

# City of Lynwood



## REQUEST FOR PROPOSALS

FOR

### AN URBAN PLANNING FIRM TO COMPLETE A SPECIFIC PLAN AMENDMENT TO THE LYNWOOD TRANSIT AREA SPECIFIC PLAN AND THE SUPPORTING CEQA REQUIREMENTS (ENVIRONMENTAL IMPACT REPORT)

City Clerk's Office  
Attn: City Clerk  
11330 Bullis Road  
Lynwood, CA 90262

**Due Date for Proposals: April 12, 2018 by 12:00 p.m.**

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## **CITY OF LYNWOOD NOTICE REQUESTING PROPOSALS FROM URBAN PLANNING FIRMS TO COMPLETE A SPECIFIC PLAN AMENDMENT AND PERTINENT CEQA PROCESSING**

The City of Lynwood (City) is seeking proposals from experienced urban planning consulting firms for the preparation of a Lynwood Transit Area Specific Plan amendment and supplemental Environmental Impact Report relating to the Proposed Project. The firm will be tasked with drafting an amendment to the Specific Plan founded in comprehensive research, including data collection, field work, and community outreach. The firm must also be qualified in the preparation of environmental reports. The scope of work may include any and all work efforts related to the analysis, preparation, and related compliance with the California Environmental Quality Act (CEQA). This will include but is not limited to the preparation of a supplementary Environmental Impact Report (EIR) and all associated reproduction and noticing materials, as well as attendance and presentation at public hearings.

Proposals must be submitted via email to [mquinonez@lynwood.ca.us](mailto:mquinonez@lynwood.ca.us) or in-person to the City Clerk's Office by April 12, 2018 at 12pm.

City Clerk Office  
Attn: City Clerk  
11330 Bullis Road  
Lynwood, CA 90262

The RFP will be released and published on the City's website on April 10, 2018. You may direct all questions to Gurdeep Kaur, Associate Planner, via email at [gkaur@lynwood.ca.us](mailto:gkaur@lynwood.ca.us).

### **A. GENERAL AGENCY INFORMATION**

The City of Lynwood was incorporated on July 16, 1921, under the general laws of the State of California. The City operates under a Council-Manager form of government that provides the following services to the community: general administration, public works, development services, recreation and community services, and public safety (fire and police services are provided by Los Angeles County).

The City operates in a 4.8 square mile area with a population of ~70,000. It has five Council Members, an elected City Clerk, elected City Treasurer, and an appointed City Manager. It has approximately 250 active employees working for the following departments:

- City Manager

- City Clerk
- City Treasurer
- Development Services
- Finance & Administration
- Human Resources
- Public Works
- Recreation & Community Services
- Technology and Media Services

## **B. PROJECT BACKGROUND**

On September 6, 2016, the Lynwood City Council adopted the Lynwood Transit Area Specific Plan (Specific Plan) and certified the Lynwood Transit Area Specific Plan Draft Environmental Impact Report (Certified EIR; State Clearinghouse No. 2015121020). Build-out estimates for residential and non-residential growth under the Specific Plan (which were fully considered and analyzed in the Certified EIR) include 3,500 multi-family residential units, 1,200,000 square feet of commercial space, 750,000 square feet of industrial space, and up to 350 hotel rooms. Section 2.4 (Land Use Diagram) of Chapter 2 (Land Use Framework + Development Standards) of the Specific Plan provides a further breakdown of the amount of residential and non-residential development that can be accommodated within each of the Specific Plan's land use districts.

The Certified EIR determined that the majority of potential impacts of the Specific Plan would either result in less than significant impacts or could be mitigated to a less than significant level; however, it found that implementation of the Specific Plan would result in significant and unavoidable impacts related to noise (due to increases in traffic-generated noise) and transportation/traffic (due to increased traffic at roadway intersections and along roadway segments).

### **Subject Site**

The Lynwood Transit Specific Plan Area (LTSPA) encompasses approximately 315 acres surrounding the I-105 at the freeway's junction with Long Beach Boulevard Metro Green Line station. The Specific Plan's Vision for development is focused on the area around the Green Line station and is intended to contribute to the City's focus on creating transit-oriented communities. Therefore, the planning boundary generally contains properties within a half mile radius of the station. Some of the key facilities and corridors in the Specific Plan area includes the Plaza Mexico Shopping Center, the Green Line station, associated I-105 on/off ramps, St. Francis Medical center, Long Beach Boulevard, Imperial Highway, and Martin Luther King Jr. Boulevard.

## **C. PROJECT DESCRIPTION**

The selected firm would provide various extensions of staff services for the City of Lynwood's Planning Division. Specifically, the firm would also function as the City's Project Manager that would oversee the overall planning and entitlement process of the Lynwood Transit Area Specific Plan Amendment and Plaza Mexico Residences (Proposed Project).

The Proposed Project consists of two key components:

1. Site Plan Review for Plaza Mexico Residences
2. Amendment to the adopted Specific Plan

The Proposed Project also requires preparation and certification of a supplemental EIR.

The project applicant (3000 E. Imperial, LLC) is proposing a high-density, mixed-use development project (Plaza Mexico Residences) within the Town Center District of the Specific Plan. Specifically, the mixed-use project is located in the Taper Area (western end) of the Town Center District. The project site comprises 3.6 acres within the 40-acre Plaza Mexico commercial development and has an address of 3000 E. Imperial Highway. The site is vacant and is surrounded by a mix of commercial, residential, and industrial uses.

Plaza Mexico Residences includes construction of a high-density, mixed-use development that would include 348 residential units (rental units featuring one, two, and three bedrooms) and 26,417 square feet of commercial/retail space. The mixed-use project would include retail and restaurant uses on the ground floor and residential units above, within buildings up to six stories in height. The first level of the building would include a parking garage and ground-level retail and restaurant uses; the second level would include a parking garage that would serve the parking needs of project residents; and levels three through six would contain the residential units.

The mixed-use project, as currently proposed, includes an Amendment to the adopted Specific Plan in accordance with the provisions of Chapter 25 (Zoning), Article 120 (Specific Plan Adoption and Amendment) of the City's Municipal Code. Additionally, based on the preliminary analysis conducted by the City, because one or more of the conditions of CEQA Guidelines Section 15162 would be met, and pursuant to CEQA Guideline Section 15163 and Public Resources Code Section 21166, it is the City's understanding that the Proposed Project would require the preparation of a supplemental EIR.

## **D. SCOPE OF WORK**

### **Specific Plan Amendment**

The selected firm will coordinate, and manage a full spectrum of responsibilities necessary to process the development applications of the Proposed Project, including: coordinating with the City, applicants, and other parties; reviewing plans for consistency with applicable federal, state, and local laws, rules, regulations, and guidelines; preparing project correspondence, schedules, staff reports, maps, exhibits, resolutions, and ordinances; assisting with Native American tribal consultation processes; drafting and issuing conditions of approvals; making presentations to the Planning Commission and City Council, City Staff, and other parties; and, facilitating, presenting at, and participating in meetings.

The selected firm shall perform and complete planning services by providing all labor, tools, equipment, materials, and supplies necessary to complete work in a professional, thorough, and timely manner, in accordance with standards and specifications as contained in this Scope of Work and the Consulting Services Agreement.

### **Duties**

1. General Project Administration
2. Land Use Research and Fieldwork
3. Stakeholder Outreach and Community Meetings
4. Develop Policy Recommendations
5. Preparation of Entitlements Reports and CEQA Documents
6. Transit Oriented Development Plan Amendment Preparation
7. Amended Plan Adoption

### **Environmental Impact Report**

The scope of work for preparation of the Supplemental EIR shall include the following key tasks. The scope of services requires the selected consultant to work closely with City staff in preparing the environmental documentation.

**Task: Kick-off Meeting.** Following City approval of a Consulting Services Agreement, the selected consultant will meet with City staff and the project applicant. This task will include meeting with City Staff and the project applicant for the purpose of obtaining information necessary for preparation of a complete project description, establishing early communications among the various team members, and familiarizing the consultant with the issues and concerns identified for analysis. At this meeting, data sources will be identified, roles and responsibilities will be clarified, and communication protocols will be established.

**Task: Project Description.** The consultant shall prepare a detailed project description to establish the basis and parameters for the environmental analysis of the Proposed Project. The completed project description shall be submitted to the City for review and comment.

**Task: Native American Outreach and Consultation.** The consultant shall assist the City in initiating the required tribal consultation for the Proposed Project as required pursuant to Senate Bill (SB 18) and Assembly Bill (AB 52). Consultant shall assist City staff with Native American government-to-government consultation in accordance with SB 18 and will prepare a Native American Heritage Commission (NAHC) Sacred Lands File search request, draft a letter and map for Native American tribal government contacts, and provide the City with instructions for successful SB 18 consultation.

The consultant shall also assist City Staff with Native American government-to-government consultation in accordance with AB 52. Consultant shall request the list of tribes who have requested AB 52 notification from the City. From this list, the consultant shall draft letters and maps for submission to the City for their use in mailing out the consultation letters to the Tribal government contacts, as well as provide the City with instructions for successful AB 52 consultation.

**Task: Technical Studies.** For purposes of this RFQ, the selected consultant will not be required to prepare or hire consultants to prepare any of the technical studies needed for preparation of the Supplemental EIR (i.e., air quality, geotechnical, noise, GHG, traffic, etc.), as all necessary technical studies have been or are being prepared by the project applicant. The completed technical studies will be made available to the City-selected consultant.

**Task: Preparation of Supplemental EIR.** As part of this task, the consultant shall prepare an administrative draft supplemental EIR and public draft supplemental EIR consistent with all applicable provisions of CEQA. The consultant shall also prepare all required notices (notice of completion and notice of availability) and be responsible for the reproduction and distribution of the public draft supplemental EIR.

**Task: Preparation of Final Supplemental EIR.** Under this task, the consultant shall prepare a final Supplemental EIR that is consistent with all applicable provisions of CEQA. This will include any responses to comment letters received on the public draft SEIR, the mitigation monitoring reporting program, notice of determination and all other related documents.

**Task: Meeting Participation, Attendance Presentation.** The consultant shall budget (at minimum) attendance at the following meetings:

1. One kick-off meeting with City Staff, as outlined above.
2. Up to four conference calls with City Staff.

3. Up to two in-person meetings with City Staff to discuss work program and progress, resolve issues, review comments on administrative documents, and/or receive any necessary direction from City staff.
4. Up to two public meetings (one Planning Commission and one City Council).

**Deliverables:**

1. Specific Plan Amendment including supporting documentation through maps, data analysis, and justification of findings.
2. Environmental Impact Report and pertinent supporting documentation and recommendations.

**E. TIME AND LOCATION**

City of Lynwood and/or selected firm's offices. The term of the Consulting Services Agreement will be from April 18, 2018 through October 18, 2018, with the potential for an extension(s).

**F. PROJECT BUDGET**

The estimated budget for the completion of the planning services scope of work will be subject to approval by the City Council. The City will provide the selected firm with an authorization to proceed via an approved Consulting Services Agreement.

**G. SUBMISSION OF PROPOSAL REQUIREMENTS**

Each firm must address the following items in their response to this RFP:

1. State the legal name of your firm, its address, email, and telephone number.
2. Describe the firm's background and experience. Please provide detailed background into the project team including education and work experience. The project team must include at least two highly-qualified urban planners, one licensed architect, and one landscape architect or designer.
3. A statement regarding capabilities and understanding of the work to be done. Describe your firm's ability to perform the requested services.
4. Describe the Project Manager's background and experience. Provide general contact information including the name of the proposed Project Manager, the office from which he/she will work, address, e-mail, and phone.
5. A summary of the firm's methodology /approach of the work to be done.
6. A statement of commitment to perform the work within the project time period.
7. Identification of the person or persons who will be responsible for the plan development, including a list of their recent work done in this area and related experience.
8. A minimum of two (2) references from other sites where the firm has performed similar



services within the last three years, i.e., names, addresses, phone numbers of persons to contact.

9. Each firm must answer the following questions in their proposal:
  - I. What is the responsibility of planners to the spaces they work in?
  - II. How can planning be effective amidst consistent change and competing interests?
  - III. Has your firm worked in Lynwood or areas similar to it before?
  - IV. Does your firm have experience with transit-oriented development?
  - V. How do you plan to organize your research? Please provide details of number of hours consultants will spend in the field, at the subject site, conducting surveys, etc.
  - VI. Outline your community outreach methodology.
10. A proposed project budget or range for the services identified, including an hourly rate for all those identified.
11. The deadline for the proposals is at **12:00 p.m. on Thursday, April 12, 2018.**
12. The proposal may be submitted via email or delivered in-person to the attention of the City Clerk.

Via Email:  
mquinonez@lynwood.ca.us

In-Person:  
City of Lynwood  
City Clerk's Office  
Attn: City Clerk  
11330 Bullis Road  
Lynwood, CA 90262

13. Submit one original and four copies of the proposal and one electronic copy in Microsoft Word and Adobe Acrobat on any media. Preferably an email, memory stick, or CD-ROM.
  14. Formatting: The proposal must be in the following format:
    - a. Font: Arial
    - b. Font Size: 12
    - c. 1.5-spaced
    - d. 1-inch margins
    - e. Must include cover page with Firm's name, address, and contact information
2. The City of Lynwood reserves the right to reject any or all proposals, to compare the relative merits of the respective proposals, and to choose the proposal or components of those proposals which, in the opinion of the City, will best serve the interests of the

City.

3. Proposals shall be considered good for sixty (60) days from the submittal deadline. Each proposal prepared in response to this RFP shall be done at the sole cost and expense of each proposing firm and with the express understanding that no claims against the City for reimbursement will be accepted.

## **H. SCHEDULE OF EVENTS**

The following outlines the desired timetable for this project. The City reserves the right to modify this schedule to fit its needs.

<u>Item:</u>	<u>Date:</u>
City Manager Approval to Issue RFP	April 9, 2018
RFP Published (on website)	April 10, 2018
<b>Proposals Due by 12:00 p.m.</b>	<b>April 12, 2018</b>
Proposals Evaluated by Staff	April 12, 2018
City Manager Recommendation to City Council	April 17, 2018
Anticipated Contract Start Date	April 18, 2018

## **H. EVALUATION AND SELECTION PROCESS**

Each Consultant responding to the Request for Proposals will be evaluated on each element of the Scope of Services and general information described above, in the following order:

- A. Submittal Review: Each submittal will be reviewed by the Selection Panel to determine if it meets the "Submission of Proposal Requirements" outlined in section "G" above. Failure to meet these requirements may become the cause for eliminating the firm from further consideration.
- B. Submittal Evaluation: The Selection Panel will review and evaluate those submittals complying with the requirements indicated above. Each qualifying proposal will be evaluated using the scoring "checklist" provided in Attachment A.
- C. Selection: Based on the Selection Panel's evaluation of each firm's written proposal, reference check, and (if deemed appropriate) follow up communication with the responding vendors, a finalist will be selected and recommended to the City Manager and presented to City Council at the Council meeting on April 17, 2018.

## **I. AWARD OF CONTRACT**

### **Acceptance of Proposal Content**

The City of Lynwood reserves the right to reject any or all proposals, to waive any technicalities, informalities, and irregularities, and award to multiple vendors in part or whole as deemed in the best interest of the City. Furthermore, the City will be the sole judge of the suitability of the proposals offered. Upon acceptance of the Proposal by City, the successful Proposal or Proposals, including all terms, conditions and pricing contained therein, will be incorporated into the awarded contract. The City will have the option to further negotiate terms and request additional services if desired. Vendors not willing to accept this obligation may result in the selection of another offer or rejection of the submitted Proposal. Evaluation of the proposals will be made by a panel of appropriate management and City staff. The eventual recommendation will be made by the City Manager, and the contract will be reviewed and approved by the City Council. Vendors further understand that alternative approaches will be given consideration if the proposed approach clearly offers increased benefits to City.

The City will not be liable in any way nor pay any costs incurred by responding Agencies relating to the preparation of proposals or the making of presentations.

## **J. INQUIRIES**

Questions related to this request for proposal shall be emailed, and directed to:

Gurdeep Kaur  
Associate Planner  
11330 Bullis Road  
Lynwood, CA 90262  
(310) 603-0220 x245  
gkaur@lynwood.ca.us

**K. EVALUATION CRITERIA  
CHECKLIST AND RATING SCALE FOR EVALUATING PROPOSAL**



**Evaluation Form:**  
An urban planning firm to complete a specific plan amendment to the Lynwood Transit Area Specific Plan and the supporting CEQA requirements (Environmental Impact Report)

**PANELIST NAME:** \_\_\_\_\_

**COMPANY EVALUATED:** \_\_\_\_\_

<u>Criterion</u>	<u>Weight</u>	<u>Score</u> Choose from 1 (worst) to 10 (best)	<u>Weighted Score</u>
Understanding and adherence to Scope of Work and Project Goals. Specifications and quality of proposal	0.30	..... 0.30	x ..... =.....
Overall cost and cost justification	0.05	..... 0.05	x ..... =.....
Consultant methodology and approach to the required work	0.25	..... 0.25	x ..... =.....
Responsiveness to meet or exceed the City's stated needs	0.20	..... 0.20	x ..... =.....
Ability to communicate plans in an organized, clear and convincing matter	0.20	..... 0.20	x ..... =.....
<b>TOTAL:</b>	<b>1.00</b>		<b>=====</b>

**PANELIST'S COMMENTS:**

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