

PROCEDURES FOR THE APPEAL OF SCORING FOR THE PLACEMENT ON THE COUNTY OF SAN DIEGO CEQA CONSULTANT LIST

Last Updated: April 20, 2007

PURPOSE

To provide consultants who were not approved to be on the County's Land Use Environment Group's CEQA Consultants List for Privately Initiated Projects an opportunity to appeal their score to a third party for reconsideration. Consultants processing an appeal of their score are not considered on the consultant's list during the review process. At the conclusion of the process, if the revised score places the consultant above the qualification level, they will immediately be added to the consultant's list. Only one appeal per subject area will be accepted; multiple appeal requests in the same subject area are not permissible.

PROCEDURES

- A) Debriefing with County Staff. Prior to filing an appeal, each consultant must schedule a debriefing with County staff to explain the rationale for the assigned scores.
- 1) A formal request for debriefing must be sent within 14 days following notification of the consultant's score.
 - 2) Following receipt of the request, Staff will contact the consultant to schedule a date for the debriefing. To the extent possible, debriefings shall be held within two weeks of the request date.
 - 3) At the debriefing, County staff will provide examples of the highest, lowest and standard scores for each scoring category, the evaluation text describing the criteria that earned those scores, and the individual consultant's score for each of the scoring categories. County staff will explain to the consultant how their score was established in comparison with the other consultants.
 - 4) At the conclusion of the debriefing, the consultant will be informed of the timeline and procedures to file an appeal of the scoring.
- B) Appeal. Following the debriefing, a consultant may file an appeal of their scoring to a third party.
- 1) The appeal must be filed within 10 days following the debriefing with staff. Appeals must be submitted at the DPLU Zoning Counter along with proof that the appeal deposit¹ has been paid.
 - a) The consultant must provide a written explanation as part of their appeal form (Attachment A), which details the reasons their score was incorrect relative to the comparative scores given to the other consultants.
 - b) The appeal shall only be limited to the information that was provided in the statement of qualification package and the assigned scores; the appeal cannot introduce information or evidence that was not part of the consultant's original application packet. Further, appeals shall not include embellishments or complaints over the review process.

¹ Fee Code 4900 (Appeal of Administrative Decision). Deposits for a BPR-Request for Qualifications Appeal shall be reduced to \$750; no DPW deposit required.

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- 2) Staff will contact the consultant to confirm receipt of the application. Appeal applications that fail to comply with section B.1 will be returned to the consultant and will not be considered a valid appeal. Completed appeal applications will be forwarded to the third party for review and consideration.
- 3) Once received, the third party will review the appeal application; there will be no meetings scheduled with the third party. Once completed, the third party's recommendations will be sent to the County DCAO for consideration. No meetings will be scheduled with the County DCAO.
- 4) The DCAO will make a final determination on the appeal within 2 weeks of receipt of the independent third party's recommendations.