REQUEST FOR PROPOSAL
PREPARATION OF AN UPDATE TO THE LASSEN COUNTY
HOUSING ELEMENT

LASSEN COUNTY, CALIFORNIA

Request For Proposal Issue Date: April 10, 2018
Proposal Deadline: May 10, 2018

PURPOSE
The County of Lassen “County” is requesting proposals from qualified consulting firms or individuals to assist in the comprehensive update of its Housing Element of the General Plan, covering the 2019-2024 planning period including the required environmental clearance. The selected Consultant will review the County’s existing Housing Element and update the document to reflect current conditions, County policies, and methods to meet the housing requirements mandated by the State of California and the certification requirements of the State Department of Housing and Community Development “HCD,” within legally mandated timeframes.

It is worth noting that the 2014-2019 Regional Housing Need Allocation (RHNA) distribution for unincorporated Lassen County is significantly lower than the 2009-2014 planning cycle and is reflected in the table below by income category. Although the California Department of Housing and Community Development has yet to release RHNA numbers for Lassen County for the 2019-2024 planning cycle, County staff believes the change from the previous cycle will be minimal; indeed, the U.S. Census Bureau estimates that County population has decreased over the last cycle.

<table>
<thead>
<tr>
<th>Planning Cycle</th>
<th>Very Low</th>
<th>Low</th>
<th>Moderate</th>
<th>Above Moderate</th>
<th>Total</th>
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<tr>
<td>2009-2014</td>
<td>324</td>
<td>214</td>
<td>246</td>
<td>259</td>
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<tr>
<td>2014-2019</td>
<td>10</td>
<td>5</td>
<td>7</td>
<td>18</td>
<td>40</td>
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BACKGROUND
Lassen County is located in Northeast California with a total population of approximately 31,163. The County has a land area totaling over three million acres with only one incorporated city with a population of approximately 15,555 (although approximately 8,000 are inmates at the two state prisons within the city’s boundaries). This rural county has a few commercial and industrial developments and contains rail, highway, and airport access. One federal and two state prisons are located in the County and house approximately 9,000 inmates. The predominant sector of employment in Lassen County is Federal, State, and Local Government, which comprises approximately 50 percent of the jobs in the County. Due to the relatively mild climate and natural beauty, Lassen County appeals to locals and visitors alike for year-round recreational activities.
SCOPE OF SERVICES
The following deliverables are expected by the County:

Task 1 - Assessment

1.1. Evaluation of the 2014-2019 Housing Element. Consultant will be required to review and evaluate the current Housing Element and its programs, including:

- A discussion of the effectiveness of the housing programs and policies;
- A comparison of projected results from the adopted Housing Element to actual accomplishments;
- A summary of how these results are important to a revision of the Housing Element; and
- An evaluation of the existing Housing Element to the State’s Housing Laws.

1.2. Document Review. Consultant will review County documents to aid in understanding local conditions and the community’s housing needs. Documents included, but not limited to, the County’s General Plan last updated in the year 2000, previous communications with HCD, and all housing programs and ordinances in place.

Task 2 - Housing Element Preparation

2.1. Needs Analysis. The Consultant will complete a housing assessment and needs analysis pursuant to Government Code Section 65583. The Consultant will obtain and analyze demographic, economic, infrastructure, and housing data of Lassen County and develop a housing needs assessment using State-approved criteria. Identification of communities and disadvantaged unincorporated communities pursuant to Senate Bill 244 for each Lassen County community will also be completed by consultant. The gathered data will be used to draft a housing needs assessment that will identify:

- Population, demographic and employment trends with the accompanying analysis of the existing and projected share of regional housing needs for all income levels, and the identification of each disadvantaged unincorporated community within the county;
- Housing costs, affordability, characteristics, and market conditions, including overcrowding and overpayment;
- Housing stock, including at-risk units and vacant and underutilized land;
- Location of existing infrastructure elements including but not limited to fire stations, sewer and/or water infrastructure, and drainage systems;
- Potential for increased residential development under existing zoning requirements, infrastructure capacities, and General Plan policies; and
• Special housing needs (e.g. large families, seniors, homeless, handicapped, farm workers, families with female head of household, and persons needing emergency shelter, etc.).

2.2. Housing Resources and Opportunities. The Consultant will identify programmatic, physical, and financial housing resources. In addition, the Consultant will prepare an “adequate sites analysis” showing the relationship between the County’s Regional Housing Need Allocation (RHNA), dwelling unit capacity, availability of potential housing sites based on zoning, infrastructure, and General Plan’s policies, requirements, and limitations.

2.3. Housing Constraints. The Consultant will identify potential and actual governmental and nongovernmental constraints to housing production. Where constraints exist, the Consultant will develop housing programs to mitigate them, or, where appropriate and legally possible, remove them.

2.4. Housing Goals, Policies, and Quantified Objectives. The Consultant must update the existing Housing Element, by using public input, and the needs and housing constraint analyses to formulate an implementation plan with appropriate and feasible housing policies and quantified objectives. This work will need to satisfy the requirements of the Government Code Section 65583 et seq. As noted below, the Housing Element will contain programs to:

• Ensure housing opportunities are available to all persons in the County;
• Preserve and improve the existing stock of affordable housing;
• Facilitate development of adequate housing and infrastructure to meet the needs of low and moderate income households, while meeting the regional share of goals;
• Mitigate any governmental constraints to housing production, improvement and/or maintenance; and
• Ensure consistency and compliance with the other General Plan’s elements, community goals, and all State of California Assembly and Senate bills.

Task 3 - Prepare and Finalize Housing Element

3.1. Administrative Draft Housing Element. The Consultant will be required to prepare and submit three reproducible copies and one electronic copy in Microsoft Word format of the administrative draft Housing Element for County staff to review and comment. The administrative draft shall reflect a high-quality work product and represent the Consultant’s best professional work. The Consultant will have 90 days from the date of the kick-off meeting to complete the administrative draft. Once staff has reviewed and commented on the draft, the Consultant will modify the administrative draft as directed.
3.2. **Draft Housing Element.** The Consultant will then prepare and submit three reproducible copies and one electronic copy in Microsoft Word format, and one electronic copy in Adobe Portable Document Format of the draft Housing Element for distribution to HCD, the Board of Supervisors, the Planning Commission, and the general public for review and comment. The County intends to make the draft Housing Element accessible both in hard copy format and on the County’s website.

3.3. **Community, Planning Commission, and Board of Supervisors Meetings.** The Consultant must organize and attend six (6) community meetings (Doyle, Janesville, Standish, Susanville, Westwood, and Bieber) to present the draft Housing Element and respond to questions from the public. The Consultant must also attend all Planning Commission and Board of Supervisors’ public hearing dates pertinent to the Housing Element.

3.4. **Final Housing Element.** The Consultant will prepare a final version of the Housing Element and submit fifteen (15) bound copies and one electronic copy in Adobe Portable Document Format, in response to comments received from HCD, County staff, the Planning Commission, the Board of Supervisors, and the general public. The Consultant will amend the draft Housing Element for adoption and transmittal to HCD before the mandated deadline of June 30, 2019. Consultants will work closely with staff to ensure that the County meets all HCD deadlines and requirements.

3.5. **State Certification.** The Consultant will be required to make any and all edits necessary to assist the County of Lassen in achieving certification of the Housing Element after adoption by the County. The Consultant will work closely with HCD and the County to ensure State Requirements are met and will modify the adopted Housing Element, if required, to obtain certification.

**Task 4 - Environmental Review**

4.1. **California Environmental Quality Act (CEQA) Completion and Submittal of all Required Documents.** The consultant must prepare and process all applicable environmental documents pursuant to CEQA.

**PROPOSAL AND QUALIFICATIONS**

Proposal responses must adhere to the requirements set forth in this section. Failure to adhere to these requirements or the inclusion of conditions, limitations, or misrepresentations may be cause for rejection of the submittal. Use 8 ½ x 11 sheets (foldouts are acceptable for charts, etc.) and font size large enough to be easily legible, but no smaller than 11 point.

Proposals, at a minimum, must include:

1. Cover letter signed by an individual authorized to bind the proposing entity.

2. General information about the Consultant (i.e. company size, location of office(s), length of time in business, organizational structure, number of professional personnel, and other...
pertinent information. Include name, address, telephone number, facsimile number, and e-mail address of the consulting firm.

3. The names, telephone numbers, and email addresses of the Consultant’s project team, including the name of the project manager, and the sub-consultants to be retained by the Consultant, if any. Submit the resumes of all personnel (including sub-consultants) to be involved with the project and their specific experiences relative to the preparation of housing elements and environmental documents.

4. Consultant must provide a minimum of three (3) client references where the Consultant has prepared a Housing Element or Housing Element update certified by HCD. The references shall identify the client, a contact name, telephone number, description of the service provided, and length of business.

5. One hard copy of a certified Housing Element completed by your consulting firm.

6. Consultant’s knowledge of Government Code Article 10.6 (Housing Element Law), specifically the sections referring to Housing Element updates and revisions.

7. A detailed outline of the proposed approach to the project, including a breakdown of tasks and timing to complete the project and a detailed description of the methods of information gathering and analysis to be used in preparing the Housing Element to meet the County’s objectives. Also, indicate which members of the project team will be responsible for the various task(s) and attendance at meetings. The submittal should also provide a detailed description of any requested material needed from the County.

8. Consultant’s estimated fee for the project, with a not-to-exceed amount. The cost estimates shall reflect detailed project man hours per the Scope of Services to be provided, including clerical and expected subcontractor rates, the cost for attendance at meetings, mileage, and projected reproduction costs. Cost estimates shall also include contingencies.

9. Provide insurance evidence as specified in the Section - Insurance Requirements.

PROPOSAL EVALUATION
The County of Lassen is using the competitive proposal process, wherein the experience of each submitted proposal is evaluated as it relates to the Scope of Services. All proposals will be reviewed and discussed, each consulting firm will be rated using the following criteria and rating schedule:

1. Understanding and capacity to perform the Scope of Services. 55 Points, Maximum

2. Clarity of work plan. 20 Points, Maximum
3. Successful experience in similar efforts. 15 Points, Maximum

4. Schedule. 7 Points, Maximum

5. Budget. 3 Points, Maximum

100 Points, Total

The County of Lassen reserves the right to negotiate aspects of the project with the successful consulting firm. An evaluation committee will be assembled to review all proposals and will report its recommendation to the County of Lassen’s Board of Supervisors.

The County of Lassen’s Board of Supervisors, whom retains the right to reject any and all proposals, will award the bid. The County reserves the right to award a contract to the Consultant that presents the proposal, which in the sole judgment of the County best serves the County’s interest. The County reserves the right to reject any or all of proposals, to waive minor irregularities in said proposals, and/or to negotiate minor deviations with the successful consulting firm.

INSURANCE REQUIREMENTS
The successful Consultant shall furnish County with certificates and original endorsements affecting the required insurance coverage prior to execution of a Contract by County. The successful Consultant shall provide a Certificate of Insurance naming County of Lassen as additional insured for the following:

1. Comprehensive general liability insurance including comprehensive public liability insurance with minimum coverage of One Million Dollars ($1,000,000) per occurrence and with not less than One Million Dollars ($1,000,000) aggregate; Consultant shall insure both County and Consultant against any liability arising under or related to this Agreement.

2. Comprehensive automobile liability insurance with minimum coverage of Five Hundred Thousand Dollars ($500,000) per occurrence and with not less than Five Hundred Thousand Dollars ($500,000) on reserve in the aggregate, with combined single limit including owned, non-owned, and hired vehicles.

3. Workers’ Compensation Insurance coverage for all of Consultant’s employees and other persons for whom Consultant is responsible to provide such insurance coverage, as provided by Division 4 and 4.5 of the California Labor Code.

4. The policy shall not be cancelable without twenty-days advance written notice to the County, and shall be in a form and by a surety approved by the County.

5. In the event the policy is canceled prior to the completion of the project and the Consultant does not furnish a new Certificate of Insurance prior to cancellation, the County may obtain
the required insurance and deduct the premium(s) from contract monies due to the Consultant.

6. If the policy is a claim made policy, the policy shall contain language providing coverage up to six months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein.

7. As used above, the term "Consultant" includes the Consultant, and its officers, agents or employees.

NON-DISCRIMINATION
The County is an equal opportunity employer. Bidders shall not discriminate in their employment with regard to race, color, religion, sex, or national origin. Qualified Consultants including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit proposals.

PROPOSAL SUBMITTALS
All proposals must be received by the County of Lassen by 4:00 p.m. (Pacific Daylight Time) May 10, 2018. Proposals received after 4:00 p.m. (Pacific Daylight Time) May 10, 2018, or proposals sent by facsimile machine will be considered late and disqualified by the proposal evaluation committee. Please submit three (3) proposals in a sealed envelope and clearly marked “Proposal for Housing Element Update.”

Proposals are to be delivered to:

County of Lassen Department of Planning and Building Services
Proposal for Housing Element Update
Attn: Gaylon Norwood
707 Nevada Street, Suite 5
Susanville, CA 96130

All proposals whether selected or rejected, shall become the property of the County of Lassen. The County is not responsible for any cost incurred in the preparation of the proposal or proposals delivered to a person/location other than specified above.

Any questions concerning the request for proposal should be directed to Assistant Director, Gaylon Norwood, in writing by mail at 707 Nevada Street, Suite 5, Susanville, CA 96130; by fax at (530) 251-8373; or by email at gnorwood@co.lassen.ca.us. Questions and responses may be made available to all potential bidders.