



RIVERSIDE COUNTY TRANSPORTATION &
LAND MANAGEMENT AGENCY
PLANNING DEPARTMENT



REQUEST FOR PROPOSALS
For
COMMERCIAL CANNABIS RETAILERS
Addendum

~~January 29, 2019~~

March 20, 2019

Seven (7) ~~Five (5)~~ Copies of
Response to the Request for Proposals **(Proposal)**,
1 (one) electronic PDF, **1 (one) Completed RFP Application, Appropriate**
number of background check forms & RFP Response payment

Due By:

By April 12, 2019 at 4:00 p.m.

At 4080 Lemon Street, 9th Floor
Riverside, CA 92501

or

77-588 El Duna Court, Ste. H
Palm Desert, CA 92211

Responses must be hand delivered with appropriate payment

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

TABLE OF CONTENTS	Page
I. <u>PERMIT CONSIDERATION IMPLEMENTATION PROCESS</u>	3
A. INTENT	
B. BACKGROUND	
II. <u>SCHEDULE</u>	6
III. <u>IMPLEMENTATION PROCESS</u>	8
A. STEP 1 - INTERESTED PARTIES PRE-REGISTRATION PROCESS	
B. STEP 2 - INTERESTED PARTIES INFORMATION SESSIONS	
C. STEP 3 - RFP ADDENDUM (QUESTIONS & RESPONSE TO QUESTIONS)	
IV. <u>PREPARATION OF PROPOSALS</u>	9
A. PRIOR TO SUBMITTING A PROPOSAL	
B. PROPOSAL REQUIREMENTS	
V. <u>SUBMITTAL OF PROPOSALS</u>	18
A. STEP 4 - SUBMITTING A PROPOSAL	
VI. <u>EVALUATION PROCESS</u>	18
VII. <u>EVALUATION CRITERIA</u>	18
A. STEP 5 - MINIMUM REQUIREMENTS FOR A PROPOSAL TO BE CONSIDERED 'COMPLETE'	
B. STEP 6 - SCORING FOR PROPOSAL RANKING	
C. STEP 7 - RANKING	
VIII. <u>SUBMITTAL INSTRUCTIONS</u>	25
IX. <u>QUESTIONS</u>	25
X. <u>APPEAL PROCEDURE</u>	26

XI. ADDITIONAL TERMS AND CONDITIONS 27

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 Retail Sales. This indicates your desire to apply for a Riverside County Cannabis Retailer Conditional Use Permit ("Permit") pursuant to Section 19.518 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 Retail Sales. 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 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) and a State Cannabis License must be obtained prior to commencement of operation as a Cannabis Retailer.

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

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

Distribution means Commercial Cannabis Distribution
Manufacturing means Commercial Cannabis Manufacturing
Cultivation means Commercial Cannabis Cultivation
Cannabis Owner means any of the following: <ol style="list-style-type: none"> 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. 2. The chief executive officer of a nonprofit or other entity. 3. A member of the board of directors of a nonprofit. 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.
Commercial Cannabis Activity 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.
Property Owner 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 Retailers (Retailers) through a Request for Proposals (RFP) process. Retailers could include Commercial Cannabis Microbusinesses (Microbusiness) if retail sales is included as one of the required three 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 Conditional Use Permit (CUP). The successful Proposers will have an opportunity to apply for CUP once the Proposal process has concluded.

Retailer CUP's may include other permitted activities, including Commercial Cannabis Distribution (Distribution), Commercial Cannabis Manufacturing (Manufacturing), Commercial Cannabis Delivery (Delivery) and with a Microbusiness Proposal, Commercial Cannabis Cultivation (Cultivation).

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	
STEP 1 Interested Parties Pre-Registration Window opens	from January 30, 2019 through February 15,	forms available at https://planning.rctlma.org/Cannabis.aspx
<ul style="list-style-type: none"> • Staff reviews and collates submitted Interested Parties Pre-registration Forms. • Staff coordinates Interested Parties Information Session(s) 	February 18, 2019 through February 22, 2019	
STEP 2 Interested Parties Information Session #1	February 25, 2019 through March 08, 2019	<i>at actual days & 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 & times to be determined - Locations to be determined</i>
STEP 3 Interested Parties submit questions to the County by email	by 5:00 p.m. on March 15, 2019	to: CannPlanning@rivco.org
County posts RFP addendum (Response to Questions)	by 5:00 p.m. on March 20, 2019	at: https://planning.rctlma.org/Cannabis.aspx
STEP 4 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 th Floor. Riverside, CA 92501 <u>or</u> <u>77-588 El Duna Court, Ste. H Palm Desert, CA 92211</u>
STEP 5 County Completeness Evaluation Period	April 12, 2019 through April 19, 2019	

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
STEP 6 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
STEP 7 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 shown for STEPS 5, 6 & 7 are subject to amendment by the County if required as needed, dependent on the number of proposals submitted to the County ~~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**

COMPLETED

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.
- 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**

COMPLETED

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)**

COMPLETED

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 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 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;
 - The required DRAFT Background Check Form and;
 - 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. For all Responses to the RFP all Commercial Cannabis Activity owners/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~~ on a lot with a verified Cannabis related violation(s) or any Code Violation(s) ~~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, storefront with delivery- or non-storefront facility?
- b. What is the size of the proposed Cannabis Retail facility?

(One (1) page maximum & Included on RFP Information Form)

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)~~ (Verifiable background information, resumes, letters of reference, etc. may be included but total pages may be no more than 3 pages per 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 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, or
- 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, or
- 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, or
- 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, or
- 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.

(Number of pages will vary but are limited to one of the above a-e)

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 Ten (10) pages maximum = nine (9) pages for discussion and one (1) page for site plan**)

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 **for all proposed uses**
- 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 Ordinance No. 348 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 (site plans no larger than 11"x17" paper size) 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
 - V. Landscape areas
 - VI. All existing/proposed building and uses of those buildings
- 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. **(1 page maximum)**
- 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)?

(1 page maximum)

- 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**

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;

- II. A commitment that the Retailer will set base wages that exceed the minimum wage by at least \$2.00/hr.

- III. A commitment that the Retailer will enter into a "labor peace agreement" at 20 or more non-management employees.

(1 page maximum for all items I through IV)

- 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 and justification for a variance. For instance, what makes this property unique and sets it apart from other similar uses that require the 1,000-foot separation.

(1 page maximum)

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. How the proposed zone is compatible with the surrounding area and why it is appropriate to change the zone, and

iv. Make an acknowledgment that the CZ must be changed to a zone that is compatible with the County's General Plan

(2 pages maximum)

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 **or property** 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. (2 pages maximum)
 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. (5 pages maximum)
 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 pages maximum = nine (9) pgs. for discussion and one (1) page for floor plan)

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. **(1 page maximum)**
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. **(1 page maximum)**
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. **(1 page maximum)**

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)~~ **Seven (7) identical copies and one (1) identical electronic PDF copy of your Proposal and applicable number of completed background check forms** shall be received in a sealed envelope labeled “Commercial Cannabis Cultivation RFP Response”, **on or before 4:00 p.m. (Pacific Standard Time), Friday April 12, 2019**, addressed to the attention of:

TLMA – Planning Department

4080 Lemon Street, Riverside CA 92501, 9th Floor

or

77-588 El Duna Court, Ste. H Palm Desert, CA 92211

The applicable RFP Review Payment and the RFP Response Form shall accompany the submittal but shall not be enclosed within the sealed envelope. Proposals not received by this date on or before 4:00 p.m. (Pacific Standard Time), Friday April 12, 2019 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, <u>and an explanation of why that zone should be changed.</u> the Proposer be selected to apply for a CUP <u>Did the proposal include a discussion regarding the consistency of the proposed zone with the General Plan?</u>	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). <u>Is the proposed location within 500-feet of a smoke shop or similar facility?</u>	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 based on the quality of responses. The Proposal must receive a minimum of 70% (~~280~~ 220.5 points) of the total possible required points to proceed to be considered for ranking. **If any of the 12 required categories 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 (required + optional) is 400.

<u>Owners/</u> 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

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
1. Proposer/Organization Name: _____ Project's Name/Location: _____ Project's APN _____ Proposal Category: _____ Is consistent with the required format – items 1-12 Included type of Retail Sales Facility – storefront, storefront w/delivery or non-storefront (1 pg. maximum)		10	10
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 (3 pgs. maximum per each owner/operator)		10	30
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?		5	
Does the Proposal provided information that demonstrates the means and skills for operating the proposed business?		5	
Does the Proposal demonstrate via factual information, practical and theoretical experience and the knowledge to run the proposed business?		5	
Does the Proposal demonstrated that it has the overall qualifications and breadth of knowledge for running the proposed business?		5	
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. (Pgs. as needed for <u>one</u> item a-e)			15
a. Proof of Ownership: Does the Proposal include proof of ownership of the subject Cannabis Retail Sales lot? OR		15	
b. Real Estate Letter of Intent: 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? OR		5	
c. Real Estate Purchase or Lease Option: Does the Proposal include a signed written agreement for the purchase or lease of a specific piece of real property. OR		5	
d. Purchase Agreement: 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. OR		10	

e. Lease Agreement: 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. OR		5	
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? (10 pgs. maximum)		10	35
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.		5	
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	
(optional) 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? (1 pg. maximum)		10	10
Local Hiring Program (optional) – (1 pg. maximum)			
(optional) 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	
Local Ownership Program (optional) – (1 pg. maximum)			
Is more than 50% of the business owned by minimum a three-year Riverside County resident(s) and/or business owner(s)? OR		5	30
Is more than 75% of the business owned by a minimum three-year Riverside resident(s) and/or business owner(s)? OR		10	
Is 100% of the business owned by a minimum three-year Riverside resident(s) and/or business owner(s)?		20	

<p>Has the Proposal adequately described its overall approach to operational safety as it relates to employees, customers, businesses, and the community?</p> <p>Has the Proposal adequately described its overall approach to operations as they relates to employees?</p>		5	
Does the Proposer (Owner/Operator) have prior involvement in community/non-profit organizations in the County of Riverside?		5	
Labor (optional) – (1 pg. maximum)			
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? OR		10	
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	20
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	
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? – (1 pg. maximum)		15	
OR 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. Does the proposal give justification for a variance?		5	15
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?		15	
OR 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? Does the proposal include a discussion on how the proposed zone is compatible with the surrounding area & why it is appropriate to change the zone? – (2 pgs. maximum for one of the above)		5	15

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 <u>or property</u> in relation to the past or current business undertakings of the owner or operator? (2 pgs. maximum)		10	10
OR If no history of enforcement action exists, does the Proposal include a statement to that effect?		10	
8. Does the Proposal include a Neighborhood Compatibility Plan? (5 pgs. maximum)		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	
9. Does the Proposal include a Safety Plan?		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	
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	
10 pages maximum for Safety plan + Security plan combined			

10. Does the Proposal include a product safety discussion? – (1 pg. max.)		5	5
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. (1 pg. maximum)		10	10
OR If no BMP’s are proposed; make a statement to that effect.		2	
12. Does the Proposal include a proposed Additional Public Benefit? (1 pg. maximum)		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	
Total Maximum Points Minimum points required = 220.5			400

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, 9th 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.~~

Seven (7) identical copies and one (1) identical electronic PDF copy of your Proposal and applicable number of completed background check forms shall be received in a sealed envelope labeled “Commercial Cannabis Retailer RFP Response”, on or before 4:00 p.m. (Pacific Standard Time), Friday April 12, 2019, addressed to the attention of:

TLMA – Planning Department
4080 Lemon Street, Riverside CA 92501, 9th Floor
or
77-588 El Duna Court, Ste. H Palm Desert, CA 92211

The applicable RFP Review Payment and the RFP Information Form shall accompany the submittal but shall not be enclosed within the sealed envelope. Proposals not received by this date and time will not be considered.

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

COMPLETE - Question and Answers included as Attachment 5.

All inquiries to the County in any manner whatsoever related to this RFP must be directed in writing by email to 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) emailed to all proposers. 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, 14th Floor
Riverside, CA 92501

or

Riverside County TLMA
77-588 El Duna Court, Ste. H
Palm Desert, CA 92211

If emailed, to 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. Background Check Form – One form must be completed by each owner/operator
2. Commercial Cannabis – Request for Proposals ("RFP) Response Form
3. RFP Checklist – For applicant's use only
4. Suggestions for Additional Public Benefits
5. Questions and Answers – March 5th – March 15th

Attachment 1

Background Check Form

One form must be completed by each owner/operator



County of Riverside

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

CANNABIS BUSINESS EMPLOYEE/OWNER BACKGROUND APPLICATION

CANNABIS BUSINESS INFORMATION							
CANNABIS BUSINESS NAME				IN THE BUSINESS, ARE YOU AN: (CHOOSE ONE) <div style="display: flex; justify-content: space-around;"> Owner/Principal Employee </div>			
APPLICANT INFORMATION							
Social Security Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	LAST NAME ON SOCIAL SECURITY CARD <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	FIRST NAME ON SOCIAL SECURITY CARD <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	MIDDLE NAME ON SOCIAL SECURITY CARD <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	LAST NAME ON DRIVER'S LICENSE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	FIRST NAME ON DRIVER'S LICENSE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	MIDDLE NAME ON DRIVER'S LICENSE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Driver's License #/State <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
A copy of applicant's driver's license & Social Security Card is required to be attached to this application							
SEX Male Female	AGE	DATE OF BIRTH	RACE	HEIGHT	WEIGHT	HAIR	EYES
LIST YOUR CURRENT HOME ADDRESS, CITY, ZIP CODE (NO P.O. BOXES ALLOWED)						CELL PHONE #	
LIST ANY OTHER NAMES YOU HAVE EVER USED (Maiden, Married, Nicknames, etc.)				BIRTH COUNTRY/STATE		LANGUAGES SPOKEN	
CRIMINAL HISTORY							
<u>List all arrests or convictions other than infractions for traffic violations.</u>							
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.)				
4	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.)			
5	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	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				
<p>To Whom It May Concern:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>				
APPLICANT SIGNATURE		APPLICANT NAME (PRINT)	DATE	

Attachment 2

Commercial Cannabis
Request for Proposals ("RFP) Response Form



Charissa Leach, P.E
Assistant TLMA Director

RIVERSIDE COUNTY PLANNING DEPARTMENT

Commercial Cannabis – Request for Proposal (“RFP”) Response Form

PLEASE DO NOT ENCLOSE THIS DOCUMENT IN SEALED ENVELOPE

(For all Commercial Cannabis Cultivation, Retail, or Microbusiness uses)

Case No. _____ (*To be completed by County staff)

**INCOMPLETE, LATE, OR UNPAID RFP RESPONSE PACKAGES WILL NOT BE CONSIDERED*

RESPONDER INFORMATION:

Applicant or Business Name: _____

Primary Contact Person: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Phone No: (____) _____

Property Owner Name: _____

Primary Contact Person: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Phone No: (____) _____

PROJECT SITE INFORMATION:

Assessor's Parcel Number(s): _____

Address: _____

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”

Commerical Cannabis – Request for Proposal (“RFP”) Response Form

RFP PROPOSAL:

Provide a brief project description, including the proposed cannabis use and State license type:

RFP SUBMITTAL REQUIREMENTS:

Provide seven (7) separate printed copies of the entire RFP response package, one (1) electronic PDF copy, and the appropriate RFP payment. Response packages shall be submitted in a sealed envelope labeled “**Cannabis RFP**” and may be submitted to the Riverside or Desert offices. The RFP submittal deadline is: **4:00 p.m. (Pacific Standard Time), Friday, April 12, 2019.**

***RFP response packages not received by this date and time will not be considered.**

****Provide a copy of the Interested Party Form email, verifying that your form was submitted within the required timeframe.**

RFP Payment:

RFP response package submittal = **\$5,500.00** (Flat payment)

Each Commercial Cannabis Business Owner/Operator = **\$300.00** (Flat payment)

A **Commercial Cannabis Business Owner/Operator** is any of the following:

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.
2. The chief executive officer of a nonprofit or other entity.
3. A member of the board of directors of a nonprofit.
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.

Printed Name of Applicant

Signature of Applicant

Attachment 3

RFP Checklist – For applicant's use only



Charissa Leach, P.E
Assistant TLMA Director

RIVERSIDE COUNTY PLANNING DEPARTMENT

Commercial Cannabis – Request for Proposal (“RFP”) Checklist Form

In conjunction with the **Commercial Cannabis – Request for Proposal (“RFP”) Response Form**, AND a copy of the **Interested Party Form email**, verifying your submission within the required timeframe, each of the applicable items listed below are required to be submitted as part of the response to the Commercial Cannabis RFP. All information shall be provided at the time of RFP submittal.

***Incomplete, late, or unpaid RFP response packages will not be considered.**

Submittal Requirements for the Cannabis RFP	
1.	<input type="checkbox"/> Provide a business name, business owner(s) name(s), APN, Proposal Category.
2.	<input type="checkbox"/> Provide a statement of qualifications.
3.	<input type="checkbox"/> Provide evidence that the property has been secured for a cannabis use.
4.	<input type="checkbox"/> Submit a business plan.
5.	<input type="checkbox"/> Provide an odor control plan <u>(Only if business is cultivation)</u> .
6.	<input type="checkbox"/> Confirmation statement: Location meets setback requirements to sensitive uses.
7.	<input type="checkbox"/> Confirmation statement: Location has correct Zoning to allow a cannabis use.
8.	<input type="checkbox"/> List all prior enforcement actions (If applicable).
9.	<input type="checkbox"/> Provide a neighborhood compatibility plan.
10.	<input type="checkbox"/> Provide a preliminary safety/security plan (Plan will NOT be made publicly available).
11.	<input type="checkbox"/> Describe how product meets all applicable safety standards.
12.	<input type="checkbox"/> Describe any environmental benefits (reduced energy and/or water use, solar, etc.).
13.	<input type="checkbox"/> Describe proposed additional public benefits.

This form is provided as an easy-to-use submittal checklist. For a more comprehensive and detailed description of each item, refer to the following documents, based upon the proposal response type:

- Request for Proposals for Commercial Cannabis Cultivation
- Request for Proposals for Commercial Cannabis Retailers
- Request for Proposals for Commercial Cannabis Microbusinesses

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”

Attachment 4

Suggestions for Additional Public Benefits

Suggestions for Additional Public Benefits

- **Anza/Aguanga:**
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
 - Funding for Enhanced Code Enforcement
 - Anza Community Hall
 - Outreach to Anza Municipal Advisory Council (MAC)
- **Cabazon:**
 - Funding for enhanced Code Enforcement services
 - Funding for Enhanced Animal Services spay and neuter services - waivers and mobile for Cabazon & Whitewater.
 - Funding for additional collection bins for community cleanups
 - Construction of a Splash pad community park
 - Contract for Illegal dumping clean-up services
 - Fund street lighting along Esperanza Ave
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
 - Paving of dirt roads (Ex. Elm St. Whitewater Canyon Rd.)
- **El Cerrito:**
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
 - Funding for Enhanced Code Enforcement
 - Street lights (build and fund)
- **Greater Mead Valley (portions of Lake Mathews):**
 - Contract for Illegal dumping clean-up services
 - Bus Shelters
 - Fund security guards at MV Library & community center
 - Fund repairs, maintenance & enhancements at MV community center
 - Fund sidewalk installations & related street enhancements
 - Fund monument signs (& ongoing maintenance) on Cajalco Rd (east & west ends)
 - Fund trail expansion & maintenance

- Fund street lighting along Cajalco, Old Elsinore, and streets near Community Center & Library & business areas, and cannabis facility locations.
- Fund equestrian trails & facilities
- Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
- **GoodHope / Meadowbrook:**
 - Fund street lighting along Hwy-74, starting with intersections and cannabis facility locations.
 - Contract for Illegal dumping clean-up services
 - Bus Shelters
 - Fund part-time security guard at community center
 - Fund repairs, maintenance & enhancements at community center
 - Fund sidewalk installations & related street enhancements
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
- **Hemet/San Jacinto Valley:**
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
 - Funding for Enhanced Code Enforcement
 - Sidewalks, priority around schools
 - Culverts and drainage improvements
 - Ramona Bowl parking lot Improvements
- **Highgrove:**
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
 - Sidewalks (priority around school/library/community center)
 - Parks / Community Garden/community center Improvements
- **Home Gardens:**
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
 - Funding for Enhanced Code Enforcement
 - Sidewalks (priority around schools/library/community center)
 - Parks / Community Garden/community center Improvements

- **Idyllwild/Mountain Center:**

- Contribution towards building of Community Center
- Funding for Enhanced Code Enforcement
- Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
- Contract additional Snow Plowing
- Outreach to Pinyon Community Counsel

- **Lakeland Village:**

- Contract for Illegal dumping clean-up services
- Bus Shelters
- Fund security guard at Perret Park & community center
- Fund repairs, maintenance & enhancements at community center
- Fund sidewalk installations & related street enhancements
- Fund monument signs (& ongoing maintenance) on Grand Ave (east & west ends)
- Fund hiking trails & day-use facilities & related maintenance behind community center
- Fund &/or maintain sports field(s) at community center
- Fund street lighting along Grand Ave and cannabis facility locations.
- Fund contract street sweeping
- Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)

- **Lakeview/Nuevo:**

- Park improvements
- Sidewalks (priority around school/park/library)
- Paving of dirt roads
- Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP traffic patrol)
- Outreach to the Nuview/Romoland Municipal Advisory Council

- **Mecca:**

- Enhancement of mobile home parks/farm worker housing/workforce housing
- Sidewalks
- Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
- Enhanced landscape maintenance
- Outreach to Mecca Community Council

- **North Palm Springs/Sky Valley:**
 - Enhancement of mobile home parks/farm worker housing/workforce housing
 - Outreach to Sky Valley Community Council & Desert Edge Community Council
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
 - Funding for Enhanced Code Enforcement
- **Temescal Valley:**
 - Contract for Illegal dumping clean-up services
 - Assist with plans & funding for Butterfield Trail
 - Fund sidewalk installations along Temescal Canyon Road
 - Fund landscaping enhancements & landscaping maintenance costs along Temescal Canyon Road
 - Fund ongoing maintenance of Freeway monument signs
 - Fund street lighting along Temescal Canyon Road
 - Fund contract street sweeping along TCR
 - Fund street improvements to assist with congestion relief
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
- **Teneja/DeLuz/La Cresta (if any cultivation approved):**
 - Funding of transportation emergency exit route road improvements & directional signage
 - Funding to local CSD's for enhanced public safety services
 - Funding for enhancements & programs at the Santa Rosa Plateau
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
- **Thermal/Oasis/Vista Santa Rosa:**
 - Enhancement of mobile home parks/farm worker housing/workforce housing
 - Sidewalks
 - Paving of dirt roads
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
 - Outreach to Thermal/Oasis Community Council & Vista Santa Rosa Community Council

- **Thousand Palms:**
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
 - Funding for Enhanced Code Enforcement
 - Funding for Dillon bike lane
 - Outreach to Thousand Palms Community Council
 - Enhancement of mobile home parks/farm worker housing/workforce housing
- **Warm Springs:**
 - Fund street lighting, starting with intersections and cannabis facility locations.
 - Contract for Illegal dumping clean-up services
 - Fund sidewalk installations &/or related street paving/widening
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
- **Winchester/Homeland:**
 - Paving of dirt roads
 - Funding for Enhanced Code Enforcement
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)
 - Outreach to Winchester/Homeland Municipal Advisory Council (MAC)
- **Woodcrest:**
 - Contract for Illegal dumping clean-up services
 - Bus Shelters
 - Assist with plans, construction & on-going funding for new park & related facilities next to Woodcrest library
 - Fund sidewalk installations & related street enhancements
 - Fund monument signs (& ongoing maintenance)
 - Fund street lighting along major roads (with down-shields for sensitive community areas)
 - Fund contract street sweeping
 - Funding for Enhanced Law Enforcement services (Sheriff patrol/CHP patrol)

Attachment 5

Questions and Answers – March 5th – March 15th



Cannabis Request for Proposal (RFP) Question & Answers



Clarifications on the process –

- **Only Pre-registered applicants who submitted an Interested Parties Form will be able to submit an application for the RFP process for consideration.**
- If you are ranked as a top 19 Retail Sales or top 50 Cultivation proposal it does not guarantee that you will obtain an approval for a Land Use Permit. After you are ranked you must apply for a Conditional Use Permit (CUP) through the Land Use Process.
- All types of Cannabis uses in the County must apply for a Conditional Use Permit and must go to a hearing before the Planning Commission for a recommendation to the Board of Supervisors (BOS) and before the BOS for a final decision.
- During the Conditional Use Permit process applicants will be required to enter into a Developer Agreement (DA).
- The following questions were posed to the County at the March 5, 2019 and March 6, 2019 Interested Parties Workshops and emailed to staff during the period of March 5, 2019 to March 20, 2019. Responses are based on the understanding of each question posed. It is the responsibility of the Proposers to review answers and best apply them to their Proposal.

Questions and Answers:

1.	Q:	Are we allowed to cultivate non-flowering plants? Will non-flowering plants count against the allowable square footage? Do non-flowering plants need to be covered?
	A:	<p>Cannabis Nurseries are not required to propagate plants in mixed light structures or indoor, but mature plants may not remain on the site and must be removed once matured. This use must have a Nursery License.</p> <p>If the plants will be cultivated to maturity they must be covered and they will count towards the Cannabis canopy. This use must have a Cultivating License.</p> <p>Note that Cannabis cultivators may propagate immature plants. The areas for propagation must be indicated on the provided site plan and these plants must be moved to the allowable canopy areas once they mature. At no time may mature plants exceed the canopy area that has been permitted on the property with a CUP. At no time may a Cannabis cultivator sell immature (nursery plants) or propagate nursery plants for others.</p>
2.	Q:	Is there an update regarding the W-2 form in the RFP process?
	A:	<p>Cannabis activities are currently not allowed in the W-2 Zone and therefore, excluded from the RFP process but research regarding the W-2 Zone is currently being reviewed. Recommendations for this Zone as well as the R-R and R-A Zones will be presented to the Planning Commission and the Board for review and consideration later this year.</p>
3.	Q:	How will applicants be notified if they are within 1,000 feet from another Cannabis proposed operation?
	A:	<p>During the ranking process proposals will be reviewed to determine if any proposed Retail Sales Cannabis operations are within 1000 feet from another proposed Retail Sales Cannabis operation. If both proposals are in the included rankings, Proposers will be notified that they are within 1,000 feet from another Cannabis operation and informed that the first applicant to complete and receive CUP approval will be given the permit. Each applicant would then be proceeding at risk as to who obtains the permit first.</p>

4.	Q:	Can an owner be added or changed from the Interested parties Form? Can the location be changed in the RFP Response prior to submittal?
	A:	<p>The Proposer's contact information on the RFP Response (Proposal) must match the contact information provided in the Interested Parties Form. The contact information for the Interested Parties Form may not be changed.</p> <p>If there is a change to the location, owner, or applicant you must provide proof that the information provided belongs to or is authorized by the Interested Party. An Interested Party may only be connected to one Proposal per Interested Party Form submitted. A copy of the invitation distributed to those who submitted an Interested Party Form will be requested at the application process.</p> <p>Note that if multiple forms were submitted for one Interested Party on one property, that Interested Party will be contacted and be required to choose which proposal to continue with, the remaining proposal will be returned with a 50% deposit.</p>
5.	Q:	Does Prohibited Activities Section 19501.e apply to commercial property? Does it apply if the commercial property has a residential dwelling but zoned commercial? Can the residence on the commercial property be retrofitted and converted into a Retail facility?
	A:	The Prohibited Activities Section 19501.e applies to residential units that have been permitted for residential uses. If a residential unit is located in a commercial zone that units may be converted to a commercial use. No units that have been permitted for residential uses, in any zone, may be used for a Commercial Cannabis Activity.
6.	Q:	Does the 40 ft. setback apply to a residence located on a Commercial Zone?
	A:	Commercial Cannabis Retail Sales facilities are required to be located a minimum of 40-feet <u>from any residentially zoned property</u> . The facility (building line) must be setback from that residentially zoned property line a minimum of 40-feet and meet all other zoning setback requirements. However, setbacks may be modified with an approved setback adjustment in accordance with Section 18.33 of Ordinance No. 348. In no case shall a setback be less than setbacks required by the zone and/or the State of California or the California Building Code or Ordinance No. 457.
7.	Q:	How are the applications evaluated and scored in order to receive ranking for consideration in the Cannabis RFP process? Is the evaluation criteria and scoring process for ranking available for review?
	A:	The Cannabis RFP responses (proposals) are evaluated and scored based on the information provided in the RFP. The criteria established for the ranking is also included. The Evaluation Criteria and the Scoring for Proposal Ranking are listed on the Riverside County TLMA – Planning Department Cannabis Webpage. See Request for Proposal (RFP) documents Section VI and VII available for review on the Cannabis webpage. There are three (3) RFP documents available for review; Retail Sales (Retailers), Cultivation, and Microbusiness each with a list of evaluation and scoring criteria.
8.	Q:	Can I change the type of Cannabis operation listed on the Interested Party Form?
	A:	An Interested Party may change the type of Cannabis use listed on the Interested Parties Form but on only one (1) type of Cannabis operation (Retail, Cultivation or Microbusiness) is allowed per proposal for this implementation process.
9.	Q:	Can an applicant submit more than one RFP application if they have multiple locations Identified?
	A:	If an Interested Party identified multiple locations and submitted multiple Interested Parties Forms or identified more than one property on one Interested Parties Form a proposal may be submitted for each property identified on the form.
10.	Q:	Is the Public Benefit described in the RFP a proposal or official commitment?
		The Public Benefit is a proposed benefit in the RFP application and needs to be described in detail. The value associated with a Public Benefit is proportional to the scale of the Commercial Cannabis Business. The Public Benefit will be established as part of the Development Agreement for successful applicants.
11.	Q:	Will non-store front Retail be allowed?
	A:	Yes, non-store front (delivery only) Retail establishments are allowed. The type of use must be indicated in your proposal.

12.	Q:	Will the RFP applications be stamped when submitted?
	A:	Proposals will be stamped as received with the current date when submitted for processing. A number will be generated in the TLMA Land Use System (PLUS), Proposers will be provided this number and Payments will be processed with the cashier and receipts provided.
13.	Q:	Do I need to submit a copy of the RFP workshop invitation emailed to the Interested Party?
	A:	A copy of the Interested Party form Email Invitation must be submitted with the RFP application.
14.	Q:	What are the Baseline Fees for a Microbusiness?
	A:	The Baseline Fee will depend on the square feet (sf) of the Cultivation area (if proposed) and the Retail establishment (if proposed) as well as the baseline fee for the additional required third use. The Baseline Public Benefit Fees will be calculated at a rate per square foot. A list of the Baseline Public Benefit Fees are listed on the BOS Policy B-9 – Commercial Cannabis Activities. The document is available for review on the Cannabis webpage, https://planning.rctlma.org/Portals/0/Cannabis/RFP/BoardPolicyB-9.pdf . Beyond the Base Rate Fee and Additional Public Benefit, to be negotiated in each DA is required.
15.	Q:	Does the RFP application packet need to be in an electronic format for submittal?
	A:	A CD or USB drive with one (1) PDF copy of the Proposal packet must be included with your submittal packet. All copies of the Proposal MUST be identical, including the electronic copy.
16.	Q:	Will a prior Marijuana conviction affect your eligibility in the RFP process?
	A:	<p>Prior convictions may affect your eligibility in the RFP process. Eligibility may be affected for applicants that have been convicted of violent felonies and crimes of moral turpitude, as reference in Penal Code Section 667.5(c) – Violent Felony Offense, and Penal Code Section 1192.7(c) – Serious Felony, for clarification regarding State law.</p> <p>Note that Information regarding qualifications are listed in Riverside County Ordinance No. 348.4896, Article XIXh – Commercial Cannabis Activities, page XIX-76, Section G – Commercial Cannabis Activity Operator Qualifications. https://planning.rctlma.org/Portals/0/Ord_348_clean_version.pdf?ver=2019-01-22-170021-660.</p>
17.	Q:	Is a Cannabis operation allowed near a place of worship?
	A:	Cannabis Cultivation and/or Retail uses may not be located within 1,000-feet from sensitive uses, defined as any registered Child Day Care Center, K-12 School, Public Park, or Youth Center. Churches that include licensed daycare centers or K-12 schools would be considered sensitive uses. This location requirement may be modified with the approval of a variance pursuant to Section 18.27 of this ordinance. In no case shall the distance be less than allowed by State law. If a variance is requested, it must be discussed in your proposal within the separation section. Note also that any use where the <u>primary function</u> is for the gathering of Youth is considered a Youth Center for this purpose.
18.	Q:	What types of agreements are accepted with the Proposal?
	A:	Evidence that a location has been secured for a Cannabis use as set forth in the RFP, which must include one of the following: Proof of Ownership, Real Estate Letter of Intent, Real Estate Purchase or Lease Option, Purchase Agreement, and Lease Agreement.
19.	Q:	Can I submit a presentation with the Development Agreement and CUP application?
	A:	No presentations will be accepted during the RFP process, however, all Land Use applications must complete the Land Use application process which allows for presentations to the Planning Commission and the Board of Supervisors.
20.	Q:	Will the County qualify applicants or the location for the Interested Party Form submitted for consideration?
	A:	All proposals will be reviewed for location and owner/applicants. Ranking criteria is specified within the RFP. The top ranked/scored Proposals will be allowed to move forward in the process and submit a Conditional Use Permit Application.
21.	Q:	If the propose Cannabis operation is not ranked will I receive a refund for the initial deposit?
	A:	The RFP Response Payment is not refundable. If County Staff determines in the initial stage of the RFP process that a proposal is not able to proceed because it is deemed incomplete or does not meet minimum requirements as specified in the RFP, the County will refund 50% of RFP review.

22.	Q:	Will self-Distribution in AG Zones in conjunction with a Cultivation license be allowed?
	A:	Commercial Cannabis Distribution is not an allowed use in the AG Zones pursuant to County Ordinance No. 348. Cultivators are required to use distributors to move their product to other Commercial Cannabis uses.
23.	Q:	What constitutes an action or proceeding for prior enforcement actions purposes?
	A:	Any Code Violation on the property within the last year. Open Code Violations will be inspected and investigated for compliance and must be cleared prior to a Conditional Use Permits approval.
24.	Q:	Will a law enforcement raid constituted an action or proceeding for Code Enforcement actions?
	A:	Actions related or in conjunction with a Code Violation or any Code Enforcement violations will constitute an action.
25.	Q:	Regarding neighborhood compatibility is the surrounding land uses the only consideration?
	A:	The neighborhood compatibility should analyze the proposed use and what methods the proposer will use to be a good neighbor. The discussion should include how the use is compatible with existing uses in the area and how the proposal will contribute to the area.
26.	Q:	What is being requested when asked to describe the methods and means the project will take to ensure that it is integrated into the community?
	A:	A discussion is required to specify how the proposed project will be a good neighbor and what it will contribute to the area to be a good neighbor.
27.	Q:	What is a schematic site plan?
	A:	A clear drawing of the area (site plan) with notation of where the required features will be located. A general depiction of the locations of the proposed Retail structure, parking areas (number of spaces per Ordinance No. 348-Section 18.30 (including accessible spaces), driveways, landscape areas (requirements per the Zone that the property is located in) and adjacent uses.
28.	Q:	What does the impairment issues, provision of educational initiatives, and materials associated this impacts mean?
	A:	This mostly applies to Retail Sales and does not relate to Cultivation. It pertains to only selling licensed, properly manufactured, packaged and labeled products, and the provision of publications and education materials for the public regarding the effects of the items and also providing warnings regarding the product.
29.	Q:	For local ownership purposes does the property owner constitutes a resident or business owner?
	A:	The property owner must have at least a 20% ownership in the Cannabis business and must be a minimum three (3) year Riverside County resident to be considered as an owner to qualify for points in the of the local ownership section. However, a minimum three (3) year County business owner will also receive for this category.
29.	Q:	Do the optional local ownership points add to the total points possible toward the ranking?
	A:	The optional points will be added towards the total points for ranking.
30.	Q:	In the point system where applicants received points for being in a zone or requesting a change of zone; if an applicant requesting a change of zone falls below the required threshold to proceed and later the BOS considered and approves the zone which caused an applicant to request a change of zone, will the applicant be considered and moved forward in the process or will they need to re-apply?
	A:	Only the proposals for properties located in zones that allow Cannabis activities pursuant to Ordinance No. 348 or that propose a change of zone to an allowable zone will be considered in the RFP process. A change of zone must be explained and consistent with the area in which the property is located in, as well as the County's General Plan. A recommendation allowing zones beyond what has been approved per Ordinance No. 348 will be made to the Board for consideration at a later time this year.
31.	Q:	Does the Business Plan page limit refer only to the business plan section or to all documents submitted with the RFP?
	A:	The page limit only applies to the sections where it specified that a limited number of pages allowed.
32.	Q:	Do all the RFP application documents need to be in a seal envelope?
	A:	All copies of the RFP must be submitted in a sealed envelope. The RFP Response Form (application), a copy of the Interested Parties email invitation and the RFP payment is not to be included in the sealed envelope.

33.	Q:	Are all plants in any stage considered part of the canopy?
	A:	Only mature Cannabis plants count towards the canopy size.
34.	Q:	At the State level the canopy is only mature plants, will a greenhouse with plants that will not mature count toward the canopy?
	A:	At the State level and per County Ordinance the canopy includes Cannabis plants that will be mature at any time.
35.	Q:	Will the Cannabis RFP workshop scheduled in the desert differ from the workshop given today?
	A:	The workshops will be the same, with the exception of the questions and clarifications given. Responses to all question will be provided to all Interested Parties.
36.	Q:	The use of a consultants and attorney was suggested, is there a list of references or people that can be contacted available to interested parties?
	A:	County Staff does provide consultant references. does not provide consultant references.
37.	Q:	Is it a recommendation to obtain an attorney?
	A:	It is not required but is recommended that you seek legal advice regarding any legal matter before entering into an agreement. This particularly would be helpful during the CUP/DA process for the Development Agreement negotiations.
38.	Q:	Is there a limit on the total acres allowed for Cultivation?
	A:	One (1) acre per legal parcel or lot is allowed. A CUP is needed for each legal parcel or lot.
39.	Q:	Will there be an opportunity to increase the number of allowable acres in the future? Can we submit for a Variance?
	A:	County Ordinance No. 348 has a limit of one (1) acre per legal parcel and a Variance will not be considered.
40.	Q:	Can the Cultivation of Cannabis be free growth, light or does it have to be in a hut or green house?
	A:	County Ordinance No. 348 does not allow for outdoor Cannabis Cultivation. Cannabis Cultivation must be indoors or in a green house, hoop structure or similar structure.
41.	Q:	What is the recourse if a Cannabis operation does not make expected revenue and is not able to contribute to the Community Benefit?
	A:	The Development Agreement is a binding agreement and there are specific expectations from both parties. If circumstances change there is an opportunity to terminate the agreement if all parties come to a mutual agreement. Keep in mind when submitting your agreement you are making a commitment and if you continue to operate the business the Community Benefit must continue.
42.	Q:	Does the 1000 feet distance apply to the proximity a Cannabis operation has from another Cannabis operation?
	A:	A Cannabis Retail sales facility must be separated from another Cannabis Retail sales facility by a distance of 1,000-feet or more. All other separation requirements relate to any Child Day Care Center, K-12 school, public park, or Youth Center.
43.	Q:	How many applicants are interested in Cultivation?
	A:	There are 62 Interested Parties for Cultivation.
44.	Q:	Where do we submit the RFP application packets?
	A:	There are two (2) locations where the RFP response packet can be submitted: to the Riverside Office at: Riverside County Administrative Center, Land Use/Planning Department, 4080 Lemon Street 9 th Floor, Riverside, CA 92501, Attention: TLMA Planning Department, or to the Desert Office at: Land Use/Planning Department, 77-588 El Duna Court Suite H, Palm Desert, CA 92211. The deadline for submittal is April 12, 2019 by 4:00 p.m.
45.	Q:	Can the RFP application packet be submitted prior to the deadline?
	A:	Responses to the RFP may be submitted prior to the April 12, 2019 deadline.
46.	Q:	Will the packets remain sealed until they are ready for review?
	A:	Envelopes will remain sealed until the review process begins.
47.	Q:	Will I receive a document confirming submittal?
	A:	When the RFP response packet is received it will be stamped with the date and time. You will then be directed to the cashier for payment and will receive a receipt for your payment as confirmation.
48.	Q:	Do I submit the request for a Change of Zone with the RFP application packet?

	A:	A Change of Zone application is not required at this time. You must however, indicate your intent and acknowledgement in your RFP response, the intent to seek a Change of Zone and provide a statement of why you think a Change of Zone should be considered for approval, as indicated in the RFP.
49.	Q:	For applicants that are not residents to the County but own property in the County, will the property taxes and rental income generated be considered during the residency requirement?
	A:	The residency requirement pertains to proposers that are residents of the County or Riverside.
50.	Q:	If an applicant submits an application for multiple parcels does that number of parcels count towards the total allowable Cannabis operations?
	A:	Proposals shall include only one property. If your Interested Parties Form included more than one parcel, you must submit a separate Proposal for each property, <u>unless those properties are contiguous (next to each other) and you have included in your business plan the intent to merge the parcels.</u> Generally, one (1) Proposal is required for each parcel (unless a merger has been suggested). Each parcel/use will count toward the total number of permits, as a Conditional Use Permit may only be issued on a single property.
51.	Q:	If the proposed Retail Sales operation is within a 500 feet from a smoke shop at the time of submittal but will not be there upon approval of a CUP, will that remove the proposed project from the process?
	A:	The Proposal review process will consider the current factors relating to the proposed project. If it is discovered that the proposed project is within 500 feet of a smoke shop or similar use, the application will be returned during the 1 st phase of review with a 50% refund. This criteria has been added to the evaluation form, as County Ordinance No. 348 does not allow these locations. Further, if a project receives a top ranking, allowing them to proceed with a CUP, and it is determined that the property is located within 500-feet of a smoke shop or similar use, the CUP cannot be approved and the application will be denied.
52.	Q:	Will applicants awarded a non-storefront Retail licenses also be allowed to function as a delivery service? Is a separate license for deliver be required?
	A:	An applicant will be able to operate a non-storefront business as well as perform deliveries as long as the intent of the operation is clear in the CUP. The applicant will be responsible for obtaining the State Licenses required per the approved CUP. The applicant must work with the State to obtain the required licenses. The County of Riverside does not issue licenses.
53.	Q:	Can the Assessor's Parcel Number (APN) on the Interested Party Form be changed on the RFP application?
	A:	The purpose of the Interested Parties Form was to gage the interest, Countywide, for potential Cannabis businesses. The County is interested in processing land use permits for applicants and properties that are ready to proceed through the CUP process. An Interested Party may change a property if they believe that the property has a better chance of succeeding in obtaining a land use permit as long as the Interested Party information does not change.
54.	Q:	How many applicants were interested in a Retail Business?
	A:	There were 118 Interested Parties County wide for a Cannabis Retail Sales permit.
55.	Q:	What application is processed first in the Cannabis RFP?
	A:	The first step in the RFP process is the Commercial Cannabis is the RFP Response Form and applicable attachments. Once completion of the RFP application process and obtain a ranking. Those allowed to move forward will need to submit a CUP application and enter into a Development Agreement for consideration.
56.	Q:	How will the points system regarding the proximity and the impact a project will have on a residential area affect my proposal?
	A:	A Residential zone is not considered a sensitive use. If the proposed project is zoned for Cannabis Retail operations and meets the required setback, 40 ft. from the building to the residential zoned property line, it will not be affected by the point system as far as the residential zone proximity.
57.	Q:	If a there is a freeway and right-off-way between the building setback to the residential zone, will the distance of the freeway and right-of-way count towards the required setback?
	A:	The distance between the building setback and the residential zone will count towards the total required setback as long as it meets the setback requirement. It would be 40 ft. from the building to the residentially zoned property line even if it was across a street.

58.	Q:	Can an applicant include a subdivision in their proposal to allow for multiple permits?
	A:	During the implementation process (RFP's) the County is allowing a limited number of permits. Because of this and the complexity of subdividing a lot; at this time we will not be considering subdivision as an option for a Cannabis Retailer (dispensary) or a Cannabis cultivator.
59.	Q:	Are school administrative buildings/sites considered a sensitive use?
	A:	School administrative buildings/sites are not considered sensitive uses, only those that include instruction to youth grades K-12.
60.	Q:	Can one have multiple RFPs on one site?
	A:	No. One RFP for one use (Cultivation or Retail sales) may be submitted for this process, per Interested Party per site. The Business plan shall include all uses proposed but may only include Cultivation OR Retail Sales on one site, unless the proposal is for a Microbusiness.
61.	Q:	When do we apply?
	A:	Those proposers who are ranked in the top 50 for Cultivation use permits and the top 19 for Retail sales use permits may submit a CUP application to the County as soon as the ranking list has been ratified by the Board of Supervisors.
62.	Q:	Will the size of activity impact the scoring [RFP]?
	A:	A proposal will be ranked according to the points received from the ranking review. A proposal will not be compared to other proposals or sizes of proposed facility or canopy. A proposal will be ranked based on the merits of what is submitted within the proposals.
63.	Q:	Who will score proposals, and what are their qualifications?
	A:	County staff with different expertise will perform the ranking reviews; potentially with assistance from a consultant. No reviewer names will be released
64.	Q:	Is there an appeal process?
	A:	The appeal process is described in the Request for Proposal, in detail
65.	Q:	How will Public Benefit commitment in proposal be enforced; what is the accountability mechanism?
	A:	The required Development Agreement, with the inclusion of a Public Benefit, is a binding agreement that must be complied with and is enforceable. The CUP is a discretionary permit and approval of CUP requires an approved Development Agreement.
66.	Q:	Can a large lot be subdivided to get multiple permits (CUPs)?
	A:	Only one (1) CUP is allowed to be permitted per lot, with a maximum canopy area of 43,560 s.f. See also, answer provided for question 58. Above.
67.	Q:	If an LLC is 20% business owner, who in LLC signs forms?
	A:	All those that are signatory to an in LLC are required to provide a background check form.
68.	Q:	If a multiple tenant Retail building is within 40' setback but the suite/space that the Cannabis business is occupying is not, will the business meet the 40' setback?
	A:	Without discussing specific properties, generally, if a property is constructed with a legally permitted, established Retail facility that Retail facility would have been permitted with allowable setbacks. Therefore, as long as the proposed location of the Cannabis Retailer meets the setback requirements for Cannabis Retailers, it generally should comply with Ordinance No 348 setback requirements.
69.	Q:	How may we submit and how is submittal confirmed?
	A:	Proposers are encouraged to submit in person, where they will be handed a receipt from the cashier. Proposers may mail proposal submittals, but that is not recommended, as you will not receive a receipt immediately. See also, answer provided for questions 12 & 47 Above.
70.	Q:	Is MU considered residential?
	A:	Yes MU or Mixed Use is considered a residential zone.
71.	Q:	Can we change the size of canopy/license qty.?

	A:	Interested Parties Forms are not a commitment and specific canopy sizes may be changed for the RFP submittal but the project as proposed in the RFP should substantially remain the same through the CUP process.
72.	Q:	Can we have multiple activities on a site?
	A:	Multiple Cannabis activities are generally allowed to be permitted on one property, as long as the property's zone allows for each Cannabis use. However , during the Implementation (RFP) process, only one use, Retail, Cultivation or Microbusiness will be considered. Other Cannabis uses (Manufacturing & Distribution) that are allowed within the property's zone may be included in the business plan and subsequently in the CUP application.
73.	Q:	Is the County using a DA instead of a tax on Cannabis?
	A:	The County has elected to process Development Agreements in lieu of a taxing structure for Cannabis activity permits. The County will not have a County tax on these operations but all State taxes still apply.
74.	Q:	Will a refund be given for RFP that are not chosen?
		The County will perform a completeness evaluation of the proposals first. If a proposal is deemed not complete after that initial review, based on criteria listed in the RFP, a 50% refund of the RFP review payment will be returned to the Proposer. RFP that are deemed complete, yet not chosen will NOT receive a refund.
75.	Q:	What happens after the DA ends?
	A:	The initial life of the DA is proposed to be ten (10) years with the potential for a five (5) year extension. Any life after 15-years would be subject to mutual agreement of County and applicant. If the DA is not continued, the land use permit will be terminate
76.	Q:	If a location on Pre-Reg. form changed, does it have to be in same supervisorial district?
		The location is not required to be in the same Supervisorial District as indicated in the Interested Parties Pre-Reg. Form.
77.	Q:	If rankings are released and one drops off, will next in line be allowed to apply for CUP?
	A:	All Proposers that are ranked will be maintained on a list. The future of what the County does with that list is up to future consideration.
78.	Q:	Can you add APNs or Owners?
	A:	Parcels or lots may not be 'added' to an Interested Party Form. Parcels may be substituted (1-to-1) Owners/Operators can change from the Interested Parties Form (as long the main contact on the form remains the same)
79.	Q:	Can you waive CEQA?
	A:	All Conditional Use Permits for a Cannabis Activity is required to comply with CEQA.
80.	Q:	When is first DA (tax) check due?
		A Development Agreement Fee is not a tax, rather there is a DA Base Rate Fee and a negotiated Additional Public Benefit. The timing of these will be negotiated in the Agreement.
81.	Q:	Is there a scoring rubric?
	A:	The basis for ranking proposals is included in the RFP's. The final draft of these RFP's will be available on the Riverside County planning Department's Cannabis webpage on or about March 20, 2019.
82.	Q:	The Draft RFP indicates that if a proposal scores less than 50% in any category it will not be considered; how does that work for optional or categories where 50% is not achievable?
	A:	The 50% elimination criteria applies to required categories only.
83.	Q:	When do inspections start; will we be notified?
	A:	Cannabis businesses are subject to inspections pursuant to Ordinance No. 348 and any Conditions included within a CUP permit Conditions of Approval.
84.	Q:	Can Cannabis Cultivation activities be in an Agricultural Preserves or AG zones?
	A:	Pursuant to Ordinance No. 348 Cannabis activities are not permitted in Agricultural Preserves. Cannabis Cultivation is allowed in AG Zones as described in Ordinance No. 348.

85.	Q:	Can Cultivation be in ground and in pots and can existing uses remain?
	A:	Cannabis Cultivation may be permitted in pots or in the ground, as defined in an approved CUP for Cultivation.
86:	Q:	Can we change activity?
	A:	An Interested Party may change the type of Cannabis use listed on the Interested Parties Form but on only one (1) type of Cannabis operation (Retail, Cultivation or Microbusiness) is allowed per proposal for this implementation process.
87.	Q:	What plans are necessary?
	A:	A site plan & floor plan(s), if applicable. Required information is included within the RFP.
88.	Q:	Can a CUP approve multiple buildings on one site?
	A:	Multiple buildings on one site can be approved through the discretionary CUP process. All existing structures must be permitted. All buildings must be shown on the site plan with uses indicated. However, only one Cannabis Retail sales or Cultivation use will be considered on one lot or parcel during the implementation process.
89.	Q:	Will we be able to add future Cultivation?
	A:	The County currently allows a single lot to cultivate up to one-acre of Cannabis. If you plan on Cultivation up to one-acre we suggest permitting the full acre during your initial CUP process. At this time Ordinance No. 348 prohibits more than one-acre of Cannabis Cultivation on a single lot.
90.	Q:	Can you approve 2 farms in 1 application, or does each farm need a separate application?
	A:	A Conditional Use Permit (CUP) is approved on a single lot or parcel. Therefore, each lot or parcel requires that an application be submitted and go through the entitlement process independently. Multiple applications may however, be submitted concurrently and processed concurrently.
91.	Q:	Can we propose other Cannabis uses with our response that do not require the implementation process, like Distribution?
	A:	Proposals should include all activities that you plan to undertake on the property. All uses must be allowed in the zone in which the property is located and only one (1) Retail sales or Cultivation use (excluding Microbusinesses) may be permitted on a single lot, at this time.
92.	Q:	Does zoning have to be consistent with land use?
	A:	All zones must be consistent with the General Plan. If you are requesting a change of zone the change must be explained in your proposal, it must be consistent with the area in which the property is located in, as well as consistent with the County's General Plan Land Use.
93.	Q:	Do we have to pick property by 4.12.19 or by Board?
	A:	Every Proposal SHALL include the property on which the Proposer wishes to operate. Details of that property are required pursuant to the RFP and to be considered for the 1 st -year implementation, properties may not change after the April 12, 2019 deadline to submit.
94.	Q:	Can we add a business owner after RFP?
	A:	If you are selected to proceed to submitting a CUP application, business owners may be added during the CUP process, subject to background checks. However, the primary owners, as indicated in the RFP must remain.
95.	Q:	Is the Development Agreement (DA) transferrable with sale of property or a death?
	A:	The DA is a binding contract between the County and a project proponent. In an instance where the business is transferred to a new owner, <u>for any reason</u> , the project proponent must obtain County approval of an ownership change of the change in ownership.
96.	Q:	What if ownership within an LLC changes?
	A:	Any changes in parties subject to a Development Agreement must be approved by the County. See also, answer provided for question 95. Above
97.	Q:	Will Live Scan be used for background?

	A:	Background checks for the proposals will be performed based on the information provided on the required background check form that are included as attachment 1 to the RFP. It is anticipated that Live Scan will be used for background checks during the CUP process.
98.	Q:	May a site have multiple AG products and be permitted for Cannabis Cultivation?
	A:	County land use regulations do not apply to agricultural commodities. At this time Cannabis is not considered an agricultural commodity by the County. If you plan on seeking a permit to cultivate Cannabis that area of Cultivation will be subject to all County requirements, including Ordinance No. 348 and State Laws. All uses, including other AG products should be indicated on your submitted site plan.
99.	Q:	If a child daycare or other sensitive use comes in after CUP is approved, will the CUP be voided?
	A:	Only uses that exist at the time that a Cannabis CUP has been approved will be considered for the separation requirement. A use that is approved subsequent to a Cannabis CUP approval will not negate a Cannabis CUP as long as all conditions of approval and DA requirements are being adhered to.
100.	Q:	Can we have a medicinal license on the same site?
	A:	The County does not regulate the personal use of Cannabis pursuant to Ordinance No. 925.
101.	Q:	How do you plan on enforcing NON licensed businesses and Cultivation businesses when the process is complete and you have the 50 licensed Cultivation's and 19 Retail?
	A:	The County continues to take enforcement actions on illegal Cannabis businesses and this will continue and further expand after a launch of a regulatory program.
102.	Q:	I was wondering when I will receive the RFP application and also what the County fees are and if the Development Agreement has a price per square foot?
	A:	Request for Proposal (RFP) information is available on the County Planning Department's webpage, https://planning.rctlma.org/Cannabis.aspx . The applicable County payments for RFP submittal is included therein. The Base Rate DA fees are within the Board Policy B-9 document, which is available for review on the Cannabis webpage, https://planning.rctlma.org/Portals/0/Cannabis/RFP/BoardPolicyB-9.pdf .
103.	Q:	Where can I find the point system on your website that shows the ranking of what an applicant can receive in categories?
	A:	See answer provided for question 81. Above
104.	Q:	The panel stated you can change your license types up until the RFP process is complete. What if I choose Microbusiness and later find out all the Retail spots are taken, why can't I just remove Retail at that point keeping Cultivation, as the County only received 62 apps?
	A:	The proposed use may be change prior to submitting an RFP. The use proposed may not change after the April 12, 2019 submittal deadline. A Microbusiness must include 3 of 4 activities (Cultivation, Retail sales, Distribution and Manufacturing). If you are proposing a Microbusiness your RFP must state that. If you are included in the top rankings you must pursue a permit for a Microbusiness.
105.	Q:	A few years back we leased out our property to someone who opened up a Cannabis Retail storefront (not licensed). I received violations and fines then finally got the business owner out. We recently settled with the County and paid the first half of the fines a couple months ago and the rest planned to be paid before the end of the year. Can this same property have the opportunity to get licensed for a Retail storefront?
	A:	A property may be considered for a Cannabis use permit if it has had prior land use violations. All violations must be cleared and fees, costs and penalties paid prior to receiving any land use permit on the property.
106.	Q:	If an applicant formally stated he or she is interested in a Microbusiness, must the type of activity be specified (i.e. Cultivation, Retail)?
	A:	Please refer to the RFP. All requirements are listed therein and all proposed uses must be identified.
107.	Q:	If an applicant wishes to apply for other activities for which unincorporated Riverside County has not deemed merit-based, like Manufacturing and/or Distribution, must this be indicated on the form when it was originally submitted?
	A:	All proposed uses shall be included in your proposal. You are not prohibited from adding other allowed uses during the CUP process, however, ranking will be based on the overall business plan, therefore the more information that you can provide the better.

108.	Q:	Do the 1,000ft buffers on other Retail locations pertain to unincorporated only, or are they mapped against Retail inside of city limits as well (aka palm springs/Moreno Valley)?
	A:	The 1,000-foot separation criteria applies to all permitted Cannabis Retail sales locations.
109.	Q:	Can additional owners/members be added to an RFP from what was originally disclosed on property submissions?
	A:	See answer provided for question 4. Above
110.	Q:	When is relocation allowed, and does the property have to zone out to qualify for relocation?
	A:	Once a CUP is approved on a lot that CUP remains with the lot. If you relocate a business new CUP is required for that new location.
111.	Q:	Our lot is large enough to have both Retail and Cultivation and I noticed that there are separate RFP guidelines for Cultivation and Retail. If we would like to apply for both Cultivation and Retail, do we need to submit a separate RFP package for each use? Or can we submit one RFP package that details our plans for both uses combined?
	A:	For the RFP process only one implementation use (Retail or Cultivation) will be considered on one lot, unless you propose a Microbusiness. Note that all Cannabis uses proposed are subject to zone allowances pursuant to ordinance No. 348.
112.	Q:	Does the County want all 5 copies in one envelope or should we put them in 5 envelopes (i.e. one copy in each envelope)? It seems that it may be difficult to fit 5 copies in one envelope.
	A:	The RFP addendum now requests seven (7) copies of the RFP. All copies, as well as the digital copy must be in a single envelope. These envelopes are the large format manila, sometimes white, envelopes.
113.	Q:	Is the entire Business Plan limited to 5 pages total? Or is the 5 page limit in regards to just the "statement demonstrating the owner/operators understanding and approach to running the proposed Cannabis Retail Sales" portion? If the later, is there a page limit for the entire business plan?
	A:	The RFP Addendum now states that a maximum of ten (10) pages are allowed for the Business Plan. Nine (9) pages for a discussion and one page for a site plan. The site plan now is allowed to be up to 11"x17" format.
114.	Q:	If the applicant ultimately receives the license but ceases business operations prior to the end of the Development Agreement term, would the business still be required to pay the Development Agreement fees to the County for the remainder of the term?
	A:	If a business ceases operations prior to the term of the DA the owner/operator would be required to cancel the DA with the County which would also make the CUP on the property null and void.
115.	Q:	I would like to complete and apply for the: Small Mixed Light ... Specialty Mixed Light ... However, my property is 2.28 acres. Questions are, can I or should I move forward applying for a Small Mixed Light, being only 0.22 acres short and apply for some type of exception. OR Am I forced to apply and pay for Multiple Mixed Light Cannabis operation licenses. If that is even allowed. I guess I am inquiring that (2) Specialties Mixed Light puts me at the 10,000, same as the Small. Am I allowed at 2.28 acres to have (2) Specialties? How should I propose the correct licensing I am applying for in the RFQ?
	A:	The maximum mixed light Cultivation on a single lot or parcel is based on acreage. You must have a minimum of <u>2.5 gross acres</u> pursuant to Ordinance No. 348 to permit a Small Mixed Light Cannabis Cultivation (10,000 sf of canopy) site or any combination of multiple canopies that equal 10,000 sf. There is no exception.
116.	Q:	If our proposal would like to have a greenhouse (5,000sqft) and a small indoor (500sqft) facility would we apply as Small Mixed Light License (up to 10,000sqft)?
	A:	Multiple Commercial Cannabis Activities may be allowed on the same lot provided the proposed activities are allowed in the zone classification and meet all requirements in this Article and State Law. Because this is two types of cultivation on one lot the RFP would be required to speak to both uses, Indoor Cultivation and Mixed Light Cultivation.
117.	Q:	Did I miss the window to become an interested party in the potential 50 Cannabis Cultivation Proposers? I'm very interested in submitting a RFP for this process by the deadline 4/12/19. Please let me know if I can get on this interested party list.

	A:	The window for Interested Parties to submit an Interest form closed on February 15, 2019. We are not accepting late forms for consideration. You may submit a form for use in future processes.
118.	Q:	Is there a first come first serve for the Retail or do you pick the top scores?
	A:	The 19 highest ranking Retail sales proposals will have the opportunity to submit an application for a CUP.
119.	Q:	On Page 4 of the PowerPoint Presentation giving instruction for RFP Submittal, [it] states, prior to submission: '3. You must be able to obtain a State Cannabis Business License.' Does this mean we need a state license by the time we submit on April 12th? What qualifies 'being able' to obtain?
	A:	Please refer to the State's requirements for obtaining a Cannabis business license – https://Cannabis.ca.gov/licensing/ . This was for informational purposes only so that Interested parties considered all steps in the process. You will only be able to obtain a State License if you are able to obtain a local Land Use Permit.
120.	Q:	How many applicants will be allowed to move on to Step 3 (CUP)?
	A:	The implementation of Cannabis Retail sales and Cultivation permits allows for 19 Retail sales permits and 50 Cultivation permits to proceed to the CUP entitlement process.
121.	Q:	When submitting the RFP application it is important to include the email confirmation that your interested [parties'] application was received. We submitted a form for [REDACTED] and all we received was an email stating "form received". Is there something more formal than that? Do we just include that email chain?
	A:	As an interested Party you received an email invitation to the Interested Parties Workshops. Please include that email with your response form.
122.	Q:	Will the County give a preference to applications that are properly zoned and don't require a zone change or variance?
	A:	Please refer to the RFP. The criteria and points awarded have been provided.
123.	Q:	How will the County allocate the 19 Retail licenses throughout the Supervisor districts?
	A:	The implementation of Cannabis Retail sales permits allows for 19 Retail sales permits, Countywide. There is no allocation per district.
124.	Q:	Will the limit of 19 Retail licenses be considered for an increase since there were 183 (118 Retail + 65 Microbusiness) possible Retail Interested Party registration forms submitted? That means there could be 164 applicants that won't get licenses resulting in \$902,000 in application fees paid by the rejected applicants. Other jurisdictions in Riverside County increased the license limit after licenses were awarded, which changes the nature of the business since we are required to prepare a business plan based on the ordinance as it is. If an increase to the limit is possible, please consider it before the submission deadline.
	A:	The implementation of Cannabis Retail sales and Cultivation permits allows for 19 Retail sales permits and 50 Cultivation permits to proceed to the CUP entitlement process in the first year of implementation. The County has not capped the number of permits allowed in the County. This implementation applies to the first group of permits processed this year, which will give the County experience with this new land use as well as amounts to how many permits staff is able to process at one time.
125.	Q:	Will these fees or a portion of them be refunded due to the overwhelming scale of the fees collected from rejected applicants?
	A:	The payments for the RFP review will not be returned to the Proposers with the exception of those that are rejected during the initial review for completeness, where they will receive 50% of the payment.
126.	Q:	How will conflicting applications within 1,000 feet of each other be handled?
	A:	See answer provided for question 3. Above
127.	Q:	What is considered the end of the first year of County Cannabis licensing? Is it 2019 calendar year?
	A:	The year of implementation began January 30, 2019. The County has not yet determined how future year-two potential permits will be processed.
128.	Q:	When will information regarding second year licensing be available?
	A:	See answer provided for question 127. Above

129.	Q:	The setback limits as described in the ordinance are "100 feet from a residentially zoned lot", will interested parties be allowed to request a variance?
	A:	The setbacks for Cannabis activities to residentially zoned lots varies depending on Cannabis activity. Ordinance No. 348 allows setback adjustments to be made in accordance with Section 18.33 of the ordinance, except in no event shall setbacks be less than the setbacks required by the State of California.
130.	Q:	What is the page limitation on Business Plans?
	A:	See answer provided for question 113. Above
131.	Q:	I wanted to confirm that Winchester is able to partake in the Cultivation. The parcel number is [REDACTED]
	A:	The County of Riverside has land use jurisdiction in all unincorporated areas of the County. Cannabis uses will be permitted in the allowable zones pursuant to ordinance No. 348.
132.	Q:	The current zoning is MU, are we able to change the zoning? And if so how?
	A:	See answers provided for questions 30., 48. and 92. Above
133.	Q:	Also the date June 26th 2019. Is that date when we would be able to start Cultivation if we get approved for the permit or do we have to wait longer to get started?
	A:	June 26, 2019 is the expected date that the ranked Proposer may begin to submit for a Conditional Use Permit (CUP). Being ranked as a top 50 Cultivation proposals or the top 19 Retail proposals does not give you the required land use permit to start a Cannabis business. You must apply for a CUP, perform a CEQA review on your project, enter into a Development Agreement with the County and be approved for operation by the Board of Supervisors and then obtain a State License prior to commencing a Commercial Cannabis business
134.	Q:	For the state license do we need it before we turn in the RFP packet as one of the requirements or can we apply for it as we are applying for the RFP?
	A:	The State of California will not license a Cannabis business without a local land use permit. Owners/operators with properties located in the unincorporated areas of the County of Riverside will not be able to obtain a State License until they receive a CUP from the County.
135.	Q:	I am going over the RFP for my Retail location and [it's] asking about prior law enforcement or code enforcements actions, is that for the owners only or the property [address] actions?
	A:	The RFP addendum clarifies that for the Responses to the RFP's (the Proposals), enforcement actions against the owner(s)/Operator(s) or property shall be included.
136.	Q:	We have the interested application in for Cultivation. We are also putting the RPF together as we speak. Is there a time we can meet with you guys?
	A:	We are not meeting with individual Proposers on any Proposal, in order to provide the same information to all parties through the RFP Addendum.
137.	Q:	I can't seem to find the DRAFT Background check form for each of the owners on the website or in the Pre-Registration Packet. Perhaps I am [overlooking] it but could you please point me in the right direction?
	A:	The RFP Addendum includes the required Background check form (Attachment 1)
138.	Q:	I was at the Interested Parties meeting and remember hearing a question about the point total of 400 including the optional portions. I hope to see some more clarification about how the optional points will work. Especially, how will they be weighted vs the points that are required?
	A:	The RFP Addendum has been revised to clarify how the optional point will be applied.
139.	Q:	I also was wondering what parts of Riverside County apply for residency- is this meant to only include unincorporated Riverside County, or within cities that are part of Riverside County as well?
	A:	A Riverside County Resident can be from anywhere inside the County, unincorporated areas as well as cities.
140.	Q:	Is zone RR-5 a qualified area to grow Medical Cannabis?
	A:	The County does not regulate the personal use of Cannabis pursuant to Ordinance No. 925. Commercial Cannabis Cultivation Medicinal or Adult-Use (Recreational) is not permitted in any R-R Zone.

141.	Q:	If not zoned to grow Cannabis, are there any plans in the works to legalize growing Medical Cannabis in zone RR-5?
	A:	Cannabis activities are currently not allowed in any R-R Zone research regarding the R-R Zone is currently being reviewed.
142.	Q:	I was wondering how far [a Cannabis Retail storefront has] to be from a library. YMCA?
	A:	The separation criteria for a Cannabis Retail sales facility is a minimum of 1,000-feet to any Child Day Care Center, a K-12 school, a public park or a Youth Center. The distance shall be measured from the nearest points of the respective lot lines using a direct straight-line measurement. A library does not qualify as one of these uses. However, a Youth Center is defined as "Any public or private facility that is primarily used to host recreational or social activities for minors, including, but not limited to, private youth membership organizations or clubs, social service, teenage club facilities, video arcades, or similar amusement park facilities." Therefore, the YMCA would be considered a Youth Center and the 1,000-foot criteria would be maintained. Note, however that this location requirement may be modified with the approval of a variance pursuant to Section 18.27 of the ordinance but in no case shall the distance be less than allowed by State law. If a variance is requested, it must be discussed in your proposal within the separation section. Note also that any use where the <u>primary function</u> is for the gathering of Youth is considered a Youth Center for this purpose.
143.	Q:	I have a question for the FAQs list- what are the regulations for changes of ownership after the license may be granted? Say someone is with the company and the company is granted a license, then the person leaves the company for one reason or another, would there be a protocol for the rest of the owners? Would it matter what percent of ownership that person had?
	A:	The approval of a Conditional use Permit for a Cannabis activity requires that a Development Agreement be entered into. Any changes in parties subject to a Development Agreement must be approved by the County. See also, answer provided for question 95. Above
144.	Q:	Can an "Interested Party" submit multiple applications if the property can support multiple uses? If so, will each application be separately considered?
	A:	See answers for questions 60. And 72. Above
145.	Q:	On our preregistration of interest document we checked Indoor Cultivation. Is it possible to apply for a Microbusiness Permit instead?
	A:	See answer to Question 8. Above
146.	Q:	We completed pre-registration with a tentative location/facility. I am currently working on the RFP process, and I need to know if I can use a different property than previously documented on the pre-registration form.
	A:	See answer to question 4. Above
147.	Q:	Does the change of zone need to be done by the date of the RFP April 12th? Or does it just need to be in process?
	A:	See answer to question 48. Above
148.	Q:	I went to the planning and land use Dept. and received some information, but they couldn't supply me with any details on the building permit side of things. Stated that the department handling that is working directly with the Cannabis [personnel]. I find it hard to budget, draw out a site plan, make all sorts of decisions without knowing what type of buildings, more like hoop greenhouses are going to constitute and require a building permit. I cannot get any facts on size, types of structures. If I am looking at 30 x 80 x 5 hoop greenhouses for example, not permanent, is it going to require building permit. Does it have to withstand 80 mile an hour winds. Very confusing, and again, who can I get answers from so I can make a budget and correct decisions for mixed light Cultivation in the A 1 zoning.
	A:	County Ordinance No. 348 is good reference for you. All buildings and structures, including greenhouse, hoop structures, or other similar structures shall comply with all applicable Building, Fire, and Safety laws and regulations. All buildings and structures shall be reviewed by the Riverside County Building and Safety Department in accordance with the California Building Code and Riverside County Ordinance No. 457 and by the Riverside County Fire Department in accordance with Riverside County Ordinance No. 787 and the California Fire Code. Separation criteria and how a hoop structure is defined is

		also included in Ordinance No. 348. All of which will assist Proposers in creating site plans and preparing proposals.
149.	Q:	The Request for Proposal requires Confirmation statements regarding setbacks to sensitive uses and zoning to allow a Cannabis use. Are these Confirmation statements obtained from the County or is it a document prepared by the applicant?
	A:	Proposers are required to make the confirmation statements. Proposers are required to perform their own research and confirm locations. You may find this website helpful: https://gis.Countyofriverside.us/Html5Viewer/?viewer=MMC_Public We also encourage Proposers to research sites on the ground in order to get a full picture of the community in which a Cannabis business may locate.
150.	Q:	How is the 40' residential setback measured? It is from building to building? Lot line to Lot line? [Or] Lot line to building?
	A:	See answer to question 6. Above
151.	Q:	Are you still accepting Nursery applications for Cannabis? If not is there another window opening for Nursery licensing in future?
	A:	Applications for Cannabis nurseries are currently being accepted, the window for submittals for Cannabis nursery CUP's was opened on December 26, 2018. The Cannabis nursery use has no implementation period and application for a CUP will be accepted by the County at any time.
152.	Q:	If and when a second round of applications is accepted, will new applicants be allowed to submit at that time or does one have to submit an application in the first round to be considered for the second round?
	A:	See answers to questions 124. and 127. Above
153.	Q:	Is the required 40-foot setback from residentially zoned property a building setback or does it also apply to parking lots?
	A:	See answer to question 6. Above
154.	Q:	If a smoke shop opens within 500-feet of a proposed location before RFP application submittal, what's the minimum distance that could potentially be allowed with a variance?
	A:	General location requirements as they relate to Cannabis Retail sales, Ordinance No. 348 Section 5.519.A. do not allow for a variance.
155.	Q:	We are applying for a Microbusiness CUP that will have Manufacturing, Distribution and non-storefront Retail operations. We plan on eventually having each operation occupy [its] own building (there are 3) on the property. Need some clarification on a few items: **If there are multiple buildings on the property (3) can we: a) Just operate in 1 building to start and expand into the other buildings as the business grows? b) Allow non-Cannabis tenants to remain in the other buildings until expansion into the other buildings occurs? (ie. worm casing Co.)
	A:	Phasing of a use is generally allowed when obtaining a use permit. These details would be part of the CUP process, should you be in the top rankings to proceed to that process. Please include all pertinent phasing plans for the property within the RFP, Business Plan section. All uses on the property should be shown and the status of these buildings included on the site plan.
156.	Q:	I cannot find how much it is for the micro [business permits].
	A:	For RFP review payments please refer to the RFP. Should you be selected to proceed with a CUP; these permits are funded as a deposit based fee and the costs are determined based on the complexity of the project you are proposing. These costs <u>average</u> about \$40,000 depending on the project, location, community input, and the environmental analysis. A CUP is a discretionary permit, therefore, there is not a guarantee of approval of that permit. Approved CUP's are subject to all County Development Impact Fees as stated in the project's Conditions of Approval. See answer to question 14. Above for Base Rate Fees (Development Agreement Fees)
157.	Q:	I can find Cultivation fees and Retail fees but not Microbusiness. [I'm] sure there must be additional fees for a permit that includes 3 divisions.
	A:	Please see answer to question 14. Above.

158.	Q:	When I attended the County Meeting the definition of a youth facility was given “a business [that’s] primary focus is youth.” My question is would a dance studio that caters to youth and early training as well as adult ballroom be considered youth? Is there a % being used to decide how much catering to youth is considered. Or do we simply need to provide evidence of adult services if the facility is challenged?
	A:	A Youth Center is defined as “Any public or private facility that is primarily used to host recreational or social activities for minors, including, but not limited to, private youth membership organizations or clubs, social service, teenage club facilities, video arcades, or similar amusement park facilities.” If the use is primarily for youth it would fall into that category. If 51% or more of the activities are catered to youth a dance studio would be considered a Youth Center.
159.	Q:	We will be submitting for RFP for Cultivation on a 53 acre property in Aguanga. We would like to have 12 x 10,000 sq ft greenhouses on this parcel and are having a bit of trouble understanding a couple of things. Actually there are two questions that we have: Does this mean 1 RFP application per greenhouse of 10k or just one RFP application for the entire site?
	A:	The maximum allowed Cultivation on any one (1) parcel is one-acre or 43,560 sf. The scenario you state would not be allowed under the current Ordinance No. 348. Only one (1) RFP per Interested Party may be submitted per parcel or lot.
160.	Q:	Is the RFP fee \$5,500 + \$300 per owner/operator or is it in our case 12 x \$5,500 + \$300 per owner/operator?
	A:	Only one (1) RFP per Interested Party may be submitted per parcel or lot.
161.	Q:	When does the licensee begin to pay the \$16 per square foot fee?
	A:	The Proposers who are selected to submit applications for a CUP on their designated property will enter into a Development Agreement (DA) with the County That DA will dictate when the Base Rate Fees and Additional Public benefits will be due to the County.
162.	Q:	When does the licensee begin to pay the Voluntary Contribution to the County?
	A:	See answer question 161. Above
163.	Q:	At what point should the applicant/licensee begin the state license application?
	A:	You will apply for a State License if and after you receive a CUP to operate a Cannabis business in the Unincorporated County Area.
164.	Q:	Does the \$16 per square foot apply to the whole property or just the area used for Retail sales? For example, does the licensee have to pay the fee for areas that are used for storage, office space, accounting department and/or vault space?
	A:	The Base Rate is based on the size of the Retail sales building; including all areas of that building.
165.	Q:	Is [each] application to be submitted as [an] individual or an LLC?
	A:	Proposers may submit as individuals or as an LLC. All businesses must include owner information and provide background forms for all owners/operators, pursuant to the RFP.
166.	Q:	One application submitted had the incorrect interested party, can it be changed to the correct one?
	A:	Changes to Interested Parties MAY NOT be made subsequent to February 15, 2019.
167.	Q:	If the applicant check[ed] Retail on the [pre-registration] can they check Microbusiness and apply for a Microbusiness?
	A:	See answer for question 8. Above
168.	Q:	Is the business plan referenced in Section 4 limited to just 5 pages? Are the Business Plan requirements listed in Section 4, Subsections a through l subject to the 5 page maximum or can the applicant exceed 5 pages in responding to these requirements?
	A:	See answer for question 113. Above
169.	Q:	Are photographs and other visual aids allowed? If so, can photos and other visual aids be in color or are they subject to the black ink guideline.
	A:	All material shall be printed in black ink on white paper. If your business plan include photos, they must be in black/white.
170.	Q:	How should payments be made? Cash/check/money order?
	A:	The County cashiers will accept cash, check or credit cards.

171.	Q:	Can you confirm what page limit you are looking for on sections where it isn't listed? For example, would you expect the Public Benefits or Neighborhood Compatibility sections to be in the 1-2 page range? Or as long as we would like/is necessary?
	A:	The RFP Addendum has included maximum page number requirements.
172.	Q:	Are the Statement Confirmations of location and zoning written by the applicants or are they a form from the County?
	A:	Proposers are required to make the confirmation statements. Proposers are required to perform their own research and confirm locations. You may find this website helpful: https://gis.Countyofriverside.us/Html5Viewer/?viewer=MMC_Public We also encourage Proposers to research sites on the ground in order to get a full picture of the community in which a Cannabis business may locate.
173.	Q:	Does "prior code enforcements" mean any code enforcements at that location, or any for the owners? Would that be for any property they have been associated with?
	A:	See answer to question 135. Above
174.	Q:	Item C of the Business Plan asks for "State Licensing Requirements". What is meant by this?
	A:	You should include a discussion of your plan to meet State Licensing requirements. You are encouraged to review the State's Website https://Cannabis.ca.gov/licensing/
175.	Q:	Can you please see below email string and assist? ... [Is County allowing Cannabis activity in any Specific Plan?] [If] I have two clients who want to share this building, is that allowed if they both are licensed individually? Does Riverside County has specific laws/guidelines regarding "shared space?"
	A:	Care must be taken when considering a Specific Plan for a Cannabis business location. The zone within the specific plan must be one of the zones where the use is allowable pursuant to Ordinance No. 348. If multiple owners are considering partnering on one space, that partnership MUST submit an RFP together, and if ranked appropriately, they must process a CUP together and they must enter into a negotiate DA with the County together. Also take note that only one implementation use (Retail sales or Cultivation) will be considered on a single lot or parcel during the RFP process.
176.	Q:	Can we change the owners of entity? The primary contact must remain the same but can we add or change owners? Adding a local resident as an equity partner for example.
	A:	See answers to questions 4., 29., 78., 94., 95. and 96. Above
177.	Q:	Once ranked and submitting a CUP we understand it is first come first serve which sets the 1,000 ft radius for other locations. Does that mean you lose the license? Can we relocate to another location before it gets passed to the next applicant in the ranking? Usually we get a time limit to find a new property that is properly zoned and not near other locations.
	A:	During the ranking process proposals will be reviewed to determine if any proposed Retail Sales Cannabis operations are within 1,000 feet from another proposed Retail Sales Cannabis operation. If both proposals are in the included rankings, Proposers will be notified that they are within 1,000 feet from another Cannabis operation and informed that the first applicant to complete and receive CUP approval will be given the permit. Each applicant would then be proceeding at risk as to who obtains the permit first.
178.	Q:	For proof of ownership if one of the owners/applicants for the license owns the building is that sufficient for proof of ownership?
	A:	A deed that includes that owner's name and the RFP indicates that owner as an applicant is required.
179.	Q:	For local residents what counts of proof of residency? Utility bill, tax returns...? What are you looking for here?
	A:	Verifiable information is required. A property tax bill, utility bill, etc.
180.	Q:	For our Micro-Business licenses it was stated at the Q & A that if the primary business is Cultivation then you will be competing for a Cultivation license and be allowed to run Retail as part of your Micro license. Is this correct?
	A:	A Microbusiness is allowed to operate as a cultivator and as a Retailer. During the Implementation. RFP process Microbusinesses will be placed in the Cultivation category, if the proposal include Cultivation and in the Retail category if the business includes Retail sales. However if the Microbusiness includes both,

		Cultivation and Retail sales the Microbusiness will be included in that category where the proposal scores the higher score.
181.	Q:	Can we change our canopy size from our pre-reg. form to accomplish a Cultivation focused license application?
	A:	See answers to Questions 8. and 71. Above
182.	Q:	For the business plan portion of the Cultivation proposal submission, is there a general requirement that the proposal documents be of a certain font-size or margin?
	A:	No
183.	Q:	Also, for the business plan portion, are we allowed extra pages for submitting the site plan? Site plans usually take up at least one page in our experience.
	A:	See answer to Question 113. Above
184.	Q:	Subsection (n) of the business plan section identifies that it is allowed a 1 page maximum. Is this in the proper place? Is this 1 additional page in addition to the 5 page maximum? Or does this mean to say this subsection [cannot] be over 1 page within the 5-page business plan?
	A:	The RFP Addendum now states the maximum page limits for all categories.
185.	Q:	If an applicant put 2 APN numbers on one application can he change both of them?
	A:	See answers to questions 53. And 78. Above. Note also that RFP's must be submitted for each location.
186.	Q:	[I've] submitted for pre registrations and got the invitation for workshop. Does this mean I can apply for Cultivation? [Cultivation] deadline is [April] 12th correct and if I planned to do nursery there is no deadline?
	A:	See answer to question 151. Above for nurseries. If you desire to submit an RFP for Cultivation and have the invitation you may submit and RFP pursuant to the RFP requirements.
187.	Q:	Is the prior Cannabis experience only allocated to legal operations only, or can someone who has been in the prop 215 space, allowed to be a qualifying owner?
	A:	Qualified prior Cannabis experience is considered experience with a permitted and non-permitted Cannabis businesses. Please refer to RFP.
188.	Q:	Does the resident have to be in Unincorporated Riverside, or can they be in Riverside County and areas like Murrieta?
	A:	The residency requirement pertains to proposers that are residents of the County or Riverside, including all cities within the County.
189.	Q:	I am in the process of submitting my RFP for commercial Cannabis Microbusiness. I want to make sure that I am on the [pre-registered] list and that is the next step in the process? Do you have a [pre-registered] list of applicants?
	A:	You are a qualified Interested Party if you received an email inviting you to the Interested Party Workshops. A copy of that email is required upon submittal of the RFP.
190.	Q:	My question for the County is "if our application is deemed to be incomplete, will we have an opportunity to amend the application.
	A:	Once the RFP has been submitted to the County you will not have the opportunity to revise the content.
191.	Q:	If we have inadvertently responded to a question incorrectly or incompletely. Will we have an opportunity to correct it?
	A:	Once the RFP has been submitted to the County you will not have the opportunity to revise the content.
192.	Q:	If a general plan amendment is required, how will that affect the selection determination?
	A:	A General Plan Amendment complicates the CUP process. If the amendment is Foundation change, that amendment will not be able to be considered until 2024. Care should be taken if you find yourself in this situation.
193.	Q:	Can I change the scope of my RFP submission to include just Cultivation from the scope submitted for in my [pre-registration] which was Cultivation, Manufacturing and Distribution?
	A:	See answer to question 8. Note that once the RFP is submitted uses may NOT be revised.
194.	Q:	Can I increase the size of the Cultivation area requested in [pre-registration] from 22,000 sq. ft. of indoor grow to 44,000 sq. ft. in the RFP?

	A:	See answers to question 8. and 71. Above. Note also that the maximum canopy size on any lot or parcel is one-acre or 43,560 square-feet.
195.	Q:	If I am submitting for Cultivation and Manufacturing, what category of license issuance am I in, Cultivation or Microbusiness?
	A:	Cultivation. Note that this would only be allowed in zones where both uses are allowed.
196.	Q:	What are the page limits for the optional sections of the Business Plan? The Business Plan has a stated limit of five pages, which presumably applies to sections a. through j. Section k., “plans to address impairment issues relating to public use of Cannabis Products”, is optional and does not have a stated page limit. What is the page limit for section k. unlimited (this section reasonably requires attachments for verification)? Section l., “a plan demonstrating how they would hire locally”, has a stated limit of one page . . . presumably this is in addition to the five pages for sections a. through j. Optional section m., “Local ownership”, and section n., “Labor”, do not have stated pages limits. What is the page limit for section m. and section n. unlimited (both these sections reasonably require attachments for verification)? Section o., “involvement in community/non-profit organizations”, has a stated limit of one page . . . presumably this is in addition to the five pages for sections a. through j.
	A:	The RFP Addendum now states the maximum page limits for all categories.
197.	Q:	Do the page limits for the Business Plan or any other sections include appendices or attachments?
	A:	The Business Plan page limits include all appendices and attachments. The RFP Addendum now states the maximum page limits for all categories.
198.	Q:	Is there a total page limit for the entire RFP submittal?
	A:	The RFP Addendum now states the maximum page limits for all categories.
199.	Q:	Are electronic signatures permitted on any document that does not include notarization?
	A:	Yes, on verifiable documents.
200.	Q:	In event that an RFP application, particularly 5x copies, is too large to fit in an envelope, may an RFP application be submitted in a cardboard shipping box, so long as the box is sealed and includes the proper / required labeling?
	A:	The RFP addendum now requests seven (7) copies of the RFP. All copies, as well as the digital copy must be in a single envelope. These envelopes are the large format manila, sometimes white, envelopes.
201.	Q:	Please confirm that “three-year resident(s) or business owner(s) constitutes local ownership” means a total of three years at any point?
	A:	Yes.
202.	Q:	Will an applicant be awarded 15 points for “Proof of Ownership: Does the Proposal include proof of ownership of the subject Cannabis Retail Sales lot?” if one of the applicant’s owners owns the subject Cannabis Retail Sales lot?
	A:	If one of the applicants is the owner of the Cannabis activity lot the category could be awarded up to 15 points. Verifiable proof is required.
203.	Q:	Will an applicant be penalized if one or multiple of its owners appears on multiple / other applications?
	A:	No.
204.	Q:	Once the RFP’s are scored and approved, must the CUP application match verbatim to the name and ownership listed on the RFP approval? Is there flexibility for the addition or change in ownership, DBA’s, and affiliates?
	A:	See answers to questions 4., 29., 78., 94., 95. and 96. Above. The primary contact must stay the same.
205.	Q:	If there is a sensitive use, for example a day care or smoke shop, located within the minimum setback of an applicant’s proposed location, will a statement (lease, letter, etc.) by the sensitive use property owner or the sensitive use business owner that the sensitive use will cease operations and relocate prior to (or contingent on) the applicant’s RFP or CUP approval, be satisfactory to receive the 15 points for, “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?”
	A:	No. if the use in business at the time that the RFP is submitted the separation criteria would not be satisfied with a letter from that owner or business operator.

206.	Q:	So long as an applicant submits an Interested Parties Pre-registration form in which at least one owner of the applicant is include on the Interested Parties Pre-registration form, may the applicant submit an RFP for a proposed location in any district within unincorporated Riverside County?
	A:	Yes but only one RFP may be submitted per Interested Party Form.
207.	Q:	Is the “Local Ownership Program” a “strictly OR category” for the purpose of the following RFP requirement: “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.”
	A:	Please refer to the RFP Addendum. Local Ownership is an optional category and not complying with it will not impact the required 50% score requirement.
208.	Q:	As part of the Business Plan section of the RFP - “what methods and means it will take to ensure that the business is integrated into the community” - will agreeing to a Condition of Approval (COA) to outreach to the community answer satisfactorily this element of the business plan?
	A:	That suggestion could be included as an option.
209.	Q:	In both the Cultivator and Retailer RFPs, IV.B.2 Proposal Requirements: Statement of Qualifications, requests 1 page on each owner/operator’s qualifications, then goes on to say “Describe other resources, including financial resources, dedicated to implement this Proposal.” Should the description of resources be included as part of an owner/operator’s qualifications, or can they be submitted separately? If the description of resources may be submitted separately, how many pages are allowed?
	A:	The RFP Addendum now states the maximum page limits for all categories.
210.	Q:	In both the Cultivator and Retailer RFPs, IV.B.4 Proposal Requirements: Business Plan, is limited to 5 pages. Should the following mandatory and optional requirements be included within those 5 pages? Or are extra pages allowed for: <ol style="list-style-type: none"> 1. Subsection j: Schematic site plan 2. Subsection k of Retailer RFP: Optional plan to address impairment issues 3. Subsection l of Retailer RFP/Subsection k of Cultivator RFP: Optional Local Hire Program (1 page max - is this in addition to the original 5?) 4. Subsection m of Retailer RFP/Subsection l of Cultivator RFP: Optional Local ownership 5. Subsection n of Retailer RFP/Subsection m of Cultivator RFP: Optional Labor plan Subsection o of Retailer RFP/Subsection n of Cultivator RFP: Involvement with non-profits (1 page max - is this in addition to the original 5?)
	A:	The RFP Addendum now states the maximum page limits for all categories.
211.	Q:	In both the Cultivator and Retailer RFPs, VI. Evaluation Process asks that proposals include “data to verify qualifications” and “documented capability,” but the requirements listed in IV.B Proposal Requirements do not list any specific data or documents that would verify or document the descriptions therein. Can you clarify what kind of data and documentation Proposers should include to verify their qualifications, particularly in Section 2, regarding financial resources? Also, will the County accept documentation and data in the form of attachments that exceed the page limits in Section 2 and in Section 4?
	A:	The RFP Addendum now states the maximum page limits for all categories and pages for allowed for backup. Refer to RFP for type of documentation.
212.	Q:	Is there a maximum page count for the entire application?
	A:	The RFP Addendum now states the maximum page limits for all categories.
213.	Q:	Will the County accept images on separate pages that do not count against the page limits in Section 4?
	A:	The RFP Addendum now states the maximum page limits for all categories.
214.	Q:	In the Cultivator RFP, IV.B.4m Proposal Requirements: Labor, asks if 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 at least 10% more than the median local income for similar positions in other mainstream businesses; however, VII.B Evaluation Criteria, indicates applications will be scored based on pay rates 40% or 20% more than the median local income for similar positions. Can you clarify which of the thresholds will be used to score applications: 25/10%, or 40/20%?
	A:	Please refer to the RFP Addendum for Cannabis Cultivation.

215.	Q:	In the Cultivator RFP, how many points can Proposers receive for IV.B.4.k Proposal Requirements: (Optional) Local Hire Program?
	A:	That section allows for up to 25 points. Please refer to the RFP Addendum for all potential points.
216.	Q:	In the Retailer RFP, “Owners’ involvement in community/non-profit organizations” is listed as 4.o in the Proposal Requirements, but appears under Local Ownership Program in the Evaluation Criteria, which is 4.m in the Proposal Requirements. Can you clarify whether Proposers should include this item under 4.m, or separately as 4.o?
	A:	This should be included in the Local Ownership Section of the RFP.
217.	Q:	In the Retailer RFP, VII.B Evaluation Criteria, Local Hiring Program, there are 5 points allotted to the question: “Does the Proposal include a plan for local hiring?” The contents listed in IV.B Proposal Requirements, are then broken out into sections with 5, 5, and 10 point values. Are there any additional requirements for which the 5 points are allotted? Will those 5 points be rewarded to any Proposer who includes a Local Hiring Program?
	A:	If a Proposer includes a program for local hiring they will receive up to 5 points. If that programs includes the other items in that section, more points may be awarded. Note that the quality of the response will determine the total points received I each category.
218.	Q:	In both the Cultivator and Retailer RFPs, VII.B Evaluation Criteria, Neighborhood Compatibility Plan, there are 10 points allotted to the question: “Does the Proposal include a Neighborhood Compatibility Plan?” The contents listed in IV.B Proposal Requirements, are then broken out into sections with 15 and 20 point values. Are there any additional requirements for which the 10 points are allotted? Will those 10 points be rewarded to any Proposer who includes a Neighborhood Compatibility Plan?
	A:	If a Proposer includes a Neighborhood Compatibility Plan they will receive up to 10 points. If that Neighborhood Compatibility Plan includes the other items in that section, more points may be awarded. Note that the quality of the response will determine the total points received I each category.
219.	Q:	In both the Cultivator and Retailer RFPs, VII.B Evaluation Criteria, Safety Plan, 5 points are allotted for the question: “Does the Proposal include a Safety Plan?” The contents listed in IV.B Proposal Requirements, are then broken out into two sections worth 5 points each. Are there any additional requirements for which the 5 points are allotted? Will those 5 points be rewarded to any Proposer who includes a Safety Plan?
	A:	If a Proposer includes a Safety Plan they will receive up to 5 points. If that Safety Plan includes the other items in that section, more points may be awarded. Note that the quality of the response will determine the total points received I each category.
220.	Q:	In both the Cultivator and Retailer RFPs, VII.B Evaluation Criteria, Security Plan, 10 points are allotted for the question: “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?” The contents listed in IV.B Proposal Requirements, are then broken out into four sections worth 5, 5, 5, and 25 points. Are there any additional requirements for which the 10 points are allotted? Will those 10 points be rewarded to any Proposer who includes a Security Plan?
	A:	If a Proposer includes a Security Plan they will receive up to 10 points. If that Security Plan includes the other items in that section, more points may be awarded. Note that the quality of the response will determine the total points received I each category.
221.	Q:	In both the Cultivator and Retailer RFPs, VII.B Evaluation Criteria, Additional Public Benefits, 20 points are allotted for the question: “Does the Proposal include a proposed Additional Public Benefit?” Criteria for scoring is then broken out into 10, 10 and 20 points. Are there any additional requirements for which the 20 points are allotted? Will those 20 points be rewarded to any Proposer who includes an Additional Public Benefit?
	A:	If a Proposer includes a proposed Additional Public Benefit they will receive up to 20 points. If that proposed Additional Public Benefit includes the other items in that section, more points may be awarded. Note that the quality of the response will determine the total points received I each category.
222.	Q:	In both the Cultivator and Retailer RFPs, how many points are allotted for the quality of the response to this requirement from IV.B.2 Proposal Requirements: Statement of Qualifications: “Describe other resources, including financial resources, dedicated to implement this Proposal.”

	A:	That Section has a total of 30 possible points. Please see RFP Evaluation/Scoring Worksheet.
223.	Q:	Will submitted proposals become a part public records? Is there a method by which Proposers can protect trade secrets and personal information included in their proposal that could be detrimental if released to the public?
	A:	In general, submitted proposals are not considered public records. The County will comply with applicable laws and statutes regarding public records.
224.	Q:	In both the Cultivator and Retailer RFPs, a scoring category relating to the proposal's "overall approach to operational safety as it relates to employees, customers, businesses, and the community" appears in the scoring rubric twice: first under Local Ownership Program and again under Security Plan. It is relevant to Security Plan since it echoes the prompts at Cultivator Proposal Requirement 10.b.1./Retailer Proposal Requirement 9.b.1., but does not seem relevant to Local Ownership Program. Please confirm that this scoring category is misplaced under Local Ownership Program and whether a different scoring category will replace it.
	A:	Refer to the RFP Addendum.
225.	Q:	In both the Cultivator and Retail RFPs, Section VIII. states that proposals must "be signed by an individual(s) authorized to execute legal documents on behalf of the Owner/Operator." Is there a form which such individual(s) is required to sign?
	A:	Refer to Attachment 2 - Commercial Cannabis – Request for Proposals ("RFP) Response Form
226.	Q:	Must Owners/Operators include in their submission the Cannabis Business Employee/Owner Background Application provided in the RFP, even though it is marked "DRAFT?"
	A:	Please refer to Attachment 1 in the RFP Addendum.
227.	Q:	The meaning of the paragraph at Section IV.A.9. of the Cultivator RFP and Section IV.A.8. of the Retailer RFP is unclear. Please clarify.
	A:	Please refer to the RFP Addendum.
228.	Q:	Are electronic signatures (e.g. DocuSign) permissible on the application forms?
	A:	Yes.
229.	Q:	Are there limits on the amount of images that an Applicant may use?
	A:	All images must be in black and white and MUST be provided within the page limits indicated within the RFP.
230.	Q:	Will images count against sections with page limits (i.e. financial tables, proof of funds in Business plan section)?
	A:	Yes.
231.	Q:	Does a cover page and table of contents count towards the 8 page limit for the business plan section?
	A:	All pages count towards the total pages number allowed. Please refer to the RFP Addendum for updated maximum number of pages.
232.	Q:	Do the optional sections in the Business Plan prompt count toward the 8 page limit?
	A:	Please refer to the RFP Addendum for updated maximum number of page for each optional category.
233.	Q:	What are the specific formatting requirements for the RFPs (font type, size, spacing, page margins, etc.)? Do formatting requirements differ based on each section?
	A:	None, only the page limits and black-ink reference have been included. Please verify that pages are readable
234.	Q:	If a Retail applicant's premises is in the C-O zone, is applicant required to prepare a statement acknowledging their intent to file a Change of Zone if selected to apply for a CUP?
	A:	Please refer to the RFP for zone requirement and specific requirements.
235.	Q:	If a Retail applicant's location is outside of the 1,000 foot buffer zone for sensitive uses (so no variance required) but is adjacent to a residential property, triggering the 40 foot setback requirement (requiring setback adjustment application), can the applicant still secure the full 15 points on Question #5?
	A:	If a setback adjustment is required it may impact the scoring.
236.	Q:	If I have not received a confirmation about my Pre-Registration [form], how should I proceed?
	A:	If you have not received an email invitation to the Interested Parties Workshops you may not submit a response (Proposal) to the RFP.

237.	Q:	I have 2 existing greenhouses about 2000sqft each, if I want to expand should I just apply for the whole acre?
	A:	We have suggested that Proposers include the maximum amount of Cultivation that they would seek on their initial CUP application, therefore it should be included in their RFP. Revised permits are required to change the Cultivation limits and must go through the Public hearing process to make that change.
238.	Q:	There are 2 empty lots for sale behind me, could I add them to my conditional use permit later if I purchase them at a later time?
	A:	That would require a revised permit. Conditional Use Permits are required to be entitled on each lot or parcel.
239.	Q:	I have an existing state registered [nonprofit] collective. Should I apply with this company name or would I be subject to fines from not operating with proper licenses even though I've been paying my taxes?
	A:	We recommend that you seek legal advice.
240.	Q:	I'm not sure if I understand the 1000ft clearance. Is that just from sensitive buildings or a property line? My greenhouses in the corner of my to acre parcel about 30 feet away from each fence on the surrounding parcels. My family owns one of neighboring parcels and the other is one of the two Parcels behind me that are for sale. Would this be a problem or should I be fine with the clearance?
	A:	The separation criteria applies from property line to property line and is measure in a straight line.
241.	Q:	Since I'm applying for a Microbusiness and will be cultivating and Manufacturing my own products, how am I capable of Retailing these products? Will I be able to run a delivery service? I do not want a storefront location at my property, but I know how to run a delivery service and would be able to wholesale to other dispensaries. Am I able to run a delivery service anywhere in Riverside County once I obtain a conditional-use permit, and state license?
	A:	A Microbusiness must include 3 of 4 activities (Cultivation, Retail sales, Distribution and Manufacturing). If you are proposing a Microbusiness your RFP must state that and if you are included in the top rankings you must pursue a permit for a Microbusiness. Because Retail sales is an option with a Microbusiness permit in this situation the Proposer would submit an RFP for a Microbusiness that includes Cultivation, Retail sales and Manufacturing. The Retail sales could be a non-storefront Retail sales only.
242.	Q:	If I wanted to include a storefront location within my micro business licensing, would I be able to add a location for the storefront at a later time?
	A:	If the property was permitted for a non-storefront Retailer a revised permit would be required.
243.	Q:	Part of my public Benefit Plan includes [paving] my road since I live in a large community without paved roads. Would I be able to contract all of the work through friends and family that have experience with grading and [paving] or would it have to be done through the County only by approved businesses?
	A:	Additional Public Benefits can be any number of things. A list has been included within the RFP packages as Attachment 4. In general, only private, non-County roads may be paved in the manner that you have indicated and must have the agreement of all of the effected property owners.
244.	Q:	Please guide me on how I can obtain copies of records for Commercial [Cannabis]? This is the unsigned version of the form we need from the County/city. We need the fully executed copy. [Includes attachment]
	A:	Please refer to the County Planning Department's Cannabis webpage https://planning.rctlma.org/Cannabis.aspx
245.	Q:	If a person owns a business in Unincorporated Riverside, but the entity is formed under a different city address, does this apply to the criteria?
	A:	Qualified prior Cannabis experience is considered experience with a permitted and non-permitted Cannabis businesses. Please refer to RFP. Business ownership criteria applies to anywhere within the County.
246.	Q:	How many points are awarded for more than 0% local ownership but less than 50% local ownership? Will it be in proportion to the points awarded if "more than 50% of the business" qualifies for local ownership?
	A:	Points will awarded proportionally