



City of Downey

REQUEST FOR PROPOSALS

*Rancho Los Amigos - South Campus
Specific Plan*

December 2016

The City of Downey ("City") is soliciting qualified firms to develop a **Specific Plan for Transit-Oriented Development at Rancho Los Amigos – South Campus.**

This Request for Proposal is set out in the following format:

- SECTION I - Introduction and Instructions to Proposers
- SECTION II - Scope of Work
- SECTION III - Proposal Response Requirements and Evaluation Process

Proposals are due by January 31, 2017 at 3:00 P.M. PT: See complete instructions in Section I, Instructions to Proposers and Procedures for Submittal.

All questions and inquiries related to this Request for Proposal ("RFP") must be directed to David Blumenthal, Principal Planner at dblumenthal@downeyca.org or 562-904-7154. Proposers shall not contact other city personnel with any questions or clarifications concerning this RFP.

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SECTION I: INTRODUCTION AND INSTRUCTIONS TO PROPOSERS

Introduction

The City of Downey is requesting proposals from qualified planning firms or individuals for the preparation of a Specific Plan for the Rancho Los Amigos South Campus. The project will include preparation of the proper CEQA documentation and create a Specific Plan that includes transit oriented development standards.

Home to where the Apollo Space Program began its journey to the moon, Downey is known for its presence in the aerospace industry, and has also been a breeding hub for flourishing businesses and artists. Due to its commercially accessible location, Taco Bell placed its first eatery site here, while the oldest operating McDonald's still stands today. Downey is the city that inspired many hit records for local pop recording artists, "The Carpenters." Today, the city is admired for its strong retail base with quality housing that continues to inspire companies with its business-friendly approach. In 2013, Downey was recognized with an All-America City award.

Founded in 1873, the City of Downey was incorporated in 1956 and became a Charter City in 1965. The City encompasses an area of 12.5 square miles and is situated in southeast Los Angeles County, approximately 12 miles southeast of Downtown Los Angeles, 15 miles northwest of Disneyland, and 15 miles from the Pacific Ocean.

This is a place of pride, history, involvement and community. The City is highly recognized for its centralized location, top medical facilities, quality residential neighborhoods and schools, excellent golf courses, and an unmatched family lifestyle. In fact, *California Business Magazine* rated the City of Downey in the top 25 percent of "100 Best Cities To Do Business in California."

As of January 1, 2016, the population of the City is 114,181 with a small town atmosphere. According to the U.S. Census, the City's median household income is \$60,374. The homeownership rate for single-family residences in Downey is approximately 50 percent. Between the years 2000 and 2015, the City saw an increase of 144 housing units.

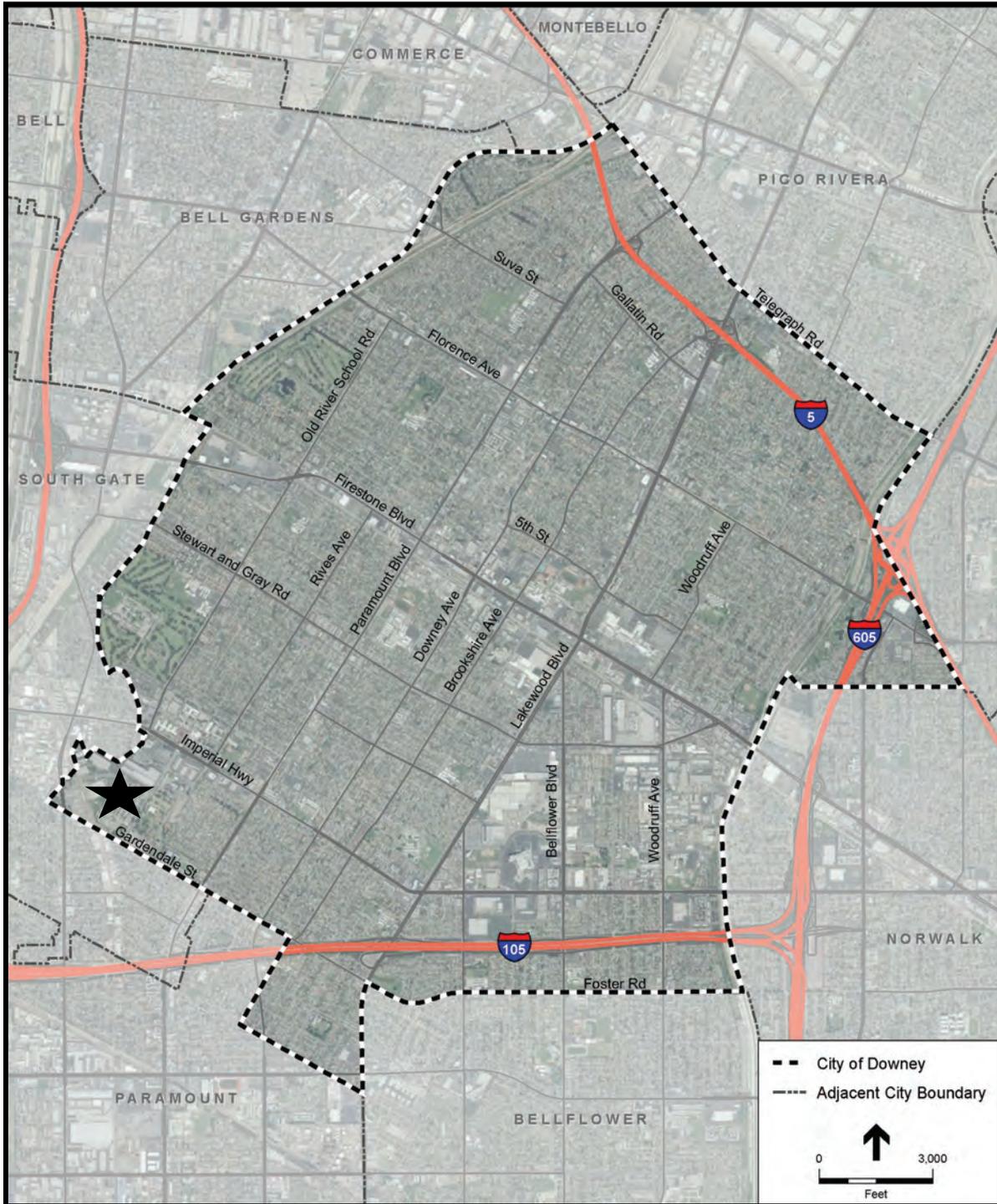
Originally established in 1888, Rancho Los Amigos was used to care for indigent patients from the Los Angeles County Hospital. During the ensuing century, Rancho Los Amigos went through several transitions, including serving as a mental health care facility, respiratory therapy center, and eventually becoming the premiere rehabilitation hospital that is in use today. Rancho Los Amigos is divided into the north campus, which is occupied by the Rancho Los Amigos Rehabilitation Hospital; and the south campus, which is the subject of this RFP, has largely sat abandoned for over 25 years.

The City hereby invites qualified firms to submit a proposal to create a **Specific Plan for Transit-Oriented Development at Rancho Los Amigos – South Campus.**

This project is being led by the Principal Planner serving as the Project Manager, with assistance from the Associate Planner. The Proposer is expected to provide all the materials and services that will fulfill or exceed the requirements and conditions as set forth in this RFP.

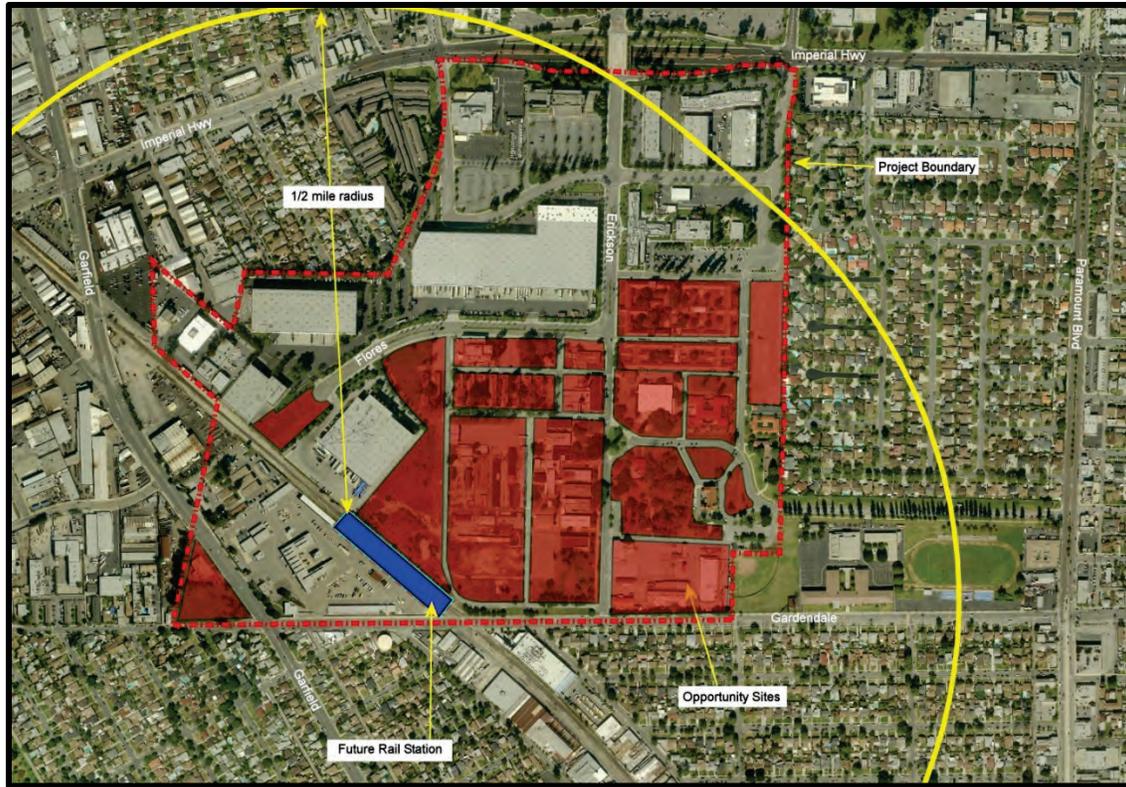
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Project Area Maps



Project Location within City of Downey

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Detailed Project Area Map

Proposed Timeline

Activity	Date
Initial distribution of RFP package	December 20, 2016
Proposal Submittal Deadline	January 31, 2017 - 3:00 P.M. PT
Interview(s) if necessary	February 13-16, 2017
Recommendation and selection of Firm	February 23, 2017
Execution of Agreement Anticipated	March 7, 2017
City Council Approval	March 28, 2017
Project Kick-off	April 3, 2017
Completion Date	June 30, 2019

Instructions to Proposers and Procedures for Submittal

It is the responsibility of the Proposer to ensure timely delivery is made to the City of Downey. *It is imperative that all Proposers responding to this RFP comply exactly and completely, with the instructions set forth herein.*

1. Proposals shall be submitted by **January 31, 2017 at 3:00 P.M. PT**. Submissions after this deadline will not be accepted.
2. Each Proposer must submit one (1) original and five (5) signed copies of its proposal to the City of Downey Contact.

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3. All Proposals shall be submitted on standard 8-1/2" x 11" paper. All pages should be numbered and identified sequentially by section. Proposals must be tabbed and indexed in accordance with the information requested in Section III. All responses to this RFP shall be concise, straightforward and must fully address each requirement and question. Although not as a substitute for a complete written response, additional material, such as technical documents may be referenced in any response, and included as exhibits. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal are not desired.
4. The Proposer's Proposal must not be marked as confidential or proprietary. The City may refuse to consider a Proposal so marked. Information in Proposals shall become public property and subject to disclosure laws. All Proposals shall become the property of the City. The City reserves the right to make use of any information or ideas in the Proposals.
5. By submitting a Proposal, the Proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of providing and performing quality work to achieve the City's objectives.
6. Proposals must be valid for a period of 120 calendar days from the Closing Date and Time for Receipt of Proposals.
7. Pre-contractual expenses are defined as expenses incurred by the Proposer in: preparing its Proposal in response to this RFP; submitting that Proposal to the City; negotiating with the City any matter related to the Proposer's Proposal; and any other expenses incurred by the Proposer prior to the date of award and execution, if any, of the Agreement. The City shall not, in any event, be liable for any pre-contractual expenses incurred by Proposers in the preparation of their Proposal.
8. Each Proposer must submit its Proposal in strict accordance with all requirements of this RFP. Deviations, clarifications, and/or exceptions must be clearly identified and listed separately as alternative items for the City's consideration.
9. After the Closing Date and Time for Receipt of Proposals, evaluation and proposal clarification will commence, all of which will be conducted by City staff. City staff will make subsequent recommendations of approval to the City Council.
10. Proposers judged most responsive to the City's requirements may be asked to give a presentation of their Proposal to the City staff. Selected Proposers should be prepared to make their presentation within seven (7) calendar days after notification and be prepared to discuss all aspects of their Proposal in detail, including technical questions regarding the Proposal. No Proposer shall be allowed to alter or amend its Proposal through the use of the presentation process.
11. In the event the City deems it necessary to clarify or make any changes to this RFP, these changes shall be made in the form of a written addendum authorized and issued only by the City Staff or authorized designee.

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12. The City reserves the right to negotiate modifications with any Proposer as necessary to serve the best interest of the City. Any Proposal may be rejected if it is conditional, incomplete or deviates from specifications in this request. The City reserves the right to waive, at its discretion, any procedural irregularity, immaterial defects or other improprieties, which the City deems reasonably correctable or otherwise not warranting rejection of the Proposal. Any waiver will not excuse a proponent from full compliance.
13. Proposers shall utilize Section III to describe their approach to the Scope of Work and to indicate costs.
14. The City reserves the right to:
 - a. reject any or all price quotes, to waive technicalities or formalities, and to accept any price quote deemed in the best interest of the City;
 - b. negotiate the final Agreement with any Proposer(s) as necessary to serve the best interest of the City;
 - c. withdraw this RFP at any time without prior notice and, furthermore, makes no representations that any contract will be awarded to any Proposer responding to this RFP; or,
 - d. award its total requirements to one Proposer or to apportion those requirements among two or more Proposers as the City may deem to be in its best interest.
15. In addition, negotiations may or may not be conducted with Proposers; therefore, the Proposal submitted should contain the Proposer's most favorable terms and conditions, since the selection and award may be made without discussion with any Proposer.
16. Where two or more Proposers desire to submit a single proposal in response to this RFP, they should do so on a prime/sub-contractor basis rather than as a joint venture. The City intends to contract with a single firm and not with multiple firms doing business as a joint venture.
 - a. Firms intending to pursue this proposal in a "prime/sub-contractor" basis must identify any portion of the scope of work that will be subcontracted. Include the subcontractor's qualifications and key personnel, telephone number and contact person. The City reserves the right to approve or reject all consultants or internal staff performing consulting services, proposed by the consultant during or after the consultant review and selection process.

SECTION II - SCOPE OF WORK

Project Overview

The City of Downey wants to foster growth in the south campus of Rancho Los Amigos and take advantage of the future West Santa Ana Branch Corridor/Eco Rapid transit station on the southwest corner of the project area. To accommodate this future rail line, the City is interested in creating a specific plan with transit-oriented development standards. As part of this project, the City of Downey will foster inter-agency relationships by working in conjunction with Los Angeles County, who is the primary landowner of the project area.

Scope of Work/Deliverables

TASK 1- KICK-OFF MEETING

Duration: 1 Day

Task 1.1 – KICK-OFF MEETING

This meeting is between staff and consultants. The purpose is to define the project parameters, set goals, and to enhance the consultant's overall understanding of the project.

Milestone/Deliverables: Meeting agenda and minutes

Schedule: Within two weeks of PSA execution

Task 1.2 – PROJECT AREA TOUR

Staff and consultants will conduct a driving/walking tour of the project area to help all team members fully comprehend project and identify potential opportunities/constraints.

Milestone/Deliverables: Meeting agenda and minutes.

Schedule: Same day as kick-off meeting.

TASK 2- PROJECT MANAGEMENT

Duration: 30 months

Task 2.1 – PROJECT MANAGEMENT

Overall management of the project includes coordinating review with Los Angeles County (property owner), coordination with West Santa Ana Branch Corridor and EcoRapid staff, reviewing drafts, coordinating with sub-consultants, and preparation of invoices.

Milestone/Deliverables: Invoices, payments, quarterly progress/expense reports.

Schedule: Duration of Project.

Task 2.2 – ONGOING PROJECT MANAGEMENT MEETINGS

This will include monthly meetings between the consultant and staff to update progress of the specific plan and related environmental documents. Intent of the meetings is to allow staff and consultants to discuss and resolve issues, ensure that all staff, consultants, and County are up to date on each other's progress.

Milestones/Deliverables: Meeting agendas and minutes.

Schedule: Duration of project.

Task 2.3 – PRINTING AND POSTAGE

This task allows tracking of deliverables expense, including printing of specific plans, environmental documents, mailings of notices for workshops, etc...

Milestone/Deliverables: All Receipts

Schedule: Duration of project.

TASK 3- STATION AREA ANALYSIS

Duration: 2 months

Task 3.1 – EXISTING CONDITIONS ANALYSIS

The consultant shall prepare an existing conditions analysis that evaluates and summarizes land use, zoning, built environment and other environmental factors that will be instrumental in developing the specific plan.

Milestone/Deliverables: Existing conditions analysis report

Schedule: Within 60 days of kick-off meeting.

Task 3.2 – PARKING AND CIRCULATION STUDY

Consultant shall study the parking on all areas that are accessible to the public. This parking study should look at existing uses and the amount of available parking. The study shall identify any parking surplus or deficiency. Additionally, the consultant shall study the existing street network for all areas within the project boundaries for issues with vehicle, bicycle, and/or pedestrian access to the area.

Milestone/Deliverables: Parking and Circulation Report

Schedule: Within 60 days of kick-off meeting.

Task 3.3 - OPPORTUNITY AND CONSTRAINT IDENTIFICATION

In addition to Tasks 3.1 and 3.2, the consultant shall review all of the City's files (previous and current Specific Plan, Building Permits, and Utility Plan) for the project area. Based on the findings from these tasks, the consultant shall prepare a memorandum that identifies all opportunities and constraints within the project area. Memorandum should include all findings and recommendations that the Specific Plan should address.

Milestone/Deliverables: Digital and hardcopy of opportunity and constraint memo.

Schedule: Within 60 days of kick-off meeting.

Task 3.4 – MARKET ANALYSIS

Consultant shall complete a market study to forecast future development demand in the specific plan area and to identify specific tenant types that should be targeted for recruitment. Consultant should also focus on the market potential of residential development.

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Milestone/Deliverables: Market Analysis.

Schedule: Within 90 days after kick-off.

TASK 4- COMMUNITY OUTREACH

Duration: 27 months

Task 4.1 – COMMUNITY MEETING #1

Consultant shall conduct a community meeting to elicit input from the public on the proposed specific plan. The intent of this meeting is to introduce the public to the vision of the project and to solicit feedback to inform residents to the specific plan.

Milestone/Deliverables: Public Notice, meeting agendas, presentations, and minutes.

Schedule: Within one month from kick-off.

Task 4.2 – DIGITAL MEDIA

Consultant shall assist City with maintaining digital media on the proposed project. This shall include a project website (hosted by the City) that will be used to disseminate information to the public.

Milestone/Deliverables: Web-ready graphics and documents and a URL Link to website

Schedule: Duration of project

Task 4.3 – COMMUNITY MEETING #2

Consultant shall conduct a second community meeting at time the draft specific plan is released for public review. The intent of the meeting is to review the proposed regulations with public and obtain feedback.

Milestone/Deliverables: Public Notice, meeting agendas, presentations, and minutes.

Schedule: When the public draft is released (approximately 17 months after kick-off).

TASK 5- DRAFT SPECIFIC PLAN

Duration: 20 months

Task 5.1 – PREPARE ADMINISTRATIVE DRAFT SPECIFIC PLAN

Consultant will prepare administrative draft of Specific Plan for staff to review. The Administrative Draft Specific Plan shall include station area design, permitted land uses, and development standards. Specifically, TOD standards shall be included. Administrative draft shall be reviewed by staff.

Milestone/Deliverables: Administrative draft of Specific Plan.

Schedule: Preparation of the administrative draft will last 16 months from project kick-off. City review will last 30 days from release of administrative draft.

Task 5.2 – PREPARE PUBLIC DRAFT SPECIFIC PLAN

After completion of administrative draft review, consultant shall incorporate staff comments into Administrative Draft Specific Plan and prepare a public draft Specific Plan. This will be made publically available to solicit public feedback.

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Milestone/Deliverables: Public draft Specific Plan.

Schedule: One month from completion of City review of Administrative Draft Specific Plan.

Task 5.3 – PUBLIC REVIEW OF SPECIFIC PLAN

After issuance of public draft of Specific Plan, the public will be allowed to provide formal comment on the plan. Consultant shall prepare a response memo, which shall include recommendations on comments that should be incorporated into the final specific plan.

Milestone/Deliverables: Response to comment memo.

Schedule: Two months after release of public draft.

TASK 6- ENVIRONMENTAL ANALYSIS

Duration: 21 months

Task 6.1 – INITIAL STUDY

Consultant shall prepare an Initial Study in accordance with CEQA. Due to the extent of the project, it can be assumed that an Environmental Impact Report (EIR) will be required. The initial study will allow the consultant to identify areas of focus in the environmental analysis. Particular attention should be paid to historical resources, as several structures on the site have previously been identified as potentially historical.

Milestone/Deliverables: Initial Study

Schedule: Within two months after kick-off.

Task 6.2 – NOTICE OF PREPARATION/SCOPING MEETING

Consultant shall prepare a Notice of Preparation in compliance with CEQA. Notice shall be sent to all interested parties. Consultant will work with the City to determine distribution list. Consultant shall also conduct one scoping meeting on the environmental analysis. The intent of the meeting is to receive public input on the issues the Draft EIR should address.

Milestone/Deliverables: Notice of Preparation, Scoping meeting, meeting agenda, presentation, minutes and summary of comments received.

Schedule: Upon completion of City review and approval of Initial Study.

Task 6.3 – ADMINISTRATIVE DRAFT EIR

Consultant shall prepare a draft EIR in compliance with CEQA for administrative review. The EIR shall focus on issues such as traffic, circulation and parking; land use plans and policies; air quality; greenhouse gas emissions; noise; water; and possibly hazards and hazardous materials, hydrology and water quality, public services, historical resources, and public utilities. Consultant shall be required to provide notices in accordance with CEQA.

Milestone/Deliverables: Administrative draft EIR.

Schedule: Approximately 16 months after Notice of Preparation.

Task 6.4 – NOTICE OF AVAILABILITY/PUBLIC DRAFT EIR

Upon completion of the City’s review of the administrative draft EIR, consultant shall incorporate all of the City’s changes and prepare a public draft EIR. Upon completion of the public draft, consultant shall prepare and distribute a Notice of Availability for the EIR.

Milestone/Deliverables: Public draft EIR and Notice of availability.

Schedule: Approximately one-month completion of administrative draft.

Task 6.5 – ADMINISTRATIVE FINAL ENVIRONMENTAL IMPACT REPORT

At the conclusion of the public comment periods on the draft EIR, the consultant shall prepare an administrative draft of the final EIR. The final EIR will incorporate response to comments and errata data.

Milestone/Deliverables: Administrative Final Environmental Impact Report.

Schedule: 30 days after NOA for public draft EIR.

Task 6.6 – FINAL ENVIRONMENTAL IMPACT REPORT

Upon completion of the City’s review of the administrative final EIR, consultant shall incorporate all of the City’s changes and prepare the final EIR.

Deliverables: Final Environmental Impact Report.

Schedule: Two weeks after administrative final EIR.

Milestone: Completed environmental analysis

TASK 7- PUBLIC HEARINGS AND ADOPTION

Duration: 4 months

Task 7.1 – PUBLIC HEARINGS AND ADOPTION

Public hearings will be conducted before the City’s Planning Commission and City Council to present the Final Draft Specific Plan and EIR document. This task assumes that two hearings will be conducted before each board. Consultant shall prepare PowerPoint presentation for hearing.

Milestone/Deliverables: PowerPoint presentation and final Specific Plan

Schedule: 4 months from issuance of draft Specific Plan.

Task 7.2 – FINAL DOCUMENT

After adoption of Specific Plan, consultant shall incorporate any changes made during hearing process into Specific Plan and provide City with a final document. This shall include any changes made as a result of public feedback during the comment period and during the public hearings.

Milestone/Deliverables: Adopted Specific Plan

Schedule: Immediately following public hearings.

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Fee

Interested Proposers must submit a proposed fee with project budget including a detailed schedule indicating tasks, personnel to be assigned to each task, estimated number of hours by assigned personnel for each identified task, and the identification of support related costs (if any). *The proposed fee shall be submitted in a sealed envelope separate from the Proposal.*

SECTION III: PROPOSAL RESPONSE REQUIREMENTS AND EVALUATION PROCESS

Response Items

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis. Responses must provide the required information in the following order for each underscored item. Proposers shall respond by repeating the section and sub-sections number(s) and statement/question and by providing the appropriate response hereunder.

1. Cover Letter

The cover letter shall identify the Proposer and state other general information, which the Proposer desires to include regarding the Proposer's business organization. Please include the point of contact and contact information (including email address) on the cover letter. The cover letter shall not exceed one (1) page.

An unsigned Proposal submission is grounds for rejection.

2. Executive Summary

The executive summary will list important features of the Proposal and must include a statement certifying that the Proposer meets or exceeds the minimum requirements of this RFP and has the ability to carry out all of its required elements of the specific plan throughout the entire term of the Agreement. The executive summary shall not exceed two (2) pages.

3. Work Plan

Each Proposer shall submit the following information:

- a. Methodology: Provide the Methodology/Approach proposed for the work as defined in the Scope of Work.
- b. Project Schedule: Propose a timeline for completion for the work including start date, milestones, and target date of completion. Any assumptions regarding turnaround time for staff review and City Council should be clearly noted.
- c. Qualifications and Prior Experience: The capabilities of the consultant's organization should be discussed. Minimum requirements for submittal of a proposal in response to this RFP include the following:
 - i. Demonstrated understanding of local municipal zoning, specifically comprehensive assessments and implementation of General Plan and Zone amendments, and development of Specific Plans;
 - ii. Attend, facilitate and/or conduct presentations at community, stakeholder, City Staff, Planning Commission or City Council meetings;
 - iii. Demonstrated familiarity with development and implementation of municipal zoning-level and graphic development regulations;

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- iv. Demonstrated experience, competence, and qualifications of the consultant and the participating staff successfully providing similar services to municipalities; and,
 - v. Ability to perform the work in a timely manner, availability of staff and contingency plans.
- d. Work Samples: Provide brief descriptions of two similar specific plans prepared by or under the direction of your firm for a municipality. Include in your description the goals, objectives and implementation measures prepared for those plans.
- e. Personnel: This section must delineate the experience and profession of appropriate licenses and certifications of personnel proposed to be utilized for this proposal, and an organization chart.
- f. Conflict of Interest: Provide a brief summary on potential conflict of interest issues that are to be addressed by consultant.
- g. Reference: List at least three municipal clients for whom comparable services have been performed within the last five years. Include the name, job title, email address and telephone number of each client's principal representative.

This section shall not exceed ten (10) pages.

4. Company Data

Each Proposer shall submit the following information:

- a. State the company's official name and address and the names and titles of its principal officers; indicate what type of entity, such as corporation, partnership, joint venture, sole proprietorship, etc., and indicate if the firm is incorporated;
 - i. If the firm is a sole proprietorship doing business under a different name, indicate the sole proprietorship's name and the name(s) you are doing or *have done* business as (DBA) or also known as (AKA);
- b. Provide the firm's Federal Employer I.D. Number;
- c. Provide the name and address of the person to receive notices who is authorized to make decisions and represents the company. Specify in what capacity the person shall be representing the entity and any limitations to their authority;
- d. State any failures or refusals to complete any contracts and a complete explanation;
- e. Indicate the number of years in business under the present business name;
- f. Indicate the number of years of the firm's experience in providing required, equivalent or related products and services; and,
- g. Submit a detailed statement indicating whether the Proposer is totally or partially owned by another business organization or individual that will be providing the services to meet the requirements of the Proposal.

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This section of the proposal shall not exceed one (1) page.

5. Resources to be provided by the City

The Proposer must list any resources, City assistance, or other items expected to be provided by the City. This section shall not exceed one (1) page.

Certificate of Insurance

The Proposer shall demonstrate the willingness and ability to provide the required insurance coverage as set forth in the Professional Services Agreement by City requirements within ten (10) calendar days of notification of selection for award of this Agreement. The insurance requirements are detailed in the sample City Professional Services Agreement, which is included with this RFP, as Attachment "A."

Project Understanding

The City assumes no responsibility for any understanding or representation made by any of its officers or agents during or prior to the execution of any Agreement resulting from this RFP unless:

- a. such understanding or representations are expressly stated in the Agreement; and,
- b. the Agreement expressly provides that the responsibility therefore is assumed by the City. Representations made but not so expressly stated and for which liability is not expressly assumed by the City in the Agreement shall be deemed only for the information of the Proposer.

Evaluation Process

Each consultant responding to the RFP will be evaluated by City staff on each element of the Scope of Work and general information described above in the following order:

1. Review of experience, ability and references of the consultant to determine their ability to provide the requested services;
2. Review of the methodology/approach proposed by the consultant;
3. Review of proposed project timeline; and,
4. Review of the estimated fees and costs.

Selection/Award Procedures

A Professional Services Agreement will be proposed for execution. It may be modified to incorporate other pertinent Articles/Terms and Conditions set forth in this RFP, including those added by addendum, and to reflect the Proposer's offer or the outcome of contract negotiations, if any, conducted with the Proposer.

A sample of the City's Professional Services Agreement is included with this RFP, as Attachment "A."