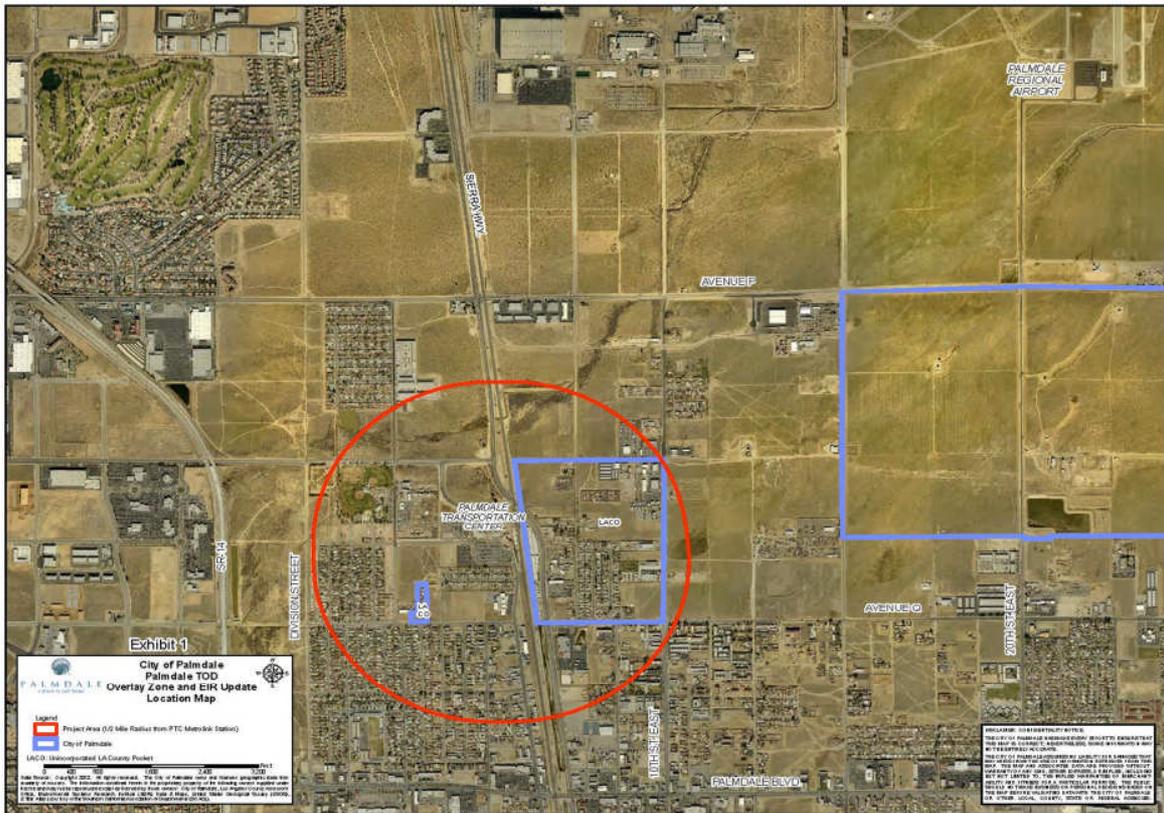




CITY OF PALMDALE

REQUEST FOR QUALIFICATIONS

To Provide Planning, Environmental and Transportation Services for the City of Palmdale Transit Oriented Development (TOD) Overlay Zone Project and Environmental Impact Report (EIR)



09-08-2012_015_00105-05

PROJECT NO. 677
Due: November 4, 2013
PROPOSALS MUST BE RECEIVED AT:
CITY OF PALMDALE
DEPARTMENT OF DEVELOPMENT SERVICES (Planning Division)
38250 Sierra Highway
Palmdale, CA 93550

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**Request for Qualifications To
Provide Planning, Environmental and Transportation Services for the City of
Palmdale Transit Oriented Development (TOD) Overlay Zone Project and
Environmental Impact Report (EIR) – PN 677**

INTRODUCTION

The City of Palmdale is soliciting proposals from qualified CONSULTANTS to provide Professional Planning, Environmental and Transportation services to update the Palmdale Transit Village Specific Plan (PTVSP) / PTVSP Environmental Impact Report and General Plan and Zoning Ordinance, to reflect the City's current land use and transportation plans for the subject area.

The project area is generally located between Rancho Vista Boulevard (Avenue P) and Palmdale Boulevard (State Route 138) and between State Route 14 and 10th Street East and includes the Palmdale Regional Airport. The airport property is located approximately one-mile northeast from the Palmdale Transportation Center (PTC) / Metrolink station. The site includes a wide variety of land uses to include the PTVSP, the PTC, as referenced-above, single and multi-family residential, commercial, light industrial, recreational, public facilities, vacant land and two unincorporated Los Angeles County pockets.

BACKGROUND

The following projects reflect the City of Palmdale's belief and investment in enhancing and improving mobility in Palmdale and the North Los Angeles County (NLACO) subregion, respectively. All of these projects are supportive of TOD development standards and multi-modal connectivity.

Palmdale Transit Village Specific Plan (PTVSP), on July 2, 2007, the Palmdale City Council approved the PTVSP and EIR, a transit oriented specific plan. The planning area is located between Technology Drive and Avenue Q-3 and between 3rd Street East and the Union Pacific Railroad (UPRR) and Metrolink railroad tracks adjacent to Sierra Highway. The 110-acre planning area includes residential, commercial, industrial, public and vacant land uses. Overall, there is a total of 24.7 acres of residential uses, 5.9 acres of commercial/industrial uses, 4.6 acres of public/school uses, 3 acres consisting of the Palmdale Transportation Center / Metrolink station and 18 acres of existing street right-of-way. Approximately 53.7 acres of the project area is comprised of vacant land.

On September 5, 2012, the Palmdale City Council voted to approve General Plan Amendment 11-01, amending the PTVSP, increasing residential densities within Neighborhood Zone C from 25-40 dwelling units per acre to 30-40 dwelling units per acre. In July 2012, the City of Palmdale initiated off Phase I of the PTVSP with the commencement of construction of a 156-apartment/121 town home development located on Avenue Q, south of the PTC. This is a key step towards developing quality high-density residential adjacent to existing and future transit services. Construction is expected to be complete by 2014. In addition, in an effort to provide additional parking opportunities and to afford the potential for mixed-use development, the City of

Palmdale is currently working with a developer to construct a parking structure on the vacant property located just north of the PTC building/platform.

California High Speed Rail, the City of Palmdale, together with many other regional stakeholders, fought hard to maintain an Antelope Valley (AV) alignment verses an Interstate-5 (Grapevine) high-speed rail alignment. The California High Speed Rail Authority (CHSRA) eventually dropped the Grapevine alignment alternative and is now focusing on a station in Palmdale and AV alignment as part of the alternatives analysis and environmental review process. Note: both SCAG and Metro have adopted resolutions of support, for high-speed rail in the Antelope Valley. The high-speed rail, Antelope Valley route, is included in SCAG's Regional Transportation Plan (RTP) and Metro's Long Range Transportation Plan (LRTP).

XpressWest High Speed Rail (XpressWest), previously known as DesertXpress, is planned to extend from Victorville to Palmdale as a future phase. Phase I, which extends from Victorville to Las Vegas, has received environmental clearance from the Federal Railroad Administration (FRA) and is currently awaiting approval of a \$4.9 billion dollar loan through the Railroad Rehabilitation and Improvement Financing program so construction can commence. Phase I construction is expected to begin in 2013. At its July 2012, meeting the Metro Planning and Programming Committee approved a motion submitted by Los Angeles County Supervisor Michael D. Antonovich supporting the continued progress of XpressWest.

Antelope Valley Metrolink, Metro, in partnership with the North Los Angeles County Subregion and Metrolink, recently completed a study of the Antelope Valley Metrolink line. The results of the study focus on improving the lines' safety, efficiency and overall functionality. Note: Metro is also coordinating with the CHSRA regarding potentially funding key projects along the Antelope Valley line.

Palmdale Regional Airport, the City of Palmdale has formed an Airport Authority and is awaiting the transfer of the airport property from Los Angeles World Airports (LAWA). In the meantime, Palmdale is considering pursuing funding for an airport master plan and ground-access study. On July 26, 2012 the Metro Board approved a motion submitted by Supervisor Michael D. Antonovich, which emphasizes importance of requiring a regional airport system to provide effective air transportation options to support the region's economy, mobility and quality of life. The motion specifically references providing connectivity between the Palmdale Regional Airport and the PTC. Note: SCAG's RTP estimates that in 2035 the Palmdale Regional Airport will provide service to 2.6 million annual passengers.

High Desert Corridor (E220), Caltrans is currently processing an alternatives analysis and environmental impact report for the HDC, a 63-mile east-west freeway/expressway that extends from State Route 14 in Los Angeles County to State Route 18, east of Interstate 5, in San Bernardino County. The environmental document is also analyzing a rail component (i.e. XpressWest, as referenced above). The EIR is expected to be complete in Spring/Summer 2014. On March 22, 2012, the Metro Board approved a motion written by Supervisor Michael D. Antonovich, recognizing the HDC as a strategic multi-purpose corridor that provides mobility, economic and environmental

benefits for the residents of Los Angeles County. The motion directs the Metro CEO to continue work towards completing the environmental document for the project.

Palmdale Energy Action Plan (PEAP), the PEAP, which was approved by the Palmdale City Council on August 3, 2011, was developed to assist the City save money through energy conservation, identify the City's greenhouse gas (GHG) emissions reduction target and create a multifaceted strategy to reduce emissions. Reductions are expected to be achieved through energy efficiency actions, energy conservation and land uses that reduce transportation time and costs. The plan provides goals and measures focused on energy use, water use, transportation, land use and solid waste, to reduce GHG emissions wherever possible while enhancing the local economy and reducing reliance of inefficient energy imports. The recommendations for integrated land use and transportation systems that lead to vehicle miles traveled (VMT) and GHG reductions will be strongly considered as part of the PTVSP update project.

City of Palmdale Strategic Plan, The Palmdale City Council approved the plan on September 3, 2008. The plan was developed in partnership with many different sectors of the community. The plan emphasizes that the City pursue providing "many" viable transportation alternatives, modal connectivity and a state-of-the-art transit system.

PURPOSE

The primary purpose of the project is to address regulatory constraints; to update the General Plan, Zoning Ordinance and PTVSP; prepare a programmatic EIR, and to evaluate different methods of providing multi-modal connectivity to the PTC / PTVSP, as further described herein.

- Create a visionary framework that establishes a relationship between TOD, existing and future modes of transportation, economic development, health, recreation and sustainability.
- Create a TOD Overlay Zone within the project area and related environmental clearance in order to accommodate TOD development and to encourage higher density residential development within walking distance of the PTC.
- Gain a better understanding of how various modes of transportation (rail, bus, highway, local streets, bike, pedestrian, etc.) feed into and out of the project area. This will help the City address the various physical constraints and create an efficient multi-modal connectivity system that encourages non-motorized modes of transportation.
- Evaluate, update and modify existing goals, policies, objectives and standards to align with the City's current ideologies for TOD development and multi-modalism.

Regulatory documents to be prepared/revised:

- General Plan, PTVSP and Zoning Ordinance.
- Updated General Plan Land Use and Zoning maps.
- Preparation of a programmatic EIR.

Additional items to be evaluated and addressed by CONSULTANT include, but are not limited to the following:

City of Palmdale Zoning Ordinance:

- The existing development standards contained within the City's Zoning Ordinance for the project area (outside of the PTVSP) require modification in order to be more compatible with a TOD, multi-modal planning and transportation framework. In particular, the standards contained within the City's Zoning Ordinance are deficient with regards to the following areas:
 1. Minimum building setbacks result in strip-mall type development with parking in front of buildings, ultimately making pedestrian-oriented design infeasible.
 2. There is no requirement for primary project entrances onto an adjacent public street, which detracts from active public sidewalks.
 3. High-yield parking requirements designed for a suburban environment encourage vehicular use and discourage a pedestrian-oriented environment.
 4. Mixed-use development potential is constrained due to suburban building setbacks and high-yield parking requirements.
 5. Permissive-vehicular access requirements allow numerous driveways, which disrupts street design and create pedestrian-vehicle conflicts.

Limited development potential:

- The proximity of the U.S. Air Force / Plant 42 AICUZ APZ I and II zones in relation to the site limit the development potential.
- The proximity of Sierra Highway and the Union Pacific Railroad (UPRR)/Metrolink rail lines to the PTC, PTVSP and expanded project area, reduces the areas' ability to maximize optimal TOD land use and development potential strategies.
- Existing residential uses and densities outside the PTVSP limit the types of housing alternatives that can be developed.

Modal connectivity:

- The proximity of Sierra Highway in relation to the PTC and UPRR/Metrolink rail lines creates a restrictive barrier for vehicular, bicycle and pedestrian connectivity.
- The types of transportation modes that are planned to connect to PTC are anticipated to create a variety of physical barriers due to potential grade separations and limited vehicular access.
- The distance between the Palmdale Regional Airport and PTC creates significant modal connectivity challenges – how do other modes of transportation traverse to and from the airport area in a timely, efficient and cost effective manner?

- Two existing at-grade railroad crossings located on Sierra Highway are not optimal in terms of safety, traffic delay and overall modal efficiency.

General Plan Circulation Element - Street standards, bike lanes and trails:

- The future development of the XpressWest, High Speed Rail and HDC will potentially truncate several existing and planned streets. The City's trail/bike system may also be negatively impacted.
- The City's current street standards promote relatively wide street rights-of-way to accommodate large volumes of vehicles traveling at high rates of speed. While these standards are effective within some areas of the City, they are not necessarily complimentary to a pedestrian and bicycling environment.
- The PTVSP trail component does not include provisions for adequate and defined connectivity with the surrounding areas.

DETAILED SCOPE OF SERVICES

The selected CONSULTANT shall demonstrate competency in all fields of expertise required to meet the intent of the scope of work, as described herein:

Tasks Part I. The tasks set forth in the following pages may be modified by the parties without the need to amend this Agreement. Any changes to the tasks which are approved in writing by Metro shall be automatically incorporated into this Agreement.

TASK 1 – Kick-off meeting with CONSULTANT

The project team, made up of staff from the Public Works Department, Planning Division, Housing Division, etc., shall meet with the CONSULTANT to discuss project details to include the following:

- Work program objectives, tasks, products, and preliminary schedule.
- Recent or current studies, plans, or planning-related efforts by agencies and departments that may influence or support the work program.
- Roles of team members/key contacts.
- Public outreach methods.
- Stakeholders.
- Grant reporting requirements.

Deliverables: Agenda and meeting summary, write up and discussion on general approach to the project's scope of work, identification of roles and responsibilities, and preliminary public outreach plan.

Table summarizing relevant planning and transportation plans/studies/documents impacting the study area.

Milestone: Hold kick-off meeting

TASK 1.1 – Identify / Contact key stakeholder groups / individuals

City staff and CONSULTANT shall conduct outreach and verify participation of potential stakeholders. Note: additional stakeholders may be identified and subsequently added to the overall list.

Potential Stakeholders List:

Focused area residents (including disabled and elderly)

Business owners

Property owners, including non-resident property owners

Renters

Antelope Valley Transit Authority (AVTA)

Metrolink, Metro (transit and rail representatives), SCAG, Caltrans, etc.

Antelope Valley Board of Trade

Antelope Valley Air Quality Management District (AVAQMD)

Palmdale Chamber of Commerce

Palmdale Hispanic Chamber of Commerce
Antelope Valley African American Chamber of Commerce
Plant 42 representatives

Deliverables: Development of a stakeholder database and public outreach plan.

Milestone: Confirm stakeholders / create stakeholder contact database

TASK 1.2 – Website development and maintenance

City staff and CONSULTANT shall coordinate with the City's IT Department/Public Information Office (PIO) to develop a project-specific website.

Deliverables: Establish project-specific webpage on City's website.

Milestone: Develop and maintain project webpage on City's website

Tasks Part II.

TASK 2 - TOD Overlay Zone / Assessment

TASK 2.1 – Existing conditions and site analysis

City staff and CONSULTANT shall review aerial imagery and other project-specific maps, documents and plans. City staff and CONSULTANT shall conduct an existing conditions analysis of the project area. The following elements shall be examined: vacant and built land, infrastructure, circulation/access, livability, development constraints and overall character of the project area.

Deliverables: Written and electronic reports (including maps and photographs) detailing existing conditions of the project area. Maps included in the report shall be provided in GIS and/or AutoCAD format.

Milestone: Existing Conditions and Site Analysis Report

TASK 2.2 – Livability audit

City staff and CONSULTANT shall coordinate with nearby schools (Yucca School and/or R. Rex Parris High School), to survey the project area and provide feedback. A minimum of two students shall be selected to participate. The audit shall attempt to identify opportunities and constraints to include but not be limited to: way-finding, recreation, pedestrian access, access to services and infrastructure. CONSULTANT and City staff shall establish criteria and guidelines. CONSULTANT and City staff shall also create a tour booklet containing a map of the project area, pictures and maps. Materials shall be provided to the students for survey purposes.

Deliverables: Creation of criteria and guidelines. Project area tour booklet with maps and pictures. Survey plan (route identification, schedule, and legal clearance for students). Provide summary of survey results. Maps shall be provided in GIS and/or AutoCAD format.

Milestone: Livability Audit Report

TASK 2.3 – Community Workshop #1

City staff and CONSULTANT shall host a community workshop to present the project's overall scope, goals and objectives. A wide variety of media types shall be used (radio, television, newspaper, etc.) to publicize the workshop event. Sign-in sheets, nametags, comment cards shall be included.

Deliverables: PowerPoint presentation, display boards, photographs, maps, concept drawings for display and interactive uses. Audio recording of the workshop. Meeting notes and summary of all public testimony.

Milestone: Community Workshop #1

Tasks Part III.

TASK 3 - TOD Overlay Zone / Analysis

TASK 3.1 – Multi-modal access, circulation and connectivity analysis

City staff shall provide CONSULTANT with maps, plans, studies and other documents. The following elements shall be studied within the project area: streets, bike/pedestrian access, trails, parking, overall access, circulation, connectivity and multi-modal integration (bus service (AVTA), rail (Metrolink and high speed rail – California High Speed Rail and XpressWest), High Desert Corridor (HDC), Palmdale Regional Airport, taxi/shuttle service, etc. Creation and/or refinement of regulations and policies that are more in alignment with the City's current ideologies for TOD development and multi-modalism shall be included.

Deliverables: Written and electronic report (including maps and photographs) detailing findings, constraints, opportunities and recommendations for the transportation modes outlined under Task 3.1. **CONSULTANT shall provide a minimum of three computer-simulated 3D simulations of key transportation systems, as they interface, affect and connect with the PTC.** Recommendations for revisions, changes, or additions to the General Plan, Zoning Ordinance and PTVSP, as necessary. Maps shall be provided in GIS and/or AutoCAD format.

Milestone: Transportation Report

TASK 3.2 – Urban design, street and streetscape standards

City staff shall provide CONSULTANT with maps, plans, studies and other documents. CONSULTANT shall develop preliminary urban design standards that shall reinforce the relationship between existing and future buildings to the street and pedestrian scale. Standards could include street level transparency, ground floor uses, massing, height, character and setbacks. Streetscape standards involving street furniture, (street lights, garbage bins, benches, bollards, art, etc.), and sidewalks and landscaping (planting, water features, etc.) shall also be identified. CONSULTANT shall establish concepts for street modifications for key access corridors. The modified street sections shall be coordinated with all urban design and streetscape standards as well as the pedestrian, bicycle and way-finding recommendations. Creation and/or refinement of policies that are more in alignment with the City's current ideologies for TOD development shall be included.

Deliverables: Written and electronic report detailing findings, constraints, opportunities and recommendations for the elements listed under Task 3.2. Recommendations for revisions, changes, or additions to the General Plan, Zoning Ordinance and PTVSP, as necessary. Maps shall be provided in GIS and/or AutoCAD format.

Milestone: Urban Design, Street and Streetscape Recommendations Report

TASK 3.3 – TOD overlay plan, land use and zoning modifications

City staff shall provide the CONSULTANT with land use and zoning maps, including maps from the PTVSP (hard-copy and GIS format). City staff and CONSULTANT shall evaluate the project area's built environment and "future" plans and develop recommendations for land use and zoning changes, including the creation and/or refinement of policies that are more in alignment with the City's current ideologies for TOD development and multi-modalism.

Deliverables: Written and electronic report detailing findings, constraints, opportunities and recommendations for the elements outlined in Task 3.3. TOD land use and zoning overlay recommendations (General Plan, Zoning Ordinance and PTVSP). Matrix - acreage change by land use and zoning type. Recommendations for revisions, changes, or additions to the General Plan, Zoning Ordinance and PTVSP, as necessary. Maps shall be provided in GIS and/or AutoCAD format.

Milestone: TOD Overlay plan, Land Use and Zoning Recommendations Report

TASK 3.4 – Community Workshop #2

City staff and CONSULTANT shall host community workshop #2 to present the project's overall scope, goals and objectives and to report on the status of the various studies and outreach efforts. In addition, project-specific findings,

constraints, opportunities and recommendations shall be included in the workshop format. A wide variety of media types shall be used to publicize the workshop. Sign-in sheets, nametags, comment cards shall be included.

Deliverables: PowerPoint presentation, display boards, photographs, maps, concept drawings, change comparison matrices, etc. Audio recording of the workshop. Meeting notes and summary of all public testimony.

Milestone: Community Workshop #2

Tasks Part IV.

TASK 4 - TOD Overlay Zone / Environmental Assessment

TASK 4.1 – Notice of Preparation (NOP) / Scoping meetings

CONSULTANT shall prepare and file a NOP for the study area and file with the appropriate agencies. City staff and CONSULTANT shall prepare, organize, publicize and facilitate the public and agency scoping meetings.

Deliverables: NOP, notice document, scoping meeting sign-in sheets, summary of meeting (verbal and written).

Milestone: NOP filed, Scoping Meeting(s)

TASK 4.2 – Administrative draft EIR

CONSULTANT with the assistance from City staff shall prepare an Administrative Draft EIR, including relevant technical studies, for all environmental factors required under the provisions of CEQA. The EIR shall be prepared as a CEQA programmatic environmental document. The EIR shall address natural, physical, urban and environmental issues relevant and applicable to the project area.

Deliverables: One electronic copy of Administrative Draft EIR.

Milestone: Administrative draft EIR

TASK 4.3 –Draft EIR

CONSULTANT to prepare the report for the required 45-day public review period. CONSULTANT will prepare the Notice of Completion of Draft EIR for City submittal to the Office of Planning and Research.

Deliverables: (5) printed copies of Draft EIR, 30 CD's of Draft EIR and reproducible copy of the Draft EIR.

Milestone: Completion of Draft EIR

TASK 4.4 – Public Hearing on Draft EIR

City Staff and the CONSULTANT shall host a public hearing at a Planning Commission meeting to discuss and present the EIR, and to solicit public input. The hearing shall occur during the 45-day review period.

Deliverables: Attend public hearing at the Planning Commission. Audio recording of the workshop. Meeting notes and summary of all testimony.

Milestone: Public hearing on EIR

TASK 4.5 – Notice of Determination (NOD) / Final EIR

Following the conclusion of the 45-day public circulation period for the draft EIR, City staff and the CONSULTANT shall review and prepare written responses to all written and verbal comments. All comments shall be inventoried and responded to in a “Response to Comments” Chapter of the final EIR. Said Chapter shall be provided to comment providers, at a minimum of 10-days prior to the City certifying the final draft EIR.

To comply with Public Resources Code Section 21081.6, CONSULTANT to prepare a Mitigation Monitoring Plan and Reporting Program to identify appropriate monitoring steps/procedures.

CONSULTANT shall provide assistance to facilitate the CEQA process, including the preparation of the Notice of Determination, Statement of Overriding Considerations and Findings (in accordance with Section 15091 and 15093 of the State CEQA Guidelines) for City use in the project review process.

City staff shall prepare and file a Notice of Determination after the EIR is certified. Staff shall also review the Administrative Record to ensure accuracy and completeness.

Deliverables: Responses to comments, Mitigation Monitoring Plan and Reporting Program, Findings and Statement of Overriding Considerations. 10 printed copies and one electronic copy of Final EIR. CONSULTANT shall provide all maps in GIS and/or AutoCAD format. NOD and Administrative Record.

Milestone: NOD filed and Administrative Record verified

Tasks Part V.

TASK 5 - TOD Overlay Zone / Final Adoption Process

TASK 5.1 – Public notice

City Staff and CONSULTANT shall prepare and certify the addresses of all property owners within the study area. City Staff shall prepare a public notice and circulate the notice to affected property owners. A draft of the proposed regulatory changes associated with the TOD Overlay Zone (General Plan, Zoning Ordinance and PTVSP), and related EIR shall be available at the City Library, City website and at the City's Development Services Building (Planning Department).

Deliverables: Certified property owners list, public notice and a draft of the proposed regulatory changes associated with the TOD Overlay Zone (General Plan, Zoning Ordinance and PTVSP), and related EIR – includes updated and/or new maps and exhibits.

Milestone: Compliance with legal requirements for public noticing prior to public meetings

TASK 5.2 – Planning Commission

City staff and CONSULTANT shall present the TOD Overlay Plan, General Plan, Zoning Ordinance and PTVSP amendment(s), and related EIR to the Planning Commission for review and approval.

Deliverables: Presentation

Milestone: Planning Commission approval

TASK 5.3 – City Council

City staff and CONSULTANT shall present the TOD Overlay Plan, General Plan, Zoning Ordinance and PTVSP amendment(s), and related EIR to the City Council for review and approval.

Deliverables: Presentation

Milestone: City Council adoption

TASK 5.4 – Final production/distribution

City staff and CONSULTANT shall make final revisions to affected regulatory documents.

Deliverables: Hard copy and electronic copy of TOD Overlay Zone and EIR (reports, maps, exhibits, tables, figures, etc.), including revised and/or new sections of the General Plan, Zoning Code and PTVSP (i.e. all affected regulatory documents). CONSULTANT shall provide all maps in GIS and/or AutoCAD format.

Milestone: Project completion

Exhibits:

Exhibit 1: N/A

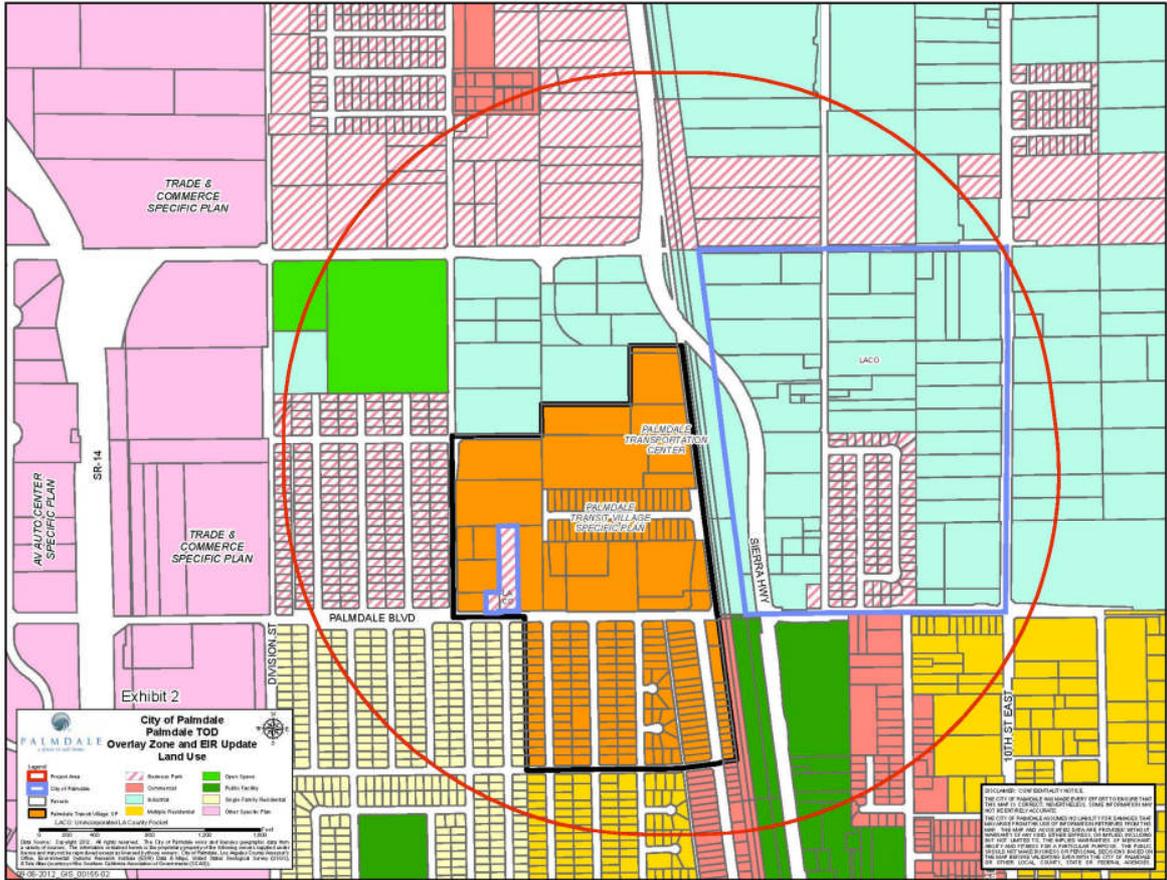
Exhibit 2: Land Use Map

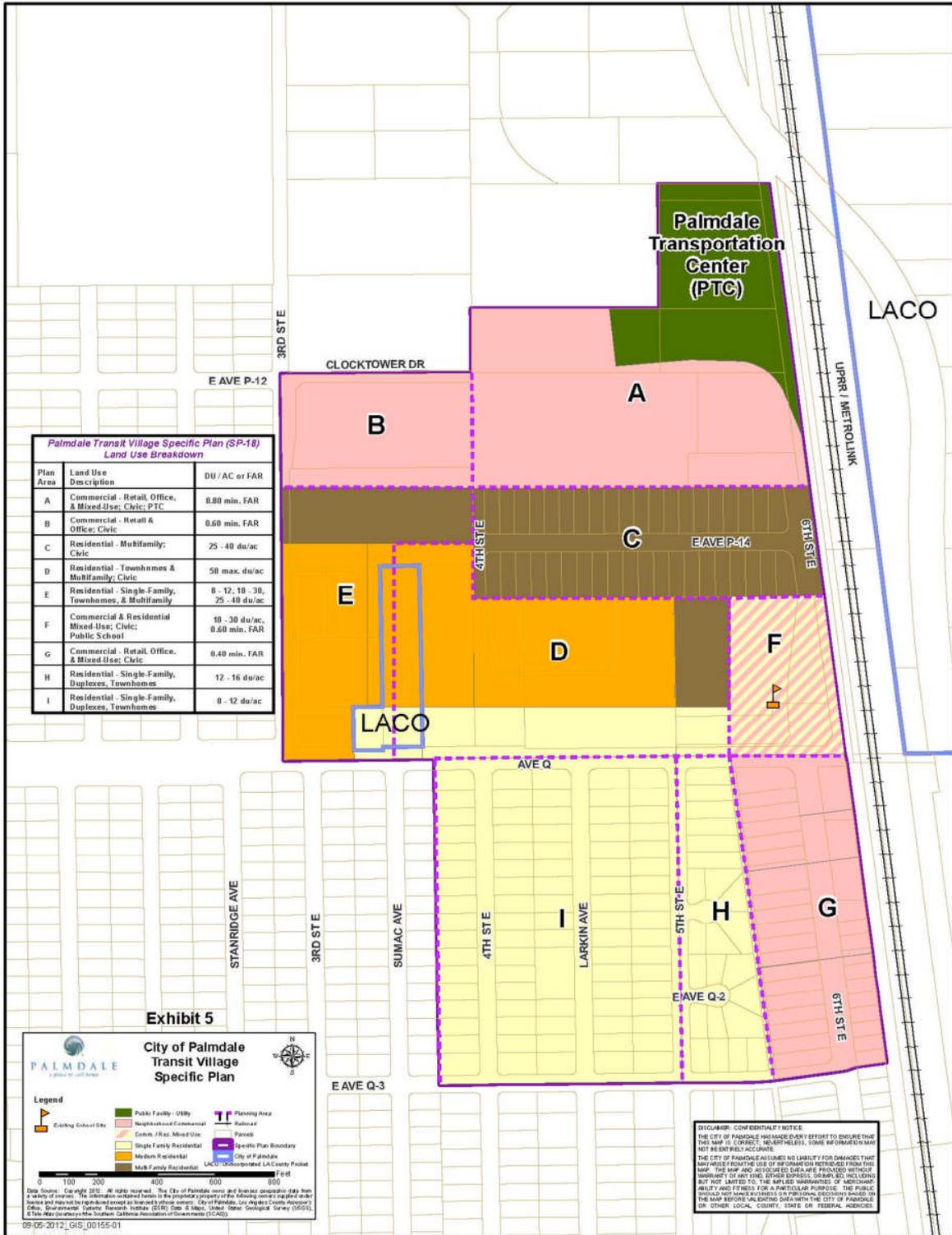
Exhibit 3: Zoning Map

Exhibit 4: PTVSP Land Use Map

Exhibit 5: N/A

Exhibit 6: City of Palmdale Transportation Vision Map





PROPOSAL FORMAT

The proposal submitted in response to this RFQ is an opportunity to present your proposed Project Manager's, and firm's previous experience, and to present your proposed project team.

The proposal package should contain an executive summary of the proposal, emphasizing the CONSULTANT's approach, qualifications, and capabilities. The proposal should also specifically include the following information, in this order:

1. Detailed Scope of Services to be provided.
2. Proposed Team of Personnel & Sub-CONSULTANTS.
3. Organizational Structure of the Team.
4. Matrix of Personnel Titles with Responsibilities/Duties.
5. Proposed Facilities and Equipment.
6. Firm Background Information.
7. Sub-CONSULTANT Background Information.
8. References for Firm, Personnel and Sub-CONSULTANTS.
9. Proposed Performance Schedule

CONSULTANT SELECTION

Primary consideration will be given to the general appropriateness of the proposal for the project, the technical competence and creative ability of the consultants (as described in the proposal) and the firm's willingness to work closely with City staff and other professionals. The City reserves the right to reject all proposals that are inappropriate, inadequate, or are otherwise non-responsive to the City's needs.

The Director of Public Works, with staff assistance, will evaluate all proposals for adequacy, technical competence, and suitability of the consultant. Selection will be based on the content of the written proposal received by the City, and additional information received in follow-up interviews as deemed necessary. The consultant's commitment of staff to the project will also be heavily weighed, in the selection process. Only staff who will in fact be committed to the project should be set forth in the proposal and participate in the interview process of the City.

The City will select the top three firms with which to negotiate an agreement for services, and letter of the City's decision will notify the selected firm. If a contractual agreement cannot be reached with the first selection, the City may elect to negotiate with second qualified participating firm. The City reserves the right to select a consultant based on the review of the Qualifications, or to request the top candidates to participate in an oral interview for this project. All respondents to the RFQ will be notified of the results of the selection process.

A prospective consultant must meet the following standards, as they pertain to this Request for Qualifications:

1. The CONSULTANT must have, and be able to demonstrate, adequate technical and financial resources for performance, as well as adequate equipment, or have the ability to obtain and to manage such resources and equipment as required during the

performance period of the proposed contract.

2. The CONSULTANT should provide specific examples of working with Metro, SCAG, Southern California Regional Rail Authority (SCRRA)/Metrolink, Union Pacific Railroad (UPRR), California Public Utilities Commission (CPUC), and other rail agencies, as applicable (i.e. Federal Railroad Administration (FRA), etc.). CONSULTANT should also be familiar with TOD, multi-modal land use/transportation integration policy development and environmental regulatory compliance (CEQA, AB 32, SB 375, etc.).
3. The CONSULTANT must have demonstrated experience performing the type of professional services requested, as well as the ability to perform/analyze the technical studies required.
4. The CONSULTANT must be able to comply with the proposed or required performance schedule for this project.
5. The CONSULTANT must have a satisfactory record of contractual performance.
6. The CONSULTANT must be an Equal Opportunity Employer and have all insurance required by the City.
7. The CONSULTANT must be otherwise qualified and eligible to receive an award under all applicable laws and regulations.
8. CONSULTANTS are asked to submit only the technical qualifications as requested. No cost proposal or work hours are to be included in this phase of the process. Upon completion of the initial evaluations and interviews, if conducted, the highest ranked firm will be asked to submit a detailed cost proposal and negotiations will commence based on both the cost and technical proposals.

SOQ EVALUATION CRITERIA	POINTS
<p>1. <u>Qualification of the CONSULTANT</u></p> <ul style="list-style-type: none"> • Technical experience in performing work of similar nature; experience working with TOD, multi-modal and environmental regulatory compliance (AB 32, SB 375, etc.). • Demonstrated familiarity with Local Agency Standards. • Demonstrated history of working together and cooperation amongst team members, including proposed sub-CONSULTANTS. • Financial strength and stability of the firm; strength, stability, experience and technical competence of subcontractors. • Demonstrated record of meeting budget and schedule, as designated to budgeted design and construction schedule. • Satisfaction of previous clients. 	40 Points

<p>2. <u>Staffing and Project Organization</u></p> <ul style="list-style-type: none"> • Qualifications of “key personnel” especially the Project Manager and Task Managers, including their relevant past experience in projects of a similar nature. • Key personnel’s level of involvement in performing related work; adequacy of labor commitment; references from past projects; and logic of project organization. 	30 Points
<p>3. <u>Work Approach</u></p> <ul style="list-style-type: none"> • Depth of how the CONSULTANT understands the Project (including Standards and Requirements). • Technical experience with similar projects. • Thoughtfulness of approach and clear understanding of what is required to implement this type of project.- • Innovated approaches and solutions to similar projects. • Demonstrated familiarity with Metro, SCAG, Federal, State and City standards related to TOD, multi-modal and environmental regulatory compliance. 	30 Points
<u>Total</u>	100 Points

Selection Process and Schedule:

Item	Date
1. Release of Request for Qualifications	10/03/2013
2. Proposal Due	11/04/2013
3. CONSULTANT Selection	11/11/2013
4. City Council Consideration of CONSULTANT Agreement	02/05/2014
5. Notice to Proceed	02/19/2014

Agency Contact: Contacts addressing this RFQ should be made through the City of Palmdale Development Services Department, attention **Carlos Contreras, Assistant Planner I** (ccontreras@cityofpalmdale.org) / 661-267-5207. This assumes that all information requested, and particularly the specific information or information referral the proposer receives, shall be consistent, uniform, and available to all proposers, to ensure the fairness of the RFQ process.

Proposal Submission: All proposals become the property of the City of Palmdale upon submission. Although the City intends to keep all proposals confidential, the City not be responsible for materials obtained by other parties, without the consent of the proposer.

The CONSULTANT shall submit five (5) hard copies and an electronic copy in (PDF format) of the above proposal to the Department of Development Services office by **4:00 p.m. on November 4, 2013.** The proposal (excluding resumes and transmittal letter) shall be limited to no more than 40 pages maximum - 11” X 17” sheets can be included but shall be counted as two (2) pages. Resumes shall be limited to two (2) pages.

The City of Palmdale reserves the right to make a CONSULTANT selection without an interview process. If determined to be required, two or three of the submitting firms may be invited to an interview/presentation. The Project Manager and Key Team Members shall attend the interview/presentation. The evaluation/interview panel may also include representatives from other agencies (to be determined), but the specific composition of the panel shall not be revealed prior to the interview. Costs for travel expenses and proposal preparation shall be borne by the CONSULTANTS. Proposal and correspondence should be directed to:

Mr. Chuck Heffernan, Development Services Director
City of Palmdale
38250 North Sierra Highway
Palmdale, CA 93550
661-267-5300
661-267-5322

INSURANCE REQUIREMENTS

The CONSULTANT must be able to maintain a minimum coverage of five million dollars (\$5M) in professional errors and omissions coverage, with a comprehensive general liability and property damage insurance covering all operations hereunder of CONSULTANT, its agents and employees, including but not limited to premises and automobiles. A minimum coverage of (\$5M) combined single limits is required. Evidence of such coverage, in the form of a certificate of insurance and policy endorsement which names the City of Palmdale, its officers, employees and agents as additional insured shall be submitted with the proposal.