

**REQUEST FOR PROPOSAL
HOUSING ELEMENT AND HOUSING ACTION PLAN
FOR THE CITY OF STOCKTON, CALIFORNIA
(PUR 21-016)**

ADDENDUM No. 1

DATE: September 29, 2021

To All Potential Proponents:

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Proposal documents, this Addendum shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.

B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each proponent's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

PLEASE NOTE THE FOLLOWING CHANGES TO THE RFP:

1. Section 7.6 Addenda and Interpretation is changed to read:

“The City will not be responsible for, nor be bound by, any oral instructions, interpretations, or explanations issued by the City or its representatives. Any request for clarifications, questions, or answers of this RFP shall be made in writing/e-mail and deliverable to:

CITY OF STOCKTON
ATTN: SUSAN GARCIA
PROCUREMENT DIVISION
400 E MAIN ST, 3RD FLR
STOCKTON, CA 95202
stocktonbids@stocktonca.gov

Such request for clarifications/questions/answers shall be delivered to the City by September 23, 2021. Any City response to a request for clarifications/questions/answers will be posted on the City's website at www.stocktonca.gov/adminbid by September 30, 2021, and will become a part of the RFP. The Proponent should await responses to inquiries prior to submitting a proposal.

THE CITY'S RESPONSES TO QUESTIONS SUBMITTED ARE IN BLUE

1. We see that the RFP instructs that the Fee proposal should be submitted in a sealed separate envelope, however, the RFP states fee proposal also accounts for 20% of the evaluation criteria. Can you please clarify how the fee proposal will be evaluated for the 20%, under sealed separate cover?

The sealed fee proposals are not opened until after all the proposals have been evaluated and rated. The fee proposals are reviewed and ranked based on the total fee proposed for each proposal. The ranking is from lowest total cost to highest total cost with the lowest fee proposal receiving 20% and the remaining fee proposals receiving a portion thereof.

The sealed fee proposal should outline the costs per task based on the Scope of Work and include a grand total for the project. The fee proposal should also include an hourly fee schedule and identify any reimbursable items being requested.

2. Please confirm the dates for questions and answers? The schedule on page 7 says, 9/23 for questions due and 9/30 for Q&A released, however under 7.6 Addenda and Interpretation, on page 17 it says: Such request for clarifications/questions/answers shall be delivered to the City by September 16, 2021. Any City response to a request for clarifications/questions/answers will be posted on the City's website at www.stocktonca.gov/adminbid by September 23, 2021 and will become a part of the RFP. The Proponent should await responses to inquiries prior to submitting a proposal.

Requests for clarifications/questions are due no later than September 23, 2021. The City's response to clarifications/questions will be posted no later than September 30, 2021. Please see Changes to the RFP section on the first page of this Addendum 1.

3. For the Non Collusion Affidavit (Attachment C), is there a specific person that you are looking to have sign it? Please provide clarification on which of the three categories provided on Attachment C Proponents should sign under.

The individual signing the form should be an authorized signature to enter into agreements for your firm.

No. 1 under Attachment C is if the Proponent is a Sole Proprietor.
No. 2 is if the Proponent is a Corporation.
No. 3 is if the Proponent is a Firm, Association, or Co-Partnership

4. Clarify the required number of hard copies (item vi vs. xv).

The City prefers to receive ten hard copies of each the Draft Housing Element and then the Final Housing Element, in addition to electronic copies in Word (for amendments, if needed in the future +Excel if applicable to the housing inventory) and a clean PDF (for posting online). A flash drive containing all of the required and requested information is also required to be submitted with the hard copies.

5. How many catalyst sites are anticipated?

There could be 10-20 catalyst sites; however, this could vary depending on the cost of pro formas or other preplanning activities for a site, such as preliminary CEQA and/or infrastructure analysis for a particular site. Thus, the number could vary depending on the site's needs and available project budget. This is entirely flexible.

6. Need for CEQA on catalyst sites?

This could be an optional proactive tool to attract a developer to a site and is flexible. It could be one of many tools, depending on the needs of the site. The City is looking for the best predevelopment solution to attract housing developers that also fits within the project budget. Basic analysis, such as strategic Phase 1 environmental site assessments, could enable the City to apply for EPA Brownfields funds for site clean-up if needed.

7. Are catalyst sites generally identified?

The City has a decent idea of which sites could be catalyst sites but need assistance to determine which areas are the most feasible/desirable for attracting a housing developer. Catalyst sites in the action plan must be consistent with the housing capacity site analysis (i.e., RHNA sites) but will include a more in-depth analysis about how they can be developed.

8. How does the City wish to proceed with the options and costs?

The City has an approximate budget of \$400,000. This amount should cover all required elements of both documents. The City is open to additional costs beyond the estimated amount for optional tasks that result in a better product or more efficient process.

9. Could basic pro formas address specific housing types vs. specific sites?

The City is open to this approach, which could include “Missing Middle” housing types proposed in the upcoming Development Code amendment, including:

- Duplex: Side-by-Side
- Duplex: Stacked
- Triplex: Stacked
- Fourplex: Stacked
- Townhouses
- Cottage Courts (2 to 6 DU)
- Multiplex Medium (5 to 12 DU)
- Multiplex Large
- Mixed Use
- Other?

10. Tie in with Zoning/GPLU? Housing Element RHNA?

The City is currently processing a parallel Zoning Map/General Plan Land Use Map inconsistency update, see:

<http://www.stockton.gov/government/departments/communityDevelop/cdPlanZoneUp.html>. As a Charter city, Stockton was not previously required to have consistency between Zoning and GPLU designations. The effort includes upzoning/rezoning many parcels.

Separately, Stockton's housing market has not produced enough new units to align with RHNA allocation projections identified in City's Housing Element. The City has recently implemented several pro-housing policies to encourage housing development yet needs creative solutions as to how to attract housing developers. The Housing Action Plan is meant to be a proactive solution to develop a high-level analysis of City priority sites.

11. At different places in the RFP the Housing Element schedule is mentioned. On page 4 it mentions the schedule should show Housing Element adoption by December 15, 2023. In another place it mentions the schedule finishing in Spring 2023. Please clarify.

The proposed timeline aligns with reimbursement from LEAP funding from HCD, which has requested submittable of invoices by mid-2023. However, staff realizes that this might not exactly align with the deadline to submit the Housing Element.

12. Please provide more detail about what type of assistance the City would be looking for in terms of infrastructure analysis for particular catalyst sites as part of the Housing Action Plan?

The City would like to focus on predevelopment activities that produce the most "bang for the buck" and get the most optimal sites ready for prime time. We are looking for a consultant to recommend the missing pieces that will increase the pipeline of successful housing development.

13. The RFP notes the review and update of the Safety Element as needed to comply with SB 379. Compliance with SB 379 will require preparation of a climate change vulnerability assessment consistent with guidance from the State Adaptation Planning Guide. In addition to SB 379, the Safety Element Update will trigger compliance with SB 99 (evaluation of development for two evacuation routes) and AB 747 (evacuation routes). Does the City have a current Emergency Operations Plan or Local Hazard Mitigation Plan that will support compliance with SB 379, SB 99, or AB 747?

The City's Office of Emergency Services through the Fire Department is currently in the process of updating the Local Hazard Mitigation Plan. A draft should be available within the next couple months, and then will be forwarded to FEMA for formal review and approval. Evacuation routes are currently posted on San Joaquin County's website at: <http://www.sjmap.org/evacmaps/>

An optional task could include determining what, if any, other items might be needed and require independent action by the Office of Emergency Services.

14. Does the City require community and/or stakeholder engagement and outreach focused on the Safety Element Update or will engagement and public hearings for the Safety Element be included with engagement, outreach, and hearings for the Housing Element?

Ideally, engagement and public hearings would be included together.

**** END OF ADDENDUM 1****

PROPOSER MUST ACKNOWLEDGE THIS ADDENDUM

BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE PROPOSAL FORM:

Company Name _____

Contact Person _____

Signature _____

Date _____

PROPOSALS Due – Promptly by 2:00 p.m., Thursday, October 7, 2021, City Clerk's Office.

_____ City of Stockton Use Only below this line _____

Addendum acknowledged and signed? ___(Procurement Specialist's initials)