



CITY COUNCIL

Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
Michael A. Segala

CITY COUNCIL MEETING

First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585
Incorporated October 9, 1868

October 15, 2020

CITY OF SUISUN CITY REQUEST FOR PROPOSALS FOR SB2 PLANNING GRANT PROGRAMS IMPLEMENTATION

The City of Suisun City is inviting proposals from qualified firms to assist with implementation of the City’s SB2 Planning Grant Programs (PGP). The programs consist of those that were approved by California Department of Housing and Community Development (HCD) in accordance with award of the City’s \$155,000 SB2 grant.

The Proposal should follow the tasks outlined below. Consultants are expected to provide a detailed scope of work for each of the steps listed, including a detailed response to implementation of each of the planning grant programs, and any additional items or suggested modifications that the Consultant deems necessary to provide full service to the City in delivering the described project.

Contact Person:

Questions regarding this RFP may be directed to the following person via e-mail or fax only:

John Kearns
Senior Planner
City of Suisun City
(707) 421-7337
jkearns@suisun.com

PROPOSAL REQUIREMENTS

1. Cover Letter

The Proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the Consultant contractually and shall contain a statement that the proposals are firm offers for a 90-day period. The letter shall also provide the name, title, address, telephone number and email address of individuals with the authority to negotiate and contractually bind the Consultant. The cover letter constitutes certification by the Consultant, under penalty of perjury, that the Consultant

DEPARTMENTS: AREA CODE (707)
ADMINISTRATION 421-7300 ■ DEVELOPMENT SERVICES 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■
PUBLIC WORKS 421-7340
SUCCESSOR AGENCY 421-7309 FAX 421-7366

complies with nondiscrimination requirements of the State and the Federal government. An unsigned proposal or one signed by an individual unauthorized to bind the Consultant may be rejected.

2. Experience and Qualifications

To demonstrate the Consultant's qualifications, the following shall be submitted.

- a. A description of the Consultant's capabilities and experience related to preparing the City's SB2 programs.
- b. An Organization Chart showing the proposed relationships between all key personnel, identification of staff's capabilities, identification of the Project Manager and support staff, the proposed responsibilities of each person on the chart, and brief resumes which highlight special qualifications relevant to the required tasks.
- c. Identification of any sub-consultants to be used. Information shall include the name and address of the sub-consultant, resumes of the key staff proposed for the project and the tasks to be carried out.

3. Scope of Work

On April 10, 2020, HCD awarded the City a grant in the amount of \$155,000 for the completion of the housing-related projects to accelerate future production of housing. The projects identified in the grant application totaled \$155,000 are as follows:

1. Housing Feasibility and Yield Analysis and Recommendations.
2. Waterfront District and Zoning Code Amendments to Increase Housing Capacity.
3. Environmental Streamlining
4. Storm Drain System Capacity Study in the Priority Development Area.
5. Fee Study for Parking In-Lieu Fees in the Priority Development Area.
6. Solano Housing Investment Partnership (not a part of this consultant's scope of work).

Detailed descriptions and purpose of each project as submitted in the grant application and approved by HCD are attached. The scope shall contain a project proposal, including a statement of the understanding of the project, and discussion of how the objectives of the scope of work will be accomplished. The scope shall include a brief description of each of the steps necessary throughout the planning process for each program anticipated by the consultant, detailed outcomes, and any supplemental tasks deemed necessary or alternatives which may enhance the project, reduce costs, or expedite delivery. The Consultant should also identify any tasks not identified and/or mentioned that would benefit the successful realization of each project.

4. Timeline

The Proposal shall include a timeline that demonstrates how the Consultant will deliver milestone documents. The timeline should reflect implementation that will allow all of the projects to meet the grant agreement deadlines. All grant funds must be expended by June 30, 2022. All invoices must be submitted to HCD by February 28, 2022 to ensure meeting the June 30, 2022 deadline.

5. Deliverables

Deliverables include any workshop materials, public notices, draft and final documents, and staff reports. The consultant shall provide at least two color copies of each final document, including one single-sided reproducible original and one digital file. All documents and materials shall be prepared in Microsoft Office Word format or in a format otherwise approved by the City.

6. Fee Schedule

The cost component shall include the following information, submitted in a separate sealed envelope:

- a. Consultant’s rate Schedule for the duration of the contract;
- b. Total cost to perform the work in its entirety, including a breakdown of the costs for each individual work task;
- c. Listing of any other costs charged by Consultant in providing services; and
- d. A schedule for the proposed work showing the tasks to be performed, corresponding dates when each task and/or subtask will begin and end.

7. Conflict of Interest

The Consultant shall disclose any financial, business or other relationships with the City that may have an impact on the outcome of this contract or any resulting construction project. The City reserves the right to cancel the award of contract if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program. The City determination regarding any questions of conflict of interest shall be final.

8. Limits of General and Professional Liability Insurance

The Consultant shall provide detailed information pertaining to the limits of the general and professional liability insurance.

9. Proposed Schedule

The following schedule is provided as a guide. (Selection is expected to be based on written proposals; the City may elect to conduct interviews).

RFP Issued	October 15, 2020
Proposal Submittal Deadline	November 16, 2020 (by 5:00 p.m. PST)
City Council Award of Contract	December 15, 2020
Professional Services Agreement Executed ..	December 23, 2020

10. Submission of Proposal

Format - Proposals shall be limited to a maximum of 25 pages, excluding any appendices and Experience and Qualifications. All pages are to be numbered and shall include a table of contents. In addition to the original document, one digital version (saved as a PDF on a USB flash drive) of the proposal and five (5) bound/stapled copies shall be submitted.

Proposers shall send five (5) copies of their proposals to:

John Kearns
Senior Planner
701 Civic Center Blvd.
Suisun City, CA 94585

Date of Submittal - All proposals will be date and time stamped and must be received by **Tuesday, November 16, 2020, no later than 5:00 p.m. PST**. All questions or request for additional information must be submitted via email no later than 12:00 noon on **Wednesday, November 3, 2020** to John Kearns, Senior Planner, at jkearns@suisun.com.

No exceptions to the deadline will be made. Proposals received after the specified time will be returned unopened. Faxed or electronically transmitted proposals will not be accepted. Hand carried proposals will be accepted before the deadline at the address below during normal business hours of 8:00 a.m. through 5:00 p.m. Monday through Friday, and until 5:00 p.m. Monday November 16th.

11. Resources Available for Review

- A. Suisun City Zoning Code
https://library.municode.com/ca/suisun_city/codes/code_of_ordinances?nodeId=TIT18ZO
- B. Suisun City General Plan
<https://www.suisun.com/departments/development-services/planning/general-plan/>
- C. 2015-2023 Housing Element
https://www.suisun.com/wp-content/files/Suisun_City_Housing_Element_Final_Draft.pdf
- D. Waterfront District Specific Plan
https://www.suisun.com/wp-content/files/City_of_Suisun_City_Waterfront_District_SP-w.pdf

Copies of these materials are available for review on the City's website at www.suisun.com.

12. Evaluation and Selection

Selection Criteria - The submitted proposal and the qualification interview (if required) will determine the ranking. The Consultant rated as most qualified to provide the requested services will be invited to negotiate a final contract. If an agreement is not reached, negotiations may be terminated and commenced with the next qualified Consultant. The City reserves the right to reject or accept portions of any or all proposals.

The Proposal will be evaluated by City staff based in the following manner:

- Demonstration of a clear understanding of the project;

- Professional qualifications and capability of the Consultant team;
- Experience with similar types of projects;
- Examples of recent projects that were successfully completed;
- Reasonable cost and on-time performance; and
- Approach to performing this type of service and demonstrated adherence to schedules.

SB 2 Planning Grants Application

PROJECT DESCRIPTION

Provide a description of the project and the scope of work to be performed below. Use Appendix A for additional information if necessary. Note: If partnering with another local government or entity, be sure to clarify the responsibilities and deliverables of your locality pursuant to such partnership.

Background: The City plans to utilize the SB 2 Planning Grant monies to hire a planning consultant to evaluate the existing land-use and development standards in the Specific Plan (SP) and Zoning Code (ZO) and identify adjustments that will provide the most efficient pattern of land use to facilitate and/or incentivize the creation of new housing units. The final result will be City Council adopting the new SP and ZO updates.

Scope Description: The City aims to release a Request for Proposal or Request for Qualification in Winter 2019 and enter into a professional services agreement with a planning firm to complete the assessment and update the SP and ZO. Specifically, the updates will focus on the Waterfront Specific Plan in zones in close proximity to the Suisun-Fairfield Train Depot to identify opportunities to make beneficial regulatory adjustments that reduce constraints on the creation of housing units and to incentivize their production. The scope will include:

- (1) **Housing Yield and Feasibility Analysis and Recommendations:** This would identify key opportunities and constraints which would be used to inform other City work related to Specific Plan amendments, incentives, impact fee revisions, or other actions the City can take to encourage housing development in close proximity to the Suisun-Fairfield Train Depot. The consultant will identify existing sources of data, relevant documents, maps, and other information related to compact housing within the Specific Plan Area, with a focus on the Northwest Downtown Opportunity Area, and a city-owned 30-acre parcel near the Suisun-Fairfield Train Depot within the Priority Development Area that is presently designated solely for commercial and would be redesignated to accommodate residential;
- (2) **SP and ZO Amendments and certain development standards to increase housing capacity,** including redesignation of existing zones, allowable densities, and certain development standards;
- (3) **Environmental Streamlining:** Amending SP that includes zoning and development standards and plan level environmental analysis that can be used to streamline future housing projects and facilitate affordability;
- (4) **Storm drain system capacity study in the Priority Development Area (PDA):** This is analysis that can be used to streamline future housing projects and facilitate affordability by providing future developers more site information upfront;
- (5) **Fee study for parking in-lieu fees in PDA area:** analysis that can be used to streamline future housing projects by building from prior parking studies completed in the City in the last 10-15 years. The parking in-lieu fee study would be oriented toward giving the developer options on parking fees for predominately residential development, such as affordable projects;
- (6) **SolHIP:** Solano Housing Investment Partnership (SolHIP) is for Solano's eight local agencies to partner with the STA to accomplish the certain goals (Not a part of this consulting contract).