



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR COMMERCIAL CANNABIS CULTIVATION ORDINANCE

The City of Fort Bragg is seeking proposals from qualified firms and individuals interested in contracting with the City of Fort Bragg to prepare an ordinance amending Title 18 of the City of Fort Bragg's Inland Land Use and Development Code, and the associated environmental review pursuant to California Environmental Quality Act (CEQA), in order to establish requirements and regulations for commercial cannabis cultivation in industrial zoned parcels north of Pudding Creek.

CONSULTANT QUALIFICATIONS

Consultants with the following experience are preferred:

1. Knowledge of California's Cannabis Cultivation Program;
2. Knowledge of CEQA and related requirements or guidance; and
3. Experience working with jurisdictions, especially jurisdictions within California's Coastal Zone.

SCOPE OF WORK

The proposed ordinance shall follow direction provided by City Council as described in Exhibit B and would consist of the following tasks:

1. **Project Management.** The consultant team should designate one Project Manager for this project. The project manager will be responsible for all communications with City Staff, refining the work program, monitoring the project schedule, providing regular progress reports and invoices. The Project Manager should also prepare and present the Administrative Draft before Planning Commission and Final Draft before City Council. Staff anticipates requiring a regular check-in conference call during the length of this consultation engagement to monitor progress and answer questions.
2. **Review Existing Documents.** The consultant shall review the City's Land Use and Development Code, General Plan, Municipal Code, California Code of Regulations: Title 3. Division 8. Chapter 1. Cannabis Cultivation Program, CEQA Guidelines; CEQA Recommendations from the California Department of Food and Agriculture; and other pertinent materials.
3. **Attend a Kick-Off Meeting.** The consultant shall meet with City staff to review and discuss the scope of work and schedule.
4. **Draft Report.** The consultant will submit a draft ordinance and draft report for staff review and comment. Said documents should include an analysis and relevant background data for the scope of work described above.
5. **Final Report.** The consultant will submit a final report and revised draft ordinance that is responsive to staff comments.
6. **Presentation to Decision Makers.** The consultant shall provide a brief summary presentation to Planning Commission and City Council (20 minutes) of the key findings as well as any recommended changes to the Land Use Plan.

7. **Electronic and Paper Copies.** The consultant shall submit both electronic and hard copies of the finished product in Microsoft Word and all GIS maps or other original software formats. Three paper copies of the final report will also be required.

RFP SCHEDULE

RFP Release	October 19, 2020
Deadline for Written Questions	October 30, 2020
Proposals Due	November 30, 2020
Anticipated Selection Date	December 7, 2020

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, and two printed copies of the completed proposals and cost bid so that it is received by the City no later than 2:00 p.m. on November 30, 2020 to:
City of Fort Bragg
Attention: June Lemos, CMC, City Clerk
416 North Franklin Street
Fort Bragg, CA 95437
2. Format: Printed proposal should be 8½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under contents.
3. Contents: Proposal shall contain the following information:
 - A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
 - B. Relevant Experience
Describe relevant experience related to California Cannabis regulations and preparing ordinances for other public agencies.
 - C. Key Personnel Qualifications
Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.
 - D. References
List of public agencies or clients for whom similar work has been performed, with the name, title and phone number of a contact person. The City may request a copy of a similar report prepared previously by the firm for another agency.
 - E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task.
 - F. Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel.
 - G. Work Schedule
Provide a time schedule for completion of work.
 - H. Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Exhibit A which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. **The cost of such insurance shall be included in the consultant's proposal.**
 - I. Consultant Agreement

The City's standard consultant services agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Schedule for completion of work.
- Cost of proposal.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process.

Proposals will be reviewed and evaluated by the City of Fort Bragg and a recommendation for award of contract will be presented to the City Manager (contracts under \$25,000) or the Fort Bragg City Council (contracts exceeding \$25,000).

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

QUESTIONS

Questions should be directed to:

Sarah McCormick, Housing & Economic Development
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
Phone: 707-961-2827 x113
Email: smccormick@fortbragg.com

ATTACHMENTS

Exhibit A – City's Standard Professional Services Agreement

Exhibit B – City Council Direction