



REQUEST FOR PROPOSALS

2021-2029 Housing Element Update

RFP Release Date

February 27, 2020

Proposal Submittal Deadline

March 26, 2020

Contact Person:

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REQUEST FOR PROPOSALS

For General Plan Housing Element Update 2021-2029 Cycle

OVERVIEW

The City of Bell Gardens is seeking proposals from qualified firms to provide consulting services to the Community Development Department for the preparation of a comprehensive update of the City's General Plan Housing Element for the 2021-2029 planning period. The filing deadline for proposals is **March 26, 2020 at 5:00 p.m.**

Questions or requests for additional information may be directed to the following lead person:

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BACKGROUND

The City of Bell Gardens was incorporated as a general law city in 1961. The City of Bell Gardens has a total land area of 2.4 square miles and is situated in the southeast Los Angeles County, approximately 13 miles southeast of the Los Angeles Civic Center and 11 miles north of Long Beach. Bell Gardens is considered an integral part of the Los Angeles-Long Beach metropolitan area. The City is bounded by the City of Commerce on the north, Downey on the east, South Gate on the south and the Cities of Bell and Cudahy on the west.

According to the 2010 Census, there were 9,986 housing units in the City and a population of 42,072. Over the last 10 years, the City has seen an increase in the overall development, including a number of affordable housing projects. While the City is built out, efforts to provide adequate and affordable housing continues to be a priority of the City.

The City's current Housing Element covering the 2013-2021 planning period was certified by the California Department of Housing and Community Development (HCD) in November 2013. The City of Bell Gardens' RHNA allocation for the prior 2013-2021 cycle was 46 units. The preliminary RHNA allocations for the 2021-2029 cycle is 502 units. The City is seeking the services of a consultant to prepare the City's 2021-2029 Housing Element Update to address the housing needs of the City, the mandated requirements of HCD, and all applicable provisions of state and federal housing related legislation.

SCOPE OF WORK

Proposals shall address the following scope of services requested by the City.

A. Project Initiation

1. Review the City's certified 2013-2021 General Plan Housing Element, other applicable General Plan Elements and other supporting materials as needed.
2. Evaluate implementation status of adopted Housing Element programs and policies.
3. Assess the feasibility of the City's implementation of SB 35, AB 2162, and all housing related legislation to include an evaluation of the City's existing zoning and areas where potential amendments may be necessary to address recently adopted housing legislation.
4. Review the City's Regional Housing Needs Assessment (RHNA) for the 2021-2029 planning period.
5. Meet with City staff to provide an overview of the consultant's assessment of Tasks 1-4 as they relate to contents of the 2021-2029 Housing Element Update.

B. Administrative Draft Housing Element

1. Prepare an Administrative Draft Housing Element Update for City Staff review in compliance with State Government Code Sections 65580 - 65589.11 and all applicable state and federal housing laws, which shall include the following components:
 - a. Assessment of Existing Conditions including:
 1. Updated housing, population, demographic, and employment data to coincide with recent Southern California Association of Government (SCAG) growth projections and data from the US Census and the California Department of Finance.
 2. Assessment of the housing and market conditions and immediate needs within the City, including special needs housing.
 3. Assessment of housing need and the City's RHNA.
 - b. Identification of actual and potential constraints on the maintenance, improvement, and development of housing for all income levels.
 - c. Analysis of housing opportunities, along with the inventory of suitable sites as provided by the City, and the City's capacity to meet its RHNA; and
 - d. An implementation program with quantifiable objectives and programs to address the City's RHNA and special needs housing for the elderly, veterans, homeless, farmworkers, and populations with disabilities.
2. Identify amendments to the City's General Plan Land Use Element and/or Zoning Code that may be required to implement recommended housing programs and compliance with State law.
3. Coordinate with HCD as needed to obtain direction and feedback on the contents of the Housing Element Update.

C. Draft Housing Element

1. Revise the Administrative Draft Housing Element per City staff comments, and prepare the Draft Housing Element Update for public review and adoption.
2. Attend two community workshops to review and receive input on the Draft Housing Element Update.

3. Prepare and file all the appropriate environmental documents for compliance with the California Environmental Quality Act (CEQA). In addition, the consultant will be responsible for preparing all notices and mailings for SB 18 and AB 52.
4. Attend one Planning Commission hearing and one City Council hearing for adoption of the CEQA documentation and the Housing Element Update.

D. Final Housing Element

1. Coordinate with HCD following adoption of the Housing Element Update to obtain certification.
2. Prepare Final Housing Element Update Document for submittal to City.
3. File CEQA Notice of Determination with County Clerk.

E. Deliverables

1. One (1) reproducible copy and one (1) electronic copy of the Final Housing Element Update.
2. One (1) reproducible copy and one (1) electronic copy of the required CEQA document and all CEQA notices.

PROPOSAL SUBMITTAL REQUIREMENTS

Consulting firms are requested to limit their proposals to no more than three pages in addition to Appendices as listed below. Proposals shall conform to the format and content requirements listed below.

- Letter of Transmittal.
- Description of consultant's understanding of the RFP Scope of Work and a statement of work tasks to complete the Scope of Work.
- List of professionals within the firm to be assigned to the Project and the role of each (submitted as Attachment A to the proposal).
- A project cost sheet to include the hourly billing rates of each professional team member assigned to the Project (submitted as Attachment B to the proposal).
- Firm qualifications and at least three client references (submitted as Attachment C to the proposal). Name and qualifications of subcontractors shall be included if any are to be used.
- Project timeline, including milestone events leading to adoption by the City of the Housing Element and submittal of the Housing Element to HCD for certification by October 2021.

Please submit one (1) original and four (4) copies of all proposals by the submittal deadline of **Thursday, March 26, 2020**. No amendments, additions, or alternates will be accepted after the submission deadline. Each proposal shall be considered valid and binding on the proposer for a period of ninety (90) days after the proposal due date. All proposals and documents submitted will become the property of the City of Bell Gardens. Anything considered to be proprietary should be so designated by the bidding firm.

CONSULTANT SELECTION PROCESS

The City has established the following schedule for the review of proposals and selection of a consultant:

Proposal Submittal Deadline	March 26, 2020
Proposal Review	March 30 – April 2, 2020
Consultant Notifications of Review	April 6 – 9, 2020
Contract Negotiations	April 13 – 16, 2020
City Council Award of Contract	May 11, 2020
Anticipated Start of Work	June 1, 2020
Anticipated Completion	September 30, 2021

RIGHT OF REFUSAL

The City of Bell Gardens reserves the right to refuse any or all proposals.

COST OF PROPOSAL PREPARATION

The bidding firm is responsible for any costs incurred in the preparation of the Request for Proposals.

LEGAL AND INSURANCE REQUIREMENTS

The following are the legal and insurance requirements of the City of Bell Gardens.

1. **Documents to be construed together.** This RFP and the consultant's proposal will be a part of the contract. The RFP, the consultant's proposal, and all documents referred to in the specifications and contract to be entered into between the firm and the City, and all the modifications of said documents, shall be construed together as one document.
2. **Assignment or Transfer of Contract.** The consultant shall not assign, transfer, convey or otherwise dispose of the contract, or its rights, title or interest in or to the same without previous written consent of the City.
3. **Indemnity.** The consultant must agree to indemnify, hold harmless and defend the City, from any and all liability or loss, resulting from any suits, claims or actions brought against the City, which result directly or indirectly from the wrongful or negligent actions of the consultant's employees and/or subcontractors in the performance of the contract.
4. **Insurance.** At the time of execution of the contract, the consultant will be required to comply with the following City insurance requirements:
 - a. Comprehensive General Liability Insurance with coverage limits of not less than Two Million Dollars (\$2,000,000) including products and completed operations hazard, contractual insurance, broad form property damage, independent consultants, and personal injury shall include automobile insurance coverage.
 - b. Worker's Compensation insurance as required by the laws of the State of California.

c. Professional Liability insurance against errors and omissions in the performance of the work under this Agreement with coverage limits of not less than One Million Dollars (\$1,000,000).

d. The City, its officers, employees, attorneys, and volunteers shall be named as additional insured on the policy(s) as to comprehensive general liability, property damage, and worker's compensation coverage.

e. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insured to the policy) by the insurance carrier without the insurance carrier giving the City thirty (30) days prior written notice thereof. Consultant agrees that it will not cancel, reduce or otherwise modify said insurance coverage.

5. **Compliance with Labor Laws.** The consultant will be required to comply with all existing State and Federal Labor Laws.

6. **Equal Opportunity Employment Provisions.** The consultant will be required to meet all State and Federal Laws applicable to Equal Employment Opportunity (EEO).

OTHER CITY REQUIREMENTS

The City reserves the right to reject any or all proposals without qualifications. Proposals will be considered only in their entirety.

The City reserves the right to negotiate the specific requirements and cost using the selected proposal as a basis.

The City also reserves the right to reject all proposals if they are deemed unsuitable to the City's needs.

Late or incomplete proposals will not be considered, and the City reserves the right to determine the completeness of all proposals.