

City of Lynwood



**REVISED MODIFIED REQUEST FOR
PROPOSALS FOR
A PLANNING FIRM TO PROVIDE CONTRACT
PLANNING SERVICES FOR A PROPOSED
SPECIFIC PLAN AMENDMENT
TO THE LYNWOOD TRANSIT AREA SPECIFIC PLAN
AND PREPARE THE REQUIRED CEQA SUPPORTING
DOCUMENTS (SUPPLEMENTAL ENVIRONMENTAL
IMPACT REPORT)**

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

Due Date for Proposals: May 8, 2018 by 12:00 p.m.

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CITY OF LYNWOOD NOTICE REQUESTING PROPOSALS FROM PLANNING FIRMS TO PROVIDE CONTRACT PLANNING SERVICES FOR A PROPOSED SPECIFIC PLAN AMENDMENT AND PREPARE PERTINENT CEQA PROCESSING DOCUMENTS

The City of Lynwood (City) is requesting proposals from qualified and experienced planning consulting firms to manage and review an applicant proposed amendment to the Lynwood Transit Area Specific Plan and a supplemental Environmental Impact Report relating to the amendment and a proposed high density mixed use project consisting of 348 residential units, and 26,442 square feet retail/restaurant uses located within a rectangular shaped, six-story podium-style building with related parking and landscaping (Proposed Project). The selected firm will be tasked with providing certain planning services on the behalf of the City for the proposed amendment (the "Work"). The selected firm must also be qualified in the analysis and preparation of environmental reports required by all applicable California Environmental Quality Act ("CEQA") guidelines and requirements. The scope of the Work may include, but shall not be limited to, any and all work efforts related to the analysis, and preparation of all CEQA-required documents. The Work will also include the preparation of a supplemental Environmental Impact Report (SEIR) and all associated reproduction and noticing materials, as well as attendance and presentation at all required public hearings. In conjunction with the performance of the Work, the selected firm shall also work with the project applicant's planning consultant, Placeworks, who is preparing a specific plan amendment and certain CEQA related studies and materials which the selected firm shall review and may utilize as appropriate.

Proposals must be submitted via email to mquinonez@lynwood.ca.us or in-person to the City Clerk's Office by May 8, 2018 at 12:00pm.

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 24, 2018. All RFP questions should be directed to Gurdeep Kaur, Associate Planner, via email at gkaur@lynwood.ca.us.

A. LEAD AGENCY INFORMATION

The City of Lynwood was incorporated on July 16, 1921, under the general laws of the State of California and shall serve as the lead agency with regard to all CEQA analysis and review

pertinent to the Proposed Project. 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 elected Council Members, an elected City Clerk, elected City Treasurer, and an appointed City Manager. It has approximately 250 active employees working in 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, as the lead agency, 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 also 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 include the Plaza Mexico Shopping Center, the Green Line station, the 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 will be required to perform a variety of extended staff support and services for the City of Lynwood's Planning Division. Specifically, the selected firm would also function as the City's Project Manager and would be responsible for implementing and monitoring the overall planning and entitlement process of the Lynwood Transit Area Specific Plan Amendment and the Proposed Project.

The Proposed Project consists of two key components:

1. Site Plan Review; and
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 the Proposed Project within the Town Center District of the Specific Plan. Specifically, the Proposed Project is located in the Taper Area (western end) of the Town Center District. The Proposed Project site comprises approximately 3.6 acres within the 40-acre Plaza Mexico commercial development and is specifically located at 3000 E. Imperial Highway. The site is vacant and is surrounded by a mixture of commercial, residential, and industrial uses.

Highlighted features of the Proposed Project include construction and development of 348 residential rental units (featuring one, two, and three bedrooms) and approximately 26,417 square feet of commercial/retail space. The Proposed Project would consist of retail and restaurant uses on the ground floor with the residential units located above, all situated within a single building of up to six stories in height. More specifically, the first level of the building would include a parking garage and ground-level retail and restaurant uses. The second level would also include a parking garage that would serve the parking needs of the residents of the Proposed Project. Levels three through six of the building would contain the residential units.

The Proposed Project, as currently proposed, will include 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, and the fact that 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 only require the preparation of a supplemental EIR.

D. SCOPE OF WORK

Specific Plan Amendment-Planning Services

The selected firm will coordinate, and manage a full spectrum of duties and responsibilities necessary to process the development applications of the Proposed Project, including: coordinating with the City, the applicant, 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, as necessary; 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 final Scope of Work shall be determined based on the Specific Plan Amendment application (see attached). The selected consulting firm will work closely with the City to analyze the Proposed Project and identify all necessary amendment requirements to the Specific Plan. The modified Request for Proposals is intended to maintain consistency with the Proposed Project application and provide further clarification to the Proposed Project as necessary. All respondents that submitted proposals for the Request issued on April 10, 2018 will have the opportunity to revise and resubmit a proposal based upon this modified request.

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 section and the Consulting Services Agreement entered into with the City.

Duties

1. General Project Administration and Management
2. Land Use Research and Fieldwork
3. Stakeholder Outreach and Community Meetings, Deemed Necessary by the City
4. Develop Policy Recommendations
5. Preparation of Entitlements Reports and CEQA Documents
6. Site Plan and Specific Plan Amendment Processing
7. Amended Plan Adoption

Supplemental Environmental Impact Report-CEQA Services

The scope of work for preparation of the Supplemental EIR shall include the following key tasks. The scope of services requires the selected firm 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 firm will meet 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 itself 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 selected firm 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 selected firm shall assist the City with initiating the required tribal consultation for the Proposed Project as required pursuant to Assembly Bill (AB 52). The selected firm shall be available to attend with City staff Native American government-to-government consultation(s) in accordance with SB 18 and 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(s).

The selected firm shall also assist City Staff with Native American government-to-government consultation in accordance with AB 52 and be prepared to respond to the list of tribes who have requested AB 52 notification from the City. From this list, the selected firm shall draft letters and maps for submission to the City for its 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(s).

Task: Technical Studies. For purposes of this Request for Proposals (“RFP”), the selected firm 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. These prepared and completed technical studies will be made available to the selected firm for peer review purposes on the behalf of the City.

Task: Preparation of Supplemental EIR. As part of this task, the selected firm shall prepare an administrative draft supplemental EIR and public draft supplemental EIR consistent with

all applicable provisions of CEQA. The selected firm 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 selected firm shall prepare a final Supplemental EIR that is consistent with all applicable CEQA provisions and guidelines. 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 selected firm shall include in its 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. Final Draft of Specific Plan Amendment including City review memos, staff reports, resolutions, and other related planning documents as well as supporting documentation through maps, data analysis, and justification of findings.
2. Supplemental 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 May 15, 2018 through October 3, 2018, with various extension options, if needed. Barring unforeseen delays, the City anticipates the Site Plan, Specific Plan Amendment and the Supplemental EIR being submitted to the City Council for consideration no later than September 2018.

F. PROJECT BUDGET

The estimated budget for performing and completing the scope of Work contemplated by this RFP 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 information about the project team including education and work experience.
3. A statement regarding capabilities and understanding of the scope of work to be performed as requested by this RFP. 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 to the scope of work to be performed as requested by this RFP.
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 history in this area and related experience.
8. A minimum of two (2) references from other clients 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 Tuesday, May 8, 2018.**
12. The proposal may be submitted via email or delivered in-person to the attention of the City Clerk as follows:

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. It is preferred that respondents submit four hard copies of the proposal and one electronic copy in Microsoft Word and Adobe Acrobat via 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 valid for a period of 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 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
Original RFP Published (on website)	April 10, 2018
Modified Proposal Published	April 18, 2018
Revised Modified Proposal Published	April 24, 2018
Revised Modified Proposal Due Date	May 8, 2018
Proposals Evaluated By Staff	May 9, 2018

H. EVALUATION AND SELECTION PROCESS

Each firm 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 Section K.
- 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.

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 a proposal by City, the terms and conditions of that successful proposal or proposals, including pricing contained therein, will be incorporated into the awarded contract. The City will have the option to negotiate additional terms and conditions and request additional services if desired. Firms not willing to accept this obligation may result in the City’s rejection of the subject proposal and selection of another. Evaluation of the proposals will be made by a panel of appropriate management and City staff. The eventual recommendation for selection of a firm will be made by the City Manager, and the contract will be reviewed and approved by the City Council. Firms 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 firms 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:

A planning firm to provide contract planning services for a specific plan amendment to the Lynwood Transit Area Specific Plan and the supporting CEQA requirements (Supplemental 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 =.....
TOTAL:	1.00		=====

PANELIST'S COMMENTS:

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