

**Request for Proposals**  
**for the**  
**Preparation of the City of Orland**  
**2021-2029 Housing Element**

**The City of Orland, California**



Request for Proposal Released: Monday, February 22, 2021

Responses Due: Friday, March 19, 2021

## I. Introduction

The City of Orland (City) is soliciting proposals from a qualified professional consultants to assist with the preparation of a comprehensive update of the City of Orland 2014-2019 (5<sup>th</sup> Cycle) Housing Element. This project will result in the preparation and adoption of an approved (by both the City of Orland and HCD) 6<sup>th</sup> Cycle Housing Element document for the 2021-2029 planning period. With the City's input, the consultant will prepare a document addressing the varied housing needs of the community, incorporation of all necessary and required legislative and case law-based requirements and the certification requirements mandated by the Department of Housing and Community Development (HCD) within the legally mandated timeframes.

## II. Background

The last update to the City's Housing Element was certified by HCD and adopted by the City in 2014. That document, the 5<sup>th</sup> Cycle - 2014–2019 Housing Element, was created in compliance with State General Plan law pertaining to Housing Elements. The Housing Element spans a period exceeding the historical period of 5 years and is now due for its State Mandated 6<sup>th</sup> Cycle update. The current update cycle for Glenn County is eight (8) years.

The City of Orland has been approved to utilize up to \$85,000 of SB 2 Grant funding for the completion of the Housing Element update. The SB 2 grant is a State grant intended to provide funding and technical assistance to local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production. An updated Housing Element will help accomplish these goals. The dollar amount allocated for this project is inclusive of City staff time costs and expenses thus the full dollar amount will not be available for the selected project consultant's use.

SB 2 funding works on a reimbursement basis based upon the achievement of milestones in the process. While the City does not anticipate that the consulting contract for this work will operate on a Milestone basis, the consultant shall document that various milestones have been achieved will be required. Under this contract, a project Close Out report detailing all project activities and milestone achievements, including the incurring of expenses, will be due at the close of the project and no later than June 30, 2022 and all invoicing shall be in a form approved by the City and eligible for reimbursement by HCD through the SB 2 grant program.

### III. Scope of Work

Under this contract, the selected consultant will prepare an update of the City's 2014-2019 (5<sup>th</sup> Cycle) Housing Element for the planning period understood to be starting in 2021 and extending until 2029. This period will cover the term of compliance for the 6<sup>th</sup> Cycle of Housing Element updates.

At a minimum, the consultant is expected to complete the following tasks:

1. Prepare the Housing Element updated in compliance with State Government Code Sections 65583 and all other applicable Code Sections.
2. Develop a project timeline leading to HCD certification and City Adoption of the Housing Element by November 30, 2021.
3. Update housing, population, and employment figures and projections to be consistent with most recent projections for the City and Glenn County. This information is to be consistent with the Department of Finance figures, the Regional Housing Data Package provided by the City for this task, and with HCD supported data.
4. Preparation and Incorporate of a Housing Needs Assessment for the City as required by HCD for Element compliance.
5. Investigate, analyze and address all new State housing laws (i.e. SB 957, AB 2162, SB 828, et al.) and make recommendations to the City on their implementation and incorporation into applicable city codes and regulations.
6. Assess housing conditions and immediate needs, including special housing needs
7. As necessary, identify and analyze potential sites for future housing.
8. Assess City housing programs to determine their effectiveness and to make future recommendations if needed.
9. Incorporate requirement to include housing programs that affirmatively further fair housing.
10. Conduct a minimum of two (2) community workshops to facilitate public input and engagement including the making of workshop materials available in Spanish and having the involvement of a person(s) fluent in the Spanish language.
11. California Environmental Quality Act (CEQA) Compliance: With this RFP, the City of Orland has assumed that the use of a CEQA exemption will be sufficient for this project. This is based upon a review of past practices and regional business practice. However, the City remains open and receptive to consideration of alternatives other than what has been assumed and invites those responding to this Request to consider and present what they believe is the appropriate and needed environmental document.

For this project and based on the City's assumption that an Exemption may be the appropriate level of review for this effort, the City expects the following of the selected consultant:

- Prepare required notices and circulate draft and final environmental documents, including all supporting notices to all required State Agencies and responsible agencies including all public notices, resolutions, ordinances and notices.

It is noted to respondents that the City will actively participate in the discussion of document contents, process, and will support and/or undertake all noticing and circulation needs along with all local filing and distribution needs.

12. Public Meetings/Hearings: At a minimum the consultant shall lead one public scoping/issues identification meeting (may occur prior to a regularly scheduled City meeting), provide one mid-term project update to the Planning Commission and/or City Council, and, shall attend and present the final draft document at one (1) Planning Commission and one (1) City Council public hearing (total of 2 public hearings) in support of the adoption of the Element.
13. Prepare, coordinate and/or submit all City-approved documents to HCD, the State Clearinghouse, OPR, County Clerk, etc. as required.
14. Coordinate document review actions with the City until such time that the document is certified by HCD including addressing recommended modifications and comments.
15. Keep detailed expense and cost records to allow for completion of the Close Out Form to obtain reimbursement for the completion of this project through SB 2 funding.
16. Provide the City with one (1) print-ready, unbound; one (1) print-ready, editable electronic copy of the final document in the MSWord file format; and one (1) print-ready and web-supported electronic copy of the final document in the .pdf file format on a Microsoft windows supported flash drive. All materials resulting from this task become the property of the City. Draft documents for review shall be submitted in both hard copy and an editable electronic format. All textual materials must be compatible with the latest version of the Microsoft Word document software. All maps (not exhibits) shall be provided in a file format compatible with ESRI ArcGIS geodatabase format (shapefile).

#### IV. Proposal Submission Requirements

Respondents are requested to submit one (1) original and three (3) copies of their proposal along with an electronic copy on a USB drive (a single .pdf file is acceptable and preferred). At a minimum, the proposal should include the following information:

1. An original cover letter signed by the official authorized to contractually bind the firm. The cover letter should also include firm name, address, phone number and fax number. Please include the name, title, address, phone number and e-mail address for a contact person during the proposal evaluation period. Include a statement indicating the proposal shall remain valid for no less than one hundred and twenty (120) days from the date of submittal.
2. A description of the consultant firm organizational structure, location of principal offices, number of professional, length of time in business and other pertinent information.
3. A list of any subcontractor who will be hired by the consultant. A summary of their experience and qualifications should be included.
4. The name of the principal and or project manager in the firm who will have direct continued responsibility for this project. This person will be City staff contact on all matters dealing with the projects and will handle the day-to-day activities. Please indicate the percentage of involvement this person and other staff will have in performing the scope of services. Please provide a summary resume for each person. Please note the selected firm may not substitute the project manager, sub-consultants or other team members without written consent from the City.
5. Related project experience including a list of public agencies and other clients (name, address, contact person, and phone number), for which the firm or individual members of the consultant team has prepared HCD-certified Housing Elements within the current planning cycle and at least two (2) letters of reference pertaining to this type of work.
6. A detailed outline of the proposed approach to the project including a work plan and schedule, including milestones, dates and submittals to complete the Housing Element Update. Specifically address the areas described in the Scope of Work section above. Other approaches, items or considerations may be included in addition to the proposed Scope of Work.
7. The consultant's budget for the project will be \$70,000 with the remaining SB 2 funding dollars to be utilized for City-incurred project costs. Costs associated with preparing and circulating the environmental documentation

should be identified and cost estimates shall include all costs associated with full environmental compliance for the project (including filing fees, noticing costs, etc.). Project budgets shall include attendance and engagement at project meetings.

8. A brief outline of the firm's current and projected workload staffing and ability to meet all required timeframes. Include an explanation of how your firm will manage the simultaneous preparation of multiple Housing Elements if you anticipate providing similar services to other clients during this cycle. A "not-to-exceed" cost to perform the requested service. Please include a detailed breakdown by Scope of Work item, staff level and required hours.
9. Project budgets shall include information regarding estimated hours for each major tasks, identification of the hourly rates for each employee working on the project, (including hourly rates for all employees and subconsultants rendering the scope of services), text addressing methodology for addressing billing disputes and whether overhead cost such as project management and initial training time are included in the hourly rate billed separately.

## V. Contract Requirements

The City will include the following requirements in the contract for professional services:

10. Limits for insurance – Staff will work with the City in advance of signing the contract insurance requirements for Commercial General Liability, Automobile Liability, Worker's Compensation, Professional Liability and Endorsements.
11. The City must be notified in writing, if and/or when consultant wishes to change key personnel assigned to the project. All changes must be approved in writing by the City. The consultant shall not change subcontractors without prior written approval from the City. The City reserves the right to negotiate the proposed agreement for these services if any key personnel or subcontractor changes.

## VI. Selection Process

Issuance of this RFP and receipt of the proposals does not commit the City to award a contract or pay costs incurred in responding to this RFP. The City reserves the right to accept or reject the combined or separate components of submittals in part or in entirety and waive any informality in any submittal. All submittal requirements listed in this RFP must be fulfilled and completed and, any omissions must be identified and explained otherwise the submittal will be rejected. The City reserves the right to postpone the review of the proposal for its own convenience or to accept or reject

any or all proposals received in response to the RFP or to award a contract based on the proposal that best meets the City's needs.

1. Proposals are due on or before 4:30 p.m., March 19, 2021. Late submittals will not be accepted. Email submittals followed within two (2) working days by the submittal of hardcopies will be acceptable by the submittal deadline. Respondents are asked to submit copies of their proposal to:

City of Orland  
Planning Department  
Attn.: Mr. Scott Friend, City Planner  
815 Fourth Street  
Orland, CA 95963

2. Proposals will be evaluated by City staff,
3. If deemed necessary interviews may be held with qualified firms,
4. Staff will recommend the final selection to the City Council, which will review and approve a contract for professional services.

#### VII. Insurance and Indemnification

The Agreement between the selected consultant and the City will require insurance and indemnification. Insurance limits will be provided to the consultant prior to the award of contract. Proof of insurance is not required with the submittal of the proposal but is required prior to the award of the contract.

#### VIII. Availability of Information

Links to the City's General Plan, including the Housing Element, and Municipal Code are available on the City's website,  
<http://cityoforland.com/govt/dept/planning/forms.asp>.