



|| **REQUEST FOR PROPOSALS**

Initial Study for a new church fellowship hall located at 501 Moraga Way, City of Orinda, California

CITY OF ORINDA

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REQUEST FOR PROPOSALS (RFP)

California Environmental Quality Act Initial Study for a new proposed church fellowship hall at 501 Moraga Way, City of Orinda, California.

OVERVIEW

The City of Orinda is seeking proposals for the preparation of an Initial Study (IS)/Mitigated-Negative Declaration (MND). The proposed application is for a new 8,823 square foot fellowship hall at St. John the Evangelist Orthodox Church at 501 Moraga Way. The project will involve construction of the new building as well as additional surface parking spaces and a second entrance to the parking lot.

Project Description and Environmental Setting

City of Orinda. Orinda incorporated as a City in 1985, after more than 100 years of gradual development. The 12.8 square mile city has a population of approximately 18,000 residents and is situated immediately east of the Caldecott Tunnel on Highway 24 in Contra Costa County, California. The city is a family-oriented community with a semi-rural setting.

Project Site. The project site, 501 Moraga Way (APN 270-160-007), is situated along the Moraga Way arterial in southern Orinda at the corner of Moraga Way and Hall Drive. The 4.9 acre property is relatively flat and is bordered by residential land uses on the south, west and northwest. On the east and northeast, the parcel is bordered by the Orinda Oaks open space. The parcel is currently developed on the west side with two existing buildings housing a church, offices and day care classrooms. There is a creek along the undeveloped eastern border of the site. There is an existing parking lot serving the property with access from Moraga Way.

The St. John the Evangelist Orthodox Church was established as a parish in Orinda in January 1978. The parish held worship services at the Orinda Masonic Lodge from 1978 until 1983, when the parish purchased the property at 501 Moraga Way. At that time, the site was already developed with the two-story building that currently houses the worship space on the second floor and a small social space, kitchen and three classrooms on the ground level. In 1999, a second building was constructed with offices for the parish priest, the preschool/day care center, and two classrooms. Regular use of the site currently includes:

- Sunday morning service and coffee social (150-175 people)

- Saturday evening prayer service 6:30pm – 7:15pm (small group)
- Monday – Friday preschool, 7:00am – 5:30pm (45 children)

The property is located in an area zoned for single-family residential uses. The property is zoned RL-20 (Residential Low Density, Minimum Lot Size 20,000 square feet), and has a General Plan designation of 1-2 units per acre. Churches are an allowed use in this zoning district with a use permit. The church pre-dates the current zoning code and is therefore considered an existing non-conforming use.

Proposed Project. The fellowship hall is proposed in order to enable the parish to hold larger events that are usually held off-site. These events would include, but are not limited to:

Event	Time	Attendees	Current location
Crab feed	Saturday (Feb)	300	Holy Trinity Orthodox Church
Lent services	Monday, Wednesday, Friday nights from mid-February through Easter	(not provided)	Existing building on site
Holy week services	Every evening week before Easter, and 1am – 2am Easter morning	(not provided)	Existing building on site
Fashion show	Saturday (spring)	150	Round Hill Country Club (Danville)
Middle Eastern Festival	Saturday-Sunday (late Sept), 11am – 8pm	2,000 – 2,500	Outdoors on site
Dinner dance	Saturday (Nov)	150	Moraga Country Club
Christmas dinner	Weekend night (Nov)	50-75	Holy Shepard Lutheran Church
Miscellaneous community events	Throughout the year: approximately 20 large private events (weddings, funerals, etc) and miscellaneous community meetings and events		

The proposed project requires discretionary Design Review as well as a General Use Permit from the City of Orinda Planning Department.

The proposed fellowship hall would be located on the southwest corner of the site, between the two existing buildings. The structure would house one large main hall, along with accessory rooms

including a foyer, pre-function space, bar/bookstore, kitchen, bathrooms and storage. The building's exterior design is light colored painted plaster walls and a standing seam pitched metal roof, with substantial clerestory windows and skylights. The project would involve expanding the existing parking lot and adding a second parking lot entrance as well as a service entrance from Hall Drive. New landscaping is proposed along the Hall Drive street frontage as well as between the expanded parking lot and residential parcels to the north. The project aims to preserve as many existing mature trees as possible. A Tree Removal Permit will be required for any removed protected trees (oak species greater than 12 inches in diameter).

Draft project plans are included as Exhibit 1.

Existing Studies and Reports

Transportation Impact Analysis. A transportation impact analysis has been conducted by Abrams Associates. This report is provided as Exhibit 2. The report finds that the project would not cause any intersections in the study area to exceed City or Caltrans standards with the exception of the intersection of Hall Drive and Woodland Road with Moraga Way. At this intersection the side street LOS on Hall Drive is forecast to degrade from LOS C to LOS D during the Sunday morning peak hour. This impact can be mitigated by requiring the applicant to pay a transportation impact fee equal to the project's proportionate share of a potential future traffic signal. The report provides suggested text responses to CEQA transportation significance criteria.

Stormwater Management Plan. The City has requested that the applicant submit a preliminary stormwater management plan for Engineering Department review during the project design phase. This plan will be made available to the CEQA consultant.

Arborist Report. The City has requested that the applicant submit an arborist report documenting the health of existing protected oaks, with tree protection measures to be conducted during construction. This report will be made available to the CEQA consultant.

Biotic Assessment. There is a Stream and Watercourse Biotic Assessment prepared for this property by Barbara Leitner, City Biologist (October 8, 2015). This Biotic Assessment was evaluating potential impacts to riparian resources from a housing project that was previously proposed on the eastern side of the subject site. That project was never built, but the Biotic Assessment provides biological information about the site and can be made available to the CEQA consultant for reference.

2015 Housing Element. The 2015 Housing Element Update Environmental Impact Report (EIR) included analysis of 501 Moraga Way as a potential affordable housing site. Alternative 2 in the Housing Element consisted of up to 108 units divided between three church locations, with 54 units at 501 Moraga Way. Under this alternative, the EIR evaluated 501 Moraga Way for multiple multi-family unit buildings at 25 feet in height containing 54 units, 104 off-street parking spaces

with security lighting, connection to utilities along Moraga Way, and improvements and potential widening to the existing church driveway. Much of the base data used for this analysis could be applicable to the current proposed project, and therefore this EIR would be made available to the CEQA consultant for reference. The EIR recommended specific mitigation measures for 501 Moraga Way regarding Aesthetics, Air Quality, Biological Resources, Noise, and Transportation.

SCOPE OF CONSULTANT SERVICES

Scope of Work

The scope of work includes, but it is not limited to, the following items:

1	Review existing documents and reports.
2	Prepare an Initial Study (IS) to determine which environmental issues may have significant impacts that need further analysis. Planning staff anticipates that a Mitigated Negative Declaration (MND) will be the appropriate CEQA document; however, a final determination as a result of the IS will be necessary. The consultant will meet with Planning staff prior to preparation of the IS to determine the appropriate scope of analysis for each of the environmental issue areas in the IS. As part of the IS, it is anticipated that visual simulations of the four residence sites will be required.
3	Prepare a Notice of Intent to Adopt a MND.
4	Prepare the MND, and a Mitigation Monitoring and Reporting Program.
5	Perform all required CEQA postings and noticing.
6	Attend at least two public hearings. Provide staff support during public meetings as needed, including responding to Planning Commission and City Council inquiries regarding the technical analysis in the IS.
7	Attend meetings with Planning staff as necessary.
8	Prepare the Notice of Determination.

Project Deliverables

The following is an anticipated list of project deliverables:

DELIVERABLE #1	All CEQA public notices required in MSWord.
DELIVERABLE #2	Eight (8) printed and bound copies and one (1) electronic copy (i.e., pdf) of the Administrative IS/MND.
DELIVERABLE #3	Twenty-five (25) printed and bound copies and one (1) electronic copy of the IS/MND and all appendices.

PROPOSAL FORMAT & CONTENT

Consultants interested in responding to this request for proposal should prepare their proposal with the following sequence and format with tabbed sections. The technical proposal must not exceed 30 pages (8.5" x 11" single-sided, minimum 11-point font). Resumes are not counted as part of this page length.

<p>COVER LETTER</p> <p>Describe your firm's interest in the project and commitment of firm's staff to the project. Include a written statement that illustrates understanding of the contract form, conflicts of interest provisions, timeline, and insurance. The individual authorized to negotiate the final contract must sign the letter.</p>	TAB #1
<p>PROJECT UNDERSTANDING</p> <p>Describe your firm's understanding of the project and Scope of Consultant Services described above. Identify other activities that you propose to implement in support of the required tasks.</p>	TAB #2

<p>WORK PLAN APPROACH & SCHEDULE</p> <p>Include a full description of the work elements, proposed methodology that will be used for scheduling, coordination, management of overall project costs, quality control, and key or potential issues/risks you may deem critical to this project. The work description should demonstrate a clear understanding of the work required to the meet the project objectives. Provide a schedule containing specific milestones and dates of completion which will be used to set schedules.</p>	<p>TAB #3</p>
<p>STAFF PLAN: EXPERIENCE, QUALIFICATIONS AND REFERENCES</p> <p>Describe the qualifications and experience of the firm and each team member, including sub-consultants, expected to be assigned to this project. Explain in detail how proposed staff will be assigned to specific tasks and list projects staff is currently involved in with a percentage of time available applied to each project. The description should include previous experience with similar projects. Include an organization chart of the project team. Provide at least three (3) references (name, agency, title, address and telephone number) for recent similar or related work.</p>	<p>TAB #4</p>
<p>RESUMES</p> <p>Provide resumes of your key project team who will be working on this project. Include qualifications, experience and education (no more than 2 pages in length each). Include history of similar projects performed by each project team member.</p>	<p>TAB #5</p>
<p>ACKNOWLEDGEMENT OF CITY CONSULTANT AGREEMENT AND CERTIFICATION OF INSURANCE REQUIREMENTS</p> <p>Provide acknowledgement regarding the acceptability of the City’s standard consultant agreement conditions, including providing a Certificate of Insurance compliant with the City’s requirements in the attached agreement. This acknowledgement may be included as part of the Cover Letter.</p>	<p>TAB #6</p>

SEALED ENVELOPE**COST PROPOSAL & FEE SCHEDULE**

In a separate, sealed, envelope, provide a fee schedule and cost proposal that includes a detailed cost breakdown of all elements and tasks imperative to accomplish the Scope of Consultant Services outlined above. Each envelope should be marked with the name of the project.

SUBMITTAL REQUIREMENTS

Three (3) bound copies, one (1) unbound copy, and one (1) digital copy (i.e., pdf) of the proposal along with the cost proposal must be received at the following address by **3 p.m. Friday, October 13, 2017**. No late submittals or postmarks will be accepted. Please address the submittals to:

Attn: Daisy Allen, AICP, Senior Planner

City of Orinda

22 Orinda Way

Orinda, CA 94563

SELECTION CRITERIA

The proposals will be evaluated by a Selection Committee to determine each firm's demonstrated competence and qualifications to perform the requested services. Selection of the prospective consultant will be based on the following evaluation criteria:

1	Consultant's understanding of the project, as demonstrated by the work plan and approach.	40%
2	Recent experience in performing similar studies or projects.	20%
3	Qualifications of the project team, including sub-consultants, being assigned to the project.	20%
4	Feedback from references given regarding past performance including quality of work and delivery of work within schedule and budget.	10%
5	Proposed project schedule.	10%
6	Ability to meet City contract and insurance requirements (Pass/Fail).	P/F

The City will make a determination if your proposal meets the minimum qualification of a score of 80 percent. The City may consider to hold a round of interviews of consultants with the highest ranked proposals. The City will then negotiate with the first-ranked qualified firm to negotiate a contract at a price determined to be fair and reasonable to the City. If the City is unable to negotiate a contract with the first-ranked qualified firm, the City will terminate negotiations with that firm and then undertake negotiations with the next ranked firms.

PROPOSED TIMELINE FOR EXECUTION

Key project dates are outlined below. Please note, these are anticipated dates that are subject to change until a contract is executed.

09/22/2017	RFP Advertisement
10/13/2017 – 3 P.M.	Proposal Deadline
10/16/2017 - 10/20/2017	Evaluation of Proposals
10/23/2017 - 11/10/2017	Contract Negotiations
11/10/2017¹	Award by City Council
12/08/2017	Initiate Work

The following rules will apply during the proposal/interview process:

- 1. No information regarding the identity of the Selection Committee members will be provided.*
- 2. Only the identity of the top-ranked consultant will be disclosed. Information regarding ranking of consultants will not be made available.*

For additional information, contact Daisy Allen, AICP, Senior Planner at:

dallen@cityoforinda.org or (925) 253-4238.

¹ Subject to hearing availability.

GENERAL CONDITIONS

Limitations

This RFP does not commit the City to award a contract or to pay any costs incurred in the preparation of a technical proposal in response to this RFP.

Rejection of Technical Proposals

The City reserves the right to reject any or all technical proposals.

Award

Successful firm will be required to participate in negotiations as to pricing, technical, or other revisions to their proposal.

Scope Modifications

The City reserves the right to request changes to the staffing and/or scope of services contained in any of the technical proposals and to enter into negotiations with any of the firm(s) regarding their submittal.

Consultant Agreement

A sample consultant agreement (including specific conditions) is shown in the enclosure. Prospective consultants are expected to meet the City's contract and insurance requirements or otherwise be subject to rejection by the City.

Non-Discrimination

Consultants and sub-consultants shall not discriminate on the basis of race, color, national origin, sex, or physical disability in the performance of City contracts.

EXHIBITS

1. Draft Project Plans
2. Draft Transportation Impact Analysis Report
3. Sample Consultant Agreement