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**Request for Proposals (RFP) for the Provision of Environmental
Review and Processing Services for:**

Pine Creek Village Project

The Inyo County Planning Department requests proposals from qualified consultants to provide environmental review and processing services, including preparation of an Environmental Impact Report (EIR) for the Pine Creek Village project.

I. Project Description

The attached project description and site plan gives a thorough description of the project as proposed by the applicant and reviewed by the Inyo County Planning Department.

Notably, this project is a revised version of a previous application for the site, which was withdrawn approximately a year and a half ago. As a result, there are a number of prior studies/surveys which may be of use. These studies/surveys are attached, for reference.

The project includes the following applications:

- Tentative Tract Map #246
- General Plan Amendment #2007-01
- Rezone #2007-01
- Planned Unit Development (to allow for decreased setbacks)
- Conditional Use Permit (for condominiums)
- Road Abandonment

II. Project Location

The project site includes the existing village of Rovana and surrounding area, located approximately ten miles northwest of Bishop, California. The site is reached by driving north from Bishop on U.S. Hwy 395 to the intersection of Pine Creek Road, then approximately three miles west along Pine Creek Road.

III. Proposal Requirements

Proposals should include, but are not limited to the following:

A. Project Understanding

Brief response that demonstrates an understanding of the project and the time constraints involved.

B. Scope of Work

Present your scope of work and methodology for preparing the EIR and the interrelationship of all work products, including the depth and scope of analysis of research proposed. Explain how pre-existing project information (i.e., surveys/studies) will be reviewed and used in preparation of the EIR. Identify areas where additional baseline data or studies will be required to complete the EIR, and how this will impact the timetable for completion.

The scope of work should consider but not be limited to the following items:

1. Meetings with the County during preparation.
2. The Draft EIR shall contain a detailed set of proposed findings for each impact. These findings shall be prepared in accordance with the provisions of Sections 15091 and 15093 of the CEQA Guidelines. All impacts requiring a statement of overriding considerations shall be identified.
3. Consultant shall prepare a comprehensive mitigation measure monitoring and reporting plan for the proposed project. This plan shall meet the requirements of Public Resources Code Section 21081.6(a).
4. Consultant shall provide the Draft EIR summary document and all appendices on a CD-ROM in Microsoft Word for Windows 2000 and Adobe PDF Version 4 formats. A camera-ready reproducible copy shall also be provided. Fifty (50) hard copies of the summary document and all appendices shall be provided to the Inyo County Planning Department, and 15 copies shall be forwarded to the State Clearing House by the consultant. The consultant shall provide a unit cost for additional copies beyond the 50 copies specified above.

5. Upon completion of agency and public review, all comments will be responded to by the consultant and submitted to the County for review.
6. Consultant shall prepare findings for adoption of the Final EIR, including any Statement of Overriding Considerations, pursuant to CEQA.
7. Weekly written progress reports.

C. Project Team

Identify the person to be designated project manager and give a detailed summary of their background and experience in managing similar projects. Submit an organizational chart showing the name of the project manager, and all other personnel and supporting staff to be assigned to the project. Those who are named must be those who participate in the work program. Indicate the anticipated total effort, expressed in percentages of person-hours, to be provided by each member of the supporting professional staff.

D. Qualifications

Discuss overall capabilities of the firm. Include a brief description of the firm's philosophy; history; recent and relevant experience; and organizational structure. Discuss how many similar projects your firm has completed within the past five years. Similar information should be provided for each subcontractor. Provide an organization chart that graphically portrays how the project will be staffed and the chain of command.

Please provide the résumés for each individual on the organization chart, highlighting special qualifications relevant to their performance of each task. Specific responsibilities of the project manager and other key personnel should be detailed.

E. Work Products

The consultants will be required to verify and defend that all information submitted as services rendered is accurate and current. Furthermore, the consultant will be required to document, and provide if needed, the source(s) of all compiled information.

F. Schedule

Present a comprehensive schedule to reflect the time frame or period for completing the EIR. The administrative draft EIR should be completed within 45 days from the date the contract is signed. Specific milestones that are sequentially interdependent should be identified.

G. Budget

Provide an itemized cost breakdown, indicating the total time and expenditures for each of the major tasks in the scope of work. Also, include the cost of attendance at 4 public meetings (project kickoff/scoping, Planning Commission public hearings on the draft and final EIR, and Board of Supervisors public hearing to consider adoption of the final EIR). A total cost for the proposed scope of work, and the hourly rate and estimated number of hours for all personnel and support staff (including job title) participating in the project, shall be provided. The cost for attendance at additional meetings should be shown.

H. References

List three (3) or more former clients for whom similar or comparable services have been performed. Include names, along with mailing address and telephone number of a principal representative. The former clients should be able to speak about their experience with the project manager and key team members.

I. Work Sample

Please provide a sample of similar work completed.

J. Response Format

The proposal (excluding the work sample) shall not exceed 75 pages and shall include page numbers to assist in evaluation.

IV. Proposal Submittal

Questions regarding this RFP should be directed to Tanda Gretz, Senior Planner, or Pat Cecil, Director, Inyo County Planning Department, at 760/ 878-0263. Three copies of your firm's proposal are due no later XXXXXX, 2007. Proposals will not be accepted after this deadline. Postmarks and facsimiles are not acceptable. Deliver proposals to:

**Tanda Gretz
Senior Planner**

**Inyo County Planning Department
Post Office Drawer L
168 North Edwards Street
Independence, CA 93526**

V. Evaluation and Selection

Each accepted proposal will be evaluated separately by the Inyo County Planning Department to determine responsiveness to this RFP.

VI. Interviews

A representative of the lead-consulting firm should be available by phone to discuss additional questions the County may have. Oral interviews of the responding firms, including the proposed project manager, may be scheduled as part of the selection process.

VII. Compensation

Upon agreement for services, the consultant and the County will enter into a contract with the project applicant for all EIR costs to be placed in a County account for disbursement to the consultant.

VII. Contract

The successful consultant will be required to enter into a standard contract with the County specifying the scope of service, completion schedule, and a mutually agreed-upon schedule of payment. The consultant will be required to prepare a scope of work to be inserted into the contract as an attachment. A sample copy of the County's standard agreement is attached. Consultants are responsible for reviewing the terms of the contract.

Attachments:

- 1.) Inyo County Standard Contract No. 118
- 2.) Archaeological Survey (Applied EarthWorks, Inc.)
- 3.) Willow Flycatcher Survey (EREMICO Biological Services)
- 4.) Fisheries Resources Conditions Survey (A.A. Rich & Associates)
- 5.) Wetland Delineation Survey (Glenn Lukos Associates)
- 6.) Environmental Assessment Report (Umetco Minerals Corp.)