REQUEST FOR PROPOSALS (RFP)

FOR

2021 HOUSING AND SAFETY ELEMENT UPDATE

City of Stanton
7800 Katella Avenue
Stanton, CA 90680

Amy Stonich, AICP
City Planner
astonich@ci.stanton.ca.us

KEY RFP DATES (Subject to change):

Issue Date: January 13, 2020
Deadline for Questions: January 28, 2020
Responses to Questions posted: January 30, 2020
Proposal Due Date: February 25, 2020 at 5:00 P.M.
Interviews: March 2020
REQUEST FOR PROPOSALS
2021 HOUSING AND SAFETY ELEMENT UPDATE

NOTICE IS HEREBY GIVEN that proposals will be received from qualified firms to assist the City in preparing the 2021 Housing and Safety Element update. Responses to this Request for Proposals (RFP) will be accepted until February 25, 2020 at 5:00 P.M.

All notifications, updates and addenda will be posted on the City’s website at https://www.ci.stanton.ca.us.

Proposers shall be responsible for monitoring the site to obtain additional information regarding this solicitation. Failure to respond to required updates may result in a determination of a nonresponsive proposal. The City reserves the right to reject any or all proposals submitted.

Electronic Submittal:

The City requires an electronic submittal of bid response to facilitate group review and document distribution. No paper bid submittals will be accepted.

a. Proposals must be emailed to the City contact (see cover page), by the RFP due date and time deadline.

b. Subject line of email should be written as “2021 Housing Element Proposal: [Your Company Name]”

c. The City email system will allow documents up to 10 megabytes.

Questions regarding this RFP shall be emailed to the City contact (see cover page) by the “Deadline for Questions” due date.

The receiving time by the City’s Contact email time stamp, will be the governing time for acceptability of proposals. Late proposals will NOT be considered.

ONLY EMAILED PROPOSALS ARE ACCEPTABLE.

DO NOT MAIL HARD COPIES OF RFP RESPONSES.

DO NOT FAX RFP RESPONSES.
OVERVIEW

The City of Stanton is soliciting proposals from qualified firms to assist in preparing the 2021 update to the Housing Element and Safety Element (for consistency with the Housing Element) of the General Plan, related revisions that may be required to other planning and zoning documents, and CEQA documentation.

Firms having demonstrated technical ability, resources and experience to successfully complete the project within the schedule for the 6th planning cycle established in State law are encouraged to submit proposals.

The City’s current General Plan and zoning regulations are available for review on the City website at:

https://www.ci.stanton.ca.us/Departments/Community-Development/Planning-Division/City-of-Stantons-Adopted-General-Plan

http://www.qcode.us/codes/stanton/

GENERAL INFORMATION

A. This RFP does not commit the City to pay any costs incurred by consultants in preparation of a proposal.

B. The City reserves the right to waive any technical defects in proposals, or to reject all proposals.

C. A Sample Agreement is provided in Exhibit A. A final agreement acceptable to both the City and the selected Consultant will be negotiated prior to project initiation.

D. Questions must be submitted by email by the date listed on the cover page. Responses to questions will be posted on the City website.

E. Any subsequent changes to this RFP will be posted on City’s website.

CITY OBJECTIVES AND ASSUMPTIONS

The City’s objectives and assumptions in carrying out this project are as follows. Consultant’s proposed Scope of Work should clearly identify how these objectives will be accomplished.

A. Complete the update to the City’s Housing Element for the 2021-2029 planning period within the schedule established by State law.

B. Obtain a finding of substantial compliance (“certification”) by the California Department of Housing and Community Development.

C. Complete the update to the City’s Safety Element consistent with State requirements concurrent with the 2021 Housing Element update.

D. Complete any related amendments to other elements of the General Plan as needed to maintain internal consistency.
E. Maintain working relationship with the Department Housing and Community Development and other state agencies involved in the review of the Housing Element and Safety Element. A working relationship includes communication with agencies in advance of and following submissions to respond to agencies’ questions and comments.

F. Identify any implementation amendments to zoning designations or development regulations that may be necessary in order to achieve full compliance with State housing law. For budgeting purposes, proposals should assume that the actual work needed to complete such amendments, if any, will be done as an optional task with an additional budget to be determined after the nature and scope of the amendments is determined.

G. Ensure that all legal requirements for public participation are satisfied, including consultation with other public agencies and Native American tribes. For scheduling and budgeting purposes, proposals should assume that a total of four public meetings or hearings will be held during the course of the project and that City staff will be responsible for posting all public notices.

H. Ensure that all applicable CEQA requirements are satisfied. For budgeting purposes, proposals should assume that an EIR will not be required and that the consultant will be responsible for filing all CEQA notices and City staff will make payment of any filing fees.

PROPOSAL REQUIREMENTS AND FORMAT

Proposals must include the following information in the order listed:

A. A brief description of the firm, including the type of organization (partnership, corporation, etc.) and the Project Manager who will serve as the primary day-to-day point of contact with City staff.

B. A list of project team members and subconsultants (if any), their respective responsibilities, and their qualifications and experience related to the scope of work. Do not include information on other staff or management personnel who will not have a substantial day-to-day role in this project, or marketing materials that are not directly related to the scope of work and team members who will actively participate in this project. Any substantial changes to consultant’s staffing during the course of the project must be approved in advance by the City.

C. References and contact information for not more than five current or previous agencies for which the consultant has provided similar services.

D. A proposed Project Approach and Scope of Work describing the consultant’s overall strategy and specific tasks and work products to be completed. The Project Approach should identify the key challenges or obstacles to successful completion of the project that are anticipated and how the consultant intends to address those challenges. The Scope of Work should clearly identify how the City’s objectives described above will be achieved, what assistance and resources City staff will be expected to provide for each task, as well as a milestone schedule.

E. A proposed budget that includes the name, classification, billing rate, and hours by task for each team member, correlated with the Scope of Work. Include a not-to-exceed amount.
SELECTION PROCESS
City staff will review each Proposal for completeness and content. Each Proposal will be evaluated based upon the criteria listed below. Interviews with the highest-rated proposers may be conducted at the discretion of the City. At the conclusion of the review process, City staff will make a recommendation to the City Council for selection of a Consultant and authorization to enter into a professional services agreement.

Evaluation criteria:

- Team members’ knowledge, experience and qualifications
- Demonstrated prior success of the project team members in completing similar projects in similar cities
- Appropriateness of the proposed Scope of Work, schedule and budget