

# Covina Local Cannabis Program Request for Proposals Process

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Pre-Proposal Meeting – October 5, 2023

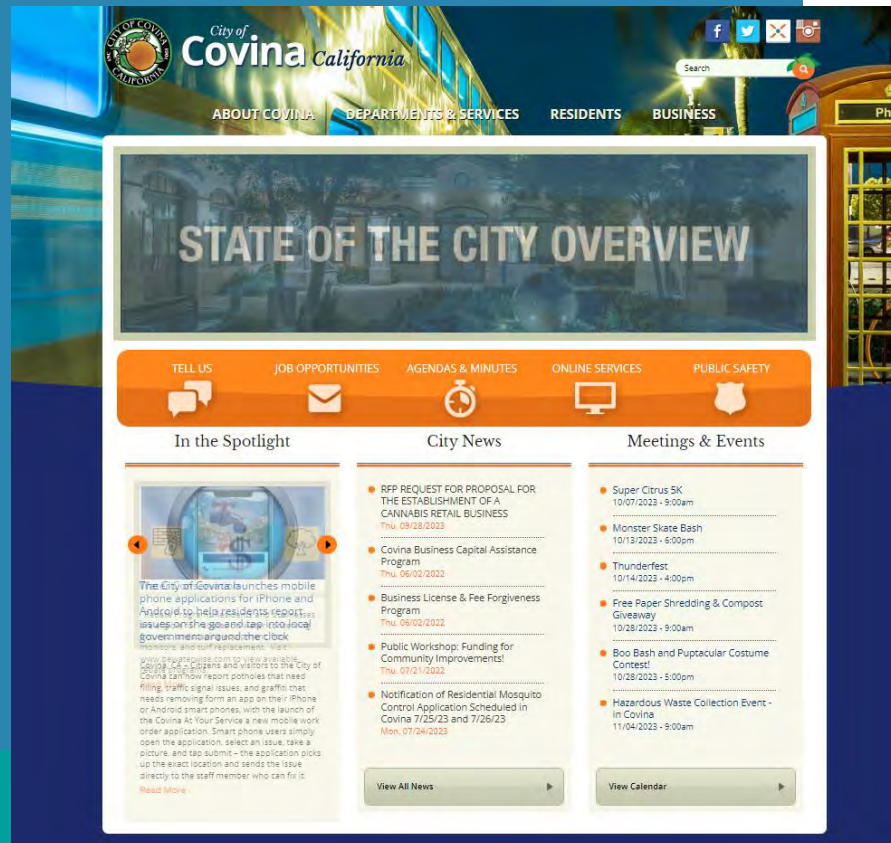
# Background

- City Council Review – Summer 2020 through 2022
  - Ad-Hoc Committee study
  - Community Survey
  - 8 Outreach Meetings
- Local Program Ordinance Approval - February 2023
  - Planning Commission, City Council
- Established Fees – July 2023
  - RFP Application Process, Permit Fees
  - Set to Become Effective in late September
- Approval of RFP Document – September 2023

# Request for Proposals

- Approved by City Council
  - Posted on City Website on September 28, 2023
- Establishes a Centralized Hub for RFP Information
  - [www.covinaca.gov/cannabisprogram](http://www.covinaca.gov/cannabisprogram)
  - Email: [cannabisprogram@covinaca.gov](mailto:cannabisprogram@covinaca.gov)
  - Background Information
  - Frequently Asked Questions
  - All RFP Process Communications
- Establishes Timeline and Process for Applicants
  - Multi-Phase Approach
- Sets Criteria to Evaluate Applications

# Centralized Website



# RFP Phase I/II – Key Dates

- **Phase I/II – Open to All Applicants**
  - Mandatory Pre-Proposal Meeting: October 5, 2023 – 11 AM at City Hall
  - RFP Questions: Due by November 6, 2023 – 2pm
    - Email or Hand Delivered to City Clerk’s Office
  - Question Responses/Addendum: on or about November 22, 2023
  - Zoning Verification: Due by November 30, 2023 – 2 pm
    - Hand Delivered to City Clerk’s Office
    - Reviewed for Conformance with Zoning/Buffer Standards
    - Determination provided at least 1 week prior to Application Deadline
  - Background Check: Completed by all Owners/Operations Managers
    - Reviewed for Conformance with City Standards
    - Complete Prior to Application Deadline
  - Application Deadline: December 20, 2023 – 2 pm
    - Hand Delivered to City Clerk’s Office

# RFP Phase I/II

- **Phase I/II – Evaluation Details**
  - **Step 1 – Responsiveness to RFP Requirements**
    - Payment of Fees
    - Completion of Zoning Verification
    - Completion of Background Checks
    - Signed Letter of Intent by Each Owner
    - 3 Hard Copies, 1 Electronic Copy
    - 150-page limit

## **Evaluated on Pass/Fail Basis**

**Pass** – Move to Technical Evaluation

**Fail** – No Further Review

- **Step 2 – Technical Evaluation**

# RFP Phase I/II – Technical Evaluation

Category	Points Available	% of Total Points
<b>Qualifications</b> Experience, Industry Knowledge, Ownership Team, Claims/Litigation History	500 Points	25%
<b>Business Plan</b> Operations, Product Controls, Market Assessment, Financial Plan, etc.	400 Points	20%
<b>Community Benefits</b> Community Involvement Prior to 2023, Proposed Involvement Once Open	200 Points	10%
<b>Facility Design/Neighborhood Compatibility</b> Exterior Design, Fit with Neighborhood, Security Measures in Design, Air Quality/Odor Control	400 Points	20%
<b>Security Plan</b> Experience, Safety Education, Theft Reduction, Cash Management, Product Access Control, Delivery Plan, Security Guard Plan, Video Surveillance, Armored Vehicle Use, Youth Consumption Deterrents	500 Points	25%
<b>Total</b>	<b>2,000 Points</b>	

# RFP Phase III/IV

- **Phase I/II – Technical Evaluation Results**
  - Applicants Scoring 80% or Higher (1,600 out of 2,000 points) will be invited to Proceed to Phase III/IV
- **Phase III/IV – Evaluation Committee Interviews**
  - Applicant Payment of Fees
  - Evaluation Committee: City Department Heads or Designees
  - Evaluate Applicant Responsiveness and Explanation of Proposal



# RFP Phase III/IV – Technical Evaluation

Category	Points Available	% of Total Points
Responsiveness	50 Points	25%
Explanation of Qualifications	50 Points	25%
Explanation of Operations	25 Points	12.5%
Explanation of Security Plan	25 Points	12.5%
Explanation of Community Benefits	25 Points	12.5%
Explanation of Neighborhood Fit and Design	25 Points	12.5%
Total	200 Points	

# RFP Phases

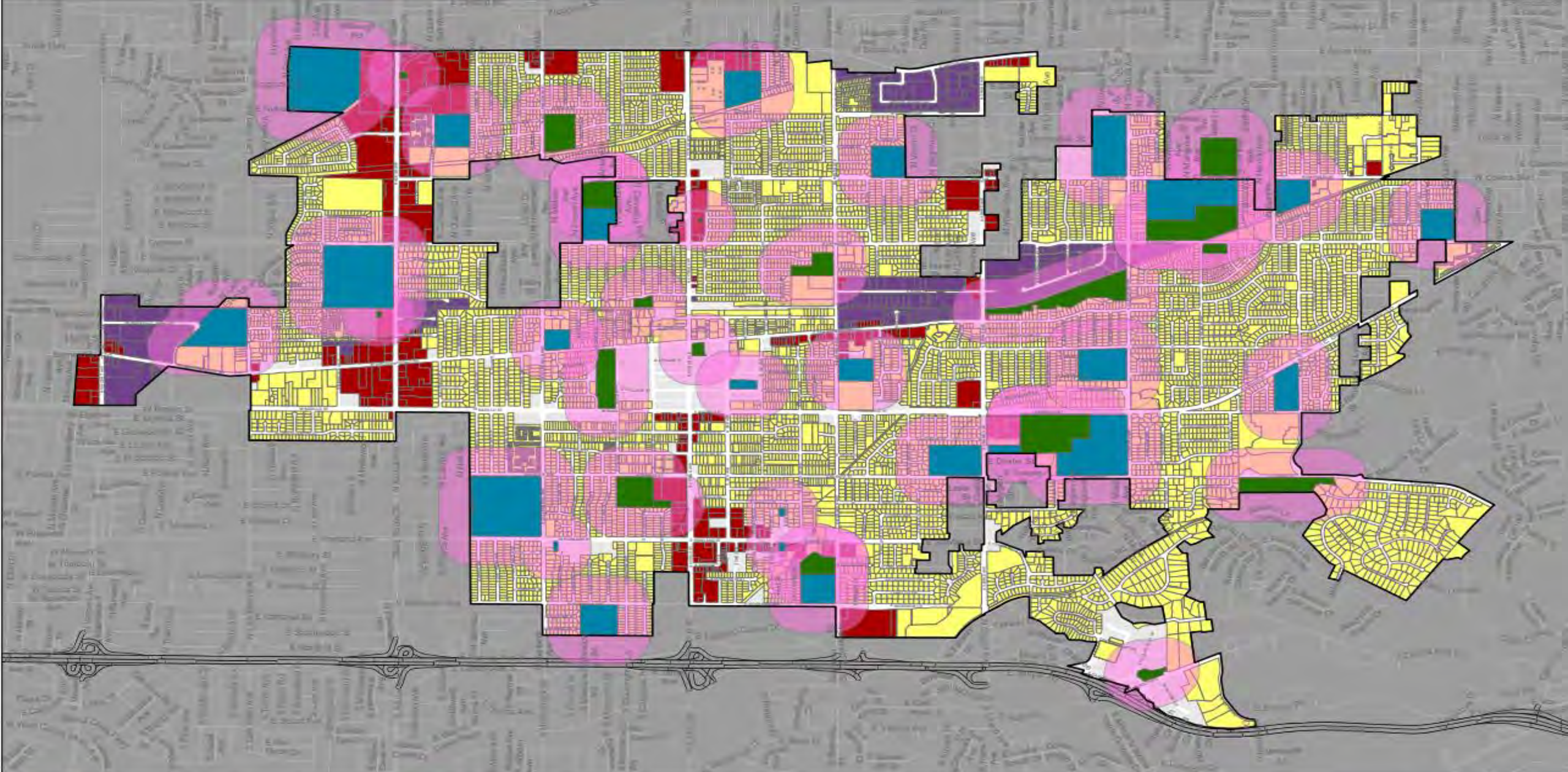
- **Phase III/IV – Technical Evaluation Results**
  - Applicants Scoring 90% or Higher (180 out of 200 points) will be placed on Ranking List for the City Council’s consideration to award a “Notice to Proceed” to begin Local Permit Process
  - City Council may award up to 3 Notices to Proceed, at its sole discretion
- **Notice to Proceed**
  - Within 60 Days, Applicant Must:
    - Pay Local Permit Fee
    - File a Pre-Application for a Conditional Use Permit and Pay Fees
- **Applicant Failure to Move Forward Within 60 Days**
  - City Council May Rescind an issued NTP and Issue a new NTP to Another Eligible Applicant

# Process Standards – Program Applicants

- Resolution CC 2023-96
- Applicants or Third-Party Representatives are encouraged to not contact members of the City Council
- If contacted, City Council will refer matter to City staff
- Reiterates State Guidelines pertaining to Campaign Contributions

# Questions

- Submit Questions in Writing by Deadline to [cannabisprogram@covinaca.gov](mailto:cannabisprogram@covinaca.gov)
- Responses, and Addenda (if necessary) will be posted to [www.covinaca.gov/cannabisprogram](http://www.covinaca.gov/cannabisprogram)
- It is your responsibility to register today on City sign-in list

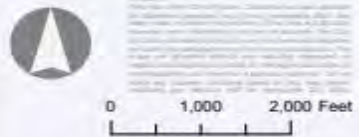


**Zone**

- Commercial
- Industrial
- Residential (Non-Permitted)

- 600-Foot Buffer
- Schools
- Parks and Youth Centers
- City Boundary

**City of Covina**  
 School, Park, and Youth Center  
 600-foot Buffer






# Core Downtown Area Prohibiting Cannabis Businesses.



## Covina Town Center Specific Plan

### Legend

-  Downtown Core Area Prohibiting Cannabis Businesses
-  Plan Area Boundary
-  San Bernardino Metrolink Line

