



**NOTICE OF INFORMAL REQUEST FOR
QUALIFICATIONS AND QUOTATIONS:**

**DEVELOPMENT OF A LOCAL MARIJUANA MANAGEMENT
PROGRAM**

Notice is hereby given that proposals in response to the Informal Request For Qualifications and Quotations (“RFQQ”) will be received by the City of San Fernando, California, for furnishing the following:

Development of a Local Marijuana Management Program

In accordance with the specifications noted in the RFQQ on file in the office of the SAN FERNANDO COMMUNITY DEVELOPMENT DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of RFQQ may be obtained from the City’s website at <http://ci.san-fernando.ca.us/rfps-rfqs-nibs/>

Method of Delivery: Send proposal to RFQQ via e-mail to nkimball@sfcity.org, not later than **5:00 p.m.** on **Thursday, March 16, 2017**. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. The City reserves the right to reject any or all proposals to the RFQQ as the best interests of the City may dictate.

By: _____
FEDERICO “FRED” RAMIREZ
COMMUNITY DEVELOPMENT DIRECTOR



Informal Request for Qualifications and Quotations Development of a Local Marijuana Management Program

Section 1. Project Title:

Development of Local Marijuana Management Program Inclusive of: 1) preparing City Ordinance(s), 2) developing an application and discretionary review Process, 3) recommend and develop cost-recovery policy, and 4) recommend and develop an ongoing revenue and taxation strategy in compliance with applicable state regulations.

Section 2. Background:

The City of San Fernando is seeking a qualified consultant to develop a Marijuana Management Program that includes preparation of the appropriate city codes, development of a discretionary review and entitlement process, a multi-phased merit-based application process for prospective medical and non-medical commercial cannabis licensees, a city regulatory permit fee to offset staff costs to manage the program, and development of an optimal local tax policy that provides the city with the greatest flexibility and complies with Proposition 218.

Estimated Project Schedule: It is anticipated that the selected consultant firm will be chosen by the City Council at a public meeting held in late-March or early-April of 2017. Subsequent to selection of the consultant firm, it is projected that the Project will take approximately 8 to 9 months to prepare the required regulatory documents, fees, and merit-based application procedures. Subsequent to this period, the consultant will be working with the City to complete the Council-selected tax policy.

Section 3. Minimal Qualifications:

Firms/staff must have:

- A City of San Fernando business license;
- A minimum of 5 years of relevant experience in the preparation of similar marijuana management programs including preparation of city codes, development of a discretionary review and entitlement process, a multi-phased merit-based application process for prospective medical and non-medical commercial cannabis licensees, city regulatory permit fees to defray staff costs, and experience in the preparation of local tax policies for medical/non-medical cannabis activities that comply with Proposition 218; and

- An in depth knowledge and expertise in understanding Federal Guidelines, MCRSA & Prop 64 requirements and the cannabis industry.

Prospective consultant firms that do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

Section 4. Project Scope of Work:

Consultant to work with designated City staff, the City Attorney's Office, the City Council, the City Planning and Preservation Commission, the public, and Cannabis Industry stakeholders to develop and implement a Local Marijuana Management Program that includes preparation of the appropriate city codes, development of a discretionary review and entitlement process, a multi-phased merit-based application process for prospective medical and non-medical commercial cannabis licensees, a city regulatory permit fee to offset staff costs to manage the program, and development of an optimal local tax policy that provides the city with the greatest flexibility and complies with Proposition 218. Included as part development of the local medical marijuana program will be robust public engagement and outreach process that includes study sessions with the City Council and the Planning and Preservation Commission, public meetings, meetings with cannabis industry stakeholders, and public hearings to consider adoption of associated city regulations, fees, tax policy, and merit-based application process.

Tasks to include in a Proposal, shall include, but not be limited to the following:

1. Kick-off meeting and ongoing Coordination with City Staff and the City Attorney;
2. Review of existing regulations related to medical and non-medical marijuana currently in place in the city;
3. Public Outreach, Study Sessions with Decision Makers, Stakeholder Meetings, and Public Meetings for commission and/or council consideration of city code amendments, cost-recover fees, tax policy, and merit-based application process.
4. Preparation of medical marijuana program including:
 - Draft city code amendments (proposed ordinance(s) shall ensure that proper policies are in place to address time, place and manner issues associated with marijuana businesses);
 - Discretionary review and entitlement process;
 - Determination of appropriate number of licenses and zoning districts that would allow medical and non-medical cultivation, manufacturing, extraction, packing, labeling and testing of commercial sales.
 - Cost-recovery fees;
 - Tax Policy in compliance with Proposition 218;

- Merit-based, multi-phase application and permitting process.

Section 5. Qualifications:

Maximum score 20 points/5 points per items in this section.

Note – qualifications must be based on the detailed Project Scope of Work noted above in Section 4.

Prospective consultant’s statement of qualifications and quotes must address:

1. Identify staff assigned to this project that have the understanding and experience with projects as outlined above in the Project Scope of Work.
2. Proven success in developing a local medical marijuana program with associated city code amendments, cost-recovery fees, merit-based application process, permitting process, and tax policies to regulate marijuana uses as those envisioned by the city and in compliance with Proposition 218.
3. Qualified staff and/or sub-consultants that can facilitate the level of public outreach and engagement associated with future study sessions, stakeholder meetings, public meetings, and public hearings that will be undertaken to complete the Project Scope of Work.

Section 6. Price Quotation:

Maximum score is 5 points for this section.

Provide your total price for completing the Project Scope Work. Price shall be itemized by the Schedule of Tasks for Bid.

Section 7. RFQQ Submittal Date:

Due Date for Statements of Qualifications & Quotations: Thursday, March 16, 2017 at 5:00 p.m.

Method of Delivery: Send via e-mail to nkimball@sfcity.org

City of San Fernando (the “City”) reserves the right at its sole discretion to reject any or all bids submitted by prospective consultants prior to the execution of a contract. This RFQQ does not obligate the City to contract for the services specified in this document. The final selection, if any, will be the bid that in the opinion of City best meets the requirements set forth in the RFQQ noted Project Scope of Work. The City is not obligated to select the lowest price bid. The City shall not be responsible for any costs associated with a bidder’s preparation of a bid in response to this

RFQQ. The City does not assume responsibility for any problems with e-mail or the method of delivery chosen.

The City will evaluate the responses and recommend to the City Council a selection of a firm to complete the Project Scope of Work at a future meeting in no earlier than April of 2017. The selected consultant shall enter into a Professional Services Agreement in the form provided by the City.