



**6<sup>TH</sup> Cycle/2021-29 Housing Element  
Request for Proposals**

**February, 2020**

**Table of Contents**

I. INTRODUCTION ..... 3

II. CITY PROFILE ..... 3

III. SCOPE OF SERVICES ..... 4

    A. Project Schedule ..... 4

    B. Existing Conditions and Needs..... 4

    C. Regional Housing Needs Assessment (RHNA) ..... 4

    D. Assessment of Housing Needs..... 5

    E. Preparation of Draft Housing Element ..... 5

    F. General Plan Amendment (if applicable) ..... 5

    G. Environmental Documents..... 5

    H. Deliverables: ..... 5

IV. PROPONENT INFORMATION..... 7

V. INSTRUCTIONS FOR SUBMISSION of PROPOSAL ..... 8

VI. SELECTION CRITERIA..... 10

VII.CONDITIONS & LEGAL REQUIREMENTS ..... 11

Exhibit A- Sample of Standard Agreement

**City of Winters  
2021-2029 Housing Element Update  
Request for Proposals**

**I. INTRODUCTION**

- A. The City of Winters, hereinafter referred to as the “City”, is requesting proposals (RFP) from firms or individuals, hereinafter, referred to as “Proponent” to provide consulting services to the City. The City is preparing to update its current Housing Element for the 2021-2029 planning period, as mandated by State Law. The City is requesting proposals from qualified consultants with experience in the preparation of Housing Elements, to achieve certification by State Department of Housing and Community Development (HCD) no later than May 30, 2021, for developing a clear, concise, and legally defensible Housing Element that meets the varied needs of the community.

The current Winters Housing Element was certified by HCD in 2013 and shall serve as a foundation for updating the Housing Element. The consulting firm selected shall evaluate: 1) the effectiveness of the housing programs, goals, policies; 2) the production of housing units at all income categories; 3) identification of housing characteristics; 4) update of the Regional Housing Needs Assessment (RHNA); 5) analysis of special housing needs; 6) and the identification of new State Housing Law and programs.

In addition to the Housing Element update, the City wants to address SB 379, which requires all cities to include climate adaptation and resiliency strategies in the Safety Element of the General Plan in conjunction with the next Housing Element update. The City has adopted a Local Hazard Mitigation Plan.

**II. CITY PROFILE**

The City of Winters is located in the southwestern corner of Yolo County, immediately north of the Solano County line and just east of the Vaca Mountain range. Interstate 505 borders the City of Winters on the east. Interstate 80, which lies just 11 miles south, provides easy access to the major metropolitan areas of Sacramento and the Bay Area. State Highway 128 passes directly through Winters and is a major access route to the Napa Valley and recreational opportunities at Lake Berryessa. Sacramento International Airport is 37 miles away and public transportation is provided by the Yolo County Transportation District.

The City of Winters is an established and changing community. The easygoing nature of the community gives one a sense of longtime tradition. Winters is on the cusp of an economic takeoff now that the economy has recovered. New residential developments have been approved, and are being built since the rebound of the housing market, and new businesses are starting up. Winters is a community that thrives on citizen involvement, volunteer projects, and “civic mindedness”.

The City of Winters is a general law city and employs the Council/Manager form of government. The Winters City Council consists of five members elected at-large for four year terms (two members at one election, three members the following election). After each Council election, the Council members appoint a Mayor for a two-year term and a Mayor Pro Tem for a two-year term.

**City of Winters**  
**2021-2029 Housing Element Update**  
**Request for Proposals**

**III. SCOPE OF SERVICES**

It shall be the responsibility of the consultant to work with the City to produce a Housing Element which includes and meets the legal standards and best practices as mandated by the California Department of Housing and Community Development (HCD). Details from HCD can be located at the following: <https://www.hcd.ca.gov/community-development/housing-element/index.shtml>.

The consultant shall assist staff with the Regional Housing Needs Assessment (RHNA) and Housing Element update, pursuant to the State of California Government Code Sections 65580-65589.8, and shall accomplish the following tasks:

A. Project Schedule

1. Develop a timeline schedule with milestones for the review and appeal (if necessary) of RHNA and the certification of the Housing Element by the State Department of Housing and Community Development (HCD) by May 30, 2021. The project schedule shall include a detailed explanation of all stages of the project, including, at a minimum:
  - a. Kick off meeting with staff to refine the scope of services;
  - b. Identification of major milestones, meetings, and work products;
  - c. Public outreach, subcommittee meetings, and workshops;
  - d. Delivery of analysis and findings during assessment and development of the RHNA and Housing Element Update;
  - e. Response to HCD review and City staff review times;
  - f. Delivery of draft and final draft Housing Element; and
  - g. Public hearings (Planning Commission and City Council).

B. Existing Conditions and Needs

1. Review the City's current Housing Element, General Plan and other supporting materials as needed to gain insight and understanding of Winters's housing progress and priorities;
2. Evaluate results from previous housing programs and policies implemented, and their effectiveness;
3. Assess the viability of the City to use HCD's new streamlined update process, according to HCD's Housing Element Update Guidance document; and
4. Review the City's Local Hazard Mitigation Plan for consistency with SB 379.

C. Regional Housing Needs Assessment (RHNA)

1. Review City's vacant land inventory;
2. Review and assist with RHNA; and
3. Assist City staff through appeal process (if applicable).

**City of Winters**  
**2021-2029 Housing Element Update**  
**Request for Proposals**

D. Assessment of Housing Needs

1. Prepare an updated assessment of housing needs in Winters, and an inventory of resources and constraints relative to meeting those needs; and
2. Incorporate the Regional Housing Needs Assessment (RHNA) figures and data calculations as provided by the Sacramento Area Council of Governments (SACOG) and current demographic data from the 2010 Census.

E. Preparation of Draft Housing Element

Consultant shall provide first an administrative draft Housing Element for comments by the City's planning team, then a publicly available draft Housing Element prepared in compliance with all applicable state and federal laws, including all tables, maps, etc., and shall include the following:

1. Updated housing, population, demographic, and employment data to coincide with recent Southern California Association of Government growth projections and 2010 Census;
2. Assessment of the housing and market conditions and immediate needs within the City, including special housing needs;
3. Identification of actual and potential constraints on the maintenance, improvement, and development of housing for all income levels;
4. Analysis of housing opportunities, along with an inventory of suitable sites and the City's capacity to meet regional housing goals; and
5. A Housing Element (2021-2029) implementation program including quantifiable objectives and programs to address housing needs for all income levels, the elderly, veterans, and population with disabilities, special needs, or experiencing homelessness.

F. General Plan Amendment (if applicable)

1. Identify sections of the City's General Plan (all elements) , zoning code, design guidelines, and other adopted plans/regulations identified by staff that may need to be amended to be in compliance with State law, including all tables, maps, etc., consistent with the 2021-2029 Housing Element; and
2. Incorporate existing Local Hazard Mitigation Plan into the City's General Plan Public Safety Element to be consistent with SB 379.

G. Environmental Documents

1. Prepare, post, and file all the appropriate environmental documents for compliance with the California Environmental Quality Act (CEQA), including the Initial Study, Notice of Intent to Adopt a (Mitigated) Negative Declaration or other CEQA determinations as applicable, Response to Comments, Mitigation Measures, Mitigation Monitoring Program, and Notice of Completion to be appropriately filed. In addition, the consultant will be responsible for preparing all notices and mailings for SB 18 and AB 52.

H. Deliverables:

1. Prepare and submit one (1) reproducible copy and one (1) electronic copy in Microsoft

**City of Winters**  
**2021-2029 Housing Element Update**  
**Request for Proposals**

- Word format and one (1) Adobe Portable Document Format (PDF) of the Administrative Draft Housing Element and list of necessary additional General Plan amendments and other regulatory amendments (if applicable) for City staff to review and comment upon in accordance with the project's schedule. Design of the draft (text, font, graphics, tables, figures, and picture placement) to match the General Plan document format and quality;
2. Revise the Administrative Draft Housing and identified General Plan amendments and other regulatory amendments to incorporate staff's comments and submit one (1) reproducible copy, one (1) electronic copy in Microsoft Word format, and one (1) electronic copy in Adobe Portable Document Format (PDF) of the Draft Housing Element and proposed General Plan amendments and other regulatory amendments to the City Manager (or designee) for distribution to HCD, the City Council, the Planning Commission, the Affordable Housing Steering Committee and the general public for review and comment;
  3. Prepare, post, and file the appropriate administrative draft and public draft environmental documents for compliance with the California Environmental Quality Act (CEQA), including the Initial Study, Notice of Intent to Adopt a (Mitigated) Negative Declaration or other CEQA determinations as applicable, Response to Comments, Mitigation Measures, Mitigation Monitoring Program, and Notice of Completion to be appropriately filed;
  4. Prepare addendum and revisions to draft documents both in response to City input and comments from HCD, including tracking of said revisions;
  5. Prepare Final Draft Updated Housing Element in response to comments from HCD, responsible agencies, City staff, the Affordable Housing Steering Committee, the Planning Commission, City Council, and the public. Upon determination of compliance by HCD of the Final Draft Housing Element and Draft General Plan amendments and other regulatory amendments, the consultant will submit ten (10) bound copies, one (1) electronic copy in Microsoft Word format, and one (1) electronic copy in Adobe Portable Document Format (PDF) of the Final Draft Housing Element (2021-2029) and Final Draft Land Use Element for distribution to the Planning Commission and the City Council for final adoption at corresponding public hearings;
  6. Amend the Public Safety Element of the City's General Plan incorporating elements of the Local Hazard Mitigation Plan, climate adaptation and resiliency strategies consistent with SB 379;
  7. Attend, present, and participate in Planning Commission meetings, Affordable Housing Steering Committee, City Council meetings, informational workshops or study session meetings, City staff meetings, and public hearings as required by the City;
  8. Prepare public meeting presentation materials, memos, letters, resolutions, findings of fact, CEQA notices, and other documents as required by City staff;
  9. Provide regular e-mail progress reports to the Project Manager;
  10. Assist in the preparation of staff reports and exhibits for Planning Commission and City Council;
  11. Provide and maintain an Internet-based folder for all project materials accessible to City staff and consultants;

**City of Winters  
2021-2029 Housing Element Update  
Request for Proposals**

- 12. Coordinate with City staff and HCD staff as necessary;
- 13. Upon adoption of the Final Draft Housing Element and Final General Plan amendments and other regulatory amendments by the City Council, the consultant will prepare a final adopted version with the date of adoption prominently displayed on the front cover and throughout the document to distinguish it as the official document from other versions of the Housing Element. The consultant shall provide ten (10) bound copies, one (1) electronic copy in Microsoft Word format, and one (1) electronic copy in Adobe Portable Document Format (PDF) of the adopted Housing Element for distribution to HCD, City departments, and other stakeholders; and
- 14. The consultant shall assist the City in achieving State certification of the Housing Element after adoption by the City Council and shall perform all tasks necessary to obtain HCD certification. The consultant shall file the required CEQA Notice of Determination within 5 days of the final adoption action.

**V. PROPONENT INFORMATION**

**A. RFP Proposal Timeline:** The following is the City’s tentative schedule for the selection of a Proponent:

RFP Released	February 6, 2020
Deadline for Submitting Questions	February 24, 2020
<b>Deadline for Submitting Proposals</b>	March 17, 2020
Panel Review of Proposals (Tentative)	March
Interview of Top Proponents (Tentative)	Week of March 30, 2020
Notice of Intent to Award Sent to Proponents (Tentative)	Week of April 6, 2020
Council Approval and Award (Tentative)	April 21, 2020
Begin Services (Tentative)	May 4, 2020

- B. Oral Interview:** Those Proponents considered most qualified to provide the required services may be requested to participate in an oral interview at the City's discretion. Applicants will be notified in writing of the time and place for the interview. It is expected that key members of the engagement team (owner, partner, manager, senior personnel, and project manager) will be present for the presentation/interview process. Failure to appear for the oral interview will be cause to disqualify the firm from further consideration.
- C. Travel Expenses:** The City shall not reimburse Proponent for any travel expenses incurred responding to this RFP or requirements B outlined within this section.

The City shall not reimburse awarded Proponent for local travel related expenses; therefore, any such costs must be included in the rates set forth in the fee schedule. The City will, however, provide reimbursement for reasonable pre-approved travel out of area to include airfare and hotel reimbursement only. Proponents submitting expense reimbursement requests to the City shall include on their invoices detailed information including description, date of the expense, business purpose and amount. Travel related expenses (including hotels) shall be reimbursed at direct cost, but not to exceed the Federal per diem rate as established by the U.S. General Services Administration ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)), plus applicable taxes. Proponent shall attach supporting

**City of Winters**  
**2021-2029 Housing Element Update**  
**Request for Proposals**

documents substantiating all expenses such as itemized receipts, paid invoices, or paid credit card statements (if description has sufficient detail). Any requests for travel-related expense reimbursement must be pre- approved by the City and Finance Director.

**VI. INSTRUCTIONS FOR SUBMISSION of PROPOSAL**

- A. Submittal of Proposal and Fee Schedule:** It is the responsibility of the Proponent to ensure the proposal is delivered on time. Any proposal received after the deadline will be disqualified and will not be considered. Proposals sent via facsimile, email, or hard copies will not be accepted.

Proposals shall be submitted to:

Tracy Jensen, City Clerk  
[Tracy.Jensen@cityofwinters.org](mailto:Tracy.Jensen@cityofwinters.org)

- B. Examination of the Content of the RFP:** By submitting a proposal, the Proponent represents that it has thoroughly examined and become familiar with the contents of the RFP and that it is capable of performing quality work to achieve the City objectives. The submission of a *signed* proposal shall be considered an agreement to all the terms, conditions, and specifications provided in the RFP.

1. **Sample Agreement:** A Sample of Standard Agreement is attached (Exhibit B) for the purpose of informing the proposer of the fixed, predetermined, standard contract provisions with which they will be required to comply. These provisions are subject to revision by the City at any time prior to the signing of the agreement.
2. **Exceptions:** If the Proponent suggests alternatives or states exceptions to any term or condition in the Agreement, or to any provision or recurrent of the RFP, such alternative or exception shall be clearly stated and identified in the submitted proposal. Otherwise, the successful Proponent will be expected to sign the Agreement upon award of the contract. Any alternative proposed must satisfy all minimum qualifications specified in the RFP. The City expressly reserves the right, in its sole discretion, to (1) reject a proposal containing any exception or alternatives as non-conforming, or (2) accept any proposal alternative or exception and to award a contract based there on if determined to be in the best interest of the City.
3. **Proposal Signature:** The proposal must be signed by an official authorized to bind the firm.
4. **Questions:** Any questions, interpretations, or clarifications about any portion of this RFP must be requested in writing (by the deadline indicated in the RFP Proposal Timeline) by contacting:

John W. Donlevy, Jr., City Manager  
[John.Donlevy@cityofwinters.org](mailto:John.Donlevy@cityofwinters.org)

- E. Proposal Withdrawal:** Proponent agrees that failure on its part to list all cost components related to the service will not be accepted by the City as an acceptable justification to re-quote the proposal. Proponent acknowledges that the original proposal and costs provided stand.

**City of Winters**  
**2021-2029 Housing Element Update**  
**Request for Proposals**

However, Proponent has the option of withdrawing a proposal at any time until a final Contract is awarded. Any withdrawn proposals will not be considered for re-submittal.

**F. Proposal Content:**

1. Qualifications and Experience: Proponent shall –
  - a. Provide the number of years their firm has provided the services outlined in the RFP.
  - b. Provide the name of the principal and project manager in the firm who will have direct and continued responsibility for the project. This person will be the City staff contact on all matters dealing with the project and will handle the day-to-day activities through completion. The principal and or project manager may not be changed without the express written approval of the City Manager.
  - c. Provide a resume for all staff/employees assigned to the project (identified in this RFP) along with a clear indication of their responsibilities for this project.
  - d. Provide at least five (5) references that have purchased similar services from the Proponent. Proponent shall provide company name, contact name, and phone number for each reference.
  - e. Identify those services that will be outsourced to a sub-contractor. The Proponent will be responsible for verifying the experience, qualifications and validity of all licenses, permits, and copyrights for any outsourced work to sub-contractors. The Proponent is also responsible for paying its employees and any sub-contractors the Proponent hires.
  - f. Proponent shall identify, obtain, and provide any and all licenses, permits, clearances, reports, and documents required to complete the project and perform the services within required timelines.
  - g. If applicable, the proponent shall provide copy of Department of Industrial Relations (DIR) contractor and subcontractor registrations pursuant to SB854 and Labor Code sections 1720, 1725.5 and Public Contract Code section 4104.
  - h. Provide an outline of its business safety record. Proponent will be required to comply with all existing Federal, State, and CAL OSHA laws and requirements.
  - i. Provide a list any litigation, including personal and property, involving Proponent's firm in the last five (5) years.
2. Technical Approach and Timeline: Proponent shall provide a detailed written outline of their firms proposed approach and timeline to the project and the tasks the firm undertakes prior to and during the project to ensure its completion and success.
3. Price: Proponent shall provide its proposed fee schedule (pricing) for all services and product. If there are discrepancies between services, labor, product, materials, or fees the City reserves the right to clarify pricing with the affected Proponent.
4. The City shall not reimburse awarded Proponent for local travel related expenses; therefore any such costs must be included in the rates set forth in the proposed fee schedule. The City will, however, provide reimbursements for reasonable pre-approved travel out of area to include airfare and hotel reimbursement only. Proponents

**City of Winters**  
**2021-2029 Housing Element Update**  
**Request for Proposals**

submitting expense reimbursement requests to the City shall include on their invoices detailed information including description, date of the expense, business purpose and amount. Travel related expenses (including hotels) shall be reimbursed at direct cost, but not to exceed the Federal per diem rate as established by the U.S. General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), plus applicable taxes. Proponent shall attach supporting documents substantiating all expenses such as itemized receipts, paid invoices, or paid credit card statements (if description has sufficient detail). Any requests for travel-related expense reimbursement must be pre-approved by the City and Finance Director.

5. Statement of Local Vendor Certification: Qualified vendors, contractors, or consultants (Vendors) that desire consideration as a City of Winters Local Vendor under this solicitation must complete the “Statement of Local Vendor Certification” (contained herein as Exhibit C) and submit it as part of their solicitation response.

**VII. SELECTION CRITERIA**

- A. The City will establish a proposal Selection Panel whose members must have no conflict of interest with any Proponent. Individual Selection Panel members will review and evaluate the proposals and qualifications of all responsive Proponents. The Selection Panel may be comprised of City staff and/or other people with related expertise.
- B. The Selection Panel will consider the following factors (and other reasonable, objective, and accountable factors) which are listed here without implication of priority:
  1. Responsiveness: The Proponent’s ability to effectively meet the Scope of Services and all the requirements stipulated in the RFP.
  2. Qualifications and Experience: The Proponent’s capability and qualifications to perform the Scope of Services and all the requirements stipulated in the RFP.
  3. Technical Approach and Timeline: The Proponent’s method to effectively provide the Scope of Services and all the requirements stipulated in the RFP within a reasonable timeline.
  4. Price: The Proponent’s ability to cost effectively meet the Scope of Services and all the requirements stipulated in the RFP.
- C. **Contract Award**: A final Contract will be awarded to the best qualified individual or firm with the most *cost effective* (competitively priced) proposal. Although price is of prime consideration, it is not the sole determining factor. The City reserves the right to select the appropriate firm based on the most qualified proposal.
  1. The City reserves the right to accept or reject any or all responses and proposals received in response to this RFP, to waive minor irregularities, to negotiate with any qualified source, or cancel in whole or in part this RFP if it is in the best interest of the City to do so, and to take all proposals under advisement for a period of ninety (90) days. If a Contract cannot be negotiated the City reserves the right to negotiate with any other finalist.
  2. Subsequent to contract negotiations, prospective Proponents may be required to submit revisions to their proposal.

**City of Winters**  
**2021-2029 Housing Element Update**  
**Request for Proposals**

3. This RFP does not commit the City to award a Contract, to pay any cost incurred in preparation of a proposal, or to procure or contract for supplies or services.
  4. The City reserves the right to select a Proponent to perform all the work identified in the RFP, or only selected portions based on price and other factors.
  5. The City may, at its sole discretion, award the contract in whole, or in part, to one or more Proponents.
  6. No contractor, vendor or consultant may be awarded a contract for public work projects unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code 1725.5.
  7. All companies submitting a proposal should note that the execution of any contract pursuant to this RFP is dependent upon the recommendation of the Selection Panel and may be subject to the approval of the City of Winters City Council.
  8. The principal and or project manager may not be changed without the express written approval of the City Manager.
- D. **Protest Procedures:** Any actual or prospective bidder, proposer, or contractor (collectively "bidder") who believes he or she has been aggrieved in connection with the solicitation or award of a contract pursuant may protest, in writing, to the Office of the City Clerk, **within three (3) business days after posting of the award recommendation** at the location where bids or proposals are submitted. The protest shall be deemed filed only when it is actually received by the Office of the City Clerk.

**VIII. CONDITIONS & LEGAL REQUIREMENTS**

- A. **Collusion:** Any evidence of agreement or collusion among Proponents, acting illegally to restrain freedom of competition by agreement to propose a fixed price, or otherwise, will render the proposal of such Proponents void.
- B. **City of Winters Business License:** The selected Proponent(s) agree to maintain a City of Winters business license for the duration of the contract.
- C. **Law Compliance:** Selected Proponent is required to comply with all existing State and Federal labor and public works laws. Selected Proponent is also responsible for complying with all OSHA and any other applicable standards and requirements. If Proponent out-sources any work or job to a sub-contractor, it will be the Proponent's responsibility to ensure that all sub-contractors meet the requirements as stated in this RFP and Contract award.
- D. **Public Record:** All submitted responses, proposals and information included therein shall become public record upon contract award. Proposals are not to be marked as confidential or proprietary. Regardless of any identification otherwise, including marking some or all of the pages as "confidential" or "proprietary," information in proposals shall become part of the public record and subject to disclosure without further notice to the Proponent. The City shall not in any way be liable or responsible for the disclosure of any such records

**EXHIBIT B**

**SAMPLE OF STANDARD AGREEMENT (Attached)**