

California State Lands Commission
100 Howe Avenue, Suite 100 South
Sacramento, California 95825-8202
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REQUEST FOR QUALIFICATIONS (RFQ)

April 13, 2016

Bid Log Number 2015-03
PROJECT: Request for Qualifications

PROSPECTIVE ENVIRONMENTAL CONSULTANTS

The California State Lands Commission (CSLC) is implementing a multi-stage process to determine the best qualified firms for environmental services for projects as they occur. The first step toward this goal is to solicit Statement of Qualifications (SOQs) from experienced environmental firms in order to establish a list of pre-qualified firms that can be contacted directly on a project-by-project basis or used as a foundation for future project-specific solicitations. The CSLC is interested in establishing this list with firms that can provide a wide range of expertise in preparing environmental documentation. Environmental services required by the CSLC may include preparation of Environmental Impact Reports (EIRs), Mitigated Negative Declarations (MNDs), or Negative Declarations (NDs), design and monitoring of environmental mitigation measures, and preparation of related environmental analysis and documentation regarding proposed leases or permits to use State-owned sovereign or school lands. Proposed projects for use of these lands are subject to California Environmental Quality Act (CEQA). Accepted firms will be placed on a list for project-specific solicitation as they occur. CSLC makes no guarantee that any contract will be awarded under the list.

A SOQ is a profile of your firm describing the following: key personnel and their relevant education, experience, professional licenses, certifications, and awards; projects your firm has done, including the geographic location; and areas of technical specialization. All information received will be put into database form, and kept on file. Any resulting contract will be awarded without discrimination based on race, color, ethnic group identification, religion, age, sex, sexual orientation, disability, or national origin. Specific project details including contract identification numbers are not available at this time. The CSLC has no control over when an Applicant will submit an application requiring the preparation of such documents. The use of contracts also depends on the availability of State employees to provide environmental services using State resources.

A. Requirements for SOQ

Interested consultants are invited to submit SOQs that illustrate the following factors, with respect to the specific types of environmental consulting services noted above. These factors include, but are not limited to:

1. Demonstrated competence in the preparation of environmental analysis and documentation. Include examples that demonstrate experience in a variety of environmental settings; e.g., marine, terrestrial, riparian, urban.
2. Specialized experience and education of key personnel, such as project managers. Include any individual or project awards for professional excellence received.
3. Demonstrated evidence of the continuity of the firm, ability to meet schedules, stay within budget, balance workload, and maintain a reliable working staff.
4. Familiarity with pertinent regulatory processes.
5. References for three or more projects the firm had a major role in completing within the last 5 years.
6. Completed Spreadsheets showing the experience of Project Managers and Other Key Personnel.

All prospective consultants shall complete the attached SOQ Experience Spreadsheets for Project Managers and Other Key Personnel and attach them to the SOQ. All prospective consultants who submit SOQs responsive to the criteria specified above shall be ranked and placed on a pre-qualified list. Additional consultants may be added to the list at any time, upon request and submission of a responsive SOQ.

All consultants to be considered for CSLC projects must be on the pre-qualified list. For minor projects, the CSLC may utilize the pre-qualified list to contact a prospective consultant directly for a specific project. For major projects, the CSLC will advertise for specific projects as they occur, and utilize SOQs submitted in response to that specific project to evaluate relative qualifications of prospective consultants for the project at hand. The CSLC will then negotiate with prospective consultants in order of their ranking.

Contracts will be negotiated and awarded by the CSLC based upon demonstrated competence and on professional qualifications necessary for satisfactory performance of the services required, pursuant to regulation.

B. Submission of Statement of Qualifications

1. Two copies of the SOQ are to be sent to the California State Lands Commission, 100 Howe Avenue, Suite 100-South, Sacramento, CA 95825-8202, Attention: Annabell Abeleda and must be clearly labeled "Statement of Qualifications", **Bid Log 2015-03**.
2. Firms deemed non-compliant with the requirements noted above shall be notified within 60 days of submission of the SOQ with detailed feedback regarding deficiencies and be allowed to resubmit.

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3. Costs incurred in developing the SOQ are entirely the responsibility of the consultant and shall not be chargeable to CSLC.
4. All documents submitted in response to this RFQ will become the property of CSLC.
5. Evaluations will be available for public review at the conclusion of the selection process.
6. Provide the name of the contact person and their information.

C. General Information

If you have questions regarding this information, please contact Annabell Abeleda at 916.574.1871 or by email Annabell.Abeleda@slc.ca.gov