



CITY OF LA HABRA, CALIFORNIA

REQUEST FOR PROPOSAL FOR CONSULTANT SERVICES TO PREPARE HOUSING ELEMENT UPDATE

This Request for Proposals released on **Wednesday, July 3, 2019**

Responses are due by **Wednesday, July 31, 2019 at 5:00 p.m.**

I. Introduction

The City of La Habra (City) is soliciting proposals from qualified professional consultants to assist with the preparation of a comprehensive update of the Housing and Community Safety Elements of the La Habra General Plan 2035 Plan covering the 2021-2028 planning period. With the City's input, the selected consultant will prepare a document to address the varied housing needs of the community, the Housing and Community Safety Element requirements mandated by the State of California 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 completed in 2014 and was certified by HCD in 2014.

III. Scope of Work

The consultant will prepare an update of the City's Housing Element for the **2021-2028** planning period with assistance and oversight from the City. 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**
2. Develop a project timeline leading to HCD certification of the Housing Element by **June 30, 2023**
3. Update housing, population and employment projections to be consistent with most recent Orange County Projections
4. Incorporate the Regional Housing Needs Assessment (RHNA) figures as provided by the Southern California Association of Governments (SCAG)
5. Investigate, analyze and address all new state housing laws (i.e SB 35, AB 2162, etal.) and make recommendations to the city on their implementation and incorporation into applicable city coes and regulations.
6. Assess housing conditions and immediate needs, including special housing needs
7. Identify and analyze potential sites for future housing

8. Assess all 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. Update the Community Safety Element as required to be updated with the Housing Element Update
11. Conduct a minimum of three (3) community workshops to facilitate public input (these meetings may also serve as the scoping meetings for the environmental document)
12. Prepare notice and circulate draft and final environmental documents including all supporting notices to all required State Agencies and responsible agencies including all public notices, Responses to Comments, Mitigation Measures and Mitigation Monitoring Plan, Findings of Fact, resolutions, ordinances and Notice of Determination
13. Conduct a Scoping Meeting, attend Planning Commission and City Council Public Hearings and amend the environmental document as needed, following Planning Commission and/or City Council review. There is a minimum of one scoping meeting and a combination of four (4) Planning Commission/City Council meetings.
14. Submit Planning Commission/City Council approved environmental documents and updated Housing Element and Community Safety Element to HCD
15. Coordinate document review until such time that the document is certified by HCD including addressing recommended modifications and comments by HCD
16. Provide the City with **five (5)** printed copies of the final documents and one editable electronic copy. 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 Microsoft Word 2016. All map-based exhibits must be provided in ESRI ArcGIS geodatabase format (shapefile).

IV. Proposal Submission Requirements

Respondents are asked to submit one (1) original and five (5) copies of their

proposal. At a minimum, the proposal should include the following information:

1. An original cover letter signed by the officer 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 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 and Community Safety Element Updates. Please 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. A budget including itemized estimated cost for each component. Cost associated with preparing and circulating the environmental documentation should be itemized separately. Please provide a cost proposal assuming a Mitigated Negative Declaration and a cost proposal assuming an EIR. Attendance at meetings or presentations should be identified.

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.
9. 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.
10. A copy of recently certified Housing Element completed by your firm.
11. Information regarding billing, including hourly rates for all employees and sub-consultants rendering the scope of services, a sample invoice, 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.
12. Proof of Authority. If a firm is a corporation, formal proof from the firm that the officer signing the proposal is empowered to do so for the company shall be submitted with the proposal. A simple letter is not sufficient. A copy of the corporation resolution or minutes is adequate proof.

V. Contract Requirements

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

1. Limits for insurance – Staff will work with the City's Risk Management Division and provide in advance of signing the contract insurance requirements for Commercial General Liability, Automobile Liability, Worker's Compensation, Professional Liability and Endorsements.
2. The City must be notified in writing, when consultant wishes to change key personnel. 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 cost 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 **5:00 p.m., Wednesday, July 31, 2019**. Late submittals or electronically transmitted copies will not be accepted. Respondents are asked to submit one (1) original and five (5) copies of their proposal to :

Miranda Cole-Corona
Economic Development and Housing Manger
City of La Habra, Community Development Department
110 East La Habra Boulevard
La Habra, CA 90631

2. Proposals will be evaluated by Community Development 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 Background Information

Links to the City's General Plan, including the Housing Element, Community Safety Element and Municipal Code are available on the City's website, www.lahabraca.gov.

IX. Request for Information

Request for information regarding this RFP should be directed to Miranda Cole-Corona via e-mail at mcole@lahabraca.gov or via mail to

Miranda Cole-Corona
Economic Development and Housing Manager
City of La Habra
110 East La Habra Boulevard
La Habra, CA 90631

All request for information should be provided in writing no later than **Monday, July 15, 2019 at 5 p.m.** Responses to request for information will be posted on the City's website, www.lahabraca.gov no later than **Friday, July 19, 2019 at 4:00 p.m.** The information can be found under the city's RFP/Bids link.

General questions about the RFP, not requiring a formal response, may also be submitted as outlined above.