

LAKE COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

REQUEST FOR PROPOSALS

# Lower Lake Area Plan Update



**COUNTY OF LAKE**

**RFP No. 20-04**

**Issued: January 21, 2020**

**Submission Deadline:**

**February 27, 2020 at 2:00 P.M.**

By:

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[www.lakecountyca.gov](http://www.lakecountyca.gov)

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# Lower Lake Area Plan Update

## 1. OVERVIEW

The County of Lake Community Development Department is inviting sealed proposals from a qualified consulting firm to prepare an update of the Lower Lake Area Plan. Under the direction of the Community Development Director, the consulting firm is expected to review the existing Lower Lake Area Plan and revise this document to reflect current conditions, County policies, and emerging issues and preparation of an Environmental Impact Report in accordance with California Environmental Quality Act (CEQA). After review and evaluation of the submitted proposals, the County will recommend the finalist to the County Board of Supervisors for award of contract. The following defines the proposed project, scope of services, proposal requirements, selection process and other information required to prepare and submit a proposal.

## 2. INTRODUCTION

The County of Lake was formed in 1961 and is located in Northern California and borders Napa, Sonoma, Mendocino, Glenn, Colusa and Yolo counties. It encompasses 1,327 square miles and over 65,000 residents reside in Lake County. The highest peak is Snow Mountain at 7,056 feet located in the wilderness area of the Mendocino National Forest. Clear Lake is a pre-historic lake and is the largest freshwater lake in California with more than 100 miles of shoreline. Mt. Konocti was formed gradually through a number of volcanic episodes and is sacred to local Native Americans and largely visible from almost anywhere on Clear Lake. The County has two incorporated cities, Lakeport the County Seat and Clearlake. However, the remainder of the County is more rural, with smaller communities like Upper Lake, Nice, Lucerne, Clearlake Oaks, Kelseyville, Lower Lake, Middletown, Cobb, Hidden Valley and Anderson Springs.

The purpose of the Area Plan is to provide guidance for the long term growth and development in the area over the next twenty years. Policies of the 2008 Lake County general Plan require detailed plans to be prepared for the unincorporated areas to facilitate refined planning decisions.

The Lower Lake planning area is located south of the City of Clearlake, north of the Middletown area and east to the county border. Both the General Plan and Lower Lake Area Plan include a boundary map. Lake County Board of Supervisors adopted the Lower Lake Area Plan in March, 1988.

The County is seeking a qualified firm (Consultant) that has experience in land use plans, Area Plans, California Environmental Quality Act, preparing environmental documents and public engagement.

## 3. REQUESTED SCOPE OF SERVICE

### Task 1 – Project Kick-Off Meeting and Tour

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- a. Review and discuss overall format and organization of Lower Lake Area Plan (LLAP);
- b. Determine a typical review schedule for work products and a method which comments should be compiled;
- c. Establish roles and responsibilities of County staff and the consultant in preparing the LLAP Update, preparation of the environmental document and involvement in public outreach efforts;
- d. Confirm the planning area;
- e. Develop a detailed project schedule;
- f. Establish monthly status reporting and project status meeting protocols;
- g. Determine consultation and coordination of the LLAP Update with appropriate governmental and non-governmental agencies , including Tribes; and
- h. County staff will lead a tour of the planning area and highlight areas that are experiencing change or are expected to experience change and other geographic based issues.
- i. Review all applicable local and regional plans including but not limited to obtaining and reviewing all relevant related to the planning area, including community issues and data such as population, endangered species and natural hazards.

### **Task 2 – Develop Final Work Program**

- a. Consultant will work with County staff to confirm final overall work program, budget, and detailed schedule for the Update.

### **Task 3 – Form a Technical Advisory Committee and Facilitate Meetings**

- a. Consultant and County staff will work with the Board of Supervisors appointed Technical Advisory Committee (TAC);
- b. Consultant and County staff will facilitate TAC meetings at key phases in the Update process including Background Report, Issues, Assets, Opportunities, Vision, Alternatives; LLAP Update preparation; and Draft environmental document.
- c. Consultant will present community issues and data such as population, endangered species and natural hazards to TAC.

### **Task 4 – Develop Public Engagement Plan**

- a. Consultant and County staff will facilitate a series of community workshops to engage the community in the LLAP Update. Participants will discuss their

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vision for quality of life; uses; open space, physical character and design, economic vitality; environmental quality and sustainability and other characteristics of the planning area.

- b. Prepare and produce high quality public outreach materials graphically and in writing describing facts, findings, analysis, and alternatives draft zoning and general plan mapping for public meetings, open houses, webpage, social media, hearings

### **Task 5 – Prepare the Updated Lower Lake Area Plan**

- a. Consultants and staff will evaluate existing area plan strengths and weaknesses and the efficiency and effectiveness of its policies and programs.
- b. Consultants and County staff will prepare an Administrative Review Draft LLAP based on, but not limited to, existing area plan review, community input, projected growth, current community issues and new statutory requirements,
- c. Consultants and County staff will facilitate meeting with the TAC to organize the internal staff review of the Administrative Review Draft LLAP and then revise the Plan to respond to TAC comments.
- d. Consultants and County staff will prepare a Preliminary Public Review Draft LLAP for review by the Planning Commission and Board of Supervisors.
- e. Consultants and staff will ensure that the Area Plan is consistent with the goals of the Lake County General Plan and implementation of the plan follows the programs described in the General Plan.
- f. Consultant and staff shall prepare supplemental objectives and policies that are not contained in the General plan, but that are necessary to meet the specific needs of the planning area.
- g. Consultant and staff shall prepare implementation measures for each policy with a description, responsible agencies, funding consideration, proposed priorities and timeframe.

### **Task 6 – Environmental Review**

- a. Prepare a comprehensive Environmental Impact Report (EIR) for the LLUP Update in accordance with the latest procedural and substantive requirements of the California Environmental Quality Act. The purpose of the report will be to provide a comprehensive evaluation of the spatial and

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temporal impacts to the environment that would result from implementation of the goals, policies, and programs of the LLAP Update.

- b. Timing for the preparation of the LLUP and the EIR shall be overlapping so that the information collection can be used for both documents. This will ensure the preparation of both documents will be parallel and consistent.
- c. The Consultant shall be responsible for any and all procedural steps, including (but not limited to), the preparation of public notices, AB 52 and SB 52 notifications, Resolutions, Ordinances, initial Study, Notice of Preparation, Notice of Completion, Notice of Determination, Filing Notices with County Office, Filing Notices with the State Clearinghouse, providing notices to local and state agencies as needed, Statement of Overriding Considerations (if Necessary), Facts and Findings and Responses to Comments. The Consultant shall be responsible for scheduling and conducting scoping meetings. The scoping meeting shall include either meeting individually with or soliciting comments from all responsible, affected and trustee agencies in order to identify and discuss issues, actions, alternatives, potential and significant environmental effects and potential mitigation measures.
- d. The Consultant will prepare technical support reports, appendices, including but not limited to traffic modeling, geotechnical, biological, air quality, noise, GHG emission reductions, and archeological reports.
- e. The County shall review and approve all documents prior to distribution by the Consultant. Policy and implementation programs shall be assessed for their impacts and mitigation measures shall be identified. The EIR shall reference pertinent analysis of the Lower Lake Area Plan sufficient to allow for future development in the County. Cumulative and growth inducing impacts shall also be included in specific sections of the document; the EIR shall consider full building out of the Area. A technical appendix clearly identifying all supporting documents shall be part of the EIR.
- f. A Mitigation Measures and Monitoring Program shall be prepared pursuant to CEQA. This document shall be separately bound document from the EIR. The Consultant shall develop recommended implementation measures and identify each party responsible for implementation, monitoring, capital costs and confirmation of implementation. Recommendations shall be developed for a mitigation monitoring system designed to ensure accomplishment of the Area Plan goals.

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## Task 7 – Public Review, Final Documents, and Adoption

### 3. COMPENSATION.

Upon agreement for services, the consultant and the County will enter into a contract for all specified costs to be disbursed to the consultant monthly on the basis of percentage of milestone completion.

### 4. PROPOSAL CONTENT.

4.1 Proposal Compliance: In order to enable direct comparison of competing responses, you must submit your Proposal in conformity to the requirements stated herein. Failure to adhere to all requirements may result in your Proposal being disqualified as non-responsive.

4.2 Proposal. Please assemble your Proposal in the following order.

A. Cover Letter. A standard business letter must be included which represents your agreement to supply the requested goods and/or services detailed in the RFP.

B. Table of Contents. Include a detailed “Table of Contents” identified by sequential page number and by section reference number and section title.

B. Company Profile. Provide a brief history of your company, a general description of your services and qualifications, and an executive summary of your response. Content should be no more than two pages.

C. Project Team. Include the names and resumes of the project manager, key personnel, their titles and the responsibilities for both prime and sub-consultants. Also indicate the location of the principal office that will be responsible for the implementation of the contract.

D. Work Plan. Provide your specific proposal to address the Scope of Work outlined in Section 2 above. At the very least, this should describe in detail how the service shall be provided and include a description of major tasks and subtasks.

E. References. Provide brief descriptions of similar services consultant has provided with similar or related work perform by the proposed project manager and key personnel proposed for this contract. Please include client name, email address, phone numbers and services provided.

F. Work Samples. Provide two (2) area plans that you firm has prepared. These documents should demonstrate the standard your firm maintains in the following areas:

Clarity of Writing.

Analysis and explanation of topic included in the plan.

Clear and accurate graphic information.

G. Cost Proposal. Itemized cost estimate to perform scope of services.

H. Time Frame. Include a matrix displaying tasks and a time frame to ensure a timely completion in preparation to submit to the Lake County Planning Commission and the Board of Supervisors.

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All prices submitted are non-binding at this stage of the procurement process and are subject to negotiation.

**5. PROPOSAL SUBMITTAL.** Proposals submitted must meet the following criteria to be acceptable for consideration regarding this project:

5.1 In order to be considered, five (5) hard copies and one Flash Drive in Microsoft Word no later than **Thursday, February 27, by 2:00 p.m.**, and addressed to:

RFP No. 20-04 for Request for Proposals for Lower Lake Area Plan Update

CONFIDENTIAL

Community Development Department

Attn: Michalyn DelValle

255 N. Forbes Street

Lakeport, CA 95453

Normal business hours are Monday through Thursday 8:00 am to 5:00 pm. Staff can be reached at (707) 263-2221.

Proposals may be mailed through the United States Postal Service or any other courier service and they may be delivered in person to the above office. Faxed or emailed proposals will NOT be accepted.

5.2 In order to receive addenda and information regarding this RFP, proposer must register online at: <http://www.co.lake.ca.us/Business/WithCounty/RFP.htm>. Proposers are cautioned to read the scope of services and proposal contents herein and be sure to respond to all items listed in these sections.

5.3 Proposals received incomplete or late, for any reason, shall not be accepted.

5.4 All Questions regarding this Request for Proposals may be submitted in writing at any time prior to Thursday, February 13, 2020, 4:00 p.m. to Community Development Director Michalyn DelValle at: [Michalyn.DelValle@lakecountyca.gov](mailto:Michalyn.DelValle@lakecountyca.gov). Only written questions will be accepted. Questions will be answered by Wednesday, February 19, 2020, 5:00 p.m. and uploaded as an addendum to the website listed in the above paragraph.

Proposers may contact only the individual identified above and are specifically directed not to contact other County personnel for meetings, conferences, or other technical discussions related to this RFP. No questions will be answered by other County staff.

5.5 All proposals submitted in response to this RFP will become the property of the County and will not be returned. The County reserves the right to make use of any information or ideas contained in the proposals. The proposal itself shall not constitute a contract, but will, if accepted, be incorporated into the contract between the County and the selected proposer.

**Please note:** The successful Proposer shall be expected to fully meet all representations made in its proposal, including demonstration of project understanding, work plan, project schedule, project team, and cost proposal.



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**6. PROPOSAL EVALUATION AND AWARD.** The County is using the competitive proposal process, wherein the experience and responsiveness of each submitted proposal is evaluated as it relates to the Scope of Services. Administrative staff will evaluate the proposals as described below.

6.1 Proposals shall be opened and checked to ensure that each complies with the requirements of the RFP. The absence of required information may render the proposal non-responsive and may be cause for rejection.

6.2 All proposals will be evaluated to determine whether they meet all the requirements of the RFP.

6.3 A Consultant Selection Board maybe convened to review, discuss and rank the proposals, using the following criteria:

A. Criteria

- a. Ability to meet the requirements of the Scope of Services
- b. Offers the breadth and quality of services required for the type of tasks listed in the Scope of Services.
- c. Assigned personnel have the requisite education, experience, and professional qualifications.
- d. Demonstrates the ability to successfully provide services for projects of similar size and complexity.
- d. Describes its ability to achieve budget and project delivery goals for projects of similar complexity and nature as described in the scope of work.
- f. References from past clients are favorable and deliverables are submitted on time and within budget.

6.4 Prior to final selection, a short list of qualified and responsive Consultants may be requested to participate in an interview. The purpose of the interview will be to provide an opportunity for each Consultant to present their qualifications and proposals in person and/or to answer any questions that County staff may have regarding the Consultant's submittals. If interviews are to be held, the time and place of the interview will be arranged after the short list is completed. Typically a minimum of three (3) proposals will be selected for the Short List; however, the County may, at its option, choose to interview more or less than three (3) qualified Consultants or select consultants based solely on evaluating written proposals.

6.5 If an agreement cannot be reached with the top ranked Consultant(s), the County will then contact the next highest ranked firm and attempt to negotiate a contract scope of work and fee. This process will be continued until a contract scope of work and fee is successfully negotiated, or until the County determines to cease negotiations with any firm.

6.6 County reserves the right to select multiple contractors.

6.7 The County of Lake is an Equal Opportunity/Affirmative Action Employer and the successful Consultant(s) will be required to comply with the provisions of Federal Executive Order 11246

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and applicable state and federal laws. Consultants should be familiar with the Employers' Practical Guide to Reasonable Accommodations under the Americans with Disabilities Act as published by the Job Accommodation Network, a service of the U.S. Department of Labor's Office of Disability Employment Policy.

**7. PROTEST PROCEDURE.** The County of Lake will follow the Appeal Procedure in their Consultant Selection Policy as follows:

### 7.1 Appeal Procedure:

Recommendations or decisions may be appealed by writing a letter to the Board of Supervisors or Purchasing Agent, as applicable, detailing the basis of the appeal. Appeals must be filed within 72 hours of receiving notification of the County Administrative Officer's recommendation for award of the contract, or prior to an actual contract award by the Board of Supervisors, whichever occurs first.

7.2 Any appeal will be heard before the Board of Supervisors on the same day as the approval of the proposed contract with the recommended consultant.

**8. GENERAL TERMS AND CONDITIONS.** By your submission of a proposal, you agree to be bound by the following conditions:

8.1 To the fullest extent allowed by law, RFP's will not be public record until discussion and negotiations with Respondent have been completed, as such premature disclosure would jeopardized the County's and the Respondents negotiating interests. If any proposal contains trade secrets or other information that is confidential or proprietary by law, Respondent shall label all such pages with a stamped annotation such as: "**CONFIDENTIAL-PROPRIETARY TRADE SECRETS, DO NOT DISCLOSE**", and further, provide written notification to the County of its request to keep said information confidential. A Respondent's request for confidentiality must be made in writing and enclosed in the envelope containing the proposal. The proprietary or confidential data must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

8.2 The County reserves the right to cancel this RFP at any time, even after opening of proposals.

8.3 County is not liable for any costs incurred by Proposer in the preparation, presentation or in any other aspect of the Proposal.

### 8.4 Disposition of Proposal(s) and Contract Award:

A. All proposals shall become the property of Lake County.

B. Failure to furnish all information requested in this RFP or to follow the proposal format may disqualify a proposal.

C. County reserves the right to accept or reject all or any part of any proposal, waive immaterial defects, informalities, irregularities, negotiate with all qualified Respondents, and award the contract to the firm or individuals, who, in the sole judgment of the County,

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best serves the interests of the County. The County may terminate negotiations if, in its opinion, they are unsuccessful and begin negotiations with other respondents.

D. A response to this RFP is an offer to contract with the County based upon the terms, conditions, scope of work and/or specifications contained herein. County shall have no contractual or other obligation to a Respondent under any successfully negotiated contract until the contract has been approved and signed by both parties. The contents of the proposal submitted by the successful Respondent and this RFP will become part of any contract awarded.

E. Issuance of this RFP in no way constitutes a commitment by the County to procure or contract for the articles of goods or services solicited.

F. Proposers may be required before the award of any contract to show, to the complete satisfaction of the County, the necessary facilities, ability, and financial resources to provide the services specified in a satisfactory manner.

8.5 Respondent shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this Request and any subsequent Contract, unless such damages, loss, injury or death is caused solely by the negligence of County.

8.6 Default by Respondent: In case of default by the successful Respondent, Lake County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the Respondent, the difference between the price named in the Purchase Order, Contract, or Agreement with said Respondent and the County's subsequent cost to obtain substitute articles or services. Prices paid by the County must be considered the prevailing market price at the time such purchase is made.

8.7 Lake County reserves the rights to amend, alter, or change the rules and conditions contained in this RFP prior to the deadline for submission and to request additional data after the deadline. If it becomes necessary to do so, an addenda or supplements to the RFP will be issued and shall become a part of the RFP. The County is not responsible for any other explanation or interpretation. It is the responsibility of the Respondent to ensure that he/she has received all addendums and/or supplements prior to submitting a proposal.

8.8 It is the County's intent that this Request for Proposal (RFP) permits competition. It shall be the Respondent's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the County not later than ten (10) days prior to the date set for acceptance of proposals.

8.9 Errors and Omissions: If prior to the date fixed for submission of proposals, a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its exhibits, it shall immediately notify the designated County contact of such error in writing and

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request modification or clarification. Modifications and clarifications will be made by written addenda and distributed to all parties who have been furnished or who have requested the RFP.

8.10 Security and Confidentiality: To preserve the integrity of the security and confidentiality measures integrated into County operations, any Respondent required to come in contact with confidential County information in order to respond to this RFP and/or to perform the services solicited, may be required to sign and submit a Confidentiality Statement. Successful Respondent's personnel and/or subcontractors, who may require periodic access to secured areas within the County, may be required to wear security identification badges. Badges will be issued to individuals only after satisfactory completion of a background check. Any such confidentiality and/or security measures will be part of the contract.

8.11 Insurance: Successful Respondent agrees to comply with the County's standard insurance provisions.

8.12 Governing Laws: The laws of the State of California will govern any purchase order entered into between the County and the selected Respondent.

8.13 Each Respondent shall inform himself of, and the successful Respondent awarded a contract shall comply with, State and local laws, statutes, regulations, ordinances and generally accepted industry standards relative to the execution of the material supplied or work performed. This requirement includes, but is not limited to, applicable regulations concerning employment of labor, protection of public and employee safety and health, environmental protection, the protection of natural resources, fire protection, burning and non-burning requirements, permits, fees, and similar subjects.

8.14 This RFP supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter.

### **9. INFORMATION RESOURCES.**

The County will provide access to the following documents for the consultant's use as these documents will assist to provide background material for the Update. It is the responsibility of the consultant to compile and review these documents.

A. 2008 Lake County General Plan (available on County website:<https://www.lakecountyca.gov/>)

B. 1988 Lower Lake Area Plan (available on County website: <https://www.lakecountyca.gov/>)

Attachments:

Lake County Professional Services Contract