

# CITY OF SEBASTOPOL



## REQUEST FOR PROPOSALS FOR

**ISSUED: DECEMBER 21, 2022**

**PROPOSALS DUE: JANUARY 31, 2023  
5:30 PM**

All responses must be sent to:  
[jjay@cityofsebastopol.org](mailto:jjay@cityofsebastopol.org)

**John Jay  
7120 Bodega Avenue  
Sebastopol CA 95472**

Phone: 707-823-6167

**REQUEST FOR PROPOSAL  
FOR  
FOR THE CITY OF SEBASTOPOL**

**The City of Sebastopol is soliciting proposals for and California Environmental Quality Act review / Environmental Impact Report and Environmental Scenic Open Space report pursuant to the requirements of the Sebastopol Municipal Code section 17.46.050.**

The purpose of this Request for Proposal (RFP) is to define the City's minimum requirements, solicit proposals, and gain adequate information by which the City may evaluate the services offered by Proposers.

The City of Sebastopol, hereinafter referred to as the "City", is seeking proposals with the intention of securing a contract to provide environmental review services for the two projects listed below, which would include a single CEQA document covering both sites, and an ESOS (Environmental and Scenic Open Space) study for the parking lot site.

**BACKGROUND**

The City of Sebastopol is a small semi-urban community located in California, on the western edge of the Santa Rosa plain. It is 50 miles north of San Francisco and 8 miles west of Santa Rosa. The City, incorporated in 1902, currently has a population of about 7,800 people and serves a trade area population in excess of 50,000 people.

Sebastopol has a Council-Manager form of government, with five Council members elected at-large. The City has its own Police, Fire, Public Works, Planning, Building, Engineering Departments.

The proposed Barlow Hotel project, located at 6782 Sebastopol Ave, is an 85-room hotel which would reuse an existing Commercial Industrial building that provides three stories of hotel rooms and a rooftop bar and pool area. Parking is proposed to be provided via valet parking off-site at a new proposed parking lot at 385 Morris Street. Both of these projects are the subject of the review for this project (See below).

Staff has identified the following entitlements the project would be subject to below:

- Conditional Use permit for the parking facility in the Commercial Industrial district at 385 Morris Street (separate application file, but will be processed concurrently due to CEQA requirements)
- Conditional Use permit for use of valet parking
- Conditional Use permit for the proposal of 4 stories/greater than 35 feet.
- Conditional Use permit for new development over 20,000 square feet of floor area.
- Conditional Use permit for a Hotel (transient residential) in the Commercial Industrial Zoning District.
- Conditional Use permit for retail in a Commercial Industrial zone. Additional Conditional Use Permits may be required based on the public functions that may require such permits (alcohol permit for the fourth floor bar, community assembly, etc.), but these would likely be subsequent permits.

- EIR - Environmental review for CEQA (Initial study has not been done)
- Floodplain Development permit (subsequent permit after above entitlements)
- The project also requires an Environmental Open Space Study for an associated parking lot.
- Design Review (subsequent permit after above entitlements)

The proposed Batch Plant Parking lot, located at 385 Morris Street, is currently proposed as a surface level parking lot that would provide 240 parking spaces via stacked valet parking, to be used by the Barlow Hotel project and “the Barlow” uses as mentioned above. The site is located within the City’s Environmental Scenic Open Space (ESOS) and requires an environmental report as outlined by Sebastopol Municipal Code section 17.46.050(D). It is anticipated that the studies for this site required for the ESOS overlay will also be utilized for CEQA analysis.

## **1.0 PROPOSAL REQUIREMENTS**

### **1.1 Cover Letter**

The cover letter shall be signed by an official authorized to bind the firm and shall contain a statement that the proposal is valid for ninety (90) days.

### **1.2 Scope of Work**

The Scope of Work, as may be modified through negotiation and/or by written addendum, will be made a part of the Agreement. Please provide brief itemized answers that correspond to each numbered section that clearly detail how you intend to provide the requested services.

#### **A. CEQA**

The applicant has opted to go directly to an EIR based on conversations with staff and no public meetings have been held other than the Planning Commission preliminary assessment for the ESOS review of the parking lot at 385 Morris Street as described below.

Potential impacts to review (there may be others): Aesthetics; Biological resources; Air Quality; GHG emissions; Traffic and circulation, including pedestrian safety; Hydrology/water quality (flood hazards and sources of pollution to the Laguna); Noise; Public Services; Land Use/Planning consistency; and Tribal Cultural Resources.

The EIR must be prepared and reviewed in full compliance with the California Environmental Quality Act. Consultant recommendations on the appropriate process for the EIR (such as whether or not to prepare an Initial Study) should be provided in proposals.

#### **B. ESOS STUDY**

In addition to the CEQA review for the overall project, the proposed parking lot at 385 Morris St is within the ESOS overlay and subject to the below regulations. The Planning commission has reviewed a request from the applicant to reduce the level of ESOS study requirements and to reduce the 100’ setback from environmental resources in April 2022. The Planning Commission did not reduce the setback as part of that hearing (although

they could pending results of the ESOS Study), but did approve a reduction of the ESOS scope to exempt the previously paved and now developed areas, and deferred a decision on any ESOS setback until the ESOS study is completed.

<https://sebastopol.municipal.codes/SMC/17.46.040>

*Procedures. An application for a conditional use permit in the ESOS Combining District shall not be determined complete until a resource analysis of the visual, vegetative, and biotic characteristics of the property is prepared and undergoes review by the Planning Commission. The resource analysis shall be prepared at the applicant's expense by an independent professional biologist who has met qualifications established by the City and, as appropriate, other professional consultants selected by, and under the direction of, the City. The Planning Commission shall make findings relative to the development constraints of the site through review of the resource analysis.*

*The resource analysis shall be prepared pursuant to a methodological guidance document that has been approved by the City Council and shall include the following:*

- A. Characterization of the significant visual elements of the land in terms of scale, form, color, and relation to surrounding terrain.
- B. Characterization of the relative significance of the land in terms of visibility from the primary scenic perspective and existing settlement areas, and considering the relationship to any scenic view corridors identified by the General Plan.

***This should also include consideration of the AmeriCorps walking trail and visual impacts from Morris Street.***

- C. If proposed project information is available, characterization of the change in the above which the proposed project may effect, and identify any specific project modifications or conditions that may be appropriate to address identified issues. If proposed project information is not available, such analysis shall be prepared for any subsequent project, which analysis shall be subject to the review process established by this chapter.
- D. The resource and constraints analysis will identify and map the following using, where applicable, information collected during the season of potential visibility or availability of the resource:
  - Identify the type and location of threatened or endangered plant and animal species and their habitats;
  - Drainage patterns, creeks, streams, and riparian vegetation on and within 50 feet of subject property;
  - The location and boundaries of wetlands and vernal pools on the site, if applicable, and if such resources are identified, a delineation of them in accordance with standards of and verified by the U.S. Army Corps of Engineers;
  - Potential archaeological resources, if applicable, as identified through records review and a site inspection;

- Flood hazard areas on the site as identified in Federal Emergency Management Agency and City official maps;  
***Not included in scope, to be done by City staff.***
- Identification of native trees of six inches in diameter or greater, including those protected under Chapter 8.12 SMC, Tree Protection.

E. The resource analysis will contain the following types of investigations and mitigations:

- Determine, if applicable, the area and location of existing undeveloped land required to preserve, protect, and enhance the continued viability of significant biotic resources, wetlands, and environmentally sensitive areas. (This involves identifying land that is functionally a part of the wetlands ecosystem and which should be preserved in a natural state.)
- Recommend measures for proposed development that will mitigate impacts on identified resources in the following in order of preference:
  - i. Avoidance of impacts;
  - ii. Minimization of impacts;
  - iii. Removal with on-site mitigation;
  - iv. Removal with off-site mitigation. Any such measures should have the objective of restoring and enhancing resources to a level equal or better than existing conditions, and should include specific and measurable performance criteria and recommendations for any appropriate monitoring.

### **1.3 Experience and Qualifications**

Describe the proposed personnel's qualifications for conducting the proposed work. For each proposed key person, provide a brief description of two projects where that person provided similar services, for similarly sized cities or agencies. For each of the two projects referenced, provide the client name and contact information.

### **1.4 Costs**

The proposal shall define the total estimated contract price for the above scope of work. The estimate shall include a breakdown of costs for each component/phase of work, as well as any additional components recommended by the consultant. Costs should also include hourly rates for the proposed staff which support the fee proposal.

#### **Additional Costs:**

Hourly Rates for additional services, if applicable

Cost for additional meetings/presentation (either per hour or per mtg)

Any other costs, if applicable (please specify nature of costs – reimbursables, travel, etc.)

## **2.0 SELECTION CRITERIA**

The City's selection criteria for this work include, but may not be limited to, the following:

- Responsiveness to requirements, terms and conditions of RFP
- The quality of the Consultant's response to the RFP and understanding of the scope of services.
- Proven ability to perform in a timely fashion.
- Timeline of implementation and ability to work with City staff
- Costs will be a consideration

Proposal Evaluation and Selection Process: Following the submission deadline, a selection committee will evaluate all responses and may develop a short-list of responders. Responders will be notified and finalists may be invited to present to our staff if necessary. After any/all presentations are completed, the selection committee shall reconvene to either make a decision or to request further information.

The selection committee will then make recommendations regarding the selection and request authorization to enter into a contract with the approved responder. The committee reserves the right to accept/reject any or all proposals. Submission of a proposal indicates acceptance of the conditions contained in the RFP and an agreement to negotiate a contract for services. An award can be made on the basis of greatest benefit to the City.

## **3.0 GENERAL INFORMATION**

### **3.1 Proposal Due Date**

Proposals will be received by the City of Sebastopol **until 5:30 p.m. PST on Tuesday, January 31, 2023**. City is accepting electronic proposals in pdf format. Proposers shall send submittals to:

John Jay – [jjay@cityofsebastopol.org](mailto:jjay@cityofsebastopol.org)  
City of Sebastopol  
Attn: John Jay, Associate Planner  
7120 Bodega Avenue, Sebastopol, CA 95472

City of Sebastopol is not responsible for proposals that are delinquent, lost, mismarked, sent to an address other than that given above, or sent by mail or courier service. The City of Sebastopol reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that is, in its sole judgment, in the best interest of the City of Sebastopol.

### **3.2 Project Time Schedule**

The following is the schedule for consultant selection and project initiation:

Release of RFP:	December 21, 2022
Deadline for Questions:	January 19, 2023
Final Response to Questions posted:	January 24, 2023
Proposal due date:	January 31, 2023 by 5:30 p.m. (PST)
Consultant Selection:	February 7, 2023
Award and Notice to Proceed (NTP)	TBD

Note, the City reserves the right to modify this schedule, any changes will be posted to the website as listed in Section 3.3.

### **3.3 Relevant Questions**

Any relevant questions concerning the RFP or Scope of Services shall be directed to John Jay at (707) 823-6167 or [jjay@cityofsebastopol.org](mailto:jjay@cityofsebastopol.org). All communications should be in writing. Any oral communications will generally be considered nonbinding on the City. The City will respond in writing to written communications. staff will post written answers to these questions at the website noted below.

If, in the City's opinion, any such response changes the intent of the RFP, or otherwise would provide an advantage to one proposer over another, an addendum to the RFP will be issued and posted on the City's website at:

<https://www.ci.sebastopol.ca.us/Local-Business/Current-Bidding-Opportunities>

### **3.4 Additional Information**

The City reserves the right to change any aspect of, terminate, or delay this RFP, the RFP process and/or the program which is outlined within this RFP at any time, and notice shall be given in a timely manner thereafter.

## **4.0 CONTRACT TERMS / AGREEMENT**

The successful firm will be required to execute the City of Sebastopol Standard Agreement (see Attachments).

ATTACHMENT A - Standard Professional Services Agreement

## **5.0 NEGOTIATION OF CONTRACT**

After selection of the consultant, the City and the consultant shall negotiate the contract under which the work shall be performed. All items submitted in the consultant's proposal shall be subject to negotiation.