

**REQUEST FOR PROPOSALS  
FOR  
SPECIALIZED PROJECT SPECIFIC  
AND  
ON-CALL  
PLANNING AND ENVIRONMENTAL  
SERVICES**



**CITY OF SIGNAL HILL  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

**PROPOSALS DUE BY:  
NOVEMBER 30<sup>th</sup>, 2021 @ 5:00 p.m.**

City of Signal Hill  
2175 Cherry Avenue  
Signal Hill, CA 90755  
(562) 989-7340  
[www.cityofsignalhill.org](http://www.cityofsignalhill.org)

## **SECTION 1 – SUBMITTAL PROCEDURES & DEADLINE**

### **1.0 OBJECTIVE**

The City of Signal Hill is inviting proposals from qualified consulting firms or individuals to assist Community Development / Planning with various project specific and on-call professional services.

#### **I. Project Specific Professional Services:**

- a. The City is seeking to retain professional services from one of more qualified consulting firms, or a team of individuals, to assist with development of a scope of work, conduct an environmental analysis pursuant to the Californian Environmental Quality Act (CEQA), and prepare a CEQA compliant document for a long-term extension of an existing oil and gas drill sites Conditional Use Permit.
- b. The City is seeking to retain professional services from a one, or more qualified consulting firms, or a team of individuals, to draft a General Plan Environmental Justice Element and update various other Elements such as the Safety Element, the Environmental Resources Element, the Circulation Element, and the Land Use Element.
- c. The City is seeking to retain professional services from a one or more qualified consulting firms, or a team of individuals, to develop Objective Design Standards (ODS) for residential projects in compliance with requirements of all applicable State laws such as HAA, PSA, SB 35, SB 330, and SB 8.
- d. The City is seeking to retain professional services from a one or more qualified consulting firms, or a team of individuals, to prepare an Accessory Dwelling Unit (ADU) Development and Design Manual.

#### **II. On-Call Professional Services:**

The City wishes to retain on-call professional consultants for the following services:

- Environmental analysis and CEQA compliance services;
- Specialized oil field environmental services;
- Soils and methane assessments;
- Petroleum engineering services;
- Geologic and geotechnical services;
- Water Quality analysis;
- Landscape architectural services;
- Planning services;
- Mailing House public noticing services; and
- Code Enforcement Services.

Note: A firm, or individual may propose for as many, or as few of the requested services as they wish but must clearly define which professional consulting services are being proposed.

## **SECTION 2 – PROPOSAL REQUIREMENTS**

### **2.0 PROPOSAL SUBMITTAL**

Three (3) bound copies of the proposal and one (1) electronic version to be sent to [eramirez@cityofsignalhill.org](mailto:eramirez@cityofsignalhill.org) must be received no later than 4:00 PM on Tuesday November 30, 2021. Proposals must be mailed or delivered to:

Erika Ramirez, Planning Manager  
City of Signal Hill  
2175 Cherry Avenue  
Signal Hill, California 90755

Proposals received after the submittal deadline stated above will not be considered. Facsimile proposals will not be accepted. Once received, the proposal and supplementary documents become the property of the City and may be subject to public records laws.

### **2.1 INQUIRIES**

For all questions and inquiries related to this Request for Proposals (RFP), please contact:

Erika Ramirez, Planning Manager  
(562) 989-7360  
[eramirez@cityofsignalhill.org](mailto:eramirez@cityofsignalhill.org)

### **2.2 TENTATIVE SCHEDULE**

Provided below is the tentative schedule for the RFP process. Note that the schedule is tentative and that aside from the RFP release date, the due date may be extended, and the schedule may be subject to change.

	Date
RFP Release Date	October 22, 2021
RFP Submission Deadline	November 30, 2021
RFP Virtual Public Opening	December 1, 2021
Interviews for Selected Finalists	January 10-21, 2021
City Council Authorization	February 8 or 22, 2021

## **SECTION 3 – BACKGROUND**

### **3.0 ABOUT SIGNAL HILL**

The City of Signal Hill (“City”) is a 2.2 square-mile Charter City, situated over a major producing oil field, the Long Beach Field which was first discovered in 1921. The City incorporated three years later and is the only city in America completely surrounded by another city – Long Beach. Signal Hill was a growing residential area prior to the 1921 oil discovery and transitioned into a major oil field with so many derricks that it came to be known as Porcupine Hill.

Signal Hill is located four miles west of the 605 Freeway, three miles east of the 710 Freeway and the 405 Freeway runs through the northern portion of the City. Although still a producing oil field, the City is transitioning into a diverse, modern community and has active oil wells co-existing adjacent to modern commercial and residential development. Signal Hill is a growing community with an inventory of vacant land available for development. The City’s population has increased from 11,016 in 2010 to 11,795, according to 2019 State Department of Finance data. Housing data shows an increase in available housing from 4,389 to 4,631 between 2010 and 2019.

## **SECTION 4 – SCOPE OF SERVICES**

### **4.0 OVERVIEW**

The two main areas of professional services being requested are (1) Project Specific services, and (2) On-Call Consulting services. The City is looking to retain the services from one of more firms, or team of individuals to provide project specific tasks associated with multiple specific projects as described below under 4.1. In addition, the City is looking to create an on-call list of professionals for various specific services and to enter into contracts with these consultants, to expedite professional assistance as the need arises. Each on-call area of expertise is described below under 4.2.

#### **4.1 Project Specific Professional Contract Services**

##### **A. Long-term Extension of Oil and Gas Drills Sites Conditional Use Permit**

Preparation of a scope of work and environmental document in accordance with the CEQA for a long-term extension (10 year) of an existing Conditional Use Permit to allow seven existing oil and gas drill sites to produce, store, process and transport oil and gas. Each drill site has the opportunity to drill and house additional new wells. The CEQA analysis will require a degree of professional knowledge of oilfield operations and will include analysis of:

##### **1. Comprehensive CEQA Services**

The environmental analysis for the “drill site” CUP should be completed in its entirety by April 2023, to allow time for the public hearing process for the long-term

extension of the drill sites CUP, which must be completed prior to the expiration of the current two-year extension on July 30, 2023.

## **2. Specialized Oil Field Environmental Services;**

- Phase I and Phase II environmental assessments;
- Soil vapor recovery;
- Human Health Risk Assessment;
- Remedial Action Plan;
- Soil Management Plan;
- AQMD Rule 1166 VOC applications and monitoring;
- Methane assessment services;
  - Methane gas leak testing of previously abandoned oil wells;
  - Review of Methane Assessments prepared by others;
  - Review of Methane Mitigation Plans prepared by others; and
  - Assistance with development of a landscape ordinance addressing methane mitigation.
- Oil well review and daylighting of abandoned oil wells;
- Soil sampling;
- Pre-treatment of soils prior to excavation and/or remediation;
- Remedial actions;
- Oversight of field activities conducted by others;
- Risk communication;
- Ground water sampling; and
- Additional specialized environmental services identified by the City of Signal Hill.

## **3. Petroleum Engineering Services**

- California Division of Conservation – Geologic Energy Management (Cal-GEM) regulations;
- Title 16 of the City of Signal Hill Municipal Code (“Oil Code”);
- Long Beach oil field operations (drilling, oil & gas production, water injection);
- Long Beach oil field well abandonment process and procedures;
- City of Signal Hill regulations pertaining to development on properties in close proximity to wells:
  - Well Abandonment Reports (WARs);
  - Equivalency Standard Assessment Reports (ESARs);
- Existing Signal Hill Petroleum Drill Sites Conditional Use Permit (CUP);
- Goals and objectives of the proposed long-term extension of the CUP;
- Impacts of the end of operations of the Long Beach field on groundwater under the field and on the surface of the field; and
- Additional Petroleum Engineering services identified by the City of Signal Hill.

#### **4. Geologic and Geotechnical Analysis**

- Impact of downhole location of faults on development and operation of Long Beach oil field; and
- Impact of surface location of faults on surface development in the City of Signal Hill; and
- Additional geologic services identified by the City of Signal Hill.

#### **5. Groundwater Analysis**

- Impacts of oil field operations on water quality (including changes over time)
  - Surface water (existing sources of drinking water) data and analysis
  - Base of freshwater (BFW) data and analysis
  - Base of Underwater Sources of Drinking Water (USDW) data and analysis; and
  - Additional groundwater analysis services identified by the City of Signal Hill.

### **B. General Plan Environmental Justice Element**

Pursuant to Government Code Section 65302(h), local jurisdictions must prepare an Environmental Justice or related goals, policies, and objectives integrated into other elements, that identifies disadvantaged communities within the City. An Environmental Justice Element will be prepared to comply with all applicable state goals, policies and objectives. The update shall be consistent with other elements of the General Plan, and other relevant planning documents.

### **C. Safety Element Update**

The Safety Element will be updated pursuant to Government Code Section 65302(g), that requires all local jurisdictions to update the Safety Element to address flood hazard zones, fire hazards, and climate adaptation and resilience strategies upon revisions to the Housing Element. The Safety Element must be updated to comply with all applicable State goals, policies and objectives. The update shall be consistent with other elements of the General Plan, and other relevant planning documents.

### **D. Environmental Resources, Circulation and Land Use Elements Update**

The City is looking to update its Environmental Resources, Circulation and Land Use Elements to reflect the various Mater Plans that have been adopted, Map updates and overall general City policies, goals, and objectives. All updates are to be consistent with other elements of the General Plan and other relevant planning documents.

### **E. Objective Design Residential Guidelines**

The City is looking for a firm to draft objective residential design standards including single family, multi-family, and mixed-use developments that are graphically appealing, concise, and organized in a format that is easy to read, understand and interpret by City staff,

design professionals, developers, contractors, and homeowner in compliance with SB 330, SB 35 and all other state housing laws that are effective as of January 2022. The format shall be easily adapted for publishing on the City's website.

## **F. ADU Development & Design Manual**

The City is currently in the process of drafting and adopting an ADU ordinance. The City is looking for a firm to assist by creating an application, checklist and ADU Development and Design Manual for distribution to design professionals, developers, contractors, and homeowner once the ordinance is adopted.

### **4.2 On-call Consulting Services**

The City of Signal Hill is seeking proposals from qualified firms or individuals, interested in providing on-call and as needed consulting services for private and/or public projects in the City. The City will maintain a list of pre-screened, qualified consulting firms which may be selected for their specific area of professional services. All firms selected will be placed on an alphabetical list to be maintained by the Community Development Department. The term of the list is estimated to be four (4) years, with a possible four (4) year extension, after which time the City will release a new RFP. Once the on-call consultant list is developed, contracts for services will be executed with all chosen consultants, for services on an as-needed basis.

#### **How the List Will Be Used**

When it is determined that a project will require specialized assistance in one of the areas listed below, staff will request a proposal from consultants that have been pre-selected and placed on the resource list. Staff will evaluate the proposals and select the most qualified firm to provide the service. Staff will review the proposals in regard to expertise, ability to comprehensively complete the task, in a timely manner, availability of qualified staff, cost, and other criteria deemed needed for the specific tasks.

The City will also ask the firm(s) to verify that they do not have a financial interest or potential conflict involving either the applicant or the project. Firms with a potential conflict will not be asked to submit a proposal.

The City will review the cost proposal, but this review will be limited to ensuring that the budget is sufficient to provide the consultant with the time needed to prepare a complete and adequate document.

Once a firm is selected, the City will either provide a letter to proceed, or the City may need to enter into a contract task specific contract with the firm. The consultant will work for and at the direction of the City. If the project is initiated by an applicant, prior to the City signing a letter to proceed, or a project specific contract, the applicant will be expected to cover the cost of the work performed by the consultants.

#### **A. On-call CEQA Analysis**

The City is seeking proposals from qualified firms or individuals interested in providing environmental services for private development projects, or specialized public development projects. The City will maintain a list of pre-screened, qualified environmental consulting firms or individuals that may be selected by staff when a project requires CEQA analysis.

#### **B. On-call Specialized Oil Field and Environmental Services**

The City is seeking proposals from qualified firms or individuals interested in providing specialized environmental services related to development over a producing oil and gas field and on properties with active and/or abandoned oil wells, for private and/or public projects in the City. The City will maintain a list of pre-screened, qualified environmental consulting firms or individuals which may be selected by staff when a project requires analysis, or peer review of any and all of the activities noted below under specialized environment services.

#### **C. On-call Petroleum Engineering Services**

The City is seeking proposals from qualified firms or individuals interested in providing petroleum engineering services related to development over a producing oil and gas field and on properties with active and/or abandoned oil wells for private and/or public projects in the City. The City will maintain a list of pre-screened, qualified petroleum engineering consulting firms or individuals which may be selected by staff when a project requires analysis, or peer review of any and all of the activities noted below under petroleum engineering services.

#### **D. On-call Geologic and Geotechnical Services**

The City is seeking proposals from qualified firms or individuals interested in providing geologic and geotechnical services related to public and private development and the Alquist-Priolo earthquake fault zone that runs diagonally across the City. Peer review services of geotechnical studies prepared by development project applicants are included in the desired consultant services.

#### **E. On-call Water Quality Services**

The City is seeking proposals from qualified firms or individuals interested in providing specialized water quality services related to development over a producing oil and gas field and on properties with active and/or abandoned oil wells for private and/or public projects in the City. The City will maintain a list of pre-screened, qualified water quality consulting firms or individuals which may be selected by staff when a project requires analysis, or peer review of any and all of the activities noted below under water quality services.



## **F. On-call Planning Services**

The City is seeking proposals from qualified firms or individuals interested in providing planning services for development on private and/or public projects in the City. The City will maintain a list of pre-screened, qualified planning consulting firms or individuals which may be selected by staff when a project requires services for any and all of the activities noted below under planning services.

## **G. On-call Landscape Architect and Plan Check Services**

The City of Signal Hill is seeking proposals from qualified landscape architecture firms to provide on-call landscape plan checking, landscape construction inspection, and on an as-needed basis general landscape architectural services to support the Community Development Department.

## **H. On-Call Public Notice Mailing House Services**

The City of Signal Hill is seeking proposals from qualified mailing house/surveying consultants, licensed in the State of California for preparation of property radius maps, mailing lists and labels of property owners and/or occupants, and public notice mailing. Notices are provided by the City. The City of Signal Hill will provide the radius distance, the designated recipients of the notice and the official notice prior to the mailing deadline for each request.

## **I. On-call Code Enforcement Services**

The City of Signal Hill is seeking proposals from qualified agencies or private firms to provide Code Enforcement Officer(s) and/or Inspectors to provide code enforcement services to the City. The officer(s) and/or inspectors will work closely with the Community Development Department staff to monitor, notify, cite, and follow up on municipal code violations within the City. The Office will also work with the City Attorney to prepare cases for nuisance hearings or court proceedings. The Officer will be expected to attend hearings, proceedings, or meetings that involve cases as required by the enforcement process.

# **SECTION 5 – PROPOSAL BUDGET**

## **5.1 Project Specific Services**

### **A. Drill Sites CUP Extension Budget**

The environmental document for the CUP extension is anticipated to be an Environmental Impact Report and the estimated cost provided in the chart below includes preparation of the scope of work as well as the final document. The estimated time for completion of the project is two years from execution of a contract with all firms or individuals chosen for the project.

## **B. Multiple Specific Services Budget**

The City anticipates that each of the multiple project specific services will range in cost from \$30,00 to \$50,000 dollars as noted in the chart below.

### **5.2 On-call Services Budget**

The City anticipates creation of an on-call consultant list from which to select professionals on an as-needed basis. On-call contracts will be executed following establishment of the on-call list. It is anticipated that the term of the on-call list and the associated contracts will be for a minimum of four (3) years, with the option of a 2 year extension. It is estimated that the budget for all on-call services will not exceed a total cost of \$500,000/year. However, if developer reimbursable services will cause the budget to be exceeded, a budget adjustment can be made to accommodate a greater than anticipated level of private development.

Note: There is no guarantee that consultants under contract will be asked to provide services since the contract will be on-call and as-needed.

#### **Budget**

<b><u>Project:</u></b>	<b><u>Estimated Cost:</u></b>
Environmental Document for Drill Sites CUP Extension	\$200,000*
Multiple Project Specific Services	\$30,000 - \$50,000/ project
On-Call Services (all consultants)	\$500,000/ year*

*\*The majority of the estimated budget expenses for budget items will be attributed to and passed on to applicants, or private developers of private development projects.*

## **SECTION 6 – PROPOSAL CONTENT**

### **6.0 DATA TO BE SUBMITTED WITH PROPOSALS**

In order to be considered for selection, each proposing firm shall submit a proposal which includes the following:

1. A brief cover letter summarizing key points of the proposal and specifically noting which request for services the proposal is responding to. It must be signed by an individual with authority to bind the proposer and should state that all conditions contained in the attached proposal are valid for a period of at least 90 days.
2. Qualifications of firm and number of years in business.
3. Scope of work.

4. Cost estimate.
5. Rate sheet.
6. Timeframe – City is requesting a start date within 30 days of contract award.
7. Describe the communication method between the firm and the City.
8. Deliverables.
9. Name of day-to-day project manager and resume.
10. Team members assigned to project and resumes.
11. Three (3) public sector references.

## **6.1 ACCEPTANCE OF PROPOSAL CONTENT**

If a contract is awarded as a result of a response to this request, the City will select the successful firm as quickly as possible after the final date for receipt of the proposals and completion of the interview and selection process.

It is likely that the content of the proposal of the successful bidder will be used in a legal contract of agreement. Bidders should be aware that methods and procedures proposed could become contractual obligations.

## **SECTION 7 – EVALUATION PROCESS**

The City will conduct a two-tiered evaluation process to select the ideal firm. The initial evaluation will consist of a review of all timely submitted proposals with a focus on qualifications, experience, and cost.

Following the initial evaluation, the pool of candidates will be reduced to a short list of no more than the top three (3) for each category of on-call services and three (3) total for the Project Specific Drill Sites CUP CEQA Services. The secondary evaluation will consist of interviews and reference checks for each of the short list candidates. A list for on-call environmental services and for on-call planning services will be created from qualifying firms.

### **7.0 INITIAL EVALUATION: THE FOLLOWING CRITERIA (AS WEIGHTED) WILL BE USED TO EVALUATE ALL TIMELY AND COMPLETE SUBMITTED PROPOSALS:**

- 1. QUALIFICATIONS AND RELEVANT EXPERIENCE (Weight 25%)**
  - Years in business and qualifications of individuals and team
  - Experience providing similar services to local government agencies
  - Service delivery time frames

**2. THOROUGHNESS AND ORGANIZATION OF PROPOSAL (Weight 15%)**

- Includes all required elements of the proposal
- The proposal is organized, concise and thorough
- Demonstrates understanding of the scope of work
- Consultant's approach to accomplishing the scope of work

**3. PROPOSED STAFF EXPERIENCE (Weight: 30%)**

- Experience doing similar work and projects

**4. COST ESTIMATES (Weight 30%)**

- Costs for providing the proposed scope of services
- Quality of work to be delivered based on consultant's fee

**7.1 SECONDARY EVALUATION: THE FOLLOWING CRITERIA (AS WEIGHTED) WILL BE USED TO EVALUATE THE SHORT LIST OF SELECTED CONSULTANTS:**

**1. QUALIFICATIONS AND RELEVANT EXPERIENCE (Weight 40%)**

- Demonstrated qualifications of individuals and the team
- Experience providing similar services to local government agencies
- Demonstrated understanding of the scope of work
- Demonstrated analytical ability and problem solving skills
- Identified specific procedures to be used to ensure communication between the consultant and the City

**2. PREPAREDNESS AND UNDERSTANDING OF THE PROJECT (Weight 40%)**

- Demonstrated ability to provide sufficient qualified and experienced personnel
- Demonstrated availability of lead and all proposed team members
- Consultant's general approach to providing services and evaluating issues
- Communication skills
- Demonstrated ability to deliver services using technology and computers
- Cost estimates and delivery time

**3. REFERENCE CHECKS (Weight 20%)**

- Customer satisfaction
- Cost versus product level of service
- Communication strengths and analytical skills
- Other

**SECTION 8 – ADDITIONAL PROPOSAL INFORMATION**

**8.0 LEGAL RESPONSIBILITIES**

The consultant shall keep itself informed of all local, State, and Federal laws and regulations, including but not limited to those pertaining to conflicts of interest, which in any manner affect those employed by it or in any way affect the performance of its duties under the scope of work. The consultant shall at all times observe and comply with all such laws and regulations.

## **8.1 COSTS FOR PROPOSAL PREPARATION**

The City shall not be responsible for any costs incurred by any firm for the preparation of any proposals, including interviews. No obligation, either expressed or implied, exists on the part of the City to make an award or to pay any costs incurred in the preparation or submission of a response. All costs associated with the preparation or submission of a proposal are solely the responsibility of the candidate.

## **8.2 RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE**

The City reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of this RFP, and not award any contract, all at its discretion and without penalty. The selected firm is required to enter into a Contract Services Agreement with the City. The form will be provided to the firm upon request.

All submittals will become the property of the City. Information in responses will become public property and will be subject to applicable public records laws. The City reserves the right to make use of any information or ideas in the responses. All proposals will be maintained as confidential working papers until officially placed on the City Council meeting agenda.

## **8.3 LIABILITY INSURANCE REQUIREMENTS FOR CONSULTANTS**

As a condition of awarding a contract, the firm will be required to have general liability insurance at a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate, professional liability insurance at a minimum of one million dollars (\$1,000,000) per occurrence, worker's compensation at state-mandated minimums, no less than one million dollars (\$1,000,000), and vehicle coverage including comprehensive and collision insurance at a minimum of one million dollars (\$1,000,000). The consultant must name the City and its officers, employees and agents as additional insureds. The proposal shall state whether such insurances are currently in force or will be at the time of contract execution.