



A Tradition of Stewardship
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Request for Proposals

Environmental Consulting Services

In the Preparation of an Environmental Impact
Report for the Inn at the Abbey Project

Release Date: November 30, 2020

Closing Date: December 18, 2020 at 4:00 pm

Inquiries regarding this proposal should be directed to:

Trevor Hawkes

Planner III

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Section I – Introduction

A. Purpose of Request for Proposals (RFP)

Napa County (“County”) is requesting proposals from qualified consulting firms to prepare an Environmental Impact Report (EIR) in compliance with the California Environmental Quality Act (“CEQA”), the State CEQA Guidelines and Napa County’s Local CEQA Guidelines to analyze the potential environmental impacts related to the demolition of existing structures and the construction of a new commercial development known as the Inn at the Abbey project (“Project”), comprised of a 79-room hotel and accessory uses.

B. Proposal Submittal Information

All proposals must be in conformance with Section II Proposal Format and Evaluation Process in this RFP and received no later than 4:00 p.m. Pacific Standard Time on December 18, 2020.

Due to Covid-19 the County will only be accepting electronic submissions. The link below will provide access to the Inn at the Abbey RFP submission dropbox where submissions should be uploaded. All proposals must be submitted in the form set forth in this RFP. Please submit all documents as one file.

[Click here to access the Napa County Inn at the Abbey RFP submission dropbox.](#)

Any and all proposals received after the deadline will be considered non-responsive. No physical, emailed, or faxed proposals will be accepted.

C. Inquiries related to the RFP and the Project

The County will provide two weeks from the beginning of the RFP submission window for questions related to this RFP and the Project. The window will close on December 11, 2020 at 4:00 pm. Responses to questions will be posted at the link above by December 14, 2020 at 4:00 pm.

Please send all questions in writing via email with the subject line “Inn at the Abbey RFP inquiry” to:

Trevor Hawkes, Planner III
Trevor.hawkes@countyofnapa.org

D. Addenda to the RFP

The County reserves the right to amend this RFP at any time up until 4:00 pm on December 14. Any amendments to or interpretations of this RFP shall be described in written addenda posted at the link above. All addenda issued shall become part of the RFP.

If the County determines that the addenda may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed by the number of days that the County determines will allow applicants sufficient time to revise their proposals. Any new due dates shall be included in the addenda and listed on the County website.

E. Project Site and General Regulatory Information

The 15-acre project site includes six parcels owned by Jackson Family Vineyards. The project site is located approximately one-half mile north of the City of St. Helena in unincorporated Napa County. It is located at Lodi Lane along State Route 29 (SR 29), which is known as St. Helena Highway in the project vicinity. The project includes buildings at the following addresses: 3018/3020 N. St. Helena Highway; 3010 N. St. Helena Highway; 3022 N. St. Helena Highway; 1160 Lodi Lane; 1189 Lodi Lane (also known as 3000 SR 29); and 1157, 1165, 1179, and 1191 Lodi Lane. These properties are located on Assessor's Parcel Numbers 022-130-027, 022-130-028, 022-130-023, 022-130-024, 022-220-028, and 022-220-029. Three of these parcels are zoned Agricultural Watershed (AW), two are zoned CL, and one parcel includes both AW and CL zoning. The four parcels located north of Lodi Lane are referred to as the "North Parcel," while the two parcels south of Lodi Lane are known as the "South Parcel." The North Parcel totals 1.84 acres of land zoned CL and 8.43 acres of land zoned AW. The South Parcel includes 1.70 acres zoned CL and 4.83 acres zoned AW.

F. Project Administrative History

The County received the application for a Major Modification to an existing Use Permit for the property mentioned above on February 28, 2019. By March 24, 2020, the application was deemed complete, and the County began the process of preparing a Professional Services Agreement ("PSA") with an identified consultant for the creation of an Environmental Impact Report for the proposed project. On July 23, 2020 the project's Notice of Preparation ("NOP") was published and distributed to the State Clearinghouse for the required public review period. During the public review window, the County of Napa held a Public Scoping Meeting for the project's Draft EIR on August 5, 2020.

At the culmination of the public review period for the project's NOP the county chose to terminate the PSA with the consultant and now seeks a consultant to take over the project, complete the remaining steps, and deliver the EIR documents as described below in the Tasks and Deliverables section of this RFP.

G. Project Description

The County received a Use Permit Major Modification request (P19-00038-MOD) to demolish existing buildings and redevelop the Project site with a 79-room hotel, retail and hotel lounge space, a spa with treatment rooms, a main pool and a small plunge pool, a parking garage, a rooftop terrace, a fitness room, an outdoor lawn and gathering space, back-of-house uses, and on-site employee housing. The applicant is also seeking approval of a development agreement.

The project would involve demolition of three buildings totaling 10,048 square feet (sq. ft.). These buildings are currently used as a restaurant, retail wine shop, art gallery, and five-room motel. Demolition activities would also include removal of asphalt concrete driveways and parking areas, as well as concrete slabs.

The proposed hotel would include 79 rooms that would be split between the North Parcel (50 rooms) and the South Parcel (29 rooms). The existing Stone Building on the North Parcel is currently used for winery, retail, retail wine, and restaurant uses. Under the proposed project, there would be no physical change to the building's structure, but the interior may require minor renovations to serve as the hotel's main lobby, which will include a retail component, meeting space, and/or a bar/lounge component. Current

barrel storage, wine lab, and bottle storage spaces in this building would be removed, and this space would be used for hotel conference space and back-of-house needs. The Stone Building occupies nearly 21,224 sq. ft. of floor space split between the basement and ground levels, on a 13,000 sq. ft. footprint.

The project involves constructing a new North Hotel Building on the North Parcel in approximately the same location as the existing restaurant building, which would be demolished as part of this project. The North Hotel Building would occupy approximately 55,000 sq. ft. of floor area. Of this amount, approximately 21,000 sq. ft. would be used for the 50 guest rooms, and the remaining 34,000 sq. ft. would be used for the spa, retail operations, a rooftop terrace and other public areas, circulation, and back-of-house uses. An underground parking garage would be located below the North Hotel Building and would include 54 stalls for valet parking. The North Hotel Building would be a split-level structure, with a maximum building height of 45 feet.

On the South Parcel, the existing commercial building and five-room motel buildings would be demolished and replaced with a two-story South Hotel Main Building, a two-story South Hotel Barn Building, a freestanding single-story fitness studio, and two separate two-story bungalow buildings. The South Hotel Main Building would include 11 guest rooms, a support kitchen, a library, and back-of-house uses for a total of approximately 11,100 sq. ft. The South Hotel Barn Building would include 12 guestrooms totaling approximately 7,500 sq. ft. and an adjacent plunge pool. The 350-sq. ft. fitness studio would be proximate to the plunge pool. A lawn area would be located between the South Hotel Main Building and the South Hotel Barn Building. Each of the two bungalow buildings would include three rooms each for a total of approximately 4,000 sq. ft. between the two buildings. Buildings on the South Parcel would be connected by a series of walkways, breezeways, patios, courtyards, and landscaped areas. The South Parcel also includes six existing on-site residential dwelling units that would be used to house workers employed on the property.

Overall, the project would involve 10,048 sq. ft. of demolition and 78,481 sq. ft. of new construction. Current uses on the project site have 55 employees, and the project is expected to add 48 new employees for the new hotel use, for a total of 103 employees on the project site.

H. Requirements and Scope of Work

1. General Requirements

- a. The completion of the scope of service requires the formation of a Consultant Project Team under the direction of a single Project Manager.
- b. The Consultant shall have no record of unsatisfactory performance within the last 5 years. Consultants who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond reasonable control of Consultant, shall be presumed to be unable to meet this requirement.
- c. The Consultant shall have the ability to maintain adequate files and records.
- d. The Consultant shall have the administrative and fiscal capability to provide and manage the services and to ensure an adequate audit trail.
- e. The Consultant shall meet other presentation and participation requirements listed in this RFP.

- f. Provide all required maps, drawings, reports, and other data prepared or obtained in the performance of services required by this agreement. Unless otherwise directed, all deliverable items shall be provided in both digital form (Microsoft Word and JPG / PDF format) and in hardcopy.
- g. The EIR shall meet all of the requirements set forth in CEQA (Public Resources Code 21000 et seq.) and the State CEQA Guidelines (California Code Regulations, Section 15000 et seq.) as well as Napa County's Local Procedures for Implementing CEQA (February 2020).
- h. The Consultant shall prepare an EIR that complies with all CEQA requirements related to the approval of the Project. The EIR must analyze any Project-specific significant environmental effects and any mitigation measures or alternatives. The EIR shall address all CEQA issue areas.
- i. Identified impacts shall be designated as significant or insignificant pursuant to the criteria of CEQA and the State CEQA Guidelines. Indirect or secondary impacts of the project shall also be discussed and mitigation measures recommended. Mitigation measures should be described in detail and should be specific to the project. Two types of mitigation measures should be recommended: 1) measures addressing impacts related to primary impacts; and 2) measures addressing impacts related to secondary impacts associated with the proposed project.

2. Tasks and Deliverables

Pursuant to CEQA Guidelines Section 15082, and as mentioned in the Administrative History Section of this RFP, the County has already completed several of the steps required in the EIR process, including distribution of the NOP, CEQA Initial Study, AB-52 Consultation Noticing, and the conducting of a public scoping meeting. The consultant chosen from this RFP would be expected to pick up where the project was left off and complete a technically adequate and legally defensible EIR.

The chosen consultant would deliver the following:

a. Administrative Draft EIR

The Administrative Draft EIR must represent the Consultant's best efforts toward the actual Draft EIR document. An Administrative Draft EIR will be expected to be 90% complete towards the final Draft EIR. All text and graphics to be used in the Draft EIR must be included, in proposed final form, in the Administrative Draft EIR document.

In addition to all legal requirements, the Administrative Draft EIR at a minimum must include:

1. A summary table that clearly describes all potential impacts, states whether or not the impact is significant, identifies potential mitigation measures, and indicates whether or not the impact remains significant upon implementation of the mitigation measures;
2. Maps, graphics, tables and charts necessary to clearly depict the location and nature of any environmental constraints and potentially significant impacts identified in the EIR, and present relevant information; and

3. An impact discussion that numerically identifies each impact, with each significant impact followed by appropriate mitigation measures.

Deliverables:

- i. 3 bound hard copies, without appendices or references.
- ii. 1 digital copy in Microsoft Word format.
- iii. 1 digital copy in PDF format, including draft appendices and references.
- iv. Draft Notice of Completion.
- v. Draft Notice of Availability.

b. Draft EIR and Technical Appendices

The Draft EIR must address all staff comments provided on the Administrative Draft EIR document.

Deliverables:

- i. 3 bound hard copies of Draft EIR.
- ii. 1 digital copy in Microsoft Word format.
- iii. 1 digital copy in web ready PDF format.
- iv. 15 hard copies of the executive summary and 15 CD's of the Draft EIR to be delivered to the State Clearinghouse.
- v. Notice of Completion, Microsoft Word and PDF format.
- vi. Notice of Availability, Microsoft Word and PDF format.

c. Administrative Draft Final EIR

The Final EIR will consist of three major sections: 1) an "introduction" section which will include a matrix of comment letters received and a summary of the environmental issues raised by each letter; 2) the "response to comments section," which will include individually bracketed and numbered comments with the corresponding responses, as well as master responses; and 3) the "changes to the Draft EIR" section, which will include the specific text changes for those instances in which the Draft EIR requires revision, including graphics and tables.

Deliverables:

- i. 3 bound copies of Administrative Draft Final EIR (including draft MMRP and Statement of Overriding Considerations if necessary)
- ii. 1 digital copy in Microsoft Word format.
- iii. 1 digital copy of PDF format.

d. Final EIR

The Final EIR must respond to all comments on the Draft EIR submitted during the public review period, including verbal comments submitted during a public hearing on the Draft EIR document. Each comment must be numerically identified with a reference number and responses to the comments must be keyed to the comment reference number. Any changes to the text or

graphics of the Draft EIR made either in response to comments or at the initiation of the County must be provided in a separate section or appendix in the Final EIR document with amended text noted.

Deliverables:

- i. 3 bound hard copies of Final EIR
- ii. 1 digital copy in Microsoft Word format
- iii. 1 digital copy in web ready PDF format
- iv. 1 PDF copy of MMRP
- v. At the conclusion of Final EIR certification; one (1) hard copy and electronic version (Microsoft Word and PDF) of the Notice of Determination

3. Meeting Attendance

Members of the Consultant Project Team shall be available for a project kick-off meeting and at least one County Planning Commission meeting, as well as periodic meetings with County Staff and the Applicant and the Board of Supervisors meeting when the project will be considered for approval.

I. Technical Studies and Resource Information

The following technical studies and completed project documents are available for review. A link has been provided below the list for access to the documents.

1. CEQA Initial Study
2. Notice of Preparation of an EIR
3. Inn at the Abbey Plan Set
4. Air Quality and GHG Analysis
5. Geotechnical Report
6. Noise and Vibration Study
7. Stormwater Control Plan
8. Traffic Impact Study
9. Traffic Study Addendum
10. Wastewater Feasibility Study
11. Water Availability Analysis
12. Water Feasibility Study

[Click here to view existing Inn at the Abbey technical studies and completed project documents.](#)

Additional documents, including comments received in response to the Notice of Preparation, previous consultant's data gaps review of the technical studies, and work in progress will be delivered to the selected consultant.

Section II – Proposal Format and Evaluation Process

A. Proposal Format

1. Introduction

The cover letter should state the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. The introduction should summarize the key points of the proposal and include a statement of understanding of the project as well as a discussion of how the objectives of the scope of work will be accomplished. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by the County).

2. Approach and Scope of Work

Include a description of the approach and methodology to be used to provide the required services. Identify any supplemental tasks deemed necessary or alternatives which may reduce costs or expedite delivery.

3. Work Schedule

A proposed schedule of work or timeline and phased milestones for completion of the scope of work, starting from the start of contract date listed below.

4. Qualifications and Experience

- i. A description of the firm's capabilities and experience on similar projects
- ii. Identification of the capabilities of consultant's staff and the consultant employee assigned to manage the work; an organization chart showing the relationships between all key personnel and the support staff assigned to the Project, the proposed responsibilities of each person assigned to the project, and brief resumes that highlight special qualifications relevant to the required tasks.
- iii. A description of the present activities and availability to accomplish the required services of the consultant firm's key personnel for the Project.
- iv. Identification of any sub-consultants to be used. Information shall include the name and address of the sub-consultant, resumes of the key staff proposed for the project, and the tasks proposed to be carried out by the sub-consultant.

5. Cost Proposal

- i. Consultant Firm's Rate Schedule for the duration of the contract.
- ii. Consultant Firm's total cost to perform the work in its entirety including a breakdown of the costs for each individual work task.
- iii. Listing of any other costs charged by the firm in providing consultant services, including travel costs, mailing costs, and any other direct or indirect costs associated with performing the required services, and the costs associated with any proposed sub-consultants.
- iv. Costs should include hours and staff assignments for each task. The estimate should include the costs for all administrative and material costs. Please describe all assumptions and appropriate contingencies.

6. References

Provide at least three (3) references of current clients of similar scope with the proposal. Include the name, title address, phone number, and email of each contact.

B. Anticipated Schedule of Events

Event	Date
Release RFP	November 30, 2020
RFP and Project Inquiry Deadline	December 11, 2020 @ 4:00 pm
Proposals Due	December 18, 2020 @ 4:00 pm
Oral Interviews of Candidate Consultants	Week of January 11, 2021
Contract Review and Negotiation with Finalist	January 18, 2021 – January 29, 2021
Board of Supervisor's Approval of Contract/SOW	February 23, 2021
Contract Start Date	Immediately thereafter

C. Proposal Evaluation and Selection Process

Following the submission deadline, a selection committee will be comprised of PBES Staff and any other individuals deemed appropriate to review each proposal for completeness and content. The selection committee will analyze responses based on the needs identified in this RFP and the Scope of Work. The selection committee will review and rank the proposals based on the following criteria;

Category	Description	Points Possible out of 100
Project understanding and proposed methods to complete work.	Demonstrate an understanding of the requested work, local conditions, and provide a comprehensive plan for completing the work. The proposal should expand on tasks and methods beyond what is contained in Section I(H) of this RFP, in order to demonstrate a thorough understanding of the project and work to be done, and demonstrate any innovative or advanced approaches or methods to complete the work.	50
Quality of Staff/Project Team.	Quality of personnel proposed to provide services to the County for this contract, including experience, qualifications and technical capabilities of the firm, project manager, technical staff, sub-consultants, and other key staff.	10
Project management approach and capacity to perform the work within the time limitations.	Including project management controls, adequate resource allocations, logical and reasonable schedule and quality controls. Appropriateness of proposed team structure, coordination, communication flow, and location of key personnel. Past record of performance on contracts with the County, other public	10

	agencies, and with private industry such as control of costs, quality of work, and ability to meet schedules will also be considered.	
Relevant experience with similar work.	Experience with similar projects and similar conditions, including any specialized experience with environmental review of hotel projects in an active environmentally aware community.	10
Experience with and understanding of County and State procedures and requirements	Including requirements for completing all necessary and appropriate environmental documentation for the Project.	10
Communications	Ability to communicate and present information clearly. Includes, clarity, structure, and readability of the proposal and all submitted materials, and public outreach experience.	10

Depending on the scoring of proposals the selection committee will either identify a firm that will receive recommendation for award of the contract or will identify finalists for a second round of oral interviews. The selection committee reserves the right to accept/reject any or all proposals and to identify whether a second round of oral interviews are required for further determination. After all interviews are completed, the selection committee shall reconvene to either make a decision or to request further information.

The selection committee will then make a recommendation regarding the selection and request authorization to enter in a contract with the approved firm. Submission of a proposal indicates acceptance of the conditions contained in the RFP and an agreement to negotiate a contract for services. An award can be made on the basis of greatest benefit and not necessarily the lowest cost option. Any agreement resulting from this RFP will be awarded with final approval by the Napa County Board of Supervisors.

D. Conflicts of Interest

The Consultant shall disclose any financial, business, or other relationships with the County or other entities that may have an impact on the outcome of this Project. The County reserves the right to cancel the award of any contract if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the Consultant’s work or the County’s evaluation of the Project. The County determination regarding any questions of conflicts of interest shall be final.

E. Limits of General and Professional Liability Insurance

The Consultant shall provide detailed information pertaining to the limits of its general and professional liability insurance. The County’s template for professional services agreements shall be made available to interested Consultants.