



CITY OF LEMOORE  
REQUEST FOR PROPOSAL

COMPREHENSIVE GENERAL PLAN UPDATE  
AND  
CEQA DOCUMENT

PROPOSALS DUE  
March 19, 2026  
AT OR BEFORE 4:00 P.M. LOCAL TIME

January 17, 2026

# **SECTION 1**

## **INTENT OF THE REQUEST FOR PROPOSAL**

### **1.1 BACKGROUND INFORMATION**

The City of Lemoore (“City”) is soliciting proposals from qualified consulting firms (“Consultant”) to conduct a comprehensive update to its General Plan and prepare a California Environmental Quality Act (“CEQA”) document. In compliance with the California Code of Regulations, Title 14, Division 6, Chapter 3, a CEQA document must be prepared for the proposed work listed throughout this Request for Proposal (“RFP”). The selected Consultant will be required to determine the appropriate CEQA document(s) to prepare, in addition to determining the timing for completing the document within the expected timeframe for the scope of work. The Consultant shall have a proven ability to assess a City’s current conditions and demonstrate knowledge of current State and Federal regulations as it applies to the completion of the scope of work described in Section 2 below. The General Plan Update is a crucial undertaking that will shape the future development and direction of the City, and the City is seeking a dynamic team that can contribute strategic insights and offer innovative solutions.

Consultant providing a proposal in response to this RFP must address each and every item in the Description of Services to be Performed, as set forth below in Section 2. In addition, proposals must be in the format set forth in Section 3.2 of this RFP. Failure to include all elements in Section 2 or submit a proposal in the required format may be grounds for rejection of the proposal.

In the event Consultant wishes to take an exception to any of the requirements set forth in Section 2, those exceptions must be clearly stated in the proposal. Failure to include any item in the specifications without taking exception will result in a waiver of the Proposer’s ability to negotiate a contract term, attempt to request additional compensation for elements in Section 2 that were not included in the pricing set forth in the proposal, and may be grounds for rejection.

The City reserves the right to reject any and all proposals and/or to waive any informality in the accepted bid. The City reserves the right to reject any and all bids with or without cause and re-issue this RFP if deemed to be in the City’s best interests.

## **1.2 LOCATION WHERE SERVICES ARE TO BE PERFORMED**

The Consultant shall provide its own office/workspace but be available to travel to all parts of the City, as needed and when needed, to complete the scope of work.

## **1.3 PRICE**

The Consultant must include any and all information about pricing in their proposals. Although the City will base its selection upon consideration of all factors, pricing information is required in order for the City to ensure that it is receiving the requested services or work at a fair and reasonable price. Failure to include pricing information in a proposal may result in a rejection of the proposal as non-responsive.

## **1.4 PROPOSED TERM**

The City anticipates a 36-month agreement between the City and the successful Consultant, but the successful Consultant may design a timeline suitable for completion of the scope of work provided in Section 2. Services shall begin approximately 2 months after the Notice of Intent to Award is issued.

## **1.5 Q&A SESSION**

The City will hold a virtual Q&A session through Microsoft Teams on Wednesday, February 18, 2026 to answer questions regarding this Request for Proposals and scope of work included in Section 2. This is a non-mandatory Q&A. The session will be held as follows:

Date: Wednesday, February 18, 2026

Time: 10:00 am – 11:00 am Teams

Meeting Information:

Click here to [Join the meeting now](#)

Meeting ID: 291 442 890 204 15

Passcode: rZ3ax34T

## **SECTION 2**

### **DESCRIPTION OF SERVICES TO BE PROVIDED**

#### **2.1 PROJECT OVERVIEW**

The following is a general description of the anticipated project components sought by the City for a comprehensive General Plan update. These components should be viewed as somewhat flexible in terms of their scope and order of completion. The City is targeting a 36-month completion timeframe, commencing approximately 2 months from Notice of Intent to Award is issued. If the 36-month timeline is not feasible for completion of the project, then the consultant may design a timeline suitable for completing the scope of work. The project includes the comprehensive General Plan Update and preparation and adoption of the CEQA document. The consultants are expected to submit a detailed work plan, including all phases and scheduling of work tasks, as part of their proposal. If selected, this work plan will be used to develop the Work Program that will drive the project toward completion.

Responding consultants are encouraged to include additional items not identified in this section if the consultant believes those additional items will result in a more complete or legally defensible final product. The General Plan Update project should include at minimum a separate Existing Conditions Report, Administrative Draft General Plan, Draft General Plan, Final General Plan, draft CEQA document, and certified final CEQA document. The policy document must be technically accurate, user-friendly, concise, and written in a manner that is easily understood by the general public. There should be emphasis on providing information visually through the use of figures, diagrams, photographs, tables, charts, and maps. Technical appendices must be provided in well-organized formats for easy reference. The document text must clearly indicate where supporting documentation/evidence for conclusions, policies, or synopsis of data can be found. The relationship between the comprehensive General Plan Update, technical appendices, maps, and CEQA document shall be clear, concise, and consistent.

Past experience with public participation processes and references of the project facilitator should be highlighted in the proposal. The firm selected will provide extensive community outreach and public engagement and shall have previous meeting facilitation experience. The consultant shall be responsible for providing appropriate translation services at any and all community outreach events and for any public communications, as needed. The City is looking for a team that will provide:

- The ability to provide a General Plan update that integrates and communicates the different elements and policies into a cohesive document,

- Thoughtful and engaging collaboration with the community and stakeholders during the entire process,
- Translation services for community outreach and communications,
- A cooperative and innovative method for addressing challenges,
- Motivated, eloquent, and interested members who seek to collaborate and communicate respectfully with leadership, staff, and community members,
- Environmental experts with necessary and complete qualifications, technical experience, and successful history of comprehensive updates,
- Deliverables in a timely manner in a clear, concise, and professional format.

Under the direction of the City Manager and Management Analyst for the Community Development Department, the selected firm shall work closely with City officials, stakeholders, and community members to create a comprehensive General Plan that reflects the unique character of Lemoore while addressing the challenges and opportunities that lie ahead. In addition, the consulting firm should understand rural communities experiencing urbanization, agricultural uses, and the need for healthy relationships with nearby agencies such as the Santa Rosa Rancheria Yokut Tachi Tribe, Lemoore Naval Air Station, Kings County Area Rural Transit, and Kings Association of Governments, Groundwater Sustainability Agencies (South Fork Kings GSA), and the effects of the City's water supply on the stability of Lemoore's growing community.

The comprehensive General Plan Update is expected to include updates to all Elements except for the Housing Element. Additional Elements to be included are, at minimum, the Environmental Justice Element. The Safety Element shall be revised to integrate the most recent Kings County Hazard Mitigation Plan. The consultant will include the Vehicle Miles Traveled ("VMT") thresholds (adopted by City Council June 19, 2023) and incorporate the Level of Service ("LOS") standards in the Circulation Element. Kings County is implementing a Drought Resiliency Plan and Climate Action Plan which is to be incorporated into the Update. The Land Use Maps will be reviewed and updated as part of the General Plan Update.

The proposal should include specific details about costs regarding the Community Outreach Plan and any recommended alternatives for public outreach events or activities. If subcontractors will be used, please include each subcontractor's information and their qualifications in your proposal with those costs outlined specifically in the bid.

Lemoore General Plan 2030 (Adopted 2008):

<https://lemoore.com/communitydevelopment/general-plan/#/>

Lemoore Zoning Code (Adopted 2014):

[https://codelibrary.amlegal.com/codes/lemooreca/latest/lemoore\\_ca/0-0-0-7229](https://codelibrary.amlegal.com/codes/lemooreca/latest/lemoore_ca/0-0-0-7229)

## **2.2 SCOPE OF WORK**

### **A. Kick-off Meeting**

Once the consultant is selected and the contract is executed, the consultant will attend and facilitate a kick-off meeting with City staff to accomplish the following:

1. Review and discuss the overall format and organization of the General Plan Update and associated work products.
2. Establish the roles and responsibilities of City staff, the General Plan Advisory Committee, and the consultant team in preparing the General Plan Update, maps, CEQA document, and involvement in community outreach efforts.
3. Determine a preliminary schedule for work products and a method by which comments should be compiled.
4. Determine the planning area and community boundaries.
5. Discuss adjustments to the work plan submitted with the proposal for development of the Work Program.

Immediately following the kick-off meeting, City staff will lead a tour of the City to highlight specific locations that may be experiencing future change, are unique to the region, or are integral to the City's character and goals. The consultant will work with the Community Development Department and City staff to confirm the overall Work Program and tasks and refine the project schedule to be completed within the timeline and budget set forth.

### **B. Work Program**

The Work Program shall propose a schedule to include community workshops, General Plan Advisory Committee meetings, Planning Commission meetings, and City Council meetings where the community and decision makers will have an opportunity to review and comment on key milestones. Also included in the Work Program should be regular meetings and check-ins with City staff as needed to ensure adequate communication and direction and that the project is on schedule and within budget. The consultant shall meet in-person or via remote access with City staff as needed to gather technical input. It is the consultant's responsibility to ensure that the physical location of the consultant's office does not impede the progress on the project or their ability to effectively coordinate with City staff.

The consultant should include the detailed project schedule in the Work Program that includes a list of key tasks, activities, durations, and milestones to complete the General Plan Update, maps, and CEQA document. Time frames should be stated in terms that are consistent throughout the schedule. The schedule shall track the independent timing for each major work component/milestone and the individual documents or other deliverables to be developed,

reviewed, revised, and adopted. The Community Outreach Plan components should be included in the schedule. The City will review the Work Plan and require revisions as needed following the Kick-Off Meeting.

The Work Program shall:

- Identify the types of research and data collection to be prepared for the Existing Conditions Report, as detailed below in item D.
- Contain the Community Outreach Plan, as detailed below in item E.
- A list of key tasks, activities, durations, and milestones to complete the General Plan Update, Maps, and CEQA document, as detailed below in item F.

#### C. General Plan Advisory Committee

The City will form a General Plan Advisory Committee (“GPAC”) to provide citizen input on proposed policies and draft documents throughout the Update process. The consultant shall assist the City staff with determining those individuals, groups, and stakeholders to be invited to participate in the GPAC. The consultant shall facilitate GPAC meetings, with the assistance of City staff, at key phases in the process.

#### D. Evaluation of Existing General Plan

The majority of the General Plan Elements (excluding the Housing Element) require significant, comprehensive revision, thereby affecting the City’s Municipal Code, Land Use maps, and Zone District maps. The consultant, with assistance from City staff, will conduct an evaluation of the existing General Plan strengths and weaknesses and the efficiency and effectiveness of its policies and implementation programs. City staff will detail their current experience working with the existing General Plan and prioritize a list of major policy issues.

The consultant shall identify the additional research, data collection, and growth and economic trend analyses necessary to complete the Background Report, General Plan Update, and CEQA document.

The consultant shall conduct a thorough review and analysis of land use, environmental, fiscal, social, educational, cultural, political, and economic factors to gain an understanding of the important trends and issues that influence the City now and in the future. The consultant will be expected to compile additional data based on necessary field research.

The Work Program identifies the types of information to be prepared which shall include, but not be limited to, the following:

- Base maps
- General land use and growth patterns checked against internal records, circulation systems, public infrastructure conditions
- Open Space, recreation, schools, library, cultural, civic, historical, and park facilities
- Housing, population, demographic, and social characteristics
- Evaluate the existing Land Use Element and establish internal consistency with other mandated Elements in the General Plan, Zoning Code, and Zone District map.
- Economic conditions and factors, base market analysis, economic multiplier effects on City economy
- Critical analysis of existing economic generators and a forecast of potential significance in the near future
- Local business conditions, including recent commercial, industrial, and agricultural trends
- Prevailing physical constraints and opportunities (transportation systems, infrastructure conditions and capacities, etc.)
- Public infrastructure conditions primarily related to additional capacity to accommodate projected growth
- Assess the needs for additional public facilities, based upon projected increases in land use intensity, population, and the correlated need for additional services
- Potential hazards
- Demographic patterns and trends
- Prevalent community identities
- Crime statistics by community and/or neighborhood
- Development Code
- Maps: Land Use, General Plan, Sphere of Influences, etc.
- Any other data deemed relevant to complete the project.

#### E. Public Outreach & Participation

Public outreach, participation, and comment is an integral piece to the overall success of the comprehensive General Plan Update. Public participation is vital in the collection and understanding of the City, and in particular, in the development of new Elements. The process should seek to reach all segments of the City. Any person who may be interested in the Update process shall have every opportunity to participate.



The consultant will have the primary responsibility for facilitating public outreach and of working on building consensus in the community so that we can develop a shared vision for the City of Lemoore. A Community Outreach Plan should be included in the Work Program. A variety of approaches will need to be used to maximize public participation opportunities the Community. Methods to be considered should include opinion surveys, newsletters, visual preference surveys, focus groups, public workshops, pop-up events, and/or any other method deemed relevant or successful, with City approval. The Update process should be widely advertised, including in bilingual media sources. The consultant will need to create and maintain a website dedicated to the Update process and meet with City staff to publish this information on the City website, social media accounts, and respond to email comments as needed. **The City encourages creative proposals that maximize public participation within a reasonable budget.** Translation services as needed shall be provided and facilitated by the consultant.

The Community Outreach Plan shall include the following elements, at minimum:

- At least two community public workshops are held in the evening (excluding Commission and Council meetings) or on the weekend
- Focus group meetings with specific interest groups and segments of the community, no less than four meetings during the day, night, or weekend
- General Plan Advisory Committee meetings, occurring at least quarterly, with no less than six evening or weekend meetings
- Formal public hearings as required throughout the entire Update process, which may include Planning Commission and City Council
- Involvement of the City's Community neighborhood associations and neighborhood watch groups
- Involvement of business associations, school districts, public utility boards, community service districts, agencies, commissions, or companies in a separate stakeholders meeting
- Establish and maintain a bilingual website linked to the City's website for public inquiries and information
- Solicitation of comments through survey or response forms by mail on the City's website with hyperlink to the consultant's website containing General Plan Update information
- Prepare bilingual quarterly newsletters to be mailed, or other form acceptable to the City, to inform the community of the status and significant benchmarks of the work
- Use of the internet, City website, social media, and bilingual publications, such as newsletter articles or mailouts, to notify residents of upcoming meeting dates, previous actions, and relevant issues, as approved by the City
- Other innovative public outreach and education strategies subject to City review and approval

The consultant should propose any recommended alternative approaches and establish a budget that sets forth a recommended public participation proposal and includes costs for each optional method of additional public participation.

#### F. Preparation of General Plan

The City initially seeks the updates or additions of the Elements listed below as part of the comprehensive General Plan Update in accordance with applicable State law (additional Elements or specific topics not listed below may be identified throughout the scoping or public outreach processes or as required by State law):

- Land Use Element
- Community Design Element
- Circulation Element
  - Including inclusion of VMT thresholds and incorporation of LOS standards
  - Including inclusion of truck routing plans to comply with State law
- Parks, Schools, and Community Facilities Element
- Public Utilities
- Conservation and Open Space Element
- Safety and Noise Element
  - Including incorporation and compliance with the Kings County's most recent Hazard Mitigation Plan
- Air Quality Element
  - Including the incorporation of the countywide bikeway network in the Regional Active Transportation Plan adopted by Kings County Association of Governments
- Environmental Justice Element

Other Plans to be updated or added as part of the General Plan Update in accordance with applicable State law (additional Plans may be identified throughout the scoping or public outreach processes or as required by State law):

- Kings County is currently working on a Drought Resiliency Plan – pursuant to Senate Bill 552 and a Climate Action Plan to be implemented into the Lemoore General Plan Update

Items in the General Plan that will **not** be updated as part of this scope of work:

- Housing Element
- Regional Active Transportation Plan
- Zoning Code Update

Following the initial research and public outreach efforts, the consultant shall evaluate the City's existing policies and land use patterns, identify amendments to the General Plan and Development Code, and recommend adjustments deemed appropriate, including new policies and/or land use alternatives. The Existing Conditions Report prepared shall address recommendations including their feasibility, potential impacts, ramifications, and possible outcomes. From this, the consultant shall develop a series of policy and land use recommendations to be considered for incorporation into the General Plan.

The consultant shall be prepared to provide the City with all background files, data, maps, and information used in preparation and completion of the work. All figures, maps, exhibits, and tables shall be of a size approved by the City and be clearly legible. All maps and figures shall be delivered in shape files on flash drives.

The consultant shall prepare regularly scheduled status reports to City staff concerning the status of the work and of completed and pending tasks. All public notices, staff reports, resolutions, ordinances, maps, charts, slideshows, and other documents necessary as part of the planning review process and public outreach shall be prepared by the consultant. The consultant shall attend and facilitate all public meetings and hearings included in the scope of work and Work Program, as directed by City staff. Translation services shall be provided and facilitated by the consultant.

The General Plan Update shall conform to the most current General Plan Guidelines prepared by the State Office of Planning and Research and be legally defensible to the highest degree possible. Each Element shall contain text, diagrams, and documentation material sufficient to demonstrate its scope and intent and shall be internally consistent with the balance of the General Plan. Goals, objectives, and policies shall be stated clearly in a format easily understood by the general public and a clear set of policies for each land use designation with viable implementation strategies should be developed.

A Table of Contents should be developed for the entire General Plan, as well as for each Element and Plan within, to include a comprehensive list of sections, tables, figures, maps, and appendices.

Textual information should be supplemented with graphics like maps, drawings, charts, photographs, and tables. All data sources and references used during the General Plan Update shall be documented, cited, and included in the General Plan.

#### G. Zoning Code Update

A comprehensive Zoning Code Update is not a part of this Request for Proposals. However, the City shall seek services to prepare a revision of the Lemoore Zoning Code midway through or immediately after the General Plan Update to provide consistency between the General Plan and the Zoning Code and to align with State planning and zoning laws.

## Environmental Analysis

The consultant shall prepare an Initial Study and comprehensive CEQA document for the work completed in this scope of work in accordance with the latest procedural and substantive requirements of CEQA law. The environmental document shall cover the geographic area included within the General Plan planning boundaries. The certified final CEQA document should be legally defensible to the highest extent possible.

The consultant shall be responsible for all CEQA work on the General Plan Update, including uploading all CEQA documents to the State's Office of Planning and Research's website ("CEQAnet"). The Initial Study shall be prepared in conformance with CEQA to evaluate the potential for environmental impacts associated with the General Plan Update and Development Code Update. Any resulting mitigation measures shall be accompanied by a mitigation monitoring and reporting program prepared by the consultant.

For consistency, the General Plan Update and the CEQA document preparation should be timed so that the information collected, and the analyses can be used for all documents. The consultant shall be responsible for all procedural steps, including but not limited to, the preparation of Public Notices, Staff Reports, Resolutions, Ordinances, Initial Study, Notice of Intent, Notice of Preparation, Notice of Completion, Notice of Determination, Statement of Overriding Considerations (if necessary), Response to Comments, submitting to CEQAnet, etc.

The consultant shall be responsible for scheduling and facilitating necessary scoping meetings. Scoping meetings shall include either meeting individually with or soliciting comments from all responsible, affected and trustee agencies in order to identify and discuss issues, actions, alternatives, potential and significant environmental effects, and potential mitigation measures.

The consultant shall prepare all technical support reports as appendices, including but not limited to traffic modeling, geotechnical, biological, air quality, noise, greenhouse gas (GHG) emission reduction, tribal, archaeological, water, sewer, and storm drainage. A technical appendix clearly identifying all supporting documents shall be a part of the CEQA document.

The City shall review and approve all documents prior to distribution or publication by consultant. Policy and implementation programs shall be assessed for their impacts and mitigation measures shall be identified. The CEQA document shall reference appropriate analysis of the General Plan sufficient to allow for enactment of future development in the City of Lemoore. Cumulative and growth inducing impacts shall also be included in specific sections of the document, and the CEQA document shall consider full "build-out" of the General Plan.

A Mitigation Monitoring and Reporting Program ("MMRP") shall be prepared pursuant to

CEQA by the consultant. This shall be a separate document from the environmental document and attached to the CEQA document as an exhibit. The consultant shall develop recommended mitigation measures appropriate for each Element and identify the appropriate party responsible for implementation, monitoring, capital costs, and confirmation of implementation. Each mitigation measure should include the timeframe for completion. Mitigation measures shall be designed for a monitoring system to ensure accomplishment of General Plan goals.

All CEQA documents produced for this work must be in electronic format with a search function and uploaded by the consultant to CEQAnet with character recognition.

**DELIVERABLES EXPECTED:**

- Kick-Off Meeting:
  - Agenda or outline & other meeting materials
  - Consultants' contact information for City staff
  - Revisions to work plan submitted with RFP for development into Work Program
- Work Program, presented in digital format on a flash drive or by email, to include at minimum:
  - Task outline and detailed project schedule for all facets of work
  - List of data and research to be collected for the Existing Conditions Report
  - Community Outreach Plan
- Evaluation of Existing General Plan:
  - Existing Conditions Report, presented as a finished product and presented in digital format on two flash drives, to include at minimum:
    - Interim report of summary of findings, base maps, assumptions, draft outline of preliminary General Plan
    - Preliminary policy and land use recommendations and implementation measures
    - Raw baseline data for CEQA document
- Public outreach and participation, as outlined in the Community Outreach Plan section of the Work Program, to include at minimum:
  - Meetings & appropriate notices
  - Public workshops and surveys
  - Publications, newsletters, or other methods of communication approved by the City
  - Agendas & staff reports
  - Graphics or slideshows

- General Plan Update, in accordance with the schedule set forth in the Work Program:
  - Regularly scheduled status reports
  - Shape files for all maps and copies of all maps submitted on two flash drives
  - All background files, data, and information used in preparation and completion of the work
  - All public notices, staff reports, resolutions, ordinances, maps, charts, slideshows, and other documents necessary as part of the planning review process, public outreach, and adoption process
  - Draft Elements submitted in digital PDF and Word format on a flash drive or by email
  - Large-scale exhibits for workshops and public hearings
  - Website for the General Plan Update and CEQA document
  - Administrative draft General Plan submitted in digital PDF and Word format on two flash drives
  - Draft General Plan submitted in digital PDF and Word format on two flash drives
  - Final adopted General Plan in paper format in 3-hole binders, 5 copies
  - Final adopted General Plan in digital PDF and Word format on ten flash drives
  - Updated color Land Use Map in digital PDF and GIS format on four flash drives
- Environmental Analysis, in accordance with the schedule set forth in the Work Program:
  - All public notices, staff reports, resolutions, ordinances, Initial Study, Notices of Intent, Notices of Preparation, Notices of Completion, Notices of Determination, Statements of Overriding Considerations (if necessary), Responses to Comments, etc. submitted in digital PDF format and Word format by email or on a flash drive
  - Submitted for City review and approval in digital PDF and Word format on two flash drives, each containing as applicable:
    - Draft CEQA document
    - Draft Mitigation Monitoring & Reporting Program
    - Draft Response to Comments
    - Draft Statement of Findings and Facts
    - Draft Statement of Overriding Considerations
    - Certified final CEQA document with Exhibits
    - Technical Appendices
- A digital copy of all other pertinent documents upon request submitted by email or on a flash drive.

## SECTION 3

### **INSTRUCTIONS TO PROPOSERS**

#### **3.1 SUBMISSION INSTRUCTIONS**

Proposals must be received by the Planning office, located at 711 W. Cinnamon Drive, Lemoore CA 93245, at or before **4:00 p.m. local time on Thursday, March 19, 2026**. All proposals shall be submitted on 8 ½ x 11-inch paper and shall be bound or contained in a binder. An electronic version of the proposal must also be provided on a USB drive.

Proposers shall submit one (1) original proposal and three (3) copies. The original proposal shall be marked as “Original” on the first page of the proposal in a location and font size that are easily identifiable. All proposals must be submitted under seal in either an envelope(s) or box, which shall be clearly marked on the outside to read:

Name of Proposer/Consultant  
RFP Title (General Plan Update)  
Proposal submittal deadline and time

Proposals shall be delivered to:

City of Lemoore  
Attn: Planning/Kristie Baley  
711 W Cinnamon Drive  
Lemoore, CA 93245

#### **3.2 PROPOSAL FORMAT**

Proposals must be submitted in the following format. Non-conforming proposals will not be considered. Each section shall be clearly marked with either tabs or sections, which correspond to the sections below.

In the event any of the sections below do not apply, Proposers shall indicate “Not Applicable” in response thereto.

##### **3.2.1 SIGNATURE PAGE**

Proposers must include a completed Signature Page, as attached hereto as **Exhibit A**, at the front of their proposals. Failure to include a complete Signature Page shall be grounds for rejection of the proposal.

### **3.2.2 COVER LETTER**

The cover letter must include the Proposer's name, address, and telephone number, as well as the name and email address of a designated contact individual. The email address provided must be available to receive service of any notices sent regarding this RFP.

### **3.2.3 COMPANY OVERVIEW**

A brief description of the company and its structure, including, but not limited to, the name(s), business address(es), and telephone number(s) of the company's officers, directors, and associates, and the name(s) and address(es) of any parent or subsidiary companies.

### **3.2.4 SUBCONTRACTORS**

If the Proposer will be using subcontractors to perform some or all of the work, the name(s) and address(es) of these subcontractors must be included, along with a description of which portion of the work or service they will perform. Said information shall be provided on the Subcontractor List, attached hereto as **Exhibit B**.

If the Proposer is part of a joint venture, one legal entity must be designated as the Primary Proposer. All other participants shall be considered subcontractors.

### **3.2.5 RELEVANT EXPERIENCE**

Provide a brief description of your company's past relevant experience as it relates to the requested work or services. Include a minimum of five (5) references. Each reference should include the name, address, and phone number, along with a contact person and a description of the work performed. References should be listed in the Reference List, attached hereto as **Exhibit C**.

### **3.2.6 SUPPORT TEAM**

Identify the individual(s) who will form the support team for performing the work or services for this RFP. Include brief descriptions of each individual's experience and a description of the role he or she will take in performing the work or service.

### **3.2.7 TIMEFRAME FOR COMPLETION**

Provide a realistic approach to complete the work or services within the timeframe provided within this RFP.



### **3.2.8 ASSISTANCE FROM CITY**

Provide a written summary of any information, access, or assistance you will expect or need from the City to complete the work or services within the given timeframe.

### **3.2.9 PROJECT COST**

Provide a detailed breakdown of the costs associated with the work or services to be performed as well as an overall, total, cost for the services or work to be performed. In addition, provide the proposed costs for any services or work that may be performed at the City's request, in addition to the work or services requested in this RFP, if applicable. Proposers are responsible for ensuring that all costs are set forth in this section. Failure to properly calculate costs or include additional costs will not be a basis for re-negotiation of the compensation for the winning bid.

Proposals must include a 60-day price guarantee.

### **3.2.10 PROPOSED SCOPE OF WORK**

Provide a summary of the work or services to be performed to be attached to the parties' agreement as a scope of work. The scope of work must be concise and address each and every requirement of the proposed work or services, as set forth in Section 2. Proposals submitted without a concise scope of work suitable to be attached to the parties' agreement as an exhibit will not be considered; copies of the proposal will not be accepted as a scope of work.

### **3.2.11 ACKNOWLEDGMENT OF ADDENDA**

Provide an acknowledgment of any addenda issued for this RFP, if applicable.

### **3.2.12 PROPOSED AGREEMENT**

City to negotiate agreement during selection process.

### **3.2.13 CONFLICT OF INTEREST**

Proposers shall certify in their proposals that no official or employee of the City, or any business entity in which an official or employee of the City has an interest, has been employed or retained to solicit or aid in procuring the award of this RFP.

### **3.2.14 AFFIDAVIT OF NON-COLLUSION**

Proposers shall include a completed Affidavit of Non-Collusion with their proposals on the form attached hereto as **Exhibit D**. Failure to include a completed Affidavit of Non-Collusion may result in the rejection of the proposal as non-responsive.

### 3.3 TIMELINE OF EVENTS

The City expects this RFP to follow the timeline below:

Issuance of the RFP	January 17, 2026
Q&A Session	February 18, 2026
Proposer's Questions due	March 5, 2026
City's Answers due	March 12, 2026
Proposals due	March 19, 2026
Interviews	March 31, 2026
Notice of Intent to Award sent to Proposers	April 9, 2026
Complete Agreement Negotiations	April 30, 2026
Present final agreement to City Council for approval	May 19, 2026
Services begin	June 15, 2026

The City reserves the right to amend this schedule at any time.

### 3.4 EVALUATION CRITERIA

The Evaluation Committee will review and score only those proposals that are deemed responsive to this RFP and presented in the format as set forth in Section 3.2. Failure to include any sections in the proposal will result in that proposal being deemed non-responsive.

During the scoring process, the Evaluation Committee may contact the Proposer's references, or any other sources deemed relevant by the Evaluation Committee as part of their review of the Proposer's qualifications to perform the requested services or work.

Selection will not be based on the lowest priced proposal, but will be based on the following criteria:

1. Proposer's ability and history in providing the requested services or work for public agencies of similar size, population, and need as the City . **15 points.**
2. Responsiveness of the proposal and the clarity and completeness of the proposed Scope of Work. **15 points.**
3. Demonstrated technical competence and experience to perform the services or work requested in the RFP. **20 points.**
4. Past record of performance of similar work or services as determined by all available information. These criteria will be based not only on the information contained within the proposal, but also by discussions with the Proposers and

their references, as well as other relevant entities or individuals who have used the Proposer for similar work or services. **30 points.**

5. Proposer's demonstrated ability to perform the work or services set out in the RFP within the given time frame. **20 points.**

### **3.5 DISCUSSION WITH PROPOSERS AND CLARIFICATIONS TO PROPOSALS**

The City reserves the right to contact Proposers to seek clarification of their submitted proposals during the evaluation process. These discussions shall be solely for the purpose of ensuring that the City has a full and complete understanding of the submitted proposals and the Proposer's qualifications to perform the requested work or services. The City will not discuss the contents of other Proposer's proposals during these discussions.

### **3.6 ORAL PRESENTATIONS**

The City reserves the right to request the Proposers to make oral presentations to further explain their proposals and demonstrate their ability to perform the requested work or services. Proposers will be advised in writing whether an oral presentation will be required and, if so, when and where said presentation shall take place.

Proposers are responsible for submitting any and all questions concerning the work or services set forth in Section 2 or any other aspect of this RFP to Kristie Baley at the City of Lemoore Planning office located at 711 W. Cinnamon Drive, Lemoore CA 93245 before the submittal deadline. Questions must be presented in writing and submitted to the Planning office at the address noted above or via email at [kbaley@lemoore.com](mailto:kbaley@lemoore.com).

Proposers must include the RFP title in their requests for information (General Plan Update).

### **3.7 REQUESTS FOR INFORMATION OR CLARIFICATION OF RFP**

Proposers are responsible for submitting any and all questions concerning the work or services set forth in Section 2 or any other aspect of this RFP before the submittal deadline. Questions must be presented in writing and submitted to the Planning office at the address noted above or via email at [kbaley@lemoore.com](mailto:kbaley@lemoore.com). Proposers must include the RFP title in their requests for information.

### **3.8 WITHDRAWAL OR REVISION OF PROPOSALS**

Proposers may withdraw or revise their proposals anytime before the submittal date. Requests to withdraw or revise proposals must be made in writing and submitted to the City Clerk at the address above or via email to: [kbaley@lemoore.com](mailto:kbaley@lemoore.com). Proposals may not be withdrawn or revised after the

submittal date.

### **3.9 SELECTION AND ANNOUNCEMENT OF APPARENT SUCCESSFUL PROPOSER**

Proposals will be evaluated by an Evaluation Committee as selected by the City. The Evaluation Committee will use the Evaluation Criteria as set forth in Section 3.5 in scoring the submitted proposals and determining which proposal will be presented to the Lemoore City Council (“Council”) for approval.

Proposers will be notified of the City’s decision in writing through a Notice of Intent to Award. The Notice of Intent to Award will be sent by email.

### **3.10 PROTEST OF AWARD**

Proposers who wish to protest the RFP or announcement of award must submit their protests in writing and submitted to the City Clerk at the address above or via email at [cityclerk@lemoore.com](mailto:cityclerk@lemoore.com)

Protests of the process, terms, conditions, or any other aspect of the RFP must be submitted before the RFP’s submittal date. Failure to submit a protest before this date will act as a waiver of the Proposer’s right to protest these portions of the RFP.

Protests of the announcement of the award must be made within five (5) working days of the date of the Notice of Intent to Award. Protests must include the following information:

- 1) The name, address, telephone number, and email address of the protesting Proposer.
- 2) The signature of the protesting Proposer or the representative of the Proposer.
- 3) The RFP title.
- 4) A detailed statement of the legal or factual basis for the protest.
- 5) All documents or other records that support the Proposer’s basis for the protest.
- 6) The form of relief requested; and
- 7) Acknowledgment of the Proposer’s willingness to accept any and all notices or decisions regarding this protest and any resulting appeal via email.

Protests will be considered and responded to by the City Clerk or designee within five (5) working days of the receipt of the protest. In the event the protesting Proposer wishes to appeal the decision of the City Clerk or designee, said appeal shall be presented in writing to the City Manager of the City of Lemoore within five (5) working days of the date of the City Clerk or designee’s response.

Proposers appealing City Clerk or designee's decision must work with the City Manager to schedule a hearing of the Proposer's appeal on the Lemoore City Council's agenda for the next regular meeting. The hearing will be conducted informally and will not be a full evidentiary hearing. However, the Proposer and the City will be given the opportunity to present arguments and provide evidence at the hearing.

Any evidence to be presented at the hearing must be presented to the City Clerk's office at least three (3) working days prior to the scheduled hearing. Proposers may be represented by counsel, but the rules of evidence governing civil proceedings will not apply to this hearing.

The City Council will issue its decision either orally at the hearing or in writing within three (3) working days of the hearing.

Any costs incurred by a Proposer in filing and pursuing a protest or appeal shall be the sole responsibility of the Proposer. The City shall not reimburse the Proposer for the costs of a protest or appeal, even if the protest or appeal results in a favorable outcome for the Proposer.

The procedures set forth above are mandatory and constitute a Proposer's sole and exclusive remedy in the event of a protest or appeal of the RFP or the award thereof. Failure to comply with these procedures shall constitute a waiver of any right to further pursue a protest or appeal, including filing a claim or initiating legal proceedings. In addition, failure to appear at the hearing set for an appeal shall constitute a waiver of the Proposer's right to appeal.

The City reserves the right to extend any of the above timeframes as necessary. Said extensions shall be communicated to the protesting Proposer in writing via email.

## **SECTION 4**

### **NOTICE TO PROPOSERS; GENERAL INFORMATION**

#### **4.1 NOTICE TO PROPOSERS**

This RFP does not constitute an agreement or offer of employment between the City and the Proposers. The costs of preparing proposals shall be the sole obligation of the Proposers. Once submitted, all proposals become the property of the City .

The successful Proposer shall be considered an independent consultant and not an agent, officer, or employee of the City or entitled to any benefits arising therefrom.

#### **4.2 CONFIDENTIALITY**

Proposals are only confidential during the evaluation process. Once an agreement has been signed between the City and the successful Proposer, any and all proposals shall be subject to disclosure under the California Public Records Act ("the Act") as found under Section 7920.000 *et seq.* of

the Government Code. Proposers are therefore responsible for ensuring that they have not included any confidential information in their proposals, such as trade secrets, social security numbers, or proprietary information.

Proposers are hereby put on notice that the City will not redact any portions of the submitted proposals when releasing them pursuant to a request under the Act.

#### **4.3 LATE PROPOSALS**

The City assumes no responsibility for the submission of late proposals. It is the sole responsibility of the Proposers to ensure their proposals are received by Planning office. The City will not accept proposals via email or fax. Late proposals will not be considered.

#### **4.4 ADDENDA TO THE RFP**

Proposers must carefully examine the specifications set forth in Section 2 and submit any and all questions or requests for information to the City as set forth in Section 3.7.

Failure to submit a request for information before the submittal date will result in a waiver of the Proposer's right to protest any award under this RFP on the basis of the process, terms, conditions, or claimed ambiguity regarding this RFP.

The City reserves the right to make corrections via written addenda to this RFP as needed prior to the submittal date. Addenda shall only be valid if issued in writing; oral communications about this RFP with City employees will not be binding on the City unless set forth in a written addendum.

Addenda shall be posted on the City's website under Announcements on the IFB-RFB-RFP-RFQ Notices page and available by email from the Planning office. Proposers must acknowledge any and all addenda issued by signing and dating the addenda and including them with the proposal.

Proposers are solely responsible for checking the City's website and contacting the Planning office prior to the submittal date to ensure that they are aware of and acknowledge any and all addenda in their proposals. Failure to acknowledge and include any or all addenda may result in the proposal being deemed non-responsive.

#### **4.5 COMMUNICATIONS WITH THE EVALUATION COMMITTEE OR CITY STAFF**

Proposers shall not contact any member of the Evaluation Committee or any other City employee during the evaluation phase for this RFP unless contacted by the Evaluation Committee as allowed under Sections 3.5 or 3.6. Proposers who contact City personnel in an attempt to badger, cajole, bribe, influence, or obtain confidential information about the evaluations of the proposals during the evaluation phase may have their proposals declared disqualified from consideration.

#### **4.6 FALSE OR MISLEADING STATEMENTS**

Proposals containing false or misleading statements, or those which include references that do not support an attribute or skill claimed by the Proposer, may be rejected as non-responsive to this RFP.

If the City determines that a Proposer's false or misleading statements were provided with intent to mislead the City in its evaluation of the proposal, the proposal will be deemed non-responsive. The City reserves the right to also prohibit the Proposer from submitting proposals for work or services under future RFPs.

#### **4.7 PREVAILING WAGE AND REGISTRATION WITH THE DEPARTMENT OF INDUSTRIAL RELATIONS**

The work or services set forth in Section 2 may constitute public work for purposes of California's prevailing wage laws. Proposers shall be solely responsible for determining whether the proposed work is public work and subject to the payment of prevailing wage and registration with the Department of Industrial Relations for the audit of the same.

Proposers who fail to verify whether the work or services requested in this RFP constitute public work and are subject to California's prevailing wage laws when calculating the amount of their bids shall not be allowed to amend the proposed amount to account for this mistake.

#### **4.8 NEWS RELEASES**

Proposers shall not issue news releases pertaining to the award resulting from this RFP without prior written approval of the City .

**EXHIBIT A**  
**SIGNATURE PAGE**

(Proposer to complete and place in front of proposal)

Individual/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person's name: \_\_\_\_\_

Contact Person's title: \_\_\_\_\_

Contact Person's telephone number: \_\_\_\_\_

Contact Person's email address: \_\_\_\_\_

The undersigned hereby certifies that he/she is a duly authorized official of their organization and has the authority to submit this proposal and sign on behalf of the organization and assure that all statements made in the proposal are accurate and truthful. The undersigned agrees to provide the work or services requested in this Request for Proposal at the price contained therein and will comply with all terms and conditions of the proposed agreement, unless otherwise stipulated through a written exception.

\_\_\_\_\_  
Authorized Representative – Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Representative's signature

Business License No. (if applicable): \_\_\_\_\_

Professional License No. (if applicable): \_\_\_\_\_



**EXHIBIT B**  
**SUBCONTRACTOR LIST**

(Proposer to complete and return with proposal)

**Subcontractor No. 1 - Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Amount of work or services to be performed (percentage): \_\_\_\_\_

Types of work or services to be performed: \_\_\_\_\_

\_\_\_\_\_

**Subcontractor No. 2 - Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Amount of work or services to be performed (percentage): \_\_\_\_\_

Types of work or services to be performed: \_\_\_\_\_

\_\_\_\_\_

**Subcontractor No. 3 - Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Amount of work or services to be performed (percentage): \_\_\_\_\_

Types of work or services to be performed: \_\_\_\_\_

\_\_\_\_\_

**EXHIBIT C**  
**REFERENCE LIST**

(Proposer to complete and return with proposal)

List five (5) references where the same or similar work or services were provided.

**Reference No. 1 – Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Amount of contract: \_\_\_\_\_ Date and type of work or services performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Reference No. 2 – Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Amount of contract: \_\_\_\_\_ Date and type of work or services performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Reference No. 3 – Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Amount of contract: \_\_\_\_\_ Date and type of work or services performed: \_\_\_\_\_

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**Reference No. 4 – Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Amount of contract: \_\_\_\_\_ Date and type of work or services performed: \_\_\_\_\_

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**Reference No. 5 – Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Amount of contract: \_\_\_\_\_ Date and type of work or services performed: \_\_\_\_\_

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## EXHIBIT D

### AFFIDAVIT OF NON-COLLUSION

I hereby affirm that:

- 1) I am the Proposer (if Proposer is an individual), a partner of the Proposer (if the Proposer is a partnership), or an officer or employee of the Proposer having authority to sign on the Proposer's behalf (if Proposer is a corporation).
- 2) The proposal has been arrived at by the Proposer independently and has been submitted without collusion with, or without agreement, understanding, or planned common course of action with, any other vendor or materials, supplies, equipment, or services described in the request for proposal, designed to limit the independent bidding or competition.
- 3) The contents of the proposal have not been communicated by the Proposer or its employees or agents, to any person, not an employee or agent of the Proposer or its surety or any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.
- 4) I have fully informed myself regarding the accuracy of the statements made on this affidavit.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed in: \_\_\_\_\_ on: \_\_\_\_\_ by:  
(City) (State) (Date)

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Authorized Signature

**END**