



**Request for Proposals
to prepare an Ordinance Amendment,
Design Guidelines, and a Fee Study for
Accessory Dwelling Units (Tiny Houses)**

City of Riverbank, California

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REQUEST FOR PROPOSALS:

Accessory Dwelling Units Project

A. REQUEST FOR PROPOSALS (RFPs) – Statement of Intent

The City of Riverbank intends to update the Accessory Dwelling Unit (“ADU”) chapter of its zoning code to ensure consistency with recent state legislation, to create design guidelines for ADUs (aka “Tiny Houses”), and to conduct a fee study with a recommendation for an ADU fee program. The design guidelines will contain the procedures, standards, and imagery which will serve as the primary resource for Riverbank property owners. Therefore, the City requests proposals from qualified land use planning consultant firms with the expertise to accomplish these goals.

Note: For the purposes of this project, it is assumed that when reference is made to the “ADU standards and fees” throughout this document, this shall mean all goals mentioned above.

B. PROJECT PURPOSE

The City of Riverbank intends to update its documents in a way that will promote the construction of accessory dwelling units to accelerate housing production. The existing ordinance allows homeowners to lease their ADUs to nonfamily renters. The hope is that by increasing ADUs in the community, veterans, aged-out foster children, seniors, and the homeless will have the opportunity to live on their own in a safe family environment.

Riverbank is part of a collaborative effort with Stanislaus County and the cities of Ceres, Modesto, Oakdale, Turlock, and Waterford to develop a variety of fully engineered ADU plans for detached new construction, each with multiple options for exterior finishes (siding, stucco, tile, shingles, etc.) and optional solar. The plans will range in size from 250 square feet to 1,100 square feet, including one 2-story model with a 2-bedroom residential unit above a garage. The ultimate goal is to make these plans available to property owners within all the participating jurisdictions at no cost.

Homeowners have told staff the amount of fees the City currently requires to construct a new house is prohibitive to constructing ADUs. Riverbank is interested in conducting a fee study which includes a recommendation for a fee program which will assist homeowners in constructing their ADUs. The fee study would look at a variety of fees for ADUs such as Building Permit fees and water/sewer connection fees (separate connections are sometimes requested).

C. RELEVANT CITY DOCUMENTS

1. City of Riverbank General Plan. (2005-2025)
2. City of Riverbank Housing Element. (2016)

3. Zoning Ordinance. (1999)
4. Downtown Specific Plan. (2015)

D. MAILING INSTRUCTIONS

Due to Coronavirus restrictions, documents may be mailed to or dropped off at:

Mail Depot
ATTN: Donna M. Kenney
City of Riverbank Box #205
2228 Patterson Road
Riverbank, CA 95367

All submittals (mailed or dropped off) must be received by Mail Depot by **12:00 p.m. (noon)** on **Friday, January 15, 2021** or they will not be accepted or considered.

E. INQUIRIES

Questions pertaining to the RFP and the selection process should be directed to Donna M. Kenney at dkenney@riverbank.org.

F. SUBMITTAL DATE

Proposals are due no later than **12:00 p.m. on Friday, January 15, 2021** and must be received by that time and date. Postmark dates and times will not be considered as meeting that deadline. Proposers must submit five (5) bound copies of their proposal and one (1) separately sealed fee proposal envelope to the address shown under “Mailing Instructions” above. The City is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above or sent by mail or courier service. The City reserves the right after opening the proposal(s), that in its sole judgement the proposals do not meet the best interests of the City, it may set aside those the proposals and release a second request for proposals.

G. PROPOSAL EVALUATION

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of contents. Responsiveness to the RFP will be a principal basis for evaluation.

H. PROPOSAL SELECTION

The City of Riverbank reserves the right, without qualification, to:

1. Select any proposal as a basis for written or oral communication with any or all of the companies or individuals when such action is considered to be in the best interest of the City of Riverbank.

2. Select proposals, based on initial proposals received, without discussion or after detailed discussions or contract negotiations.
3. Reject all proposals.

I. SELECTION PROCESS

The following is an outline of the procedures the City will use in the selection process:

1. Organize the selection committee. Selection Committee may include any or all of the following:
 - City Manager
 - Assistant City Manager
 - Development Services Administration Manager
 - Director of Parks and Recreation
 - Planning and Building Manager
 - Housing Specialist
 - Associate Planner
2. Selection Committee sends out request for proposals to interested parties.
3. Selection Committee reviews the proposals submitted by the prospective consultants and selects and reviews proposals which are quality based on the following factors:
 - a. Experience of the firm and project manager and assigned team in preparing the amended ordinance.
 - b. Record of the firm, and project manager and assigned team in preparing the amended ordinance within required time frames.
 - c. Record of the firm and project manager in being responsive to client requests.
 - d. Quality of work previously performed by the firm for the City and other agencies.
 - e. Community relations, including evidence of sensitivity to citizen concerns.
 - f. Ability to communicate effectively with citizens, elected officials, and staff professionals.
 - g. Ability to tailor the ordinance amendment to meet the requirements and needs of the City.
 - h. Geographic location of the principal offices of the firm and proximity of staff working on the study to the City.
4. Based upon the proposals submitted, the Committee may select a short-list of qualified firms for the project. The City of Riverbank reserves the right to make final consultation selection based solely upon evaluation of the written proposals, without short-listing firms or conducting oral interviews, should it find it to be in its best interest to do so.
5. The Committee may interview the short-listed firms. Based upon the proposal and interview, the Committee will rank the finalists as to qualifications. The Committee will enter into negotiations with the selected firm (the City Council has final authority for selection).

6. The negotiations will cover: scope of work, contract schedule, contract terms and conditions, technical specifications, and price. If the negotiating team is unable to reach an acceptable agreement with the selected firm, the negotiating team will recommend that negotiations be terminated and that negotiations with the second firm be initiated. The City Manager has final authority to terminate negotiations and move to the next ranked firm.
7. After negotiating a proposed agreement that is fair and reasonable, the negotiating team will recommend to the City Council that the City Manager enter into the proposed agreement. Final authority to approve the agreement rests with the City Council.

J. PROPOSAL CONTENT

The City of Riverbank requires the proposer to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. Proposal must include, at a minimum, the following sections ***in the order indicated***:

1. *Information Page*

Include project name, name of firm submitting the proposal, contact information for the person who will act as project leader including name, title, address, telephone, fax numbers, and email address.

2. *Description of Study Understanding*

Outline of the proposer's understanding of the project and summarizing the basic approach to the project.

3. *Methodology*

Descriptions which enable the City of Riverbank to assess the proposer's capability to conduct this project in a structured and efficient fashion.

4. *Scope of Work – (Note as Exhibit A in your proposal)*

Details with specific task descriptions to demonstrate that the proposer has considered all aspects of the project and that the proposer will cover them thoroughly. Attendance by Zoom (or future in-person meetings) at Planning Commission, City Council, community meetings, and public hearings is required. Please discuss and include any informational material deemed necessary to educate the community, Commission, and Council regarding the project.

5. *Timetable*

A timetable which identifies the main elements of the project, according to the Scope of Work, and projected completion dates throughout the project period.

6. *Personnel*

Resumes of the individual(s) assigned to the project and other staff personnel available to support the project. Particular attention should be given to the proposer's organization which provides internal service for supporting the project team and facilitates quality assurance auditing of the project work.

7. *Qualifications*

Description of the organization, covering background experience connected with zoning code updates, design guidelines, and fee studies as well as other similar projects.

8. *Representative Study Descriptions and Client References*

Submit descriptions of similar assignments which were conducted by the proposer, including other agency's contact name and telephone number.

9. *Cost Estimates of Consulting Fee – (Note as Exhibit B in your proposal)*

Each proposal shall include a cost estimate for providing services. Cost estimates shall be placed in a separate sealed envelope on which is written:

RFP Cost Estimate
City of Riverbank – ADU Project
(Name of Firm)
(Date)

K. EVALUATION CRITERIA

The City of Riverbank intends to engage the most qualified consultant available for this assignment. It is imperative the consultant's proposal fully addresses all aspects of the RFP. It must provide the City's staff with clearly expressed information concerning the consultant's understanding of the City of Riverbank's specific requirements which would result in the conduct of this project in a thorough and efficient manner.

The following criteria shall be used in the evaluation of the proposer's offer of service:

1. Proposal clarity in expressing the understanding of the City's needs and in defining a work plan for satisfying these needs; understanding the scope of work.
2. Consultant experience in providing consultant services on zoning code updates, design guidelines, and fee studies.
3. Professional qualification of Project Manager and his/her team's experience in conducting assignments of a similar scope.

4. Proposer's support organization and in-house quality control and quality assurance methods.
5. Methodology to be employed in conducting the project.
6. Client satisfaction and recommendation.
7. Cost of Services.

L. SCOPE OF SERVICES

The selected consulting firm will work with the Planning Commission and key staff to develop zoning ordinance amendment(s) that support the goals, policies, and action items in the General Plan, Housing Element, and Downtown Specific Plan with respect to Accessory Dwelling Units. The Planning Commission will be the governmental body responsible for overseeing development and review of the updated ordinance and it will then make recommendation to the City Council.

Education of the Planning Commission is also a part of the scope of this project. The selected consultant will be responsible for educating the Planning Commission on the basics of planning and zoning principles and concepts associated with accessory dwelling units. At least one educational session is to take place at the first meeting at which the consultants are introduced to the full Planning Commission.

The zoning ordinance should be an efficient, easy-to-use document (hard copy and online) that will implement the vision of the Council, a vision in which every citizen of Riverbank has a safe place to call home. The consultant will have primary responsibility for drafting and redrafting the text of the zoning ordinance after receiving appropriate input from Riverbank's citizens, stakeholders, Planning Commissioners, Council members, and staff.

It is anticipated the consultant will perform the following research/tasks before the actual writing of the ordinance, design guidelines, and fee study:

- Establish a comprehensive participation, communication, and information strategy to ensure appropriate volunteer, community, business, planning, and staff involvement during the creation of the zoning ordinance, design guidelines, and fee study.

M. DELIVERABLES

All items delivered as part of this project shall be the sole property of the City of Riverbank. The consultant shall be responsible for the submittal and execution of the following:

1. Progress Reports and Research. The consultant shall be responsible for submitting monthly progress reports and research information relative to the project. The consultant shall clearly communicate how the regulatory effects of the proposed ordinance may differ from the effects of the current ordinance. Background information regarding subjects addressed in the new ordinance shall also be submitted by matrix.

2. Draft Ordinance/ Design Guidelines/Fee Study. Five (5) copies of draft documents plus an electronic copy are required during the development stages of the project for review and use by the Planning Commission and staff.
3. Meetings (Zoom). The consultant will be responsible for meeting with staff and the Planning Commission on a regular basis. The number and frequency of the meetings will be determined in consultation with all parties before the project begins. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction, and review progress. In addition, the consultant will be expected to attend meetings of the Planning Commission and City Council either by Zoom or in person when safe.

The Planning Commission meets the third Tuesday of each month at 6:00 pm, currently by Zoom. The City Council meets the second and fourth Tuesdays of each month at 6:00 pm, currently by Zoom.

4. Final Work Products.

- A. An updated zoning code, which complies with state law and Riverbank's General Plan, Housing Element, and Downtown Specific Plan, and will serve as the primary resource for homeowners and nonprofit agencies to encourage their development of ADUs.
- B. ADU Design Guidelines to ensure ADU compatibility within existing neighborhoods, whether in a residential rear yard setting or as clustered housing managed by a nonprofit agency.
- C. A fee study and recommendations for a fee program to aid homeowners and nonprofits in the development of ADUs.

N. INFORMATION PROVIDED BY THE CITY OF RIVERBANK

The City will be responsible for providing the selected consulting firm with a hard copy of the following information immediately following the signing of the contract:

- Current Zoning Ordinance
- Current Zoning Map
- Current General Plan
- Downtown Specific Plan

O. SCHEDULE

The process will culminate in a fully updated zoning ordinance, design guidelines, and a fee study with recommendations to staff. The City recognizes that performance by consultant is dependent upon performance by the City. The final reports, in hard copy and in Microsoft Word format on a drive or disc, shall be submitted to the City within 15 days of receipt of City comments. Any included spreadsheet shall be in Excel format.

P. GENERAL CONDITIONS

1. General Information

The City of Riverbank, California will receive at its mail drop located at

Mail Depot
City of Riverbank Box 205
2228 Patterson Road
Riverbank, CA 95367

All proposals for this City of Riverbank Project. Proposals shall be submitted as previously outlined in "Proposal Content." Proposals shall be written in ink, computer generated, or by typewriter. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by the person signing the proposal. Proposals are to be verified before submission as they cannot be corrected or altered or signed after proposals are opened.

2. Interpretation of Proposals

Should a consultant find discrepancies in, or omissions from the specifications, or should consultant be in doubt as to their true meaning, consultant may submit to the Development Services Planning and Building manager a written request by email of an interpretation thereof prior to the proposal review: dkenney@riverbank.org. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of, or change in the proposed documents will be made only by an addendum issued to each person to whom specifications have been issued, and shall become part of any contract awarded. The City will not be responsible for any other explanation or interpretations.

3. Addenda

Any addenda issued by the City during the time of proposed review shall be covered in the proposal and shall be made part of the contract.

4. Proposal Review

Proposals shall be delivered to the City of Riverbank's drop box (#205) at Mail Depot on or before **12:00 p.m. (noon)** on the day set for the submittal of proposals in Section F, Submittal Date above. A consultant may withdraw their bid, either personally or by written request, at any time prior to the scheduled time of proposal review.

5. Late Proposals

Any proposals received after the **12:00 p.m. (noon)** deadline on **Friday, January 15, 2021** will be noted as received, but they will not be opened or considered.

6. Payment Terms

Partial payments will be made as the work progresses through each task. In making partial payments, there shall be retained ten percent on the amount of each estimate until final completion and acceptance of all the work.

Upon completion and acceptance of the work, the City shall certify that the work has been substantially completed and accepted under the conditions of this Contract. The entire balance found to be due the consultant, including the retained percentage, but excepting such sums as may be lawfully retained by the City, shall be paid to the consultant within 30 days after formal acceptance of the work by the City Council.

7. Assignment

No assignment by the consultant or any contract to be entered into hereunder or of any part thereof, except of funds to be received thereunder by the consultant, will be recognized by the City unless such assignment has had the prior written approval of the City.