



Fort Ord Reuse Authority (FORA) Request for Proposals (RFP)

Consultant Services - CEQA Review of Categories 1 and 2 of the Fort Ord Base Reuse Plan (BRP) Final Reassessment Report (December 14, 2012)

Critical Dates:

Proposals distributed: Thursday, August 13, 2015
Pre-submittal meeting: FORA may elect to hold a pre-submittal meeting
Proposal submittals due: **Wednesday, September 2, 2015 by 4:00 p.m., PST**
Consultant Interviews: September 8-11, 2015

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Purpose

This Request for Proposal (RFP) invites consultant firms to submit a proposal to review and analyze Categories 1 and 2 of the Fort Ord Base Reuse Plan (BRP) Final Reassessment Report (BRP Reassessment). The consultant firm shall review all material and documents discussed in this RFP and determine the best approach to comply with the California Environmental Quality Act (CEQA). If the consultant firm's analysis determine that the activities described in Categories 1 and 2 qualify as a "project" (defined under CEQA), either an exemption, Initial Study, Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report (EIR) will be completed. It is noted that the Fort Ord Reuse Authority (FORA) Board of Directors is the Lead Agency under CEQA and will use the consultant firm's determination as a tool when Categories 1 and 2 modifications to the BRP are considered.

Background

The former Fort Ord is located in northern Monterey County, approximately 120 miles south of San Francisco, between the cities of Monterey to the southwest and Salinas to the northeast. It borders Monterey Bay National Marine Sanctuary to the west and extends from the cities of Seaside, Sand City, Del Rey Oaks and Monterey in the south to Marina in the north and to the Salinas River to the east encompassing 45 square miles / approximately 28,000 acres.

The Fort Ord U.S. Army Military Reservation closure was announced by Congress in 1991 as part of the Base Realignment & Closure (BRAC) nationwide process. Subsequently, State of California legislation created FORA in 1994 to oversee the civilian reuse and redevelopment of the former Fort Ord. In addition, State legislation established the FORA Board of Directors (FORA Board) consisting of 13 voting and 12 ex officio non-voting members.

The FORA Board is required to manage the conversion of the Fort Ord from military service to civilian reuse and redevelopment. This conversion involves enhanced economic recovery, promotion of education and protection of natural resources referred to as the three "E's" – Economy, Education and Environment.

Context

FORA's mission is to prepare, adopt, finance, and implement a plan for the former Fort Ord, including land use, transportation systems, land/water conservation, recreation and business operations.

In order to meet these objectives, the FORA Board initiated the BRP in 1996. The BRP was supported by a programmatic Environmental Impact Report (1997 EIR) in compliance with CEQA. Subsequently, the BRP became the official local regional plan to enhance, promote and deliver economic recovery, while protecting designated natural resources.

The adopted BRP and 1997 EIR generated significant community interest both in support and in opposition. Subsequent to the 1997 BRP adoption, Ventana Chapter of the Sierra Club challenged the adequacy of the 1997 EIR document.

As a component of the Ventana Chapter’s legal challenge, a settlement was reached that involved FORA’s adoption of Chapter 8 to its Master Resolution. In accordance with Chapter 8 of the FORA Master Resolution, the Reuse Plan underwent a comprehensive reassessment that was completed and finalized into a BRP Reassessment (December 14, 2012). The BRP Reassessment was a community-wide regional effort that identified a range of principle items for FORA Board’s consideration **(Attachment A)**.

In response to community interest, FORA Board created the Post Reassessment Advisory Committee (PRAC). The PRAC conducted an examination of Categories 1 (BRP Corrections and Updates) and 4 (Policy and Program Modifications) in the BRP Reassessment recommending text and figure corrections **(Attachments B and C)**.

With respect to Category 2, the FORA Board directed staff to hire an attorney specializing in land-use law. Special land-use attorney Mr. Alan Waltner was contracted by FORA to conduct an assessment of Categories 1 through 5. In a memoranda to FORA, Mr. Alan Waltner recommended FORA hire an environmental consultant to prepare an Initial Study on Categories 1 and 2. The hiring of an environmental consultant would assist in the appropriate CEQA process to complete and begin to address discovered findings. Mr. Waltner opined that FORA’s Consistency Determinations were conducted correctly and that the resulting corrections recommended in Category 1 could be included in an Initial Study analysis **(Attachment D)**.

Subsequently, the FORA Board directed staff to contract an environmental consultant to complete an Initial Study of Categories 1 and 2 (a, b, c, and d) **(Table 1. Categories 1 & 2 Reuse Plan Reassessment recommended corrections)**. The Initial Study would serve as the basis to consider the best approach to perform the appropriate CEQA review. In addition, completion of CEQA review Initial Study - Initial Study will enable FORA Board to incorporate any prior FORA Board actions into BRP land use concept map modifications.

Table 1. Categories 1 & 2 Reuse Plan Reassessment recommended corrections.

<i>Category</i>	<i>Topics</i>
1	Reuse Plan Corrections & Updates
	Text Corrections
	Figure Corrections
2	Prior Board Actions & Regional Plan Consistency
	a. Land Use Concept Map modifications based on prior FORA Board Consistency Determinations (map "re-publication" based on prior approvals)
	b. Land Use Concept Map modifications based on other actions
	c. Modify circulation related maps and text in the Reuse Plan and modify Capital Improvement Program (CIP)
	d. Reuse Plan Modifications regarding consistency with Regional and Local Plans

Scope of Work

The FORA Board has identified prior actions taken in Categories 1 and 2 as requiring completion of a CEQA review and process. Subsequently, the Scope of Work is divided into five tasks each pertaining to Categories 1 and 2: **Task 1: Analysis and Determination of Categories 1 and 2 – Project or No Project; Task 2: Initial Study, Determination and Deliverables for Categories 1 and 2; Task 3: Initial Study, CEQA Process and Deliverables for Categories 1 and 2; Task 4: Meetings and Presentations**, and; **Task 5: Mutual Responsibilities Related to Scope of Work**. The environmental consultant shall perform and complete all work, as appropriate, identified in Tasks 1, 2, 3, 4 and 5.

Task 1: Analysis and Determination of Categories 1 and 2 – Project or No-Project:

- A. A review and analysis of Categories 1 and 2 to determine whether this activity is defined under CEQA as a “project” and subject to CEQA compliance.
- B. Prepare an administrative draft “determination opinion” detailing its findings and the determination to include the appropriate CEQA process to complete.
- C. Prepare and finalize a written “determination opinion” and deliver a presentation to FORA Board.
- D. If in the “determination opinion” the consultant firm finds the activity is not a “project” or a “project” that qualifies for an exemption, the appropriate CEQA exemption will be prepared and filed with the County of Monterey, Clerk of the Board.

Task 2: Initial Study, Determination and Deliverables for Categories 1 and 2:

- A. Pending the outcome of Task 1, the consultant firm shall review Category 1 text and figure corrections in the BRP Reassessment and specific recommendations offered by the PRAC, and compile text and figure corrections into final form for use in the Initial Study. This deliverable will require retention of original BRP figures for historical purposes and creation of 15 corrected figures. The consultant will use **Attachments A., B., and C.**, to support completion of this deliverable.
- B. Based on review of Category 2 in the BRP Reassessment considerations, and special counsel Alan Waltner’s memoranda, the consultant shall complete modifications to Figure 3.3-1 Land Use Concept Ultimate Development based on prior FORA Board Consistency Determinations and other actions for use in the Initial Study. The consultant will use **Attachments A. and D.** and shall contact and communicate with Mr. Waltner to receive advice to support completion of this deliverable.
- C. Complete modified circulation related maps and text in the BRP for use in the Initial Study. The consultant will use **Attachment A.** and shall contact and communicate with special counsel Alan Waltner to receive advice to support completion of this deliverable.

- D. Review proposed modifications regarding consistency of Regional and Local Plans **(Attachment E.)**. Create a final version of modifications regarding consistency of Regional and Local Plans for use in the Initial Study.
- E. Present deliverables and findings described under **Scope of Work Task 1: Initial Study, Determination and Deliverables for Categories 1 and 2, A, B, C. and D.** to the FORA Board.
- F. Complete an Administrative Draft Initial Study under CEQA of deliverables and findings described in **Scope of Work Task 1: Initial Study, Determination and Deliverables for Categories 1 and 2, A, B, C. and D.**
- G. Provide FORA staff with an Administrative Draft Initial Study.
- H. Finalize Initial Study with a detailed written analysis of determination for CEQA process.
- I. Prepare and present Initial Study findings and determination to FORA Board.
- J. Complete up to 5 iterations of the Reuse Plan Figure 3.3-1, Land Use Concept Ultimate Development map, and provide original GIS files to FORA staff.

Task 3: Initial Study, CEQA Process and Deliverables for Categories 1 and 2:

- E. Pending outcome of the Initial Study, complete appropriate CEQA on Categories 1 and 2 principle items prior to FORA Board consideration of codification of prior Reuse Plan changes.
- F. Prepare all administrative draft CEQA documents as determined by the Initial Study. Administrative draft CEQA documents shall include, but not be limited to, Negative Declaration, Mitigated Negative Declaration or EIR.
- G. Prepare and finalize all draft CEQA documents as determined by the Initial Study. Draft CEQA documents shall include, but not be limited to, Negative Declaration, Mitigated Negative Declaration or EIR. Draft CEQA documents shall be used for public review and comment.
- H. Review, analyze and prepare all written comments that are submitted in response to the circulation of the Initial Study and CEQA documents.
- I. Prepare and finalize all CEQA documents as determined by Initial Study.
- J. Prepare and present all CEQA documents to FORA Board.

Task 4: Meetings and Presentations for Categories 1 and 2:

Attend up to seven (7) meetings as determined necessary by FORA staff. Tentatively, two (2) meetings shall be conducted with the FORA Administrative Committee and two (2) meetings shall be conducted with the FORA Board for presenting findings and deliverables.

Task 5: Mutual Responsibilities Related to Scope of Work

Close cooperation will be required between FORA staff and consultant. FORA's specific responsibilities are listed below:

- A. FORA staff will provide a project manager or coordinator as a single point of contact.
- B. FORA staff, from a range of divisions, will attend and participate in project meetings as appropriate.
- C. FORA staff will support the consultant's public engagement throughout the project and solicit the attendance of third parties whose participation FORA deems important.
- D. FORA will make every effort to ensure the attendance of elected officials, committee members, and stakeholders as appropriate at key meetings and presentations.
- E. FORA will provide appropriate meeting room(s) for any public engagement meetings, workshops, presentations, and studio workspace, including securing the space.

End of Scope of Work

Contents of Proposal

Submitted proposals must be structured to address the skills, experience, and abilities needed to complete the required CEQA process, as generally described in the attached Scope of Work. In your proposal, FORA requests that you provide:

- A. A proposal describing how your firm will complete this work (20 pages or less). Work completion timelines. Note: four (4) **timelines** are required for:
 - 1. Review Categories 1 and 2 to determine the appropriate CEQA process.
 - 2. An Initial Study and proposal to prepare a Negative Declaration.
 - 3. An Initial Study and proposal to prepare a Mitigated Negative Declaration.
 - 4. An Initial Study and proposal to prepare an Environmental Impact Report.

- B. Work completion costs. Note: four (4) **cost estimates** are required for:
 - 1. Review Categories 1 and 2 to determine the appropriate CEQA process.
 - 2. An Initial Study and proposal to prepare a Negative Declaration.
 - 3. An Initial Study and proposal to prepare a Mitigated Negative Declaration.
 - 4. An Initial Study and proposal to prepare an Environmental Impact Report.

- C. Statement of Qualifications.
- D. Examples of relevant experience providing similar CEQA environmental services.
- E. Three recent client references.

Proposal Submission Instructions

Four (4) bound copies and an electronic copy of the proposal must be submitted, with all copies having been signed by the individual or, if a company, the company official with the power to bind the company in its proposal.

Questions regarding this RFP and FORA's specific submission requirements may be directed to Ted Lopez, Associate Planner. Mr. Lopez can be reached by telephone at (831) 883-3672, or by e-mail at ted@fora.org.

The Proposal is due no later than Wednesday, September 2, 2015 by 4:00 p.m., PST to:

Ted Lopez
Associate Planner
Fort Ord Reuse Authority
920 2nd Ave., Suite A
Marina, CA 93933

An incomplete proposal or proposal received after the due deadline will not be considered.

Criteria for Selection

The RFP submittal will be evaluated on the following factors:

- A. Demonstrated ability to competently and efficiently complete CEQA process for complex land use issues.
- B. Knowledge of public policy matters affecting the Monterey Bay region, and/or experience in military base reuse in the local area or elsewhere (desirable but not mandatory).
- C. Merits of materials included in your proposal.
- D. Timelines and Cost Estimates as described in **Contents of Proposal**.

Tentative Schedule

RFP distributed:	Thursday, August 13, 2015
Pre-submittal meeting:	FORA reserves right to hold pre-submittal meeting
Proposal submittal due:	Wednesday, September 2, 2015 by 4:00 p.m., PST
Consultant Interviews:	September 8-11, 2015
Consultant Selection:	September 14-18, 2015
Finalize Contract/Contract Award:	September / October 2015
Contract Work Begins:	October 2015
Estimated Completion:	April 2016

Addenda

Any subsequent changes in the RFP from the date of issuance to the date of submittal, such as that which might result from input at the pre-proposal conference, will go into an addendum by FORA staff to those parties who have provided the proper notice of interest in responding to the RFP. We encourage all potential proposers to register their intent to submit by phone, mail or e-mail to make sure that they receive notice of addenda on a timely basis.

Equal Opportunity Program Requirements

FORA is committed to equal opportunity in solicitation of professional service consultants doing business with, or receiving funds from FORA. FORA encourages prime consultants to share this commitment.

Acceptance of Contract

Subsequent to the selection of the awarded consulting firm, the contents of the proposal shall become a contractual obligation if a contract ensues. Failure of a consultant to accept this obligation will result in the cancellation of the contract award.

Prime Consultant Responsibilities

The selected consultant will be required to assume responsibility for all services offered in their proposal. The selected consultant will be the sole point of contact with regards to contractual matters, including payment of any and all charges resulting from the contract.

Disclosure

As a general rule, all documents received by FORA are considered public records and will be made available for public inspection and copying upon request. If you consider any documents submitted with your response to be proprietary or otherwise confidential, please submit a written request for a determination of whether the documents can be withheld from public disclosure no later than ten days prior to the due date of your response. If you do not obtain a determination of confidentiality prior to the submittal deadline, any document(s) submitted will be subject to public disclosure.

Terms and Conditions

Issuance of the RFP does not commit FORA to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services. All respondents should note that the execution of any contract pursuant to this RFP is dependent upon the approval of the FORA Board.

FORA reserves the right to retain all proposals for a period of sixty (60) days for examination and comparison. FORA also reserves the right to waive non-material irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and accept the other, except to the extent that the proposals are qualified by specific limitations.

Once the consultant is selected and all scoping and financial negotiations are completed, the consultant will be asked to execute FORA's Standard Professional Services Agreement (**Attachment F**) and return it to FORA with all necessary documentation including Certificates of Insurance. Once the Authority Counsel has reviewed and approved the signed agreement, a presentation will be scheduled for approval of the contract by the FORA Board, if appropriate.

All studies, reports, documents, and other materials prepared by or in possession of the consultant as part of work or services under the contract shall include electronic copies where possible and shall become the permanent property of FORA and shall be delivered to FORA upon demand.

Online Resources

In carrying out this work a number of documents from various sources may be reviewed:

- [FORA Website](#)
- [Base Reuse Plan](#)
- [Reassessment Report](#)
- [Transportation Agency for Monterey County \(TAMC\)](#)
- [Monterey Bay Unified Air Pollution Control District](#)
- [Marina Coast Water District](#)
- [City of Marina](#)
 - [General Plan & Related Documents](#)
 - [Municipal Code](#)
 - [Dunes at Monterey Bay Specific Plan](#)
- [City of Seaside](#)
 - [General Plan & Related Documents](#)
 - [Zoning Code](#)
 - [Main Gate Specific Plan](#)
- [County of Monterey](#)
 - [Fort Ord Master Plan \(2001\)](#)

Development Project Links:

- [Marina Heights](#)
- [The Dunes at Monterey Bay](#)
- [Seaside Resort](#)
- [East Garrison Specific Plan](#)
- [East Garrison Pattern Book](#)
- [Veterans Cemetery](#)
- [Monterey Downs](#)
- [UC Monterey Bay Education, Science and Technology \(UC MBEST\) Master Plan](#)
- [Cypress Knolls](#)

Attachments

The RFP attachments referenced consist of the following:

- A. Final Reassessment Report, Fort Ord Reuse Plan Reassessment, cover page (December 14, 2012). <http://www.fora.org/BRPReassessment.html>.
- B. 3.2 Category 1 – BRP Corrections and Updates. <http://www.fora.org/RFP/Attachment-B 3-2Category1-BRP Corrections-Updates.pdf>.
- C. Post-Reassessment Advisory Committee (PRAC) – BRP Figure “Category 1” Recommendations. <http://www.fora.org/RFP/Attachment-C PRAC-BRP Figure Category 1 Recommendations.pdf>.
- D. Special counsel, Mr. Alan Waltner, Esq., Memoranda (September 3, 2013 and July 3, 2013). <http://www.fora.org/RFP/Attachment-D Special Counsel AlanWaltner091313-070313-Memoranda.pdf>.
- E. Chapter 3: Topics and Options, Table 10 Regional and Local Plan Consistency Needs. <http://www.fora.org/RFP/Attachment-E Chapter3 Topics-Options Table 10 Regiona-Local Plan Consistency Needs.pdf>.
- F. FORA Standard Professional Services Agreement. <http://www.fora.org/RFP/Attachment-F Professional Services Agreement.pdf>.