RFP FOR HOUSING ELEMENT UPDATE
# Table of Contents

I. INTRODUCTION ................................................................................................................................. 2

II. CITY PROFILE ....................................................................................................................................... 2

III. SCOPE OF SERVICES AND DELIVERABLES ....................................................................................... 3

IV. PROPOSAL FORMAT ............................................................................................................................ 5

V. SUBMITTAL INFORMATION .................................................................................................................... 6

VI. SELECTION PROCESS ......................................................................................................................... 7

VII. CONDITIONS & LEGAL REQUIREMENTS ........................................................................................... 9
I. INTRODUCTION

The City is preparing to update its current Housing Element for the 2020-2028 planning period, as mandated by State Law. The City is requesting proposals from qualified consultants with experience in the preparation of Housing Elements that are clear, concise, and legally defensible, and which reflect the varied needs of the community. Our goal is to achieve certification by the State Department of Housing and Community Development (HCD) no later than April 15, 2020. The current Housing element has been certified as in full compliance with state law by HCD, and the update will be expected to cover a period of eight (8) years.

The selected firm will be expected to update the Housing Element of the General Plan, conduct a minimum of two public workshops, and manage all required public hearings, and must also assist City staff in the completion of the California Environmental Quality Act (CEQA) requirements that are pertinent to the Housing Element Update.

II. CITY PROFILE

The City of Anderson is a small full-service community in northern California comprised of approximately 9,932 citizens living within a 6.62 square mile area. Fire protection is provided through a contract with the Anderson Fire Protection District. The Cascade Unified School District provides 4 schools for 1,300 students at the kindergarten through 8th grade levels and the Anderson Union High School District provides 2 schools with 1,800 students at the 9th through 12th grade levels within the City. The City prides itself on its broad community focus and the high quality of life it provides for residents. A copy of the City’s current Housing Element is available for review on the City website.
III. SCOPE OF SERVICES AND DELIVERABLES

The selected consultant will be expected to prepare a draft and final Housing Element update, prepared pursuant to the State of California Government Code Sections 65580 - 65589.8. The Element must be consistent with statewide housing statutes, housing element guidelines and governmental goals and policies as reflected within the California Government Code and the California Health and Safety Code. The Housing Element update must also be consistent with other adopted elements of the Anderson General Plan, the zoning code and other City regulations, policies and standards. The consultant will provide a list of amendments necessary to resolve any inconsistencies within the General Plan and Municipal Code, and shall at a minimum accomplish the following tasks:
1. Develop a time-line schedule with milestones for certification of the Housing Element by the State HCD by or before April 15, 2020. The schedule shall include timelines for response to HCD review and HCD certification of the Housing Element Update as well as specify reasonable periods for City staff review times. The project schedule shall include a detailed explanation of all stages of the project.

2. Identify existing housing conditions and needs and assess the feasibility of using HCD's new streamlined update process, according to HCD's Housing Element Update Guidance document.

3. Prepare and update sections of the City’s Housing Element in compliance with all applicable state and federal laws, including all necessary tables, maps, etc.

4. Identify sections of the City's General Plan Land Use Element that may need to be amended to be in compliance with State law, including all tables, maps, etc., consistent with the 2020-2028 Housing Element.

5. Prepare, post, and file all the appropriate environmental documents for compliance with the California Environmental Quality Act (CEQA), including the Initial Study, Notice of Intent to Adopt a (Mitigated) Negative Declaration or other CEQA determinations as applicable. Response to Comments, Mitigation Measures, Mitigation Monitoring Program, and Notice of Completion must be filed with the Shasta County Clerk as required by law. In addition, the consultant will be responsible for preparing all notices and mailings to satisfy the requirements of SB 18 and AB 52, as applicable.

6. Conduct an appropriate community outreach program which may include the preparation of handouts and media for posting on the City's website, as well as conducting public workshops in compliance with State law.

7. Prepare and submit four (4) reproducible copy and one (1) electronic copy in Microsoft Word format and one (1) Adobe Portable Document Format (PDF) of the Administrative Draft Housing Element for City staff to review and comment upon in accordance with the project’s schedule.

8. Prepare the Final Draft Updated Housing Element in response to comments from HCD, responsible agencies, City staff, the Planning Commission, City Council, and the public. Upon determination of compliance by HCD of the Final Draft Housing Element and Draft Land Use Element (if required), the consultant will submit ten (10) bound copies, one (1) electronic copy in Microsoft Word format, and one (1) electronic copy in Adobe Portable Document Format (PDF) of the Final Draft Housing Element for distribution to the Planning Commission and the City Council for final adoption at the required public hearings.

9. Attend, present, and participate in Planning Commission meetings, City Council meetings, informational workshops or study session meetings, City staff meetings, and public hearings as required by the City. Prepare public meeting presentation materials, memos, letters, and other documents as necessary and required by City staff.
10. Provide regular e-mail progress reports to the City Planner and Public Works Director, coordinate with City staff and HCD staff as necessary, and assist in the preparation of staff reports and exhibits for the Planning Commission and the City Council.

11. Upon adoption of the Final Draft Housing Element 2020 by the City Council, the consultant will prepare a final version with the date of adoption prominently displayed on the front cover and throughout the document to distinguish it as the official Element document from other versions of the draft Housing Element. The consultant shall provide ten (10) bound copies, one (1) unbound copy, one (1) electronic copy in Microsoft Word format, and one (1) electronic copy in Adobe Portable Document Format (PDF) of the adopted Housing Element for distribution to HCD, City departments, and other stakeholders.

12. The consultant shall assist the City in achieving State certification of the Housing Element after adoption by the City Council and shall perform all tasks necessary to obtain HCD certification.

IV. PROPOSAL FORMAT

Firms are requested to format their proposals so that responses correspond directly to, and are identified with, the specific evaluation criteria stated in Section 6. The proposals must be in an 8 ½ X 11 format, may be no more than a total of twenty (20) sheets of paper, double sided is OK, including an organization chart, staff resumes and appendices, and cover letter. Oversize (11x17 format) pages are allowed for exhibits, project schedules, and similar documents. NOTE: Dividers, attachments included in this RFP to be submitted with the proposal, and Addenda acknowledgments do NOT count toward the 20-sheet limit. Interested firms shall submit FIVE (5) copies (one marked “Original” plus four copies) of its proposal by the deadline. One computer disc ("CD") with a copy of the Work Proposal saved in Microsoft Word (*.doc) and Adobe Acrobat (*.pdf) format shall be provided. All proposals shall be sealed within one package and be clearly marked, “REQUESTS FOR PROPOSALS FOR PREPARATION AND UPDATE for 2020 HOUSING ELEMENT UPDATE.” Within the sealed proposal package, the Cost Proposal shall be in a separately sealed envelope. Proposals not meeting the above criteria may be found to be non-responsive.

1. PROPOSAL SHALL CONTAIN THE FOLLOWING:

   a. Project title;
   b. Firm information: Name, address and phone number of the firm;
   c. Contact information: Name, phone number and e-mail address of contact person;
   d. Firm description and statement of qualifications;
   e. Key personnel experience and qualifications for those individuals performing work on this project;
   f. Provide at least three (3) references from municipalities that have purchased
similar services from the firm. The firm shall provide municipality name, contact name, and phone number for each reference.

g. Project tasks and schedule: Attach a schedule outline of the activities or tasks; which you propose to perform, and a timeline for the performance of these tasks based on the requirements of the RFP. Discuss any constraints to this schedule;

h. Cost proposal: Provide a cost proposal for all work, including the hourly rate of key personnel with a “not to exceed” limit in a separate sealed envelope.

i. Technical Approach and Timeline: Proponent shall provide a detailed written outline of their firm’s proposed approach and timeline to the project and the tasks the firm undertakes prior to and during the project to ensure its completion and success.

j. Statement of Addenda Acknowledgment: Proponent shall provide a binding contractual agreement (contained herein as Attachment A) and submit it as part of their response.

k. Statement of Debarment and Suspension Certification: Qualified consultants that desire consideration as a City of Anderson proponent under this solicitation must complete the “Statement of Debarment and Suspension Certification” (contained herein as Attachment B) and submit it as part of their solicitation response.

V. SUBMITTAL INFORMATION

RFP Proposal Timeline: The following is the City’s tentative schedule for the selection of a Proponent:

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<tr>
<th>Event</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>RFP Circulated</td>
<td>September 5, 2019</td>
</tr>
<tr>
<td>Deadline for Submitting Questions</td>
<td>September 25, 2019</td>
</tr>
<tr>
<td><strong>Deadline for Submitting Proposals</strong></td>
<td><strong>October 4, 2019 by 5:00 P.M.</strong></td>
</tr>
<tr>
<td>Panel Review of Proposals</td>
<td>October 7 – October 11, 2019</td>
</tr>
<tr>
<td>Shot list/ Interviews (if needed)</td>
<td>October 18, 2019</td>
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<tr>
<td>Council Approval and Award</td>
<td>November 5, 2019</td>
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<tr>
<td>Begin Services</td>
<td>November 12, 2019</td>
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Submittal of Proposal and Fee Schedule: It is the responsibility of the Proponent to ensure the proposal is delivered on time. Any proposal received after the deadline will be disqualified and will not be considered. Proposals sent via facsimile or email will not be accepted.

The RFP document may be obtained at the City of Anderson City Hall at 1887 Howard Street, Anderson, CA 96007 or by downloading via the internet at http://www.ci.anderson.ca.us/. Upon downloading the RFP via the internet, contact Jennifer Myhrvold, Administrative Assistant, by e-mail at plan.pub.works@ci.anderson.ca.us (530) 378-6636, to register as a firm interested in this project. Failure to register may result in not receiving addenda to the RFP. Please direct all technical questions or clarification on the proposal’s requirements in written format only to Tiffany Lightle, Assistant Planner, at tlightle@ci.anderson.ca.us.

DEADLINE FOR SUBMISSION OF PROPOSALS: All proposals must be received in the City of Anderson, Public Works Department by 5:00 P.M., October 4, 2019. Proof of receipt before
the deadline is a City of Anderson, Planning Department time/date stamp. It is the responsibility of the firms replying to this RFP to see that any proposal sent through the mail, or via any other delivery method, shall have sufficient time to be received by the Public Works Department prior to the proposal due date and time. Late proposals will be returned to the firm unopened. **Proposals shall be clearly marked and identified and must be submitted to:**

City of Anderson  
Public Works Department  
1887 Howard Street  
Anderson, CA, 96007  
Attn: Tiffany Lightle, Assistant City Planner

Any questions, technical or otherwise, pertaining to this RFP **must be submitted IN WRITING and directed ONLY to:**

Tiffany Lightle, Assistant City Planner  
Anderson Planning Department  
1887 Howard Street  
Anderson, CA, 96007  
via EMAIL: tlightle@ci.anderson.ca.us

**VI. SELECTION PROCESS**

An Evaluation Committee, using the following evaluation criteria for this RFP, will evaluate all responsive proposals to this RFP. The Evaluation Committee may request, if desired by City, formal presentations/interviews from short listed firms at a future date of which the format and presentation evaluation criteria shall be provided at the time of short listing. **Participation in any phase of this RFP process, including the interview phase if conducted, is at the sole expense of the firms replying to this RFP.** The City shall NOT be responsible for any costs incurred by any firm in response to, or participation in, this RFP.

Firms are requested to submit their proposals so that they correspond to and are identified with the following specific evaluation criteria:

**A. Project Understanding:**  
The firm’s proposal adequately demonstrates an understanding and capacity to perform the scope of services.

**Note:** Firms should not simply restate the information contained in this RFP; this
evaluation criteria requires that the proposal identify “critical issues” to the Project, identify an approach to resolving any critical issues, and otherwise provide additional information regarding the Project which supports the firm’s ability to perform if selected.

B. Scope of Work:
Proposed approach to the Project including the expected time commitment of key personnel, technical approach to the Project, the emphasis placed on individual elements to successfully complete project, and familiarity with types of issues and problems relevant to small cities.

C. Staff Qualifications:
Qualifications of the staff assigned to manage and provide services related to the Project; experience with similar projects, related requirements, and coordinating certification of projects from HCD.

Note: This evaluation criterion requires that the proposal identify specific experience with projects successfully certified with HCD and having had adopted Housing Element through the local jurisdiction. Relevant experience must be demonstrated.

D. Firm Qualifications:
Financial strength and stability of the firm and the sub consultants, adequacy of labor commitment and augment resources, favorable references of recent successful completion of similar projects, and historical positive relationships with the City on past projects. All sub-consultants shall be clearly identified along with their respective roles and relevant experience.

E. Project Schedule:
Thoroughness and reasonableness of the project schedule with emphasis on processing requirements; ability to maintain the project within the selected time frame.

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<td>Total</td>
<td>100%</td>
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The City of Anderson reserves the right to negotiate with any qualified consultant.

**Contract Award:** This solicitation has been developed in the Request for Proposals (RFP) format. Accordingly, firms should take note that multiple factors as identified in the RFP will be considered by the Evaluation Committee to determine which proposal best meets the requirements set forth in the RFP document. PRICE IS NOT EVALUATED AS PART OF THE EVALUATION CRITERIA. The City reserves the right to negotiate the terms and conditions of any resulting contract. Final contract award, if any, will be made by the City of Anderson City Council. The selected firm will be required to comply with all insurance and license requirements of the City.

**VII. CONDITIONS & LEGAL REQUIREMENTS**

**COLLUSION:** Any evidence of agreement or collusion among Proponents, acting illegally to restrain freedom of competition by agreement to propose a fixed price, or otherwise, will render the proposal of such Proponents void.

**FORM OF AGREEMENT:** The selected firm will be required to enter into a contractual agreement, inclusive of insurance requirements, with the City of Anderson in accordance with the standard Professional Services Agreement (see Attachment C). Requested changes to the Professional Services Agreement may not be approved, and the selected firm must ensure that the attached document will be executed.

**AWARD OF CONTRACT:** It is the City's intent to award a contract to the firm that can provide all of the services identified in the RFP document. *However, the City reserves the right to award a contract to multiple Respondents or to a single Respondent, or to make no award, whichever is in the best interest of the City.* It is anticipated that award of the contract will occur at the next regularly scheduled City Council meeting after the evaluation committee has made its final selection of the firm to be recommended for award and a contract has been negotiated and agendized for consideration. The decision of the City Council will be final. Failure or refusal to enter into an Agreement or to conform to any of the stipulated requirements in connection therewith shall be just cause for an annulment of the award.

**RESPONSIBILITY OF PROPOSER:** All firms responding to this RFP shall be responsible. If it is found that a firm is irresponsible (e.g., has not paid taxes, is not a legal entity, submitted an RFP without an authorized signature, falsified any information in the proposal package, etc.), the proposal shall be rejected.

**PUBLIC RECORD:** All documents submitted in response to this solicitation will become the property of the City of Anderson and are subject to the California Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the documents, or any other materials associated with the solicitation, may be made public after the review process has been completed, negotiations have concluded and a recommendation for
Award has been officially agendized for City Council consideration, and/or following award of contract to a specific firm, if any, by the City Council.

**BUSINESS LICENSE**: The selected firm will be required to be licensed in accordance with Chapter 5.04 of the City of Anderson Municipal Code, entitled “Business License and Registration Program”.

**PROPOSAL INFORMALITIES OR DEFECTS**: The City of Anderson reserves the right to waive any informality or technical defect in a proposal and to accept or reject, in whole or in part, any or all proposals and to seek new RFP’s, as best serves the interests of the City.

**INVESTIGATIONS**: The City reserves the right to make such investigations as it deems necessary to determine the ability of the firms responding to this RFP to perform the Work and the firm shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such firm fails to satisfy the City that such firm is properly qualified to carry out the obligations of the Contract and to complete the Work contemplated therein.

**PROPOSALS TO REMAIN OPEN**: The Proposer shall guarantee that all contents of their proposal shall be valid for a period of 120 calendar days from the due date of proposals.

**SIGNED PROPOSAL AND EXCEPTIONS**: Submission of a signed proposal will be interpreted to mean that the firm responding to this RFP has hereby agreed to all the terms and conditions set forth in all of the sheets which make up this Request for Proposals, and any attached sample agreement. Requested exceptions to any of the language in either the RFP documents or attached sample agreement, including the insurance requirements, must be included in the proposal and clearly defined. Exceptions to the City’s RFP document or standard boilerplate language, insurance requirements, terms or conditions may be considered in the evaluation process; however, the City makes no guarantee that any exceptions will be approved.
ATTACHMENT “A”

*NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED INSIDE ENVELOPE #1, “WORK PROPOSAL”* NOTICE FOR REQUEST FOR PROPOSALS (RFP) CONSULTANT SERVICES FOR 2019 HOUSING ELEMENT UPDATE TO THE CITY’S GENERAL PLAN

PROPOSER:________________________________________

A. I hereby certify that I have the authority to submit this Proposal to the City of Anderson for the above listed individual or company. I certify that I have the authority to bind myself/this company in a contract should I be successful in my proposal.

________________________________________
SIGNATURE

B. The following information relates to the legal contractor listed above, whether an individual or a company. Place check marks as appropriate:

1. If successful, the contract language should refer to me/my company as:
   
   _____ An individual;
   
   _____ A partnership, Partners’ names: ________________________________
   
   __________________________________________
   
   __________________________________________
   
   _____ A company;
   
   _____ A corporation

2. My tax identification number is: ________________________________

ADDENDA ACKNOWLEDGMENT:

Acknowledgment of Receipt of any Addenda issued by the City of Anderson for this RFP is required by including the acknowledgment with your proposal. Failure to acknowledge the Addenda issued may result in your proposal being deemed non-responsive.

In the space provided below, please acknowledge receipt of each Addenda:

   Addendum(s) #________________________ is/are hereby acknowledged.

The “Small Business Concerns Information” sheet shall be included as part of Attachment “A”
ATTACHMENT “B”

*NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED INSIDE ENVELOPE #1, “WORK PROPOSAL”*

NOTICE FOR REQUEST FOR PROPOSALS (RFP) CONSULTANT SERVICES 2019 HOUSING ELEMENT UPDATE FOR THE GENERAL PLAN

DEBARMENT AND SUSPENSION CERTIFICATION
TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

The Consultant, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space or by separate identified attachment.

Exceptions will not necessarily result in denial of award, but will be considered in determining Proposer responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action. **Note: Providing false information may result in criminal prosecution or administrative sanctions.**

Consultant Name: ____________________________

Signature: ____________________________ Date: _____________

__________________________________________

(Name & Title)
ATTACHMENT “C”
SAMPLE PROFESSIONAL SERVICES AGREEMENT

COPY OF CITY’S SAMPLE PROFESSIONAL SERVICES AGREEMENT FOLLOWS THIS PAGE