provided. If you have performed these services under contract for another public entity, please provide references for those entities as set forth above for private Proposers.

F. Financial Capacity

Provide the Proposer's latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow the City to reasonably formulate a determination about the financial capacity of the Proposer. Describe any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer.

G. Fee Proposal

All Proposers are required to submit a Fee Proposal with their proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for a minimum of 180 days following submission.

H. Disclosure

Please disclose any and all past or current business and personal relationships with any current City of Hollister elected official, appointed official, City employee, or family member of any current City of Hollister elected official, appointed official, or City employee. Any past or current business relationship may not disqualify the firm from consideration.

I. Ex Parte Communications

Proposers and Proposers' representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting. A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf. Proposers shall include the Ex Parte Communications form (Appendix C) with their proposals certifying that they have not had or directed prohibited communications as described in this section.

J. Sample Agreement

The firm selected by the City will be required to execute a Professional Services Agreement (Agreement) with the City. The form of the Agreement is enclosed as Appendix B, but may be modified to suit the specific services and needs of the City. If a Proposer has any exceptions or conditions to the Agreement, these must be submitted for consideration with the proposal. Otherwise, the Proposer will be deemed to have accepted the form of Agreement.

K. Checklist of Forms to Accompany Proposal

As a convenience to Proposers, following is a list of the forms, included as appendices to this RFP, which should be included with proposals.

- 1) Proposer Identification Form
- 2) Fee Proposal

### 3) Ex Parte Communications Form

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

#### L. Number of Proposals

The City requires an electronic submittal of proposals to facilitate group review and document distribution. No paper proposals will be accepted. The following guidelines are recommended.

1. An electronic proposal is to be e-mailed to the City designated contact (see page #), by the RFP due date, and time deadline.
2. Add the words (851 Sunnyslope Road) to the subject line of the e-mail.
3. Follow up with a phone call or second email to confirm the proposal was received if you do not receive a confirmation within three (3) days.
4. All risks associated with emailing the Proposal are borne by Proposer.
5. The City email system will allow documents of up to ten (10) megabytes. Larger files should be linked to a compiled share drive or similar.
6. Do not zip the Proposal. The City email system will strip out any attachments that are in .zip format.

#### M. Submission of Proposals

Complete written proposals must be emailed and received no later than 4:00 p.m. (P.S.T) on **XXXXXX**. Proposals will not be accepted after this deadline.

#### N. Inquiries

Questions about this RFP must be directed in writing, via e-mail to:

Erica Fraser, Senior Planner  
[efraser.4leaf@hollister.ca.gov](mailto:efraser.4leaf@hollister.ca.gov)

The City reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the [City of Hollister - Bid Opportunities and RFPs | BidNet Direct](#) Proposers should check this web page daily for new information. The City will endeavor to answer all written questions timely received no later than **ENTER DATE**. The City reserves the right not to answer all questions.

#### O. Conditions for Proposal Acceptance

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any proposal. All proposals will become the property of the City of Hollister, USA. If any proprietary information is contained in the proposal, it should be clearly identified.

## 6. **EVALUATION CRITERIA**

The City's evaluation and selection process will be based on the following:

- a. Qualifications identified in the proposal.
- b. Understanding and scope of work.
- c. Project team: Technical expertise and experience.

- d. Firm's related experience and references.
- e. Cost of providing services.
- f. Complete, clear and concise responses to items requested in the RFP.
- g. Responsiveness to questions.

## **7. EVALUATION OF PROPOSALS AND SELECTION PROCESS**

### **A. Responsiveness Screening**

Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

### **B. Initial Proposal Review**

Staff will conduct initial review and score all responsive written proposals based upon the Evaluation Criteria set forth above. Staff may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The City may reject any proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the City. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award to the best qualified and lowest responsible bidder. Alternatively, the City may elect to negotiate directly with one or more Proposers to obtain the best result for the City prior to making a recommendation or selection.

### **C. Interviews, Reference Checks, Revised Proposals, Discussions**

Following the initial screening and review of proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, will be conducted at City of Hollister City Hall, 375 Fifth Street, Hollister, CA 95023. The individual(s) from Proposer's firm or entity that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the proposal. In addition to conducting an oral interview, the City may during this stage of the evaluation process also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process. Following conclusion of this stage of the evaluation process, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for award, or it may request Best and Final Offers from Proposers. The City may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm, which shall be determined to be the qualified and lowest responsible bidder. The City may recommend award without Best and Final Offers, so Proposers should include their best proposal with their initial submission. Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate

negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.