CITY OF ANGELS
PO Box 667, 200 Monte Verda St., Suite B
Angels Camp, CA 95222

REQUEST FOR PROPOSALS

City of Angels to Prepare Environmental Documentation for a Draft Greenhouse Gas Reduction Plan to Achieve a CEQA Qualified Plan

Release: August 29, 2025

Non-Mandatory Pre-Submittal Conference
September 11, 2025, 10:00 a.m.

Deadline for Proposal Submission (Online Only)

September 26, 2025, 2 p.m.

Inquiries - Please direct questions to:

Amy Augustine, City Planner
planning@angelscamp.gov
(209) 743-2323

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Request for Proposals

City of Angels Environmental Documentation for a Draft Greenhouse Gas Reduction Plan to Achieve a CEQA Qualified Plan

PROJECT SUMMARY AND DESCRIPTION – SCOPE OF WORK

The City has prepared a Greenhouse Gas Reduction Plan (GHGRP) to be consistent with Section 15183.5 of CEQA Guidelines, Tiering and Streamlining the Analysis of Greenhouse Gas Emissions. This RFP requests proposals to prepare the appropriate CEQA document for the GHGRP as necessary to make it a "qualified plan." A copy of the City's GHGRP (**Attachment A**) and Greenhouse Gas Inventory (**Attachment B**) are included.

Plans for reducing GHG emissions that are determined adequate for CEQA tiering are typically referred to as a "qualified plan". A qualified plan allows a lead agency to analyze and mitigate potential environmental impacts related to GHG emissions at the programmatic level. Future projects can tier from the plan analysis; that is, the proposed project may incorporate by reference or rely on the programmatic analysis to evaluate project impacts. A public or private project that demonstrates consistency with the qualified plan and incorporates applicable reduction measures would also be determined to have a less than significant cumulative impact related to GHG emissions. A qualified plan streamlines individual project analysis and allows for consistency across project analysis to achieve Citywide goals, rather than determining GHG emissions significance on a case-by-case basis.

The City of Angels is seeking consulting services to prepare the appropriate environmental document, anticipated to be a negative declaration.

Specific tasks include, but may not be limited to:

A. Review existing plan
B. Prepare an administrative draft environmental document
C. Prepare a public hearing draft environmental document
D. Prepare a response to comments
E. Attend public hearing (1)
F. Prepare a final environmental document and Notice of Determination

The City will be responsible for posting and uploading legal notices and uploading environmental documents to the state.

REQUIRED PROPOSAL SUBMITTALS/ORGANIZATION

Proposals shall include, in the following order:

A. Cover Page

B. Project Understanding and Approach

C. Experience performing similar work on time and within budget

D. Cost

E. Timeline

Proposals should not exceed 10 pages (resumes will not be counted as part of the 10 pages). The cover page will count towards the total.

CONTACT

All questions (outside of those asked at the pre-submittal conference on September 11, 2025) should be submitted in writing and must be received by 8 p.m. on September 10, 2025, through https://www.publicpurchase.com/vendor/login/login. For other questions, see Cover Page for contact information.

PROJECT TIMETABLE

ACTIVITY	DATE
Release Request for Proposals (RFP)	August 28, 2025
Pre-Submittal Conference (Zoom)	September 11, 2025 – 10 a.m.
Deadline to submit written questions	September 12, 2025 – 2 p.m.
Answers to written questions posted	September 15, 2025
Deadline to submit Proposals electronically	September 26, 2025 – 2:00 p.m.
Review Committee opens and evaluates proposals	September 26 - 30, 2025
Notice of Intent to Award Contract (tentative)	October 2, 2025
Deadline for protests/appeals (tentative)	October 12, 2025
City Council Approval/Contract Executed (tentative)	October 21, 2025

Proposals must be received electronically (via Public Purchase) no later than **2:00 p.m.** on **September 26, 2025,** via Public Purchase (https://www.publicpurchase.com/vendor/login/login). Please contact Amy Augustine, City Planner at planning@angelscamp.gov or (209) 743-2323 if you have questions or need additional information.

PROPOSAL EVALUTION AND SELECTION

The objective is to perform a thorough and fair evaluation of submitted bids and facilitate the selection of a vendor that best satisfies the City's requirements. The following evaluation process will be used:

The City shall name; for the purpose of evaluating the bids for this RFP, a Review Committee composed of representatives from the City. The City may also elect to include qualified representatives from other agencies or entities. Proposers may be telephoned and asked for further information and may be expected to appear for oral interviews, if necessary. References and/or previous clients will also be called.

Upon receipt of the proposals, a technical evaluation will be performed. The Review Committee shall be responsible for performing the evaluations of each proposal. Each member of the Committee shall rate the proposers separately. The scores of each of the Committee members shall then be averaged to provide a total score for each of the proposers. The proposals shall be evaluated on the following categories and the maximum weight possible for each category is listed below:

Evaluation Criteria	Points
Project Understanding and approach	30
Experience performing similar work on time and within budget	30
Cost	30
Timeline	10
Total	**100**

The City reserves the right to conduct in-person interviews, if necessary.

The System for Award Management (sam.gov) shall be used to verify contractors are not suspended or debarred before making an award.

Award/Notice of Intent to Award/Appeal Process

Award will be made to the qualified proposer whose bid will be most advantageous to the City with price and all other factors identified above considered. The City will negotiate with the highest ranked proposer to refine the scope for mutual satisfaction.

If the City cannot successfully negotiate a purchase with the highest ranked proposer, the City will terminate negotiations and begin negotiation with the next highest ranked proposer.

Proposers will receive e-mailed Award/Non-Award notification which will include the name of the proposer to be awarded this contract.

Proposers are advised that the City reserves the following prerogatives:

- To reject any and all bids; and/or
- To consider historic information and fact, whether gained from the proposer's bid or any other source, in the evaluation process; and/or
- The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the valuation categories and the City is under no obligation to solicit such information if it is not included with the bid. Failure of the individual or firm to submit such information may cause an adverse impact on the bid evaluation.

Appeal of the RFP process or recommendation of award once the Notices of Award/Non-Award have been issued shall be as follows:

- Any protest shall be submitted in writing to:

  City of Angels City Administrator
  Attn: Bid Manager
  Angels Camp City Hall
  200 Monte Verda Street, Suite B
  Angels Camp, CA 95222

- The protest must be submitted before 2:00 p.m. on the 10th business day following the date of the Notice of Award/Non-Award.
- The protest shall contain a complete statement of the basis for the protest, the name, address, telephone number and e-mail address of the person representing the protesting party.

- The procedure and time limits are mandatory and are the proposer's sole and excludes remedy in the event of a bid protest.

Proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

Public Records Access

Submitted bids are subject to the California Public Records Act (California Government Code 6250 et seq.) and may be disclosed to members of the public upon request. It is the responsibility of the proposer to clearly identify information in their bids that they consider to be confidential under the California Public Records Act. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

All information regarding the bids will be confidential until such time as the Review Committee has completed its evaluation and, or if, contract negotiations are complete.

Costs of Developing the Bid

All costs incurred in the preparation of a bid are the responsibility of each proposer and will not be reimbursed by the City.

Bid Terms and Conditions

It is the responsibility of each proposer to be familiar with all the specifications, terms and conditions of the Request for Proposals. By submission of a proposal, the proposer certifies that if awarded a contract, proposer will make no claim against the City based upon ignorance of or misunderstanding of the specifications.

Each proposer shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter and shall be subject to disclosure, if requested by a member of the public, following the completion of negotiations.

By submitting a proposal, each proposer certifies that all statements in the proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the County's option of declaring any contract made, as a result thereof, null and void. Proposals shall be completed, executed, and submitted in accordance with the instructions of this RFP and any applicable addendums issued. If a bid is not submitted in the format specified in this RFP, it may be rejected, unless the City determines that the nonconformity is either a minor irregularity or that the defect or variation in the bid is immaterial or inconsequential. The City may give the proposer an opportunity to cure any deficiency resulting from a minor irregularity or an immaterial or inconsequential defect, or the City may waive such deficiency, whichever is most advantageous to the City.

The City cannot accept bids from any individual currently employed with the City of Angels (California Government Code Section 29708).

GENERAL CONDITIONS

Contract Information

A. City of Angels

For a purchase contract with the City of Angels, a bid provider must meet the following, as applicable:

- Provide a federal Tax Identification Number (TIN) or Social Security Number
- Complete an IRS Form W-9
- Comply with all local, State and Federal rules, regulations, polices including, but not limited to:
  - Standard City contract language (**Attachment C**)
  - Insurance coverage including worker's compensation, general liability, auto liability and professional liability, unless waived by the City (See **Attachment C**)
- Meet the audit requirements for City expenditures if required in the above documents.

B. Term/Termination

The contract/purchase will be subject to termination by either party in accordance with **Attachment C**.

C. Successful Bid as Part of Contract Services

Bids received in response to this solicitation, at the City's discretion, may be incorporated into the awarded contract and may serve as basic terms and conditions for the ultimate contract. Therefore, proposers are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The City reserves the right to negotiate modifications or revisions to any awarded contract.

D. Funding Availability

It is mutually agreed that if the Federal, State or City budget for the current year and/or any subsequent years pursuant to this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the City shall have no liability to pay any funds to the Contractor or to furnish other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor's assumption of risk of possible non-appropriation is part of the consideration of this Agreement. City budget decisions are subject to the discretion of the City Council. State budget decisions are subject to the discretion of the state legislature and governor. Federal budget decisions are subject to the discretion of Congress.

If funding for any fiscal year is reduced or deleted by the Federal/State/City budget for purposes of this program, the City shall have the option to either cancel this Agreement with no liability occurring to the City or offer an Agreement amendment to the Contractor to reflect the reduced amount.

E. Certifications, Hold Harmless, and Contract Template

Successful bidder(s) will be asked to certify compliance with the following and sign the contract template included in **Attachment C.**