

CITY OF ATASCADERO



REQUEST FOR PROPOSALS

TO PROVIDE TEMPORARY CONTRACT PLANNING SERVICES

CITY OF ATASCADERO, CALIFORNIA

CITY RFP NUMBER 2009-002

CITY OF ATASCADERO

6907 EL CAMINO REAL, CITY CLERK

ATASCADERO, CA 93422

PH: 805 461-5000

City of Atascadero
Request for Proposals
Temporary Contract Planning Services

Proposals Requested by:

City of Atascadero

**Community Development Department
6907 El Camino Real
Atascadero, CA 93422**

Phone: (805) 461-5000

Fax: (805) 461-7612

Dated: June 12, 2009

Proposals due: July 10, 2009 by 5:00 p.m.

REQUEST FOR PROPOSAL
TO PROVIDE TEMPORARY CONTRACT PLANNING SERVICES

SECTION 1. General Purpose: Services Description

The City of Atascadero is requesting proposals from qualified consulting firms or individuals to fill temporary vacancies in the Planning Services division within the Community Development Department. The City expects a Senior Planner position and Associate Planner position to be vacant from October 2009 to approximately January 2010. The selected individual or firm will need to begin work in late August 2009 for training.

Staff is requesting proposal to provide the following services:

- (1) One full-time position (40 hours M-F) will be required to perform duties at City Hall between the hours of 8am-5pm.
- (2) Part-time support position may be required up to an additional 20 hours per week for larger project review and higher level planning tasks. Some of this work may be done off site.

Proposals may be submitted for both positions or for only one of the positions.

SECTION 2. Community and Department Background

The City of Atascadero is located in San Luis Obispo County and was incorporated in 1979. The City is located halfway between Los Angeles and San Francisco on Highway 101, about 225 miles from each city. Atascadero is 20 miles north of San Luis Obispo and 10 miles south of Paso Robles. Nearby California Highways 41 and 46 provide easy access to the Pacific Coast and the Central Valley of California. The City of Atascadero covers nearly 25 square miles with a population of 27,000 people.

The Community Development Department consists of nine full time positions and two part time interns. The Department is responsible for providing planning services, building permit and inspection services, and a customer service counter. There are currently two full time planning positions that will both be vacant at the same time. The Department staffs two Planning Commission meetings a month.

SECTION 3. Scope of Work

The City of Atascadero is seeking professional consulting services to temporarily fill two (2) full-time vacancies within Planning Services in the Community Development Department.

a. Essential Duties and Responsibilities

Duties may include but are not limited to the following:

- Performs professional work in planning, zoning, and community development. Work will involve current or long-range planning projects; coordination with applicants and resolving conflicting issues of General Plan implementation, zoning requirements, and environmental impact.
- Provide a full range of customer service including answering questions at the front counter, meeting with members of the public, and promptly responding to public questions via phone and email.
- Provide plan check and architectural review of building permit applications.
- Prepares and presents Planning Commission staff reports and attends Planning Commission hearings on a regular basis.
- Prepares environmental documents.
- Performs administrative tasks including business license review, ordinance enforcement, sign permit review, addressing, issuing of permits, and collecting fees.
- Responds to inquiries on land use applications, ordinances, codes, site plans, variances, use permits, subdivision maps and related planning programs, services or regulations.
- Represents the Community Development Department in terms of high quality customer service and community liaison with other staff members, City departments, and the general public with good attitude and professional composure.
- Coordinates plan review process with the Public Works and Fire Departments. May include coordination with County, State and Federal agencies, as needed.

- Utilizes Geographic Information System (GIS) and Microsoft Office software to prepare, analyze, and publish a variety reports and maps.
- Performs related duties similar to the above in scope and function, as required.

b. Peripheral Duties

Serves as a member of various staff committees as assigned.

Assists other planning staff members, as assigned.

c. Supervision Received

Works under the general supervision of the Community Development Director.

d. Supervision Exercised

None, generally. May exercise limited supervision over intern planners on a given project as assigned.

e. Work Environment

The work environment is an indoor office with occasional visits to construction sites. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SECTION 4. Desired Minimum Qualifications

a. Education and Experience:

- Graduation from a standard senior high school or GED equivalent; and,
- Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field; and,

- Minimum three (3) to five (5) years progressively responsible experience in municipal planning; additional experience in public sector is preferred.

b. Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and practices of planning, zoning and land use applications; related state and federal laws, ordinances, rules and regulations process of adoption and enforcement. Considerable knowledge of the California Environmental Quality Act (CEQA), Subdivision Map Act, site planning and architectural review, building and engineering principles. Ability to plan, organize, and coordinate planning activities; prepare and present technical reports. Working knowledge of personal computers and GIS applications.
- Ability to read and understand complicated plans and blueprints. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public. Ability to establish and maintain effective working relationships, dealing constructively with conflict and developing cooperative resolutions.

c. Special Requirements

- Possess excellent customer services skills using tact, judgment, and discretion, and have a flexible, approachable, friendly demeanor.
- Possession of, or ability to obtain, a valid Class C California driver license, and a satisfactory driving record.
- Must be a permanent United States Citizen or hold status of an immigrant "Permanent Resident."

d. Tools and Equipment Used

Personal computer, including word processing, spreadsheets, database, PowerPoint and Outlook, ArcView desktop GIS, motor vehicle, calculator, phone, copy and fax machines, and various graphic design tools.

SECTION 5. RFP Submittal Requirements

Consultants responding to this Request for Proposal must present satisfactory evidence to the City, indicating its ability to meet the Scope of Work outlined above. Each proposal must include the following information:

- Understanding of the Scope of Work;
- A brief description of the firm/consultant's background and capabilities;
- Project leadership and staff assigned to this project and their qualifications (resumes);
- A detailed statement and examples of directly relevant experience performing work on similar projects, and project references;
- Cost estimate identifying individual staff members with number of hours and hourly billing rates;
- Project budget reflective of a fixed price contract with all expenses identified per task proposed;
- The name, address, and telephone number of the person to whom correspondence should be directed;
- Any other information that may assist the City in ascertaining the firm/consultant's qualifications; and,
- List of professional references with contact information.

SECTION 6. Consultant Selection Process

A Selection Committee will review the proposals, and the most qualified consultants or individuals will be invited for an interview with the Committee. Following the interviews, the Committee will select the consultant or individual demonstrating the best qualifications and ideas for this effort.

SECTION 7. Consultant Selection Criteria

The City reserves the right to act as the sole judge of the contents of all proposals. In soliciting these proposals, it is the intent of the City to have the best possible service performed. Therefore, selection of the consultant or individual will be based upon the following considerations and criteria:

- Consultant or individual's demonstrated experience with similar projects involving municipalities and other public agencies;
- Consultant or individual's ability to manage and coordinate projects and job duties in a timely manner;
- Rating of education and experience;
- Oral interview and reference check;
- The quality, amount, and type of services proposed;

City of Atascadero
Request for Proposals
Temporary Contract Planning Services

- Proposed cost; and,
- Any other considerations deemed pertinent by the City.

All proposals received in response to this RFP shall become property of the City and become a matter of public record, except for those parts of each proposal which are defined by the consultant as business or trade secrets, provided that the said parts are submitted in a sealed envelope and clearly marked as “confidential” or “proprietary”.

The City may conduct reasonable inquiry to determine the responsibility of the consultant. The submission of a proposal constitutes permission by the consultant for the City to verify all information contained therein. If the City deems it necessary, additional information may be requested from any consultant. Failure to comply with such a request may disqualify a consultant from further consideration for this project.

SECTION 8. RFP Submission Deadline

**Five (5) copies of each proposal must be received by 5:00 p.m. on July 10, 2009.
Please submit proposals to:**

Atascadero City Clerk
Attn: Marcia Torgerson - RFP 2009-002
6907 El Camino Real
Atascadero, CA 93422
805/461-5000

SECTION 9. Consultant Inquiries

For further information or inquiries about this RFP, please contact:

Warren Frace, Director
Community Development Department
6907 El Camino Real
Atascadero, CA 93422
805/470-3402
wfrace@atascadero.org

Thank you for your interest in proposing on this project.