

County of Siskiyou Request for Proposals



Request for Proposals (RFP) RFP # CD 21-01 – Community Development For the Preparation of the County of Siskiyou 2022-2030 Housing Element

RFP Issued: September 29, 2021
Deadline for Submission: October 29, 2021 by 4:00 PM

County of Siskiyou
Community Development Department
Planning Division
806 South Main Street
Yreka, CA 96097

Introduction:

The County of Siskiyou (County) Community Development Department (Department) is soliciting proposals from qualified firms, consultants, or consultant teams with specific experience in housing element preparation and updates, associated public engagement, land inventory analysis, and environmental review of housing elements. The Request for Proposal (RFP) for this project is intended to assist with the preparation of a comprehensive update of the County of Siskiyou 2014-2019 (5th Cycle) Housing Element and associated environmental review. This project will result in the preparation and adoption of an approved (by both the County of Siskiyou and Housing and Community Development (HCD) 6th Cycle Housing Element document for the 2022-2030 planning period (to be validated with HCD prior to project initiation). With the County's input, the selected consultant will prepare a document to address the varied housing needs of the community, incorporation of all necessary and required legislative and case law-based requirements and the certification requirements mandated by the Department of HCD within the legally mandated timeframes.

Background:

The last update to the County's Housing Element was certified by HCD and adopted by the County in 2014. That document, the 5th Cycle - 2014–2019 Housing Element, was created in compliance with State General Plan law pertaining to Housing Elements. The Housing Element spans a period exceeding the historical period of 5 years and is soon due for its State Mandated 6th Cycle update. The current update cycle for Siskiyou County is eight (8) years.

The County of Siskiyou has been approved to utilize up to \$150,000 of LEAP Grant funding for the completion of the Housing Element update. The LEAP grant is a State grant intended to provide funding and technical assistance to local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production. An updated Housing Element will help accomplish these goals. The dollar amount allocated for this project is inclusive of County staff time costs and expenses thus the full dollar amount will not be available for the selected project consultant's use.

LEAP funding works on a reimbursement basis based upon the achievement of milestones in the process. While the County does not anticipate that the consulting contract for this work will operate on a Milestone basis, the consultant shall document that various milestones have been achieved will be required. Under this contract, a project Close Out Report detailing all project activities and milestone achievements, including the incurring of expenses, will be due at the close of the project and no later than June 30, 2023 and all invoicing shall be in a form approved by the County and eligible for reimbursement by HCD through the LEAP grant program.

Scope of Work:

Under this contract, the selected firm, consultant, or consultant team will prepare an update of the County's 2014-2019 (5th Cycle) Housing Element for the planning period understood to be starting in 2022 and extending until 2030. This period will cover the term of compliance for the 6th Cycle of Housing Element updates.

At a minimum, the firm, consultant, or consultant team is expected to complete the following tasks:

1. Prepare the Housing Element updated in compliance with State Government Code Sections 65583 and all other applicable Code Sections.
2. Develop a project timeline leading to HCD certification and County Adoption of the Housing Element by November 16, 2022.
3. Update housing, population, and employment figures and projections to be consistent with most recent projections for Siskiyou County. This information is to be consistent with the Department of Finance figures, the Regional Housing Data Package provided by the County for this task, and with HCD supported data.
4. Preparation and incorporation of a Housing Needs Assessment for the County as required by HCD for Element compliance.
5. Investigate, analyze and address all new State housing laws (i.e. SB 957, AB 2162, SB 828, et al.) and make recommendations to the County on their implementation and incorporation into applicable County codes and regulations.
6. Assess housing conditions and immediate needs, including special housing needs.
7. As necessary, identify and analyze potential sites for future housing.
8. Assess County 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. Conduct a minimum of two (2) community workshops to facilitate public input and engagement.
11. California Environmental Quality Act (CEQA) Compliance: With this RFP, the County of Siskiyou has assumed that the use of a CEQA exemption will be sufficient for this project. This is based upon a review of past practices and regional business practice. However, the County remains open and receptive to consideration of alternatives other than what has been assumed and invites those responding to this Request to consider and present what they believe is the appropriate and needed environmental document.
 - a. For this project and based on the County's assumption that an Exemption may be the appropriate level of review for this effort, the County expects the following of the selected consultant:
 - i. Prepare required notices and circulate draft and final environmental documents, including all supporting notices to all required State Agencies and responsible agencies including all public notices, resolutions, ordinances, and notices.

It is noted to respondents that the County will actively participate in the discussion of document contents, process, and will support and/or undertake all noticing and circulation needs along with all local filing and distribution needs.

12. Public Meetings/Hearings: At a minimum the selected consultant shall lead one public scoping/issues identification meeting (may occur prior to a regularly scheduled County meeting), provide one mid-term project update to the Planning Commission and/or Board of Supervisors, and shall attend and present the final draft document at one (1) Planning Commission and one (1) Board of Supervisors public hearing (total of 2 public hearings) in support of the adoption of the Element.
13. Prepare, coordinate and/or submit all County-approved documents to HCD, the State Clearinghouse, OPR, County Clerk, etc. as required.
14. Coordinate document review actions with the County until such time that the document is certified by HCD including addressing recommended modifications and comments.
15. Keep detailed expense and cost records to allow for completion of the Close Out Form to obtain reimbursement for the completion of this project through LEAP funding.
16. Provide the County with five (5) printed copies of the final documents, one (1) print-ready, editable electronic copy of the final document and one (1) web-supported .pdf version of the final document. All materials resulting from this task become the property of the County. Draft documents for review shall be submitted in both hard copy and an editable electronic format. All textual materials must be compatible with the latest version of the Microsoft Word document software. All map-based exhibits must be provided in ESRI ArcGIS geodatabase format (shapefile and/or GDB).
17. Investigate, analyze, and propose regulations for the County to consider relating to short-term vacation rentals, including their associated impacts, within Siskiyou County.
 - a. This task does not need to be incorporated into the 2022-2030 Housing Element and may be a supplementary report provided to County staff.
 - b. Over the recent years, county residents have expressed concerns relating to short-term vacation rentals and their associated impacts. The intention of this task is to review and analyze short-term vacation rentals within the county and provide the County additional regulations/requirements that may be appropriate pertaining to short-term vacation rentals for the County to consider for adoption.
 - c. County staff would be responsible for the presentation of the analysis, including the consultant's recommendations of policy changes, to the Board of Supervisors and any subsequent direction provided by the Board of Supervisors.
 - d. It is requested that this task is completed as early as possible.

Proposal Submission Requirements

Respondents are asked to submit the proposal in digital or hardcopy format as outlined below. At a minimum, the proposal should include the following information:

1. An original cover letter signed by the official 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 County 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 summary 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 County.
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 Element Update. 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. The consultant's budget for the project will be \$130,000 with the remaining LEAP funding dollars to be utilized for County-incurred project costs. Costs associated with preparing and circulating the environmental documentation should be identified and cost estimates shall include all costs associated with full environmental compliance for the project (including filing fees, noticing costs, etc.). Project budgets shall include attendance and engagement at project meetings.
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. 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.
9. References shall include a name and contact information for the staff member who managed the project to prepare and certify a recently approved Housing Element completed by your firm.
10. Project budgets shall include information regarding estimated hours for each major tasks, identification of the hourly rates for each employee working on the project, (including hourly rates for all employees and subconsultants rendering the scope of services), text addressing 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.

11. 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.

Conflict of Interest

Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

Submission

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at 806 South Main Street, Yreka, CA 96097, on or before **4:00 PM on October 29, 2021** (ATTN: Rachel Jereb). Please note "RFP # cd 21-01" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to 806 South Main Street, Yreka, CA 96097, and postmarked by **4:00 PM on October 29, 2021**. Please note "RFP # CD 21-01" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to planning@co.siskiyou.ca.us and must be received by **4:00 PM on October 29, 2021**. Please include "RFP # CD 21-01" in subject line.

Proposers shall provide one (1) original copy with signature and Three (3) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Rachel Jereb by email, planning@co.siskiyou.ca.us or by phone at (530) 842-8205.

Contract Requirements:

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

1. Limits for insurance – Staff will work with the County in advance of signing the contract insurance requirements for Commercial General Liability, Automobile Liability, Worker's Compensation, Professional Liability and Endorsements.
2. The County must be notified in writing, if and when consultant wishes to change key personnel. All changes must be approved in writing by the County. The consultant shall

not change subcontractors without prior written approval from the County. The County reserves the right to negotiate the proposed agreement for these services if any key personnel or subcontractor changes.

Selection Process:

Issuance of this RFP and receipt of the proposals does not commit the County to award a contract or pay costs incurred in responding to this RFP. The County 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 County 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 County's needs.

Proposals are due on or before 4:00 p.m., October 29, 2021. Late submittals will not be accepted.

Proposals will be evaluated by County staff. If deemed necessary interviews may be held with qualified firms. Staff will recommend the final selection to the Board of Supervisors, which will review and approve a contract for professional services.

Insurance and Indemnification:

The Agreement between the selected consultant and the County 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.

Availability of Background Information:

Links to the County's General Plan, including the Housing Element, and County Code are available on the County's [website](#).