

Request for Proposals



Consultant Services for Peer Review of
An Initial Study and (Mitigated) Negative Declaration

Issued: February 1, 2019
Responses Due: February 14, 2019 by 1:00 p.m.

RFP Contact:

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CITY OF GRAND TERRACE
REQUEST FOR PROPOSALS FOR
PEER REVIEW OF AN INITIAL STUDY/MITIGATED NEGATIVE
DECLARATION

A. Introduction/Purpose

1. Desired Goals/Objectives/Outcomes

The City's objective is to contract for Peer Review Services of a Developer-prepared Initial Study/(Mitigated) Negative Declaration resulting in a completed Initial Study/(Mitigated) Negative Declaration with appropriate supporting technical documentation, that objectively analyzes impacts of the Project, identifies mitigation and fulfills all of the requirements of the CEQA for the public, and by decision makers, when considering whether to approve the Project.

2. Project Description

GrandT-1, Inc. is proposing to establish an industrial semi-trailer storage facility on approximately 22 acres. A maximum of 650 total semi-trailers, shipping and storage containers and chassis will be stored on the Site at any given time. There will be 12 total employees assigned to the Site whose duties will include, among other things, internal transportation of trailers, chassis and storage containers and general operation of the Project facilities. A 900 square foot caretaker's admin office is proposed, as well as a 4,800 square foot trailer maintenance building. Maintenance activities are limited to ensuring the trailers are road ready.

The anticipated hours of operation for the Project will be Monday through Saturday 6:00 a.m. to 10:00 p.m. On occasion, it may be necessary to access the Project Site after 10:00 p.m. and/or on weekends. The site will be completely fenced, and access will be provided via a driveway extending from the intersection of Terrace Road and Vivienda Avenue. (See Attachment 1)

The property is zoned M2 (Industrial) with a Floodplain Overlay District and an AG-2 (Agricultural-2) Overlay District.

B. Statement of Requirements- Services Required of Successful Proposer

The following is a summary of expected tasks related to the consulting services the City anticipates will be necessary. The descriptions set forth below are not exhaustive, and the City reserves the right to delete and/or request additional related services as necessary.

Task 1 – Project Initiation, Work Program Refinement, and Project Management

The Consultant shall:

- a. Schedule and attend a kick off meeting with the City to review goals and strategies, refine project scope and working objectives, and identify available data.
- b. Review all project related materials submitted to City to date.
- c. After project initiation, the selected Consultant will hold, on a monthly basis or as needed to meet the project schedule, project conference calls with the City to update Staff on the

progress of the Consultant's review; identify any issues; review and refine pending deliverables; and track the schedule of the Consultant's review.

Task 2 – Data Collection, Review and Evaluation

- a. The selected Consultant will acquire, review and evaluate various existing documents in order to familiarize themselves with the environmental issues that apply to the project site.
- b. The selected Consultant will provide the City with a data needs list, if needed.

Task 3 – Peer Review of Technical Studies

The Consultant shall:

- a. Review all technical documents prepared and submitted by Developer's Consultant and shall make written recommendations to City staff on their content and validity.
- b. Identify the need for additional technical studies.

The following studies will be prepared by the Developer's environmental consultant: Noise Level Calculations, Trip Generation Memorandum, AQ-GHG Emission Modeling, and Cultural Resources Letter Report.

Task 4 – Draft Initial Study – Review

- a. The selected Consultant will review the draft Initial Study, (Mitigated) Negative Declaration and all technical documents that are prepared by the Developer's environmental consultant to support the findings in the draft Initial Study. The review will be to determine/verify that the documents are the following:
 - Complete and accurate;
 - Consistent with the City's General Plan and Development Code;
 - Complies with all applicable environmental laws, regulations, rules, and requirements; and
 - Legally defensible and does not expose the City to liability due to any errors and/or omissions
- b. The selected Consultant will submit written comments (corrections, questions, requests for more information, etc.) to the City following the review of the draft documents.
- c. The selected Consultant will review the resubmitted draft Initial Study and/or resubmitted technical documents to ensure that the comments were addressed. Any remaining issues will be identified and sent to City Staff in written format.
- d. The selected Consultant will inform the City that the draft Initial Study is ready for public review.

Task 6 –Response to Comments, and Mitigation Monitoring and Reporting Program.

- a. The selected Consultant will review all comments received during the public review period of the environmental document. The selected Consultant will review all responses prepared by the Applicant's Consultant to verify that they completely and accurately addressed the

comments from the public and provide a list to the City of those comments. This list shall be provided as both a hardcopy and electronic copy. Assume two rounds of review.

Task 7 Attend Public Meetings and Hearings

- a. The selected Consultant will attend all Planning Commission public hearing(s) for the project, and as needed, provide responses to technical comments/questions regarding the environmental documentation (if any) from the Planning Commission.
- b. The selected Consultant will attend all City Council public hearing(s) for the project, and as needed, provide responses to technical comments/questions regarding the environmental documentation (if any) from the City Council.

Task 8 –Staff Augmentation

Consultant will prepare environmental findings to be included in the Resolution adopting the Mitigated Negative Declaration and shall prepare the Environmental portion of the Staff Report. The Consultant shall also represent the City in AB 52 consultation, as needed.

C. Schedule

All work must be completed according to the City’s schedule of review and within all legal deadlines.

D. Budget

The proposal must include a budget with an itemized list of personnel tasks, their descriptions, and costs, and the hourly rates for time and materials.

E. Submittal Requirements

One (1) original copy and one (1) digital copy of the proposal must be submitted and must be signed by the individual or company official with the power to bind the company in its proposal. Proposals, including fee proposals, must be submitted to:

City of Grand Terrace
Planning and Development Services Department
Attn: Sandra Molina
22795 Barton Road
Grand Terrace, CA 92313

Submit Proposals by 1:00 p.m. on February 14, 2019.

Proposals received after this designated date and time will not be considered and will be returned to the submitting firm unopened and marked “Late Submittal.” Electronic transmittals of proposals will **not** be accepted in lieu of hard copies.

At a minimum, proposals should include:

1. Cover Letter. Provide a cover letter that includes the name, address, phone number, and email address of the primary contact with information that identifies the capacity of this person.
2. Statement of Qualifications. Describe the consulting firm's qualifications and experience related to environmental document review, including areas of expertise. Identify whether specific areas will be subcontracted and to whom.
3. Experience with Similar Projects: Provide a list of at least three (3) or more similar projects that the consulting firm and staff proposed for assignment and have successfully completed;
4. References: Please provide at least three (3) references for other similar work that has been performed.
5. Legal Entity: Describe the legal entity with which the City would contract including the structure of the anticipated partnership agreement(s) and ownership interests in the project. Include length of time in business and the number of employees.
6. Project Management: Identify the members of the project team, including the senior-level project manager, key consultants, and sub-consultants; include their names and positions, their qualifications, list of similar projects in which they assumed substantial roles, and responsibilities related to the assignment. It is expected that individuals identified as the project team will be actively involved throughout the project.
7. Scope and Budget: Provide a narrative that explains your approach to meeting the specifications stated in this Request for Proposal. Include a description of the approach for the project, including, but not limited to:
 - Detailed scope of work that incorporates the requirements provided in this Request for Proposals;
 - Ability to be responsive to the schedules of the City;
 - A budget that clearly shows a breakdown by tasks and products within the scope of work, including hourly rates for staff members, number of hours for each task or product, and the fee structure for additional work outside the scope of the contract for any optional items.
8. Capacity. A statement that the consultant firm(s) has sufficient staff resources and capability to perform the work contained within this Request for Proposal within the specified timeframe.

F. Evaluation

Each proposal will be evaluated by the City based on the following criteria:

- Conciseness and clarity.
- Professional qualifications, experience, and capability of the lead project manager and consultant team that is assigned to the project.

- Ability of the consultant firm to commit the personnel and time necessary to complete the project in the time frame outlined in this RFP.
- Record of ability and experience with similar type projects.
- Demonstration of a clear understanding of the project and the work to be performed.
- Competitive cost and efficient use of the budget to deliver the requested work product.

City staff will review all proposals received. The City reserves the right to reject any or all proposals submitted and is not liable for any precontractual expenses. The City reserves the right to negotiate the project deliverables and associated costs. Additionally, the City may, for any reason decide not to award an agreement as a result of this RFP process.

Please submit all questions in writing to Sandra Molina, Planning and Development Services Direct at smolina@grandterrace-ca.gov by February 11, 2019. Written responses will be provided via email, and any subsequent changes in the RFP from the date of issuance to the date of submittal will result in an addendum by the issuing office.

G. Professional Services Agreement

The award of a professional services agreement resulting from the RFP shall include terms and conditions similar to those referenced in the City’s standard agreement, which is attached. Exceptions proposed by the consulting firm, if any, to the terms and conditions included in the City’s standard agreement should be included in the response. The City reserves the right to consider any proposed exceptions during its evaluation of the acceptability of a proposal.

Estimated Timeline

- Request for Proposals Issued February 1, 2019
 - Proposals Due February 14, 2019
 - City Council Approval (if needed) February 26, 2019
- (The City Manager is authorized to approve all contracts of \$10,000 or less)

Attachments

- Project Information
- Professional Services Agreement Template

DETAILED PROJECT DESCRIPTION

(APN's 0275-191-06 and 30

21.92 acres, City of Grand Terrace, CA)

The Applicant is requesting a Temporary Use (TUP) / Conditional Use Permit (CUP) from the City of Grand Terrace ("City") in order to develop the approximate 22-acre subject property located at the northerly terminus of Terrace Avenue and fronting on Railroad Access Road (a private roadway easement) and south of the Santa Ana River in the City of Grand Terrace, CA. ("Site"). The proposed use is for use as an industrial truck and trailer storage facility ("Project"). The Site is currently zoned Heavy Industrial (M-2), with a small portion of the northern boundary within an Agricultural Overlay District (AG). The majority of the Site (20 acres) would be utilized for the Project's storage facilities. The Site is currently vacant, although has been 'disturbed' with construction of both underground and above ground wet and dry utility improvements, water wells, pump stations, overhead electrical lines and other unregulated activities.

Under the City's current zoning ordinance, the Site is classified as Heavy Industrial (M-2) with a Flood Plan Overlay (AG). The City's General Plan designates the Site as Industrial. The Project's proposed industrial truck and trailer storage facility use is "similar in nature" to several permitted uses within the M-2 Zone, including, without limitation, the following: Automotive related services; Contractor's office and storage yards; Heavy equipment sales and service; Public storage facilities; and, Wholesale storage and distribution facilities. (Zoning Code, §§ 18.40.020, subds. (B), (G), (H), (Q).) Therefore, in accordance with Section 18.40.020, subdivision (S) of the Zoning Code, the City Planning Commission can determine the Project to be a permitted use within the M-2 Zone. In addition, to the project being similar in nature to a permitted use, it is similar in nature and consistent with surrounding uses.

The subject property is designated Industrial with an Agricultural Overlay. The Site is one of the parcels in the area designated as Industrial with an Agricultural Overlay, further, the subject property is unique in that it also is impacted with flood plain conditions, significant overhead utility transmission lines, towers and easements (affecting approximately 1/3 of the site) and adjacent to a major flood control channel (Santa Ana River) and two(2) rail road corridors, thereby separated by a private roadway easement abutting only two privately owned parcels.

The proposed operations intended for the subject property will support local and regional business operations associated with the 'fulfillment centers', delivery services, retail merchants, and major wholesale retailers such as COSTCO, Amazon, UPS, Ashley Furniture and others. In the movement of goods and services through our region these companies require a network of facilities to augment their existing locations and operations. This primarily consisting of the storage and movement of trailers and containers. With the growing and increasing operations of goods and services movement the goal with locating sites within the target delivery areas is to reduce truck

traffic on roads and highways by augmenting rail served facilities already located within the East Valley. In supporting these existing operations by storing their empty and overflow container/trailer activities locally, there is a significant reduction in these empty containers being transported out of the area back to LA, Long Beach and 'out of state' locations only to return into the region for deliveries or restocking.

A maximum of 650 total semi-trailers, shipping and storage containers and chassis will be stored on the Site at any given time. There will be twelve (12) total employees assigned to the Site whose duties will include, among other things, internal transportation of trailers, chassis and storage containers and general operation of the Project facilities.

The anticipated hours of operation for the Project will be Monday through Saturday 6:00 a.m. to 10:00 p.m. On occasion, it may be necessary to access the Project Site after 10:00 p.m. and/or on weekends; however, such access and activity will be rare and result in no additional impacts to the surrounding community.

The proposed improvements for the Project shall consist of perimeter fencing, a paved entrance and turn around area, security cameras, landscaping, and an acceptable parking surface for the interior areas of the site to be utilized for storage of semi-trailers, shipping and storage containers, chassis and related equipment. The Applicant will conduct street sweeping as necessary and consider installation of temporary metal shaker plates at the Site's entrance/exit to minimize and eliminate track out. The storage containers and chassis do not contain oil, except in sealed axles which are covered by wheel hubs and do not leak thereby preventing any impacts to soil or hardscape surfaces.

The Project shall also contain a 900 sq. ft. security/caretakers/admin. office and a 4800 sq. ft. maintenance building. The maintenance building will be utilized for activities associated with the regulatory inspection and maintenance of the trailers, containers as required to be 'road-ready' prior to deployment. These activities are generally light inspection replacement, safety check related items, minor R&R of needed equipment.

The Project will accommodate storage of semi-trucks, trailers, storage containers and chassis from the various manufacturing, distribution and logistics center uses in the surrounding region, including Riverside County and San Bernardino County. Therefore, approval of the Project, via the pending request for a consistency determination, will result in reduced truck miles traveled, reduced wear and tear on local and regional roadways, as well as a reduction of environmental impacts related to traffic, noise and air quality.

- **The project site has no value, as habitat for endangered, rare or threatened species;**

The Site is previously disturbed and currently maintained for weed abatement and occasional debris removals. There is no evidence that the Site contains or is utilized as habitat for endangered, rare or threatened species.

- **Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and,**

Because the Project will create the opportunity to remove trucks from the Southern California transportation network, approval of the Project will result in reduced wear and tear on local and regional roadways and reduced environmental impacts related to traffic, noise and air. Regional and community traffic between LA / Port of Long Beach and the 'user facilities' mentioned herein is inefficient and environmentally detrimental to the region.

The trailers will be managed between the Site and 'user facilities' in an organized manner, employing appropriate traffic safety precautions.

The trailers will be transported using CARB compliant utility trucks. The utility trucks will be actively maintained by contract vendors and operated by employee drivers. The trailers will be free from leakage of oil, coolant, hydraulic and other fluids and will be inspected frequently. The trailers will not contain oil, except in sealed axles which are covered by wheel hubs and do not leak. There will be no fuel containing vehicles stored on the Site. Further, because the trailers will be moved to and from 'corporate business sites' the operator/manager is particularly interested in ensuring that operations are clean so that the quality of operations is not compromised.

