



# PLANNING DEPARTMENT COUNTY OF TEHAMA

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Sean M. Moore, AICP  
Director of Planning

March 28, 2014

**SUBJECT: Request for Proposal - Environmental Impact Report Project: Tembo Preserve Use Permit 14-02 (APN 003-090-02, 003-090-02, 003-090-03, 003-090-06, 003-090-07, 003-130-02, 003-130-03, 003-130-04, and 003-130-06)**

To Whom It May Concern:

The Tehama County Planning Department is soliciting proposals for the preparation of a comprehensive Environmental Impact Report (EIR) for the attached proposal. The Planning Department will act as the "Lead Agency" for the preparation of the environmental document pursuant to the California Environmental Quality Act (CEQA). The successful consultant will work directly for the Director of Planning in the preparation of this draft and final environmental document.

Attached hereto is a copy of the application package and maps.

The County hereby requests the following information:

- a. Project scope to be utilized in the preparation of a legally adequate CEQA document;
- b. All potential subcontractor(s) that will be utilized along with their estimated staff time and cost breakdown;
- c. An estimated timetable within which you and your subcontractor(s) can provide a comprehensive joint draft and final environmental document;
- d. An estimated "not to exceed cost" to prepare the draft and final environmental document;
- e. Identified milestones representing specific tangible work products to which payments by the County would be linked and become part of the legal contract. **(Please note that all subsequent bills/invoices will be required to include both the identified milestones and percent completed);**
- f. A digital (CD) version of all documents prepared by the prime CEQA consultant and potential subcontractor(s).

The only exception to the "not to exceed" cost shall be the response to public comments received as

a result of the environmental document's circulation. If the County receives excessive comments on the draft document, then the costs will be determined on a "negotiated basis" when the draft document and comments on the project become available. Excessive comments are generally considered to be more than twenty (20) commenting agencies/individuals and/or over 150 comments that require answers other than "comment noted."

Also, include in the cost estimate for printing of the draft and final environmental document over 30 copies each (draft and final). Additionally, 50 cd's are to be included within your estimate.

The proposal must provide that prior to any cost overruns; the consultant shall seek and obtain written approval from the Director of Planning before such costs are incurred. Failure to get prior written approval may result in such costs being disallowed. We request that you provide within your cost estimate the preparation of the following studies/analysis/or peer review of studies prepared by applicant consultant, as applicable:

- Aesthetics
- Agricultural Resources (include LESA Model)
- Air Quality & Greenhouse Gas Emissions Studies
- Alternatives
- Cumulative, Growth
- Climate Change
- Hazards, Hazardous Materials Study
- Health Risk Assessment
- Hydrology/Water Quality
- Land Use
- Noise Study
- Population and Housing
- Public Health & Safety
- Public Services
- Water Assessment
- Transportation/Circulation
- Utilities and Service
- Findings for Project
- Mitigation, Monitoring & Reporting Program
- Biological resources (peer review of studies submitted by applicant's consultant)
- Water/wetlands delineation
- Cultural Resources/Archeological Study
- Geology and Soils Analysis
- Phase I/Environmental Site Assessment and Geotechnical Investigation
- Traffic Study
- Visualization Study
- Noise Study

The Tembo Preserve Project includes the following:

1. Use Permit that will allow for the construction and operation of an Elephant Preserve facility developed in five phases over a 75 year period on a 4900 acre project site which will include a clinic, management center, public education center, staff housing, hay storage, and elephant shelters (See attached site plans, phasing plans, and topographic plans);

2. Development Agreement;
3. AB 900 requirement for maintaining an administration record.

The applicant(s) may wish to utilize certain consultants for the above-referenced special studies, which the County may or may not allow. Regardless of the applicant's desire, the decision of the County in consultation with the prime CEQA consultant shall determine whether or not these studies are acceptable for inclusion within the project's environmental document. At the very least, you will be expected to review such outside studies as a third-party review and determine whether or not they are adequate, need to be revised, or updated.

The successful bidder will be required to maintain records of expenditures on a monthly and quarterly basis for accounting of CEQA related tasks, cost analysis and associated billing.

The applicant at this time plans on submitting:

Biological Technical Reports

Please use the following format as a guide in preparing your proposal:

One page cover letter introducing your firm.

1. Project Understanding (no more than one page);

2. Project Team.

Please identify all company and consultant team personnel who will work on the project and short description of their education and work experience. Resumes of the prime and technical consultants can be attached to the proposal as an appendix. Elaborate organization charts are not necessary;

3. **Scope of Work.**

Describe the proposed tasks to accomplish the scope of work. Please include deliverables, if applicable, for each task. Please include all applicable site visits, scoping meetings, staff meetings and public hearings. Be specific regarding your approach to complete the CEQA noticing requirements. The tasks should be presented as follows:

a. Project Initiation.

Include research, site visit, data collection, CEQA notices, scoping meetings, etc;

b. Administrative Draft EIR.

Include mandatory CEQA sections, required and optional technical studies, include peer review of applicant prepared technical studies, number of revisions, meetings and coordination with County Staff;

c. Public Review Draft EIR.

Include document preparation, CEQA notice, meetings, coordination with County Staff;

d. Final EIR.

Include document preparation, Response to Comments, CEQA notice, meetings, coordination with County Staff and attendance at Planning Commission and Board of Supervisors hearing;

e. Mitigation, Monitoring and Reporting Program.

Include the preparation per CEQA, identification of all mitigation measures, identification of all responsible parties, timing and enforcement;

f. CEQA findings and notice. Include the preparation per CEQA;

g. Assumptions.

Please provide a specific section for assumptions. Include your assumptions regarding travel time, mileage, public noticing, or anything else that needs clarification;

h. The number of meetings and hearings that are included in your proposal should be detailed under each task.

4. Proposed Schedule

Provide the number of weeks for each task in tabular form from project initiation to public hearings;

5. Cost Estimate/Milestones

Provide a discussion of the proposed cost and any optional costs. Please include a spread sheet that details the personnel, their estimated hours and associated costs per task (can be attached as an appendix). A table of project milestones should be included in the Cost Estimate discussion.

Finally, it is requested that you disclose any conflict or potential conflict that you may have if you are submitting a proposal. The conflict by the County envisions, at the very minimum, current/ongoing or previous contracts (within the past year) with the applicant(s). It also includes current technical studies that either are or have been prepared for the applicant within the last year.

If you are interested in submitting a proposal, please submit it to the Director of Planning at Tehama County Planning Department, 444 Oak Street, Courthouse Annex, Room I, Red Bluff, CA 96080, **no later than May 2<sup>nd</sup>, 2014 at 5 pm.** This must be postmarked or sent via facsimile on or before this date.

Please note that it is **not necessary to present us with voluminous references or individualized background data** on persons or personnel within your organization. We may require this at a later date. Thank you for your possible submittal on this RFP.

If you do have any questions, please contact the assigned Planner for this project, Robert Halpin, Planner II (530) 527-2200, or via email at [rhalpin@co.tehama.ca.us](mailto:rhalpin@co.tehama.ca.us) .

Sincerely,

SEAN M. MOORE, AICP  
Director of Planning

By:

Robert Halpin, AICP  
Planner II

cc: Bill Goodwin, Chief Administrative Officer  
Arthur Wylene, County Counsel  
Sylvia Duran, Deputy County Counsel