



**REQUEST FOR PROPOSALS
FAIR HOUSING ASSESSMENT, PROGRAM DEVELOPMENT
AND MAPPING AND CONSULTANT SERVICES
FOR CITY OF PLACERVILLE
HOUSING ELEMENT UPDATE**

The City of Placerville is inviting proposals from firms interested in providing consulting services to address recent changes and new requirements in State Housing Element Law through the passage of AB 686 (Affirmatively Furthering Fair Housing) in 2017. Scope of work will match that described in the April 23, 2020 Memorandum from the California Department of Housing and Community Development (HCD) with the Subject: *AB 686 Summary of Requirements in Housing Element Law, Government Code Section 8899.50, 65583(c)(5), 6583(c)(10), 65583.2(a)*, provided as Attachment A. This analysis would be utilized by the City in the preparation of the City's Cycle 6 Housing Element (2021 – 2029). The City must revise and submit to the California Department of Housing and Community Development (HCD) its Housing Element for Cycle 6 by May 15, 2021, with adoption by City Council no later than 120 calendar days after the start of the Cycle 6 planning period on May 15, 2021. Specifically, the selected consultant would prepare a fair housing assessment, related analysis to develop housing program or programs, and to develop maps of land inventory that address the City's Regional Housing Needs Allocation (RHNA) share for the City's Update.

AB 686 requires that all cities and counties in which their housing element is required to be revised on and after January 1, 2021, must include an assessment of fair housing within the jurisdiction, and include a program that takes action to address significant disparities in housing needs and in access to opportunity for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008. In addition, under AB 686 a city or county's selection of land inventory to address its regional fair share of housing during the planning period of its housing element must be consistent to affirmatively further fair housing (AFFH).

The City will provide to the selected consultant land use, zoning and parcel Geographical Information System (GIS) shapefiles for the City, AFFH shapefiles and metadata provided by SACOG for the City and El Dorado County, and HCD's Housing Element Data package for Placerville and El Dorado County for analysis use.

The City will select and negotiate with the qualified consultant(s) whose competitive proposals are responsive to this RFP and are in the best interest of the City. Any competitive proposal submitted in response to this RFP must provide sufficient detail and information to complete an evaluation of its merits by City staff. The instructions contained within this RFP must be followed in order for competitive proposals to be considered responsive to this RFP. The City reserves the right to reject any or all proposals.

Contact Person:

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

Andrew Painter, City Planner
Development Services Department
City of Placerville
3101 Center Street
Placerville, CA 95667
Tel: (530)642-5578
apainter@cityofplacerville.org

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 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 conducting analyzes involving State Housing Element law, and fair housing.
- 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

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.

5. Deliverables

Deliverables include any workshop materials, public notices, draft and final documents. 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.

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:	September 25, 2020
Proposal Submittal Deadline:	October 23, 2020 (by 4:00 p.m. PST)
Consultant Selected:	October 28, 2020
City Council Award of Contract:	November 10, 2020
Professional Services Agreement Executed:	November 11, 2020

SUBMISSION OF PROPOSAL

Format - 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 three (3) bound/stapled copies shall be submitted.

Proposers shall send three (3) copies of their proposals to:

Andrew Painter, City Planner
Development Services Department
City of Placerville
3101 Center Street
Placerville, CA 95667

Date of Submittal - All proposals will be date and time stamped and must be received by **Friday, October 23, 2020, no later than 4:00 p.m. PST.**

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 4:00 p.m. Friday, October 23, 2020.

Resources Available For Review

- A. Placerville City Code
- B. Placerville General Plan
- D. 2013-2021 Housing Element

Copies of these materials are available for review on the City's website at:

<http://cityofplacerville.org/planningservices>

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.

Attachment A

April 23, 2020 Memorandum from the California Department of Housing and Community Development (HCD) with the Subject: AB 686 Summary of Requirements in Housing Element Law, Government Code Section 8899.50, 65583(c)(5), 6583(c)(10), 65583.2(a)