

COUNTY OF SAN DIEGO CONSULTANT LIST APPLICATION REQUIREMENTS – OPEN ENROLLMENT

Consultant Applications shall contain:

- One (1) Statement of Qualifications – Open Enrollment Form
- One (1) response to Supplemental Questions
- Three (3) samples of work listed in section 6 of the Statement of Qualifications – Open Enrollment Form. The samples of work must be relevant to the subject area and have been prepared by the Consultant within the last five years. The samples of work must minimally include resource identification, impacts analysis, and mitigation requirements. The Consultant must have been the primary author of the majority of document.
- Two (2) Past Performance Review Forms completed by references from two lead agency staff persons related to the most recent EIRs or technical studies listed in the SOQ Form. Evaluations from private companies are not accepted. The forms are submitted directly from the reviewer to County staff at the email below.
- One USB drive that contains the Statement of Qualifications, responses to Supplemental Questions, and samples of work.
- The Consultant List Application Fee.

Please do not submit additional information other than the items listed above as they will not be considered. Applications that do not include the items listed above or provide incomplete information will not be considered.

Prior to completing a consultant application, be sure to review the minimum qualifications for the relevant subject area. Consultants that do not meet the minimum qualifications for the relevant subject area will not be considered.

Submit all required items at the PDS Zoning Counter at 5510 Overland Avenue, Suite 110, San Diego, CA or via U.S. Mail to:

County of San Diego
Attn: Kendalyn White
Planning & Development Services
5510 Overland Avenue, Suite 210
San Diego, CA 92123

Please address your submittal and any inquiries about this process to the Department of Planning & Development Services: Kendalyn White at Kendalyn.White@sdcounty.ca.gov

This solicitation is not a binding commitment by the County.