



**REQUEST FOR PROPOSALS
FOR ENVIRONMENTAL CONSULTING SERVICES**

September 24, 2020

The City of Escondido ("City") is requesting proposals related to Environmental Consulting Services to prepare a Program Environmental Impact Report ("Program EIR") for the Sixth Cycle Housing Element and Land Use and Zoning Changes to implement the Sixth Cycle Housing Element (i.e. East Valley Specific Plan.) The RFP documents may be obtained at the following link:

<https://www.escondido.org/purchasing.aspx>.

Proposals shall be submitted either in a sealed envelope (with the proposal on a CD, solid-state data storage device, or thumb/flash drive) or submitted by email (provide a file transfer if the attachments are greater than 9.5 MBs) plainly identifying the RFP and consultant's name and address.

Proposals shall be delivered to the City of Escondido, Planning Division, 201 North Broadway, Escondido, CA or emailed to mstrong@escondido.org.

Proposals must be received by 5:00 pm PST on Friday, October 23, 2020, in order to be considered timely for the purpose of selecting a consultant to provide the requested services. While proposal responses must adhere to the requirements set forth in this section, both for content and sequence, it is the goal to keep this requisition process simple, with only a focused and limited response to the RFP needed to qualify.

For additional information regarding this RFP, please contact Mike Strong, at (760) 839-4556 or by email at mstrong@escondido.org.

SECTION I – SUMMARY

The City was recently awarded grant funding to develop three different housing studies and plans: a Housing Element Update, a Sector Feasibility Study, and an East Valley Specific Plan. These three housing studies and plans will be linked together, through a common work program theme, called the “Housing and Community Investment Study.”

The Housing and Community Investment Study identifies the City’s housing needs and establishes clear goals and objectives to inform future housing decisions. This important effort will guide Escondido’s future housing policy creation and implementation. It will address things like how best to increase or accommodate affordability, substandard housing rehabilitation, existing demand for new housing, eliminating housing development constraints, and fair housing.

The Housing Element Update identifies:

- Policies for new housing construction, rehabilitation and conservation of the existing affordable housing stock.
- The current Housing Element sets a number of ambitious goals to increase housing production and preservation, ensure neighborhood livability, prevent discrimination, and end homelessness. This foundation has allowed Escondido to advance a progressive set of programs and initiatives to develop and preserve both market-rate and affordable housing. This update presents an opportunity to build on that foundation as we continue to address the housing crisis.

The Sector Feasibility Study identifies:

- Information and assess if, and to what degree, housing development is financially/economically feasible under rising construction, land, and regulatory costs.

East Valley Specific Plan identifies:

- A comprehensive planning and zoning scheme for an area just east of the former, downtown hospital campus.
- Opportunity sites ready for development. The area map shows the location of potential re-visioning.
- New ways to accommodate streamlined housing with community-supported solutions.

More information about the Housing and Community Investment Study can be found at the following link:

<https://www.escondido.org/hcis.aspx>

This Request for Proposals (RFP) solicits proposals from qualified consultants, firms, and/or a team comprised of different companies (“Consultant”) for Environmental Consulting Services for the Sixth Cycle Housing Element and Land Use and Zoning Changes to implement Sixth Cycle Housing Element (i.e. East Valley Specific Plan.) The City intends to take full advantage of the CEQA streamlining provisions in order to encourage the

construction of more housing options more quickly and efficiently. The City proposes to prepare a Program EIR per CEQA Guidelines Section 15168.

The City has hired Veronica Tam and Associates, Inc. to prepare the Sixth Cycle Housing Element. The City has hired Rick Engineering to prepare the East Valley Specific Plan. These two overlapping projects have been consolidated. Both work programs have been in development since May 2020. It is anticipated that both project will have draft deliverables in January 2020. Causation, independent utility, and reasonable foreseeability of future actions remain significant limiting factors to study these items separately in a CEQA document(s). Therefore both projects will need to be studied as part of this procurement process and estimation of deliverables. Sites listed in the last Housing Element which still remain viable for development in the Sixth Housing Element Cycle will be repurposed for the same. While no sites have been identified at this time for rezoning, it is anticipated that all possible candidate sites identified for rezoning will fall within the specific plan. The selected Consultant will enter into an Agreement for Professional Consultant Services with the City to prepare the required environmental documents. The Consultant will work closely with staff in the Community Development Department, City Attorney's Office, Veronica Tam and Associates, and Rick Engineering.

To respond to this RFP, an interested party should submit one (1) hardcopy in a sealed envelope (with the proposal on a CD, solid-state data storage device, or thumb/flash drive); or an electronic copy (in Adobe Acrobat PDF file format) by email (provide a file transfer if the attachments are greater than 9.5 MBs) of its proposal to:

Mike Strong, Director of Community Development
City of Escondido
201 North Broadway
mstrong@escondido.org

Proposals shall be submitted plainly identifying the RFP and consultant's name and address. **Proposals shall be delivered to the City of Escondido, Planning Division, 201 North Broadway, Escondido, CA 92025 or emailed to mstrong@escondido.org.** Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. **Proposals must be received (i.e. delivered) by 5:00 pm PST on Friday, October 23, 2020, in order to be considered timely for the purpose of selecting a consultant to provide the requested services.**

The City will, based on the proposals presented in the response to this RFP, in October or November 2020, select the firm best able to provide Environmental Consulting Services for the City with an anticipated commencement date of December 1, 2020. Successful proposers will be asked to sign a Personal Services Contract ("Consulting Agreement") with the City prior to being given notice to proceed. A sample Consulting Agreement is attached as part of the RFP

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documents. Proposers must evaluate this Consulting Agreement and agree with the terms and conditions contained therein unless written objections are included with their proposal. The City will review the objections and content of any such objection in the proposal evaluation process.

SECTION II – BACKGROUND

The City has 53,516 total housing units. In 2019 there were 3,763 total building permits issued. Over the past year 352 housing units were added to the City, and there is about 2,800 more in the pipeline. The Villages (redevelopment of the Country Club golf course) has already constructed 12 model homes, opened a sales trailer, and has started work on 20+ of the single-family homes of the 380-unit project. It is anticipated that another 40 new homes in the Villages will be completed by the end of the year. Model homes are also under construction with the Henry Ranch project, which will add another 97 single-family homes; and Jacks' Creek, which will add 12 single-family homes. The City's downtown area is also expected to benefit from new construction, starting as far west as the former police stations property (i.e. the Rowan project), which recently completed the construction of 126 multi-family homes. The redevelopment of the former Downtown Palomar Hospital will also be considered this year. This project, if approved, would add 510 units to the east end of the downtown, which will anchor and help bring in much more foot traffic and activity to our downtown businesses. Altogether, there are 1,100 new multi-family units in review, approved, or under construction in the downtown area, which will help bring in much more foot traffic and activity to our downtown businesses. Furthermore, the City recently initiated the development of a new specific plan for the area immediately east of the downtown area, called the East Valley Specific Plan, which will introduce new hundreds of new multi-family residential densities to this commercial corridor.

While no sites have been identified at this time for rezoning, it is anticipated that all possible candidate sites identified for rezoning will fall within the specific plan. The City intends to take full advantage of the CEQA streamlining provisions in order to encourage the construction of more housing options more quickly and efficiently. The City proposes to prepare a Program EIR per CEQA Guidelines Section 15168. This will facilitate the CEQA streamlining under Section 15168(c) and (d) if projects are consistent and considered later activities under the program. Preparation of the Program EIR will also facilitate the opportunities for projects to utilize Public Resources Code Section 21159.24, which allows urban infill residential development that meets certain criteria to be exempt from CEQA. The City would facilitate the Statutory Infill Housing Exemption by providing updated community level environmental review, as defined by Public Resources Code Section 21159.20, for properties designated for residential development by the General Plan. Finally, since the Program EIR is for a Specific Plan, future development will also utilize an expanded exemption under Government Code Section 65457 that will apply to certain residential, commercial, and mixed use development projects that are consistent with a specific plan.

SECTION III – SCOPE OF WORK

The following Scope of Work represents the services and responsibilities the successful proposer will be expected to provide and perform. Please indicate the skills, ability and/or services which distinguish the firm to make it the best choice for the City. Additional services or tasks which, in your opinion, should be included must be clearly identified. The City is committed to selecting an excellent team that will produce a high-quality work product and deliver a high level of customer service. Should the use of sub-consultants be proposed by the proposing firm, they shall be clearly identified and included as part of the proposal in response to this RFP.

Task 1 – Project Initiation: To ensure prompt completion of tasks and to maintain clear communication, applicable consultant staff will attend a kick-off meeting with City staff within the first two weeks of the project (see Project Timeline schedule). Roles and responsibilities as well as internal deadlines will be established. Data collection will be accomplished in coordination with City staff to obtain relevant existing reports and all materials.

Task 2 – CEQA Notices: The consultant will prepare all required CEQA notices for both phases of the Project, including but not limited to, Notice of Intent to Adopt a Negative Declaration, Notice of Preparation, Notice of Scoping Meeting, Notice of Availability, Notices of Determination, and any other forms required to be filed with the State or County. The City will be responsible for noticing via newspaper. The consultant will prepare tribal notification letters to be distributed by the City in compliance with SB 18 and AB 52 and will assist the City with consultation if such consultation is requested.

Task 3 – Scoping Meeting: Consultant shall run a public PEIR Scoping Meeting at some time during the 30-day Notice of Preparation review period. The consultant will prepare a PowerPoint presentation and deliver the presentation, with the anticipation that it will be provided virtually and/or be recorded. The City will be responsible for noticing the public scoping meeting as required by law. Consultant shall provide a draft presentation to staff for review and incorporate staff's comments. The consultant will review and assess NOP comments and prepare responses.

Task 4 - Program Environmental Impact Report (PEIR):

- Preparation of an Administrative Draft PEIR, including technical appendices, to the City for review and comment.
- Preparation of a screencheck Draft PEIR, including technical appendices.
- Preparation of the Draft PEIR, including technical appendices.
- Preparation of the Notice of Completion and a Notice of Availability, and an OPR Summary Form for review and comment prior to distribution by consultant.

- The consultant shall provide three bound copies (to include technical appendices on CD).

Task 5 – Attend Meetings: The consultant should plan on attending one Planning Commission meeting and one City Council meeting as part of the scope of work. Consultant shall also provide an hourly cost for attending additional meetings if required.

Task 6 – Review of Approval Documents: The consultant shall provide for review of the approval documents relating to the IS/ND for the Housing Element.

Task 7 - Final Program Environmental Impact Report (Final PEIR):

- The consultant will prepare a Final PEIR that includes Responses to Comments, Draft Mitigation Monitoring and Reporting Plan, and review the City’s Draft Findings of Fact and Draft Statement of Overriding Considerations, if applicable.
- Preparation of an Administrative Final PEIR.
- Preparation of a screencheck Final PEIR.
- Preparation of the Final PEIR.
- The City will be responsible for distribution to all responders within 10 days prior to certification. The consultant shall provide three bound copies (to include technical appendices on CD).

SECTION IV – FEES

The anticipated not-to-exceed budget amount is \$250,000.00.

Deliverables – Format: All electronic deliverables shall be provided in both Word and PDF formats. Redlined versions shall be provided with each revised draft.

SECTION V – INSTRUCTIONS TO BIDDERS

A. General

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements may be grounds for rejection of this proposal.
2. All information should be complete, specific, and as concise as possible. Respondents are liable for all errors or omissions contained in their submittals.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.

4. The City may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date.
5. Proposals shall constitute firm offers. Proposals may not be modified after the due date. All proposals shall constitute firm offers valid for ninety (90) days from the due date. All proposals should be signed by an authorized representative of the bidder. Once submitted, proposals may be withdrawn, modified and resubmitted up until the due date. Any correction or re-submission of proposals will not extend the submittal due date.
6. All responses to this RFP become property of the City and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion "confidential." The City will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked confidential in their entirety will not be honored, and the City will not deny public disclosure of any portion of submittals so marked. By submitting a proposal with portions marked "confidential" a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the City for, and to indemnify, defend, and hold harmless the City, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys' fees, expenses, and court costs of any nature whatsoever, arising from or relating to the City's non-disclosure of any such designated portions of a proposal.
7. The City, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals. Submittal of new proposal material at an interview will not be permitted. Interviews may involve a presentation and/or a question-and-answer session.
8. The City's expectation of any consultant the City contracts with is that the consultant's values align with the City's values of highly ethical conduct, fiscal responsibility, respect for the City and others, and excellent customer service delivery.
9. The City reserves the right to negotiate individually with one or more consultants, and to select one or more consultants if determined to be in the best interest of the City. A proposal may be immediately rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the firm. No responsibility is assumed for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

10. The City also reserves the right to not enter into any agreement, cancel or amend the process at any time.
11. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the City.

B. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Please keep in mind that our goal is to simplify the procurement process and solicit bids that are best characterized by keeping it simple in terms of amount, quantity, and/or degree of information. The level of effort to prepare the bid should be considered minimal, yet fully responsive. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration. Submitted proposals must follow the format outlined below and include all requested information. Page limits are advisory only. The goal is to focus your response. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Cover Letter – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm. (One page.)
2. Firm Contact Information – Provide information about the firm. (One page.)
3. Summary – An executive summary should briefly describe the proposal. The summary should include a description of the consultant and/or subconsultants, briefly describe the consultant's and/or subconsultant's experience in preparing environmental documents for Housing Elements and Program EIRs for multiple jurisdiction-wide general plan use amendments and zoning reclassifications, and disclose the person authorized to negotiate contract conditions for the project. (Not to exceed five pages.)
4. Firm Organization – Provide a statement of your firm's background and related experience in providing similar services to governmental organizations, if any. (This section should include a very brief description of similar projects completed for other cities or counties.)
5. Work Schedule: Include a proposed schedule of work or timeline and phased milestones for completion of the scope of work. (One page, which can be 8.5x11 or 11x17 folded.) The goal was to initially complete the Housing and Community Investment Study by April 2021; however, proposals should develop reasonable timelines to complete the scope of work.
6. Fee Schedule and Cost Estimate: Provide a fee schedule for the types of services and personnel expected to be included in this scope of work, broken down by phase. List

travel costs and any other direct or indirect costs association with performing the required services. Provide a detailed cost breakdown, including the costs for each task necessary for the proposed scope of work identified above. Costs should include hours and staff assignments for each task. Budget should include cost for all administrative, reproduction and material costs. (One page, which can be 8.5x11 or 11x17 folded.)

8. Conflict of Interest (Section VII) – Address possible conflicts of interest with other clients affected by consultants' actions performed by the firm on behalf of the City.

SECTION VI – PROPOSAL EVALUATION

A panel of City staff will evaluate all proposals. The panel will recommend the selection of the contractor to the City Manager. The considerations that are most important to the City in making such a selection(s) include the following:

- a) Ability to provide the requested services;
- b) Experience of the team;
- c) Ability to meet timeframes and deadlines;
- d) Verification of references.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP can be provided on request.