



Finance Department
General Services Division

Proposal For Services
Due: 10/16/2026 – 5:00p.m.

The City of Berkeley **Health, Housing, and Community Services Department (HHCS)** seeks competitive written proposals for **Environmental Review Support and Technical Assistance**.

Scope: Provide the HHCS Department with expertise, support, and technical assistance on environmental review (ER) reports for projects subject to the National Environmental Policy Act (NEPA). Services to be provided may include completion of Environmental Review Record for large scope projects, historical architectural review, preparation of associated reports, coordination with the State Historical Preservation Office, and/or overall technical assistance for the ER process.

HHCS anticipates that six projects may occur in Fiscal Year 2027 that would require services from this contract. Services would be requested on an ad hoc basis when a federally funded project requires Environmental Review support that cannot be performed by City Staff. Up to \$25,000 is available for the services provided under this scope.

Background: The HHCS Department conducts environmental reviews following NEPA guidelines for United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funded projects.

Projects requiring an ER are for rehabilitation of single family, rental, and public/community facilities within Berkeley. Projects range from minor accessibility improvements to larger rehabilitation, such as roof replacement, bathroom rehabilitation for ADA compliance, homeless shelter rehabilitation.

The HHCS Department has one staff member who prepares environmental reviews for the Certifying Official approval. Services to be provided by this contract are beyond the scope of experience and knowledge within the HHCS department, most specifically related to the historical architectural review and large scope projects.

DATE SENT TO VENDORS: 09/16/2026



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Instructions to Vendors

On company letterhead, submit a signed, firm, hourly rate with a not-to-exceed lump sum proposal to accomplish the project described in the quote. Include a detailed narrative description of qualifications and experience in conducting environmental reviews for Housing and Urban Development (HUD)/Community Development Block Grant (CDBG) projects, coordinating with the State Historic Preservation Office, and preparing historical architectural review reports. Proposals should be completed in Times New Roman, 12pt font, single spaced and are not exceed three pages. Contractors are encouraged to submit sample documents of similar work (samples are not included in the page limit).

Please also indicate in the narrative if you are interested and available in conducting additional housing and community services related projects that the HHCS Department may have in the coming year.

For questions related to the project contact **Kat Larrowe** at klarrowe@berkeleyca.gov

Proposals are due **10/16/2026 - 5:00p.m.** via email to klarrowe@berkeleyca.gov **cc:** purchasing@berkeleyca.gov



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City terms: Net 30

Do you offer an early payment discount? If yes, _____

Do you offer a discount for early payment using a credit card? If yes _____ %

Is your firm based in Berkeley? _____

Is your firm an MBE? _____

Is your firm a WBE? _____

See the City's Purchase Order Terms and Conditions