

In order to apply for and receive a land use permit for a Retailer use, the cannabis business operator must have control over a physical location outside of any cannabis buffer zones for sensitive uses, as defined in County Ordinance No. 348.

**Receiving a top ranking to apply for a County CUP does not constitute an entitlement approval. All Cannabis Activities must; apply for and receive a CUP, comply with the California Environmental Quality Act, be consistent with the County's General Plan, enter into a Development Agreement with the County, obtain a State license as a Retailer and satisfy all other regulatory requirements prior to commencing operation.**

The RFP process will be a multi-part process as described herein. Operators and/or owners responding to the RFP are required to first, submit an Interested Parties Pre-Registration Form and, second submit a Proposal. Operators and/or owners who are applying for a permit on more than one property must submit an Interested Parties Pre-Registration Form for each property and a Proposal for each property.

## **B. BACKGROUND**

On October 23, 2018, the Riverside County Board of Supervisors (the Board) approved an ordinance amending Ordinance No. 348 that replaced Article XIXh to include Commercial Cannabis Activities.

At that October 23, 2018 meeting the Board also approved the concept of an implementation process, whereby the County asks for Proposals for Cannabis Cultivation and Retailer CUP's. This will allow the County to:

1. Ramp-up the number of these activities in a thoughtful way,
2. Process potential entitlements without impacting the timing of other types of land use permits,
3. Assess and learn from the entitlement review and make adjustments, as needed,
4. Adjust staff needs to balance the needs of all entitlement cases.

The Board also approved a first-year limit on the number of Retailer Conditional Use Permits that will be processed. That limit was set at 19 Cannabis Retailers.

Article XIXh of the Ordinance identifies the two hearing/decision-making bodies that will be required to conduct Public Hearings on all Cannabis Activity CUP's; The Planning Commission and the Board of Supervisors.

## II. SCHEDULE

The County reserves the right to alter the following schedule as necessary.

EVENT	DATE	LOCATION
Board approves Development Agreement Procedures and Requirements and RFP content	January 29, 2019	
<b>STEP 1</b> Interested Parties Pre-Registration Window opens	from January 30, 2019 through February 15,	forms available at <a href="https://planning.rctlma.org/Cannabis.aspx">https://planning.rctlma.org/Cannabis.aspx</a>
<ul style="list-style-type: none"> <li>• Staff reviews and collates submitted Interested Parties Pre-registration Forms.</li> <li>• Staff coordinates Interested Parties Information Session(s)</li> </ul>	February 18, 2019 through February 22, 2019	
<b>STEP 2</b> Interested Parties Information Session #1	February 25, 2019 through March 08, 2019	<i>at actual days &amp; times to be determined: Locations to be determined</i>
Interested Parties Information Session #2 (if required)	February 25, 2019 through March 08, 2019	<i>actual days &amp; times to be determined - Locations to be determined</i>
<b>STEP 3</b> Interested Parties submit questions to the County by email	by 5:00 p.m. on March 15, 2019	to: <a href="mailto:CannPlanning@rivco.org">CannPlanning@rivco.org</a>
County posts RFP addendum (Response to Questions)	by 5:00 p.m. on March 20, 2019	at: <a href="https://planning.rctlma.org/Cannabis.aspx">https://planning.rctlma.org/Cannabis.aspx</a>
<b>STEP 4</b> Last date for Interested Parties to submit five (5) copies of RFP's, one electronic PDF and the RFP review payment of \$5,500 + \$300 per Operator for background checks	by 4:00 p.m. on April 12, 2019	4080 Lemon Street, 9 <sup>th</sup> Floor. Riverside, CA 92501
<b>STEP 5</b> County Completeness Evaluation Period	April 12, 2019 through April 19, 2019	

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County notifies Interested Parties of outcome of Completeness Evaluation by email	by April 26, 2019
County mails 50% refunds of RFP review payments for incomplete applications	by June 26, 2019
<b>STEP 6</b> County Evaluation & Scoring of Proposals Period	April 29, 2019 through May 31, 2019
County notifies Interested Parties of ranking results by email.	by June 6, 2019
Rankings list filed with the Board of Supervisors	at June 25, 2019 Board Meeting
<b>STEP 7</b> Top 19 ranked Cannabis Retailer (including microbusinesses, if applicable) and top 50 Cannabis Cultivation (including microbusinesses, if applicable) Proposals may submit to Planning for a Conditional Use Permit (CUP) and Development Agreement, with applicable deposits.	beginning June 26, 2019
County works with top ranking applicants to process CUP's and DA's	Application periods will vary based on complexity, environmental review and the Public Hearing process for applications.

Note: The dates in the above Calendar of Events are subject to amendment by the County if required as the process progresses.

### III. IMPLEMENTATION PROCESS

The County will have a multi-step process for issuing CUP's for Cannabis Retailers.

#### A. STEP 1 - INTERESTED PARTIES PRE-REGISTRATION PROCESS

##### PRE-REGISTRATON FORMS

- Pre-registration forms will be available by January 30, 2019 online at <https://planning.rctlma.org/Cannabis.aspx>.
- Forms will be submitted by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org).
- Pre-registration forms will be collated by the County and based on the number of Interested Parties and geographic location Interested Parties Pre-Registrant Information Session(s) will be scheduled.
- Only those Pre-registered Interested Parties will be invited to continue to STEP 2.

#### B. STEP 2 - INTERESTED PARTIES INFORMATION SESSIONS

Interested Parties are strongly encouraged, but not required, to attend an Interested Parties Information Session.

##### THE INTERESTED PARTIES INFORMATION SESSION(S) WILL:

- Provide the County with an opportunity to present more detail about the RFP and Selection Process; and
- Provide an opportunity for Interested Parties to ask specific questions about the permitting process and requirements and request RFP clarification.

#### C. STEP 3 - RFP ADDENDUM (QUESTIONS & RESPONSE TO QUESTIONS)

Following the Interested Parties Information Session(s), interested parties have the opportunity to email to the County any questions of clarification regarding the RFP. Questions are required to be submitted by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org) by the due date for Written Questions specified in the Calendar of Events.

- The County will issue an RFP Addendum which will be posted on the County Cannabis website following the Interested Parties Information

Session(s). The RFP Addendum will address all relevant questions:

- Raised in the Interested Parties Information Sessions; and
- Submitted by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org) by 5:00 p.m. on March 15, 2019.

#### **IV. PREPARATION OF PROPOSALS**

##### **A. PRIOR TO SUBMITTING A PROPOSAL**

Interested Parties should thoroughly read the following requirements of projects/applicants for such a permit. These requirements apply to all Cannabis Retailer Conditional Use Permits, pursuant to County Ordinance No. 348, as approved by the Board.

1. You must be a Pre-Registered Interested Party to submit an RFP to be considered for a County CUP.

**Interested Parties should review the following carefully:**

- The information regarding Commercial Cannabis in the County of Riverside provided on the County Cannabis webpage: <https://planning.rctlma.org/Cannabis.aspx>.
  - County Ordinance No. 348, as it relates to Commercial Cannabis Retailers;
  - October 23, 2019 Staff Report to the Board of Supervisors and;
  - The required DRAFT Background Check Form
  - This RFP Packet
2. County CUP applicants must be able to obtain a State License for Cannabis Retail Sales. See the California Cannabis Portal at <https://cannabis.ca.gov/licensing/> for specific State requirements;
  3. County CUP Applicants must enter into a negotiated Development Agreement (DA) with the County;
  4. County CUP applicants must be twenty-one (21) years of age or older;
  5. All Commercial Cannabis activities are subject to County inspections and

monitoring;

6. All Commercial Cannabis Activity operators are subject to criminal background checks;
7. Permits for Commercial Cannabis Activities shall not be granted for Operators with felony convictions, as specified in subdivision (c) of Section 667.5 of the Penal Code and subdivision (c) of Section 1192.7 of the Penal Code.
8. No conditional use permit shall be approved or conditionally approved unless the for Cannabis Cultivation lots with verified Cannabis related violations within the last 12 months, prior December 23, 2018, unless violations have been cleared all applicable fees have been paid.
9. Commercial Cannabis Retailers are permitted in the following zones:  
C-1/C-P, C-P-S, I-P, MS-C, M-M and M-H;
10. Cannabis Retailers shall not be located within 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center. Distance shall be measured from the nearest point of the respective lot lines using a direct straight-line measurement, within 500 feet of a smoke shop or similar facility or within 1,000 feet of another Cannabis Retailer.
11. Because this this location requirement may be modified with the approval of a Variance pursuant to Section 19.519 and Section 18.27 of Ordinance No. 348; State in the Proposal that the location is less than 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center measured from the nearest point of the respective lot lines using a direct straight-line measurement but is not less than 600 feet. In no case shall the distance be less than allowed by State law.
11. All RFP's shall be submitted in a sealed envelope utilizing the attached **"Commercial Cannabis Retailer RFP Response"**

## **B. PROPOSAL REQUIREMENTS**

The County is requesting that submitted Proposals contain the following information in the ensuing order. This information must be current. Reconfirm that any requested information submitted previously as part of the Interested Partied Form is still accurate. There are 12 categories that the County will evaluate in the Proposal. The County has assigned a maximum possible points that will use to score each section. This should help guide you in putting together the strongest possible submission.

Read this document carefully to be sure you are meeting the requirements under each section. **Proposals shall be formatted pursuant to the following the 12 categories below. Address each question in the order given.**

1. Provide the Name(s) of the proposed Cannabis Retail Business Owner(s) and Operator(s). (at least one of these names must have completed an Interested Parties Pre-Registration Form) and answer the following:
  - a. Is this Proposal for a storefront or non-storefront facility?
  - b. What is the size of the proposed Cannabis Retail facility?
  
2. **Provide a Statement of Qualifications.** Describe the Cannabis Owner(s)/Operator(s) qualifications relative to the Proposal, including experience running businesses similar to the one proposed, including permitted Cannabis and/or non-Cannabis businesses. Provide verifiable, detailed descriptions and other background information for key individuals and owners of 20% or more of the business. Describe other resources, including financial resources, dedicated to implement this Proposal. **(Confidential)** (1 pages maximum for each owner/Operator)

**“Cannabis Owner** means any of the following:

- a. A person with an aggregate ownership interest of 20 percent or more in the Commercial Cannabis Activity for which a license or permit is being sought, unless the interest is solely a security, lien, or encumbrance
  
  - b. The chief executive officer of a nonprofit or other entity
  
  - c. A member of the board of directors of a nonprofit
  
  - d. An individual who will be participating in the direction, control, or management of the person applying for a Commercial Cannabis Activity Conditional Use Permit or State license
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3. **Provide Evidence of Secured Location for the Cannabis Business.** A real estate letter of intent (RELOI) to lease or buy from an authorized party, a lease, an option to lease or purchase and ownership are acceptable forms of control. Letters of interest of any kind are not acceptable. RELOIs, lease options and leases must clearly and specifically state that the RELOI, lease option or lease is for the type of establishment listed in the Proposal. **Verify that the RELOI,**

**lease option or lease is for the minimum requirement of two years or longer. A month-to-month lease is not acceptable. Note that all Proposals that have been ranked to proceed with a CUP's application will be required to obtain notarized permission from the property owner.**

**Definition of Evidence of Site Control is as follows:**

Evidence that a location has been secured for a Cannabis Retail Sales Business for a minimum of two years as set forth in the RFP, including without limitation any of the following:

- a. Proof of Ownership: This is a deed that shows that title to the real property belongs to the applicant/Proposer.
  - b. Real Estate Letter of Intent: A signed written term sheet, letter of intent, or exclusive negotiating agreement between two or more parties to sell, lease, or sublease property. This document will provide an outline of the terms of the proposed agreement. These terms can be further negotiated but must provide the basis for the proposed written agreement.
  - c. Real Estate Purchase or Lease Option: This is a signed written agreement for the purchase or lease of a specific piece of real property. With this document, the proposed buyer or lessee gains the exclusive right to purchase or lease the property. Once a potential buyer or lessee has an option to buy or lease a property, the owner cannot sell or lease the property to anyone else during the term of the option. The potential buyer or lessee pays for this option for a specific time period.
  - d. Purchase Agreement: This is a signed written agreement that a potential buyer will purchase a specific piece of property and the owner cannot sell to anyone else unless the terms of the agreement are not fulfilled.
  - e. Lease Agreement: This is a signed written agreement that gives a lessee certain rights to use and occupy specific property for a specified period of time.
- 4. Business Plan.** Provide a statement demonstrating the owner/operator(s) understanding and approach to running the proposed Cannabis Retail Sales business and how that approach will integrate the business into the community in which it is located. (5 pages maximum)

**With as much detail as possible, the Business Plan should describe:**



- a. Size (square-feet) of proposed facility
- b. Description of day-to-day operations
- c. State Licensing Requirements
- d. Hours of operation (must comply with Ordinance No. 348)
- e. Product/product types
- f. How the Retailer will conform to local and state law
- g. How cannabis and cannabis products will be tracked and monitored to prevent diversion
- h. Describe what methods and means the Retailer will take to ensure that the business is integrated into the community
- i. A schedule for beginning operation, once obtaining a County CUP and State License(s), including a narrative outlining any proposed construction and improvements
- j. Business Plans shall include a schematic site plan that depicts the proposed lot with dimensions. (Site plans may utilize the Assessor's Parcel Map depiction for lot boundaries. Site plans shall be to scale and include:
  - I. Proposed Retail Sales building location
  - II. Parking areas
  - III. Driveways
  - IV. Adjacent uses
- k. **(Optional)** This section is voluntary. How the Retailer plans to address impairment issues relating to public use of Cannabis Products; and, Provision of educational initiatives and materials associated with the above impacts and related social concerns
- l. **(Optional) Local Hire Program:** This section is voluntary. Proposers could demonstrate a community commitment through local hiring. Proposers may provide a plan demonstrating how they would hire locally. In the business plan, the local hiring plan could address:
  - I. Minimum percentage of the business' employment base hired locally. For example, 90% of employees will be Riverside County residents or 60% to 90% of employees will be Riverside County residents. Points will be awarded accordingly
  - II. A recruitment plan for new hires, including outreach methods

- III. The hourly wage of the lowest-paid employee
- IV. Estimated number of employees in the first year, second year, third year, fourth year and fifth year
- V. Describe any plans to train employees and promote lower-level employees
- VI. Estimated number of full-time and part-time positions in years one through five

**(1 page maximum)**

m. **(Optional) Local ownership:** This section is voluntary. More than 50% ownership of the business is by a minimum three-year resident(s) or business owner(s) constitutes local ownership. Maximum points will be awarded for 100% local ownership. The local owners must provide verifiable information regarding the number of years each owner has lived in, and/or owned a business in, Riverside County. If you meet one or both of these standards, specify who each local owner is and how they meet the criteria. (Names are confidential, the composition of how the ownership meets the criteria is not.) Provide verifiable information such as business license information, property tax bills, business name(s) and address(s), and the number of years each owner has lived in and or owned a business(s) in Riverside County.

I. Make a Statement to the fact if:

- More than 50% of the business owned by a minimum three-year Riverside County resident(s) and/or business owner(s)? **OR**
- More than 75% of the business owned by a minimum three-year Riverside County resident(s) and/or business owner(s)? **OR**
- More 100% of the business owned by a minimum three-year Riverside County resident(s) and/or business owner(s)?

n. **(Optional) Labor:** This section is voluntary. The Business Plan may include a section discussing how the Retailer will commit to competitive compensation in comparison to other mainstream commercial businesses. The Retailer's commitment will be confirmed

during annual permit renewal process and be included in an ensuing DA. Points will be awarded to Proposals that include:

- I. A commitment that the Retailer will have an average pay rate for mid-level and management positions of at least 25% more than the median local income for similar positions in other mainstream businesses **OR**
- II. A commitment that the Retailer will have an average pay rate for mid-level and management positions of at least 10% more than the median local income for similar positions in other mainstream businesses;
- III. A commitment that the Retailer will set base wages that exceed the minimum wage by at least \$2.00/hr.
- IV. A commitment that the Retailer will enter into a "labor peace agreement" at 20 or more non-management employees.

- o. Describe the Cannabis Retail Sales Business Owners' and/or Operator's involvement in community/non-profit organizations in the County of Riverside. (1 page maximum)

**5. Provide a Statement Confirming that the Cannabis Retailer lot location is outside of the minimum setbacks for sensitive uses pursuant to Ordinance No. 348.**

List the address and Assessor's Parcel Number (APN) of the proposed Retail Sales site. State, to the best of your knowledge, that the lot location secured for your Retail Sales Cannabis business is:

- a. Not be located within 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center. Distance shall be measured from the nearest point of the respective lot lines using a direct straight-line measurement, **OR**
- b. Because this this location requirement may be modified with the approval of a Variance pursuant to Sections 19.519 and 18.27 of Ordinance No. 348. State in the Proposal that the location is less than 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center measured from the nearest point of the respective lot lines using a direct straight-line measurement but is not less than 600 feet. In no case shall the distance be less than allowed by State law.

- I. If the above applies, state that it is understood that a Variance for location setbacks will be required.
6. **Provide a Statement confirming that the proposed Cannabis Retailer lot exhibits a zone that allows Cannabis Retail Sales Activities pursuant to Ordinance No. 348.**
  - a. Pursuant to Section 19.519 of Ordinance No. 348, and the issuance of a CUP, Commercial Cannabis retail sales is permitted in the following zones: C-1/C-P, C-P-S, I-P, MS-C, M-M and M-H; **OR**
  - b. For properties not located in the C-1/C-P, C-P-S, I-P, MS-C, M-M and M-H Zones; to be considered for a CUP for Cannabis Retail Sales the submitted Proposal must include the acknowledgement that:
    - i. A Change of Zone (CZ) will be required,
    - ii. What proposed zone the proponent would seek; and
    - iii. Make an acknowledgment that the CZ must be changed to a zone that is compatible with the County's General Plan
7. **Prior Enforcement Actions.** A detailed description of any enforcement actions or proceedings brought by law enforcement or code enforcement against the proposed owner or operator in relation to the past or current business undertakings of the owner or operator. If no history of enforcement action exists, make a statement to that effect.
8. **Neighborhood Compatibility Plan.** For the proposed location, your Proposal shall address how the Retail Sales Business, including its exterior areas and surrounding public areas, will be managed, so as to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community. Neighborhood outreach is encouraged. If you have conducted neighborhood outreach, provide a record of that outreach and a record of any neighbor feedback. If concerns have been expressed, indicate how you plan to address those.
9. **Preliminary Safety and Security Plan.** For the proposed location, your Proposal shall include:
  - a. **A preliminary safety plan.** This plan should describe the fire

prevention, suppression, HVAC and alarm systems the facility will have in place. An appropriate plan will have considered all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation.

- b. **A preliminary Security Plan.** This plan shall include a description of security measures and a proposed schematic (floor plan) of the overall facility. The included floor plan shall depict sales areas, all areas open to the public, including restrooms and areas to secure Cannabis and Cannabis Products when not on the sales floor. If the Proposal is for a non-storefront facility describe how products will be kept secure from employees and/or visitors. The Security Plan shall have details on operational security, including but not limited to general security policies for the facility. In particular, security plans should:
  - I. Describe the Retailer's overall approach to operational safety as it relates to employees, customers, businesses, and the community. Security plan inclusions shall be applicable to a Retail sales facility and shall be consistent with the requirements of Section 19.505.N of Ordinance No. 348.

**SECURITY PLANS WILL NOT BE MADE PUBLIC**

10. **Enhanced Product Safety.** The application should state how the Retailer will ensure enhanced consumer safety, including as required by State law or County Ordinance No. 348.
11. **Environmental Benefits.** The Proposal should describe any proposed "green" Business Management Practices (BMP's) relating to energy and climate, water conservation, and materials and waste management. If no BMP's are proposed; make a statement to that effect.
12. **Additional Public Benefits.** Per Board Policy B-9, the Proposal shall describe proposed Additional Public Benefits that the Retailer would provide to the local community, such as, but not limited to, quantifiable employment for residents of the County, community contributions, funding for infrastructure, funding for additional Sheriff patrols, community clean-up or beautification programs, or economic incentives to the County. Examples of Additional Public Benefits could include, but are not limited to, supporting or funding community programs,

employment and job training programs, local substance abuse, cannabis youth education, or domestic violence programs, or other activities that benefit the residents of the County. The County is interested in a business that can offer ongoing community benefits (including phased infrastructure improvements) and that can address the needs of the community as determined by the community. Additional Public Benefits should be quantifiable, and should identify whether the benefits offered will create any burdens on County resources. Said Additional Public Benefits shall be in addition to any mitigation or development impact fees required to be paid for the commercial cannabis activity under state law and County ordinances.

**Please Note:**

The County asks that Proposers make best efforts to provide all of the information requested above. A Proposal which does not include some of the requested information, or does not include significant details in relation of some of that information, may be eliminated from consideration during the initial County completeness Review (**STEP 5** of the Implementation process), at the sole, and complete discretion of the County.

Any business not meeting the minimum requirements will be notified and eliminated from the RFP process. The County will refund 50% of the RFP review payment. Proposals meeting the Minimum Requirements will be listed on the County's website.

Following the County Evaluation & Scoring of Proposals Period (**STEP 6**), the 19 top-rated Proposals, will be notified that they have been ranked in the top 19; awarding them the right to apply for a CUP. The Proposers must apply for a CUP within 120 days from the day that the rankings list is filed with the Board. Once the category is filled, the remaining businesses will be placed on a waiting list that will be valid for one year. If an awardee is unable to submit an application for a CUP within the proposed schedule within 120 days, the next ranked Proposal on the list will qualify and the Proposers will be given the opportunity to apply for a CUP.

#### **IV. SUBMITTAL OF PROPOSALS**

##### **A. **STEP 4** - SUBMITTING A PROPOSAL**

**Five (5) copies of your Proposal, one electronic PDF and RFP review payment shall be received in a sealed envelope labeled "Commercial Cannabis Retailer RFP Response" addressed to the attention of TLMA – Planning Department – 4080 Lemon Street, Riverside CA 92501 – by 4:00 p.m. (Pacific Standard Time), on Friday, April 12, 2019. Proposals not received by this date and time will not be considered.**

**VI. EVALUATION PROCESS**

Proposals must fully address the Proposal requirements in Section IV above and the evaluation criteria and scoring rubric in VII below, as well as contain complete submittals, references and data to verify qualifications. Proposals without sufficient data to provide a complete evaluation will be considered non-responsive.

All Proposals will be reviewed for compliance with requirements including documented capability to operate a cannabis business in a satisfactory manner. Proposals will be evaluated in accordance with the criteria in section VII below.

In the event of a tied score, the final slot shall be chosen by a computer-generated random means at the discretion of the TLMA Director.

Awards will be made to the Proposers offering the most advantageous Proposals after consideration of the evaluation criteria set forth below. The County will make an award in the best interests of the County after all Proposals have been evaluated.

**VII. EVALUATION CRITERIA**

**A. STEP 5 - MINIMUM REQUIREMENTS FOR A PROPOSAL TO BE CONSIDERED 'COMPLETE'**

If a Proposal fails **ANY** of the below criteria the Proposal will be excluded from consideration and a 50% deposit will be returned to the Proposer.

Interested Parties Pre-registration was submitted for at least one name provided in Proposal on or before the February 15, 2019 deadline	Pass/Fail
RFP review payment of \$5,500 + \$300/each Operator paid on or before the April 12, 2019, 4:00pm deadline to submit Proposals	Pass/Fail
Evidence of a secured proposed location for the cannabis business was provided	Pass/Fail
Proposed location is a property that exhibits a Zone that will allow for Cannabis Retail Sales Activities. If the location's zone does not allow for Cannabis Retail Sales Activities, a statement acknowledging the intent to file a Change of Zone, should the Proposer be selected to apply for a CUP	Pass/Fail
Proposed location is outside of a 1,000-foot Cannabis buffer zone for sensitive uses (less than 1,000-feet but greater than 600-feet, acknowledgment of a required Variance has been included)	Pass/Fail
Proposal includes all Required Information per Section IV.A. PROPOSAL REQUIREMENTS (Items 1-12, excluding optional items)	Pass/Fail

**B. STEP 6 - SCORING FOR PROPOSAL RANKING**

The table below is a scoring rubric to evaluate Proposals received in response to the RFP. The responses will be scored on a point scale. The Proposal must receive a minimum of 70% (280 points) of the total possible points to proceed to be considered for ranking. **If any of the 12 categories score less than 50% (except strictly OR categories) the Proposal will not be considered for top ranking, regardless of the overall points scored on the Proposal.** The maximum points available is 400.

Operator(s) do not pass a Criminal background Check pursuant to Section 19.505.G.2 and 3 of Ordinance No. 348 will be eliminated from the Proposal process subsequent to the initial County completeness review and are not subject to a refund of RFP review payments.	Pass/Fail
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**CANNABIS RETAILER – RFP  
EVALUATION / SCORING WORKSHEET**

<b>The zero to 100% credit scale range for the 1-12 categories is defined as follows</b>		
0	Not Acceptable	Non-responsive, fails to meet RFP specification. If any mandatory required area receives this score it will result in disqualification of Proposal.
20% credit	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, did not achieve the objectives per the specifications in the RFP. If any mandatory required area receives this score it will result in disqualification of Proposal.
40% credit	Fair	Has reasonably addressed the objectives of the RFP, however, some objectives may not be met. If any mandatory required area receives this score it will result in disqualification of Proposal.
60% credit	Average	Basically acceptable, achieves most objectives in a reasonable fashion per RFP specifications.
80% credit	Above Average/Good	Better than that which is average or expected as the norm. Achieves all objectives per RFP requirements for the area and expectations.
100% credit	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Has achieved most or all objectives and meets or exceeds RFP specifications.

*For categories with less than 5 point values –  
points will be awarded at 50% or 100% values based on quality of response*

ITEM	Points Awarded	Points Possible	Total Points Possible
<b>1. Proposer/Organization Name:</b> _____ <b>Project's Name/Location:</b> _____ <b>Projects APN</b> _____ <b>Proposal Category:</b> <b>Is consistent with the required format – items 1-12</b> <b>Included type of Retail Sales Facility - storefront or non-storefront</b> <b>Included the size of the proposed Cannabis Retail facility?</b>		10	10

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<p><b>2. Does the Proposal describe the Cannabis Owner(s)/Operator(s) qualifications relative to the Proposal, including experience running businesses similar to the one proposed, including permitted cannabis and/or non-cannabis businesses and overall qualifications to run the type of cannabis business for which it is seeking a CUP</b></p>		10	30
<p>Does the Proposal provided a detailed description of the company's and/or or operator's experience in operating the same or similar type business?</p>		5	
<p>Does the Proposal provided information that demonstrates the means and skills for operating the proposed business?</p>		5	
<p>Does the Proposal demonstrate via factual information, practical and theoretical experience and the knowledge to run the proposed business?</p>		5	
<p>Does the Proposal demonstrated that it has the overall qualifications and breadth of knowledge for running the proposed business?</p>		5	
<p><b>3. Does the Proposal provide evidence of secured location for the Cannabis Business? A real estate letter of intent (RELOI) to lease or buy from an authorized party, a lease, an option to lease or purchase and ownership are acceptable forms of control.</b></p>			
<p><b>Proof of Ownership:</b> Does the Proposal include proof of ownership of the subject Cannabis Retail Sales lot? <b>OR</b></p>		15	15
<p><b>Real Estate Letter of Intent:</b> Does the Proposal include a signed written term sheet, letter of intent, or exclusive negotiating agreement between two or more parties to sell, lease, or sublease property? <b>OR</b></p>		5	
<p><b>Real Estate Purchase or Lease Option:</b> Does the Proposal include a signed written agreement for the purchase or lease of a specific piece of real property. <b>OR</b></p>		5	
<p><b>Purchase Agreement:</b> Does the Proposal include a signed written agreement that a potential buyer will purchase a specific piece of property where the owner cannot sell to anyone else unless the terms of the agreement are not fulfilled. <b>OR</b></p>		10	
<p><b>Lease Agreement:</b> Does the Proposal include a signed written agreement that gives a lessee certain rights to use and occupy specific property for a specified period of time. <b>OR</b></p>		5	
<p><b>4. Business Plan – Does the Proposal include a Business Plan, including a description of the owner/operator(s) understanding of, and approach to, running the cannabis business?</b></p>			
<p>Does the Proposal provided a full description of the proposed business and demonstrating how it will operate its business? This shall include a description of day-to-day operations including proposed size of facility, hours of operations, staffing levels, products/product types, how the Retailer will conform to local and state law, how cannabis and cannabis products will be tracked and State licensing requirements.</p>		5	35

Riverside County TLMA Request for Proposals  
Commercial Cannabis Retailers

A schedule for beginning operation, once obtaining a County CUP and State License(s), including a narrative outlining any proposed construction and improvements.		5	
Does the Proposal described what methods and means it will take to ensure that the business is integrated into the community?		10	
Does the Proposal include a schematic site plan		5	
<b>(optional)</b> Does the Proposal include methods or plans to address impairment issues relating to use of Cannabis Products and provisions of educational initiatives and materials associated with these impacts?		10	10
<b>Local Hiring Program (optional)</b>			
<b>(optional)</b> Does the Proposal include a plan for local hiring?		5	25
If a local hire program is proposed, does it contain a viable local hire recruitment plan, including outreach methods?		5	
If a local hire program is proposed, does it estimate the number of potential local employees in the first through fifth years?		5	
Does the Proposal include a commitment that 90% of the Retailer's employees will be Riverside County residents?		10	
<b>Local Ownership Program (optional)</b>			
Is more than 50% of the business owned by minimum a three-year Riverside County resident(s) and/or business owner(s)? <b>OR</b>		5	30
Is more than 75% of the business owned by a minimum three-year Riverside resident(s) and/or business owner(s)? <b>OR</b>		10	
Is 100% of the business owned by a minimum three-year Riverside resident(s) and/or business owner(s)?		20	
Has the Proposal adequately described its overall approach to operational safety as it relates to employees, customers, businesses, and the community?		5	
Does the Proposer (Owner/Operator) have prior involvement in community/non-profit organizations in the County of Riverside?		5	
<b>Labor (optional)</b>			
Does the Proposer indicate that the Retailer will have an average pay rate for mid-level and management positions of at least 25% more than the median local income for similar positions in other mainstream businesses? <b>OR</b>		10	20

Riverside County TLMA Request for Proposals  
Commercial Cannabis Retailers

Does the Proposal indicate that the Retailer will have an average pay rate for mid-level and management positions of at least 10% more than the median local income for similar positions in other mainstream businesses?		5	
Does the Proposal state that base wages of the Retailer will exceed the minimum wage by at least \$2.00/hr.		5	
Does the Proposal state that the Retailer will enter onto a "labor peace agreement" at 20 or more non-management employees?		5	
<b>5. Does the Proposal include a statement confirming that the proposed Retailer lot is outside of the minimum setbacks for sensitive uses pursuant to Ord. No. 348?</b>		15	15
<b>OR</b> Does the proposed Retailer lot require a Variance, allowing a setback to sensitive uses that is less than 1,000-feet but greater than 600-feet measured from the nearest point of the subject lot lines using a direct straight line measurement.		5	
<b>6. Does the Proposal include a statement confirming that the proposed lot Retailer lot exhibit a zone that allows Cannabis Retailers pursuant to Ordinance No. 348?</b>		15	15
<b>OR</b> If the proposed Retailer lot does not exhibit a zone that allows Cannabis Retailers pursuant to Ordinance No. 348? Does the Proposal include a statement confirming that fact and acknowledgment per RFP Requirements, Section 6?		5	
<b>7. Does the Proposal include a detailed description of any enforcement actions or proceedings brought by law enforcement or code enforcement against the proposed owner or operator in relation to the past or current business undertakings of the owner or operator?</b>		10	10
<b>OR</b> If no history of enforcement action exists, does the Proposal include a statement to that effect?		10	
<b>8. Does the Proposal include a Neighborhood Compatibility Plan?</b>		10	45
For the proposed location, does the Proposal address how the Retailer, including its exterior areas and surrounding public areas, will be managed, so as to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community?		15	
Does the Proposal include details regarding neighborhood outreach that the Proposer conducted and does the Proposal provide a record of that outreach and a record of any neighbor feedback and the Retailers plans to address those concerns?		20	
<b>9. Does the Proposal include a Safety Plan?</b>		5	15
Does the Proposal describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place?		5	

Riverside County TLMA Request for Proposals  
Commercial Cannabis Retailers

Does the Proposal describe both written and physical mechanisms planned for all possible fire, hazardous material, and inhalation issues?		5	
Does the Proposal include a Security Plan that includes a description of security measures and a proposed schematic (floor or site plan) of the overall facility?		10	50
Does the Proposal include details on operational security, including but not limited to general security policies for the facility?		5	
Does the Proposal Describe the Retailer's overall approach to operational safety as it relates to employees, customers, businesses, and the community?		5	
Does the included floor plan depict sales areas, all areas open to the public and employees, including restrooms and areas to secure Cannabis and Cannabis Products when not on the sales floor, if this is a non-storefront facility – does the Proposal address security related to employees and visitors?		5	
Are Security plan inclusions applicable to the type of facility proposed and consistent with the requirements of Section 19.505.N of Ordinance No. 348?		25	
<b>10. Does the Proposal include a product safety discussion?</b>		5	5
<b>11. Does the Proposal include a discussion and plan for any proposed "green" Business Management Practices (BMP's) relating to energy and climate, water conservation, and materials and waste management.</b>		10	10
<b>OR</b> If no BMP's are proposed; make a statement to that effect.		2	
<b>12. Does the Proposal include a proposed Additional Public Benefit?</b>		20	60
Is the included Additional Public Benefit Quantifiable?		10	
Is the included Additional Public Benefit on-going or does the Proposal identify a public improvement that would be phased over time?		10	
Will the included Additional Public Benefit address needs of the applicable community?		20	
<b>Total Maximum Points</b>			<b>400</b>

**C. STEP 7 - RANKING**

Upon completion of the RFP evaluation process, the top 19 highest ranking Retailer Proposers will be filed with the Board of Supervisors. Once the Board accepts the

list, Staff will notify the top 19 highest ranking Proposers that they have been selected to proceed with a CUP application that includes a Development Agreement, land use review, California Environmental Quality Act (CEQA) review, Public Hearings, as required and CUP entitlement deposit fees. Once a CUP has been conditionally approved and all other license requirements are met, the applicant(s) may proceed with construction/improvements or occupancy. **No applicants will be allowed to begin operation of a Cannabis Cultivation business without first obtaining a County CUP, entering in a DA with the County and obtaining the appropriate State license(s).**

### **VIII. SUBMITTAL INSTRUCTIONS**

The Proposal shall be signed by an individual(s) authorized to execute legal documents on behalf of the Owner/Operator. Failure to provide all required submittals may result in a Proposal being found non-responsive and given no consideration.

**Proposals must be organized pursuant to Section IV. PREPARATION OF PROPOSALS of this document. Proposals must be labeled consistent with requirements herein. The submittal must consist of 8 ½ x 11-inch paper and must be printed in black ink only.**

Five (5) hard copies of the Proposal and one electronic PDF version of the Proposal on a flash drive shall be received in a sealed envelope with a return address, including business name, no later than **4:00 p.m. on Friday April 12, 2019** to the following address:

**Riverside County Administrative Center  
Land Use/Planning, 9<sup>th</sup> Floor  
4080 Lemon Street Riverside, CA 92501  
Attention: TLMA Planning Department**

Late Proposals will not be considered and will be returned to the Proposer unopened. The County assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual timely receipt.

**Any Proposal received prior to the submittal deadline may be modified or withdrawn by written request from the Proposer to the County up to the Proposal submittal deadline.**

### **IX. QUESTIONS**

All inquiries to the County in any manner whatsoever related to this RFP must be directed in writing by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org) and must be received by no later than 5:00 p.m. (Pacific Standard Time) on March 15, 2019. Responses to

inquiries related to this RFP will be posted on the County Cannabis webpage, <https://planning.rctlma.org/Cannabis.aspx>. The webpage will regularly updated for the duration of the RFP. Proposers are asked not to communicate with County Staff in relation to this RFP.

## **X. APPEAL PROCEDURE**

A Proposer who timely submitted a Proposal may file an appeal as follows:

Any Proposer who has timely submitted a Proposal may file an appeal to contest the decision to not issue an awarding notification to the appellant, by filing a written appeal which complies with this RFP Section. **The appeal must be filed within (5) business days after the ranking list has been filed with the Board (date of meeting). Postmarking by the due date will not substitute for actual timely receipt.**

1. The appeal must be based on one or more of the following grounds:
  - a. The RFP or its exhibits were ambiguous or inconsistent in a materially significant way and such ambiguity or inconsistency gave the selected Proposer(s) an unfair competitive advantage; or
  - b. The selection process was unfair in that the County failed to follow the stated selection process which gave an unfair competitive advantage to the selected Proposer(s) and the selection process was not modified or waived pursuant to the RFP.
2. The County takes a number of factors into account when making its selection and thus no single factor or criteria can outweigh all the others combined. As such, the following are generally not grounds for a valid appeal:
  - a. The appellant feels they have more experience than a selected Proposer(s); or
  - b. The appellant feels they are better qualified than a selected Proposer(s).
3. The appeal shall contain a full and complete written statement specifying in detail the grounds for the appeal and the facts supporting the appeal. The appeal shall make specific reference to the applicable sections of the RFP, and/or sections of the appellant's Proposal.
4. The appeal shall be emailed or hand delivered to the County TLMA at:

**Riverside County TLMA**  
4080 Lemon Street, 14<sup>th</sup> Floor  
Riverside, CA 92501

If emailed, to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org) the following must be in capitalized letters on the subject line of the email:

APPEAL OF CANNABIS RFP AWARD: (NAME OR COMPANY NAME).

6. The TLMA Director will review the appeal and the response and promptly initiate an investigation. The appellant and all Proposers shall cooperate with any inquiries from the TLMA Director.
7. At the conclusion of the investigation, the TLMA Director shall issue a letter to the appellant regarding his findings. The role of the TLMA Director is to determine whether or not County staff or the review panel followed the selection process outlined in the RFP and whether the RFP materials were materially ambiguous or inconsistent so as to give the selected Proposer(s) an unfair economic advantage. If necessary, the TLMA Director can recommend steps to correct the error; recommend ceasing the RFP with the selected appellant (s) and start the RFP process with the next highest scoring Proposer; reject all Proposals and restart the RFP process, or such other remedy as may be in the County's best interest.
8. It is not the role of the TLMA Director to second-guess staff or the review panel as to the relative strengths or weaknesses of the submitted Proposals. The TLMA Director will not substitute his judgment for that of staff or the review panel so long as the RFP process has been substantially followed.

## **XI. ADDITIONAL TERMS AND CONDITIONS**

### **A. Nondiscrimination**

The County will not discriminate against any interested individual, firm or Proposer on the grounds of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation.

### **B. County's Right to Modify RFP**

The County reserves the right at its sole discretion to modify this RFP (including but not limited to the requirements and/or the selection criteria) should the County deem that it is in its best interests to do so. Any changes to the Proposal requirements will be made by written addendum posted on the County's website. The failure of a Proposer to read any addenda shall have no effect on the validity of such modification.

### **C. County's Right to Cancel RFP**

The County reserves the right at its sole discretion to cancel this RFP in part or in its entirety should the County deem that it is in the County's best interests to do so.

### **D. County's Right to Reject All Proposals**



The County reserves the right, in its sole discretion, to reject all Proposals and not to award the right to apply for a CUP for Cannabis Activities should the County deem that it is in its best interests to do so.

**E. County's Right to Extend RFP Deadlines**

The County reserves the right to extend any of the deadlines listed on the third page of this RFP by written addenda should the County deem that it is in its best interests to do so.

**F. Cost of Proposals**

All costs incurred during Proposal preparation or in any way associated with the Proposer's preparations, submission, presentation or oral interview shall be the sole responsibility of the Proposer.

**G. Liability for Proposal Errors**

Proposers are liable for all errors and omissions contained in their Proposals.

**H. Permits and Licenses**

Proposers, at their sole expense and at the appropriate time, shall obtain and maintain all appropriate permits, certificates and licenses including, but not limited to, a County Land Use Permit (CUP) which will be required in connection with their Proposal.

**I. Fees and Taxes**

Cannabis businesses are responsible for paying all applicable fees and taxes.

**J. Commencement of CUP Application Process**

The awardee submit an application to the County to obtain a CUP, within 120 days from County date the rankings list is filed with the Board (date of meeting). The Assistant TLMA Director – Community Development may extend the 120-day time deadline at their discretion. If the Applicant is successful in obtaining a CUP, all required State license(s) must be obtained prior to operations of the business commencing.

**K. Receiving a top Ranking**

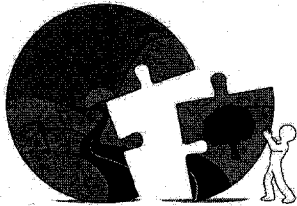
Receiving a top ranking to apply for a County CUP does not constitute an entitlement approval. All Cannabis Activities must; apply for and receive a CUP, comply with California Environmental Quality Act review, be consistent with the County's General Plan, enter into a Development Agreement with the County, obtain a State license as a Cultivator and satisfy all other regulatory requirements, prior to commencing operation.

**Attachments**

1. Interested Parties Pre-Registration Form
2. DRAFT Background Check Form

**ATTACHMENT 1**

**Interested Parties Pre-Registration Form**



Charissa Leach, P.E.  
Assistant TLMA Director

# RIVERSIDE COUNTY PLANNING DEPARTMENT

## COMMERCIAL CANNABIS ACTIVITY INTEREST REGISTRATION

INCOMPLETE FORMS WILL NOT BE ACCEPTED – COMPLETE ONE FORM FOR EACH NON-CONTIGUOUS PROPERTY

### PROPERTY INFORMATION (LOCATION OF PROPOSED USE)

Assessor Parcel Number(s): \_\_\_\_\_

Approximate Parcel Size: \_\_\_\_\_

Zoning: \_\_\_\_\_ General Plan LU Des: \_\_\_\_\_

Property Address: \_\_\_\_\_

Street

City

State

ZIP

### OPERATOR/PROPERTY OWNER INFORMATION – Use additional pages as needed

Interested Party(ies) Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

ZIP

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

ZIP

**Property Owner Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

ZIP

Riverside Office · 4080 Lemon Street, 12th Floor  
P.O. Box 1409, Riverside, California 92502-1409  
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 77-588 El Duna Court, Suite H  
Palm Desert, California 92211  
(760) 863-8277 · Fax (760) 863-7555

"Planning Our Future... Preserving Our Past"

**COMMERCIAL CANNABIS ACTIVITY INTEREST REGISTRATION**

**Commercial Cannabis Activity(ies) Interest Information:** Mark all that apply:

**Retail sales**

<input type="checkbox"/>	Storefront
<input type="checkbox"/>	Non-Storefront

**Cultivation**

<input type="checkbox"/>	Indoor
<input type="checkbox"/>	Mixed Light
<input type="checkbox"/>	Canopy Size in Square Feet =

**Microbusiness**

<input type="checkbox"/>	Distribution
<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Retail Sales
<input type="checkbox"/>	Storefront
<input type="checkbox"/>	Non Storefront
<input type="checkbox"/>	Indoor Cultivation

Check this box if additional persons or entities have an ownership interest in the subject property(ies) in addition to that indicated above; and attach a separate sheet that references the property address and/or assessor's parcel number and list those names, mailing addresses, phone and email addresses; and provide signatures of those persons or entities having an interest in the real property(ies) involved in this application.

**AUTHORITY FOR THIS FORM IS HEREBY GIVEN:**

***Property Owner(s) consent must accompany all registrations where the Interested Party is not the property owner.***

I certify that I am/we are the record owner(s) of the above referenced property and that the information filed is true and correct to the best of my knowledge, and in accordance with Govt. Code Section 65105, acknowledge that in the performance of their functions, planning agency personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

**BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:**

- I am the property owner or am authorized to act on the property owner's behalf, and the information I have provided above is correct. I acknowledge that I have read and understand the information contained herein.
- I agree to comply with all applicable County Ordinances and State Laws relating to (MAUCRSA).
- My Commercial Cannabis business registration application is public record. All references to names, addresses, telephone numbers, and project information will be part of this public record.
- I acknowledge my registration does not grant me or anyone else the authorization to conduct commercial cannabis activity on this property unless and until, I am issued a Commercial Cannabis Land Use permit from the County of Riverside.
- I understand that registration does not entitle me or anyone else to commence or continue the operation of a commercial cannabis activity in the County nor does it guarantee that I will be issued a permit under County Ordinance or under any state or local law.

**COMMERCIAL CANNABIS ACTIVITY INTEREST REGISTRATION**

SIGNATURE OF PROPERTY OWNER(s):

_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>
_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>
_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>

**AUTHORITY FOR THIS FORM IS HEREBY GIVEN:**

**Commercial Cannabis business owner's consent must accompany all registrations.**

I certify and that the information I have provided is true and correct to the best of my knowledge, and in accordance with Govt. Code Section 65105, acknowledge that in the performance of their functions, planning agency personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

**BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:**

- I agree to comply with all applicable County Ordinances and State Laws relating to The Medicinal and Adult Use Cannabis Regulation and Safety Act (MAUCRSA).
- My Commercial Cannabis Interest Registration Form is a public record. All references to names, addresses, telephone numbers, and project information will be part of this public record.
- I acknowledge my registration does not grant me the authorization to conduct Commercial Cannabis Activity(ies) on these premises unless and until I am issued a Commercial Cannabis Land Use Permit from the County of Riverside and applicable State Licenses.
- I understand that registration does not entitle me to commence or continue the operation of a Commercial Cannabis Activity in the County nor does it guarantee that I will be issued a permit under County Ordinance or under any state or local law.

**COMMERCIAL CANNABIS ACTIVITY INTEREST REGISTRATION**

SIGNATURE OF COMMERCIAL CANNABIS ACTIVITY(S):

PRINTED NAME OF COMM.CANNABIS ACTIVITY(S) OWNER(S)

PRINTED NAME OF COMM.CANNABIS ACTIVITY(S) OWNER(S)

PRINTED NAME OF COMM.CANNABIS ACTIVITY(S) OWNER(S)

PRINTED NAME OF COMM.CANNABIS ACTIVITY(S) OWNER(S)

PRINTED NAME OF COMM.CANNABIS ACTIVITY(S) OWNER(S)

PRINTED NAME OF COMM.CANNABIS ACTIVITY(S) OWNER(S)

The Planning Department will primarily direct communications regarding this form to the person identified above as the Interested Party. The Interested Party may be the property owner, representative, business owner, or other assigned agent.

## **COMMERCIAL CANNABIS ACTIVITY INTEREST REGISTRATION**

### **INSTRUCTIONS FOR COMPLETION OF THE COMMERCIAL CANNABIS ACTIVITY REGISTRATION APPLICATION:**

1. The registration application is for one parcel, lot or property. Indicate all the activities you plan to conduct on the parcel, lot or property. If your activities will be conducted on more than one property complete a registration form for each property indicating the activities to be conducted on each property on their respective registration forms.
2. Assessor Parcel Numbers for your property, approximate size of the parcel/lot, and zoning designation may be found at: [http://mmc.rivcoit.org/MMC\\_Public/Custom/disclaimer/Default.htm](http://mmc.rivcoit.org/MMC_Public/Custom/disclaimer/Default.htm)
3. Complete the Property Owner and /or Operator information completely, listing all owners of the property and all owners/operators of the commercial cannabis activity to be conducted at that property. If additional space is needed attach a separate page.
5. Microbusiness shall also indicate all activities that are planned to be conducted, such as cultivation, distributor, manufacturer (Non-volatile only), and retailer type. Count each activity to be conducted within the microbusiness separately, do not count the microbusiness itself as a separate activity.
6. All property owners are required to sign the Registration Form
7. All owners/operators of the commercial cannabis activity shall sign the Registration form.

**ATTACHMENT 2**  
**DRAFT Background Check Form**





# County of Riverside

Code Enforcement Department  
 4080 Lemon St., 12<sup>th</sup> Floor  
 Riverside, CA 92501  
 P: 951.955.2004  
 E: Code@rivco.org  
 http://rctlma.org/ce/

# DRAFT

## CANNABIS BUSINESS EMPLOYEE/OWNER BACKGROUND APPLICATION

CANNABIS BUSINESS INFORMATION							
CANNABIS BUSINESS NAME				IN THE BUSINESS, ARE YOU AN: (CHOOSE ONE)			
				<input type="checkbox"/> Owner/Principal		<input type="checkbox"/> Employee	
APPLICANT INFORMATION							
Social Security Number		LAST NAME ON SOCIAL SECURITY CARD		FIRST NAME ON SOCIAL SECURITY CARD		MIDDLE NAME ON SOCIAL SECURITY CARD	
<input style="width:100%;" type="text"/>							
Driver's License #/State		LAST NAME ON DRIVER'S LICENSE		FIRST NAME ON DRIVER'S LICENSE		MIDDLE NAME ON DRIVER'S LICENSE	
<input style="width:100%;" type="text"/>							
SEX	AGE	DATE OF BIRTH	RACE	HEIGHT	WEIGHT	HAIR	EYES
<input type="checkbox"/> Male <input type="checkbox"/> Female							
LIST YOUR CURRENT HOME ADDRESS, CITY, ZIP CODE ( <b>NO P.O. BOXES ALLOWED</b> )						CELL PHONE #	
LIST ANY OTHER NAMES YOU HAVE EVER USED (Maiden, Married, Nicknames, etc.)				BIRTH COUNTRY/STATE		LANGUAGES SPOKEN	
CRIMINAL HISTORY							
<b><u>List all arrests or convictions other than infractions for traffic violations.</u></b>							
IF ADDITIONAL SPACE IS NEEDED, ATTACH EXTRA SHEETS TO THIS APPLICATION. PLEASE READ THE APPLICATION CAREFULLY. ANY FALSE OR MISLEADING STATEMENTS, OR OMISSIONS ON THIS APPLICATION OR ON THE COMMERCIAL CANNABIS BUSINESS APPLICATION, SHALL BE GROUNDS FOR DISQUALIFICATION.							
1	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME			REASON FOR ARREST / VIOLATION CODE		
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)						
2	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME			REASON FOR ARREST / VIOLATION CODE		
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)						
3	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME			REASON FOR ARREST / VIOLATION CODE		
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)						
COUNTY STAFF USE ONLY							
DATE / TIME		\$ FEE AMOUNT PAID		RECEIPT #		COUNTY STAFF NAME	COUNTY DEPARTMENT

**CRIMINAL HISTORY (cont.)**

<b>4</b>	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	REASON FOR ARREST / VIOLATION CODE
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)		
<b>5</b>	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	REASON FOR ARREST / VIOLATION CODE
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)		

**PRIOR REGULATED CANNABIS EMPLOYERS**

BUSINESS NAME	CITY / STATE	PHONE	START DATE	END DATE

**STATEMENT OF PERJURY**

I DECLARE UNDER THE PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE	JOB TITLE (POSITION ON THE APPLICATION)	DATE
x		

**CRIMINAL BACKGROUND & CREDIT HISTORY INVESTIGATION RELEASE**

To Whom It May Concern:

I am an applicant/employee of a Commercial Cannabis Business in the County of Riverside. I desire and request the County Executive Officer, or Sheriff of the County of Riverside, and/or his/her agents, employee or lawful representative(s) to take my photograph and fingerprints or use the information in this application for the purpose of conducting a criminal background check to verify that I meet the qualifications required to obtain a Commercial Cannabis Business Permit to operate or to be employed with such business as required by the Riverside County Code and State Law.

I agree to provide any information requested or deemed necessary to provide to the State of California Department of Justice and the Federal Bureau of Investigation, or any other law enforcement agency or third-party consultant authorized by the County Executive Officer or Sheriff.

I understand this will serve to disclose any record of arrests to which I have been the subject that resulted in conviction. I further agree to hold the County of Riverside, its officers, agents, or lawfully delegated representatives, harmless from any action(s) or damages whatsoever or at all which may result from the taking of such fingerprints or forwarding them to the appropriate law enforcement agency for a record check and/or obtaining access to any other documentation which pertains to meeting the qualification for a Commercial Cannabis Business Permit or Employee Permit.

Furthermore, I hereby authorize the County Executive Officer or Sheriff of the County and/or his/her agents, employee or lawful representative(s) to obtain and review my consumer credit report and/or any other credit related information pertaining to me.

By signing this form, I acknowledge and agree to comply with all the conditions and terms of this application. I also understand that falsifying and/or omitting any information on this application may be grounds for denial of a permit or is grounds for termination of employment per the Riverside County Code.

APPLICANT SIGNATURE	APPLICANT NAME (PRINT)	DATE



RIVERSIDE COUNTY TRANSPORTATION &  
LAND MANAGEMENT AGENCY  
PLANNING DEPARTMENT



**REQUEST FOR PROPOSALS**  
For  
**COMMERCIAL CANNABIS CULTIVATION**

*January 29, 2019*

Five (5) Copies of  
Response to the Request for Proposals &  
1 (one) electronic PDF,

**Due By:**

By April 12, 2019 at 4:00 p.m.  
At 4080 Lemon Street, 9<sup>th</sup> Floor  
Riverside, CA 92501

Responses must be hand delivered with appropriate payment

RIVERSIDE COUNTY TRANSPORTATION &  
LAND MANAGEMENT AGENCY  
PLANNING DEPARTMENT  
REQUEST FOR PROPOSAL

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**I. PERMIT CONSIDERATION IMPLEMENTATION PROCESS**

**A. INTENT**

Thank you for your interest in submitting a Response to the County's Request for Proposals for Commercial Cannabis Cultivation. This indicates your desire to apply for a Riverside County Cannabis Cultivation Conditional Use Permit ("Permit") pursuant to Sections 19.509 or 19510 of Riverside County Ordinance No. 348 (Ordinance).

This Request for Proposals ("RFP") outlines the process for consideration of a land use permit through selection of the Interested Parties who will be first to process a Conditional Use Permit (CUP) for Cannabis Cultivation. The County intends to allow 50 Interested Parties whose responses conform to the RFP, meet the County's requirements, and are ranked highest in the competitive selection process described below to pursue a CUP through the County's normal entitlement process.

The successful highest ranked 50 Cultivation Proposers, including Microbusinesses that include a Cultivation component, will be eligible to submit a land use application for a Cannabis CUP. The Cannabis CUP application is subject to; California Environmental Quality Act (CEQA) review and determination, public hearings before the County Planning Commission and the Board of Supervisors, Conditions of Approval and the applicant(s) must enter into a Development Agreement with the County.

**A Conditional Use Permit (CUP) must be obtained prior to commencement of operation as a Cannabis Cultivator.**

For the purposes of the Request for Proposal the following terms shall have the following meanings:

<b>RFP</b> means Request for Proposal
<b>Cannabis</b> means Commercial Cannabis
<b>Retail Sales</b> means a Commercial Cannabis Retailer, the retail sales of Commercial Cannabis or Cannabis products, including Commercial Cannabis Microbusinesses that include retail sales
<b>CUP</b> means Conditional Use Permit, the required land use permit for operating a Commercial Cannabis activity in the unincorporated areas of the County of Riverside
<b>DA</b> means Development Agreement, required for operating a Commercial Cannabis activity in the unincorporated areas of the County of Riverside
<b>County</b> means the County of Riverside
<b>Microbusiness</b> means Commercial Cannabis Microbusinesses
<b>Delivery</b> means the delivery of Commercial Cannabis

<b>Distribution</b> means Commercial Cannabis Distribution
<b>Manufacturing</b> means Commercial Cannabis Manufacturing
<b>Cultivation</b> means Commercial Cannabis Cultivation
<b>Cannabis Owner</b> means any of the following: <ol style="list-style-type: none"><li>1. A person with an aggregate ownership interest of 20 percent or more in the Commercial Cannabis Activity for which a license or permit is being sought, unless the interest is solely a security, lien, or encumbrance.</li><li>2. The chief executive officer of a nonprofit or other entity.</li><li>3. A member of the board of directors of a nonprofit.</li><li>4. An individual who will be participating in the direction, control, or management of the person applying for a Commercial Cannabis Activity Conditional Use Permit or State license.</li></ol>
<b>Commercial Cannabis Activity</b> means the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, packaging, labeling, transportation, delivery or sale of Cannabis and cannabis products as provided for in Ordinance No. 348, as amended through Ordinance No. 348.4898, and any other subsequently adopted zoning ordinance amendment or subsequently adopted zoning ordinance.
<b>Property Owner</b> means all owners to all or any portion of the property that is subject to the development agreement for the commercial cannabis activity. Also, any person having legal or equitable interest in such real property who is reasonably necessary to ensure the full implementation and performance of the development agreement throughout its term shall be considered a property owner for purposes of this policy and the development agreement.

The County of Riverside (County) has implemented a one-year implementation process that will ramp-up the number of cannabis activities permitted throughout the unincorporated area of the County. For the initial year of the Commercial Cannabis Program the County seeks to issue a limited number of permits for Commercial Cannabis Cultivation (Cultivation) through a Request for Proposals (RFP) process. Cultivators could include Commercial Cannabis Microbusinesses (Microbusiness) if Cultivation of Cannabis is included as one of the required three Cannabis activities. The one-year Request for Proposal (RFP) process will result in the top 50 ranked Proposals securing eligibility to apply for a Commercial Cannabis Cultivation Conditional Use Permit (CUP). The successful Proposers will have an opportunity to apply for CUP and go through the land use process once the Proposal process has concluded.

**Receiving a top ranking to apply for a County CUP does not constitute an entitlement approval. All Cannabis Activities must; apply for and receive a CUP, comply with California Environmental Quality Act review, be consistent with the**

**County's General Plan, enter into a Development Agreement with the County, obtain a State license as a Cultivator and satisfy all other regulatory requirements, prior to commencing operation.**

The RFP process will be a multi-part process as described herein. Operators and/or owners responding to the RFP are required to first, submit an Interested Parties Pre-Registration Form and second submit a Proposal. Operators and/or owners who are applying for a permit on more than one property must submit an Interested Parties Pre-Registration Form for each property and a Proposal for each property.

## **B. BACKGROUND**

On October 23, 2018, the Riverside County Board of Supervisors (the Board) approved an ordinance amending Ordinance No. 348 that replaced Article XIXh to include Commercial Cannabis Activities.

At that October 23, 2018 meeting the Board also approved the concept of an implementation process, whereby the County asks for Proposals for Cannabis Cultivation and Retailer CUP's. This will allow the County to:

1. Ramp-up the number of these activities in a thoughtful way,
2. Process potential entitlements without impacting the timing of other types of land use permits,
3. Assess and learn from the entitlement review and make adjustments, as needed,
4. Adjust staff needs to balance the needs of all entitlement cases.

The Board also approved a first-year limit on the number of Cultivation Conditional Use Permits that will be processed. That limit was set at 50 Cannabis Cultivation permits.

Article XIXh of the Ordinance identifies the two hearing/decision-making bodies that will be required to conduct Public Hearings on all Cannabis Activity CUP's; The Planning Commission and the Board of Supervisors.

## II. SCHEDULE

The County reserves the right to alter the following schedule as necessary.

EVENT	DATE	LOCATION
Board approves Development Agreement Procedures and Requirements and RFP content	January 29, 2019	
<b>STEP 1</b> Interested Parties Pre-Registration Window opens	from January 30, 2019 through February 15,	forms available at <a href="https://planning.rctlma.org/Cannabis.aspx">https://planning.rctlma.org/Cannabis.aspx</a>
<ul style="list-style-type: none"> <li>• Staff reviews and collates submitted Interested Parties Pre-registration Forms.</li> <li>• Staff coordinates Interested Parties Information Session(s)</li> </ul>	February 18, 2019 through February 22, 2019	
<b>STEP 2</b> Interested Parties Information Session #1	February 25, 2019 through March 08, 2019	<i>at actual days &amp; times to be determined: Locations to be determined</i>
Interested Parties Information Session #2 (if required)	February 25, 2019 through March 08, 2019	<i>actual days &amp; times to be determined - Locations to be determined</i>
<b>STEP 3</b> Interested Parties submit questions to the County by email	by 5:00 p.m. on March 15, 2019	to: <a href="mailto:CannPlanning@rivco.org">CannPlanning@rivco.org</a>
County posts RFP addendum (Response to Questions)	by 5:00 p.m. on March 20, 2019	at: <a href="https://planning.rctlma.org/Cannabis.aspx">https://planning.rctlma.org/Cannabis.aspx</a>
<b>STEP 4</b> Last date for Interested Parties to submit five (5) copies of RFP's, one electronic PDF and the RFP review payment of \$5,500 + \$300 per Operator for background checks	by 4:00 p.m. on April 12, 2019	4080 Lemon Street, 9 <sup>th</sup> Floor. Riverside, CA 92501
<b>STEP 5</b> County Completeness Evaluation Period	April 12, 2019 through April 19, 2019	



Riverside County TLMA Request for Proposals  
Commercial Cannabis Cultivation

County notifies Interested Parties of outcome of Completeness Evaluation by email	by April 26, 2019
County mails 50% refunds of RFP review payments for incomplete applications	by June 26, 2019
<b>STEP 6</b> County Evaluation & Scoring of Proposals Period	April 29, 2019 through May 31, 2019
County notifies Interested Parties of ranking results by email.	by June 6, 2019
Rankings list filed with the Board of Supervisors	at June 25, 2019 Board Meeting
<b>STEP 7</b> Top 19 ranked Cannabis Retailer (including microbusinesses, if applicable) and top 50 Cannabis Cultivation (including microbusinesses, if applicable) Proposals may submit to Planning for a Conditional Use Permit (CUP) and Development Agreement, with applicable deposits.	beginning June 26, 2019
County works with top ranking applicants to process CUP's and DA's	Application periods will vary based on complexity, environmental review and the Public Hearing process for applications.

Note: The dates in the above Calendar of Events are subject to amendment by the County if required as the process progresses.

### **III. IMPLEMENTATION PROCESS**

The County will have a multi-step process for issuing CUP's for Cannabis Cultivators.

#### **A. STEP 1 - INTERESTED PARTIES PRE-REGISTRATION PROCESS**

##### **PRE-REGISTRATON FORMS**

- Pre-registration forms will be available by January 30, 2019 online at <https://planning.rctlma.org/Cannabis.aspx>.
- Forms will be submitted by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org).
- Pre-registration forms will be collated by the County and based on the number of Interested Parties and geographic location Interested Parties Pre-Registrant Information Session(s) will be scheduled.
- Only those Pre-registered Interested Parties will be invited to continue to **STEP 2**.

#### **B. STEP 2 - INTERESTED PARTIES INFORMATION SESSIONS**

Interested Parties are strongly encouraged, but not required, to attend an Interested Parties Information Session.

##### **THE INTERESTED PARTIES INFORMATION SESSION(S) WILL:**

- Provide the County with an opportunity to present more detail about the RFP and Selection Process; and
- Provide an opportunity for Interested Parties to ask specific questions about the permitting process and requirements and request RFP clarification.

#### **C. STEP 3 - RFP ADDENDUM (QUESTIONS & RESPONSE TO QUESTIONS)**

Following the Interested Parties Information Session(s), interested parties have the opportunity to email to the County any questions of clarification regarding the RFP. Questions are required to be submitted by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org) by the due date for Written Questions specified in the Calendar of Events.

- The County will issue an RFP Addendum which will be posted on the County Cannabis website following the Interested Parties Information

Session(s). The RFP Addendum will address all relevant questions:

- Raised in the Interested Parties Information Sessions; and
- Submitted by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org) by 5:00 p.m. on March 15, 2019.

#### **IV. PREPARATION OF PROPOSALS**

##### **A. PRIOR TO SUBMITTING A PROPOSAL**

Interested Parties should thoroughly read the following requirements of land use projects/applicants for a Conditional Use Permit. These requirements apply to all Cannabis Cultivation Conditional Use Permits, pursuant to County Ordinance No. 348, as approved by the Board.

1. You must be a Pre-Registered Interested Party to submit an RFP to be considered for a County CUP.

**Interested Parties should review the following carefully:**

- The information regarding Commercial Cannabis in the County of Riverside provided on the County Cannabis webpage: <https://planning.rctlma.org/Cannabis.aspx>.
  - County Ordinance No. 348, as it relates to Commercial Cannabis Cultivators;
  - October 23, 2019 Staff Report to the Board of Supervisors and;
  - The required DRAFT Background Check Form
  - This RFP Packet
2. County Cannabis CUP applicants must be able to obtain a State License for Cannabis Cultivation. See the California Cannabis Portal at <https://cannabis.ca.gov/licensing/> for specific State requirements;
  3. County Cannabis CUP Applicants must enter into a negotiated Development Agreement (DA) with the County;
  4. County Cannabis CUP applicants must be twenty-one (21) years of age or older;

5. All permitted Commercial Cannabis activities are subject to County inspections and monitoring;
6. All permitted Commercial Cannabis Activity operators are subject to criminal background checks;
7. Permits for Commercial Cannabis Activities shall not be granted for Operators with felony convictions, as specified in subdivision (c) of Section 667.5 of the Penal Code and subdivision (c) of Section 1192.7 of the Penal Code.
9. No conditional use permit shall be approved or conditionally approved unless the for Cannabis Cultivation lots with verified Cannabis related violations within the last 12 months, prior December 23, 2018, unless violations have been cleared all applicable fees have been paid.
10. **Mixed Light Cannabis Cultivation** is permitted as follows:
  - a. Specialty Cottage Mixed Light Cannabis Cultivation, up to 2,500 square-feet, is allowed on a single lot, one (1) gross acre or more, in the following zone classifications with an approved conditional use permit: A-1, A-P, A-2 and A-D.
  - b. Specialty Mixed Light Cannabis Cultivation, up to 5,000 square-feet, is allowed on a single lot, one and one-half (1.5) gross acres or more, in the following zone classifications with an approved conditional use permit: A-1, A-P, A-2 and A-D.
  - c. Small Mixed Light Cannabis Cultivation, up to 10,000 square-feet, is allowed on a single lot, two and one-half (2.5) gross acres or more, in the following zone classifications with an approved conditional use permit: A-1, A-P, A-2 and A-D.
  - d. Medium Mixed Light Cannabis Cultivation, up to 22,000 square-feet, is allowed on a single lot five (5) gross acres or more' in the following zone classifications with an approved conditional use permit: A-1, A-2.
  - e. **Multiple Mixed Light Cannabis Cultivation** operations may operate on a single lot provided all the following is complied with:
    - I. A conditional use permit has been granted for Mixed Light Cannabis Cultivation and specifies the number and size of each

proposed licensed Premises.

- II. The individual Canopy size for each Mixed Light Cannabis Cultivation operation complies with State law and the cumulative Canopy area for all the Mixed Light Cannabis Cultivation operations does not exceed the total amount of 43,560 square feet.

**11. Indoor Cannabis Cultivation is permitted as follows:**

- e. Specialty Cottage Indoor Light Cannabis Cultivation, up to 500 square-feet is allowed, on a single lot, in the following zone classifications with an approved conditional use permit: C-1/C-P, C-P-S, I-P, M-SC, M-M, M-H, A-1, A-P, A-2 and A-D.
- f. Specialty Indoor Cannabis Cultivation, up to 5,000 square-feet, is allowed, on a single lot, in the following zone classifications with an approved conditional use permit: C-1/C-P, C-P-S, I-P, M-SC, M-M, M-H, A-1, A-P, A-2 and A-D.
- g. Small Indoor Cannabis Cultivation, up to 10,000 square-feet, is allowed, on a single lot, in the following zone classifications with an approved conditional use permit: C-1/C-P, C-P-S, I-P, M-SC, M-M, M-H, A-1, A-P, A-2 and A-D.
- h. Medium Indoor Cannabis Cultivation, up to 22,000 square-feet, is allowed, on a single lot, in the following zone classifications with an approved conditional use permit: I-P, M-S-C, M-M and M-H.
- e. **Multiple Indoor Cannabis Cultivation** operations may operate on a single lot provided all the following is complied with:
  - I. A conditional use permit has been granted for Indoor Cannabis Cultivation and specifies the number and size of each proposed licensed Premises.
  - II. The individual Canopy size for each Indoor Cannabis Cultivation operation complies with State law, and the cumulative Canopy area for all the Indoor Cannabis Cultivation operations on one lot does not exceed the total amount of 43,560 square feet.

12. Cannabis Cultivation lots shall not be located within 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center. Distance shall be measured from the nearest point of the respective lot lines using a direct

straight-line measurement.

- a. This location requirement may be modified with the approval of a Variance pursuant to Section 19.511 and Section 18.27 Ordinance No. 348. In no case shall the distance be less than allowed by State law.

13. All RFP's shall be submitted in a sealed envelope utilizing the attached **"Commercial Cannabis Cultivation RFP Response"**

#### **B. CANNABIS CULTIVATION PROPOSAL REQUIREMENTS**

The County is requesting that submitted Proposals contain the following information in the ensuing order. This information must be current. Reconfirm that any requested information submitted previously as part of the Interested Parties Form is still accurate. There are 13 categories that the County will evaluate in the Proposal. The County has assigned a maximum possible points that will use to score each section. This should help guide you in putting together the strongest possible submission. **Read this document carefully to be sure you are meeting the requirements under each section. Proposals shall be formatted pursuant to the following the 13 categories below. Address each question in the order given.**

1. Provide the Name(s) of the proposed Cannabis Cultivation Business Owner(s) and Operator(s). (at least one of these names must have completed an Interested Parties Pre-Registration Form) and answer the following:
  - a. Is this Proposal for Indoor or Mixed Light Cultivation
  - b. What is the size of the proposed Cannabis Cultivation Canopy as defined in Ordinance 348?
2. **Provide a Statement of Qualifications.** Describe the Cannabis Owner(s)/Operator(s) qualifications relative to the Proposal, including experience running businesses similar to the one proposed, including permitted Cannabis and/or non-Cannabis businesses. Provide verifiable, detailed descriptions and other background information for key individuals and owners of 20% or more of the business. Describe other resources, including financial resources, dedicated to implement this Proposal. **(Confidential)** (1 page maximum for each owner/Operator)

**"Cannabis Owner** means any of the following:

  - a. A person with an aggregate ownership interest of 20 percent or more in the Commercial Cannabis Activity for which a license or permit is being sought, unless the interest is solely a security, lien, or

encumbrance

- b. The chief executive officer of a nonprofit or other entity
  - c. A member of the board of directors of a nonprofit
  - d. An individual who will be participating in the direction, control, or management of the person applying for a Commercial Cannabis Activity Conditional Use Permit or State license
3. **Provide Evidence of Secured Location for the Cannabis Business.** A real estate letter of intent (RELOI) to lease or buy from an authorized party, a lease, an option to lease or purchase and ownership are acceptable forms of control. Letters of interest of any kind are not acceptable. RELOIs, lease options and leases must clearly and specifically state that the RELOI, lease option or lease is for the type of establishment listed in the Proposal. **Verify that the RELOI, lease option or lease is for the minimum requirement of two years or longer. A month-to-month lease is not acceptable.** Note that all Proposals that have been ranked to proceed with a CUP's application will be required to obtain notarized permission from the property owner.

**Definition of Evidence of Site Control is as follows:**

Evidence that a location has been secured for a Cannabis Cultivation Business for a minimum of two years as set forth in the RFP, including without limitation any of the following:

- a. Proof of Ownership: This is a deed that shows that title to the real property belongs to the applicant/Proposer.
- b. Real Estate Letter of Intent: A signed written term sheet, letter of intent, or exclusive negotiating agreement between two or more parties to sell, lease, or sublease property. This document will provide an outline of the terms of the proposed agreement. These terms can be further negotiated but must provide the basis for the proposed written agreement.
- c. Real Estate Purchase or Lease Option: This is a signed written agreement for the purchase or lease of a specific piece of real property. With this document, the proposed buyer or lessee gains the exclusive right to purchase or lease the property. Once a potential buyer or lessee has an option to buy or lease a property, the owner cannot sell or lease the property to anyone else during the term

of the option. The potential buyer or lessee pays for this option for a specific time period.

- d. Purchase Agreement: This is a signed written agreement that a potential buyer will purchase a specific piece of property and the owner cannot sell to anyone else unless the terms of the agreement are not fulfilled.
  - e. Lease Agreement: This is a signed written agreement that gives a lessee certain rights to use and occupy specific property for a specified period of time.
4. **Business Plan.** Provide a statement demonstrating the owner/operator(s) understanding and approach to running the proposed Cannabis Cultivation business and how that approach will integrate the business into the community in which it is located. (5 pages maximum)

**With as much detail as possible, the Business Plan should describe:**

- a. Size (square-feet) of proposed facility. Include canopy area(s), areas for processing, etc.
- b. Describe buildings for Indoor Cultivation & structures for Mixed Light Cultivation
- c. Description of day-to-day operations
- d. State Licensing Requirements
- e. Hours of operation (must comply with Ordinance No. 348)
- f. How the Cultivator will conform to local and state law
- g. How cannabis will be tracked and monitored to prevent diversion
- h. Describe what methods and means the Cultivator will take to ensure that the business is integrated into the community
- i. A schedule for beginning operation, if successful in obtaining a County CUP and State License(s), including a narrative outlining any proposed construction and improvements
- j. Business Plans shall include a schematic site plan that depicts the proposed lot with dimensions. (Site plans may utilize the Assessor's Parcel Map depiction for lot boundaries. Site plans shall be to scale and include:
  - I. Proposed Cannabis canopy location for Mixed Light Cultivation
  - II. Processing areas
  - III. Parking areas
  - IV. Driveways



V. Adjacent uses

k. **(Optional) Local Hire Program:** This section is voluntary. Proposers could demonstrate a community commitment through local hiring. Proposers may provide a plan demonstrating how they would hire locally. In the business plan, the local hiring plan could address:

- I. Minimum percentage of the business' employment base hired locally. For example, 90% of employees will be Riverside County residents or 60% to 90% of employees will be Riverside County residents
- II. A recruitment plan for new hires, including outreach methods
- III. The hourly wage of the lowest-paid employee
- IV. Estimated number of employees in the first year, second year, third year, fourth year and fifth year.
- V. Describe any plans to train employees and promote lower-level employees
- VI. Estimated number of full-time and part-time positions in years one through five

**(1 page maximum)**

l. **(Optional) Local ownership:** This section is voluntary. More than 50% ownership of the business is by a minimum three-year resident(s) or business owner(s) constitutes local ownership. Maximum points will be awarded for 100% local ownership. The local owners must provide verifiable information regarding the number of years each owner has lived in, and/or owned a business in, Riverside County. If you meet one or both of these standards, specify who each local owner is and how they meet the criteria. (Names are confidential, the composition of how the ownership meets the criteria is not.) Provide verifiable information such as business license information, property tax bills, business name(s) and address(s), and the number of years each owner has lived in and or owned a business(s) in Riverside County.

I. Make a Statement to the fact if:

- More than 50% of the business owned by a minimum three-year Riverside County resident(s) and/or business owner(s)? **OR**
  - More than 75% of the business owned by a minimum three-year Riverside County resident(s) and/or business owner(s)? **OR**
  - More 100% of the business owned by a minimum three-year Riverside County resident(s) and/or business owner(s)?
- m. **(Optional) Labor:** This section is voluntary. The Business Plan may include a section discussing how the Cultivator will commit to competitive compensation in comparison to other mainstream commercial businesses. The Cultivator's commitment will be confirmed during annual permit renewal process and be included in an ensuing DA. Points will be awarded to Proposals that include:
- I. A commitment that the Cultivator will have an average pay rate for mid-level and management positions of at least 25% more than the median local income for similar positions in other mainstream businesses **OR**
  - II. A commitment that the Cultivator will have an average pay rate for mid-level and management positions of at least 10% more than the median local income for similar positions in other mainstream businesses and:
  - III. A commitment that the Cultivator will set base wages that exceed the minimum wage by at least \$2.00/hr.
  - IV. A commitment that the Cultivator will enter into a "labor peace agreement" at 20 or more non-management employees.
- n. Describe the Cannabis Cultivation Business Owners' and/or Operator's involvement in community/non-profit organizations in the County of Riverside. **(1 page maximum)**

5. **Nuisance Odors.** How the Cultivator plans to address nuisance odors to prevent Cannabis nuisance odors from being detected offsite. All Commercial Cannabis Activities shall provide a sufficient odor absorbing ventilation and exhaust system so that odor generated inside the Commercial Cannabis Activity that is distinctive to its operation is not detected outside of the operation's facility, anywhere on adjacent lots or public rights-of-way, on or about the exterior or interior common area walkways, hallways, breezeways, foyers, lobby areas, or any other areas available for use by common tenants or the visiting public, or within any other unit located inside the same building as the Commercial Cannabis Activity (Indoor). In order to control nuisances such as odors, humidity and mold, state what equipment and measures that the business will implement. **(1 page maximum)**
6. **Provide a Statement Confirming that the Cannabis Cultivation lot location is outside of the minimum setbacks for sensitive uses pursuant to Ordinance No. 348.**

List the address and Assessor's Parcel Number (APN) of the proposed Cultivation site. State, to the best of your knowledge, that the lot location secured for your Cannabis Cultivation business is:

- a. Not located within 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center. Distance shall be measured from the nearest point of the respective lot lines using a direct straight-line measurement, **OR**
- b. If the lot location is less than 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center measured from the nearest point of the respective lot lines using a direct straight-line measurement this location requirement may be modified with the approval of a variance pursuant to Section 18.27 Ordinance No. 348. In no case shall the distance be less than allowed by State law or 600-feet.
- i. If the above applies, state that it is understood that a Variance for location setbacks will be required.
7. **Provide a Statement confirming that the proposed Cannabis Cultivation lot exhibits a zone that allows Cannabis Cultivation Activities pursuant to Ordinance No. 348.**
- a. **For Indoor Cultivation,** Pursuant to Section 19.509 of Ordinance No. 348 and the issuance of a CUP, Indoor Commercial Cannabis Cultivation is permitted in provided zones based on the size of the Indoor Cannabis Cultivation canopy. State that the Cannabis



both written and physical mechanisms in place to deal with each specific situation. Safety plan inclusions shall be applicable to the type and size of your Indoor facility or a Mixed Light facility and be consistent with the requirements of Ordinance No. 348.

- b. **A preliminary Security Plan.** This plan shall include a description of security measures and a proposed schematic (floor or site plan) of the overall facility. The included floor plan or site plan shall depict canopy areas, all areas open to employees, including restrooms, production areas and areas to secure Cannabis and Cannabis Products. The Security Plan shall have details on operational security, including but not limited to general security policies for the facility. In particular, security plans should:
  - I. Describe the Cultivator's overall approach to operational safety as it relates to employees, customers, businesses, and the community. Security plan inclusions shall be applicable to an Indoor facility or a Mixed Light facility, as it applies and shall be consistent with the requirements of Section 19.505.N of Ordinance No. 348.

**SECURITY PLANS WILL NOT BE MADE PUBLIC.**

11. **Enhanced Product Safety.** The application should state how the Cultivator will ensure enhanced consumer safety, including as required by State law or County Ordinance No. 348.
12. **Environmental Benefits.** The Proposal should describe any proposed "green" Business Management Practices (BMP's) relating to energy and climate, water conservation, and materials and waste management. If no BMP's are proposed; make a statement to that effect.
13. **Additional Public Benefits.** Per Board Policy B-9, the Proposal shall describe proposed Additional Public Benefits that the Cultivator would provide to the local community, such as, but not limited to, quantifiable employment for residents of the County, community contributions, funding for infrastructure, funding for additional Sheriff patrols, community clean-up or beautification programs, or economic incentives to the County. Examples of Additional Public Benefits could include, but are not limited to, supporting or funding community programs, employment and job training programs, local substance abuse, cannabis youth education, or domestic violence

programs, or other activities that benefit the residents of the County. The County is interested in a business that can offer ongoing community benefits (including phased infrastructure improvements) and that can address the needs of the community as determined by the community. Additional Public Benefits should be quantifiable, and should identify whether the benefits offered will create any burdens on County resources. Said Additional Public Benefits shall be in addition to any mitigation or development impact fees required to be paid for the commercial cannabis activity under state law and County ordinances.

**Please Note:**

The County asks that Proposers make best efforts to provide all of the information requested above. A Proposal which does not include some of the requested information, or does not include significant details in relation of some of that information, may be eliminated from consideration during the initial County completeness review (**STEP 5** of the Implementation process), at the sole, and complete discretion of the County.

Any business not meeting the minimum requirements will be notified and eliminated from the RFP process. The County will refund 50% of the RFP review payment. Proposals meeting the Minimum Requirements will be listed on the County's website.

Following the County Evaluation & Scoring of Proposals Period (**STEP 6**), the 50 top-rated Cultivation Proposers, will be notified that they have been ranked in the top 50; awarding them the right to apply for a CUP. **The Proposers must apply for a CUP within 120 days from the date that the rankings list is filed with the Board (Board meeting date).** Once the category is filled, the remaining Proposers will be placed on a waiting list that will be valid for one year. If an awardee is unable to submit an application for a CUP within the proposed schedule within 120 days, the next ranked Proposal on the list will qualify and the Proposers will be given the opportunity to apply for a CUP.

#### **IV. SUBMITTAL OF PROPOSALS**

##### **A. **STEP 4** - SUBMITTING A PROPOSAL**

**Five (5) copies of your Proposal, one electronic PDF and RFP review payment shall be received in a sealed envelope labeled "Commercial Cannabis Cultivation RFP Response" addressed to the attention of TLMA – Planning Department – 4080 Lemon Street, Riverside CA 92501 – by 4:00 p.m. (Pacific Standard Time), on Friday, April 12, 2019. Proposals not received by this date and time will not be considered.**

## **VI. EVALUATION PROCESS**

Proposals must fully address the Proposal requirements in Section IV above and the evaluation criteria and scoring rubric in VII below, as well as contain complete submittals, references and data to verify qualifications. Proposals without sufficient data to provide a complete evaluation will be considered non-responsive.

All Proposals will be reviewed for compliance with requirements including documented capability to operate a cannabis business in a satisfactory manner. Proposals will be evaluated in accordance with the criteria in section VII below.

In the event of a tied score, the final slot shall be chosen by a computer-generated random means at the discretion of the TLMA Director.

Awards will be made to the Proposers offering the most advantageous Proposals after consideration of the evaluation criteria set forth below. The County will make an award in the best interests of the County after all Proposals have been evaluated.

**VII. EVALUATION CRITERIA**

**A. STEP 5 - MINIMUM REQUIREMENTS FOR A PROPOSAL TO BE CONSIDERED 'COMPLETE'**

If a Proposal fails **ANY** of the below criteria the Proposal will be excluded from consideration and 50% of the RFP review Payment will be returned to the Proposal proponent.

Interested Parties Pre-registration was submitted for at least one name provided in Proposal on or before the February 15, 2019 deadline	Pass/Fail
RFP review payment of \$5,500 + \$300/each Operator paid on or before the April 12, 2019, 4:00pm deadline to submit Proposals	Pass/Fail
Evidence of a secured proposed location for the cannabis business was provided	Pass/Fail
Proposed location is a property that exhibits a Zone that will allow for Cannabis Cultivation Activities. If the location's zone does not allow for Cannabis Cultivation Activities, a statement acknowledging the intent to file a Change of Zone, should the Proposer be selected to apply for a CUP	Pass/Fail
Proposed location is outside of a 1,000-foot Cannabis buffer zone for sensitive uses (less than 1,000-feet but greater than 600-feet, acknowledgment of a required Variance has been included)	Pass/Fail
Proposal includes all Required Information per Section IV.A. PROPOSAL REQUIREMENTS (Items 1-12, excluding optional items)	Pass/Fail

**B. STEP 6 - SCORING FOR PROPOSAL RANKING**

The table below is a scoring rubric to evaluate Proposals received in response to the RFP. The responses will be scored on a point scale. The Proposal must receive a minimum of 70% (280 points) of the total possible points to proceed to be considered for ranking. **If any of the 13 categories score less than 50% (except strictly OR categories) the Proposal will not be considered for top ranking, regardless of the overall points scored on the Proposal.** The maximum points available is 400.

Operator(s) do not pass a Criminal background Check pursuant to Section 19.505.G.2 and 3 of Ordinance No. 348 will be eliminated from the Proposal process subsequent to the initial County completeness review and are not subject to a refund of RFP review payments.	Pass/Fail
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**CANNABIS CULTIVATION – RFP  
EVALUATION / SCORING WORKSHEET**

<b>The zero to 100% credit scale range for the 1-13 categories is defined as follows</b>		
0	Not Acceptable	Non-responsive, fails to meet RFP specification. If any mandatory required area receives this score it will result in disqualification of Proposal.
20% credit	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, did not achieve the objectives per the specifications in the RFP. If any mandatory required area receives this score it will result in disqualification of Proposal.
40% credit	Fair	Has reasonably addressed the objectives of the RFP, however, some objectives may not be met. If any mandatory required area receives this score it will result in disqualification of Proposal.
60% credit	Average	Basically acceptable, achieves most objectives in a reasonable fashion per RFP specifications.
80% credit	Above Average/Good	Better than that which is average or expected as the norm. Achieves all objectives per RFP requirements for the area and expectations.
100% credit	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Has achieved most or all objectives and meets or exceeds RFP specifications.

*For categories with less than 5 point values –  
points will be awarded at 50% or 100% values based on quality of response*

ITEM	Points	Points	Total
<b>1. Proposer/Organization Name:</b> _____ <b>Project's Name/Location:</b> _____ <b>Projects APN</b> _____ <b>Proposal Category:</b> Is consistent with the required format – addressing items 1-13 Included type of cultivation (Indoor/Mixed Light) Included size of Cultivation canopy		10	10

Riverside County TLMA Request for Proposals  
Commercial Cannabis Cultivation

<p><b>2. Does the Proposal describe the Cannabis Owner(s)/Operator(s) qualifications relative to the Proposal, including experience running businesses similar to the one proposed, including permitted cannabis and/or non-cannabis businesses and overall qualifications to run the type of cannabis business for which it is seeking a CUP</b></p>		10	30
<p>Does the Proposal provided a detailed description of the company's or Proponent's experience in operating the same or similar type business?</p>		5	
<p>Does the Proposal provided information that demonstrates the means and skills for operating the proposed business?</p>		5	
<p>Does the Proposal demonstrate via factual information, practical and theoretical experience and the knowledge to run the proposed business?</p>		5	
<p>Does the Proposal demonstrated that it has the overall qualifications and breadth of knowledge for running the proposed business?</p>		5	
<p><b>3. Does the Proposal provide evidence of secured location for the Cannabis Business? A real estate letter of intent (RELOI) to lease or buy from an authorized party, a lease, an option to lease or purchase and ownership are acceptable forms of control.</b></p>			
<p><b>Proof of Ownership:</b> Does the Proposal include proof of ownership of the subject Cannabis Cultivation lot? <b>OR</b></p>		15	15
<p><b>Real Estate Letter of Intent:</b> Does the Proposal include a signed written term sheet, letter of intent, or exclusive negotiating agreement between two or more parties to sell, lease, or sublease property? <b>OR</b></p>		5	
<p><b>Real Estate Purchase or Lease Option:</b> Does the Proposal include a signed written agreement for the purchase or lease of a specific piece of real property. <b>OR</b></p>		5	
<p><b>Purchase Agreement:</b> Does the Proposal include a signed written agreement that a potential buyer will purchase a specific piece of property where the owner cannot sell to anyone else unless the terms of the agreement are not fulfilled. <b>OR</b></p>		10	
<p><b>Lease Agreement:</b> Does the Proposal include a signed written agreement that gives a lessee certain rights to use and occupy specific property for a specified period of time. <b>OR</b></p>		5	
<p><b>4. Business Plan – Does the Proposal include a Business Plan, including a description of the owner/operator(s) understanding of, and approach to, running the cannabis business?</b></p>			
<p>Does the Proposal provided a full description of the proposed business and demonstrating how it will operate its business? This shall include a description of day-to-day operations including proposed size of facility, hours of operations, staffing levels, products/product types, how the Cultivator will conform to local and state law, how cannabis and cannabis products will be tracked and State licensing requirements.</p>		5	35

Riverside County TLMA Request for Proposals  
Commercial Cannabis Cultivation

A schedule for beginning operation, once obtaining a County CUP and State License(s), including a narrative outlining any proposed construction and improvements.		5	
Does the Proposal described what methods and means it will take to ensure that the business is integrated into the community?		10	
Does the Proposal include a schematic site plan		5	
<b>(optional)</b> Does the Proposal include methods or plans to address impairment issues relating to use of Cannabis Products and provisions of educational initiatives and materials associated with these impacts?		10	10
<b>Local Ownership Program (optional)</b>			
Is more than 50% of the business owned by minimum a three-year Riverside County resident(s) and/or business owner(s)? <b>OR</b>		5	30
Is more than 75% of the business owned by a minimum three-year Riverside resident(s) and/or business owner(s)? <b>OR</b>		10	
Is 100% of the business owned by a minimum three-year Riverside resident(s) and/or business owner(s)?		20	
Has the Proposal adequately described its overall approach to operational safety as it relates to employees, customers, businesses, and the community?		5	
Does the Proposer (Owner/Operator) have prior involvement in community/non-profit organizations in the County of Riverside?		5	
<b>Labor (optional)</b>			
Does the Proposal indicate that the Cultivator will have an average pay rate for mid-level and management positions of at least 40% more than the median local income for similar positions in other mainstream businesses? <b>OR</b>		10	20
Does the Proposal indicate that the Cultivator will have an average pay rate for mid-level and management positions of at least 20% more than the median local income for similar positions in other mainstream businesses?		5	
Does the Proposal state that base wages of the Cultivator will exceed the minimum wage by at least \$2.00/hr.		5	
Does the Proposal state that the Cultivator will enter onto a "labor peace agreement" at 20 or more non-management employees?		5	

<b>5. Nuisance odors</b>			
Does the Proposal include a plan to provide a sufficient odor absorbing ventilation and exhaust system so that odor generated inside the Commercial Cannabis Activity that is distinctive to its operation is not detected outside of the operation's facility?		25	25
<b>6. Does the Proposal include a statement confirming that the proposed Cultivation lot is outside of the minimum setbacks for sensitive uses pursuant to Ord. No. 348?</b>		15	15
<b>OR</b> Does the proposed Cultivation lot require a Variance, allowing a setback to sensitive uses that is less than 1,000-feet but greater than 600-feet measured from the nearest point of the subject lot lines using a direct straight line measurement.		5	
<b>7. Does the Proposal include a statement confirming that the proposed lot Cultivation lot exhibit a zone that allows Cannabis Cultivation pursuant to Ordinance No. 348?</b>		15	15
<b>OR</b> If the proposed Cultivation lot does not exhibit a zone that allows Cannabis Cultivation pursuant to Ordinance No. 348? Does the Proposal include a statement confirming that fact and acknowledgment per RFP Requirements, Section 6?		5	
<b>8. Does the Proposal include a detailed description of any enforcement actions or proceedings brought by law enforcement or code enforcement against the proposed owner or operator in relation to the past or current business undertakings of the owner or operator?</b>		10	10
<b>OR</b> If no history of enforcement action exists, does the Proposal include a statement to that effect?		10	
<b>9. Does the Proposal include a Neighborhood Compatibility Plan?</b>		10	45
For the proposed location, does the Proposal address how the Cultivator, including its exterior areas and surrounding public areas, will be managed, so as to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community?		15	
Does the Proposal include details regarding neighborhood outreach that the Proposer conducted and does the Proposal provide a record of that outreach and a record of any neighbor feedback and the Cultivators plans to address those concerns?		20	
<b>10. Does the Proposal include a Safety Plan?</b>		5	15
Does the Proposal describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place?		5	

Riverside County TLMA Request for Proposals  
Commercial Cannabis Cultivation

Does the Proposal describe both written and physical mechanisms planned for all possible fire, hazardous material, and inhalation issues?		5	
Does the Proposal include a Security Plan that includes a description of security measures and a proposed schematic (floor or site plan) of the overall facility?		10	50
Does the Proposal include details on operational security, including but not limited to general security policies for the facility?		5	
Does the Proposal Describe the Cultivator's overall approach to operational safety as it relates to employees, customers, businesses, and the community?		5	
Does the included floor plan or site plan depict canopy areas, all areas open to employees, including restrooms, production areas and areas to secure Cannabis and Cannabis Products?		5	
Are Security plan inclusions applicable to an Indoor facility or a Mixed Light facility and consistent with the requirements of Section 19.505.N of Ordinance No. 348?		25	
<b>11. Does the Proposal include a product safety discussion?</b>		5	5
<b>12. Does the Proposal include a discussion and plan for any proposed "green" Business Management Practices (BMP's) relating to energy and climate, water conservation, and materials and waste management.</b>		10	10
<b>OR</b> If no BMP's are proposed; make a statement to that effect.		2	
<b>13. Does the Proposal include a proposed Additional Public Benefit?</b>		20	60
Is the included Additional Public Benefit Quantifiable?		10	
Is the included Additional Public Benefit on-going or does the Proposal identify a public improvement that would be phased over time?		10	
Will the included Additional Public Benefit address needs of the applicable community?		20	
<b>Total Maximum Points</b>			<b>400</b>

C. **STEP 7 - RANKING**

Upon completion of the RFP evaluation process, the top 50 highest ranking Cultivation Proposers list will be filed with the Board of Supervisors. Once the Board accepts the list, Staff will notify the top 50 highest ranking Proposers that they have been selected to proceed with a CUP application that includes a Development Agreement, land use review, California Environmental Quality Act (CEQA) review, Public Hearings, as required and CUP entitlement deposit fees. Once a CUP has been conditionally approved and all other license requirements are met, the applicant(s) may proceed with construction/improvements or occupancy. **No applicants will be allowed to begin operation of a Cannabis Cultivation business without first obtaining a County CUP, entering in a DA with the County and obtaining the appropriate State license(s).**

**VIII. SUBMITTAL INSTRUCTIONS**

The Proposal shall be signed by an individual(s) authorized to execute legal documents on behalf of the Owner/Operator. Failure to provide all required submittals may result in a Proposal being found non-responsive and given no consideration.

**Proposals must be organized pursuant to Section IV. PREPARATION OF PROPOSALS of this document. Proposals must be labeled consistent with requirements herein. The submittal must consist of 8 ½ x 11-inch paper and must be printed in black ink only.**

Five (5) hard copies of the Proposal and one electronic PDF version of the Proposal on a flash drive shall be received in a sealed envelope with a return address, including business name, no later than **4:00 p.m. on Friday April 12, 2019** to the following address:

**Riverside County Administrative Center  
Land Use/Planning, 9<sup>th</sup> Floor  
4080 Lemon Street Riverside, CA 92501  
Attention: TLMA Planning Department**

Late Proposals will not be considered and will be returned to the Proposer unopened. The County assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual timely receipt.

**Any Proposal received prior to the submittal deadline may be modified or withdrawn by written request from the Proposer to the County up to the Proposal submittal deadline.**

## IX. QUESTIONS

All inquiries to the County in any manner whatsoever related to this RFP must be directed in writing by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org) and must be received by no later than 5:00 p.m. (Pacific Standard Time) on March 15, 2019. Responses to inquiries related to this RFP will be posted on the County Cannabis webpage, <https://planning.rctlma.org/Cannabis.aspx>. The webpage will regularly updated for the duration of the RFP. Proposers are asked not to communicate with County Staff in relation to this RFP.

## X. APPEAL PROCEDURE

A Proposer who timely submitted a Proposal may file an appeal as follows:

Any Proposer who has timely submitted a Proposal may file an appeal to contest the decision to not issue an awarding notification to the appellant, by filing a written appeal which complies with this RFP Section. **The appeal must be filed within (5) business days after the ranking list has been filed with the Board (date of meeting). Postmarking by the due date will not substitute for actual timely receipt.**

1. The appeal must be based on one or more of the following grounds:
  - a. The RFP or its exhibits were ambiguous or inconsistent in a materially significant way and such ambiguity or inconsistency gave the selected Proposer(s) an unfair competitive advantage; or
  - b. The selection process was unfair in that the County failed to follow the stated selection process which gave an unfair competitive advantage to the selected Proposer(s) and the selection process was not modified or waived pursuant to the RFP.
2. The County takes a number of factors into account when making its selection and thus no single factor or criteria can outweigh all the others combined. As such, the following are generally not grounds for a valid appeal:
  - a. The appellant feels they have more experience than a selected Proposer(s); or
  - b. The appellant feels they are better qualified than a selected Proposer(s).
3. The appeal shall contain a full and complete written statement specifying in detail the grounds for the appeal and the facts supporting the appeal. The appeal shall make specific reference to the applicable sections of the RFP, and/or sections of the appellant's Proposal.

4. The appeal shall be emailed or hand delivered to the County TLMA at:

**Riverside County TLMA**  
4080 Lemon Street, 14<sup>th</sup> Floor  
Riverside, CA 92501

If emailed, to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org) the following must be in capitalized letters on the subject line of the email:

APPEAL OF CANNABIS RFP AWARD: (NAME OR COMPANY NAME).

6. The TLMA Director will review the appeal and the response and promptly initiate an investigation. The appellant and all Proposers shall cooperate with any inquiries from the TLMA Director.
7. At the conclusion of the investigation, the TLMA Director shall issue a letter to the appellant regarding his findings. The role of the TLMA Director is to determine whether or not County staff or the review panel followed the selection process outlined in the RFP and whether the RFP materials were materially ambiguous or inconsistent so as to give the selected Proposer(s) an unfair economic advantage. If necessary, the TLMA Director can recommend steps to correct the error; recommend ceasing the RFP with the selected appellant (s) and start the RFP process with the next highest scoring Proposer; reject all Proposals and restart the RFP process, or such other remedy as may be in the County's best interest.
8. It is not the role of the TLMA Director to second-guess staff or the review panel as to the relative strengths or weaknesses of the submitted Proposals. The TLMA Director will not substitute his judgment for that of staff or the review panel so long as the RFP process has been substantially followed.

## **XI. ADDITIONAL TERMS AND CONDITIONS**

### **A. Nondiscrimination**

The County will not discriminate against any interested individual, firm or Proposer on the grounds of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation.

### **B. County's Right to Modify RFP**

The County reserves the right at its sole discretion to modify this RFP (including but not limited to the requirements and/or the selection criteria) should the County deem that it is in its best interests to do so. Any changes to the Proposal requirements will be made by written addendum posted on the County's website. The failure of a Proposer to read



any addenda shall have no effect on the validity of such modification.

C. **County's Right to Cancel RFP**

The County reserves the right at its sole discretion to cancel this RFP in part or in its entirety should the County deem that it is in the County's best interests to do so.

D. **County's Right to Reject All Proposals**

The County reserves the right, in its sole discretion, to reject all Proposals and not to award the right to apply for a CUP for Cannabis Activities should the County deem that it is in its best interests to do so.

E. **County's Right to Extend RFP Deadlines**

The County reserves the right to extend any of the deadlines listed on the third page of this RFP by written addenda should the County deem that it is in its best interests to do so.

F. **Cost of Proposals**

All costs incurred during Proposal preparation or in any way associated with the Proposer's preparations, submission, presentation or oral interview shall be the sole responsibility of the Proposer.

G. **Liability for Proposal Errors**

Proposers are liable for all errors and omissions contained in their Proposals.

H. **Permits and Licenses**

Proposers, at their sole expense and at the appropriate time, shall obtain and maintain all appropriate permits, certificates and licenses including, but not limited to, a County Land Use Permit (CUP) which will be required in connection with their Proposal.

I. **Fees and Taxes**

Cannabis businesses are responsible for paying all applicable fees and taxes.

J. **Commencement of CUP Application Process**

The awardee submit an application to the County to obtain a CUP, within 120 days from County date the rankings list is filed with the Board (date of meeting). The Assistant TLMA Director – Community Development may extend the 120-day time deadline at their discretion. If the Applicant is successful in obtaining a CUP, all required State license(s) must be obtained prior to operations of the business commencing.

**K. Receiving a top Ranking**

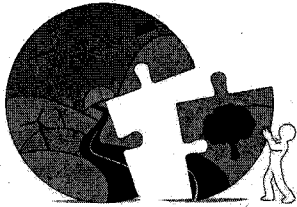
Receiving a top ranking to apply for a County CUP does not constitute an entitlement approval. All Cannabis Activities must; apply for and receive a CUP, comply with California Environmental Quality Act review, be consistent with the County's General Plan, enter into a Development Agreement with the County, obtain a State license as a Cultivator and satisfy all other regulatory requirements, prior to commencing operation.

**Attachments**

1. Interested Parties Pre-Registration Form
2. DRAFT Background Check Form

**ATTACHMENT 1**

**Interested Parties Pre-Registration Form**



Charissa Leach, P.E.  
Assistant TLMA Director

# RIVERSIDE COUNTY **PLANNING DEPARTMENT**

## **COMMERCIAL CANNABIS ACTIVITY INTEREST REGISTRATION**

INCOMPLETE FORMS WILL NOT BE ACCEPTED – COMPLETE ONE FORM FOR EACH NON-CONTIGUOUS PROPERTY

### **PROPERTY INFORMATION (LOCATION OF PROPOSED USE)**

Assessor Parcel Number(s): \_\_\_\_\_

Approximate Parcel Size: \_\_\_\_\_

Zoning: \_\_\_\_\_ General Plan LU Des: \_\_\_\_\_

Property Address: \_\_\_\_\_

*Street*

*City*

*State*

*ZIP*

### **OPERATOR/PROPERTY OWNER INFORMATION – Use additional pages as needed**

Interested Party(ies) Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

*City*

*State*

*ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

*City*

*State*

*ZIP*

**Property Owner Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

*City*

*State*

*ZIP*

Riverside Office · 4080 Lemon Street, 12th Floor  
P.O. Box 1409, Riverside, California 92502-1409  
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 77-588 El Duna Court, Suite H  
Palm Desert, California 92211  
(760) 863-8277 · Fax (760) 863-7555

**COMMERCIAL CANNABIS ACTIVITY INTEREST REGISTRATION**

**Commercial Cannabis Activity(ies) Interest Information:** Mark all that apply:

**Retail sales**

<input type="checkbox"/>	Storefront
<input type="checkbox"/>	Non-Storefront

**Cultivation**

<input type="checkbox"/>	Indoor
<input type="checkbox"/>	Mixed Light
Canopy Size in Square Feet =	

**Microbusiness**

<input type="checkbox"/>	Distribution
<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Retail Sales
<input type="checkbox"/>	Storefront
<input type="checkbox"/>	Non Storefront
<input type="checkbox"/>	Indoor Cultivation

Check this box if additional persons or entities have an ownership interest in the subject property(ies) in addition to that indicated above; and attach a separate sheet that references the property address and/or assessor's parcel number and list those names, mailing addresses, phone and email addresses; and provide signatures of those persons or entities having an interest in the real property(ies) involved in this application.

**AUTHORITY FOR THIS FORM IS HEREBY GIVEN:**

***Property Owner(s) consent must accompany all registrations where the Interested Party is not the property owner.***

I certify that I am/we are the record owner(s) of the above referenced property and that the information filed is true and correct to the best of my knowledge, and in accordance with Govt. Code Section 65105, acknowledge that in the performance of their functions, planning agency personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

**BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:**

- I am the property owner or am authorized to act on the property owner's behalf, and the information I have provided above is correct. I acknowledge that I have read and understand the information contained herein.
- I agree to comply with all applicable County Ordinances and State Laws relating to (MAUCRSA).
- My Commercial Cannabis business registration application is public record. All references to names, addresses, telephone numbers, and project information will be part of this public record.
- I acknowledge my registration does not grant me or anyone else the authorization to conduct commercial cannabis activity on this property unless and until, I am issued a Commercial Cannabis Land Use permit from the County of Riverside.
- I understand that registration does not entitle me or anyone else to commence or continue the operation of a commercial cannabis activity in the County nor does it guarantee that I will be issued a permit under County Ordinance or under any state or local law.

**COMMERCIAL CANNABIS ACTIVITY INTEREST REGISTRATION**

SIGNATURE OF PROPERTY OWNER(s):

_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>
_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>
_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>

**AUTHORITY FOR THIS FORM IS HEREBY GIVEN:**

**Commercial Cannabis business owner's consent must accompany all registrations.**

I certify and that the information I have provided is true and correct to the best of my knowledge, and in accordance with Govt. Code Section 65105, acknowledge that in the performance of their functions, planning agency personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

**BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:**

- I agree to comply with all applicable County Ordinances and State Laws relating to The Medicinal and Adult Use Cannabis Regulation and Safety Act (MAUCRSA).
- My Commercial Cannabis Interest Registration Form is a public record. All references to names, addresses, telephone numbers, and project information will be part of this public record.
- I acknowledge my registration does not grant me the authorization to conduct Commercial Cannabis Activity(ies) on these premises unless and until I am issued a Commercial Cannabis Land Use Permit from the County of Riverside and applicable State Licenses.
- I understand that registration does not entitle me to commence or continue the operation of a Commercial Cannabis Activity in the County nor does it guarantee that I will be issued a permit under County Ordinance or under any state or local law.

**COMMERCIAL CANNABIS ACTIVITY INTEREST REGISTRATION**

SIGNATURE OF COMMERCIAL CANNABIS ACTIVITY(s):

PRINTED NAME OF COMM.CANNABIS ACTIVITY(s) OWNER(S)

PRINTED NAME OF COMM.CANNABIS ACTIVITY(s) OWNER(S)

PRINTED NAME OF COMM.CANNABIS ACTIVITY(s) OWNER(S)

PRINTED NAME OF COMM.CANNABIS ACTIVITY(s) OWNER(S)

PRINTED NAME OF COMM.CANNABIS ACTIVITY(s) OWNER(S)

PRINTED NAME OF COMM.CANNABIS ACTIVITY(s) OWNER(S)

The Planning Department will primarily direct communications regarding this form to the person identified above as the Interested Party. The Interested Party may be the property owner, representative, business owner, or other assigned agent.

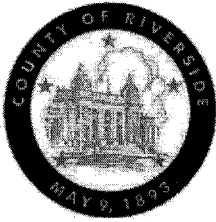
## **COMMERCIAL CANNABIS ACTIVITY INTEREST REGISTRATION**

### **INSTRUCTIONS FOR COMPLETION OF THE COMMERCIAL CANNABIS ACTIVITY REGISTRATION APPLICATION:**

1. The registration application is for one parcel, lot or property. Indicate all the activities you plan to conduct on the parcel, lot or property. If your activities will be conducted on more than one property complete a registration form for each property indicating the activities to be conducted on each property on their respective registration forms.
2. Assessor Parcel Numbers for your property, approximate size of the parcel/lot, and zoning designation may be found at: [http://mmc.rivcoit.org/MMC\\_Public/Custom/disclaimer/Default.htm](http://mmc.rivcoit.org/MMC_Public/Custom/disclaimer/Default.htm)
3. Complete the Property Owner and /or Operator information completely, listing all owners of the property and all owners/operators of the commercial cannabis activity to be conducted at that property. If additional space is needed attach a separate page.
5. Microbusiness shall also indicate all activities that are planned to be conducted, such as cultivation, distributor, manufacturer (Non-volatile only), and retailer type. Count each activity to be conducted within the microbusiness separately, do not count the microbusiness itself as a separate activity.
6. All property owners are required to sign the Registration Form
7. All owners/operators of the commercial cannabis activity shall sign the Registration form.



**ATTACHMENT 2**  
**DRAFT Background Check Form**



# County of Riverside

Code Enforcement Department  
 4080 Lemon St., 12<sup>th</sup> Floor  
 Riverside, CA 92501  
 P: 951.955.2004  
 E: Code@rivco.org  
 http://rctlma.org/ce/

# DRAFT

## CANNABIS BUSINESS EMPLOYEE/OWNER BACKGROUND APPLICATION

CANNABIS BUSINESS INFORMATION							
CANNABIS BUSINESS NAME				IN THE BUSINESS, ARE YOU AN: (CHOOSE ONE)			
				<input type="checkbox"/> Owner/Principal		<input type="checkbox"/> Employee	
APPLICANT INFORMATION							
Social Security Number		LAST NAME ON SOCIAL SECURITY CARD		FIRST NAME ON SOCIAL SECURITY CARD		MIDDLE NAME ON SOCIAL SECURITY CARD	
<input style="width:100%;" type="text"/>							
Driver's License #/State		LAST NAME ON DRIVER'S LICENSE		FIRST NAME ON DRIVER'S LICENSE		MIDDLE NAME ON DRIVER'S LICENSE	
<input style="width:100%;" type="text"/>							
SEX	AGE	DATE OF BIRTH	RACE	HEIGHT	WEIGHT	HAIR	EYES
<input type="checkbox"/> Male <input type="checkbox"/> Female							
LIST YOUR CURRENT HOME ADDRESS, CITY, ZIP CODE ( <u>NO P.O. BOXES ALLOWED</u> )						CELL PHONE #	
LIST ANY OTHER NAMES YOU HAVE EVER USED (Maiden, Married, Nicknames, etc.)				BIRTH COUNTRY/STATE		LANGUAGES SPOKEN	
CRIMINAL HISTORY							
<i>List all arrests or convictions other than infractions for traffic violations.</i>							
IF ADDITIONAL SPACE IS NEEDED, ATTACH EXTRA SHEETS TO THIS APPLICATION. PLEASE READ THE APPLICATION CAREFULLY. ANY FALSE OR MISLEADING STATEMENTS, OR OMISSIONS ON THIS APPLICATION OR ON THE COMMERCIAL CANNABIS BUSINESS APPLICATION, SHALL BE GROUNDS FOR DISQUALIFICATION.							
1	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME			REASON FOR ARREST / VIOLATION CODE		
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)						
2	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME			REASON FOR ARREST / VIOLATION CODE		
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)						
3	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME			REASON FOR ARREST / VIOLATION CODE		
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)						
COUNTY STAFF USE ONLY							
DATE / TIME	\$ FEE AMOUNT PAID	RECEIPT #	COUNTY STAFF NAME	COUNTY DEPARTMENT			

**CRIMINAL HISTORY (cont.)**

<b>4</b>	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	REASON FOR ARREST / VIOLATION CODE
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)		
<b>5</b>	ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	REASON FOR ARREST / VIOLATION CODE
	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)		

**PRIOR REGULATED CANNABIS EMPLOYERS**

BUSINESS NAME	CITY / STATE	PHONE	START DATE	END DATE

**STATEMENT OF PERJURY**

I DECLARE UNDER THE PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE	JOB TITLE (POSITION ON THE APPLICATION)	DATE

**CRIMINAL BACKGROUND & CREDIT HISTORY INVESTIGATION RELEASE**

To Whom It May Concern:

I am an applicant/employee of a Commercial Cannabis Business in the County of Riverside. I desire and request the County Executive Officer, or Sheriff of the County of Riverside, and/or his/her agents, employee or lawful representative(s) to take my photograph and fingerprints or use the information in this application for the purpose of conducting a criminal background check to verify that I meet the qualifications required to obtain a Commercial Cannabis Business Permit to operate or to be employed with such business as required by the Riverside County Code and State Law.

I agree to provide any information requested or deemed necessary to provide to the State of California Department of Justice and the Federal Bureau of Investigation, or any other law enforcement agency or third-party consultant authorized by the County Executive Officer or Sheriff.

I understand this will serve to disclose any record of arrests to which I have been the subject that resulted in conviction. I further agree to hold the County of Riverside, its officers, agents, or lawfully delegated representatives, harmless from any action(s) or damages whatsoever or at all which may result from the taking of such fingerprints or forwarding them to the appropriate law enforcement agency for a record check and/or obtaining access to any other documentation which pertains to meeting the qualification for a Commercial Cannabis Business Permit or Employee Permit.

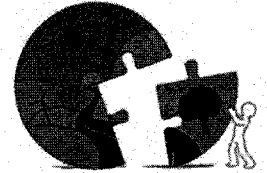
Furthermore, I hereby authorize the County Executive Officer or Sheriff of the County and/or his/her agents, employee or lawful representative(s) to obtain and review my consumer credit report(s) and/or any other credit related information pertaining to me.

By signing this form, I acknowledge and agree to comply with all the conditions and terms of this application. I also understand that falsifying and/or omitting any information on this application may be grounds for denial of a permit or is grounds for termination of employment per the Riverside County Code.

APPLICANT SIGNATURE	APPLICANT NAME (PRINT)	DATE



RIVERSIDE COUNTY TRANSPORTATION &  
LAND MANAGEMENT AGENCY  
PLANNING DEPARTMENT



**REQUEST FOR PROPOSALS**  
For  
**COMMERCIAL CANNABIS**  
**MICROBUSINESSES**

*January 29, 2019*

Five (5) Copies of  
Response to the Request for Proposals &  
1 (one) electronic PDF,

**Due By:**

By April 12, 2019 at 4:00 p.m.  
At 4080 Lemon Street, 9<sup>th</sup> Floor  
Riverside, CA 92501

Responses must be hand delivered with appropriate payment

RIVERSIDE COUNTY TRANSPORTATION &  
LAND MANAGEMENT AGENCY  
PLANNING DEPARTMENT  
REQUEST FOR PROPOSAL

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**I. PERMIT CONSIDERATION IMPLEMENTATION PROCESS**

**A. INTENT**

Thank you for your interest in submitting a Response to the County's Request for Proposals for Commercial Cannabis Microbusiness. This indicates your desire to apply for a Riverside County Cannabis Microbusiness Conditional Use Permit ("Permit") pursuant to Section 19.522 of Riverside County Ordinance No. 348 (Ordinance).

This Request for Proposals ("RFP") outlines the process for consideration of a land use permit through selection of the Interested Parties who will be first to process a Conditional Use Permit (CUP) for a Cannabis Microbusiness. The County intends to allow 19 Interested Parties whose responses conform to the RFP, meet the County's requirements, and are ranked highest in the competitive selection process described below to pursue a CUP through the County's normal entitlement process.

The successful highest ranked 19 Retailer Proposers, including Microbusinesses that include a Retail component, will be eligible to submit a land use application for a Cannabis CUP. The 50 highest ranked Cultivation Proposals, including Microbusinesses that include a Cultivation component will be eligible to submit a land use application for a Cannabis CUP. If your proposed Microbusiness includes both a Retail and a Cultivation component your scores will be compared to both of those categories and will be required to be in the top 19 ranked Retailer Proposals **OR** the top 50 of the Cultivation Proposals. The Cannabis CUP application is subject to; the California Environmental Quality Act (CEQA) review and determination, public hearings before the County Planning Commission and the Board of Supervisors, Conditions of Approval and the applicant(s) must enter into a Development Agreement with the County.

**A Conditional Use Permit (CUP) must be obtained prior to commencement of operation as a Cannabis Microbusiness.**

For the purposes of the Request for Proposal the following terms shall have the following meanings:

<b>RFP</b> means Request for Proposal
<b>Cannabis</b> means Commercial Cannabis
<b>Retail Sales</b> means a Commercial Cannabis Retailer, the retail sales of Commercial Cannabis or Cannabis products, including Commercial Cannabis Microbusinesses that include retail sales
<b>CUP</b> means Conditional Use Permit, the required land use permit for operating a Commercial Cannabis activity in the unincorporated areas of the County of Riverside
<b>DA</b> means Development Agreement, required for operating a Commercial Cannabis activity in the unincorporated areas of the County of Riverside

<b>County</b> means the County of Riverside
<b>Microbusiness</b> means Commercial Cannabis Microbusinesses
<b>Delivery</b> means the delivery of Commercial Cannabis
<b>Distribution</b> means Commercial Cannabis Distribution
<b>Manufacturing</b> means Commercial Cannabis Manufacturing
<b>Cultivation</b> means Commercial Cannabis Cultivation
<p><b>Cannabis Owner</b> means any of the following:</p> <ol style="list-style-type: none"> <li>1. A person with an aggregate ownership interest of 20 percent or more in the Commercial Cannabis Activity for which a license or permit is being sought, unless the interest is solely a security, lien, or encumbrance.</li> <li>2. The chief executive officer of a nonprofit or other entity.</li> <li>3. A member of the board of directors of a nonprofit.</li> <li>4. An individual who will be participating in the direction, control, or management of the person applying for a Commercial Cannabis Activity Conditional Use Permit or State license.</li> </ol>
<p><b>Commercial Cannabis Activity</b> means the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, packaging, labeling, transportation, delivery or sale of Cannabis and cannabis products as provided for in Ordinance No. 348, as amended through Ordinance No. 348.4898, and any other subsequently adopted zoning ordinance amendment or subsequently adopted zoning ordinance.</p>
<p><b>Property Owner</b> means all owners to all or any portion of the property that is subject to the development agreement for the commercial cannabis activity. Also, any person having legal or equitable interest in such real property who is reasonably necessary to ensure the full implementation and performance of the development agreement throughout its term shall be considered a property owner for purposes of this policy and the development agreement.</p>

The County of Riverside (County) has implemented a one-year implementation process that will ramp-up the number of Cannabis Activities permitted throughout the unincorporated area of the County. For the initial year of the Commercial Cannabis Program the County seeks to issue a limited number of permits for Commercial Cannabis Retailers (Retailers) and Commercial Cannabis Cultivators through a Request for Proposals (RFP) process. Retailers and/or Cultivators could include Commercial Cannabis Microbusinesses (Microbusiness) if Retail Sales and/or Cultivation is included as one of the required three (3) cannabis activities. The one-year Request for Proposal (RFP) process will result in the top 19 ranked Proposals securing eligibility to apply for a Commercial Cannabis Retailer, Cultivation or Microbusiness Conditional Use Permit (CUP). The successful Proposers will have an opportunity to apply for CUP once the Proposal process has

concluded.

Microbusiness CUP's must include at least (3) three of the required (4) four specific uses, including Commercial Cannabis Retail Sales, Commercial Cannabis Distribution (Distribution), Commercial Cannabis Manufacturing (Manufacturing), and/or Commercial Cannabis Cultivation (Cultivation).

In order to apply for and receive a land use permit for a Microbusiness use, the Microbusiness operator must have control over a physical location outside of any cannabis buffer zones for sensitive uses, as defined in County Ordinance No, 348.

**Receiving a top ranking to apply for a County CUP does not constitute an entitlement approval. All Cannabis Activities must; apply for and receive a CUP, comply with the California Environmental Quality Act, be consistent with the County's General Plan, enter into a Development Agreement with the County, obtain a State license as a Retailer and satisfy all other regulatory requirements prior to commencing operation.**

The RFP process will be a multi-part process as described herein. Operators and/or owners responding to the RFP are required to first, submit an Interested Parties Pre-Registration Form and, second submit a Proposal. Operators and/or owners who are applying for a permit on more than one property must submit an Interested Parties Pre-Registration Form for each property and a Proposal for each property.

## **B. BACKGROUND**

On October 23, 2018, the Riverside County Board of Supervisors (the Board) approved an ordinance amending Ordinance No. 348 that replaced Article XIXh to include Commercial Cannabis Activities.

At that October 23, 2018 meeting the Board also approved the concept of an implementation process, whereby the County asks for Proposals for Cannabis Cultivation and Retailer CUP's. This will allow the County to:

1. Ramp-up the number of these activities in a thoughtful way,
2. Process potential entitlements without impacting the timing of other types of land use permits,
3. Assess and learn from the entitlement review and make adjustments, as needed,
4. Adjust staff needs to balance the needs of all entitlement cases.

Because a Microbusiness must include either Cannabis Retail Sales or Cannabis



Cultivation or both, the Proposals for Microbusinesses will be weighed against the appropriate Retail or Cultivation Proposals and IF the ultimate score for a Microbusiness Proposal places that Proposal in a top ranking for either use, that Proposer will be allowed to move forward and submit a CUP to the County. The Board also approved a first-year limit on the number of Retailer CUP's and Cultivation CUP's that will be processed. That limit was set at 19 Cannabis Retailers and 50 Cannabis Cultivators.

Article XIXh of the Ordinance identifies the two hearing/decision-making bodies that will be required to conduct Public Hearings on all Cannabis Activity CUP's; The Planning Commission and the Board of Supervisors.

## II. SCHEDULE

The County reserves the right to alter the following schedule as necessary.

EVENT	DATE	LOCATION
Board approves Development Agreement Procedures and Requirements and RFP content	January 29, 2019	
<b>STEP 1</b> Interested Parties Pre-Registration Window opens	from January 30, 2019 through February 15,	forms available at <a href="https://planning.rctlma.org/Cannabis.aspx">https://planning.rctlma.org/Cannabis.aspx</a>
<ul style="list-style-type: none"> <li>• Staff reviews and collates submitted Interested Parties Pre-registration Forms.</li> <li>• Staff coordinates Interested Parties Information Session(s)</li> </ul>	February 18, 2019 through February 22, 2019	
<b>STEP 2</b> Interested Parties Information Session #1	February 25, 2019 through March 08, 2019	<i>at actual days &amp; times to be determined: Locations to be determined</i>
Interested Parties Information Session #2 (if required)	February 25, 2019 through March 08, 2019	<i>actual days &amp; times to be determined - Locations to be determined</i>
<b>STEP 3</b> Interested Parties submit questions to the County by email	by 5:00 p.m. on March 15, 2019	to: <a href="mailto:CannPlanning@rivco.org">CannPlanning@rivco.org</a>
County posts RFP addendum (Response to Questions)	by 5:00 p.m. on March 20, 2019	at: <a href="https://planning.rctlma.org/Cannabis.aspx">https://planning.rctlma.org/Cannabis.aspx</a>

Riverside County TLMA Request for Proposals  
Commercial Cannabis Microbusinesses

<p><b>STEP 4</b> Last date for Interested Parties to submit five (5) copies of RFP's, one electronic PDF and the RFP review payment of \$5,500 + \$300 per Operator for background checks</p>	<p>by 4:00 p.m. on April 12, 2019</p>	<p>4080 Lemon Street, 9<sup>th</sup> Floor. Riverside, CA 92501</p>
<p><b>STEP 5</b> County Completeness Evaluation Period</p>	<p>April 12, 2019 through April 19, 2019</p>	
<p>County notifies Interested Parties of outcome of Completeness Evaluation by email</p>	<p>by April 26, 2019</p>	
<p>County mails 50% refunds of RFP review payments for incomplete applications</p>	<p>by June 26, 2019</p>	
<p><b>STEP 6</b> County Evaluation &amp; Scoring of Proposals Period</p>	<p>April 29, 2019 through May 31, 2019</p>	
<p>County notifies Interested Parties of ranking results by email.</p>	<p>by June 6, 2019</p>	
<p>Rankings list filed with the Board of Supervisors</p>	<p>at June 25, 2019 Board Meeting</p>	
<p><b>STEP 7</b> Top 19 ranked Cannabis Retailer (including microbusinesses, if applicable) and top 50 Cannabis Cultivation (including microbusinesses, if applicable) Proposals may submit to Planning for a Conditional Use Permit (CUP) and Development Agreement, with applicable deposits.</p>	<p>beginning June 26, 2019</p>	
<p>County works with top ranking applicants to process CUP's and DA's</p>	<p>Application periods will vary based on complexity, environmental review and the Public Hearing process for applications.</p>	

Note: The dates in the above Calendar of Events are subject to amendment by the County if required as the process progresses.

### III. IMPLEMENTATION PROCESS

The County will have a multi-step process for issuing CUP's for Cannabis Microbusinesses.

#### A. STEP 1 - INTERESTED PARTIES PRE-REGISTRATION PROCESS

##### PRE-REGISTRATON FORMS

- Pre-registration forms will be available by January 30, 2019 online at <https://planning.rctlma.org/Cannabis.aspx>.
- Forms will be submitted by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org).
- Pre-registration forms will be collated by the County and based on the number of Interested Parties and geographic location Interested Parties Pre-Registrant Information Session(s) will be scheduled.
- Only those Pre-registered Interested Parties will be invited to continue to STEP 2.

#### B. STEP 2 - INTERESTED PARTIES INFORMATION SESSIONS

Interested Parties are strongly encouraged, but not required, to attend an Interested Parties Information Session.

##### THE INTERESTED PARTIES INFORMATION SESSION(S) WILL:

- Provide the County with an opportunity to present more detail about the RFP and Selection Process; and
- Provide an opportunity for Interested Parties to ask specific questions about the permitting process and requirements and request RFP clarification.

#### C. STEP 3 - RFP ADDENDUM (QUESTIONS & RESPONSE TO QUESTIONS)

Following the Interested Parties Information Session(s), interested parties have the opportunity to email to the County any questions of clarification regarding the RFP. Questions are required to be submitted by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org) by the due date for Written Questions specified in the Calendar of Events.

- The County will issue an RFP Addendum which will be posted on the County Cannabis website following the Interested Parties Information Session(s). The RFP Addendum will address all relevant questions:

- Raised in the Interested Parties Information Sessions; and
- Submitted by email to [CannPlanning@rivco.org](mailto:CannPlanning@rivco.org) by 5:00 p.m. on March 15, 2019.

#### **IV. PREPARATION OF PROPOSALS**

##### **A. PRIOR TO SUBMITTING A PROPOSAL**

Interested Parties should thoroughly read the following requirements of projects/applicants for such a permit. These requirements apply to all Cannabis Microbusiness Conditional Use Permits, pursuant to County Ordinance No. 348, as approved by the Board.

1. You must be a Pre-Registered Interested Party to submit an RFP to be considered for a County CUP.

**Interested Parties should review the following carefully:**

- The information regarding Commercial Cannabis in the County of Riverside provided on the County Cannabis webpage: <https://planning.rctlma.org/Cannabis.aspx>.
  - County Ordinance No. 348, as it relates to Commercial Cannabis Microbusinesses;
  - October 23, 2019 Staff Report to the Board of Supervisors and;
  - The required DRAFT Background Check Form
  - This RFP Packet
2. County CUP applicants must be able to obtain a State License for a Cannabis Microbusiness. See the California Cannabis Portal at <https://cannabis.ca.gov/licensing/> for specific State requirements;
  3. County CUP Applicants must enter into a negotiated Development Agreement (DA) with the County;
  4. County CUP applicants must be twenty-one (21) years of age or older;
  5. All Commercial Cannabis activities are subject to County inspections and

monitoring;

6. All Commercial Cannabis activity operators are subject to criminal background checks;
7. Permits for Commercial Cannabis Activities shall not be granted for operators with felony convictions, as specified in subdivision (c) of Section 667.5 of the Penal Code and subdivision (c) of Section 1192.7 of the Penal Code.
8. No conditional use permit shall be approved or conditionally approved unless the for Cannabis Cultivation lots with verified Cannabis related violations within the last 12 months, prior December 23, 2018, unless violations have been cleared all applicable fees have been paid.
9. Commercial Cannabis Microbusinesses are permitted in the following zones: C-1/C-P, C-P-S, I-P, M-SC, M-M and M-H except in the instance that a Cannabis Microbusiness Facility includes manufacturing uses where such Cannabis Microbusiness Facility is only allowed in the I-P, M-SC, M-M and M-H Zones.
10. Cannabis Microbusinesses that do not include Retail sales shall not be located within 600 feet from any Child Day Care Center, K-12 school, public park, or Youth Center. Distance shall be measured from the nearest point of the respective lot lines using a direct straight-line measurement. Cannabis Microbusiness Facilities that include a Cannabis retail competent shall not be located within 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center. Distance shall be measured from the nearest point of the respective lot.
11. Because this 1,000-foot location requirement may be modified with the approval of a Variance pursuant to Section 19.523 and Section 18.27 of Ordinance No. 348. State in the Proposal that the location is less than 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center measured from the nearest point of the respective lot lines using a direct straight-line measurement but is not less than 600 feet. In no case shall the distance be less than allowed by State law.
12. All RFP's shall be submitted in a sealed envelope utilizing the attached **"Commercial Cannabis Microbusiness RFP Response"**

## **B. PROPOSAL REQUIREMENTS**

The County is requesting that submitted Proposals contain the following information in the ensuing order. This information must be current. Reconfirm that any requested information submitted previously as part of the Interested Parties Form is still accurate. There are 12 categories that the County will evaluate in the Proposal. The County has assigned a maximum possible points that will use to score each section. This should help guide you in putting together the strongest possible submission. Read this document carefully to be sure you are meeting the requirements under each section. **Proposals shall be formatted pursuant to the following the 12 categories below. Address each question in the order given.**

1. Provide the Name(s) of the proposed Cannabis Microbusiness Owner(s) and Operator(s). (at least one of these names must have completed an Interested Parties Pre-Registration Form) and answer the following:
  - a. Describe the business and what activities you are proposing.
  - b. If Cultivation is include, what is the size of the proposed Cannabis Cultivation Canopy as defined in Ordinance 348?
  - c. If Retail Sales in included, are you proposing Storefront of non-Storefront Retail Sales?
  - d. Please include the estimated areas (square-feet) of all uses.
  
2. **Provide a Statement of Qualifications. Provide a Statement of Qualifications.** Describe the Cannabis Owner(s)/Operator(s) qualifications relative to the Proposal, including experience running businesses similar to the one proposed, including permitted Cannabis and/or non-Cannabis businesses. Provide verifiable, detailed descriptions and other background information for key individuals and owners of 20% or more of the business. Describe other resources, including financial resources, dedicated to implement this Proposal. **(Confidential)** (1 pages maximum for each owner/Operator)

**“Cannabis Owner** means any of the following:

- a. A person with an aggregate ownership interest of 20 percent or more in the Commercial Cannabis Activity for which a license or permit is being sought, unless the interest is solely a security, lien, or encumbrance
  
- b. The chief executive officer of a nonprofit or other entity
  
- c. A member of the board of directors of a nonprofit

- d. An individual who will be participating in the direction, control, or management of the person applying for a Commercial Cannabis Activity Conditional Use Permit or State license
3. **Provide Evidence of Secured Location for the Cannabis Business.** A real estate letter of intent (RELOI) to lease or buy from an authorized party, a lease, an option to lease or purchase and ownership are acceptable forms of control. Letters of interest of any kind are not acceptable. RELOIs, lease options and leases must clearly and specifically state that the RELOI, lease option or lease is for the type of establishment listed in the Proposal. **Verify that the RELOI, lease option or lease is for the minimum requirement of two years or longer. A month-to-month lease is not acceptable. Note that all Proposals that have been ranked to proceed with a CUP's application will be required to obtain notarized permission from the property owner.**

**Definition of Evidence of Site Control is as follows:**

Evidence that a location has been secured for a Cannabis Microbusiness for a minimum of two years as set forth in the RFP, including without limitation any of the following:

- a. Proof of Ownership: This is a deed that shows that title to the real property belongs to the applicant/Proposer.
- b. Real Estate Letter of Intent: A signed written term sheet, letter of intent, or exclusive negotiating agreement between two or more parties to sell, lease, or sublease property. This document will provide an outline of the terms of the proposed agreement. These terms can be further negotiated but must provide the basis for the proposed written agreement.
- c. Real Estate Purchase or Lease Option: This is a signed written agreement for the purchase or lease of a specific piece of real property. With this document, the proposed buyer or lessee gains the exclusive right to purchase or lease the property. Once a potential buyer or lessee has an option to buy or lease a property, the owner cannot sell or lease the property to anyone else during the term of the option. The potential buyer or lessee pays for this option for a specific time period.
- d. Purchase Agreement: This is a signed written agreement that a potential buyer will purchase a specific piece of property and the owner cannot sell to anyone else unless the terms of the agreement are not fulfilled.

- e. Lease Agreement: This is a signed written agreement that gives a lessee certain rights to use and occupy specific property for a specified period of time.
4. **Business Plan**. Provide a statement demonstrating the owner/operator(s) understanding and approach to running the proposed Cannabis Microbusiness and how that approach will integrate the business into the community in which it is located. (5 pages maximum)

**With as much detail as possible, the Business Plan should describe:**

- a. What uses will the Microbusiness be applying for? Microbusinesses must include at least (3) three of the required (4) four specific uses, including Commercial Cannabis Retail Sales, Commercial Cannabis Distribution (Distribution), Commercial Cannabis Manufacturing (Manufacturing), and/or Commercial Cannabis Cultivation (Cultivation).
- b. Size (square-feet) of proposed facility and size (square-feet) of each use
- c. Description of day-to-day operations
- d. State Licensing Requirements
- e. Hours of operation (must comply with Ordinance No. 348)
- f. Product/product types
- g. How the Microbusiness will conform to local and state law
- h. How cannabis and cannabis products will be tracked and monitored to prevent diversion
- i. Describe what methods and means the Microbusiness will take to ensure that the business is integrated into the community
- j. A schedule for beginning operation, once obtaining a County CUP and State License(s), including a narrative outlining any proposed construction and improvements.
- k. Business Plans shall include a schematic site plan that depicts the proposed lot with dimensions. (Site plans may utilize the Assessor's Parcel Map depiction for lot boundaries. Site plans shall be to scale and include:
  - I. Proposed Microbusiness building location
  - II. Parking areas
  - III. Driveways
  - IV. Adjacent uses



- I. **(Optional)** This section is voluntary. How the Microbusiness plans to address impairment issues relating to public use of Cannabis Products; and, Provision of educational initiatives and materials associated with the above impacts and related social concerns
  
- m. **(Optional) Local Hire Program:** This section is voluntary. Proposers could demonstrate a community commitment through local hiring. Proposers may provide a plan demonstrating how they would hire locally. In the business plan, the local hiring plan could address:
  - I. Minimum percentage of the business' employment base hired locally. For example, 90% of employees will be Riverside County residents or 60% to 90% of employees will be Riverside County residents. Points will be awarded accordingly
  - II. A recruitment plan for new hires, including outreach methods
  - III. The hourly wage of the lowest-paid employee
  - IV. Estimated number of employees in the first year, second year, third year, fourth year and fifth year
  - V. Describe any plans to train employees and promote lower-level employees
  - VI. Estimated number of full-time and part-time positions in years one through five  
**(1 page maximum)**
  
- n. **(Optional) Local ownership:** This section is voluntary. More than 50% ownership of the business is by a minimum three-year resident(s) or business owner(s) constitutes local ownership. Maximum points will be awarded for 100% local ownership. The local owners must provide verifiable information regarding the number of years each owner has lived in, and/or owned a business in, Riverside County. If you meet one or both of these standards, specify who each local owner is and how they meet the criteria. (Names are confidential, the composition of how the ownership meets the criteria is not.) Provide verifiable information such as business license information, property tax bills, business name(s) and address(s), and

the number of years each owner has lived in and or owned a business(s) in Riverside County.

I. Make a Statement to the fact if:

- More than 50% of the business owned by a minimum three-year Riverside County resident(s) and/or business owner(s)? **OR**
  - More than 75% of the business owned by a minimum three-year Riverside County resident(s) and/or business owner(s)? **OR**
  - More 100% of the business owned by a minimum three-year Riverside County resident(s) and/or business owner(s)?
- o. **(Optional) Labor:** This section is voluntary. The Business Plan may include a section discussing how the Microbusiness will commit to competitive compensation in comparison to other mainstream commercial businesses. The Microbusiness's commitment will be confirmed during annual permit renewal process and be included in an ensuing DA. Points will be awarded to Proposals that include:
- I. A commitment that the Retailer will have an average pay rate for mid-level and management positions of at least 25% more than the median local income for similar positions in other mainstream businesses **OR**
  - II. A commitment that the Retailer will have an average pay rate for mid-level and management positions of at least 10% more than the median local income for similar positions in other mainstream businesses;
  - III. A commitment that the Retailer will set base wages that exceed the minimum wage by at least \$2.00/hr.
  - IV. A commitment that the Retailer will enter into a "labor peace agreement" at 20 or more non-management employees.
- p. Describe the Cannabis Microbusiness Owners' and/or Operator's involvement in community/non-profit organizations in the County of Riverside. (1 page maximum)

**5. Provide a Statement Confirming that the Cannabis Microbusiness lot location is outside of the minimum setbacks for sensitive uses pursuant to Ordinance No. 348.**

List the address and Assessor's Parcel Number (APN) of the proposed Microbusiness site. State, to the best of your knowledge, that the lot location secured for your Microbusiness Cannabis business is:

- a. Not located within 600 feet from any Child Day Care Center, K-12 school, public park, or Youth Center. Distance shall be measured from the nearest point of the respective lot lines using a direct straight-line measurement **OR**
- b. The proposed microbusiness includes Retail Sales and shall not be located within 600 feet from any Child Day Care Center, K-12 school, public park, or Youth Center. Distance shall be measured from the nearest point of the respective lot lines using a direct straight-line measurement **OR**
- c. Because this this location requirement may be modified with the approval of a variance pursuant to Section 18.27 of Ordinance No. 348. State that the location is less than 1,000 feet from any Child Day Care Center, K-12 school, public park, or Youth Center measured from the nearest point of the respective lot lines using a direct straight-line measurement but is not less than 600 feet. In no case shall the distance be less than allowed by State law.

I. If the above applies, state that it is understood that a Variance for location setbacks will be required.

**6. Provide a Statement confirming that the proposed Cannabis Microbusiness lot exhibits a zone that allows Cannabis Microbusiness Activities pursuant to Ordinance No. 348.**

- a. Cannabis Microbusiness Facilities are allowed in the following zones pursuant to Section 19.522 of ordinance No. 348, and the issuance of a CUP: C-1/C-P, C-P-S, I-P, M-SC, M-M and M-H. Except in the instance that a Cannabis Microbusiness Facility includes manufacturing uses where such Cannabis Microbusiness Facility is only allowed in the I-P, M-SC, M-M and M-H zones; **OR**
- b. For properties not located in the above mentioned zones; to be considered for a CUP for a Cannabis Microbusiness the submitted Proposal must include the acknowledgement that:

- i. A Change of Zone (CZ) will be required,
  - ii. What proposed zone the proponent would seek; and
  - iii. Make an acknowledgment that the CZ must be changed to a zone that is compatible with the County's General Plan.
  
7. **Prior Enforcement Actions.** A detailed description of any enforcement actions or proceedings brought by law enforcement or code enforcement against the proposed owner or operator in relation to the past or current business undertakings of the owner or operator. If no history of enforcement action exists, make a statement to that effect.
  
8. **Neighborhood Compatibility Plan.** For the proposed location, your Proposal shall address how the Microbusiness, including its exterior areas and surrounding public areas, will be managed, so as to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community. Neighborhood outreach is encouraged. If you have conducted neighborhood outreach, provide a record of that outreach and a record of any neighbor feedback. If concerns have been expressed, indicate how you plan to address those.
  
9. **Preliminary Safety and Security Plan.** For the proposed location, your Proposal shall include:
  - a. **A preliminary safety plan.** This plan should describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place. An appropriate plan will have considered all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation.
  
  - b. **A preliminary Security Plan.** This plan shall include a description of security measures and a proposed schematic (floor plan) of the overall facility. **The included floor plan shall depict sales areas, cultivation areas, distribution storage areas, manufacturing areas, all as applicable, all areas open to the public and/or employees, including restrooms and areas to secure Cannabis and Cannabis Products.** The Security Plan shall have details on operational security, including but not limited to general security policies for the facility. In

particular, security plans should:

- I. Describe the Microbusiness' overall approach to operational safety as it relates to employees, customers, businesses, and the community. Security plan inclusions shall be applicable to a Microbusiness facility and shall be consistent with the requirements of Section 19.505.N of Ordinance No. 348.

**SECURITY PLANS WILL NOT BE MADE PUBLIC**

10. **Enhanced Product Safety.** The application should state how the Microbusiness will ensure enhanced consumer safety, including as required by State law or County Ordinance No. 348.
11. **Environmental Benefits.** The Proposal should describe any proposed "green" Business Management Practices (BMP's) relating to energy and climate, water conservation, and materials and waste management. If no BMP's are proposed; make a statement to that effect.
12. **Additional Public Benefits.** Per Board Policy B-9, the Proposal shall describe proposed Additional Public Benefits that the Microbusiness would provide to the local community, such as, but not limited to, quantifiable employment for residents of the County, community contributions, funding for infrastructure, funding for additional Sheriff patrols, community clean-up or beautification programs, or economic incentives to the County. Examples of Additional Public Benefits could include, but are not limited to, supporting or funding community programs, employment and job training programs, local substance abuse, cannabis youth education, or domestic violence programs, or other activities that benefit the residents of the County. The County is interested in a business that can offer ongoing community benefits (including phased infrastructure improvements) and that can address the needs of the community as determined by the community. Additional Public Benefits should be quantifiable, and should identify whether the benefits offered will create any burdens on County resources. Said Additional Public Benefits shall be in addition to any mitigation or development impact fees required to be paid for the commercial cannabis activity under state law and County ordinances.

**Please Note:**

The County asks that Proposers make best efforts to provide all of the information requested above. A Proposal which does not include some of the requested information, or does not include significant details in relation of some of that information, may be eliminated from consideration during the initial County completeness Review (**STEP 5** of the Implementation process), at the sole, and complete discretion of the County.

Any business not meeting the minimum requirements will be notified and eliminated from the RFP process. The County will refund 50% of the RFP review payment. Proposals meeting the Minimum Requirements will be listed on the County's website.

Following the County Evaluation & Scoring of Proposals Period (**STEP 6**), the 19 top-rated Proposal Proposers, will be notified that they have been ranked in the top 19; awarding them the right to apply for a CUP. The Proposers must apply for a CUP within 120 days from the day that the rankings list is filed with the Board. Once the category is filled, the remaining businesses will be placed on a waiting list that will be valid for one year. If an awardee is unable to submit an application for a CUP within the proposed schedule within 120 days, the next ranked Proposal on the list will qualify and the Proposers will be given the opportunity to apply for a CUP.

#### **IV. SUBMITTAL OF PROPOSALS**

##### **A. **STEP 4** - SUBMITTING A PROPOSAL**

**Five (5) copies of your Proposal, one electronic PDF and RFP review payment shall be received in a sealed envelope labeled "Commercial Cannabis Microbusiness RFP Response" addressed to the attention of TLMA – Planning Department – 4080 Lemon Street, Riverside CA 92501 – by 4:00 p.m. (Pacific Standard Time), on Friday, April 12, 2019. Proposals not received by this date and time will not be considered.**

#### **VI. EVALUATION PROCESS**

Proposals must fully address the Proposal requirements in Section IV above and the evaluation criteria and scoring rubric in VII below, as well as contain complete submittals, references and data to verify qualifications. Proposals without sufficient data to provide a complete evaluation will be considered non-responsive.

All Proposals will be reviewed for compliance with requirements including documented capability to operate a cannabis business in a satisfactory manner. Proposals will be evaluated in accordance with the criteria in section VII below.

In the event of a tied score, the final slot shall be chosen by a computer-generated random means at the discretion of the TLMA Director.

Awards will be made to the Proposers offering the most advantageous Proposals after consideration of the evaluation criteria set forth below. The County will make an award in the best interests of the County after all Proposals have been evaluated.

**VII. EVALUATION CRITERIA**

**A. STEP 5 - MINIMUM REQUIREMENTS FOR A PROPOSAL TO BE CONSIDERED 'COMPLETE'**

**If a Proposal fails ANY of the below criteria the Proposal will be excluded from consideration and a 50% deposit will be returned to the Proposers.**

Interested Parties Pre-registration was submitted for at least one name provided in Proposal on or before the February 15, 2019 deadline	Pass/Fail
RFP review payment of \$5,500 + \$300/each Operator paid on or before the April 12, 2019, 4:00pm deadline to submit Proposals	Pass/Fail
Evidence of a secured proposed location for the cannabis business was provided	Pass/Fail
Proposed location is a property that exhibits a Zone that will allow for Cannabis Microbusiness Activities. If the location's zone does not allow for Cannabis Microbusiness Activities, a statement acknowledging the intent to file a Change of Zone, should the Proposer be selected to apply for a CUP	Pass/Fail
Proposed location is outside of a 600-foot Cannabis buffer zone for sensitive uses, for Microbusinesses that do not include Retail Sales' For Microbusinesses that include Retail Sales (less than 1,000-feet but greater than 600-feet, acknowledgment of a required Variance has been included)	Pass/Fail
Proposal includes all Required Information per Section IV.A. PROPOSAL REQUIREMENTS (Items 1-12, excluding optional items)	Pass/Fail

**B. STEP 6 - SCORING FOR PROPOSAL RANKING**

The table below is a scoring rubric to evaluate Proposals received in response to the RFP. The responses will be scored on a point scale. The Proposal must receive a minimum of 70% (280 points) of the total possible points to proceed to be considered for ranking. **If any category scores less than 50% (except strictly OR categories) the Proposal will not be considered for top ranking, regardless of the overall points scored on the Proposal.** The maximum points available is 400.

Operator(s) do not pass a Criminal background Check pursuant to Section 19.505.G.2 and 3 of Ordinance No. 348 will be eliminated from the Proposal process subsequent to the initial County completeness review and are not subject to a refund of RFP review payments.	Pass/Fail
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**CANNABIS MICROBUSINESS – RFP  
EVALUATION / SCORING WORKSHEET**

The zero to 100% credit scale range for the 1-12 categories is defined as follows		
0	Not Acceptable	Non-responsive, fails to meet RFP specification. If any mandatory required area receives this score it will result in disqualification of Proposal.
20% credit	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, did not achieve the objectives per the specifications in the RFP. If any mandatory required area receives this score it will result in disqualification of Proposal.
40% credit	Fair	Has reasonably addressed the objectives of the RFP, however, some objectives may not be met. If any mandatory required area receives this score it will result in disqualification of Proposal.
60% credit	Average	Basically acceptable, achieves most objectives in a reasonable fashion per RFP specifications.
80% credit	Above Average/Good	Better than that which is average or expected as the norm. Achieves all objectives per RFP requirements for the area and expectations.
100% credit	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Has achieved most or all objectives and meets or exceeds RFP specifications.

*For categories with less than 5 point values –  
points will be awarded at 50% or 100% values based on quality of response*

ITEM	Points Awarded	Points Possible	Total Points Possible
<b>1. Proposer/Organization Name:</b> _____ <b>Project's Name/Location:</b> _____ <b>Projects APN</b> _____ <b>Proposal Category:</b> <b>Is consistent with the required format – items 1-12</b> <b>Included Activities Proposed</b> <b>Included canopy size, if Cultivation is proposed</b> <b>Included type &amp; size of all cannabis Activities proposed</b>		10	10

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Commercial Cannabis Microbusinesses

<p><b>2. Does the Proposal describe the Cannabis Owner(s)/Operator(s) qualifications relative to the Proposal, including experience running businesses similar to the one proposed, including permitted cannabis and/or non-cannabis businesses and overall qualifications to run the type of cannabis business for which it is seeking a CUP</b></p>		10	30	
<p>Does the Proposal provided a detailed description of the company's and/or Operator's experience in operating the same or similar type business?</p>		5		
<p>Does the Proposal provided information that demonstrates the means and skills for operating the proposed business?</p>		5		
<p>Does the Proposal demonstrate via factual information, practical and theoretical experience and the knowledge to run the proposed business?</p>		5		
<p>Does the Proposal demonstrated that it has the overall qualifications and breadth of knowledge for running the proposed business?</p>		5		
<p><b>3. Does the Proposal provide evidence of secured location for the Cannabis Business? A real estate letter of intent (RELOI) to lease or buy from an authorized party, a lease, an option to lease or purchase and ownership are acceptable forms of control.</b></p>				
<p><b>Proof of Ownership:</b> Does the Proposal include proof of ownership of the subject Cannabis Microbusiness lot? <b>OR</b></p>		15	15	
<p><b>Real Estate Letter of Intent:</b> Does the Proposal include a signed written term sheet, letter of intent, or exclusive negotiating agreement between two or more parties to sell, lease, or sublease property? <b>OR</b></p>		5		
<p><b>Real Estate Purchase or Lease Option:</b> Does the Proposal include a signed written agreement for the purchase or lease of a specific piece of real property? <b>OR</b></p>		5		
<p><b>Purchase Agreement:</b> Does the Proposal include a signed written agreement that a potential buyer will purchase a specific piece of property where the owner cannot sell to anyone else unless the terms of the agreement are not fulfilled? <b>OR</b></p>		10		
<p><b>Lease Agreement:</b> Does the Proposal include a signed written agreement that gives a lessee certain rights to use and occupy specific property for a specified period of time? <b>OR</b></p>		5		
<p><b>4. Business Plan – Does the Proposal include a Business Plan, including a description of the owner/operator(s) understanding of, and approach to, running the cannabis business?</b></p>				
<p>Does the Proposal provided a full description of the proposed business and demonstrating how it will operate its business? This shall include a description of day-to-day operations including proposed size of facility, hours of operations, staffing levels, products/product types, how the Microbusiness Operator will conform to local and state law, how cannabis and cannabis products will be tracked and State licensing requirements.</p>		10	35	
		5		

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Commercial Cannabis Microbusinesses

A schedule for beginning operation, once obtaining a County CUP and State License(s), including a narrative outlining any proposed construction and improvements.		5	
Does the Proposal described what methods and means it will take to ensure that the business is integrated into the community?		10	
Does the Proposal include a schematic site plan		5	
<b>(optional)</b> Does the Proposal include methods or plans to address impairment issues relating to use of Cannabis Products and provisions of educational initiatives and materials associated with these impacts?		10	10
<b>Local Hiring Program (optional)</b>			
<b>(optional)</b> Does the Proposal include a plan for local hiring?		5	25
If a local hire program is proposed, does it contain a viable local hire recruitment plan, including outreach methods?		5	
If a local hire program is proposed, does it estimate the number of potential local employees in the first through fifth years?		5	
Does the Proposal include a commitment that 90% of the Microbusiness's employees will be Riverside County residents?		10	
<b>Local Ownership Program (optional)</b>			
Is more than 50% of the business owned by a minimum three-year Riverside County resident(s) and/or business owner(s)? <b>OR</b>		5	30
Is more than 75% of the business owned by a minimum three-year Riverside resident(s) and/or business owner(s)? <b>OR</b>		10	
Is 100% of the business owned by a minimum three-year Riverside resident(s) and/or business owner(s)?		20	
Has the Proposal adequately described its overall approach to operational safety as it relates to employees, customers, businesses, and the community?		5	
Does the Proposer (Owner/Operator) have prior involvement in community/non-profit organizations in the County of Riverside?		5	
<b>Labor (optional)</b>			
Does the Proposal indicate that the Retailer will have an average pay rate for mid-level and management positions of at least 25% more than the median local income for similar positions in other mainstream businesses? <b>OR</b>		10	20
Does the Proposal indicate that the Retailer will have an average pay rate for entry and mid-level positions of at least 20% more than the median local income for similar positions in other mainstream businesses?		5	

Riverside County TLMA Request for Proposals  
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Does the Proposal state that base wages of the Retailer will exceed the minimum wage by at least \$2.00/hr.		5	
Does the Proposal state that the Microbusiness will enter onto a "labor peace agreement" at 20 or more non-management employees?		5	
<b>5. Does the Proposal include a statement confirming that the proposed Microbusiness lot is outside of the minimum setbacks for sensitive uses pursuant to Ord. No. 348?</b>		15	15
<b>OR</b> Does the proposed Microbusiness lot require a Variance, allowing a setback to sensitive uses that is less than 1,000-feet but greater than 600-feet measured from the nearest point of the subject lot lines using a direct straight line measurement.		5	
<b>6. Does the Proposal include a statement confirming that the proposed lot Microbusiness lot exhibit a zone that allows Cannabis Microbusinesses pursuant to Ordinance No. 348?</b>		15	15
<b>OR</b> If the proposed Retailer lot does not exhibit a zone that allows Cannabis Microbusinesses pursuant to Ordinance No. 348? Does the Proposal include a statement confirming that fact and acknowledgment per RFP Requirements, Section 6?		5	
<b>7. Does the Proposal include a detailed description of any enforcement actions or proceedings brought by law enforcement or code enforcement against the proposed owner or operator in relation to the past or current business undertakings of the owner or operator?</b>		10	10
<b>OR</b> If no history of enforcement action exists, does the Proposal include a statement to that effect?		10	
<b>8. Does the Proposal include a Neighborhood Compatibility Plan?</b>		10	45
For the proposed location, does the Proposal address how the Microbusiness, including its exterior areas and surrounding public areas, will be managed, so as to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community?		15	
Does the Proposal include details regarding neighborhood outreach that the Proposer conducted and does the Proposal provide a record of that outreach and a record of any neighbor feedback and the Microbusiness plans to address those concerns?		20	
<b>9. Does the Proposal include a Safety Plan?</b>		5	15
Does the Proposal describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place?		5	
Does the Proposal describe both written and physical mechanisms planned for all possible fire, hazardous material, and inhalation issues?		5	

Riverside County TLMA Request for Proposals  
Commercial Cannabis Microbusinesses

Does the Proposal include a Security Plan that includes a description of security measures and a proposed schematic (floor plan) of the overall facility? Does The included floor plan depict sales areas, cultivation, distribution areas, manufacturing areas, as applicable, all areas open to the public, including restrooms and areas to secure Cannabis and Cannabis Products when not on the sales floor? If the Proposal is for a Delivery only component Retail Cannabis Sales, Sales floor areas may be omitted, but all included Activities areas shall be reflected.		10	50
Does the Proposal include details on operational security, including but not limited to general security policies for the facility?		5	
Does the Proposal Describe the Microbusiness's overall approach to operational safety as it relates to employees, customers, businesses, and the community?		5	
Does the included floor plan depict sales areas, all areas open to the public and employees, including restrooms and areas to secure Cannabis and Cannabis Products when not on the sales floor, if this Proposal includes Retail Sales, a non-storefront or storefront – does the Proposal address security related to employees and visitors and/or the public?		5	
Are Security plan inclusions applicable to the type of facility proposed and consistent with the requirements of Section 19.505.N of Ordinance No. 348?		25	
<b>10. Does the Proposal include a product safety discussion?</b>		5	5
<b>11. Does the Proposal include a discussion and plan for any proposed "green" Business Management Practices (BMP's) relating to energy and climate, water conservation, and materials and waste management.</b>		10	10
<b>OR If no BMP's are proposed; make a statement to that effect.</b>		2	
<b>12. Does the Proposal include a proposed Additional Public Benefit?</b>		20	60
Is the included Additional Public Benefit Quantifiable?		10	
Is the included Additional Public Benefit on-going or does the Proposal identify a public improvement that would be phased over time?		10	
Will the included Additional Public Benefit address needs of the applicable community?		20	
<b>Total Maximum Points</b>			<b>400</b>