



Website:  
BeaumontCa.gov

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# Request for Proposals

## *Professional Services for the City of Beaumont 6<sup>th</sup> Cycle RHNA and Housing Element Update*

### **Proposals Due By:**

5:00 p.m.

Thursday, September 17, 2020

### **Contact:**

Christina Taylor

Community Development Director

ctaylor@beaumontca.gov

### **RFP Available:**

[www.publicpurchase.com](http://www.publicpurchase.com)

[www.beaumontca.gov](http://www.beaumontca.gov)

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## 1. INTRODUCTION

The City of Beaumont (City) is seeking proposals from qualified consulting firms to prepare the City's 6<sup>th</sup> Cycle Regional Housing Needs Assessment (RHNA), update the City's certified Housing Element and prepare corresponding California Environmental Quality Act (CEQA) documents necessary for approval and certification by the State of California. Staff is seeking a consultant with previous experience in updating and preparing housing elements and that has prepared or is in the process of updating housing elements for other jurisdictions that have qualified for a streamlined review by the California Department of Housing and Community Development.

Responses must conform to the requirements of this Request for Proposal (RFP). The City reserves the right to waive any irregularity in any proposal or reject any proposal that does not comply with this RFP or City policies. Modifications to the RFP, including, but not limited to the scope of work, can be made only by written addendum issued by the City.

## 2. THE CITY OF BEAUMONT

The City was incorporated in November 1912 and is located in the San Geronio Pass portion of western Riverside County. It is bounded on the west by Calimesa and unincorporated areas, on the north by unincorporated county areas (Cherry Valley), on the south by unincorporated county areas and the City of San Jacinto, and on the east by the City of Banning. The land area within the City's boundary is approximately 30 square miles.

The City of Beaumont is also rated one of the safest cities in southern California. The City has its own police department. Fire and paramedic services are contracted through Riverside County. The City of Beaumont has been one of the fastest growing cities in California over the past 15 years and has a current population of 48,237. An average of 500 new homes have been permitted annually since 2013 and the population has grown by approximately 1,500 residents each year. Beaumont has seen significant growth in its quality of workforce with educational levels and technical skills. The community has also seen growth in its household income levels.

## 3. PURPOSE

The purpose of this RFP is to select a consultant (Consultant Team) who will update the City's 6<sup>th</sup> Cycle Regional Housing Needs Assessment (RHNA), update the City's certified Housing Element and prepare corresponding California Environmental Quality Act (CEQA) documents necessary for approval and certification by the State of California. The Consultant Team will work with City staff to understand the current existing and needed housing stock, create new housing opportunities, across all income levels.



**4. RELATED CITY PROJECTS**

Related to the Housing Element Update, Beaumont is nearing the adoption of a comprehensive General Plan Update (GPU) that establishes a new vision founded on an economically balanced community, creating a vibrant downtown and diversifying the type and location of housing within the City. Highlights of these plans include:

**General Plan Update**

- Emphasizes creation of an economically balanced community with a healthy sustainable balance of residential, retail and service commercial, as well as industrial employment centers.
- Emphasizes a mix of housing types and densities.
- Designates land for up to 40,000 housing units with up to 10,000 acres of open space.
- Up to 9,400,000 square feet of commercial space, 1,800,000 square feet of office space and 21,000,000 square feet of industrial space.

**Downtown Overlay**

- Facilitates the creation of a downtown by focusing on roadway and pedestrian improvements.
- Design improvements for parking, access and urban design.
- Encourages mixed-use and high-density residential development.

**5. SCOPE OF WORK**

The consultant shall assist staff with the Regional Housing Needs Assessment (RHNA) and Housing Element update, pursuant to the State of California Government Code Sections 65580-65589.8, and shall accomplish the following tasks:

**A. Project Schedule**

1. Develop a timeline schedule with milestones for the review and appeal (if necessary) of RHNA and the certification of the Housing Element by the State Department of Housing and Community Development (HCD). The project schedule shall include a detailed explanation of all stages of the project, including, at a minimum:
  - a. Kick off meeting with staff to refine the scope of services;
  - b. Identification of major milestones, meetings, and work products;
  - c. Public outreach, subcommittee meetings, and workshops;
  - d. Delivery of analysis and findings during assessment and development of the RHNA and Housing Element Update;
  - e. Response to HCD review and City staff review times;
  - f. Delivery of draft and final Housing Element; and
  - g. Public hearings for both Planning Commission and City Council including meeting dates. (City Council meets the first and third Tuesdays and Planning Commission meets the second and fourth (if necessary) Tuesday's of each month)

**B. Existing Conditions and Needs**

1. Review the City's current Housing Element, General Plan and other supporting

materials as needed to gain insight and understanding of Beaumont's housing progress and priorities;

2. Evaluate results from previous housing programs and policies implemented, and their effectiveness;

3. Assess the feasibility of the City to use HCD's new streamlined update process, according to HCD's Housing Element Update Guidance document; and

4. Review the City's Local Hazard Mitigation Plan for consistency with SB 379.

### **C. Regional Housing Needs Assessment (RHNA)**

1. Review City's vacant land inventory;

2. Review and assist with RHNA; and

3. Assist City staff through appeal process (if applicable).

### **D. Assessment of Housing Needs**

1. Prepare an updated assessment of housing needs in Beaumont, and an inventory of resources and constraints relative to meeting those needs; and

2. Incorporate the Regional Housing Needs Assessment (RHNA) figures as provided by the Southern California Association of Governments (SCAG), and current demographic data from the 2010 Census.

**E. Preparation of Draft Housing Element** A Draft Housing Element shall be prepared in compliance with all applicable state and federal laws, including all tables, maps, etc., and shall include the following:

1. Updated housing, population, demographic, and employment data to coincide with recent Southern California Association of Government growth projections and 2010 Census;

2. Assessment of the housing and market conditions and immediate needs within the City, including special housing needs;

3. Identification of actual and potential constraints on the maintenance, improvement, and development of housing for all income levels;

4. Analysis of housing opportunities, along with an inventory of suitable sites and the City's capacity to meet regional housing goals; and

5. A Housing Element (2021-2029) implementation program including quantifiable objectives and programs to address housing needs for all income levels, the elderly, veterans, and population with disabilities, special needs, or experiencing homelessness.

### **F. General Plan Amendment** (if applicable)

1. 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 2021-2029 Housing Element; and

2. Incorporate existing Local Hazard Mitigation Plan into the City's General Plan Public Safety Element to be consistent with SB 379.

### **G. Environmental Documents**

1. 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 to be filed with the Riverside County Clerk. In addition, the consultant will be responsible for preparing all notices and mailings for SB 18 and AB 52.

#### **H. Deliverables:**

1. Prepare and submit one (1) 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 and General Plan Land Use Element (if applicable) for City staff to review and comment upon in accordance with the project's schedule. Design of the draft (text, font, graphics, tables, figures, and picture placement) to match the General Plan document format and quality;

2. Revise the Administrative Draft Housing and Administrative Draft Land Use Elements (if applicable) to incorporate staff's comments and submit one (1) reproducible copy, one (1) electronic copy in Microsoft Word format, and one (1) electronic copy in Adobe Portable Document Format (PDF) of the Draft Housing Element and Draft Land Use Element (if applicable) to the Community Development Department for City staff distribution to HCD, the City Council, the Planning Commission, and the general public for review and comment;

3. Prepare, post, and file 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 to be filed with the Riverside County Clerk;

4. Prepare addendum and revisions to draft documents both in response to City input and comments from HCD, including tracking of said revisions;

5. Prepare 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, the consultant will submit fifteen (15) 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 (2021-2029) and Final Draft Land Use Element (if necessary) for distribution to the Planning Commission and the City Council for final adoption at corresponding public hearings;

6. Amend the Public Safety Element of the City's General Plan incorporating elements of the Local Hazard Mitigation Plan, climate adaptation and resiliency strategies consistent with SB 379;

7. 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;

8. Prepare public meeting presentation materials, memos, letters, and other documents as required by City staff;

9. Provide regular e-mail progress reports to the Project Manager;

10. Assist in the preparation of staff reports, public notices and exhibits for Planning



Commission and City Council;

11. Provide and maintain an Internet-based folder for all project materials accessible to City staff and consultants;

12. Coordinate with City staff and HCD staff as necessary;

13. Upon adoption of the Final Draft Housing Element and Final Draft General Plan Land Use Element by the City Council, the consultant will prepare a final adopted version with the date of adoption prominently displayed on the front cover and throughout the document to distinguish it as the official document from other versions of the Housing Element and Land Use Element. The consultant shall provide three (3) bound copies, one (1) electronic copy in Microsoft Word format, and one (1) electronic copy in Adobe Portable Document Format (PDF) of the adopted Housing Element and Land Use Element for distribution to HCD, City departments, and other stakeholders; and

14. 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.

**6. OPTIONAL SCOPE OF WORK ITEMS:**

The City is seeking separate line item proposals for the optional tasks contained in this section. The City will have the ultimate discretion whether to include any, all, or none of these tasks into the contract with the firm selected to perform the Scope of Work detailed in Section 5.

- A. Provide standard plans for ADU's
- B. Prepare a stand-alone ADU Ordinance for adoption by City Council.
- C. Draft recommendations for changes to review and approval procedures and zoning code text to ensure compliance with State guidelines and the updated Housing Element.

Items in this section shall provide a separate line item cost for each task which includes a detail of work hours.

- D. Meetings:
  - 1. The Consultant Team will be expected to conduct bi-weekly meetings with staff (in-person meetings or conference calls) concerning approach and tasks throughout the project. The Consultant Team should have frequent interaction with staff to ensure that the City's desired objectives are met, and that Beaumont's unique concerns are addressed.
  - 2. The Consultant Team will be expected to facilitate three (3) community meetings (in-person or Zoom calls) to ensure that public input is received and the City's unique concerns are addressed.



**7. AVAILABLE DOCUMENTS**

The following documents are available for Consultants responding to the Request for Proposals (RFP) and can be found on the City’s website.

- A. [2007 General Plan](#)
- B. [2018 General Plan Update Website](#)
- C. [Housing Element](#)

**8. ADDITIONAL CONSULTANT RESPONSIBILITIES**

The Consultant Team shall be responsible for completing the specified services in accordance with the City’s Professional Services Agreement (Attachment A).

**9. TERM**

The initial term of the agreement shall be from date of award through October 31, 2021, or upon completion of services as consistent with City’s policies.

**10. PROPOSAL REQUIREMENTS**

The proposal shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below.

- A. Cover Letter: Maximum of two (2) pages serving as an Executive Summary which shall include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. The letter accompanying the RFP shall also provide the name, title, address, and telephone number 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 complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.
- B. Introduction/Information: Introduction of the service proposal, including a statement of understanding for the types of services contemplated. Provide a discussion on how the objectives of the scope of services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by City prior to signing the agreement with City).





- C. The firm's approach to delivering the scope of services. Provide a description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks.
- D. Firm Profile: Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of particular expertise, etc.
- E. Firm Experience/Qualifications:
1. A list of the five (5), most recent, similar projects by the proposed project team. Include at least two (2) projects on which all the principal team members, including key sub-consultants, worked together. Do not list any projects that were performed by key team members when they were employed by other firms. Each description shall include:
    - The name of the client and a contact name, address, and telephone number.
    - The scope of the consultant's involvement in the project.
    - The month and year the projects started and the month and year they were completed.
    - The total value of the services provided.
    - The key personnel involved, and the sub-consultants employed.
  2. A list of any consultant's contracts terminated (partially or completely) by clients for convenience or default within the past seven years. Include contract value, description of work, client, contract number, and the name and telephone of the contracting entity.
- F. Proposed Team: Provide a summary description of all personnel who will be involved in this project, their roles and responsibilities, and their experience in similar past projects. The proposal must name a project manager. In addition to this summary, full resumes must be provided.
- G. Scope of Services: Provide a description of the tasks, sub-tasks, and deliverables that will be provided. The Scope of Work Program should be presented in a logical format that can be easily attached to the Professional Services Agreement. Any additional items not mentioned above in the list but needed to get to full design and construction shall be included in the proposal as additional items for consideration.
- H. Project Schedule: Provide a comprehensive Critical Path Method (CPM) schedule describing the nature and estimated timeline of proposed work objectives and milestones including public hearing dates.





- I. Cost proposal: Provide detailed cost of services in a separate sealed envelope.

Cost proposal (including hourly rate) shall be submitted in as a separate attachment. This should include a not to exceed fee amount and fee schedule for services and hourly billable costs. The cost shall include a breakdown of the scope of services.

- J. Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice.

- K. The firm will be required to have professional liability insurance including

1. Commercial general liability insurance in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate
2. Business Auto Coverage in an amount no less than \$1 million per accident
3. Workers' Compensation coverage for any of CONTRACTOR's employees that will be providing any Services hereunder
4. Errors and omissions insurance in a minimum amount of \$2 million per occurrence to cover any negligent acts or omissions committed by the firm, its employees and/or agents in the performance of any services for the City of Beaumont

The insurance shall name the City of Beaumont as additional insured. The proposal shall state whether such insurances will be in force at time of contract execution. All insurance requirements must comply with the Professional Services Agreement included as Exhibit A.

## 10. SUBMITTAL

A digital PDF copy of the proposal and fee proposal must be submitted no later than **5:00 pm, September 17, 2020 to ctaylor@beaumontca.gov**. Mail, Postmarks, and faxes are not acceptable. Proposal and email subject must be titled "RFP for Professional Services for the City of Beaumont 6<sup>th</sup> Cycle RHNA and Housing Element Update". Requests for Clarifications (RFCs) or questions regarding this RFP shall be requested on the PublicPurchase website via "Ask Questions" section for this RFP.

No RFC or questions will be accepted after **12:00 pm, September 4, 2020**. Answers to RFC or questions will be posted by **September 11, 2020 at 5:00 p.m.**

No postmarked proposals will be accepted. Once submitted, proposals, including the composition of the consulting staff, cannot be altered without prior written consent of the City.

All costs associated with preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of 30 pages (not including resumes), using minimum 12-point font size.



**11. CONFIDENTIALITY**

Prior to the proposal submittal deadline, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the proposal submittal deadline, all responses will be regarded as public record and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

**12. AMENDMENTS TO REQUEST FOR PROPOSALS**

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

**13. CITY OF BEAUMONT RIGHTS AND OPTIONS**

This RFP does not commit the City of Beaumont to award a contract or to pay any cost incurred with the preparation of a proposal or contract for services described herein. The City may, in its sole discretion and without any obligation to act reasonably, reject any and all proposals, waive informalities and minor irregularities in any proposal reviewed, negotiate with any qualified source submitting a proposal, extend deadlines, and/or request additional information. Subsequent to negotiations, prospective consultants may be required to submit revisions to their proposals. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering into final contract.

The City reserves the right to postpone selection for its own convenience, to withdraw this RFP at any time, and to reject any and all proposals without indicating any reason for such rejection. As a function of the RFP process, the City of Beaumont reserves the right to remedy technical errors in response to the RFP and to modify the published scope of services and scope of work. Proposals submitted in response to the RFP will not be returned.

**14. CONFLICT OF INTEREST**

The Consultant shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

**15. PROPOSAL EVALUATION/SELECTION**

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City’s needs. City staff will use the following criteria to



evaluate the proposals:

- |                                                    |                       |
|----------------------------------------------------|-----------------------|
| 1. Understanding the scope of services             | Available Points = 20 |
| 2. Related Experience and Demonstrated skills      | Available Points = 30 |
| 3. Approach to performing this type of service     | Available Points = 20 |
| 4. Familiarity with City, County, State procedures | Available Points = 5  |
| 5. References                                      | Available Points = 15 |
| 6. Proposed Fee                                    | Available Points = 10 |
| <b>Total Points Available = 100</b>                |                       |

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City's adopted procedures. The City reserves the right to reject any and all proposals.

Interviews will be held via Zoom or Microsoft Teams the week of **September 28, 2020**.

Award date anticipated **October 2020**, subject to City Council discretion.

#### **Attachments**

- A. Exhibit A- Professional Services Agreement



# Exhibit "A"

## Professional Service Agreement