CITY OF HAWTHORNE

REQUEST FOR PROPOSAL
AND
QUALIFICATIONS

FOR:

CANNABIS PROGRAM IMPLEMENTATION
AND
RELATED CONSULTING SERVICES
NOTICE INVITING PROPOSALS

The City of Hawthorne is seeking proposals for a Consulting Services firm to provide as-needed consulting services for cannabis implementation and related consulting services.

All submissions must contain the information outlined in this Request for Proposals (RFP). Only written proposals containing all of the requested information will be considered. All materials shall become a part of the proposal, and may be incorporated in any subsequent contracts between the City and the selected proposer. The City intends to enter into a Consulting Services Agreement with a qualified firm to provide as-needed cannabis planning, implementation, compliance, monitoring, auditing, reporting, and other related services identified in the RFP.

TO RECEIVE CONSIDERATION, PROPOSALS MUST BE RECEIVED IN THE OFFICE OF:

GREG S. TSUJIUCHI
DIRECTOR OF COMMUNITY DEVELOPMENT
CITY OF HAWTHORNE
4455 WEST 126TH STREET
HAWTHORNE, CA 90250

NO LATER THAN 5:00 P.M.
FRIDAY, APRIL 9, 2021
Request For Proposal (RFP)

For

A Consulting Services Agreement
to provide as-needed cannabis planning, implementation, compliance, monitoring, auditing, reporting, and other related services

Proposal Instructions and Requirements

Table of Contents:

I. Introduction
II. Project Background
III. Scope of Work
IV. Fees
V. Responding to the RFP
VI. Evaluation Process/Criteria
VII. Selection Timetable
VIII. General
IX. Submission of Proposals

Exhibit A – Sample Consulting Services Agreement
I. Introduction

The City of Hawthorne, known as the “City of Good Neighbors”, was incorporated in 1922 as a general law city and operates under a City Council/City Manager form of government. It is governed by an elected five-member council with each member also serving as a member of the governing board for its component units: The Housing Authority, Successor Agency of Community Redevelopment Agency of the City of Hawthorne, Parking Authority, and Public Financing Authority of the City of Hawthorne. The City has a strong and diverse population of nearly 89,000 within a six square mile area.

Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110) and Glenn M. Anderson (I-105) freeways, the City of Hawthorne could easily be termed the ‘Hub of the South Bay’ by virtue of its location. Hawthorne affords easy, quick access to all that Southern California offers: culture, sports, entertainment, mountains and beaches.

The City provides a full range of municipal services including, but not limited to, public safety (police and contracted fire services), recreation and community services, public works, capital improvements, housing, planning community development, and general government. The City employs 266 regular full-time and 158 part-time budgeted employees.
II. Project Background

On November 3, 2020, approximately 61% of those who voted in the City of Hawthorne on Measure CC approved a 5% cannabis business tax on the gross receipts of cannabis businesses if, in the future, cannabis businesses are permitted to exist in the City. The City of Hawthorne would like to begin looking into allowing cannabis related businesses within the City. The City is seeking qualified firms, with proven expertise and experience, to submit qualifications and a fee proposal to provide as-needed/on-going cannabis planning, implementation, compliance, monitoring, auditing, reporting, and all other related consulting services. The City would like to explore any and all options for allowing and operating a safe, financially successful, and transparent cannabis business program within its boundaries. In addition, the City foresees involving the community, ensuring public safety is addressed,
attracting high quality businesses, and implementing a Social Equity Program. The City does not possess the expertise in this new and evolving business field, and therefore would heavily rely on the consultant for all cannabis related matters.

III. Scope of Work

It is extremely important to recognize that the services sought under this Request For Proposal is broad in nature to ensure that ALL aspects of cannabis program matters will be sought from the successful proposer. The successful proposer will include in their proposal ALL tasks/services and related sub-tasks/services that would be provided to the City in order to implement a successful cannabis program from initial inception to on-going reporting/monitoring.

As a minimum, the scope of work for consulting services shall include, but are NOT LIMITED to the following:

All Aspects of Initial Consulting, Education, and Related Support Services:

- Presentations
- Reports
- Technical Support
- Workshops
- Community Outreach

All Aspects of Regulation, Program Development, and Related Support Services

- Land Use Planning – Site Selection
- Regulatory Matters
- Licensing, Taxes and Other Cost Recovery/Revenues
- Business Application/Requirements
- Ordinance Drafting
- Social Equity and Public Benefit Program(s)
- Public Safety
All Aspects of Program Implementation, Process Development, and Related Support Services

• Project Management
• In-House Process Development
• Cash/Revenue Handling

All Aspects of On-Going Monitoring, Compliance, and Related Support Services

• Inspections
• Audits
• Reporting Requirements
• Legal and Legislation Updates

IV. Fees

The professional service fees to conduct the Scope of Work as described above should be provided in a time and materials fee schedule format, a flat fee schedule format, or any combination for the services to be provided. Also include any additional information to your billing procedures.

V. Responding to the RFP

The RFP shall contain at a minimum:

• A cover letter
• A full description of the qualifications and experience of your company and partners (if applicable) in performing the desired type(s) of consulting work including personnel qualifications and experience.
• A description regarding your firm’s and partner’s (if applicable) current staffing, current workload and availability to provide the scope of work services.
• A list of identified personnel with personal resumes and experiences who would be assigned to the City.
• A brief description of examples of related work you performed for other public agencies over the past five years which illustrates your firm’s role and experience in providing the services required.
• A list of references comprised of public agencies in which the proposer has carried out similar services in the last five (5) years. Also include a contact name, phone number, and position/title.
• A listing of ALL tasks/services and related sub-tasks/services that should and could be provided
• A fee proposal in accordance with Section IV Fees.

VI. Evaluation Process/Criteria

The evaluation process will consist of a review of the written proposal documents and an interview/presentation with selected candidate(s) before final selection by the City Council. Each proposal will be reviewed to determine if each proposal contains all the required information listed within this RFP. Proposals that do not contain all the required information may be deemed non-responsive and may be eliminated from further consideration.

The City Council will evaluate each proposal and interview based on the following criteria:

1. Organization/Management Experience
2. Experience working with public agencies
3. Similar and recent related services provided in the past
4. Overall scope of work understanding
5. Professional communication skills
6. Cost
VII. Evaluation Timetable

The following timetable is anticipated to apply to this RFP

- Begin Posting/Mailing of RFP: March 12, 2021
- Proposals Due by 5:00 p.m.: April 9, 2021
- Proposal Reviews: April through May, 2021
- Selected Candidate Interview(s): May through June, 2021
- City selection of Consultant: June, 2021

VIII. General

1. Proposal Preparation and Contractual Obligations

Any costs incurred by the proposer regarding this RFP are the sole responsibility of the proposer. The content of the proposal and request for proposal may become contractual obligation. An official authorized to bind the proposer’s firm into a contract with the City shall sign the proposal.

2. Reservations

The City reserves the right to reject any or all proposals and/or any or all items therein, and to waive any non-conformity of proposals with this request for proposals, whether technical or substantive. The City reserves the right to select the proposal which appears to be in the best interest of the City. The City further reserves the right to negotiate the scope of work and professional service fees and enter into a contract with the successful proposer for any or all of the work identified.

3. Funding source

The City of Hawthorne will fully fund this project.
4. Questions and Inquiries

All questions regarding this request for proposal should be directed to the person listed below:

Greg S. Tsujiuchi  
Director of Community Development  
City of Hawthorne  
4455 West 126th Street  
Hawthorne, CA 90250  
Telephone: (310) 349-2975  
Email: gtsujiuchi@cityofhawthorne.org

IX. Submission of Proposals

All proposers shall submit seven (7) hard copies of their proposal and one electronic version to:

Greg S. Tsujiuchi  
Director of Community Development  
City of Hawthorne  
4455 West 126th Street  
Hawthorne, CA 90250

Proposals must be received at the above address no later than 5:00 p.m. on Friday, April 9, 2021. No Postmarks or faxes will be accepted. Proposals or proposal modifications will not be accepted after the closing date.