



REQUEST FOR PROPOSAL

OBJECTIVE DESIGN STANDARDS CONSULTANT SERVICES

Issue Date:	August 28, 2020
Proposals Due:	September 28, 2020, 4 p.m. PST
Send Proposals to: (1 hardcopy+ 1 digital copy)	Attn: Andrew Coyne Community Development Department City of Temple City 9701 Las Tunas Dr. Temple City, CA 91780
Mark Envelope:	PROPOSAL- Objective Design Standards Consultant Services
Contact Person:	Andrew Coyne, Management Analyst (626) 656-7316, ext. 4344 acoyne@templecity.us

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ATTACHMENTS

- ATTACHMENT 1 – SAMPLE SERVICES AGREEMENT

INTRODUCTION

The City of Temple City (City) is centrally located in the west San Gabriel Valley approximately five miles southeast of Pasadena and 13 miles northeast of downtown Los Angeles. The City is approximately 3.85 square miles and is surrounded by the cities of Arcadia, San Gabriel, El Monte, Rosemead, and unincorporated portions of Los Angeles County. The 2010 U.S. Census Bureau indicates a total population of 35,558. Temple City is predominantly a residential community with over 10,000 residential parcels.

The City is requesting proposals from qualified consultants to provide consultant services for the preparation of objective design standards for the R-2 and R-3 zones.

SCOPE OF SERVICES

The City has been awarded a \$160,000 SB2 Planning Grant by the California Department of Housing and Community Development (HCD) for the preparation of objective design standards for R-2 and R-3 zoned properties. The purpose of these standards is to expedite the approval process for such projects and thus contribute to the achievement of the City RHNA allotment.

The objective design standards will include sample site plans, elevations, and floor plans for multi-family projects in the R-2 and R-3 zones. The standards would also include a variety of pre-approved palettes of materials and colors to assist in creating individuality. The City is considering the possibility of making the original “sample plans” available to certain types of projects the City would like to incentivize, such as projects that include affordable housing.

The scope of services will also include facilitating a set of meetings with community members, the Planning Commission, and multi-family builders and designers who frequently build projects in the area. The meetings will be focused on getting feedback on and support for the “sample plans.” The “sample plans” would then be translated to “objective design standards.”

The ideal consultant will have experience preparing objective design standards and/or experience designing conceptual plans for multi-family projects. Knowledge and experience preparing zoning codes is also valuable.

The consultant will prepare the sample plans, objective design standards, as well as materials for public outreach, and staff reports for public hearings. The consultant will also participate in any program reviews or audits.

TERM OF CONTRACT

The term of the contract will be from December 1, 2020 through December 31, 2022.

NECESSARY QUALIFICATIONS

The City of Temple City seeks the following:

1. **Experience.** The selected consultant must have demonstrated relevant experience in providing objective design standards and/or designing multi-family projects as described under the Scope of Services. The consultant must also demonstrate that they have experience preparing development standards for zoning codes. Substantiation must be provided regarding the nature of services provided to the client cities or agencies. A comprehensive list of references of cities served must be provided. Cite examples of qualifying projects with dates, contact persons, and scope of work performed. The submittal shall clearly state the number and type of programs or services performed.
2. **Staff Qualifications.** Staff assigned to complete the Scope of Services must have relevant experience in providing the necessary services as described under the Scope of Services. All personnel assigned to the work must possess appropriate certifications or registrations as required by State or Federal agencies, if any.
3. **Contact Person.** The consultant will be required to identify the person who will be the Project Manager and primary contact person. Other staff may be identified as the specialist in the specific areas or for specific tasks. These individuals must, within reasonable limitations, be accessible to City staff during business hours.
4. **Organization and Staffing.** Consultant must provide a description of the Project Manager, other key staff and sub-contractors, if any, and their relationship with City operations. The Consultant must provide resumes for all staff members and sub-contractors, if any. They must also provide an Organization Table illustrating the staff hierarchy and responsibilities as it would pertain to the scope of work in this document.

GENERAL CONDITIONS

1. The City of Temple City will not be liable for any pre-contractual expenses incurred by any consultant, nor can any firm include such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred by a qualification and negotiating any terms with the City.
2. The City reserves the right to withdraw this Request for Proposal (RFP) at any time without prior notice and to reject any and all proposals submitted without indicating

any reasons. Any award of contract for services will be made to the Consultant best qualified and responsive in the opinion of the City.

3. Proposals may, at the City's option, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or irregularities of any kind. The City reserves the right to reject any and all proposals. The City expressly reserves the right to postpone submittal opening for its own convenience and to reject any and all submittals responding to this RFP.
4. The selected consultant must agree to indemnify, hold harmless and defend the City, its officers, agents and assigns 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 in the performance of the contract.
5. The selected consultant must provide insurance in the amount specified in the attached agreement.
6. The selected consultant will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.
7. Consultant is required to have in full force and affect all licenses and permits required by all applicable laws. Consultant shall obtain a Temple City Business License during the term of the contract.
8. Consultant must at all times conduct his/her services with the utmost respect to the public. All employees of the Consultant must wear clean clothing in the performance of their duties and equipment shall be cleaned and maintained in a safe operating manner. All equipment must be subject to inspection by the City at any time. All personnel shall wear appropriate safety gear at all times while working in Temple City. Consultant must provide satisfactory warning devices that meet the requirements of the California Occupational Safety and Health Act (Cal-OSHA) for protection of workers when and where required at all times in the performance of this contract.
9. Consultant, its agents, and employees must comply with all laws, ordinances, rules and regulations of the Federal, State, the County of Los Angeles, the City of Temple City and all governing bodies having jurisdiction applying to work done under the agreement.
10. The City reserves the right to negotiate special requirements and proposed service levels using the selected qualification as a basis. Compensation for services will be negotiated with the selected firm.

11. The selected Consultant must not sublet any portion of the agreement with the City without express written permission of the City Manager or his or designated representative.
12. No discrimination must be made in the employment of persons because of the race, color, or religion of such persons and every bidder in violation of this section is subject to all penalties imposed for a violation of Chapter 1 of Part VII, Division 2 of the Labor Code, in accordance with the provisions of Section 1753 thereof.
13. The City reserves the right to review and approve the qualifications of subcontracting firms or persons. Substitutions, which are not approved, are considered sufficient grounds for termination of contract.
14. The City, or any of its duly authorized representatives, must have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, time and work records, employment records or other records relating to employment. Such material, including all pertinent cost accounting, financial records and proprietary data, will be kept and maintained by the firm for a period of at least five (5) years after completion of a Consultant's performance unless the City's written permission is given to dispose of same prior to that time.
15. All responses to this RFP will become the property of the City of Temple City and will be retained or disposed of accordingly.
16. No amendments, additions, or alternates will be accepted after the submission date and time.
17. All documents, records, designs, and specifications developed by the selected consultant in the course of providing services for the City of Temple City will be the property of the City. Anything considered to be proprietary should be so designated by the firm.
18. Acceptance by the City of any proposal submitted pursuant to this RFP does not constitute any implied intent to enter into a contract for services.
19. The City reserves the right to issue written notice to all participating consultants of any change in the RFP submission schedule should the City determine, in its sole discretion, that such changes are necessary.
20. The consultant must be eligible to enter into a federally-funded contract though verification of the Excluded Parties List System accessible through www.sam.gov.

SUBMITTAL REQUIREMENTS

1. The submittal should be typed and as brief as possible while adequately describing the qualifications of the Consultant.
2. All proposals are to be submitted in a sealed package, clearly marked with the firm's name, address and phone number, and the words "RFP –Objective Design Standards Consultant Services". Only one submittal per Consultant will be considered.
3. The proposing Consultant must submit the following information with the package, including the same information on sub-contractors, in the following format:
 - a. **Cover Letter.** Cover letter shall not exceed three pages. The cover letter shall provide an executive summary of the proposal. The cover letter should include the name, address and phone number of the firm, the primary contact name, email address and phone number, an executive summary of the proposal including qualifying statements or comments regarding the submittal and identification of any sub-contractors and their responsibilities. The signed letter should also include a paragraph stating that the firm is unaware of any conflict of interest in performing the proposed work.
 - b. **Relevant Experience.** This portion should include a description of the qualifications and experience of the assigned staff and sub-contractors and the availability of the staff for the services provided. A list of related projects should be included with the name of the contact person, email address and the telephone number for which the Consultant has recently or currently provides services as outlined under the Scope of Work. A comprehensive list of references of at least three cities served must be provided.
 - c. **Approach and Schedule.** Provide a timeframe for completing the proposed project scope.
 - d. **Costs.** Consultant must submit a proposal that includes the proposed fee, including hours, hourly rates for various tasks, and any direct expenses that will be charged to the City.
 - e. **Acceptance of Conditions.** This section will be a statement offering the Consultant's acceptance of all conditions listed in the RFP document. Any exceptions or suggested changes to the RFP, or any contractual obligations, including the suggested change, the reasons therefore and the impact it may have on cost or other considerations on the Consultant's behalf must be stated in the submittal. Unless specifically noted by the Consultant, the City will assume that the proposal is in compliance with all aspects of the RFP.

EVALUATION AND SELECTION PROCESS

Selection will follow these steps:

1. **Proposal Review:** Each proposal will be reviewed to determine if it meets the RFP requirements. Failure to meet the requirements of the RFP will be cause for rejection. Proposals will be evaluated on the following items:
 - **Experience developing objective design standards**
 - **Experience with designing multi-family projects**
 - **Experience preparing development standards for zoning codes**
 - **Approach and schedule**
 - **Consultant experience and staffing capacity**
 - **Overall strength of proposal**
2. **Interview:** A list of most qualified Consultants may be interviewed by an oral board.
3. **Services Agreement:** The City Manager will request a services agreement subject to negotiation of a specified work program or scope of services, terms of payment and other City requirements from the Consultant found most qualified. Nothing in this RFP should imply a contractual obligation for employment.
4. **Contract Approval and Execution:** It is anticipated that the agreement will be presented to the City Council for approval in October and execution by the City Manager in November.

Please submit **one (1) hard copy and one (1) digital copy in PDF format** of the proposal no later than **4:00 p.m. on September 28, 2020** to:

City of Temple City
c/o: Community Development Department
9701 Las Tunas Drive
Temple City, CA 91780
Attn: Andrew Coyne, Management Analyst

If you have any questions regarding this RFP, please contact Andrew Coyne, Management Analyst at (626) 656-7316, Ext. 4344 or acoyn@templecity.us

Postmarks will not be accepted.