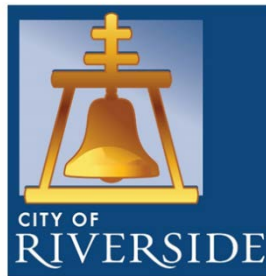


REQUEST FOR QUALIFICATIONS

CITY OF RIVERSIDE

**GENERAL PLAN, ZONING,
AND SPECIFIC PLAN UPDATES**

RFP No. 1964



City of Arts & Innovation

ISSUED BY:
CITY OF RIVERSIDE
3900 MAIN STREET
RIVERSIDE, CALIFORNIA 92522

STATEMENTS OF QUALIFICATIONS DUE
NOVEMBER 25, 2019 5:00 PM PST

PRE-SUBMITTAL MEETING
OCTOBER 25, 2019, 10:00 AM PST

PLEASE NOTE THAT CONSULTANTS SUBMITTING PROPOSALS FOR GENERAL PLAN PROJECT MANAGEMENT SERVICES (RFP No. 1982) ARE INELIGIBLE TO SUBMIT STATEMENTS OF QUALIFICATIONS AND APPROACH IN RESPONSE TO THIS REQUEST.

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A. Help Riverside Seize Its Destiny

The City of Riverside ("City") seeks the best and brightest consulting professionals to update the community's General Plan and transform its land development regulations. As the largest city in the Inland Empire ("IE"), Riverside is poised to seize its destiny as a place defined by intelligent growth, innovation, compassion, inclusiveness and prosperity. The City is seeing unprecedented investment in housing, employment, and green technology. Planning for this investment and related growth is essential.

This Request for Qualifications ("RFQ") marks the first step of that journey, in which the City will shortlist up to five Consultant Teams to participate in the second step. The second step is a Request for Proposals ("RFP"), at which time the City will award a contract to one Consultant Team. The awarded Consultant Team will join the City for the next three years as it collaborates with the community to chart the path forward and develop the tools to get there.

Riverside seeks to create and implement a bold plan that addresses the most significant and urgent issues in the City, including but not limited to:

- Becoming a more sustainable, resilient city that is prepared for the impacts of global climate change;
- Creating a healthy community that balances job and housing growth and provides mobility options for all residents;
- Creating great, memorable places that create a positive image of Riverside;
- Meeting the City's housing needs; and
- Being a fair and inclusive city that provides opportunity for all.

Major components of the envisioned work plan include:

1. A comprehensive update of the City's General Plan, including the Housing Element;
2. Revision of the Zoning Code and corresponding update of other development-related codes;
3. An evaluation of, and revisions to, the Citywide Design and Sign Guidelines and the Citywide Residential Historic District Design Guidelines;
4. An evaluation of the City's 19 existing Specific Plans, including plans that may be eliminated or revised (see Section C.3 below);
5. A Program Environmental Impact Report;
6. Updated mapping of the City's arroyos; and
7. Strategic guidance on sustainability and resilience issues.

This RFQ provides the context for the project including a general description of the services requested, and the specific requirements for submittal.

A non-mandatory Pre-Bid Meeting will be streamed and there will be an opportunity for questions to be asked for consultants that join remotely. A link will be provided on the project [bid portal](#) at least one week prior to the pre-bid conference date.

B. The City of Arts and Innovation!

1. Welcome to Riverside

Riverside has a legacy of being a progressive and forward-thinking City. The City was founded by abolitionist statesman John W. North in 1870 as a colony for “intelligent, industrious, and enterprising people.” Its early years were guided by spirited ideals, centered on a thriving citrus industry, innovation in transportation and infrastructure, and investment in culture and education. In more recent decades, the City has become known as for its architectural heritage, attractive and relatively affordable housing stock, and leading role as the business, cultural, and government center of the IE.

Projections from the Southern California Association of Governments show that Riverside will gain 50,000 residents, 17,400 households, and 42,600 jobs between 2020 and 2040. The City has an opportunity to direct and manage this growth to strengthen its identity, provide economic opportunities for residents, improve quality of life, and support State climate change, environmental, and housing goals. The General Plan and Zoning update will be critical tools to help the City achieve these outcomes.

Sustainability and Resilience - The City is committed to principles of sustainability, readiness, resilience, and equity. The City approved a Green Action Plan in 2012, an Economic Prosperity Action Plan and Climate Action Plan in 2016, and a Local Hazard Mitigation Plan in 2017. The City participates in initiatives such as Ready Riverside (Disaster Preparedness), Sustainable and Resilient Riverside (proactive resiliency initiatives related to the built environment), and GrowRIVERSIDE, which supports local food production, farmland preservation, and access to healthy produce. The City utilities department — Riverside Public Utilities (“RPU”) — is a leader in renewable energy and water conservation. The City is in the process of “refreshing” its sustainability, preparedness and resiliency policies to expand their scope, further integrate public safety, health and equity issues, and tie together a number of parallel initiatives. In coordination with the adopted Local Hazard Mitigation Plan and the Ready and Resilient Riverside initiatives, the City will also be undertaking a citywide seismic evaluation of potentially susceptible buildings to better understand the level of risk and to implement a Seismic Safety Program. This multi-layered evaluation will be partially completed during the General Plan Update, with results incorporated in the General Plan and its readiness and resiliency programs.

Growth and Location - Riverside has historically been one of California’s fastest growing large cities, roughly doubling in population since 1980. With 330,000 residents, it is the 58th largest city in the United States and the 12th largest city in California. Riverside covers 81.5 square miles, making it the 11th largest city by land area in the state. It is 16 miles from Ontario International Airport, 55 miles from downtown Los Angeles, and served by multiple rail lines and interstate highways—making it an important global logistics and distribution center.

Quality of Life - The City enjoys a high quality of life, with distinct neighborhoods, 3,500 acres of parkland, and a vibrant downtown. Riverside is home to National Historic Landmarks, including the Mission Inn Hotel & Spa and the Harada House. The Festival of Lights is nationally recognized and is one of the biggest holiday attractions in Southern California with over 750,000 attendees. Riverside has numerous art galleries, cultural festivals, museums, and outdoor recreational opportunities. The new Main Library and the

Cheech Marin Center for Chicano Art, Culture and Industry will further advance the City's reputation as the "City of Arts and Innovation."

Downtown and Housing - Downtown Riverside is one of the few true urban living environments in the IE. New urban housing, restaurants, and entertainment venues have activated the City center, making it a location of choice for those seeking a dynamic urban lifestyle. Nearly 700 downtown housing units are under construction or recently completed, and more are planned. Multi-modal transportation improvements are being considered to better connect destinations throughout the City. The City is removing barriers to the construction of housing near the urban core, employment centers and public transit.

Citywide Investment - While a healthy Downtown is important, the City is also promoting geographically equitable investment across all neighborhoods. The City is reinvesting in infrastructure and rebuilding community centers, parks, libraries and museums. The approval of a one-percent local sales tax in 2016 (Measure Z) created an important revenue source for City services, operations, and capital projects.

Jobs and Innovation - Job growth is strong and unemployment is at historic lows with significant investments Citywide. The California Air Resources Board (CARB) recently selected Riverside as its Southern California headquarters. The 380,000-square-foot building will house one of the largest and most advanced vehicle emissions testing and research facilities in the world. The building's location in the City's first Innovation District near the University of California - Riverside (UCR) will facilitate academic partnerships and establish the City as a magnet for technology and research businesses. In addition to UCR (2018-19 enrollment 23,922), Riverside is home to over 57,000 students at Riverside City College, La Sierra University and California Baptist University. These institutions are making tremendous campus improvements and academic advancements.

Natural Setting - Riverside enjoys a spectacular natural setting. Hills, open space, rock outcroppings, and arroyos create a distinctive landscape, while the Santa Ana River provides important habitat for plants and animals. A protected greenbelt has been designated in the southern part of the City, providing a living link to Riverside's agricultural history. The 1,500-acre Sycamore Canyon Wilderness Park offers 25 miles of hiking and biking trails in a public open space setting that is perfect for other nature-inspired activities such as bird-watching, photography, and education.

Community Voice - Diversity and inclusiveness is at the core of Riverside's success and will continue to be a driving force in the future. The City has been a leader in bridging the digital divide and engaging all residents in governance. About 42 percent of Riverside's residents speak a language other than English at home, with Spanish being predominant. More than 52 percent of the City's residents identify as Hispanic or Latino. Approximately 6 percent of Riversiders are African-American, 7 percent are Asian, and 5 percent are multi-racial. Riverside is also a young city, with a median age of 31.3 (compared to 36.1 statewide). Within the context of Riverside's diversity, the City has also been a leader in bridging the digital divide and engaging all residents in governance.

2. Governance

Riverside is a charter city with a council-manager form of government. The Mayor is elected at-large in a citywide election. The seven City Councilmembers are each

elected from single-member wards. The City is transitioning its election cycle from an odd-year primary-runoff system to a consolidated general election calendar beginning in 2022. Four of the seven City Council wards will elect their Councilmembers for a five-year term on November 5, 2019. Three of these wards are open seats.

There are three charter officers who are accountable to the City Council. The City Manager is responsible for municipal administration, delivery of services and implementation of City Council policy. The City Clerk and City Attorney report to the City Council and collaborate with the City Manager to advance public interest, public benefit, and public good.

City Departments include Human Resources; Finance; Police; Fire; Public Utilities (water and power); Public Works (including transportation, sewer, and stormwater management); Community & Economic Development; Parks, Recreation, and Community Services; Library and Museum. There are also specialized services provided to residents such as the Offices of Communications, Homeless Solutions, Municipal Airport Operations and Arts & Cultural Affairs. Developing and implementing the General Plan, Specific Plans and Zoning will be a collaborative and interdisciplinary effort, involving all City departments and the City Manager's Office.

City Boards and Commissions include a nine-member Planning Commission, a nine-member Cultural Heritage Board, and a five-member Historic Preservation Fund Committee. The City also has an internal Development Review Committee (DRC) comprised of staff from City Planning, Building & Safety, Police, Fire, Public Works, Public Utilities, and other departments.

C. Riverside's Strategic Framework

The Consultant will need to conduct a complete review of the following projects so that each Plan is integrated and accurately cross-referenced in the General Plan. The General Plan Update may produce policies that require the amendment of specific plans and other plans for internal consistency.

1. [Seizing Our Destiny/Riverside 2.1 Strategic Plan.](#)

Seizing Our Destiny is a citywide initiative intended to create a more prosperous future for the City. It is based on four pillars: Intelligent Growth, Catalyst for Innovation, Location of Choice, and Unified City. The Riverside 2.1 Strategic Plan was adopted in 2015 to advance these goals. It identifies the specific measures to be carried out by each City department, as well as the partners and resources necessary for success. A major focus of this effort is becoming a more sustainable and resilient city. An update to Riverside 2.1 is planned for 2020.

2. **Housing Plans – Riverside's [Housing Element.](#)**

The current Housing Element was adopted in 2017 and runs through 2021. A 2021-2029 Housing Element Update will need to be included in the General Plan Update Scope of Work. The City also has an approved "Housing First" strategy to combat homelessness and maintains housing plans as required for CDBG and HOME funding. The City is also pursuing SB2 Planning Grants to create programs that encourage and streamline housing construction. Among other things, these programs will facilitate new accessory dwelling

units, highlight Housing Element sites, and support creation of a Community Revitalization and Investment Authority (CRIA).

3. Quality of Life Survey.

The City Manager's Office administers a biannual Community Quality of Life Survey to assess citizens' opinions of the City's performance in delivering services and maintaining a high degree of livability for its residents and businesses. The purpose of the survey is to gather, analyze and share actionable data about the opinions of Riversiders regarding their quality of life and to spark community-wide engagement for improvements. The most recent survey was completed in 2019.

4. Riverside General Plan 2025

a. General Plan

Riverside's General Plan 2025 was adopted in November 2007, following a five-year update process. Like prior plans for the City, it was recognized with awards, including a Comprehensive Planning Award of Excellence from the IE Section of the APA, Comprehensive Planning Award of Merit from the APA California Chapter. Riverside was the first city in the State to be designated an Emerald City by the California Department of Conservation. Since its adoption, the 2025 Plan has been amended several times, including adoption of a 2014-2021 Housing Element in October 2017. The full General Plan 2025, Program Environmental Impact Report, and appendices can be found [here](#).

The General Plan 2025 is built around a vision for Riverside's future, which is centered on five themes ("How we work," "How we play," "How we live," "How we get around," and "How we learn"). It is organized into the following elements:

1. [Land Use and Urban Design](#)
2. [Circulation and Community Mobility](#)
3. [Housing](#)
4. [Arts and Culture](#)
5. [Education](#)
6. [Public Safety](#)
7. [Noise](#)
8. [Open Space and Conservation](#)
9. [Air Quality](#)
10. [Public Facilities and Infrastructure](#)
11. [Parks and Recreation](#)
12. [Historic Preservation](#)

The elements are preceded by a [Preamble](#) and [Introduction](#). There are also four appendices, including an [Implementation Plan](#), the [2002 Vision](#), and two [neighborhood plans](#).

Each element of the Plan includes background narrative and a series of objectives, with nested policies under each objective. Implementing actions are contained in a matrix in the Implementation Plan Appendix rather than in the elements themselves. Each action includes a task description, a responsible agency and timeframe, the associated policy, and a status column that is periodically updated.

The Land Use and Urban Design Element of the Plan includes citywide policies, but also includes narrative and policies for all neighborhoods of the City (including the 64-square-mile unincorporated sphere of influence). Neighborhood discussions make up the bulk of the chapter and incorporate policies from several Specific Plans and Area Plans, as well as community input provided during the 2002-2007 Update. This Element also includes the General Plan Land Use Map, including definitions of the 24 land use designations that appear on the Map.

While the General Plan 2025 reflected best practices when it was written, there is a consensus that a more concise and innovative plan is needed today. The existing plan totals over 1,400 pages (inclusive of the Housing Element and appendices) with nearly 200 objectives and 1,000 policies. The Table of Contents alone is 26 pages long, and the Executive Summary is nearly 40 pages. Given the accelerating pace of change and technological advancement, the current structure is not conducive to nimble decision-making and may even hinder the City's ability to achieve its vision. Simply put, the General Plan must be *general* to provide guidance on the future of the growth.

b. Environmental Impact Report

General Plan 2025 was accompanied by a three-volume Programmatic [Environmental Impact Report](#) (PEIR). The PEIR assessed adoption of the General Plan, a comprehensive update of the Zoning and Subdivision Codes, amendments to the Noise Code, adoption of the Magnolia Avenue Specific Plan, and adoption of Citywide Design and Sign Guidelines. Since its adoption, the PEIR has been used to provide full or partial CEQA tiering for projects that are consistent with the General Plan 2025 and Zoning. A completely new PEIR will be needed for the updated General Plan and Zoning Code.

c. Citywide Design and Sign Guidelines

The [Citywide Design and Sign Guidelines](#) were adopted concurrently with General Plan 2025 and complement the development standards in the Zoning Code. They promote quality, well-designed development that enhances Riverside's neighborhoods, contributes to community identity, and improves the quality of life. However, they may not provide sufficient direction, particularly on issues such as place-making.

A separate set of Citywide Residential Historic District Guidelines has been prepared for historic properties. The City anticipates that the Design Guidelines and Historic District Guidelines will be updated as part of the General Plan Update and incorporated as part of the Zoning update.

5. Zoning Code

The City's zoning regulations are codified in [Title 19](#) of the [Municipal Code](#) ("Code"). The Code provides the legislative framework to implement the General Plan 2025, including the designation and mapping of zoning districts, with associated development standards and use regulations. Use tables indicate permitted and conditionally permitted uses in

each district, as well as incidental and temporary uses. The Use tables alone comprise 18 ledger-size pages in landscape orientation. The Code defines overlay zones, includes standards for specific uses, and provides design standards and guidelines, site planning and general development provisions, and land development permit requirements. An extensive “Definitions” section is included.

The Code was comprehensively updated in 2007, concurrently with General Plan 2025. It is traditional in its organization and format, relying primarily on text rather than graphics to communicate its intent. The City is interested in moving toward a more design-based Code that is responsive to community character objectives and the desire for greater flexibility, rather than the current prescriptive approach. Consistent with State housing law, the City seeks design standards that are objective and easy to understand, not subjective or ambiguous. The revised Code should facilitate local housing production, reinvestment, and resource protection goals, while remaining user-friendly and easy to understand. To do this, it should support and encourage development rather than create obstacles.

As appropriate, a successful Consultant team may be called upon to assist staff in updating other sections of the Municipal Code. These may include the Subdivision Regulations (Title 18), Building Code (Title 16), Grading Regulations (Title 17), Noise Control Regulations (Title 7), and Cultural Resource Regulations (Title 20). Title 20 deals specifically with historic preservation, including criteria for the designation and alteration of historic resources.

As noted previously, a portion of the City is identified as an Innovation District. A creative approach to implementing this district is needed, including recommendations for fostering flexibility and creativity. Additional Districts may be considered in the future.

6. Specific Plans and Neighborhood Plans

Over the years, the City has adopted 19 [Specific Plans](#) to provide detailed land use direction for parts of the City with unique land use issues or development opportunities. These areas range from university campuses and master planned business parks to Downtown Riverside and established neighborhoods with unique characteristics and complex issues. The Specific Plans supersede or supplement zoning, where they have been adopted, yet many cross-reference the Zoning Code, making them redundant and less user-friendly. The City also has two neighborhood plans (Eastside and University) that have been adopted as appendices to the General Plan. Completion of an inter-jurisdictional Specific Plan for the [Northside](#) Neighborhood is pending.

Some of the Specific Plans have been fully implemented or may be repealed or incorporated with a “lighter touch” into the General Plan or zoning regulations. Others still serve a necessary function and will need to be carried forward. It is expected that at least a few of the Specific Plans will need to be updated or repealed as part of the General Plan Update.

The City is currently working with the neighboring City of Colton to jointly develop an inter-jurisdictional [Specific Plan for the Northside Neighborhood](#), which roughly includes the area west of I-215 and north of the 60 Freeway.

One of the tasks for the consulting team will be to evaluate each Specific Plan/Neighborhood Plan and identify a path forward. The Consultant’s scope may

include updating selected plans and facilitating the integration of former specific plans into the General Plan and zoning or identifying ways to eliminate some of the current Specific Plans to streamline processes in the City.

7. Smart Cities Framework.

The City is developing a foundation to become a “Smart” City using information and communication technologies to meet future social, economic, environmental and cultural needs. The Mayor’s office, CMO, and the Department of Innovation and Technology will jointly form an executive committee and invite City departments to unify and align citywide innovation efforts.

8. [HUD Annual Action Plan](#) and [5-Year Consolidated Plan](#).

The Annual Action Plan illustrates the City’s efforts to coordinate funding for comprehensive development projects and services in the City. The 5-Year Consolidated Plan provides a basis and strategy to use federal funds provided to the City.

9. Economic Development Action Plan.

Currently being drafted with an anticipated adoption date in early 2020, the Economic Development Action Plan will serve as a road map for Citywide Economic Development by both addressing identified challenges and building on the City’s unique assets to ensure that Riverside is a place where employers want to locate, talent wants to work, people want to live and companies want to invest.

10. Active Transportation Plans.

The City adopted a [Bicycle Master Plan](#) in 2007. That Plan was updated through an [Addendum](#) in 2012. At present, there is no Pedestrian Master Plan or Trails Master Plan. The City’s Public Works Department intends to prepare an Active Transportation Plan concurrently with the General Plan Update, which will include a Pedestrian Target Hardening, Complete Streets Ordinance, update the Bicycle Master Plan, address trails and pedestrian needs, and promote complete streets principles. The project is anticipated to be completed by July 2020.

11. [Park System Master Plan](#).

The City adopted a 2020 Parks Master Plan in 2003. The Plan is currently being [updated](#) to move the horizon to 2030 and consider new opportunities and challenges.

12. Economic Prosperity Action Plan and Climate Action Plan (CAP).

These two plans, also known as the [Riverside Restorative Growthprint](#), were prepared and approved together in 2016, recognizing the potential for synergy between the City’s economic development agenda and its climate action goals. The Riverside Restorative Growthprint is a guidance document as no CEQA analysis was completed meaning the CAP is not a CEQA-qualified document. Additional greenhouse gas analysis and reduction measures may be needed to achieve the State’s 2030 and 2035 targets.

13. Utility Master Plans.

Master plans have been prepared for most of the City's infrastructure systems. Providing water and power by the City itself (rather than an investor-owned utility or special district) provides for a high level of coordination between local infrastructure and land use. A [Utility 2.0 Strategic Plan](#) was adopted in 2017, describing a path to become a "Utility of the Future." A 20-year Sewer Master Plan is underway, and an [Urban Water Management Plan](#) was adopted in 2015.

14. Police and Fire Strategic Plans.

Both the [Police](#) (2010-2015) and [Fire](#) (2017-2022) Departments maintain five-year strategic plans. These plans are regularly updated.

15. Hazard Mitigation and Resiliency Plans.

The City adopted an updated [Local Hazard Mitigation Plan](#) in 2017. The General Plan Update provides an opportunity to integrate this document into the General Plan, as required by AB 2140. The City also has an Emergency Operations Plan and has been developing plans to mitigate hazards in urban-wildland interface areas. Resiliency planning is taking place through a number of initiatives, both at the City and County levels. These include the Ready Riverside (Disaster Preparedness) program and Sustainable and Resilient Riverside.

16. [Food and Agriculture Policy Action Plan.](#)

Adopted in May 2015 by City Council, this Plan articulates the long-term vision and priorities to revitalize agriculture across the City's urban environment via the GrowRIVERSIDE economic and community development initiative to enhance quality of life, build a strong local food system and re-green the City's 4,800-acre Arlington Heights greenbelt agriculture preserve.

17. Riverside Museum Department Strategic Plan – Draft.

The Strategic Plan is being finalized to provide a mission, goals and actions for the Museum Department.

18. [Historic Preservation Context Statements.](#)

The following context statements were previously developed and included in the Riverside General Plan 2025: Native and Early European Settlement; Colonization; Water Rights and Access; Migration, Growth, Planning and Development; Citrus and Horticultural Experimentation; Immigration and Ethnic Diversity; Boosterism, Image and Cultural Development; Economic, Military and Industrial Growth; Post World War I Development, Education, and Post World War II Residential Development. Since the adoption of the General Plan 2025, additional context statements have been completed. These include: [Modernism Context Statement](#) and [Latino Context Statement](#). The City is currently in process of completing the Chinese American Context Statement and African American Context Statement anticipated to be completed in June 2020.

19. [Green Riverside Action Plan.](#)

This 2012 Plan included 19 goals, with numerous measurable objectives and strategies to reduce energy consumption, greenhouse gas emissions, and landfilled waste while improving environmental quality, transportation choices, and community health.

20. Other Regional Initiatives.

The City is a partner in regional and sub-regional initiatives, including regional transportation plans, housing and homelessness prevention plans, flood control and drainage plans, hazardous material management plans, and similar initiatives applying to multiple jurisdictions.

D. Anticipated Scope of Services

The RFQ/A includes tasks required and are described in general terms below. As noted on Page 1, the City will create a shortlist of up to five Consultants/Consultant teams based on the responses. The shortlist of Consultant teams will be invited to submit a proposal through an RFP later this year.

1. Sustainable and Resilient Programs

The City aspires to make sustainability, readiness and resilience a focus at every level of service delivery. Embedding these principles in local decision-making and operations will require new practices and procedures, education and training, and organizational change. The City desires professional guidance on how to implement sustainable and resilient initiatives in a way that produces visible and measurable results. Proven experience in other communities is required to help us develop the tools and programs for Riverside to succeed.

2. Visioning

The City anticipates starting the General Plan Update with a community-wide Visioning process. This would be a participatory effort (e.g., a “Citizens Summit”) engaging as many residents, businesses, and stakeholders as possible. The intent of the Vision is to have a shared dialogue about Riverside’s future and develop guiding principles for the General Plan. The effort should foster discussion about what has (and has not) been achieved since General Plan 2025 was adopted as well as aspirations for the City’s future. The product of this effort should be highly visual and include illustrative maps, diagrams, and graphics as well as a written vision.

3. General Plan Update

The Consultant team will work in tandem with City staff to prepare a General Plan that reflects best practices, complies with all State requirements, and meets the objectives defined in this RFQ. The Plan should be visual and graphics-intensive and greatly streamlined from the existing General Plan. Great attention should be given to developing a Plan structure and format that is usable by all City Departments and accessible by all.

The consultant will have the lead role in data collection and analysis, consideration of alternatives, policy evaluation and development, and revisions to the General Plan. It is

anticipated that the General Plan Update will be completed in phases, starting with the Visioning phase described above. The City also expects the Housing Element will be the first General Plan Element to be completed to ensure State deadlines for the update are met (2021). Other phases would include Existing Conditions (including preparation of an Existing Conditions Report or Summary), Options and Alternatives, Policy Development, preparation of an Administrative and Public Review Draft Plan, and Plan adoption. The City anticipates that a significant amount of data collection and analysis will be necessary to establish a baseline for the General Plan and future plans. The City anticipates the following Elements of the Plan directed by various City Departments. The final Elements will be determined collaboratively with the Consultant team and the City:

1. Land Use and Urban Design, directed by the Community & Economic Development Department;
2. Circulation and Mobility, directed by the Department of Public Works;
3. Conservation, directed by the Parks, Recreation and Community Services and Community & Economic Development Departments;
4. Housing, directed by the City Manager's Office and Housing Authority;
5. Public Safety, directed by the Fire and Police Departments;
6. Noise, directed by the Community & Economic Development Department
7. Open Space, Parks and Recreation, directed by the Parks, Recreation and Community Services Department;
8. Environmental Justice, Air Quality, Health and Education, directed by the Library Team and Riverside Public Utilities;
9. Public Facilities and Infrastructure, directed by Riverside Public Utilities and the Department of Public Works;
10. Arts, Culture and Historic Preservation, directed by the Museum Team and the Community & Economic Development Department; and
11. Innovation and Economic Development, directed by Community & Economic Development and the Innovation & Technology Departments.

4. Zoning Code and Design Guidelines Updates

The Consultant team will prepare an updated Zoning Code that implements the General Plan and incorporates best practices in zoning and land development regulation. A more design-oriented Code is envisioned for Downtown Riverside, major corridors and commercial districts, and other areas where change is anticipated. The updated Zoning Code should remove barriers to the construction of quality housing and facilitate housing production consistent with the community's vision and State housing goals. The Code should strike a balance between flexibility and certainty, and must provide clear direction on how its standards will be applied.

The consultant will also review other sections of the Municipal Code and recommend changes where appropriate. This task includes preparation of new Zoning Maps for the City, and tools to communicate to the public how and where existing zoning is substantively changing.

This task also includes revising the Citywide Design and Sign Guidelines. This work will need to occur early in the work program, as the City seeks to develop guidelines that facilitate housing production and are consistent with California Senate Bill (SB) 35.

5. Specific Plan Updates

The Consultant team will conduct an “audit” of the City’s [Specific Plans](#) and provide a strategy for reducing the number of plans and updating those that are still relevant. The consultant will be required to cross-reference the neighborhood plans included in the General Plan to determine the best way to incorporate the policies while simplifying the General Plan. It is anticipated that some of the Specific Plans will also be absorbed into the General Plan and Zoning Code or eliminated altogether, while others will be updated. The focus should be on neighborhoods and sub-areas where substantive change is anticipated in the future.

6. Community Outreach & Engagement

[Community engagement](#) is an integral part of all four tasks listed above. The Consultant/Consultant team is expected to organize and implement a comprehensive engagement strategy that generates the broadest possible community involvement, including ADA compliant communications that should include American Sign Language (ASL). The engagement program should foster a sense of ownership of the General Plan among residents, create civic pride and confidence in local government, and promote principles of fairness and inclusion. Bilingual, culturally appropriate communication strategies are essential to the success of the program.

Components of the engagement program are expected to include community workshops (town hall meetings, open houses, etc.), focus groups, charrettes, City Council and Commission briefings, direct outreach to stakeholder groups (HOAs, advocacy groups, business groups, youth organizations, etc.), meetings with other agencies and districts, on-line engagement (including a project website with survey and feedback capacity), exhibits and pop-up meetings, and other traditional and non-traditional methods of outreach. The City is particularly interested in new methods of outreach to reach those who do not usually participate, such as computer simulation and gaming apps. Additionally, the outreach should obtain feedback on current policies that were developed from the extensive engagement done for General Plan 2025, so that the consultant’s effort respects the community’s prior participation, responds to changing times, and positions the City to achieve the intended outcomes.

The City welcomes input from Consultants regarding the advantages and disadvantages of creating a resident-based General Plan Steering Committee. Such committees have been created for past City projects, including General Plan 2025. Ultimately, the City Council will be consulted on the roles and responsibilities of such a committee, as well as its size and composition.

7. Environmental Impact Report

A new Programmatic Environmental Impact Report (PEIR) covering the General Plan Update, Zoning Update, and update of relevant specific plans will be prepared. The PEIR will evaluate the impacts of growth during the plan horizon and identify mitigation measures as appropriate. One of the most important goals of the PEIR is to enable CEQA

clearance or expedited environmental review for future projects that are consistent with the General Plan.

All relevant aspects of CEQA will be covered in the Consultant's scope. This includes noticing, scoping, drafting the project description, evaluating setting, impacts, and mitigation measures for each required CEQA topic, and evaluating alternatives. The consultant will prepare a draft and final EIR with responses to comments, a mitigation monitoring program, statement of overriding considerations, and findings. The Consultant team would perform relevant technical analyses covering air quality, greenhouse gas, noise, and other pertinent quantifiable impacts. The Consultant's scope also will include the development and delivery of a City-specific traffic model, with the development of several modeling scenarios of traffic impacts using various performance metrics, including Vehicle Miles Traveled (VMT), initial staff training for the model program, and development of transportation mitigation measures such as capital projects and Transportation Demand Management programs.

8. Biological Assessment and Mapping of Arroyos

There are six arroyos mapped in the Riverside 2025 General Plan and in Title 17 – Grading Code, encompassing numerous parcels of developed and undeveloped land. The City's development review process requires a biological assessment prior to property development within the arroyos. This can be a burdensome requirement for individual property owners, particularly since the arroyo maps are outdated and may not reflect current conditions. As part of the General Plan Update, the City would like to include a qualified wildlife biologist as part of the team to survey existing conditions in the arroyos and to update the maps and data layers showing their spatial extent. This will help reduce the need for individual assessments on development applications by making a master assessment available. This will be a discrete task within the broader General Plan/Zoning/EIR program.

E. The Dream Team

The City is looking for cutting-edge problem-solvers and thought leaders in a variety of disciplines. The City is particularly interested in non-traditional approaches that redefine best practices and help to create a sustainable, livable, prosperous, unified, and forward-thinking city.

The City expects that the successful Consultant will be supported by specialized technical sub-consultants. The City encourages partnerships with talented professionals who can add value to this process and achieve positive quality of life outcomes. The City seeks the best possible combination of creativity, familiarity with local conditions, and proven experience in preparing successful plans on time and within budget.

The following expertise is required for the project team:

Community Engagement. The General Plan Update will be informed by a robust engagement program. The City's goal is to build ownership of the Plan by the entire community. In addition to traditional engagement methods such as workshops and focus groups, The City seeks those with expertise in social media, interactive web design, video production, visual simulation, game design, and other tools to engage hard to reach populations. Bilingual (English/Spanish) engagement, as well as American Sign

Language, is essential. The engagement program should support the City's efforts to integrate environmental justice into the General Plan and create equitable outcomes for all Riversiders.

Sustainability and Resiliency. The Consultant should have experience integrating principles of sustainability and resiliency into local plans and programs. This could include prior experience developing greenhouse gas reduction and adaptation plans. It also includes identifying strategies to ensure sustainability and resiliency are the core values of the City.

Housing. A track record of producing HCD-compliant Housing Elements is required. The Consultant will need to document the City's housing needs, opportunities, and constraints, in accordance with the latest State's Government Code requirements. The Consultant will also develop policies and actions to meet the City's Regional Housing Needs Allocation, working in partnership with the Housing Authority and CDBG program staff. The Consultant should be experienced in developing recommendations to remove barriers to housing construction, including those related to zoning and design requirements.

Place-making & Urban Design. The City is particularly interested in Consultants capable of communicating information graphically and visually. It is anticipated that the new Plan will place a stronger emphasis on good design, providing the foundation for design-based zoning regulations. Consultant teams should have the capacity to help the public visualize what Riverside can be, laying the groundwork for place-making, identity-building, and quality design over the coming decades. Innovative and technologically driven approaches to design, policy and data visualization, and communication are highly desired.

Land Use and Policy Development. The Consultant should have a track record of producing creative comprehensive plans for large, growing, diverse cities. Prior experience with California general plans is desired but not required, and submittals from Consultants outside the state are welcome. The Consultant should be adept at developing meaningful policies and implementation programs, evaluating and synthesizing existing complex strategic documents, and clearly communicating data about land use and spatial relationships.

Culture and Arts. The General Plan should be a tool to advance Riverside's reputation as the City of Arts and Innovation. Expertise in arts and cultural planning and resources, historic preservation, and cultural resource assessment is desired.

Innovation, Technology, and Change Management. The team should engage futurists, innovators, and others with insights into smart city design and the integration of social equity. Given the emphasis on resilience and sustainability, experience with change management and strategic planning is also desired. The ideal team will have the capacity to develop interactive simulation exercises that are viewable on-screen or in a virtual reality format, scenario planning "games," and web applications that use technology to make public input easier and more compelling.

Economics. The Consultants will be called on to evaluate economic and fiscal conditions in Riverside and advise on policies and programs through this lens. This includes documenting market conditions, preparing economic forecasts, evaluating land use

and development types, and analyzing the fiscal implications of different growth alternatives. The City seeks fiscally responsible and financially effective strategies.

Transportation Planning. Consultants must demonstrate the capacity to provide technical transportation services such as forecasting, regional transportation demand modeling, and identification of future improvements. The City also seeks thought leaders who can provide insight into how technology and climate change will reshape mobility in the future. Like other cities in California, Riverside is shifting to a transportation planning approach focused on reducing vehicle miles traveled as well as simply managing congestion. The form of the City and dispersed nature of jobs and housing in the region create unique challenges. Consultants should be prepared to offer effective, clearly communicated solutions.

CEQA. As an EIR is part of the scope, the Consultant should have the capacity to produce a legally defensible and fully compliant Program EIR that covers the revised General Plan, Zoning Code, and Specific Plans. The CEQA scope will include technical studies, including analyses of existing and projected noise, air quality, and greenhouse gas (GHG) emissions. Although a Climate Action Plan is not part of the scope, the Consultant may be called on to advise the City on sustainable development strategies to improve resilience, adaptation, and GHG reduction.

Infrastructure. Expertise in infrastructure planning is desired, including prior experience working in cities with their own water and power agencies.

Biological Resource Analysis. As noted, an assessment and mapping of the City's arroyos will be included in the Scope of Services. Consequently, the Consultant (or team) should have experience working in ecosystems comparable to those found in Riverside and the capacity to survey and map biological resources.

Project Management. Given the breadth of the project, the diverse skills required, and the likely engagement of multiple Consultants, the Consultant will also need to demonstrate exceptional project management and communication skills.

F. Staff's Role

Managing the General Plan Update program will be a collaborative effort between the Consultant team and City staff. On May 28-29, 2019, the City convened a series of meetings and interviews with City of Riverside Department heads and senior staff to discuss how the General Plan and Zoning Code could be most useful and responsive to their needs. Feedback from these meetings is summarized in the attached document titled ***City Department Interviews Summary***.

The City has mobilized for this effort and identified in-house "teams" that will serve as technical advisors throughout the project. The teams generally correspond to the elements of the General Plan and may be combined, consolidated and reorganized as the new Plan takes shape. Each team includes an "Executive Champion" (department head or senior manager), a Project Lead (a principal or senior level staff member), and between five and 15 staff members with expertise in the subject area. External stakeholders and contacts in other agencies have been identified for each team.

The City Manager's Office will be fully engaged in the General Plan, Zoning Code, and Specific Plan Update effort and will have responsibility for the overall project. Day-to-day

project management and quality control will be the responsibility of the Planning Division of the Community & Economic Development Department. The City intends to hire an on-site Project Manager to work as an extension of City staff for the duration of the project. The Project Manager will be procured through a separate process and will begin work prior to the start of the Consultant/Consultant Team's Professional Services Agreement. The Project Manager is envisioned as a limited duration position that will range from half-time to full-time. In addition to the contract Project Manager, the City will be dedicating an in-house planner to the project for its duration. The City also anticipates the substantial involvement of two Principal Planners in the project. Overall project leadership will be provided by the City Planner, under the direction of the City Manager's Office.

G. Budget

The City has an anticipated budget for all services described in this RFQ/A of approximately \$3.5 million. The funding source for this work is from a General Plan surcharge and Measure Z, a one-percent use and transaction tax approved by voters in 2016. The proposed cost will be an important aspect of the RFP evaluation.

H. Timeline and Process for Consultant Selection

The City's goal is to have a shortlist of Consultants by December 11, 2019, and a Consultant team under contract for this scope of work by April 2020.

The following tentative schedule of events has been prepared:

| Milestone | Date |
|--|--|
| RFQ Released | October 10, 2019 |
| Non-Mandatory Pre-SOQ Meeting | October 25, 2019 10:00 AM PST |
| Final Questions Due | November 1, 2019 5:00 PM PST |
| Responses to Questions Published | November 8, 2019 |
| Statements of Qualifications Due to City | November 25, 2019 5:00 PM PST |
| City Evaluation Committee Completes SOQ/A Evaluation | December 11, 2019 |
| Shortlisted Consultants Selected, Notified, and Sent RFP (Scope/ Budget) | December 2019 |
| Proposals Due | January 2020 |
| City Evaluation Committee Review and Ranking of Proposals | January 2020 |
| Consultant/Consultant Team Interviews | February 2020 |
| Recommended Consultant Identified | February 2020 |
| Negotiation of Professional Services Agreement/Scope of Work Terms | February 2020 |
| Council Approval of Professional Services Agreement | April 2020 |
| Adoption of new General Plan, Zoning Code, and PEIR | April 2023 |

I. Submittal Requirements

The following information must be included in the Statement of Qualifications (the components do not need to be numbered but should be in the sequence below). Please note that page limits apply for each section. All pages shall be 8.5" x 11" page format,

with a font size not less than 11 point. Graphics may be used to communicate concepts, but shall count toward the page limit. The entire SOQ shall not exceed 70 pages.

1. Cover Letter

Page Limit: Two pages

The cover letter shall introduce the Consultant team and identify any other sub-consultants you are teaming with and their areas of expertise. The cover letter shall summarize the general qualifications to complete the work and communicate the interest in the project. The letter shall identify a single point of contact during the RFQ process. The cover letter shall be addressed to:

**CITY OF RIVERSIDE
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
RIVERSIDE CITY HALL
3900 MAIN STREET
RIVERSIDE CA 92522**

2. Approach Statement

Page Limit: 10 pages

This is a critical part of the submittal. Consultant teams that do not include an Approach Statement with the responses to each question below shall not be shortlisted to participate in the RFP. Each response shall demonstrate the understanding of the City's needs, familiarity with the opportunities and challenges inherent in a General Plan Update, and ability to think and communicate creatively.

The Approach Statement shall answer the following five questions, in the order listed below:

1. What is the Consultant team's approach to streamline and simplify the existing General Plan and Zoning Regulations while still providing effective policy direction for the City and its neighborhoods and business districts?
2. How would the Consultant team organize the General Plan so it helps the City achieve the four pillars of the City's Seizing Our Destiny Initiative?
3. What methods of community engagement would the Consultant team include, and how would you respond to the City's desire to engage a larger and broader cross-section of the community?
4. How would the Consultant team address "unknowns" about the future resulting from changes in State law, technology, mobility, the economy, and the environment?
5. Provide a brief explanation of the Consultant team's staffing availability for the duration of the project, proximity to the City and ability to attend frequent daytime and evening meetings, and history of working collaboratively with municipal partners.

3. Consultant Team Qualifications

Page Limit: 16 pages

The Consultant team shall describe each participating Consultant and qualifications for providing the requested services. This section shall begin with an overview of each Consultant and the services provided, along with information on the size, history, location(s), and general philosophy and approach. For sub-consultants, please indicate if there is a prior history of working together with the prime Consultant or other members of the team.

This section should then identify at least 5 but not more than 7 of the most representative projects completed by the Consultant team or individual sub-consultants. Projects should be similar in scope to the Riverside General Plan, Zoning Code, and Specific Plan Update project. The project descriptions should indicate when the projects were prepared, the role of the Consultant(s), and other information needed to communicate the project's relevance. The City is particularly interested in projects that include multiple components, such as general/comprehensive plans, zoning, specific plans, and neighborhood plans.

Project samples that display creative, innovative approaches to problem-solving are encouraged. Graphics should be included in project descriptions, to the extent feasible. Links to websites with the final work products are strongly encouraged. While there is no page limit on this section of the SOQ/A, concise submittals are encouraged.

4. Proposed Staffing

Page Limit: 20 pages

This section shall include the names of each key personnel from each Consultant and/or sub-consultant to be assigned to the project. Each Consultant or sub-consultant key personnel shall include their location, and their relative roles and positions. At least one person for each Consultant should be identified as the point person. Please include this information in a summary table or chart at the beginning of the chapter before presenting resumes.

The SOQ shall include no more than one-page resumes per key personnel. Each individual's resume should follow the initial table/chart of proposed staffing. The resumes should indicate the name and title of each employee, their professional credentials and certifications, and their relevant experience. Resumes for sub-consultants also should be included in this section. Please do not include resumes for personnel who will have minimal involvement in the project.

5. References

Page Limit: Two pages

The Consultant team shall provide at least five references from past clients for projects similar in scope to the services described in this RFQ. The references should be for projects completed within the last ten (10) years. The scope of services provided to each client should be briefly described. The references shall include the point of contact at the organization or agency, their position, phone number, email, and project name. In the event the individual is no longer with the jurisdiction, please provide current contact information.

6. Appendices

Page Limit: 20 pages

The Consultant may include supplemental information that may be pertinent to their qualifications in Appendices to the SOQ. This is optional.

J. Submission Deadline

The deadline for submitting a SOQ shall be before the due date indicated in the “Timeline and Process for Consultant Selection” (Section H).

The time and date are fixed, and extensions will not be granted unless specifically stated by the City in an addendum to this RFQ. Submittals received after the stated due time and date will not be accepted. Submittal of a SOQ pursuant to this RFQ/A shall constitute acknowledgment and acceptance of all terms and conditions herein.

Consultants shall submit their SOQ/A in an Adobe “pdf” format using the City’s [on-line bidding portal](#). Paper copies will not be accepted.

K. Evaluation Process and Criteria

All SOQs will first be reviewed to verify that they have met the minimum requirements of this RFQ. SOQs shall be reviewed and scored based on:

| No. | Criteria | Considerations | Points |
|-----|---|---|--------|
| 1 | Overall Creativity, Readability, and Quality of the SOQ/A | <ul style="list-style-type: none"> • Plain- English - Clear and Concise (no “jargon”) • No grammatical or spelling errors • Graphics used to explain concept/concepts • Graphics high-quality and readable • Creativity in presentation of materials in SOQ/A | 15 |
| 2 | Approach Statement | <ul style="list-style-type: none"> • All questions in this RFQ are answered • Unique challenges of Riverside and potential solutions highlighted • Approach to Community Engagement • Familiarity with State Law • Creative approach to General Plan outside of a typical Element Approach | 25 |
| 3 | Consultant Team Qualifications | <ul style="list-style-type: none"> • Relevant projects highlighted • Role in the project • Creative solutions to complex issues • Text and graphics communicate project outcomes • Southern California experience | 15 |
| 4 | Staff Qualifications/ Staff Experience | <ul style="list-style-type: none"> • Project manager identified and has long-range planning and/or urban design expertise • Team includes qualified professionals for every task expected to be completed based on the SOQ/A • Team has General Plan, Zoning and Specific Plan experience | 25 |
| 5 | Local/Regional Familiarity | <ul style="list-style-type: none"> • California experience • Southern California experience | 5 |

| No. | Criteria | Considerations | Points |
|-----|---------------|---|--------|
| 7 | References | <ul style="list-style-type: none"> • Minimum 5 references provided • References are within the last 10 years • References are for relevant projects completed • Full information is provided for each reference | 15 |
| | MAXIMUM TOTAL | | 100 |

The weight assigned to each of the criteria areas above reflects the City's priorities during the evaluation. The evaluation process will include:

1. Staff evaluation team (including staff from various City Departments) will review the SOQ/As based on the criteria set forth in this RFQ.
2. City will interview no more than five (5) Consultants/Consultant teams.
3. Proposals from Consultants/Consultant teams will be evaluated based on different criteria from this RFQ and will be identified in the RFP and RFP interview.

L. The "Fine Print"

1. Prerequisites

The City encourages SOQs from all Consultant teams. There is no preferential treatment or bias assigned to Consultants within the City of Riverside.

If applicable, the Consultant team and/or key personnel shall hold appropriate licenses and certifications for the Consultant's and the Services on the date the SOQ is submitted.

All Consultant teams submitting an SOQ/A shall register as a "Prospective Bidder" on the City's electronic [Current Prospective Bidders List](#). To register, please visit the [PlanetBids Vendor Portal](#). If a Consultant is unable to register or download the RFQ, a representative may contact PlanetBids at (818) 992-1771.

All Consultant teams may attend the Non-Mandatory Pre-SOQ meeting as stated within the Timeline and Process for Consultant Selection (Section H) above at 10:00 AM PST in the Riverside City Hall Council Chambers, 3900 Main Street, Riverside, California 92522. The meeting will begin promptly at the time listed above. No admittance will be allowed once the meeting has begun. SOQs from prospective Consultant teams not in attendance at this meeting will be considered.

The completed SOQ must be uploaded using the City's bidding website prior to the deadline of 5 PM PST on November 25, 2019. Once the file has been uploaded and the submission status shows as "Submitted," the process is complete. Consultant teams will receive an email confirmation from the bidding website. If a confirmation email is not received within 72 hours, Consultants should call the Purchasing Division at (951) 826-5561. **This is one exception to the Sole Point of Contact rule.**

2. General Terms and Conditions

The Consultant team awarded from the RFP shall execute a Professional Services Agreement ("Agreement"). A sample is attached as Exhibit B. The awarded Consultant team must meet all insurance requirements in the Agreement and maintain that insurance during the duration of the contract. The terms and conditions of the

Agreement are non-negotiable. Consultant teams shall possess a valid City of Riverside Business Tax Certificate throughout the term of the contract. Failure to execute the Agreement and furnish the required insurance within the required time period shall be just cause for the rescission of the award. If the Prime Consultant fails to execute the Agreement, the City may award the Agreement to the next most qualified Prime Consultant.

3. Inquiries

If, prior to the date fixed for submission of the SOQ, a Consultant team discovers any ambiguity, conflict, discrepancy, omission or other errors in this RFQ or any of its appendices or exhibits, the Consultant team shall immediately notify the City of such error in writing and request modification or clarification of the document. Modifications shall be made by written Addenda to the RFQ.

If a Consultant team fails to notify the City, prior to the date fixed for submissions of Proposals, of an error in the RFQ known to the Consultant team, or an error that reasonably should have been known to the Consultant team, the Consultant team shall submit its SOQ at its own risk, and if the Consultant team is awarded a Contract, it shall not be entitled to additional compensation or time by reason of the error or its later correction. All Consultant teams shall be treated equally in this regard.

All communications regarding technical, scope, and/or project related questions and requests for clarifications, changes, exceptions, and deviations to the terms and conditions set forth in this RFQ **shall be submitted via "Q&A"** through the City's Electronic Bidding System, PlanetBids Vendor Portal before the deadline and according to the specifications herein. Any and all other bidding communications shall only be with Riley James, Procurement & Contract Specialist, at rjames@riversideca.gov.

The Final day for receipt of questions from the Consultant team shall be on or before the due date indicated in the "Timeline and Process for Consultant Selection" (Section H). To ensure fairness and avoid misunderstandings, all communications must be in written format and submitted only in the format set forth above. Any verbal communications will not be considered or responded to. All questions received by the due date will be logged and reviewed and, if required, a response will be provided via an Addendum to the RFQ that will be posted on the City's website. **Any communications, whether written or verbal, with the Mayor, any City Councilmember, City staff, or RFQ evaluation panel member other than the individual indicated above, prior to award of a contract by City Council, is strictly prohibited and the Consultant team shall be disqualified from consideration.**

4. Rejection of SOQ

The SOQ shall be completed and organized as required by this RFQ. A SOQ may be rejected if it is incomplete or lacks the requested "Approach Statement" with responses to the City's questions. SOQs that contain false or misleading statements may likewise be rejected. Unauthorized conditions, exemptions, limitations, qualifications, or provisions attached to a SOQ may render it non-responsive and cause its rejection.

The City may make investigations as deemed necessary to determine the ability of the Consultant to perform the work, and the Consultant shall furnish to the City all such information and data for this purpose as requested by the City. The City reserves the right

to reject any SOQ if the evidence submitted by, or investigation of, such Consultant fails to satisfy the City that such Consultant is properly qualified to carry out the obligations and to complete the work described herein.

The City reserves the right to make use of any information or idea contained in Consultant submittals, unless such materials are subject to copyright protection or other proprietary limitations as described above.

5. Costs for Developing SOQ/A

The City recognizes that pursuing this RFQ is an investment of time and resources by all. Costs for developing SOQ are entirely the responsibility of the prospective Consultant and shall not be chargeable to the City. The City shall not be liable for any costs incurred in response to this RFQ, including but not limited to, costs for any interviews, presentations, or other follow-up information necessary as part of the selection process. All costs shall be borne by the Consultant team responding to this RFQ. The Prime Consultant responding to this RFQ shall hold the City harmless from any liability, claim, and expense whatsoever incurred by or on behalf of the Consultant team.

6. Multiple Submittals

Only one SOQ is to be submitted by each Consultant team and multiple submittals may result in a rejection of all submittals. A Consultant team may, prior to the SOQ due date and time, withdraw a submittal and submit a new one, so long as the new submittal is received before the due date and time. A Consultant may not submit a SOQ/A as a Prime Consultant if they are listed as a sub-consultant to another in a separate SOQ/A.

7. Examination of RFQ/A

The Consultant team shall carefully examine work tasks outlined in the RFQ. By submitting a SOQ, the Prime Consultant certifies that it has the capacity to perform the tasks identified and has examined the requirements of this RFQ.

8. Addenda

Unless otherwise specified, any Addenda issued during the time of bidding must be acknowledged electronically via the City's Bidding Website, which will be made part of the SOQ. Addenda notifications will be provided to those listed on the Electronic Prospective Bidder's List via email.

9. Withdrawal of SOQ

All SOQs shall be firm offers and may not be withdrawn for a period of one hundred twenty (120) days following the deadline date for submission of SOQs noted herein. Submitted SOQs may be withdrawn at any time prior to the submission deadline.

10. Public Records

All Statements of Qualifications submitted in response to this RFQ/A become the property of the City and pursuant to the Public Records Act (Gov. Code, § 6250 et seq.) are public records, and as such may be subject to public review prior to selection of a consultant. The Consultant team must notify the City in advance of any proprietary or confidential materials contained in the SOQ/A; justification for not making such material public must

be provided. The City shall have sole discretion to disclose or not disclose such material subject to any protective order that the Consultant team may obtain.

11. Requests for Additional Information

The City reserves the right to request additional information about any and all SOQs that, in the City's opinion, may be necessary to ensure that the Consultant team or sub-consultants' competence, number of qualified employees, business organization, experience, financial resources, etc., are adequate to perform the services.

The City's waiver of an immaterial defect in a submittal shall in no way excuse the Consultant team or any sub-consultants from full compliance or modify this RFQ. Submittals that include terms and conditions other than City's terms and conditions may be rejected as being non-responsive.

12. Cancellation

The City reserves the right to amend, extend, withdraw and cancel this RFQ should it be deemed to be in the best interest of the City. No obligation either expressed or implied exists on the part of the City to make an award based on the submission of any SOQ.

The City also reserves the right to reject all submittals at any time.

13. Protest Procedures

A Consultant team that is not shortlisted by the City to receive a Request for Proposals may protest the City's decision by following the City's Procurement Protest Procedures in Administrative Manual, section 07.011.00.

14. Contract Term

The City seeks to award one Consultant team from the RFP process. The awarded Consultant team shall enter into a single contract that extends for the duration of the project, based on acceptable performance by the Prime Consultant and its sub-consultants.

15. Contract Documents

As noted, up to five Consultant teams will be shortlisted and invited to the RFP. In submitting an SOQ, the awarded Consultant agrees to enter into an Agreement with the City **without exceptions to the City's [standard agreement](#)**.

16. Conflict of Interest

The Prime Consultant and all sub-consultants shall disclose any financial, business, or other relationships with the City, its officials, and staff. The Prime Consultant and all sub-consultants shall apprise the City of any current clients who may have a financial interest in the outcome of this contract.