RESPONSES TO QUESTIONS – RFQ FOR CONSULTANT SERVICES FOR PREPARATION OF A GENERAL PLAN HOUSING ELEMENT UPDATE 10/25/2019

Q1: Task 3.1 indicates development of concept level scenarios. There may be a few or many options available. Task 3.2 indicates up to 5 different scenarios, each of which will take significant effort to develop zoning, development standards, or other regulations in detail. Would these scenarios be described generally, or is the expectation for detailed descriptions modifications, or a general summary of changes to inform the creation of policies in the Housing Element that will be later implemented under separate contract? As written, it suggests detailed. Please advise as it will help in determining total effort.

Response: The Consultant would be expected to identify up to five rezoning scenarios which will enable the City to accommodate the assigned RHNA. Under SANDAG’s current RHNA proposal, Coronado will be assigned 1,001 units for the 2021-2029 housing cycle. Following the Consultant’s completion of Task #2 to evaluate Coronado’s existing housing capacity, the Consultant, in consultation with City staff, will develop rezoning scenarios to increase housing capacity to accommodate the RHNA. The rezoning scenarios will be relatively specific. For instance, a scenario (or a part of a scenario) could be increasing housing capacity along Orange Avenue by increasing height to XX-feet, increasing density to XX units/acre, and reducing or eliminating off-street parking requirements.

The intent of this exercise is to provide the public and appointed and elected officials with an understanding of the degree of change necessary to accommodate the RHNA and to provide them with alternatives to consider.

Q2: Task 9 – Is the PC Meeting #8 anticipated as a public hearing to make a recommendation to the City Council? Would an additional PC meeting prior to that hearing be advisable?

Response: Meeting #8 is anticipated to be a hearing for the PC to make a recommendation to adopt a Housing Element update the City Council. However, City staff recognizes that it is extremely difficult to forecast how the public process and public meeting schedule will unfold. Consequently, Task 9 of the RFQ requests that Consultants include a per-meeting cost item in the Cost Proposal to account for additional unanticipated meetings.

Q3: What is the extent the City’s legal counsel will be involved in the process? Is the legal counsel in-house or will external counsel participate?

Response: The City Attorney’s office will be involved in the process as needed. It is unknown if outside counsel will be utilized.
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Q4: The task items described and potential scope options in the RFP may have significant fee implications. Can the City disclose the anticipated budget amount to help assist in scoping the various tasks?

Response: The City recognizes the contemplated scope of work will be an expensive endeavor. The City does not have a set budget limit.

Q5: Section C, Submittal Content, indicates all proposals to be presented within a single binder. Is this to mean a 3-ring binder, or can we provide in spiral or comb bound?

Response: The City will accept any of the suggested options.

Q6: Will the City consider modifications to the Sample Service Agreement provided, to be presented as part of the Proposal?

Response: The City will consider requests to modify the Agreement during the contract execution phase.

Q7: Does the City have current GIS data available?

Response: The City has limited GIS data available. The Consultant should anticipate performing most necessary GIS work.

Q8: The Fee Attachment and Pay schedule indicates 3 “Phases.” Are we to assume this should be just one lump sum fee with attached detailed fee schedule? There are no “phases” in the actual scope of work.

Response: This is sample Agreement language. The fee schedule will be broken out by task or phase, depending on how the work is organized.