

**COUNTY OF SAN DIEGO CONSULTANT LIST
APPLICATION REQUIREMENTS – CONSULTANT LIST RENEWAL**

Consultant lists are reestablished every four years, at a minimum. The purpose of the consultant list reestablishment is to ensure that the consultant lists remain current and to allow periodic review of consultant performance. When the consultant list is reestablished, each listed consultant must submit a renewal application to apply for continued placement on the list. County staff will provide written notice to listed consultants when application renewal is required. Consultants who were placed on a list within six months prior to the reestablishment date will not be required to submit a renewal application. Refer to the table below for the consultant list reestablishment schedule.

Consultant List Renewal Applications shall contain:

- Three (3) copies of the Statement of Qualifications – Renewal Application Form
- One (1) USB drive containing a minimum of three samples of work from the listed projects 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 Consultant must have been the primary author of the majority of document.
- References from **two lead agency** staff persons related to the most recent EIRs or technical studies listed in the SOQ Form (to be submitted directly from the reviewer).
- The Consultant List Application Fee.

Please do not submit additional information other than the items listed above as it 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 Planning & Development Services, Zoning Division 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 direct any inquiries about this process to:

Kendalyn White at Kendalyn.White@sdcounty.ca.gov.

This solicitation is not a binding commitment by the County.

Schedule for the Reestablishment of the CEQA Consultant List

Subject Area	Original Establishment Date	Consultant Lists scheduled to be reestablished*		
Archaeological Resources	September 2006	2010	2014	2018
Biological Resources	September 2006	2010	2014	2018
EIR Preparer	September 2006	2010	2014	2018
Historic Resources	September 2006	2010	2014	2018
Transportation and Traffic	September 2006	2010	2014	2018
Agricultural Resources	March 2007	2011	2015	2019
Air Quality	March 2007	2011	2015	2019
Groundwater	March 2007	2011	2015	2019
Fire Protection Planning	March 2007	2011	2015	2019
Noise	March 2007	2011	2015	2019
Mineral Resources	August 2007	2011	2015	2019
Revegetation Planning	August 2007	2011	2015	2019
Visual Analysis	August 2007	2011	2015	2019

* Requires that consultants on the list submit a renewal application except that consultants who were added to a list within the 6 months prior to reestablishment will not be required to submit a renewal application