



CITY OF MONTCLAIR

Request for Proposal General Plan Update

RELEASE DATE: JULY 17, 2017

CLOSING DATE: SEPTEMBER 14, 2017

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Proposal to be received at City Hall by 5:00 p.m. on Thursday, September 14, 2017. Proposal must be complete and sealed. Facsimile copies are not acceptable. Proposals received after this deadline will not be considered.

I. INTRODUCTION

The City of Montclair is requesting proposals from qualified consulting firms to prepare an update of the City's General Plan. The City desires experienced consultant assistance to prepare a new General Plan representing the goals, objectives, policies, programs, and standards of the City's vision for the future.

The successful firm will take primary responsibility, in cooperation with the City, to develop the following documents:

- A new and comprehensive General Plan consistent with state law;
- Associated Master Environmental Impact Report (EIR); and
- Zoning and Specific Plan Consistency Program.

The consultant will also be responsible for undertaking all the necessary steps for preparing and processing the update including data collection and analysis,

public outreach efforts, production of plan text and graphics, environmental review and documentation and coordination of review by public agencies and other interested organizations. Final documents must be complete, accurate, defensible and compliant with applicable state laws.

City staff from the Community Development Department will assist in coordinating public outreach efforts with respect to locations and times, while the consultant shall be responsible for preparing required legal notices, the production of relevant documents and presentation materials, and for acting as the lead during scheduled meeting(s).

II. Location

The City of Montclair is located at the west end of San Bernardino County, approximately 33 miles directly east of the City of Los Angeles and approximately 30 miles west of the San Bernardino Civic Center and San Bernardino County seat. The western boundary of the City is contiguous with the Los Angeles County line. Adjacent to Montclair are the Cities of Claremont and Pomona to the west and located in Los Angeles County, the City of Upland to the north, the City of Ontario to the east, and the City of Chino to the south. Regional interstate highway access to the City of Montclair is primarily provided by Interstate 10 which passes across the northern half of the City. Connector route access to Montclair is also provided via State Route 60 to the south, State Route 210 to the north, State Route 57 and 71 to the west, and Interstate 15 to the east. Based on California Department of Finance data, the current population of Montclair is 38,690.

Montclair is the main gateway community to Southern California's Inland Empire, a fast growing region located at the west end of San Bernardino County. Primary regional access to the City is via Interstate 10, which connects residents to destinations in Los Angeles, Orange, San Bernardino, and Riverside counties. Residents also have easy access to existing and developing alternative means of public transit that include local and regional bus services, the Metrolink railway, the expected arrival of the Metro Gold Line light rail system (2025), and nearby local and regional airports.

The addition of the multi-modal Montclair Transcenter in the early 1990s and the extension of Monte Vista Avenue northward to Foothill Boulevard increased accessibility and mobility in the area, and allowed for new land use opportunities along the City's northern boundary.

III. BACKGROUND

Prior to its incorporation, the Montclair area (the Monte Vista Land Tract or Narod) was known mainly as a citrus growing area located between the established communities of Ontario and Pomona. When citrus growing activities began to wane and development ensued, the area was under the jurisdiction of San Bernardino County. Montclair officially incorporated as a general law city on April 25, 1956. City government is based on the council-manager form, directed by a five (5) member City Council (including an elected Mayor) elected at-large by the community. The legislative body appoints a City Manager to administer

the affairs of the City. Today, Montclair is a full service family oriented community.

The City of Montclair presently encompasses approximately 5.54 square miles, with 0.92 square miles within the City's sphere of influence. Montclair is generally considered a built-out community with little vacant land. The majority of the City's housing stock consists primarily of modest-sized single-family detached residences constructed from the early 1950s through the early 1960s. With the housing stock in many of these areas being over 50 years old, neighborhood preservation and improvement are key issues. A significant amount of single-family residential development on quarter- and half-acre lots occurred during the late 1970s and early 1980s in the southern portion of the City, some of which are equestrian-oriented. A more recent spurt of single-family residential development occurred during the residential boom of the early 2000s. The City's numerous multiple-family neighborhoods were developed primarily during the early 1960s.

In recent years, new higher density multi-family, market rate, residential developments have been constructed, or are in the process of construction, in the north end of Montclair. These multi-family residential developments are a part of the adopted Transit-Oriented Development (TOD) plan and form based code known as the North Montclair Downtown Specific Plan (NMDSP). A focal point in the adoption of the Specific Plan is the Montclair Transcenter. The Montclair Transcenter is a multimodal transit station that includes approximately 20 acres for parking to accommodate park and ride services, San Bernardino County Omnitrans bus service, Riverside Transit Agency bus service, Foothill Transit Los Angeles County bus service, and Metrolink commuter rail service. The NMDSP was adopted in 2006 and was recently amended in 2017. Since its initial adoption in 2006, the NMDSP proposes adding up to 5,888 units of residential development and up to 1,681,285 square feet of retail/restaurant/office space in mixed use developments. The NMDSP also envisions the development of redesigned transit station infrastructure at the Montclair Transcenter as a central feature of the new development scheme. The recent amendment of the NMDSP added territory to the specific plan area and was revised to improve upon and redefine policies and development standards. The 385-unit development known as The Paseos and the 129-unit Arrow Station project were developed pursuant to the 2006 NMDSP standards. Four (4) other potential projects of similar or higher densities for the area are currently under discussion and would fall under the 2017 amended NMDSP.

Despite its "small town" size, Montclair offers a range of supportive community services to its residents similar to much larger cities, including maintaining its own police and fire departments, extensive public works services, senior and youth centers, and a wide array of recreational-, educational- and health-related programs. In addition, there are approximately 1,500 businesses, including Montclair Place regional mall (formerly Montclair Plaza), a Costco wholesale warehouse store, and major auto and recreational vehicle dealerships located along the high-volume I-10 corridor. The City is committed to providing its residents with a well-balanced mix of residential, cultural, entertainment/dining, shopping, health, transportation, employment, and recreational opportunities.

The City's primary industrial area is relatively modest in size and is generally located along both sides of the Union Pacific railroad right of way between Brooks Street and Mission Boulevard (south portion of the City). Although a few industrial sites have been redeveloped in the past 10 years, much of the remaining area is characterized as being a mixture of old development and underutilized properties that could be re-developed into modern industrial developments. With recent improvements in the economy (post Great Recession), developer interest in a number of industrial zoned properties has increased and in a few cases has resulted in new projects. One market trend that appears to be on the rise is developer interest to construct intermediate sized warehouse/industrial buildings and developments closer to Los Angeles and Orange Counties, rather than larger facilities offered in, and common to, adjacent communities.

Montclair has ten developed recreational parks, one undeveloped park site and two small open space areas totaling approximately 55 acres of land. Residents can access a variety of passive and active recreational activities at the developed parks that include playground, picnic, and sports facilities. The City's Human Services Department provides organized adult and youth activities including sports leagues, special interest classes, After School programs and summer camps. After school and summer activities for Junior High-aged students are offered in the Youth Center adjacent to City Hall. Most recently, for the second consecutive year, the City of Montclair was recognized as one of only 241 communities across the nation as a Playful City USA. The Playful City USA designation recognizes Montclair's efforts to promote healthful lifestyle choices including physical activity, nutritious food and healthcare. Montclair is also renowned for its award winning Montclair To College (formerly Online To College) program—a scholarship program offered to graduating and eligible Montclair High School students, providing up to two years of tuition scholarships (including books and parking) to attend Chaffey Community College in Rancho Cucamonga. In addition, for approximately 30 years, the City has operated a medical clinic through largely grant and volunteer staff to promote wellness in the community for those without adequate access to health care resources.

The Montclair Senior Center offers a variety of programs targeted to this age group, including weekday noontime meals, special events, recreation activities, travel opportunities, special interest classes, and tax and health education programs.

IV. GENERAL PLAN STATUS

The current General Plan for the City of Montclair was adopted in 1999 and contains the seven mandated elements (Land Use, Circulation, Housing, Safety, Noise, Open Space, and Conservation), plus three (3) additional elements (Public Utilities and Facilities, Community Design, and Air Quality). The Housing Element is current and was certified by State Department of Housing and Community Development (HCD) in 2014. The Housing Element is valid until the year 2021.

The 1999 Montclair General Plan forecasted modest growth for the community throughout its planning time frame (which ended in 2015) due to the largely "built

out” nature of the community. Forecasted growth for the community has been on target; however, updated growth forecasts for the region and local quality of life issues such as neighborhood revitalization, demand for more open space, improved schools, less traffic congestion, affordable housing, more local jobs and services, and increased demand for public services require new strategies to address these evolving and growing concerns.

V. GENERAL PLAN UPDATE OBJECTIVE

The overall objective for the proposed General Plan Update is to create a comprehensive yet easy-to-use and understandable document that clearly represents the goals, objectives, policies, programs, and standards of the City’s vision for the future. The ideal General Plan document will address and incorporate the following elements:

1. Meet all the requirements of California State Law. The consultant is also expected to be aware of and advise the City on the latest information related to efforts by The Governor’s Office of Planning and Research (OPR) to update the State’s current *General Plan Guidelines (GPG)* and, to the extent possible, anticipate and incorporate such updates into the General Plan Update.
2. Include the preparation of appropriate background data as may be required under state law and necessary for policy formation.
3. Identify and incorporate relevant sustainability goals and policies throughout all plan elements, such as land use, transportation, and housing.
4. Create a coordinated and internally consistent General Plan.
5. Identify current and future challenges, and address special study areas identified during the public participation process.
6. Provide a foundation for the Capital Improvement Program (CIP) and other fiscal priorities and initiatives.
7. Include a sufficient number of maps, pictures, matrices, and diagrams, etc., to clearly describe and illustrate the content and intent of the text.
8. Provide the necessary format needed to easily develop and adopt any subsequent zoning regulations and other implementation tools, and accommodate future updates and amendments as needed.
9. Establish a method to monitor the progress and success of identified goals and objectives, as well as the overall environmental, economic, social and physical health of the City.

VI. MANDATORY CONTENTS OF THE GENERAL PLAN UPDATE

At a minimum, the General Plan Update shall include the following seven (7) state-mandated elements and any other optional elements that the governing body may wish to incorporate and adopt including, but not limited to, recreation, air quality, preservation, community design and economic development, each of which shall have the same force and effect as the mandated elements:

1. Land Use (this component shall include recommendations regarding the elimination, incorporation or update of Specific Plans).
2. Circulation
3. Open Space
4. Conservation
5. Noise
6. Safety
7. Housing Element* (Updated Housing Element was approved in 2014, but may require revision to achieve consistency with the final document).

Additionally, the respondent shall incorporate any General Plan Element that may be required by state Statute but not listed and, based on further direction from the City, incorporate the following new or enhanced General Plan elements:

- An updated Community Design Element that incorporates new Urban Design/Architecture/Landscape Architecture principles, concepts, and strategies that can be easily implemented within a variety of physical settings throughout the community. Special emphasis shall be placed on developing general architectural guidelines for enhancing existing housing stock, particularly modest post-war residential tract development and mid-century modern inspired designs. Focus shall also be provided on design and development of north Montclair's Transit Oriented District (TOD) and the integration of design concepts to achieve compatibility with the urban approach contemplated the North Montclair Downtown Specific Plan.
- An updated Public Facilities and Utilities Element. The purpose of the Public Facilities Element is to identify public improvements and service levels to meet the current and future needs of the community. The element shall also examine the adequacy of public buildings, structures and grounds, public parks, bike and pedestrian paths and transportation- and transit-related services (Active Transportation Plan Element), and the eventual replacement of aging infrastructure. This element would also address the need for a potential Parks and Recreation Master Plan to guide the City in providing baseline data, policies and recommendations for day-to-day tasks, as well as standards for planning existing and future parks and recreation facilities.
- A new Economic Development Element. The purpose of the Economic Development Element is to develop the framework for future fiscal and land

use decisions/strategies to strengthen and sustain the local economy and recognize Montclair's prime location as the gateway to the Inland Empire.

As part of this element, the consultant will work with the City to develop a methodology for determining the estimated costs and estimated revenues which impact the City General Fund related to proposed development projects within community. The information obtained from this level of fiscal analysis will be used by decision makers in developing appropriate policies for promoting a sustainable economic climate for the City.

- A new Healthy City Element which includes health goals and data to develop citywide policies that expand the livable cities objectives.
- An update to, or inclusion of, Corridor-Related Specific Plan Elements to ensure that land uses and development within specific corridors occur in a manner that enhances and compliments the surrounding community and to achieve vibrant commercial areas with adjacent residential opportunities by regulating uses, building height, landscape, screening of unattractive views and proper site designs.
- A Green Plan Element to guide the City in becoming more environmentally sustainable.
- A Climate Action Plan should be prepared and incorporated into the Safety Element of the General Plan.
- Sphere of Influence Annexation Element to guide the City in relation to annexation decisions and future land use decisions and development of annexed areas.

Respondents to this RFP should be prepared to estimate costs for each component of the General Plan Update, including **separate costing for each optional element**.

The consultant is encouraged to consider a flexible organizational format that could include the consolidating or combining elements along functional lines that recognize the relationship of the issues or components.

VII. CITY RESOURCES

Department staff is limited in size, but available to assist and provide information and direction as required. The consultant will be expected to spend time in the Montclair community visiting and surveying facilities and working with Montclair City staff at Montclair City Hall to obtain documents, maps, plans, studies, data and other relevant information necessary to develop the plan.

VIII. DOCUMENTS AVAILABLE

Responding firms may contact the City to obtain documents determined necessary to assist in preparing a response to this RFP. Copies of identifiable

documents may be obtained by paying a per-page photocopy charge or visiting the City's website www.cityofmontclair.org. All fees and charges are the responsibility of the responder, and must be paid at the time of receipt of documents. Documents available include:

- Montclair General Plan (1999)
- 2014-2021 Montclair Housing Element
- North Montclair Downtown Specific Plan Amendment
- North Montclair Specific Plan
- Holt Boulevard Specific Plan
- Zoning Ordinance and Amendments
- Montclair Zoning Map and Ordinance
- Pre-zoning Map (for Sphere of Influence)
- Congestion Management Plan (CMP)
- Montclair Master Plan of Arterial Highways
- U.S. Census Tract Maps
- San Bernardino County Assessor Parcel Map Books
- Additional EIRs for specific projects in the City
- Parcel base layer for City with property owner information (GIS)
- City boundary (GIS)
- Zoning layer (GIS)

Respondents must provide all questions and requests for information and documents in writing so that the same information provided can be offered to other respondents.

IX. SCOPE OF WORK

The selected consultant shall prepare the General Plan Update for the City in compliance with California state law and state guidelines, and the Environmental Impact Report (EIR). The General Plan update shall encompass the existing City boundaries and the current Sphere-of-Influence. Subject to refinement and mutual agreement, the consultant shall provide a description and timeline of how the purpose of the update will be achieved, including how the following tasks will be accomplished:

1. Project Scope Refinement and Document Review

The Consultant shall work with and under the general direction of City staff to initiate and refine the project scope and schedule, identify key issues, and establish milestones. The consultant is strongly encouraged to recommend an approach or vision for this project that will result in a successful General Plan Program and document.

Project scoping (what needs to be achieved and what work must be done to deliver the project) is the part of project planning that involves determining and documenting a list of specific project goals, deliverables, features, functions, tasks, deadlines, and ultimately costs

Key steps to accomplish during Project Scoping include, but are not limited to, the following:

- a. Develop an overview of community issues, concerns, and opportunities;
- b. Identify contact agencies, organizations, and individuals;
- c. Identify community leaders, and define “key” player(s) roles;
- d. Establish product review procedures;
- e. Establish a strategy for the General Plan Update consistent with ongoing development applications, if any;
- f. Determine optimum scale and format for General Plan maps;
- g. Discuss General Plan formats for text and graphic images;
- h. Develop phases and a schedule of timelines and deadlines for each project component;

2. Data Analysis and Document Preparation

The selected consultant will be expected to conduct all necessary research and technical analysis related to the Update and to document and identify a clear understanding of current community trends, conditions, issues, concerns, opportunities, and constraints. The findings of this effort will be used to establish a baseline from which a future General Plan, goals, and policies can be formulated.

As part of this stage of activities, the consultant, among other scoping strategies, shall also identify a range of planning options and concepts addressing alternative policy themes and options, program directions, land use patterns, and density/intensity schemes for selected areas for consideration. Proposed concepts and strategies will represent citywide alternatives for future development.

This step will also include a review of current implementation ordinances, adopted specific plans, and other relevant documents to identify and make any appropriate recommendations for key revisions needed to ensure that these documents are consistent with the proposed Update. Consultant is not expected to prepare actual revisions of these regulations/specific plans as part of the General Plan Update contract.

3. Public Outreach and Public Meetings

Outline a public outreach program tailored to the City of Montclair. A limited number of community workshops, no more than three, are anticipated during the Update process—community workshops will involve outreach to community groups and stakeholders. In coordination with City staff, the consultant will compile a mailing list of all appropriate agencies, organizations and concerned individuals and organize, attend, and record community workshops. Consultant will be responsible for preparing public meeting notices, summary and public presentation graphics/materials, and completion of any related/required forms and documents. All notices will need to be prepared by the Consultant in both English and Spanish. The City will be responsible for the reproduction, publication, and distribution of the notices.

Additionally, the proposal and related cost estimate should include an optional task of providing for Spanish language translation at all public meetings. Consultant will assist City staff in preparation of all City Council and Planning Commission agenda reports and preparation of presentation materials for City Council and Planning Commission public hearings, including joint presentations before both bodies.

Under the direction of the City, the Consultant will create an ongoing communications program for the Update, including updates for the City's website, through social media, and through press releases to the Inland Valley Daily Bulletin (the local newspaper of general circulation) to inform the public about the project and encourage participation—press releases shall be in both English and Spanish.

4. Environmental Review

The consultant shall prepare an Administrative Draft, Final Draft, and Final Environment Impact Report (EIR) in accordance with the California Environmental Quality Act (CEQA) as part of the General Plan Update project. The consultant shall also explore, establish, and present to the City a set of thresholds to facilitate streamlining and exempting, to the extent possible, future projects from CEQA that are consistent with the adopted Final EIR. It is anticipated that CEQA review will be performed upon completion of the draft General Plan Update document. Consultants shall explain their approach toward CEQA review of the General Plan Update and provide examples based on their experience.

5. Deliverables

Identify deliverables for each major task. Approximately 20 copies of the draft Update shall be provided to the City. All text documents shall be provided to the City in Microsoft Word; tables, charts, spreadsheets, line graphs, histogram and basic dimensional graphical displays shall be provided in Excel and/or PowerPoint; all presentations shall be provided in Power Point; and all documents shall be provide in Adobe PDF file format, in addition to product copies being provided.

IX. PROPOSAL SUBMISSION FORMAT

A qualifying proposal will address all of the points in the Scope of Work along with the requested items and information listed below.

1. Introduction: Include a brief description of the responding firm; contact person including address, telephone number, fax number, and e-mail address; lead principal assigned to the project (if different than the contact person) and biography and contact information; and all associates assigned to the project and their respective biographies and contact information.
2. Approach and Scope of Work: Describe your firm's approach to completing the General Plan Update. Provide a summary of major tasks and key sub-

tasks; identify the number of proposed meetings, including public outreach meetings and public hearings, and deliverables.

3. Work Schedule: Include a proposed schedule of work or timeline and phased milestones for completion of the scope of work, based on an anticipated start date around mid-October 2017. The scope of work schedule should demonstrate how, and at what point, the Consultant will complete the draft General Plan Update document, incorporate public outreach meetings and review period, complete CEQA review, and complete necessary revisions of the draft General Plan document pursuant to direction of the City Council/Planning Commission and in response to applicable State review requirements.
4. Qualifications and Experience: Provide an outline of the firm's background and qualifications to perform requested services. Identify any sub-contractors that will be assigned to this project, including the areas of assignment, contact information, past related projects, and biographies of the subcontractor principals assigned to the project. Identify all other project personnel and their role in completing this project, and summarize the relevant qualifications and experiences of each.
5. References: Provide at least three references that have knowledge of your firm's recent work on General Plan Updates, either completed or in progress in this current cycle, or completed in the past 3 years. For each of these references, please identify the individuals in the firm who worked on, or are working on, the project assigned to your firm and their role or responsibility—please include addresses and contact information.
6. Product Sample. Provide a copy or copies of the most recently completed General Plan Update(s) prepared by your firm for a City similar in size to the City of Montclair and a project similar in scope to the requirements of this RFP.
7. Fee Schedule and Cost Estimate: Consultant shall include in a separate, sealed envelope, proposal costs in an itemized format for all tasks and sub-tasks of the project, as outlined in the scope of work. Preparation costs shall include labor hours for each individual assigned to the project and other direct costs readily apparent for each major task. Include in your pricing printing and production cost, transportation costs, billing rates for clerical personnel and any sub-consultants, postage and certified mailing costs, communication costs, and any other direct costs. Indicate a not-to-exceed cost.

The cost estimate shall separately breakout the costs for the following optional elements:

- Community Design Element, incorporating the TOD design focus
- Public Utilities and Facilities Element, Including Active Transportation Plan component

- Economic Development Element
- Healthy City Element
- Corridor-Related Specific Plan Elements
- Green Plan Element
- Sphere of Influence Annexation Element

Based on final determination by the City Council or City Manager, some or all of these optional elements may be omitted from the final Scope of Work and contract.

8. Professional Services Agreement: The selected Consultant will be required to sign and comply with provisions of the City’s standard Professional Services Agreement in the format attached. The Consultant proposal, this RFP, and all subsequent modifications to either document will be included as appendices to the contract.

X. PROPOSAL SUBMITTAL

Please submit one (1) unbound copy, four (4) bound copies and one (1) electronic version of the proposal no later than **5:00 p.m. on Thursday, September 14, 2017.**

1. All proposals shall be submitted in a sealed envelope which is clearly marked with the RFP description (*i.e.*, City of Montclair General Plan Update) and closing date and time.
2. Late proposals or faxed proposals will not be accepted.
3. All proposals, whether selected or rejected, shall become the property of the City.
4. Cost of preparation of proposal shall be borne by the submitting party.
5. The City will not be responsible for proposals delivered to a person/address other than the “Contact Person” and address specified on page 1 of this document.

XI. PROCESS INTEGRITY GUIDELINES

Given the scope of this Request for Proposals (RFP) and the City’s desire to award contracts in a timely manner, and with maximum integrity in the award process, the City has created and instituted Process Integrity Guidelines for Respondents. These Guidelines govern interactions between Respondents and the City and the City’s representatives during the proposal process.

Guidelines:

- Upon receipt of this RFP, and until the Montclair City Staff's recommendation for award is submitted to the City Council for approval, **all contacts between each Respondent and the City on matters addressed in this RFP are to be communicated through the Community Development Department, with contact directed to City Planner/Planning Manager Michael Diaz, 909-625-9432 (office) or by e-mail at mdiaz@cityofmontclair.org.**
- All substantive questions (*i.e.*, other than questions about time and place of conferences, interviews, *etc.*) and/or requests for documentation shall be submitted in writing, or asked during the interviews. Questions asked (and documents provided), and responses from the City shall be shared with all respondents to this RFP.
- Any Respondent who fails to recognize or utilize this process of communication will be notified of its violation of the proscribed process and may be disqualified from the RFP process.
- Any evidence which indicates a Respondent failed to comply with the Process Integrity Guidelines may result in that Respondent's disqualification.

XII. EVALUATION AND SELECTION PROCESS

Montclair City staff shall exercise its discretion in selecting a firm and shall negotiate and contract in accordance with the City's selection. The City reserves the right to award a contract to the firm or individual that presents the proposal and has the qualifications considered to best serve the interests of the City of Montclair. The City of Montclair further reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm.

The City of Montclair will undertake a two-step evaluation process of the firms under consideration to prepare the General Plan Update.

- Step One. A review of each respondent's qualifications and capabilities in relation to the requirements of this RFP. Montclair City staff will conduct a review of each firm's qualifications and capabilities in relation to their respective abilities to satisfy the requirements of this RFP. In addition, Montclair City staff requires biographies and the qualifications of each principal and associate assigned to the project and what area of the project they will each be assigned to. The City of Montclair reserves the right to screen the qualifications of each principal and associate for accuracy. At the conclusion of the qualifications review, the City of Montclair will invite three-to-five of the most qualified firms to submit a detailed proposal.
- Step Two. A comprehensive City review of each submitted proposal and conducting interviews of each selected firm before a selection panel of City of Montclair staff. The interview is an opportunity for each firm to discuss,

in detail, their approach to the project and introduce the project team. Each proposal will be evaluated by a selection panel and ranked according to qualifications, experience, capabilities, resources, approach, demonstrated competence in performing the required work and the total cost of the project.

- Step Three. Tentative selection/recommendation and final negotiations on a scope of work and contract price. The final selection and contract approval will be subject to approval by the Montclair City Council.

XIII. Evaluation Criteria

1. Quality of each respondent's total performance to the "Evaluation and Selection Process", including the quality of each submitted initial Proposal to this RFP and performance during interviews.
2. Cognitive, reflective and comprehensive approach to defining each aspect of proposal's response to the RFP and scope of work, including the logical construction of the proposal's format and symmetry of the proposal's construct.
3. Proposal is concise, relevant, informative, and complete.
4. Comprehensiveness of various project component descriptions for projects of similar scope and cited as examples of recent project experience.
5. Experience of each principal and associate comprising the Project Consulting Team.
6. Management Approach to Consulting Team.
7. Other criteria as determined by the City of Montclair.

The release of this Request for Proposal does not constitute a contract or commitment of any kind by the City of Montclair, nor does it commit, require or represent an agreement by the City of Montclair to award a contract or pay any costs incurred by a respondent in the submission of a proposal. All proposals submitted in response to this RFP will become the property of the City of Montclair.

For further information regarding this RFP, you may contact:

Michael Diaz
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