REQUEST FOR PROPOSAL TO COMPLETE A GENERAL PLAN UPDATE

City of Indio Development Services Department
100 Civic Center Mall, Indio, CA 92201

Issue Date: February 1, 2017
Deadline for submissions: February 23, 2017

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CITY OF INDIO GENERAL PLAN UPDATE SCOPE OF WORK  
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I. INTRODUCTION:

The City of Indio ("City") invites proposals from qualified firms to provide services for the completion of an update to the City's General Plan and preparation of the corresponding California Environmental Quality Act ("CEQA") documentation necessary for approval. The City is requesting proposals from qualified and interested consulting firms and/or teams of consulting firms in a joint venture to accomplish all of the necessary components of the project. In case of joint venture proposals, a primary or lead consultant shall be identified. The deadline for submitting proposals will be 5:00 p.m. on Thursday February 23, 2017.

II. BACKGROUND:

The City of Indio is located in Riverside County, California, within Coachella Valley, approximately 23 miles east of Palm Springs. Indio is located along major transportation corridors and it is regionally accessible through four exits off Interstate 10. In addition, the City links to other desert cities through Highway 111. The City is internationally accessible to Mexico via Highway 86, known as NAFTA Highway and by Union Pacific Railroad.

Being the oldest and largest city in the Coachella Valley, Indio has strong historic heritage, which is reflected in City’s downtown and surrounding neighborhoods. The City holds several annual major festivals and events, such as the Coachella Valley Music & Arts Festival, Stagecoach Country Music Festival, Tamale Festival, Southwest Arts Festival, and the Riverside County Fair and National Date Festival.

The City has large industrial and commercial districts which has made the City the eastern valley economic hub. Indio provides a variety of housing types ranging from low income apartment complexes to luxury single family detached homes within gated communities.

Over the past decade, the City of Indio has been one of the fastest growing cities in the State of California. With a population of over 87,000, Indio has experienced the highest rate of population growth in the Coachella Valley (4.0 percent) for the past several years.

CURRENT GENERAL PLAN

The City’s current General Plan was last updated in 1993 (See APPENDIX B). The City initiated 1993 update was significant, being conducted in response to new regional and local population projections, major development proposals, and new studies regarding flood impacts. Please note that the Indio Housing Element was updated and adopted by City Council in January, 2014. Therefore, the Housing Element is not a part of this Update.

UPDATE PROCESS TO DATE

The City’s General Plan Update ("Update") process began in 2014 with the selection of a consultant team to lead the Update effort. In addition, the City was awarded a SCAG Sustainability Planning Grant to provide opportunity for the Update to have a greater focus upon Sustainability, Mobility, and Healthy Community.

A considerable amount of work has been completed on the Update, including multiple community workshops and outreach efforts, engagement with the General Plan Advisory Committee (GPAC), and a number of technical items being addressed. However, this past November the City elected to conclude its relationship with the consultant team. The work
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performed to date includes a draft administrative General Plan, draft Environmental Impact Report, draft Climate Action Plan, and an Economic Report.

Additional work is necessary in order to complete the Update process. Proposals need to take into consideration the work performed to date in conjunction with the additional work described later in this Request.

III. OBJECTIVE:
The City of Indio is soliciting professional consulting service proposals from firms or teams of consultants to complete and update of the City’s General Plan. A key objective of the General Plan Update is to establish a user-friendly, visual document that clearly represents the future direction of Indio that, at a minimum, addresses the following:

- Promote and encourage quality development representative of Indio and the desert environment.
- Facilitate economic development that strengthens the City’s fiscal health.
- Enhance and maintain a high quality of life.
- Address the aging housing stock and neighborhoods.
- Establish and maintain a comprehensive mobility network.

IV. SCOPE OF SERVICES:
The City is seeking a Consultant Team that has extensive experience in preparing General Plans to assist the City staff in completion of an update to the City’s current General Plan. The following components should be included in the scope of work. The final scope of work is expected to be finalized with the selected consultant team. The City is open to suggestions other than those listed below which consultants believe would be of value in producing a General Plan that reflects the needs of the community.

A. REVIEW OF EXISTING WORK
    Comprehensive review and full consideration of all documents and materials associated with the Update is necessary. Any additional work needed shall be identified, discussed with staff, and represented in the final scope of work.

B. ADDITIONAL WORK ITEMS
    The following items have been identified as additional work necessary in order to complete the Update process:

    o Urban Design/Community Character: The draft Land Use and Urban Design Element is limited and needs considerable elaboration to set goals for establishing and/or re-designing urban corridors by creating active public spaces that will enhance community identity, image and character. A new section within the Land Use and Urban Design Element shall be created to include additional text and images/graphics to illustrate concepts, character of land use designations, urban corridors/parkways, active public spaces, and gateways/entry monuments. Policies that encourage solar control, shade, and green building features that support the objectives of the Climate Action Plan (CAP) needs to be identified and added to the draft text. The General Plan Update (GPU) shall also provide the flexibility for
projects that incorporate these desired design features. Also, the established Indio neighborhoods and historic assets need to be studied with the attempt to stimulate social and economic activity. Policy level design concepts and guidelines should be explored for areas such as:

- Highway 111 Corridor - specifically within the vicinity of the Monroe Street intersection.
- Oasis Street – Indio Boulevard to Highway 111.
- Industrial/business park districts along Indio Boulevard (in need of redevelopment).
- Established residential neighborhoods.

The Subareas represented in the administrative draft need to be revisited. Conceptual images, additional policy direction, and implementation guidance needs to be explored and addressed in order to help further define and identify these areas.

- **Historic and Cultural Resources Element.** A new Historic and Cultural Resources Element needs to be explored that focuses on the preservation, protection, restoration, and rehabilitation of historic and cultural resources that reflect the character and identity of Indio. In the draft text, the cultural and historic resources text, goals, and policies are part of the Conservation Element. Maps and tables needs to be added to the text identifying existing historic structures. In addition, the 2008 historic building survey needs to be represented in the Element.

- **Goals, Policies, Programs, and Implementation Measures.** The goals, policies, programs and implementation measures provided in the administrative draft need to be revisited and updated. Review of the current General Plan goals, policies, programs and implementation measures needs to occur, identifying what may still be applicable and included in the Update. Additional revisions or additions may be necessary in order to ensure that the goals, policies, programs and implementation measures comprehensively address all relevant issues. Additionally, the implementation measures shall be revisited and written for easy nexus with applicable goals, policies, and programs, as well as for ease of future use.

- **Public Facilities Map.** A new "Public Facilities Map" shall be created, which, at a minimum, shall include the following:

  - Schools
  - Parks
  - Recreation Centers
  - County Buildings/Facilities
  - Library
  - Cultural Centers
  - Police Stations
  - Fire Stations

The specific locations of these facilities will be identified by name and address in the map legend (e.g. Coachella Valley History Museum, 82616 Miles Avenue). This map shall be placed within the Land Use and Urban Design Element.

- **Environmental Impact Report.** The draft EIR has been written to be a self-mitigating document. Further review of this approach and discussion with staff is necessary before proceeding further. Supporting technical analysis conducted to date needs to be reviewed as it is likely additional technical information will be
necessary, with exception to the traffic analysis. A clear and definitive mitigation monitoring program needs to be prepared for ease of future use.

The Consultant Team will be required to coordinate the distribution of any and all required notices, filings and distribution of documents associated with the environmental review process and will also be required to coordinate any related public workshops and/or meetings.

- **General Plan Update Webpage:** The Consultant Team will administer a webpage for the Update that will be coordinated with staff for its placement on the City’s website.

- **Community Participation Program:** The Consultant Team will be expected to develop an effective and productive community outreach and participation program that will include a strategy to facilitate public participation throughout the remaining Update process, from the initial review of the draft General Plan and EIR through the Public Hearing and adoption process. In accordance with the time frame set forth in the scope of services, the Consultant Team shall prepare a draft public participation process for City’s review and approval prior to its implementation. It is expected that the Consultant Team will organize and facilitate all public participation events.

- **General Plan Advisory Committee (GPAC):** The Consultant Team will assist staff with the facilitation of all GPAC meetings, including preparation and presentation of materials.

- **Coordination with the Downtown Indio Specific Plan:** A new Downtown Indio Specific Plan is currently under development. The Consultant Team needs to consider this document and ensure that it is properly represented in the General Plan.

- **Other Items for Consideration:** The following shall be fully considered by the Consultant Team and accordingly addressed in the final scope of work:
  - Greater emphasis in the General Plan on economic development items, such as the importance of supporting jobs and schools (including trade schools), reinvesting into existing neighborhoods, opportunities surrounding the College of the Desert campus, as well as developing or redeveloping industrial/manufacturing land and major commercial centers.
  - Focus on the responsible use and stewardship of finite resources.
  - Emphasize on coordination and collaboration with service providers and the Airport Land Use Commission (ALUC).
  - Emphasize on education, training, and preparedness training for the public and City staff in the Public Health and Safety Element.
  - Additional discussion regarding hazards and noise associated with the railroad.
  - Noise contour maps for both the Bermuda Dunes Airport and the railroad shall be added to the Noise Element.
  - Additional emphasis on the potential commuter rail and Amtrak stops in Indio.
  - Adding text to the Economic Development Element regarding the importance of streamlining the City’s administrative and permitting processes (e.g. Periodically assessing the City’s codes to ensure they are not antiquated).
V. BUDGET:
A budget of $350,000 has been established to complete the General Plan Update process, including completion of the Climate Action Plan and Environmental Impact Report. This budget amount will include all aspects of the project including staff time and Consultant cost. Project budget shall represent all costs, including staff time, travel, reimbursable, printing, meeting materials, etc. Project budget must be shown as either a fixed fee or as a fee based on actual work with a maximum cap. The City does not intend to approve contract amendments or additional funding; therefore, please ensure that your fee proposal adequately covers all the work included in the scope of services.

VI. SUBMISSION REQUIREMENTS:
The following requirements must be met for all Proposals to be successfully submitted to the City and considered for the General Plan Update. Ten (10) printed double sided, physical copies and one (1) CD version of your Proposal must be submitted by the deadline shown in this Request for Proposals (RFP).

Proposals must contain the following items and comply with page limits. We require that you follow this format to make the City’s review of your proposal easier:

a. A one (1)-page cover letter which includes a signature line, with name and title of signatory; firm address, email, and telephone number.

b. List three (3) references.

c. A maximum five (5)-page statement of Project Approach, which outlines your understanding of the relevant issues which are to be addressed to complete the General Plan Update, and how they will be addressed. This portion of the proposal should illustrate (through a combination of relevant or similar experiences).

d. A maximum six (6)-page statement of information on the firm’s or team’s Qualifications and Experience in preparing General Plans, Climate Action Plans and environmental documents. The information should be brief and include the following:
   - Identification, qualifications, and experience of all persons to be assigned to the project, particularly identify the project manager and contact person;
   - Identification of available support resources;
   - Identification and qualifications of any subcontract consultants, including resumes or qualifications of individuals or the firm as applicable.

e. A one (1)-page Commitment statement that the Consultant Team shall remain in place for the duration of the General Plan Update.

f. A maximum two (2)-page statement of any Assumptions you have made in preparing your proposal.

g. A maximum five (5)-page detailed Scope of Services, providing general and detailed information on all of the work tasks you propose to complete the General Plan Update. This Scope of Services should be written in such a way that it can be inserted as a contract exhibit as a full description of work effort. Your Scope of Services must include printing/production of all materials for the General Plan Update, including draft documents for City review and the following:
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- (15) Printed, bound copies of the Administrative Draft General Plan and EIR for staff review
- (30) CD/Flash Drive versions of the Administrative Draft General Plan and EIR for staff review
- (15) Printed, bound copies of the Draft General Plan and EIR for public review
- (30) CD/Flash Drive versions of the Draft General Plan and EIR for public review
- (15) Printed, bound copies of the Public Hearing Draft General Plan and the Response to Comments on the Draft EIR for public review
- (30) CD/Flash Drive copies of the Public Hearing Draft General Plan and the Response to Comments on the Draft EIR for public review
- After adoption of the General Plan by the City Council: (30) printed, bound copies of the General Plan and Final EIR, plus (100) CD/Flash Drive versions.

*Please note the digital format of the adopted General Plan and Final EIR shall be a searchable pdf document.

h. A Schedule showing the total length of time necessary to complete the General Plan Update and the timing of significant milestones. The City seeks to have the General Plan update process completed within 12 months of contract signing. The City will provide a contract to the selected Consultant Team which contains specific penalties for failure on the part of the Consultant Team to meet the milestone dates.

i. A detailed Budget showing costs for each task shown in the Scope of Services, including the cost of any reimbursable items (printing, mileage, etc...). Please include billing rates, and provide a breakdown of the assignment of work by staff for each task (e.g. Person A: 25% of hours, Person: 35% of hours, etc...).

j. The City will pay on a percentage complete for each task/phase. Your budget must be shown as either a fixed fee or as a fee based on actual work with a maximum cap.

*Please note your budget must be submitted in a separate, sealed envelope.

k. Submit Writing Samples. Your samples will be judged on clarity, on the ability to explain complex ideas and technical information to the average reader, and on a lack of jargon and unnecessary technical language. A sample of a resent General Plan Update, greenhouse gas section, and traffic/circulation section from an EIR, that has been prepared within the last two years by your firm or member of the Consultant Team shall be submitted.

l. Provide a one page description of typical response times for preparation of various types of planning and environmental documents.

m. Identification of any available insurance coverage (e.g. Errors and Omissions, Liability) the firm may have.

n. A one page description of any additional information that would reflect on your firm's ability to provide the services described in this RFP.

VII. TECHNICAL PRODUCT REQUIREMENTS:
The Consultant Team must demonstrate the ability to meet all of the following requirements for the preparation of product in various formats:

- The text of the General Plan and all other written products which may be made available to
the public including images must be provided to the City in electronic format.

- All maps and exhibits shall be prepared in a format that is easily reproducible when copied in black and white. Color can be used to emphasize readability, and to create a visually attractive document through the use of photos and illustrations. Key maps such as the general plan land use should be in color.

- All reports are to be submitted in 8 1/2 x 11 size, loose leaf, and binder format, suitable for photocopying. All graphics, figures, maps, charts, etc. must be reduced to an 8 1/2 x 11 format unless otherwise specified by the City. Exceptions to this will include wall sized exhibits, which must be prepared for public meetings and eventual use by staff and the public. Final documents must be set up for two sided copying.

VIII. PROJECT COORDINATION:

The City expects the Consultant Team to work closely with staff throughout the course of the Update. The Consultant Team shall communicate with City staff at least once a week and have a minimum of one monthly meeting. Monthly status reports/progress report shall be submitted to City staff in order to keep the Update on schedule and to keep all stakeholders apprised of the progress of the Update. The meetings are to facilitate communication and to allow opportunity for input. These meetings shall be held in person and documents.

IX. EVALUATION AND SELECTION PROCESS:

The qualifications section of the Consultant Team’s proposals will be evaluated by a Selection Committee.

SELECTION PROCESS

The consultant selection process will involve the following steps:

1. Proposals must be submitted to Indio City Hall by 5:00 pm February 23, 2017.

2. Review Committee will select most qualified teams to interview. Interviews to be conducted the week of March 6, 2017.

3. Indio City Council is scheduled to make a final selection on April 5, 2017.

4. All firms submitting proposals will be notified of the decision.

Proposals will be reviewed for completeness and responsiveness. Each submittal will be reviewed in accordance with the Scope of Services previously described and will be ranked accordingly. The City will select a short list of firms to participate in an interview process prior to final selection. Sufficient time will be given to prepare an appropriate presentation and coordinate schedules. The size and make-up of the interviewing panel has not been determined. The selection process includes the following three steps:

1. The City’s staff will review each proposal and contact the references provided for each firm. The staff will consider such factors as:

   - Proposals received by the deadline to ensure that each has met the minimum submittal requirements outlined in this RFP. Proposals which do not meet these minimum requirements will be rejected.

   - The qualifications of individual staff members (particularly those persons in leadership roles on the Consultant) will be reviewed to ensure that these persons possess sufficient experience to address the issues which will be faced in the General Plan process.
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- The proposed approaches will be reviewed for consistency with the requirements of this RFP.
- The approach to be taken by the Consultant Team including the scope of services and deliverables will be reviewed by City staff to ensure that the Consultant Team has the ability to provide comprehensive, clear and concise answers to the information requested by the RFP.
- Proposal of an effective timeline allotting reasonable time ranges per task and demonstration of ability to meet project schedule.
- Demonstrated knowledge of federal, State, and local laws, rules and regulations.
- Provide a detailed not to exceed cost quotation in relation to the services and products to be provided including a contingency amount.

2. The City staff will conduct an oral interview of each qualifying firm.

3. Based upon the review of each proposal, reference checks and the result of the interviews, staff will make a recommendation to the City Council for final selection of the project Consultant. The City will negotiate a final scope and fee for the Consultant work. If the highest ranked Consultant fails to accomplish the pre-contract requirements specified above, then a next highest ranked Consultant may be awarded the contract, subject to the satisfactory completion of the above requirements.

*Please note that the City reserves the right to change this process at any time.

I. ADDITIONAL INFORMATION:

RIGHT TO REJECT PROPOSALS
The City reserves the right to reject any or all proposals, or any part of any proposal, to waive minor technicalities, or to solicit new proposals on the same project, or on a modified project, which may include portions of the originally proposed project the City may deem necessary in its interest. Proposals may be rejected for any alterations of form, additions or alternates not called for, incomplete proposals, or irregularities of any kind.

NOTIFICATION OF WITHDRAWAL OF PROPOSALS
Proposals may be modified or withdrawn prior to the time and date specified for proposal submission by formal written notice from an authorized representative of the Consultant. Proposals submitted will become the property of the City of Indio after the proposal submission deadline and may be released as a public document after that time.

COST OF PREPARATION OF PROPOSAL
The City of Indio will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting proposals shall be borne by the proposing Consultant.

REQUEST FOR PROPOSALS IS NOT A COMMITMENT
This request for proposals is not a contract or commitment of any kind by the City of Indio and does not commit the City to award a contract or to pay any costs incurred in the submission of a proposal. All proposals will become the property of the City of Indio.

QUESTIONS FROM INTERESTED PROPOSERS
Please note that City Hall open Monday through Friday from 8:00 a.m. to 5:00 p.m. We anticipate that a number of questions will come up as Consultant’s research and write their proposals. In order to ensure that all proposers have access to the same information, we will
use the following procedure to respond to your questions:

- All questions must be submitted via email to Inamvar@indio.org.
- We will post all questions and the answers to the questions on the City's web site as soon as possible. The City's web site is at http://www.indio.org,
- If Consultants provide the City with their email addresses, Consultants will be notified by email as new questions and answers are posted. All questions and answers will be available to the consultants and the public on the web site,
- We will not provide individual answers to questions. If you do not wish to have your question and the City's answer posted and available to all other consultants, it will not be answered.

PROTESTS

Proposers have the right to protest the contract award if they follow the protest procedures stated herein. A written protest must be filed with the Development Services Director within five (5) working days after posting of the Notice of Intent to Award on the City's website. The Development Services Director will render the final decision on any protest. The City will not accept any verbal protests. The written protest must:

1. State in detail the grounds for the protest specifically and allege or establish a clear violation of a specific law, rule, regulation, or policy.
2. Be fully supported with technical data, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested.
3. Reference the RFP number and be addressed to the Development Services Director at the following address:

   Les Johnson
   Development Services Director
   100 Civic Center Mall
   Indio, California 92201

Protests concerning the relative weight of the evaluation criteria or the formula used in assigning points to make an award determination will be rejected. Also, if the scores of the Evaluation Committee are at issue, more than the opinion of the protestor that scores should have been different, or that different scores could have been awarded based on the same information, is required to invalidate scoring decisions.

If the protester considers that the protest contains proprietary material that should be withheld, a statement advising of this fact must be affixed to the front page of the protest document, and alleged proprietary information shall be so identified wherever it appears. A protest which does not strictly comply with these protest procedures will be rejected.

If the Development Services Director determines that the protest is clearly insufficient on its face or without merit, the protest is denied. If the protest is deemed permissible, then the Development Services Director sends notices to the interested parties, including the proposed awardee, that the protest will be decided by reviewing submissions of written material to support each party's position and sets the date for submission thereof; no submissions will be accepted after that date. If the protest is based on permissible grounds, the Development Services Director will review and decide the issues by written submission and render a written decision within thirty (30) calendar days of the submission date.
The contract award may be held up when a protest is received. The contract may not be awarded until the protest is either withdrawn or the Development Services Director has rendered a decision.

For further information regarding this RFP, please contact:

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(760)541-4258
Lnamvar@indio.org

Or

Les Johnson
Development Services Director
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❖ APPENDIX A: Link to Draft Administrative General Plan, CAP, and EIR
https://www.dropbox.com/sh/nmegarx73s6esxd/AAAv53sv_4ngc2i998L-SORCa?dl=0

❖ APPENDIX B: Link to General Plan 2020

General Plan 2020-Volume I

General Plan 2020-Volume II
https://links.connecteddata.com/HzciKv2xINbuh7U/GeneralPlan2020VolII.pdf/06