

**COUNTY OF INYO
REQUEST FOR PROPOSALS**



**Zoning and General Plan Design Standards Review and Update to Promote
Residential Infill**

Submittal Deadline: June 21, 2024

County of Inyo
Planning Department
PO Drawer L, 168 North Edwards Street
Independence, California 93526

REQUEST FOR PROPOSALS (RFP)

The County of Inyo, through its Planning Department, is seeking to obtain an independent contractor/consultant, with expertise in residential design standards and building codes, infill development, zoning codes and corresponding General Plan policies, public outreach, and the California Environmental Quality Act (CEQA), to prepare a proposal to:

- conduct a review of the County's current residential design standards, density requirements, and their relationships to the building code;
- coordinate with county staff to create and implement a public outreach program;
- identify zoning and General Plan designation change proposals to promote infill development and eliminate barriers to building affordable housing in the county; and,
- prepare the environmental review pursuant to the California Environmental Quality Act (CEQA).

The County is currently faced with a lack of “family-wage” and/or “affordable” housing choices. Several constraints were identified during the County’s 6th Cycle Housing Element update that could be contributing to housing development, which included outdated zoning and General Plan requirements.

The REAP 2 grant application proposes to hire a consultant to work with Planning Department staff to conduct a review of residential design standards and their relationships to the current California Building Code. This information will be used identify zoning and General Plan design and density requirements that could be inhibiting more infill development, such as second units and Accessory Dwelling Units (ADU). Proposed changes to current standards will be focused on promoting more housing opportunities primarily by increasing allowable residential density in the communities of Big Pine, Independence and Lone Pine. A review of the code language addressing accessory dwelling units will also be reviewed for opportunities to go beyond what the State presently requires, as well as a review of vacant and underutilized residentially zoned parcels. A primary component of this work will include public outreach including surveys and a series of community meetings.

Once land for zone changes and updates to current zoning for infill opportunities are identified, a CEQA evaluation for any proposed zoning and/or General Plan standards changes will be conducted. Any changes to either the County's Zoning or General Plan designations will also be reviewed for consistency between the two. Changes to General Plan designations will be necessary with regard to allowed density by district and the potential for proposed infill development.

After the CEQA evaluation is completed, the Draft zone changes and General Plan Amendments will be taken to the Planning Commission and Board of Supervisors for adoption.

REQUESTED SERVICES

The zoning code, General Plan updates and environmental document will be prepared pursuant to Inyo County’s project description included in its REAP 2 grant application as approved by HCD, (Attachment 1). This work and public outreach scope of services are expected to include, but not be limited to the following tasks:

1. Coordinate with County staff and provide general project administration and HCD required reporting;
2. Develop, coordinate, and implement a plan for public outreach for the overall project;
3. Analyze current County zoning and General Plan designations of residentially and certain commercially zoned areas for lot size, prescribed density, setbacks, parking requirements, floor areas ratios, second units and ADUs, etc.;
4. Use analysis to evaluate where/how to make changes that support increased density;
5. Assist staff in identifying updates that can increase infill opportunities;
6. Prepare an environmental document compliant with CEQA on the proposed zone and general plan changes. The environmental document preparation of a Mitigated Negative Declaration or EIR will require:
 - o the initial study and notice of preparation, or scoping
 - o draft environmental documents for internal review
 - o draft environmental documents for public review
 - o respond to comments and prepare a final environmental document;
7. Participate and attend Planning Commission, Board of Supervisors, stakeholder, and public meetings as needed; and,
8. All other tasks outlined in the project description, not provided by the County of Inyo.

SERVICES PROVIDED BY THE COUNTY OF INYO

County of Inyo planning department staff will provide the services listed below in support of the consultant's services:

1. REAP 2.0 Grant project management;
2. General project administration support;
3. Coordinate with HCD project manager and consultant team;
4. Help develop and implement the public process plans;
5. Participate and attend Planning Commission, Board of Supervisors, stakeholder, and public meetings;
6. Furnish available data relating to the project as needed and available;
7. Develop and maintain a project website;
8. Prepare Ordinances for any proposed zone changes and Resolutions for general plan amendments; and
9. Review environmental documents.

RESPONSE TO THIS REQUEST FOR PROPOSALS

Interested consulting firms are required to submit a proposal describing how they will approach the project based on this RFP. They will also be required to submit a detailed written work program that describes their proposed approach to completing the work and an accompanying budget. The proposals will be limited to fifteen pages, not including appendices and shall include:

1. Approach and Work Plan. The consultant shall describe the overall approach to conducting the evaluations of the county's current design standards and densities as they affect both community character and the potential for infill development in the communities of Big Pine, Independence and Lone Pine, including what specific techniques will be used to determine these aspects and how proposed changes will be developed; what particular expertise does the consultant have regarding the interface between zoning/General Plans and the California Building Code; how will the consultant team approach a comprehensive strategy for

garnering, distilling and implementing community input. The work program shall clearly indicate that the consultant will cover all matters specified in the County's project description (included in Attachment 1) and follow the REAP 2.0 Grant Guidelines (Attachment 2). The County's Timeline (dates will be amended) and Budget (included in Attachment 1) shall be incorporated by reference.

2. Schedule. A section shall be included detailing the scheduling of the various work items described in the project description (dates will be amended). The schedule shall also indicate when work will begin on major sections and when completed, and the proposed time periods for County review of administrative draft documents.
3. Staffing. The lead personnel and any other personnel to be employed for the project shall be named. A project manager for the project shall be designated. The scope shall include a statement that a substitution of the project manager must receive prior written approval of the County. A list of subcontractors that will be used and their specific responsibilities, qualifications, tasks, schedules and hours shall be included in the proposal. Person(s) who will attend any public meetings or hearings shall be identified.
4. Qualifications. The work program shall include the consultant's qualifications and a list of relevant experience. A brief resume of each person working on the project shall be included.

EVALUATION CRITERIA/SELECTION PROCESS

The proposals will be evaluated by county staff. If no one candidate is clearly the top scorer, then interviews may also be conducted. To be considered, the initial proposals must be received not later than 5:00 p.m. on June 21, 2024 by the Inyo County Planning Department, at 168 N. Edwards Street, P.O. Drawer L, Independence, CA 93526. Note that delivery times to the County's offices may not be guaranteed by many delivery service providers, that some providers will not deliver to a P.O. Box, and that the Post Office may only provide notification of delivery once per day. The County reserves the right to reject any and/or all proposals.

The responding firms will be evaluated based on selection criteria, as follows:

1. A clear demonstration of understanding the project and its impacts - 30%
2. Scope of Services, approach to the project and public outreach - 25%
3. Quality of proposal - 10%
4. Budget and fee - 10%
5. Schedule - 10%
6. Qualifications (including references and resumes) - 10%
7. Ability to enter into Inyo County Standard Contract #156, including insurance requirements - 5%

The scoring committee will rank the respondents based on the above criteria. The respondent with the highest score will be selected and will commence contract negotiations with the County. If no single respondent clearly has the highest score, interviews may be conducted. If the County and a selected respondent cannot agree to contract terms the next highest scoring respondent will be selected. This process may continue until the County reaches an agreement with a consultant. If the County is unable to reach an agreement with any of the responding firms, or there are no satisfactory proposals submitted, other consultants may be invited to submit proposals. The County reserves the right to reject any and/or all proposals.

After an agreement is reached, the successful consultant shall execute Standard County Contract #156 (Attachment 3), which will then be forwarded to the Board of Supervisors for approval. The execution of the contract by the Chairperson of the Inyo County Board of Supervisors will constitute notice to the consultant to proceed with the work.

INQUIRIES

Direct any questions or other inquiries to Cathreen Richards, Planning Director, Inyo County Planning Department (760) 878-0263, or at crichards@inyocounty.us

DEADLINE

Selected respondents who wish to submit a proposal should send it to:

Attention: Cathreen Richards
Inyo County Planning Department
P.O. Drawer L
168 N. Edwards Street
Independence, CA 93526
crichards@inyocounty.us

To be considered, four (4) hard copies of the initial proposal and one (1) electronic copy must be received at the above address no later than 5:00 p.m. on June 21, 2024. Postmarks and facsimiles are not acceptable.

Attachments: These can be found on the Inyo County Website under Planning/Housing or follow the links provided.

1. Inyo County Grant Application - [reap-tribal-rural-2021-app_corrected-v1.pdf \(inyocounty.us\)](#)
2. HCD Program Guidelines = [Notice of Funding Availability and Final Guidelines - Tribal and Rural Allocation of the Regional Early Action Planning Grant Program \(REAP 2.0\) \(inyocounty.us\)](#)
3. Inyo County standard contract #156 - [AGREEMENT BETWEEN COUNTY OF INYO \(inyocounty.us\)](#)
4. Insurance requirements - [03 - 2024 MOST PROFESSIONAL SERVICES.pdf \(inyocounty.us\)](#)