



PLANNING AND BUILDING DEPARTMENT

2850 Fairlane Court, Placerville, CA 95667
Phone (530) 621-4650, Fax (530) 642-0508

September 12, 2019

Re: Request for Proposals for Housing Element Update Services

The County of El Dorado, Planning and Building Department (County) is soliciting proposals for the General Plan Housing Element Update for the 2021 to 2029 planning period (Project). You have been sent this request for proposal because your firm qualified for selection during the County's 2017 Requests for Qualifications process.

The Project will assist the County with planning, environmental review, and processing services to update County's Housing Element for the next cycle from 2021-2029, pursuant to California Housing Element law, California Department of Housing and Community Development (HCD) rules, procedures, and practices and the California Environmental Quality Act (CEQA).

Consultant shall work with County staff, stakeholders, decision-makers, citizens, and government agencies in preparation of County's 2021-2029 Housing Element. Services shall include, but not be limited to, those tasks as identified in the scope of work, included in the attached Sample Agreement. Please note that a substantial body of work was completed on the County's vacant and underutilized land inventory for parcels suitable for residential development. The Project scope of services does not envision a wholesale re-analysis of the information included in that body of work; however, it shall be updated or supplemented as appropriate.

Proposals will be evaluated by a team composed of County personnel representing the County Planning and Building Department and Department of Transportation on the basis of:

Criteria	Maximum Points
Responsiveness to RFP requirements (pass/fail).	Pass/Fail
Thoroughness, clarity, and quality of proposal	15
Experience and Qualifications of Firm	20
Experience with preparing Housing Element Updates	20
Experience with public outreach/working with community groups	10
Experience with determining CEQA requirements and preparing CEQA documents	10
Experience in El Dorado County	10
Proposed Fees	15
Total Possible Points	100

Please provide the following:

1. Cover letter, two (2) pages maximum, explaining the reason(s) why your firm should receive the work, including examples of past similar projects.
2. Résumés, one (1) page maximum, for each staff member proposed to work on the project.
3. Summation of staff availability, one (1) page maximum.

4. Describe the firm's resources, experience and capabilities as they relate to scope of services described. Submit in the order identified below:
 - a. Executive Summary: An executive summary should briefly describe the Proposer's approach to the proposal and clearly indicate any options or alternatives. It should indicate any major requirements that cannot be met by the Proposer. This summary should highlight the major features of the proposal and identify relevant supporting materials. The executive summary shall not exceed three pages.
 - b. Detailed Discussion: The detailed discussion is a general, but complete, narrative of the Proposer's assessment of the work to be performed and the ability to meet those objectives. This overview should clearly demonstrate the Proposer's understanding of the performance expectations as well as how the requirements will be met. Discuss each item in Section II. Scope of Services and describe how your firm will accomplish the desired scope in the timeframe requested. By virtue of submitting a response to this RFP, Proposer understands, acknowledges and agrees to the standard terms and conditions of Exhibit "A".
5. Cost Proposal.

If you wish to provide us a proposal for this work, please send us the information listed above by 5:00 p.m. on Tuesday, October 16, 2019.

You may mail your proposal to:
Planning and Building Department
2850 Fairlane Court, Bldg. C
Placerville, CA 95667
Attn: C.J. Freeland

You will be notified on or before Friday, October 25, 2019, as to whether or not your firm has been selected to perform the work.

If you have any questions, please contact C.J. Freeland at (530) 621-5159 or cynthia.freeland@edcgov.us. The County looks forward to receiving your proposal.

Sincerely,



Michael H. Nihan
Planning Manager, Long Range Planning

Attachments: Sample Agreement with Scope of Work