



HOUSING ELEMENT UPDATE 2021-2029

Community Development Department
300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

ISSUE DATE:

January 6, 2020

OPTIONAL PRE-SUBMITTAL

CONFERENCE:

January 15, 2020

DEADLINE FOR SUBMISSIONS:

February 14, 2020

RFP No. P19211222003

Request for Proposals for the City of Sacramento 2021-2029 Housing Element, RFP No. P19211222003

The City of Sacramento (City) Community Development Department (CDD), Planning Division, is soliciting proposals for the tasks necessary to complete the 2021-2029 Housing Element and associated environmental review. The scope of services should include the number and type of deliverables and provide assumptions for what the consultant team expects of City staff.

Submit electronic proposals to:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

Submit Proposal by: February 14, 2020 at 4:00PM

Questions regarding this Request for Proposals should be directed via the City of Sacramento's online bid portal per the instructions and deadlines outlined in the RFP timeline.

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Attachment 1 – Housing Streamlining Menu of Options

Attachment 2 – Submittal Signature

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1. INTRODUCTION

The City of Sacramento (City) Community Development Department (CDD), Planning Division invites proposals from qualified firms, consultants, or consultant teams with specific experience in housing element preparation and updates, associated public engagement, land inventory analysis, and environmental review of housing elements.

State housing element law (Government Code Sections 65580-65589.8) requires each local government to review and update the housing element of its General Plan at least every eight years. The City's current Housing Element is for the period from 2013 to 2021. The new Housing Element will cover the period from 2021 to 2029 and is due to the California Department of Housing and Community Development (HCD) by May 31, 2021. Through the Regional Housing Allocation Needs (RHNA) process, the City of Sacramento must accommodate 45,580 new units in the 2021-2029 planning period. This allocation is an 89% increase from the previous cycle. The Sacramento Area Council of Governments (SACOG) has developed housing element data profiles for each jurisdiction. The selected consultant team will have access to the data profiles to assist in housing element preparation.

The City is currently in the process of updating its General Plan, Climate Action Plan, and Master Environmental Impact Report (sac2040gpu.org), which are expected to be completed in 2021. The Housing Element will allow the City to address housing policy issues in a comprehensive manner by developing an effective and affordable housing strategy. In addition, the preparation of a new Housing Element will ensure that housing policy issues are aligned with land use and other policies in the new General Plan.

In addition to the update of the Housing Element, the City of Sacramento has made streamlining housing approvals a priority due to the existing housing shortage. On May 28, 2019 Sacramento City Council adopted a Housing Streamlining Menu of Options which staff is working to implement. The latest version of the Housing Streamlining Menu of Options (11/20/19) is attached.

The City of Sacramento is also part of the Sacramento Valley Fair Housing Collaborative consisting of 16 jurisdictions and agencies developing a regional Analysis of Impediments to Fair Housing Choice. It is anticipated that this document will be adopted in early 2020. The data and analysis from this document can aid in the development of the Housing Element.

The City is committed to working closely with community members and housing stakeholders to develop an ambitious housing element that complies with State law, identifies adequate sites for affordable housing in excess of the RHNA, and develops goals, policies and programs that are implementable and focused on meeting the City's current and future housing need for all income levels. The successful consultant team will have significant experience engaging and collaborating with residents and housing stakeholders.

2. PROJECT BUDGET

The budget to complete all tasks is not to exceed \$200,000. However, proposers are encouraged to submit a cost-effective budget.

3. SCOPE OF SERVICES

Proposers should provide a clear and thorough scope of services that includes the tasks necessary to complete the 2021-2029 Housing Element and associated environmental review. The scope of services should include the number and type of deliverables and provide assumptions for what the consultant team expects of City staff. The City anticipates that the scope of services may be amended prior to the contract to reflect negotiations between the selected consultant team and the City.

Proposers are welcome to suggest optional tasks and should include separate line items in their budget to reflect all tasks. Proposers are asked to use their professional expertise to include subtasks that are not expressly mentioned below (such as a kick-off meeting; community engagement, regular check-ins; etc.).

It is anticipated that the proposer's scope of services would include the following, but proposers are encouraged to modify/edit the suggested scope based on professional experience. Please clearly identify any modifications to the proposed scope in the proposal. The scope of services should include:

1. 2021-2029 Housing Element

- a. Demonstrate compliance with State housing element law, including new State legislation effective January 1, 2020;
 - b. Develop in accordance with best practices and State guidance, including the Governor's Office of Planning and Research (OPR) General Plan Guidelines and the HCD's Building Blocks: A Comprehensive Housing-Element Guide;
 - c. Develop a land inventory that identifies adequate sites (pursuant to Government Code sections 655883.2 and 65863 (No Net Loss)) in excess of the RHNA methodology adopted by the SACOG Board of Directors on November 21, 2019. Any rezoning program required as a result of the land inventory will be completed outside of this Request for Proposals (RFP).
 - i. Once the land inventory is complete, City staff intends to develop a public facing web-based housing element land inventory that will update as new building permit data comes in to track the City's progress in meeting its RHNA and to track no-net-loss requirements. As an optional task, proposers can suggest an approach to supporting the City's Planning Division and IT Department in developing the web-based land inventory.
2. **Environmental Review.** Prepare an Initial Study and conduct environmental analysis of the 2021-2029 Housing Element as required under the California Environmental Quality Act.
3. **Community and Stakeholder Outreach.** Consultant teams should propose a public outreach program in accordance with best practices and State guidance and provide consideration for the concurrent public outreach process that the City is undertaking for its 2040 General Plan and Climate Action Plan updates. Given the City's focus on meaningful community involvement in the planning process, the Housing Element

update process should be developed with residents and housing stakeholders. The City has established a City and agency (Sacramento Housing and Redevelopment Agency and SACOG) staff-level housing working group and will be establishing a working group with external housing stakeholders soon. Other key stakeholders include but are not limited to Sacramento Housing Alliance, Legal Services of Northern California, House Sacramento, housing developers, and neighborhood and business groups. These working groups and housing stakeholders should contribute to the development of the proposed goals, policies and programs. The outreach program should include review and comment presentations/workshops with the following City commissions:

- i. Sacramento Disabilities Advisory Commission
- ii. Preservation Commission
- iii. Parks and Community Enrichment Commission
- iv. Sacramento Housing and Redevelopment Commission
- v. Planning and Design Commission
- vi. City Council

It is anticipated that City staff will present items to the above commissions. Consultant teams are expected to assist with the development of materials for commission meetings and will attend commission meetings as necessary to respond to technical questions. Public hearings for approval of the 2021-2029 Housing Element will be conducted with the Planning and Design Commission and City Council.

4. EVALUATION CRITERIA

The City has established a proposal review and selection committee. Proposals will be initially ranked on the following criteria for a maximum of 100 points:

- Experience on similar projects. **30 Points**
- Proposed project scope of services which shows an understanding of issues as well as a clear approach to meeting project requirements and schedule. **35 Points**
- Experience (on similar projects) and availability of the day-to-day project manager and project director. **20 Points**
- Proposed project budget (itemized) **10 Points**
- Meets requirements for Local Business Enterprise (LBE) **5 Points**

The proposal review and selection committee will use the evaluation criteria to score proposals. At the discretion of the City, interviews may be conducted to further evaluate the consultant teams based on their presentation and responses to questions during the interview. If the City determines interviews are necessary to select a consultant team, the proposal review and selection committee scoring will be used to identify a short list of consultants for interviews. If interviews are not conducted, the proposal review and selection committee scoring will be used to select a consultant team.

LBE Five Percent (5%) Proposal Evaluation Preference (See Attachment 3)

Rejection of Proposals: The City of Sacramento reserves the right to reject any and all proposals received in response to this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City of

Sacramento may at its discretion determine not to award a contract solely on the basis of this request for proposals and will not pay for the information solicited or obtained.

It is recognized that each Proposer may have developed unique and typical methods of service delivery. It is not the City's intention to disqualify a Proposer due to variations in service delivery that do not adversely affect quality and performance. Any proposal offering services equivalent to or of better quality and performance than that requested, which provides the necessary service, will receive full consideration for award.

Withdrawal of Proposals: Unauthorized conditions, limitations, or provisions attached to a proposal may be cause for its rejection. No oral, telegraphic or telephonic proposals or modifications will be considered. The proposal may be withdrawn upon request by the Proposer without prejudice to the Proposer prior to, but not after the time fixed for opening of proposals, provided that the request for withdrawal is in writing, has been executed by the Proposer or the proposal's duly authorized representative, and has been filed with the City.

Contract Negotiations: Contract negotiations may be undertaken simultaneously during the evaluation of proposals with the finalist(s) as determined by the City. The City will not accept any changes to the standard agreement.

5. PROPOSED TIMELINE

RFP Issued	January 6, 2020
Optional Pre-Submittal Conference (<i>submitters are highly encouraged to attend</i>)	January 15, 2020 (3:00 – 4:30 PM) 300 Richards Blvd. Room 221 City of Sacramento, CA 95811
Written questions due	January 21, 2020
City's response to written questions and questions asked during Pre-Submittal Conference	January 29, 2020
Proposals Due to the City	February 14, 2020 (4:00 PM)
Selection Committee Review	February 18-20, 2020
Proposer Interviews (tentative)	February 28, 2020 (1:30 – 4:00 PM)
Select Consultant for Council Recommendation	March 2020
Finalize Scope of Work and Budget with Selected	March 2020
Agreement Approval by City Council	April 2020
Project Kick-Off	May 2020

6. PROPOSAL REQUIREMENTS

The proposal submittal shall contain the following response items:

Respondents should submit electronically, in PDF format, via the City of Sacramento's online bid center at: [HTTP://WWW.PLANETBIDS.COM/PORTAL/PORTAL.CFM?COMPANYID=15300](http://www.planetbids.com/portal/portal.cfm?companyid=15300)

Proposals must be received by the City of Sacramento no later than 4:00 p.m. on February 14, 2020. Late proposals will not be accepted. There is not a page limit, however proposers should be succinct where possible. All proposals and documents submitted become the property of the City of Sacramento.

Proposals shall include:

1. A letter of transmittal.
2. Table of Contents. List responses to RFP requirements; identify page number in proposal.
3. Project Understanding. Provide a summary of the project issues. Include a short discussion of the intended approach which demonstrates that the proposer understands the issues and the team's ability to address them. Identify key elements of the project and what special approach your firm will use to develop these elements.
4. Proposed Scope. Provide a detailed description of each task proposed by the consultant to accomplish the scope of work, including deliverables. Identify any information or assistance required from City staff to accomplish each step in the process.
 - a. Provide a table/matrix of applicable changes to State housing element law since the City of Sacramento last updated its housing element. Identify any proposed strategies for implementing these State requirements into the City's 2021-2029 Housing Element.
5. Proposed Project Schedule. Provide a proposed project schedule with completion dates for each of the deliverables. Please provide a proposed project schedule that includes the City submitting an adopted housing element to HCD no later than May 31, 2021. Prior to final submittal to HCD, the housing element needs to be circulated for a 30-day public comment period, submitted to HCD for a review of up to 60-days, if necessary, resubmitted to HCD, environmental review needs to be completed, and the housing element needs to be adopted by City Council.
6. Itemized Budget. In a separate electronic file, provide an itemized budget, including a breakdown of anticipated costs for each task listed in the scope of services, including staff hours and billing rates, administrative costs, and the work of any subconsultants. Provide an actual cost, not-to-exceed amount, to include all direct costs, reimbursables, escalation costs, and any other charges. This information should be written so that it may be incorporated as an attachment to the consultant agreement. The budget to complete all tasks is not to exceed \$200,000. However, proposers are encouraged to submit a cost-effective budget.
7. Project Examples. For the prime, provide one-page summaries of three examples of previous projects of similar scale and scope. Include key contacts name(s) and phone numbers/addresses. Indicate which staff members worked on each project and in what role. If applicable, each subconsultant should be represented, and their role described, in at least one example. One additional example per subconsultant may be provided such that each team member has provided at least one example of work in a similar role.

8. Organizational chart. Provide an organizational chart that clearly identifies the project manager and the roles of each of the key members of the consultant team.
9. Qualifications of key staff proposed for this assignment. Provide resumes and brief biographies of key individual team members.
10. Statement. Include a statement that the firm(s) has sufficient staff resources and capability to perform the scope of services within the specified time frame.
11. References. Consultant must provide a minimum of three (3) client references, preferably city or county governments, for whom services have been provided within the last five (5) years or during the previous housing element cycle. These should match the project examples as much as possible.

7. ACCEPTANCE OF PROPOSAL

The contents of the proposal of the successful Proposer will become contractual obligations to be contained in a formal written agreement. Failure of successful Proposer to accept these obligations in a formal agreement may result in cancellation of the award.

Addenda and Supplements to RFP

If it becomes necessary to revise any part of the RFP, an addendum to the RFP will be provided to all known prospective proposers via the City of Sacramento's online bid portal PlanetBids.

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

It is the responsibility of the proposer to verify addenda and supplements up to the RFP submission date and time.

Contractor Responsibilities

The Contractor must commit a professional staff and an experienced Project Manager who will be responsible for coordinating the services with the City. Service shall be the best of its respective kind. All professionals shall be skilled, knowledgeable, and successfully experienced in all aspects of providing the required services.

Licenses

The Contractor shall be required to obtain any necessary licenses and shall comply with all Federal, State and local laws, codes and ordinances without cost to the City.

Non-Waiver of Defaults

Any failure by the City to enforce or require the strict keeping and performance of any of the terms and conditions of the contract, shall not constitute a waiver of such terms and conditions, nor shall it affect or impair the right of the City to avail itself of such remedies as it may have for any breach of the terms and conditions.

Business Operations Tax Certificate

Chapter 3.08 of the Sacramento City Code requires that anyone conducting business in the City of Sacramento obtain a Business Operations Tax Certificate and pay the applicable tax if necessary. The successful Proposer, and any subcontractors, will be required to show compliance with this requirement prior to award of the contract. Information about the Business Operations Tax Certificate may be obtained the City of Sacramento, Revenue Division, 915 I Street, New City Hall First Floor, Sacramento, CA 95814, or by telephone at (916) 808-8500.

Contractual Obligations

The standard City of Sacramento Professional Services Agreement includes, but is not limited to, the requirements shown in the contract. Proposer should review the contract and indicate in the proposal the extent to which Proposer can and is willing to comply with each and every provision of the attached contract. This Request for Proposal together with Proposal's response shall be incorporated into the final contract. Professional Services Agreement The proposer(s) recommended for this award will be required to sign the

Professional Services Agreement.

The Agreement can be found at the following URL:
<http://www.cityofsacramento.org/Finance/Procurement/Standard-Agreements>

Proposers are responsible for reading and understanding the attached Professional Services Agreement's requirements, terms and conditions prior to submitting their proposals.

8. GENERAL INFORMATION

Proposals may be withdrawn or modified before the due date of submission for proposals by delivering a written and signed request by the due date. A request for modification of the proposal after the due date will not be considered, including a representation that the proposer was not fully informed regarding any information pertinent to the proposal or the offer. The City shall not be responsible for or bound by any oral instructions, interpretations or information provided by the City or its employees other than the RFP contact.

The City reserves the right to reject any or all proposals submitted, correct any technical errors in the RFP process, waive any irregularities in any proposal, negotiate with any of the proposers, accept other than the lowest fee offer, or enter into a subsequent agreement with another proposer if the originally selected proposer fails to execute its agreement with the City.

Any agreement shall not be binding unless it is executed by authorized representatives of the City and the selected proposer. Proposing firms are solely responsible for any expenses incurred in preparing their proposals in response to this RFP.

Proposals should be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. The emphasis should be on completeness and clarity of content. To expedite proposal evaluations, it is essential that specifications and instructions contained in the proposal instructions are followed as outlined.

Proposals received are public records that will be disclosed upon request. All material submitted that has not been clearly designated in the proposal itself as proprietary information becomes the property of the City. Proposals submitted become the property of the City and may be reviewed and evaluated by any persons at the discretion of the City.

Responses to this RFP become the exclusive property of the City. At such time as City staff recommends a Proposer to the City Council, all proposals received in response to this RFP become a matter of public record and shall be regarded as public records and will be disclosed upon receipt of a request for public disclosure pursuant to the California Public Records Act; provided, however, that if any information or elements of the proposal is set apart and clearly marked as "Trade Secret" or "Proprietary" when it is provided to the City, the City will give notice to the Proposer of the request for disclosure to allow the Proposer to seek judicial protection from disclosure.

Failure by the Proposer to take timely steps to seek judicial protection from disclosure shall constitute a complete waiver by the Proposer of any rights regarding the information designated as "Trade Secret" or "Proprietary" and such information may be disclosed by the City pursuant to applicable procedures under the California Public Records Act. Under no circumstances will City have any obligations to seek judicial protection from disclosure for any proposals or other materials submitted in response to this RFP.

City has no liability for any disclosure, unless such disclosure is made in violation of a court order obtained by a Proposer or pertains to materials marked as "Trade Secret" or "Proprietary" for which the City failed to give the above notice.

Any/all respondents responding to this RFP do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting responses, for providing additional information when requested by the City or for participating in any selection demonstrations or interviews, including pre-contract negotiations and contract negotiations.

The City reserves the right to decide that one proposer is more responsive than the others and to select that proposal based on review of the proposal only.

The City reserves the right to reject individual firm members, firms, and subcontractors and request substitution without indicating any reason.

A proposal is late if received at any time after the required submittal date and time. A proposal received after the specified time will not be considered and will be returned to the proposer.

If you have any questions regarding form and content of your proposal per this RFP, please send your questions via the City's online bid portal :

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

RFP submittals missing acknowledgement of any addendum or information requested in this RFP shall be considered non-responsive and the firm will be eliminated from evaluation.