



**CITY OF ANTIOCH  
REQUEST FOR PROPOSALS**

**ZONING AND GENERAL PLAN AMENDMENTS IN ORDER TO IMPLEMENT THE  
2007-2014 HOUSING ELEMENT OF THE GENERAL PLAN**

**PROPOSALS ACCEPTED UNTIL  
January 5, 2011**

## 1. PROJECT DESCRIPTION

The City of Antioch recently adopted the 2007-2014 Housing Element of the General Plan. Included in the document are many issues that are considered constraints to the development of adequate housing. The Housing Element requires several ordinance and policy changes to address the housing constraints, each with an implementation schedule.

The City of Antioch is seeking qualified consultants to perform all tasks related to the approval and adoption of the following implementing programs included in Section 5, *Housing Policy Program*, of the Housing Element:

- 2.1.2 Adequate Sites for Housing
- 2.5.1 Incentives for Rivertown Focus Area
- 3.1.5 Emergency Shelters and Supportive and Transitional Housing
- 3.1.6 Zoning for Employee and Farm worker Housing
- 5.1.3 Amend Density Bonus Ordinance to be consistent with State Law
- 5.1.6 Review and Revise Residential Parking requirements

To review the entire Housing Element please see:

<http://www.ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/Housing-Element-docs.htm>

It is anticipated that one firm, or a team of qualified firms, would be selected to perform all tasks related to the implementation programs listed above and to prepare the necessary environmental document(s) supporting the zoning and General Plan amendments. This may include, but is not limited to:

- Preparing necessary technical studies.
- Conducting public outreach.
- Producing plan text and illustrations.
- Coordinating review by the public and interested agencies.
- Preparing staff reports, ordinances, and resolutions.

Implementing program 2.5.1 in particular, will require the expertise of an experienced urban planning and design firm qualified to draft an ordinance that will allow high density residential and mixed use development by right and build into the ordinance requirements that will ensure excellent urban design without the ability to add conditions, other than those related to Design Review.

A Negative Declaration was prepared and adopted by the City Council with the Housing Element. Additional analysis will be necessary in order to achieve required outcomes. The creation of the implementation processes, zoning and General Plan changes and related environmental document(s) will require technical knowledge in a number of areas that are beyond the capacity of City staff to absorb into their existing workload. Staff from the Community Development Department, will work alongside with the consultants in this effort.

The selected consultant will also be expected to assist staff with public involvement and outreach, including working with appropriate community groups, local agencies, the Planning Commission, and the City Council. The City is excited about the upcoming process and looks forward to a positive working relationship with the selected firm(s).

## 2. ABOUT THE CITY OF ANTIOCH

Antioch incorporated as the first city in Contra Costa County in 1872 and with the San Joaquin River as its link to the rest of the world, Antioch became the Gateway to the Delta. Located just off of Highway 4, Antioch is the 3<sup>rd</sup> largest city in the county with a population of over 100,000 people.

Started as a farming community, Antioch became the location of many industries and became one of the largest industrial areas in the State. Years later as Contra Costa County grew industry gave way to commercial and retail businesses to serve the growing population. Antioch has become the heart of the Eastern Contra Costa County, offering a variety of employment, shopping, vast recreational activities and a variety of housing opportunities.

The Association of Bay Area Governments (ABAG) has projected modest growth for Antioch in the most recent Regional Housing Needs Allocation (RHNA) process. The Regional Housing Needs Allocation, adopted May 2008, for 2007-2014 are shown here:

<b>Very Low</b>	<b>Low</b>	<b>Moderate</b>	<b>Above Moderate</b>	<b>Total</b>
516	339	381	1,046	2,282

## 3. SCOPE OF SERVICES

Consultant shall provide the following services:

### A. General

1. Meet with City staff to gain a complete understanding of the Housing Element Implementation project.
2. Prepare a Housing Element Implementation Plan consistent with state law and the adopted Housing Element.
3. All plans, documents and drawings both in printed and electronic formats prepared by the consultant for the City are property of the City of Antioch and are to be submitted to the City.
4. Provide staff support during public and staff meetings as needed.
5. Prepare staff reports, resolutions and ordinances related to the Housing Element Implementation.
6. Print, duplicate, and bind documents for this project. Recycled paper content is required.
7. Submit all documents, tables, graphics, meeting notices, etc. in a format suitable for posting on the City's web site.

## **B. Deliverables**

The proposal shall include a list of deliverables including status reports to be provided to the City. The following general items are to be included:

1. Administrative drafts and revised drafts of all documents/products for review by staff in electronic format.
2. Public review draft of all documents/products: 30 hard copies and electronic versions in word and pdf files.
3. Administrative draft and final Responses to Comments documents (where appropriate): 30 hard copies and electronic versions in word and pdf files.
4. Final version of all documents/products: 30 hard copies and electronic versions in word and pdf files.
5. CD-Rom of all documents and GIS maps: 10 each.

## **C. Environmental Review**

The development of the Housing Element was subject to review under the California Environmental Quality Act (CEQA) and a Negative Declaration was developed and adopted. The consultant will be responsible for review of that document and further environmental analysis in order to adopt the necessary changes to the zoning code and General Plan.

## **4. PROPOSED SCHEDULE**

The Housing Element implementation programs listed under the Project Description above each have an implementation schedule. Proposals shall include a project schedule that will comply with the deadlines provided in the Housing Element in addition to an estimated time schedule of actions covering the entire process and preparation of environmental documentation, including public outreach sessions, review periods and noticing periods. Each action item must identify the applicable document, its action dates and responsible parties. The Planning Commission meets on the first and third Wednesday of each month. The City Council meets the second and fourth Tuesday of each month.

The City anticipates the following schedule for review and approval of the RFP:

- November 2010 Issuance of Request for Proposals
- Early January 2011 Deadline for submittal of Proposals
- January 2011 Finalists Selected for Interviews (if deemed necessary)
- January 2011 Interview Panel (if deemed necessary)
- February 2011 Contract awarded

Posted to the City's web site ([www.ci.antioch.ca.us](http://www.ci.antioch.ca.us)) is a significant amount of background information, including: the General Plan, Zoning Ordinance, Housing Element, and Community Development Department applications and process information.

Consultants are encouraged to consult the web site for information instead of requesting printed copies of documents.

## **5. BUDGET**

The City of Antioch has a limited budget for this project as well as limited staffing. It is encouraged that proposals identify areas where City staff could contribute in order to reduce costs while not taking an excessive amount of time away from regular tasks.

## **6. SUBMITTAL REQUIREMENTS**

Proposals shall include the following:

1. Information demonstrating the Consultant's understanding of and approach to the project.
2. Information which demonstrates the Consultant's experience in General Plan amendments and zoning changes for cities similar in size and population to Antioch or within Contra Costa County.
3. Identification of the personnel proposed on this project including their qualifications and experience on similar projects and the Consultant's project manager for this project.
4. Clear and comprehensive statements regarding the proposed delivery of services and products by task.
5. A detailed project schedule for the project including milestones and deliverables.
6. Specific comments on the City's Standard Consultant Services Agreement proposed for this project, a copy of which is attached. Proposals shall identify any exceptions taken by the Consultant regarding the terms, conditions and requirements of the City's Standard Agreement along with an explanation and suggested language for dealing with the exception. Unless exceptions are noted in the proposal, the selected Consultant will be expected to execute the City's Standard Agreement as proposed. The Consultant's proposal will be referenced and included as an exhibit in the final Agreement executed with the City.
7. A detailed proposal identifying costs by project task.
8. Identification of the Consultant's web site address.
9. Specific examples of Consultant's experience in preparation of planning documents, General Plan amendments or related work specific to meeting Housing Element objectives.
10. Demonstration of experience in facilitating constructive community workshops to develop relevant related policies and programs to meet the City's requirements.

## **Standard Terms and Conditions Relating to the City's RFP Process**

- A. The City reserves the right to reject any or all proposals, the right in its sole discretion to accept the proposal which it considers most favorable to the City's interest, and the right to waive any minor irregularity or technicality in proposals received.
- B. Failure to observe any of the instructions or conditions in this request for proposal may constitute grounds for rejection.
- C. The City will not be liable for any costs incurred in the preparation of proposals.
- D. The City reserves the right to request an interview with any consultant to determine service capabilities in greater detail and to clarify any unclear areas in the proposal.
- E. In the event the consultant to whom the contract is awarded does not execute a contract within 14 working days of such award, the City may give notice to such consultant of intent to award the contract to the next ranked consultant, or to call for new proposals.
- F. By submitting a proposal, the consultant certifies that the appropriate officer has read and fully understands this RFP and has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the services to be provided; and the conditions under which the services are to be performed.
- G. The City reserves the right to accept or reject any item or combination of items within a proposal.
- H. The City reserves the right to conduct pre-contract negotiations with any or all consultants.

## **10. QUALIFICATIONS STATEMENT DEADLINE**

Two hard copies of the Statement of Qualification plus one electronic version on cd must be submitted no later than 12:00 p.m. PST on January 5, 2011 to:

Janet H. Kennedy  
Housing Coordinator  
City of Antioch  
200 H Street 2<sup>nd</sup> floor  
Antioch, CA. 94531-5007  
Phone: 925.779.7013  
jkennedy@ci.antioch.ca.us