



**REQUEST FOR
QUALIFICATIONS FOR ON-
CALL CITY PLANNING
SERVICES**

Prepared By:
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Deadline for Submissions: August 13, 2025 at 5:00 p.m.

REQUEST FOR QUALIFICATIONS

INTRODUCTION AND PURPOSE:

The City of Lemoore, State of California, is soliciting statements of qualifications (SOQ's) is seeking on-call planning services from a qualified individual or firm to augment the services of the Planning Department. Qualified on-call planning consultants to provide, at a minimum, all the following services:

- Preparation of CEQA/NEPA documents;
- Review development project applications;
- City Capital Project permitting;
- Staff augmentation, and;
- Other professional planning related services.

This Request for Qualifications (RFQ) is for on-call planning services, development review, staff augmentation and other professional services.

The city is anticipating a variety of development projects that will need varying levels of professional planning and management services. The projects may include:

- Proposed development projects within the City Limits and City's Sphere of Influence;
- Various City Initiated Zoning Text Amendments and General Plan Amendments; and
- City Capital Improvement Projects (Water, Wastewater, Roadways, Buildings, etc).

BACKGROUND AND SETTING:

The City of Lemoore is situated within the northern portion of Kings County, in the center of the San Joaquin Valley and home to approximately 27,085 residents. The City is conveniently located in the center of California near the junction of California State Route 198 (SR-198) and State Route 41 (SR-41) with Naval Air Station Lemoore (NASL) located approximately three (3) miles west. NASL is one of the Navy's master jet bases and a major economic driver for the City. Another major economic driver for the City is the Santa Rosa Rancheria located approximately two (2) miles south of the City limits.

SCOPE OF SERVICES:

In general, the City Planning Services On-Call Consultant shall perform planning services for various projects assigned by the City on a daily basis and shall be required to respond quickly to City needs. The On-Call Consultant(s) shall perform planning services for various projects assigned by the city on an "on-call" or "as needed" basis. The scope of work for both may include but not be limited to the following:

Comprehensive and Environmental Planning

- Master Planning/Municipal Services Review
- Comprehensive and Specific Plans
- General Plan/Updates and Annual Reports
- CEQA and NEPA Compliance
- Zoning Ordinances

- Air Quality/GHG/ISR
- VMT Analysis

Processing Land Development Projects and Subdivisions

- Tentative Map and Land Division Compliance
- Site Plan Review Compliance (on-site/off-site improvements)
- Annexation
- CEQA/Environmental Assessments and Technical Studies

Housing

- Housing Laws/Studies
- Housing Elements
- Affordable Housing Projects
- NOFA
- Grant Applications and Services

Landscape Architecture

- MWELC Compliance/Review
- City and Regional Master Plans
- Open Space/Recreation Area/Park Plans and Design
- Pedestrian Circulation Master Plans and Design
- Color Graphic renderings

Biology & Environmental Services

- Plant and Wildlife Species Surveys
- Ecosystem Evaluations
- Wetland Delineations
- Local, State and Federal Agency Permitting
- Habitat Conservation Plans
- Revegetation Planning and Monitoring
- Cultural Studies and Assessment

Surveying/GIS

- Topographic, ALTA, Boundary and Cadastral Surveys
- Right-of-way Acquisitions
- Parcels Maps
- Data Integration Services
- Road and Sign Attribute Inventories
- GIS Strategies and Implementation Plans
- Aerial Photography Coordination
- Web-based GIS Systems

The above lists are not intended to be exclusive; other services will likely be sought as the need arises.

MINIMUM ON-CALL CONSULTANT QUALIFICATIONS:

1. The preferred On-Call Consultant team/Individual will be multi-disciplinary, with expertise in land planning, local and state/local fire code requirements, and stormwater/drainage

regulations, with demonstrated experience in reviewing discretionary projects and plans with varying complexities.

2. The On-Call Consultant team/Individual is expected to have extensive experience working with and applying the California Environmental Quality Act, Endangered Species Acts (State and Federal), Clean Water Act, California Endangered Species Act, Porter-Cologne Act, California Water Quality laws, and other relevant Land Use and Planning Laws.
3. The On-Call Consultant team must have demonstrated experience with meeting with the public (applicants), including the use of Zoom and other on-line forums, as well as the ability to review/comment on projects electronically (e.g. BlueBeam). They must also be able to work with and understand their role within a broad variety of stakeholders including elected officials, city staff, businesses, property owners and other members of the public.
4. The On-Call Consultant will be expected to have demonstrated experience with reviewing and commenting on submitted plans, reports and technical studies.
5. The On-Call Consultant will be expected to work remotely as much as possible.

PROPOSALS:

1. Cover Letter - Provide the following information:

- This letter should be on the Consultant's letterhead
- Firm name, office location(s), telephone numbers, and e-mail addresses of the main contact(s).
- Staff person we should contact regarding the provided RFQ
- Type of organization: individual, partnership, corporation, other (please specify).
- Number of years the firm has performed related professional services
- Indicate if your firm has any conflicts of interest related to your current contracts and the city.

2. Technical Approach

- State why your firm is qualified for this RFQ.
- Provide a detailed summary of the services your firm can provide to the city
- Describe how your firm will deliver your services

3. Qualifications and Management

- Present your expected project team for the services the firm anticipates providing, including an organization chart.
- Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.
- Describe how the project team will be supervised and managed

- Describe how the project team has worked together on past or current contracts
- Provide an overview of the firm's quality assurance efforts.

4. Relevant Experience

- Present your firm's relevant experience similar in scope to those identified in this RFQ with other public agencies. Include the magnitude of the contract scope and cost, the name of the agency these services were provided for, and contact information (address, phone, and email address) for the public agency's project manager. The qualifications package should include relevant experience with at least three (3) different public agencies where these services were provided.
- Provide specific examples of how the firm has successfully delivered planning services with other public agencies. This includes:
 - How does your firm adhere to agreed upon schedules?
 - How does your firm make efficient use of its personnel and resources?
 - What techniques does your firm use to deliver quality services?

5. Cost Proposal

- In order to assure that the City of Lemoore is able to acquire professional services based on the applicable criteria, the proposal shall include a cost proposal for each service of the proposal.

SUBMISSION:

One (1) electronic copy may be emailed or provided through a cloud service link of the statement of qualifications must be received by the City Clerk at cityclerk@lemoore.com no later than 5:00 p.m. on July 15, 2025. Late SOQ's may be considered at the discretion of City Staff. It is the responsibility of the Consultant to ensure that the statement was received timely.

EVALUATION:

The SOQ's will be evaluated based on the following criteria:

All submittals will be evaluated by the City of Lemoore Selection Committee composed of City staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee.

The Committee will evaluate each submittal meeting the qualification requirements set forth in this RFQ. Proposers should bear in mind that any submittal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the City of Lemoore's requirements as set forth in this RFQ.

SELECTION PROCESS:

The selection process will include oral interviews. No less than three of the top-rated consultants will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted. If less than three proposals are received, the City reserves the right to make a selection from the total number of proposals received.

Selection of the On-Call Consultant for planning services will be based on the following criteria:

- Demonstration of a clear understanding of the project and the scope of work.
- Experience with similar types of projects.
- The professional qualifications and technical capability of the Consultant team assigned to the project.
- The Consultant's ability to dedicate adequate staff to complete the various tasks identified in the scope.
- Hourly rates and timeframes for completing various tasks.

City staff prefers firms with:

- More than five years of providing the specified services
- Knowledgeable staff with strong interpersonal skills
- Depth of experienced staff
- Timely invoicing in compliance with the executed agreement

SOQ packages submitted by the deadline will be evaluated based upon qualifications, experience, ability to perform and understanding of the city.

SCHEDULE:

The following is the City Engineer selection milestone dates to assist in preparing an overall schedule for the Proposal.

Proposals Due:	August 13, 2025 by 5:00 p.m.
Oral Interviews:	August 18-21, 2025
Consultant Selection:	August 25-28, 2025
Negotiation of Professional Services Agreement	September 1-4, 2025
City Council Approval of Professional Services Agreement	September 16, 2025

Note: Above dates are subject to change at City's discretion.

The City reserves the right to select and/or reject any and all SOQs submitted. It is the City's intent to negotiate a final Scope of Work and Fee for Service with the top selected firm based on the criteria above.

PROFESSIONAL SERVICES AGREEMENT:

Prior to the start of work, the selected on-call consultant will be required to execute a Professional Services Agreement (PSA) with the City.

QUESTIONS:

Please submit all questions in writing to Marissa Trejo at citymanager@Lemoore.com.