



TOWN OF LOS GATOS

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
(408) 354-6872 Fax (408) 354-7593

CIVIC CENTER
110 E. MAIN STREET
LOS GATOS, CA 95030

November 20, 2020

**Re: REQUEST FOR QUALIFICATIONS FOR PLANNING GRANTS PROGRAM
CONSULTING SERVICES**

The Town of Los Gatos has been approved for funding under the SB 2 Planning Grants Program (Program) and is seeking a qualified firm to develop objective development standards and by right findings for the review of qualifying housing development applications. The planning consultant would also identify amendments to the Town Code necessary to add the objective standards and by right findings to Chapter 29 of the Town Code (Zoning Regulations).

Background. Housing Element Action item HOU-2.4 (Goals, Policies, and Actions, p. 32) includes amending the Town Code to add by right development, as follows:

"For multiple family residential development within the North 40 and the Southbay Affordable Housing Overlay Zone (AHOZ) site subject to by right development, the Town will amend the Town Code to add by right findings that, among other items, state that if a project meets the objective review criteria contained in the AHOZ design guidelines or North 40 Specific Plan design guidelines the deciding body will approve the affordable housing proposal." The estimated maximum development potential for the Southbay AHOZ site is 148 units towards the 2015-2023 Housing Element total RHNA of 619 units.

In addition, the Town has recently reviewed qualified housing project applications on sites not identified in the 2015-2023 Housing Element, under the Housing Accountability Act for approval by the deciding body if they meet objective development standards.

Moving forward, the Town is in the process of the General Plan 2040 update and the adopted Preferred Land Use Alternative has identified Community Places that will plan for mixed-use/multi-family residential development potential to plan for the next Housing Element RHNA cycle requirements.

If the acceptable location, site layout, and building massing for qualified housing development applications were established through adopted objective development standards, the review and approval processes could be more clearly understood from the time of submittal, resulting in a potential reduction in the entitlement permitting time of two to four months.

Services. The objective standards and by right findings should be developed to be consistent with the AHOZ and North 40 Specific Plan design guidelines and existing development regulations, as well as the initial draft Land Use and Community Design Elements of the General Plan 2040 for the review of qualifying housing development applications.

Typical services would include, but are not limited to:

- Initial meetings with staff;
- Review and analysis of planning documents: General Plan 2020 and initial draft General Plan 2040 (including Land use and Community Design Elements), 2015-23 Housing Element, AHOZ Design Guidelines, North 40 Specific Plan, Residential Design Guidelines, Commercial Design Guidelines, and Chapter 29 of the Town Code (Zoning Regulations);
- Field visits and windshield survey of existing housing developments;
- Proposal scope, products (documents), and schedule;
- Attendance at public meetings to present proposals as required;
- Preparation of administrative draft documents;
- Preparation of draft documents for public review;
- Review of draft documents, including review by applicable committees and attendance at public meetings as required;
- Preparation of final documents for adoption;
- Recommendations for consistent Code amendments, including attendance at public meetings as required;
- Preparation of administrative draft and draft code amendments and staff reports for introduction and adoption;
- Recommendations for next steps.

1.

Qualifications. The selected consultant shall have experience in preparing planning documents, including objective standards, by right findings, Housing Elements, design guidelines, development regulations, and code amendments. The selected firm should have the following knowledge and experience:

- Experience in preparation of and familiarity with design guidelines, objective development standards, by right findings, and similar planning documents;
- Ability to interpret and apply applicable Town Codes, policies, standards, and guidelines;
- Providing timely responses to the Town;
- Ability to provide insurance and indemnities to the Town. Professional liability insurance is also required. The terms and conditions of the agreement will be negotiated at the appropriate time; and
- Experience working with subcontracted consultants where appropriate.

Conflict of Interest. Respondents to this request for proposal do so with the understanding that consultants to the Town owe their professional responsibility solely to the Town. Consultants shall not have or obtain any holding or interest within the Town of Los Gatos. Consultants shall have no business holdings or agreements with any individual member of the staff or management of the Town or its representatives nor shall they enter into any such holdings or agreements. In addition, consultants must warrant that as of the time of entering a contract they do not have and shall not acquire any direct or indirect interest adverse to those of the Town with regard to the services that are the subject of this request for proposals. Consultants shall immediately disassociate themselves from such an interest should they discover they exist and shall, at the

Town's sole discretion, divest itself of such interest. Consultants shall not knowingly, and shall take reasonable steps to ensure that they do not employ a person having such an interest in the performance of an agreement contemplated by this request for proposals. If after employment of a person, consultants discover they have employed a person with a direct or indirect interest that would conflict with its performance of such agreement, consultants must promptly notify the Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.

Evaluation Criteria. Emphasis will be placed on the directly relevant qualifications and capacity of the Consultant. Submittals will be based upon the following criteria:

1. Ability to meet RFQ Goals and Objectives:
 - What objectives are met?
 - Does the agency/firm have the necessary experience?
 - How much experience?
 - Which other jurisdictions?
 - Staff experience?

2. Program Service Delivery:
 - What services are being offered?
 - Where are the services being offered?
 - Who is providing the services? Which staff members? Which subcontracted consultants?

3. Costs:
 - Is the proposal detailed and are the costs/fees clearly outlined?
 - Is there a fixed fee for basic services?

Proposal Content. One copy of your proposal shall be submitted to the Community Development Department via e-mail at Planning@losgatosca.gov, and must be received by **Monday, December 21, 2020 at 5:00 PM**. Please title your email "RFQ – PGP Consulting Services.". The following should be included in the proposal:

1. *Introduction:* Include a statement of interest, introductory information, and an executive summary.
2. *Experience:* Include a list of pertinent past, recently completed, and/or on-going projects that would substantiate the experience of individuals that would provide service to the Town.
3. *Qualifications:* Name and phone number of contact person and/or project manager; qualifications that demonstrate their capability to successfully provide the services described in this RFQ; a reference list with names, addresses, phone numbers, business relationship, and a brief description of the project; and any current litigation you are involved with regarding your professional service and/or any litigation within the past 10 years. Include a short resume for any individuals who will be providing service to the Town.
4. *Organization:* The total number of staff who will provide the required services and their role(s), and information on your availability to perform on short notice and under time

constraints.

5. *Project Approach*: A statement of understanding of the nature and extent of the services required and an outline of how services will be performed; a statement of any anticipated constraints, problems, or issues that might occur during execution of the services and suggested approaches to resolving them.
6. *Public Meetings*: Estimated hours and fee estimates for presentation and discussion of proposed objective development standards and by right findings at committee meetings and public hearings.
7. *Examples of work*: Submit three equivalent examples prepared by your firm.

If you have any questions concerning this RFQ, please email Planning@losgatosca.gov.

Sincerely,

Sally Zarnowitz, AIA, LEED AP
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