



C o u n t y o f S a n L u i s O b i s p o

GENERAL SERVICES AGENCY

Janette D. Pell, Director

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ) #1179 PRE-QUALIFICATION FOR BIOLOGICAL CONSULTING SERVICES

April 23, 2012

The County of San Luis Obispo is currently soliciting Statement of Qualifications (SOQ) from consultants to be selected to be included on the County's biological services consultant lists.

Each Statement of Qualifications packet shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the Statement of Qualifications packet. Failure to set forth any item in the specifications without taking exception, may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all qualification packets and to waive any informalities.

If your firm is interested and qualified, please submit one (1) hard copy and one (1) electronic copy of your Statement of Qualifications packet on a CD or flash drive in PDF format by **3:00 p.m. on June 28, 2012** to:

County of San Luis Obispo
Debbie Belt, GSA Purchasing
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the Request for Statement of Qualifications process, please contact Ellen Carroll at (805) 781-5028 or elcarroll@co.slo.ca.us.

DEBBIE BELT
Buyer II – GSA Purchasing
dbelt@co.slo.ca.us

STATEMENT OF QUALIFICATIONS SUBMITTAL

1. All qualification submissions, consisting of one (1) printed copy and one (1) electronic copy, on CD or flash drive in PDF format, must be received by mail, recognized carrier, or hand delivered **no later than 3:00 p.m. on June 28, 2012. Late submissions will not be considered.**
2. All correspondence should be directed to:

San Luis Obispo County
General Services Agency
1087 Santa Rosa Street
San Luis Obispo, CA 93408
ATTENTION: Debbie Belt
Telephone: (805) 781-5903
3. Costs of preparation of SOQ will be borne by the proposer. The County will not reimburse Consultants for any costs involved in the preparation and submission of a Statement of Qualifications.
4. It is preferred that all SOQ packets be submitted on recycled paper, printed on two sides.
5. This Request for Qualifications (RFQ) does not constitute an offer of employment or to contract for services or obligate the County to accept or contract for any expressed or implied services.
6. The County reserves the option to reject any or all SOQ, wholly or in part, received by reason of this request.
7. The County reserves the option to retain all SOQ packets, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.
8. The County reserves the right to request any Consultant submitting an SOQ to clarify the submittal or to supply additional material deemed necessary to assist in the selection process.
9. All submitted SOQs and information included therein or attached thereto shall become public records upon placement on the pre-qualified list.
11. Selection will be made on the basis of the SOQs as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.
13. Should key personnel used for qualifying to be placed on the list no longer work for the Consultant, the Consultant shall immediately notify the County. At such time, the county shall determine if the Consultant will still remain qualified to stay on the list. Failure to notify the County will be cause for immediate removal from the list.

14. Consultant is required to carefully and fully investigate all of the requirements of this RFQ. By submitting a Statement of Qualifications (SOQ), Consultant represents and certifies to the County that such investigation has been completed.

15. An electronic copy of your SOQ must be included. This electronic copy should include all documents being submitted combined into one Adobe Acrobat (PDF) file on a CD or flash drive, using this convention for the file name: **FIRM NAME + RFQ NUMBER** (e.g., if your firm is Acme Inc. and you are responding to RFQ/SOQ #1101, your Acrobat (pdf) file would be named: **ACME 101.pdf**)

SECTION 1 - GENERAL INFORMATION

1.1 PURPOSE

The County of San Luis Obispo, hereinafter referred to as the County, is revising the process for consultants to be selected to be included on the County's biological services consultant lists. This new process will assist in creating a more streamlined process for selection and ensure that the consultants are qualified to be a resource to applicants that need a biologist/botanist. The County is seeking to identify qualified biological consultants to establish a prequalified biological consultant list to provide professional biological services for various land development projects.

To be considered for placement on the list, the consultant must meet the qualifications and satisfy the requirements as stated in this Request for Qualifications (RFQ). This RFQ will be made available to the general consulting community and will be available via the County's website. The County will review all submitted Statement of Qualifications (SOQ) and determine if the consultants meet the County's minimum qualification requirements. The list of prequalified biological consultants will be updated periodically to ensure that the County and applicants receives the highest caliber of consulting services. Placement on the County's pre-qualified consultant list does not guarantee any specific biological work.

1.2 RIGHT OF REJECTION

The County reserves the right to reject any or all Statement of Qualifications packets received as a result of this request. The County will not pay for any information contained in the Statement of Qualifications packets obtained from participating firms. The County is not liable for costs incurred by firms for qualification packets submittal.

1.3 HOW TO SUBMIT STATEMENT OF QUALIFICATIONS PACKETS

In order for qualification packets to be examined and evaluated by the Department of Building and Planning, the County is requesting one (1) hard copy and one (1) digital copy Statement of Qualifications packets. **Qualification packets must be delivered no later than 3:00 p.m. on Thursday, June 28, 2012.** Please ship copies so as to insure prompt delivery to:

COUNTY OF SAN LUIS OBISPO
DEBBIE BELT, GSA PURCHASING
1087 SANTA ROSA STREET
SAN LUIS OBISPO, CA 93408

Once submitted, the qualification packets become the property of the County.

1.4 INQUIRIES

If the consultant has any questions regarding this RFQ, contact Ellen Carroll at (805) 781-5028 or elcarroll@co.slo.ca.us.

1.5 PROJECT OVERVIEW

The County of San Luis Obispo is seeking to identify qualified biological consultants to establish a list of pre-qualified biological consulting firms. Pre-qualified consultants will assist applicants on an as-needed basis, in the preparation of biological reports for future land development projects in compliance with CEQA and county biological report guidelines. There is no specific project associated with this RFQ; firms that are pre-qualified will be placed on a list to provide biological services as needed.

To be placed on the County's prequalified list, County staff will verify that the firm's staff has experience with the specific resources that correspond to the specialized lists they are requesting to be added to. These lists include:

- California red-legged frog biologist
- Botanist
- Marine biologist
- Monarch butterfly biologist
- Morro bay kangaroo rat biologist
- Morro shoulderband snail biologist
- San Joaquin kit fox biologist
- Steelhead trout biologist
- Vernal pool fairy shrimp biologist
- Wetland biologist
- Wildlife biologist

The County bases its evaluation of a consulting firm on the qualifications of its permanent staff and not the qualifications of subcontractors or temporary staff. The minimum qualifications and experience required for placement on each list is included below.

1.6 MINIMUM REQUIRED EXPERIENCE FOR SPECIALIST LISTS

- A bachelor's degree in biology, zoology, wildlife biology, natural resources, ecology, conservation biology, environmental biology, or related field.
- Knowledge and demonstrated experience in identification of San Luis Obispo County species, habitats and vegetation associations
- Ability and experience in identifying potential impacts to species and their habitats
- Knowledge and experience in all aspects of species surveying, including USFWS and CDFG protocol-level surveys habitat assessment and live-trapping requirements.
- Possession of federal and state permits to conduct surveys
- Ability and experience in recommending feasible mitigation measures to minimize or avoid impacts to species and their habitats
- Ability and experience in writing technical reports as per the County Biological Guidelines

1.7 STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS

A Statement of Qualifications shall include at minimum the following:

- 1. Letter of Interest and Contact Information:** Provide a letter of interest that includes the name and contact information for the project manager.
- 2. Listing of Personnel:** Listing and resumes of personnel for the Consultant firm relating to the specialized list(s) requested. Include resumes of anyone in the firm that will be conducting/assisting in the studies.
- 3. Executive Summary:** Brief summary explaining the Consultant's overall understanding of the request, each specialized list your firm would like to be on, and experience conducting biological studies with an emphasis on local projects. In addition, include a list of reports completed in San Luis Obispo County that have been submitted in the last two years (April 2009 to April 2012). Include which reports were accepted without changes (met the County Guidelines) vs. reports that needed revisions.
- 4. Statement of Experience and Technical Competence:** Listing and description of the Consultant's most relevant experience. All project experience summaries should include client contact information and dates of work performed and should be attributable to staff still in Consultant's employ. Any related published work should be listed.
- 5. Report Sample:** For each specialized list requested, submit one example of a relevant technical report written, preferably within the County of San Luis Obispo, where possible.
- 6. Client References:** Consultant's list of at least 3 (three) client references (public agencies are preferred), including name, title, and contact information. Please specify report prepared for each reference.