



REQUEST FOR PROPOSALS (RFP)

The City of Foster City ("City") is requesting proposals from qualified environmental consulting firms for the work entitled:

PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT (EIR) PURSUANT TO THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FOR REDEVELOPMENT OF THE VACANT EL TORITO RESTAURANT SITE LOCATED AT 388 VINTAGE PARK DRIVE, FOSTER CITY, CA INTO LIFE SCIENCES OFFICE USE

Date of Issuance: March 16, 2021

Due Date: April 16, 2021*

Proposals shall be submitted by qualified consultants that have demonstrated verifiable experience in preparing Environmental Impact Reports, executing project management, and conducting public outreach for similar projects as outlined in the scope of work described in this RFP.

The proposals shall be addressed to:

Sofia Mangalam, Planning Manager
City of Foster City
Community Development Department
610 Foster City Boulevard
Foster City, CA 94404

Subject: Response to RFP regarding Preparation of Environmental Impact Report for Redevelopment of Vacant Restaurant Site to Life Sciences Office Building at 388 Vintage Park Drive

Proposals may be submitted in person at the Community Development Department office (with an appointment previously having been arranged online at <https://app.acuityscheduling.com/schedule.php?owner=19801123&appointmentType=14776773>) or by mail but must be received not later than **5:00 P.M. on Friday, April 16, 2021***. Electronic, faxed or late proposals will not be considered.

All inquiries regarding the project and this RFP shall be directed to Sofia Mangalam, Planning Manager, via telephone at (650) 286-3244, or, preferably, via email at smangalam@fostercity.org.

PROPOSED LIFE SCIENCES OFFICE BUILDING



I. PROJECT BACKGROUND

The City of Foster City has received a proposal for construction of a new, approximately 95,931 square-foot, four-story life sciences office building and associated site improvements at the vacant El Torito restaurant site on the approximately 2.2-acre lot located at 388 Vintage Park Drive, Foster City. The subject site is situated adjacent to the intersection of Vintage Park Drive and Chess Drive at the municipal boundary between Foster City and San Mateo. As proposed, the building will feature three (3) floors of life science office space over one (1) floor of parking. Site improvements would include surface parking stalls, a loading/unloading zone, new trash enclosure, new drive aisles, and landscaping. The site is bordered by the Gilead Sciences campus to the north and east, Home Depot warehouse store to the west, and Chess Drive retail/restaurant development to the south.

As proposed, the project would include demolition of the vacant El Torito restaurant building; construction of 95,931 gross square feet of new Class A life science office use with a Floor Area Ratio (FAR) of 1.0, encompassing three stories of occupiable space over one level of parking and featuring an outdoor roof terrace at the 4th level for employee amenity use; placement of 198 vehicular parking spaces, 16 motorcycle parking stalls, and 20 bicycle parking spaces; and provision of ingress/egress via two (2) existing curb cuts, one (1) on Vintage Park Drive and one (1) on Chess Drive.

On January 19, 2021, the City Council considered a Preliminary Review application for the proposed project and provided feedback. At that public meeting, staff presented the

project to the City Council and discussed likely environmental impacts such as use and consumption of land and demand for additional water supply.

The January 19, 2021 City Council Preliminary Review Staff Report and conceptual plans is available online via direct link
<https://fostercityca.civicclerk.com/Web/Player.aspx?id=924&key=-1&mod=-1&mk=-1&nov=0>

In addition to the Environmental Review, the project will require City approval of a General Development Plan Amendment/Rezoning, a Specific Development Plan/Use Permit, and an Administrative Use Permit Modification.

II. SCOPE OF WORK

The proposed project will need to comply with the requirements of the California Environmental Quality Act (CEQA). The City of Foster City will serve as the lead agency for the purposes of CEQA and will administer the project contract.

The environmental scope of work includes conducting analyses, investigations, surveys, and technical studies related to the preparation of the appropriate level of CEQA documentation for the project. The environmental consultant team will prepare an administrative draft Initial Study (IS) to identify, and determine the extent of, potentially significant environmental impacts resulting from the project.

The CEQA documentation for this project is assumed to be an Environmental Impact Report (EIR). As part of preparation of the EIR, the environmental team will prepare Technical Memoranda for the following resource areas: traffic and transportation including VMT analysis, air quality and greenhouse gas emissions, hazards and hazardous materials, noise and vibration, public services and utilities (including a water supply study), and aesthetics. The Technical Memoranda will be included as appendices to the EIR. For preparation of the EIR, the environmental consultant team will undertake a program of data collection in those areas in which current data are not available, are not valid, or are insufficient for a thorough analysis of potential impacts. The team will conduct an evaluation, and will document, the likely environmental impacts resulting from project implementation.

Environmental analysis by resource topics is identified as follows:

- Aesthetics
- Agriculture and Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials

- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources
- Noise
- Population, Housing, and Employment
- Public Services and Utilities
- Recreation
- Transportation/Traffic
- Utility and Service Systems
- Wildfire

The EIR shall be prepared in the required format and shall include each discussion section as mandated under the provisions of the California Environmental Quality Act (Division 13, Section 21000 et seq. of the California Public Resources Code), State CEQA Guidelines (Title 14, Chapter 3, Section 15000 et seq. of the California Administrative Code), and the Foster City Environmental Review Guidelines which are available online at:

https://www.fosterCity.org/sites/default/files/fileattachments/community_development/page/8401/environmental-review-guidelines-2007-w-appendices.pdf

The EIR shall be formatted and organized as follows:

1. Introduction
2. Executive Summary
3. Background
4. Project Description
5. Environmental and Regulatory Setting, Impacts and Mitigation Measures
6. Effects Found not to be Significant or Less than Significant with Mitigation Measures
7. Cumulative Impacts
8. Other CEQA-Required Sections
9. Alternatives
10. Consultation and Coordination
11. EIR Preparers
12. References
13. Technical Appendices

Some of the resource topics noted above are further described below:

a. Transportation and Traffic

The subject site is part of the 57-acre portion of the overall 132-acre Vintage Park General Development Plan (GDP) bounded by E. Third Avenue, Mariners Island Boulevard, Foster City Boulevard, Interstate 92 and Foster City's municipal boundary. The Vintage Park GDP which is part of the City's zoning map, was amended in conjunction with Ordinance 601 adopted in 2016.

The lot in question is currently occupied by a vacant building, and hence, generates no vehicular traffic or other transportation-related impacts. Potential impacts to the City's existing transportation system and traffic, including cumulative impacts, will represent a key item for consideration associated with the proposed project. Traffic and transportation analyses will be expected to account for impacts to Vehicle Miles Traveled (VMT) in light of recent changes to CEQA guidance per Senate Bill (SB) 743. The traffic study will be required to additionally evaluate ingress/egress, internal vehicular and pedestrian circulation resulting from the proposed project design.

b. Air Quality

The EIR shall describe ambient air quality in the City and Bay Area basin, including expected compliance or noncompliance with the Bay Area Air Quality Management District (BAAQMD) air quality standards resulting from the proposed project. Transportation and traffic studies completed as part of the environmental analysis, in addition to other sources, shall be used to estimate future project-related emissions on regional and local air quality, including potential impacts to sensitive receptors. Dust and emissions from construction-related activities must be assessed to determine whether their generation may result in any significant impacts to local or regional air quality.

c. Greenhouse Gas Emissions (GHG)

Construction and operation of the office building and site improvements will result in generation of GHG emissions. The project will additionally generate net new passenger vehicle trips compared to existing conditions. Estimated GHG emissions resulting from all such sources must be included when quantifying operational GHG emissions, which shall be evaluated in light of BAAQMD's CEQA Air Quality Guidelines for greenhouse gas emissions, and compared to BAAQMD's recommended thresholds of significance for total GHG emissions and GHG emissions per capita. The project shall additionally be assessed for consistency with applicable state and local plans, such as BAAQMD's 2030 and 2050 Greenhouse Gas Reduction Goals and 2017 Clean Air Plan, in addition to the City of Foster City Climate Action Plan.

d. Hazards and Hazardous Materials

The proposed project will involve the acceptance, movement, storage, use, and off-site transport of potentially hazardous materials related to laboratory activities associated with a life sciences research and development (R&D) use, including storage of large quantities of fuel necessary for operation of on-site backup generator(s). Construction and operation of the project may additionally involve the use of potentially hazardous materials. A Phase I environmental site assessment may be necessary to determine the existence of hazardous materials or contamination on the site or on adjacent properties with the potential for significant environmental impact; dependent on the results of the Phase I investigation, a Phase II environmental site assessment may additionally be necessary. The EIR will be required to analyze the results of such assessments as well as survey available information included with the project application and other published materials regarding the range of potentially such hazardous materials.

The EIR will additionally be required to evaluate specific hazards associated with the proposed project, including, but not limited to, the presence of seismic fault(s) and risk of earthquakes, fire, and similar such incident, including risk associated with emergency response.

The EIR will need to include a discussion of relevant federal, State, and regional regulatory considerations; an evaluation of potential impacts of the project related to hazards and hazardous materials (during both the construction phase and following project completion); a description of required Standard Conditions of Approval (SCOAs), and a recommendation for SCOAs and/or mitigation measures, where appropriate, to address the identified significant impacts.

e. Noise and Vibration

The project site is bounded by major roadways, including Vintage Park Drive and Chess Drive, and is located near State Route 92 (CA-92) to the southeast. The site also lies in close proximity to a number of commercial and office uses and is situated near the TownePlace Suites hotel, a noise-sensitive receptor, to the southwest. The consultant shall evaluate the potential for construction-generated noise and vibration to potentially-impacted residential and commercial uses. Noise-related impacts derived from increased vehicular traffic as a result of the project shall additionally be included in the analysis.

f. Public Services and Utilities

The project area is currently served by utility lines and police, fire, park, and school services. Implementation of the project will exert additional demands on public services, utilities and infrastructure. Environmental effects resulting from new demand for services, in addition to any physical impacts resulting from anticipated new demand, shall be evaluated.

The following factors, in particular, must be assessed:

- 1) Potable Water: A Water Supply Assessment (WSA) as described in the California Water Code Sections 10910 through 10915, amended by the enactment of Senate Bill 610 (SB 610) in 2002 needs to be prepared for the project. SB 610 requires an assessment of whether available water supplies are sufficient to serve the demand generated by the new projects, as well as the reasonably foreseeable cumulative demand during normal year, single dry year, and multiple dry year conditions over the next 25 years.
- 2) Sewer Capacity: A Wastewater/Sewer capacity study will need to be prepared to determine if there is sufficient infrastructure capacity to serve the project site.
- 3) Police/Fire Services: Impact to public safety responses need to be evaluated with added population on the site including fire trucks and emergency vehicles access and circulation.

g. Aesthetics

The subject lot is currently occupied by a single-story restaurant building of approximately 10,120 square feet featuring corporate façade design elements of a Spanish colonial/early California theme, which has remained vacant since November 2018.

The proposed project will introduce a new, four-story building with a rectilinear, modern design dominated by metal and glass, representing a significant visual departure from existing conditions. Shadows will additionally be cast by the new building, proposed to be significantly taller than the existing restaurant building. A solar study, evaluating

potential impacts resulting from loss of sunlight, shall be conducted as part of the environmental analysis.

Mitigation Monitoring and Reporting Program (MMRP)

The consultant shall prepare an MMRP to develop and present feasible mitigation for significant impacts identified in the EIR for the project. The MMRP will identify responsibility for implementing and monitoring each mitigation measure, along with monitoring triggers and reporting frequency, subject to approval by City staff. A Checklist will be prepared listing these items and providing a column for verification of compliance. Monitoring will be linked with existing processes of project design, development and review. The MMRP will be submitted to City staff for review with the Administrative Final EIR. The final MMRP will be included in the Final EIR.

Scope of Requested Services

a. Project Kick-Off Meeting and Site Visit

- The consultant team shall attend a project kick-off meeting with city staff. Following the meeting, the team shall visit the project site.

b. Review of City Documents and Data Collection

- The consultant team shall review City Ordinances, the General Plan, the Zoning Code and other relevant documents required for Environmental Analysis. The consultant team shall coordinate with City staff and those of any other relevant agency/ies for data collection.

c. Preparation of CEQA Documents

- The consultant shall prepare the Notice of Preparation (NOP), Notice of Completion (NOC), Notice of Availability (NOA) and Notice of Determination (NOD) at the appropriate timeframe. The consultant team shall coordinate with City staff for mailing of the CEQA Notices to public agencies and the State Clearinghouse, including filing any documents with the County Clerk's office.

d. Project Management

- The consultant shall provide ongoing project management, including coordination with subconsultants, the Airport Land Use Commission, City staff, other City consultants, and outside regulatory agencies that would be involved throughout the process.
- The consultant team shall prepare for, and attend, all meetings with City staff and other agencies, as well as prepare meeting agenda and minutes for City review.

e. Technical Studies

- The consultant shall perform Technical Surveys and prepare Technical Memoranda based on survey results and data collection for traffic and transportation, air quality and greenhouse gas emissions, noise and vibration, public services and utilities, water supply, aesthetics, and any other category of environmental review as relevant and as outlined above.

f. Attend and present at Planning Commission and City Council Meetings

- The consultant shall prepare staff reports and presentations for up to one (1) Planning Commission Public Scoping meeting and up to five (5) Planning

Commission and City Council meetings regarding the information, analysis, findings, and recommendations contained in the environmental document, including one public meeting/hearing for adoption of the EIR.

g. Administrative Draft EIR (ADEIR)

- The consultant shall prepare an ADEIR for review by the City, incorporating appropriate technical studies. The consultant shall revise the ADEIR as necessary to respond to City comments.
- Three (3) hard copies and one (1) electronic copy of the ADEIR shall be provided.

h. Draft EIR and Mitigation Monitoring and Reporting Plan (MMRP)

- The consultant shall prepare a Draft EIR, supported by Technical Studies and pertinent environmental review information. The Draft MMRP shall be included in the Draft EIR. The Draft EIR shall be distributed to designated repositories, agencies, the State Clearinghouse and any interested member(s) of the public for review.
- Ten (10) hard copies and one (1) electronic copy of the Draft EIR shall be provided. Additional hard copies shall be delivered to the State Clearinghouse.

i. Response to Comments (RTC)

- The consultant shall prepare a document that includes responses and modifications resulting from staff comments on the Administrative Draft EIR.
- One (1) hard copy and one (1) electronic copy of the RTC shall be provided.

j. Final EIR

- The consultant shall prepare a document consisting of the Draft EIR with proposed revisions incorporated, responses to comments received on the Draft EIR received during the public review period, and responses to those comments, including any modifications to the document itself as a result of comments received during the public comment period. In conformance with CEQA Guidelines Section 15088, if the responses to comments make important changes in the information contained in the text of the Draft EIR, the consultant shall highlight the revisions directly in the text of the EIR.
- Up to fifteen (15) hard copies and one (1) electronic copy of the Final EIR shall be provided.

k. Invoices

- The consultant will submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed prior to the invoice date.

Invoices will contain the following information:

- The beginning and ending dates of the billing period;
- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- A Task Summary containing, for each work task, the name of the person doing the work, the hours spent by each person, and a brief description of the work.

III. PROJECT SCHEDULE

The award of the contract is anticipated to take place during the City Council meeting on May 3, 2021 (the date may be changed if the City does not receive adequate responses). The CEQA documentation for the project will begin in May 2021 and is expected to be completed by approximately December 2021.

IV. PROJECT BUDGET

All tasks within the enclosed Scope of Work shall be included within the proposal's fee schedule and itemized according to required and optional tasks.

V. PROPOSAL REQUIREMENTS

All proposals submitted to the City must contain the following minimum information:

- A. A cover letter with contact information.
 - A description and statement of the firm's qualifications for this project, as well as those of any subconsultants.
- B. Project team
 - Organizational chart of the project team.
 - Names, qualifications and resumes of all project team members who will directly participate in the project.
- C. A detailed statement regarding each of the following items:
 - A statement of overall problem/task as viewed by the firm.
 - An explanation of the general approach to the project, and any suggested modifications to the project tasks.
 - A proposed work plan including a step-by-step breakdown of the tasks to be carried out, with estimates of personnel time allotted for each task.
 - A project schedule indicating the proposed timeframe in which specific tasks will be completed, including major milestones.
 - A rate schedule by position, including an explanation of the basis for billing.
 - Any proposed program components as perceived necessary by the consultant based upon understanding of the RFP, but not necessarily stated within.
 - Other pertinent information deemed appropriate by the firm.
 - A minimum of three (3) references, from within the past five (5) years, for which the consultant has provided consulting services (preferably of a project similar to the one that is the subject of this RFP), including address and telephone number of each, identifying a contact person with whom the firm has provided similar services, and including a description of projects completed.
 - A minimum of three (3) examples of recently done EIRs, from within the past five (5) years.

VI. CONSULTANT SELECTION PROCEDURE

A. EVALUATION CRITERIA

All proposals will be evaluated using the following criteria:

- Quality and completeness of proposal
- Quality of the proposed services to be provided
- Ability and experience of team members assigned to work on the project
- Technical experience in performing work of a closely similar nature
- Methodology and work program, including knowledge of local needs and the ability to work closely with City staff, the project team, Planning Commission and City Council
- Consultant availability, including ability to attend and make presentations at public, committee, and staff-level work meetings
- Creativity and insight of proposal
- Timing of work program and ability to perform the work within the time specified
- Project cost
- Ability to produce high-quality and easy-to-read graphic information

B. EVALUATION PROCEDURE

Evaluation of the proposals will be performed by City staff who will assess the qualifications, experience and ability to perform the work of each consultant based on the criteria listed above. An oral interview with one or more of firms may be requested after written proposals have been received and reviewed by the City. At the time of the interview, representatives of the consulting firm shall be prepared to clarify and elaborate on the details set forth in the firm's proposal.

The City of Foster City Community Development Department will administer the contract. The decision to accept any proposal shall be made not later than thirty (30) calendar days after the deadline for proposals to be submitted. Consultants whose proposals have not been accepted shall be so notified.

VII. GENERAL INFORMATION FOR PROPOSALS

- The prospective consultant firm shall submit a minimum of **three (3) hard copies and one (1) soft (digital) copy on a flash drive** of its proposal to the City **not later than April 16, 2021* at 5:00 P.M.**
- Any questions related to the project and/or this RFP shall be directed to the **Project Planner, Sofia Mangalam, who can be reached at (650) 286-3244 or via email at smangalam@fostercity.org.**
- The proposal shall be signed by an authorized official of the firm.
- All costs incurred in the preparation of the proposal shall be the sole responsibility of the consultant.

- The City reserves the right to reject any and all proposals and to request additional information concerning any proposal for purposes of clarification.
- If awarded a contract, the consultant shall maintain insurance coverage, including worker's compensation, reflecting the minimum amounts and conditions specified by the City.
- The terms and scope of the contract shall be arranged on the basis of professional negotiations between the City and the prospective consultant. If the City and the prospective consultant fail to reach a contractual agreement, the City may then renegotiate with any other consultant.
- The consultant will comply with access of records, conflict of interest, and other provisions as required.

VIII. TERMS AND CONDITIONS

Issuance of this RFP does not commit the City to award a contract for services or to pay any costs incurred in the preparation of a response to this request. The City retains the right to reject any and all submittals. Once submitted, the proposals become the property of the City.

The consultant selected to perform the scope of services described in this RFP will be required to obtain a Foster City Business License. For more information regarding the Business License process, or to obtain a Business License application packet, please visit the City's Business License webpage at:

<https://www.fostercity.org/finance/page/business-license-application>.

IX. ANTICIPATED SELECTION PROCESS TIMELINE

| Project Benchmarks | Date |
|--------------------|-----------------|
| RFP Issuance | March 16, 2021 |
| Questions Due | April 8, 2021 |
| Proposals Due | April 16, 2021* |

X. Attachments

City's Standard Contract

Note: The April 16, 2021 deadline may be extended by 30 days if City does not receive adequate responses from qualified firms.