

City of Grover Beach Request for Proposals Housing Element

Introduction

The City of Grover Beach is requesting proposals from qualified consulting firms to assist in preparation of the 2009 update to the City of Grover Beach Housing Element of the General Plan. The City desires consultant assistance for preparation of a draft Element for submittal to the state as well as assistance in review coordination with the State Department of Housing and Community Development (HCD). Responses to this Request for Proposal (RFP), as well as prior relevant experience working on similar projects will be considered in the selection process. The City of Grover Beach would like to engage consultant services as soon as practical so that the updated Housing Element may be considered timely (May-June 2009) for City Council approval and subsequent HCD certification.

The purpose of the update is to:

- Incorporate the San Luis Obispo County Regional Housing Needs (RHNA) allocation for Grover Beach and adjust the housing policies and programs accordingly;
- Create a Housing Element that is internally consistent with the Grover Beach General Plan; and
- Achieve certification of the Housing Element by the State Department of Housing and Community Development August 19, 2009 deadline.

Background

The City of Grover Beach is a seaside community located in San Luis Obispo County, halfway between Los Angeles and San Francisco. The City lies between scenic Highway 1 and Highway 101. Approximately 2.25 square miles in area, the population of the City is 13,067 persons (Census 2000). The City was incorporated as a general law city in December 1959, and currently exceeds 80 percent of its dwelling unit build-out capacity. For the past four years, Community Development activities have focused on redevelopment projects, in-fill development, and limited mixed use construction projects. Grover Beach is generally considered a built-out, underdeveloped community. In recent years it has been experiencing difficulties in providing affordable housing due to the increased value in real estate and appreciation of the City as a coastal community.

In 2003, the City adopted a Housing Element as required by State law and submitted it to the State Department of Housing and Community Development Department (HCD) for review. HCD has requested revisions to the adopted Element to allow for certification. This element was amended through a series of modifications in response to the City Council, the community, and the comments received from HCD. Final adoption of these amendments occurred November 17, 2008.

Preliminary Scope of Work

The City of Grover Beach believes that much of the work that will be needed to identify how the Housing Element requirements has been completed with the recent amendments in 2008 that responded to HCD concerns. The City has compiled maps and statistics outlining housing opportunities in the City. In addition, the RHNA for this period is substantially lower than in the previous period. See Table below:

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| Jurisdiction | Very Low | | Low | | Moderate | | Above Moderate | | Total Allocation |
|--------------|----------|------------|-----|------------|----------|------------|----------------|------------|------------------|
| | % | Allocation | % | Allocation | % | Allocation | % | Allocation | |
| Grover Beach | 23% | 44 | 17% | 32 | 18% | 36 | 42% | 81 | 193 |

As amended October 8, 2008 based on HCD September 26, 2008 revision

There will need to be a public participation program to ensure that the community is engaged in policy and program section review of the Element to ensure that it conforms to community desires and provides creative solutions to addressing the City's housing need.

Required Tasks

Subject to refinement and mutual agreement, the consultant will need to provide a description and timeline of how the following tasks would be accomplished:

Task 1 Project Scope Refinement and Document Review

This will include meetings with staff to refine the project scope and schedule, review housing resources and funding sources for housing, identify key issues, and establish milestones. This will also include review of the adopted plan and other documents, including the Mitigated Negative Declaration prepared for the 2003/04 update adopted in 2008.

Task 2 Housing Element Research and Preparation

The consultant team will review and evaluate the recently adopted 2008 Housing Element for changes in conditions and state requirements using the HCD Housing Element Review Worksheet and the HCD Building Blocks for Effective Housing Elements. This shall also include the detailed comments received from HCD in the 2008 review of the element submitted to the State to anticipate areas of concern. This review will include:

- a. Evaluate the 2008 Housing Element for effectiveness of the goals, objectives, and programs and provide recommendations for the modification or replacement to meet current State law and guidelines.
- b. Update of the Background Data and Housing Needs Assessment to ensure that it is up to date and in compliance with Government Code Section 65583. Coordinate with staff to develop a current housing inventory and evaluate housing conditions using state criteria.
- c. Update Vacant and Underutilized Land Inventory, with identification of if/how the inventory will fulfill the City's regional housing needs allocation. in compliance with State law 65583 and SB 2348. The purpose of the land inventory is to identify specific sites suitable for new residential development and to prepare an analysis of the relationship between the projected housing needs by income category and the dwelling unit capacity of vacant or underutilized sites. *The City is anticipating that the adopted Housing Element will not require major updates since the most recent updating of information occurred in 2008. This inventory included an analysis of the recently adopted Planned Development Ordinance for mixed use within the Grand Avenue Corridor.*
- d. Housing Constraints evaluation to update the government and non-governmental constraints to housing production in compliance with 65583. The element may need revisions due to recent legislation and procedural updates.

Task 3 Public Participation Program

Identify and implement an effective public participation approach that will outreach to all segments of the community. This may include outreach that the department staff can augment meetings in the community with workshops that the consultant will lead to inform the public concerning the requirements of the Housing Element and to seek public comments on the housing needs and constraints and to give direction to the goals, policies and programs.

Tasks 4 Prepare Draft Housing Element

The consultant will review and document the progress made on the policies and programs in the adopted element and make recommendations for changes to the 2008 adopted element and recommendations for new programs and modification to the policies and programs in the housing element. *The City is hopeful that this will not be a substantial amount of work as the 2008 element was only recently adopted and incorporated responses to the comments from HCD during the review of the draft submittals.* This review should identify and incorporate any Redevelopment Housing requirements.

The consultant shall prepare the following:

- Administrative draft for staff review.
- Comments from the City will be addressed in a hearing draft.
- Public Hearing Notice and staff report for up to 3 public meetings. Consultant should identify how the meetings can be structured to involve the community to the maximum extent possible.
- Revision to the draft Housing Element, as necessary to incorporate Planning Commission and City Council review, resulting in a draft Housing Element for HCD review.
- Submittal of the draft element to HCD for the 60 day draft review period and interact with HCD facilitating their review and comments on the draft document.
- Prepare a synopsis of HCD recommended changes for the City's review and revise the draft as necessary to address the changes (as directed by the city staff)
- Prepare staff report and participate in a Council public hearing to review and take action on the revised draft.
- Submit the City approved Housing Element to HCD for certification.
- Provide response and interaction with HCD during the 90 day period the agency has to act on the certification request.

Task 5 Prepare Environmental Determination

This will include preparation of an Initial Study and appropriate environmental document. The consultant will prepare all necessary documents and manage noticing and circulation of the Initial Study for the public and interested agency review and comment. Following the public review period,

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the City and the consultant will consider written comments received and finalize the environmental document and file the Notice of Determination. The consultant will be available to address the environmental review during the public hearing process. *The City anticipates that the initial study and negative declaration prepared for the recently adopted Housing Element can serve as a strong framework for the documents required for the 2009 update.*

Budget

Provide an estimated proposed budget identifying each task, projected hours for completion, and staff and hourly rates.

Deliverables

- Housing Element administrative draft – electronic copy
- Housing Element hearing draft – electronic copy
- Initial Study – electronic copy
- Environmental document - electronic copy and 2 hard copies
- Staff Reports for Planning Commission and Council hearings
- Noticing and publication materials
- Final environmental document consistent with CEQA
- Draft Housing element submittal to HCD with mandated information for certification
- Synopsis of HCD recommended changes to the draft Housing element following the 60 day period
- HCD certified Housing element in electronic (Word) and hard copy format
- Housing element certification letter from HCD

RFP Submittal Requirements

Consultants responding to this Request for Proposal must present satisfactory evidence to the City, indicating its ability to meet the Scope of Work outlined above. Each proposal must include the following information:

- Understanding of the Scope of Work.
- Proposed approach to the project.
- A brief description of the firm/consultant's background and capabilities.
- Project leadership and staff assigned to this project and their qualifications (resumes).
- A detailed statement and examples of directly relevant experience performing work on similar projects, and project references.
- Cost estimate identifying individual staff members with number of hours for each work program phase and hourly billing rates.
- Project budget reflective of a fixed price contract with all expenses identified per task proposed.
- The name, address and telephone number of the person to whom correspondence should be directed.
- Any other information that may assist the City in ascertaining the firm/consultant's qualifications.
- Copy of most recent certified Housing Element your firm has completed.

Consultant Selection Process

A Selection Committee will review the proposals, and the most qualified consultants will be invited for an interview with the Committee. Following the interviews, the Committee will select the consultant demonstrating the best qualifications and ideas for this effort, and recommend to the City Council approval of the consultant selection and direct Staff to negotiate an Agreement for professional services.

Consultant Selection Criteria

The City reserves the right to act as the sole judge of the contents of all proposals. In soliciting these proposals, it is the intent of the City to have the best possible service performed on this project. Therefore, selection of the consultant will be based upon the following considerations and criteria:

- Consultant's demonstrated experience with similar projects involving municipalities and other public agencies.
- Consultant's demonstrated ability to manage and coordinate the project in a timely manner.
- The quality, amount and type of services proposed.
- Proposed cost.
- Any other considerations deemed pertinent by the City.

All proposals received in response to this RFP shall become property of the City and become a matter of public record, except for those parts of each proposal which are defined by the consultant as business or trade secrets, provided that the said parts are submitted in a sealed envelope and clearly marked as "confidential" or "proprietary."

The City may conduct reasonable inquiry to determine the responsibility of the consultant. The submission of a proposal constitutes permission by the consultant for the City to verify all information contained therein. If the City deems it necessary, additional information may be requested from any consultant. Failure to comply with such a request may disqualify a consultant from further consideration for this project.

Documents Available

Your firm may contact the City to obtain documents, as necessary, to assist in preparing your response to the RFP. Documents available include: 2008 Adopted Housing Element and Appendices (available on the city website), General Plan Land Use Element, Zoning and Land Use Maps, Local Coastal Program, City Development Standards and Specifications, and City Visioning Study (available on the website).

RFP Submission Deadline

Five (5) copies of each proposal must be received by 5:00 p.m. on Friday, January 23, 2009. Please submit proposals to:

Pat Beck
Interim Community Development Director
City of Grover Beach
154 South 8th Street
Grover Beach, CA 93433

Consultant Inquiries

For further information or inquiries about this RFP, please contact Pat Beck, Community Development Director at (805) 473-4530.

Thank you for your interest in proposing on this project!