City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☒ Regular ☐ Special

Meeting Date: September 10, 2019

Title: Award the RFP bid for the General Plan 5th Cycle Mid-Year Housing Element Update in the amount of $15,728

Background: On December 14, 2018 the City received a "Notice of Non-compliance" from the California Department of Housing and Community Development Division (HCD). HCD is responsible for administering State Housing Element Law including the review of local General Plan Housing Elements for compliance. State law requires that General Plan Housing Elements be updated every five years, and the city has not completed an update since 2005, making the City out of compliance and therefore, unable to process a grant-funds request for monies available to assist with this endeavor. The City recently completed the Housing Element update covering the period October 15, 2013-October 15, 2021 that is undergoing review and revisions with HCD. The City is now required to prepare a second Housing Element for the period October 2015 to October 2021, referred to as a mid-year cycle period. Once this is completed, the City will be compliant with the State and can apply for grant funds to assist with updates for the other General Plan elements that haven't been updated since 1986.

On August 21, 2019 the City of Needles sent out a Request for Proposal (RFP) for the 5th Cycle Mid-Year Housing Element Update. On September 4, 2019 one (1) bid was received from planning consultants "Placeworks", the agency that is also preparing the Housing Element identified above.

The RFP bid amount is requested at $15,728.

The City will become compliant with the submittal and adoption of the of both the 5th Cycle Housing Element and the 5th Cycle Mid-Year Housing Element by HCD. State law requires this Housing Element Update. The City will apply for $160,000 in additional SB 2 Planning Grant Funds to update our General Plan once we are compliant.

Fiscal Impact: Draw on the approved 2020 Budget, General Plan Funds not to exceed $15,728.

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City of Needles, California
Request for City Council Action

Recommended Action: Accept the RFP bid submitted by "Placeworks" for the Preparation of the 5th Cycle Mid-Year Housing Element Update in the amount not to exceed $15,728.

Submitted By: Patrick Martinez, Director of Development Services

City Management Review: Rick **Date:** 9/5/19

Approved: ☐	Not Approved: ☐	Tabled: ☐	Other: ☐
			Agenda Item: 20

PLACEWORKS

September 4, 2019

Dale Jones
City Clerk
City of Needles
817 Third St.
Needles, CA 92363

Subject: 2019 Needles Mid-Cycle Housing Element

Dear Ms. Jones,

PlaceWorks is pleased to provide this proposal to further assist the City of Needles with its 2019 mid-cycle review Housing Element update. PlaceWorks' Housing Team has considerable experience working with the California Department of Housing and Community Development (HCD), having completed over 100 certified housing elements since 2008. PlaceWorks is currently working with HCD to assist the City with its 2013–2021 (5th round) Housing Element.

The project team, directed by Jennifer Gastelum and managed by Amy Sinsheimer, has over 15 years of experience in managing the preparation of housing elements. Ms. Gastelum and Ms. Sinsheimer are assisting with Needles' first 5th round Housing Element update. Ms. Sinsheimer will manage Needles' Mid-Cycle Housing Element update, with assistance from Ms. Gastelum and the rest of the PlaceWorks Housing Team.

Due to our previous work for the City, we are familiar with the City's resources and needs. We understand that the state is looking for updates to specific portions of the Housing Element, including public outreach efforts and expects reporting on progress toward addressing the City's Regional Housing Needs Allocation (RHNA) and achievements in implementing the housing element programs. Our approach and proposed work program for this focused update outline a collaborative approach intended to produce a Housing Element that meets the unique needs of the community and achieves certification from the state.

We are excited about the opportunity to assist Needles with the completion of the 2019 Housing Element update and look forward to hearing from you. Please let us know if you have any questions on the proposed scope of work.

Sincerely,
PLACEWORKS

Jennifer Gastelum
Associate Principal

Amy Sinsheimer

Amy Sinsheimer, AICP
Senior Associate

Understanding of the Project

UPDATE PROCESS

Needles' 2013–2021 Housing Element will serve as the starting point for the 2019 Mid-Cycle Housing Element update.

SENATE BILL 375 TIMELINES

The deadline for Needles to be on an eight-year Housing Element update schedule was October 15, 2013. Because the City did not meet that deadline for the 2013–2021 Housing Element, the City is now on a four-year update cycle. The planning period will remain 2013–2021 with an HCD review in 2019. For this mid-cycle review update, PlaceWorks will work with the City to obtain certification of the Housing Element through 2021.

Scope of Work

TASK 1: PROJECT COORDINATION

PlaceWorks will communicate with City staff via phone and email, as needed throughout the project.

Task 1 Deliverables: Agendas for meetings with staff (electronic copies in MS Word and PDF).

TASK 2: PREPARE HOUSING ELEMENT COMPONENTS

2.1: Evaluate Existing Housing Programs

PlaceWorks will work closely with the City to determine the status, effectiveness, and appropriateness of the 2013–2021 housing program. We will gather and document all available information regarding specific accomplishments. Findings from the evaluation will be detailed in a matrix to be included in the draft Housing Element and used as a basis for program revisions for the remainder of the planning period.

Task 2.1 Deliverables: Review of housing programs to be included in the administrative draft Housing Element.

2.2: Housing Needs Assessment

Because the 2013-2021 Housing Element was drafted just a couple months ago, the information in the housing needs assessment is very current. No updates will be needed to the housing needs assessment for the Mid-Cycle Housing Element.

Task 2.2 Deliverables: Housing needs assessment from the 2013-2021 Housing Element to be included in the Administrative Draft Mid-Cycle Housing Element.

2.3: Housing Constraints

Because the 2013-2021 Housing Element was drafted just a couple months ago, the information in the housing constraints section is very current. No updates will be needed to the housing constraints for the Mid-Cycle Housing Element.

Task 2.3 Deliverables: Housing constraints from the 2013-2021 Housing Element to be included in the Administrative Draft Mid-Cycle Housing Element.

2.4: Housing Resources and Opportunities

PlaceWorks will work with City staff to make any needed updates to the progress towards the City's Regional Housing Need Allocation (RHNA) and any updates to the sites inventory.

Task 2.4 Deliverables: Housing resources and opportunities to be included in the administrative draft Housing Element.

2.5: Housing Programs and Quantified Objectives

PlaceWorks will work with City staff to update goals, policies, and programs if any implementation progress has occurred since drafting of the 2013-2021 Housing Element. PlaceWorks will also address any new law requirements that have gone into effect since adoption of the 2013-2021 Housing Element.

Task 2.5 Deliverables: Housing programs and quantified objectives to be included in the administrative draft Housing Element.

TASK 3: PUBLIC OUTREACH

PlaceWorks assumes the City will lead the public outreach and meetings for the mid-cycle housing element update. PlaceWorks has included some time to advise the City on preparation for workshops and hearings on the mid-cycle housing element.

Task 3 Deliverables: n/a

TASK 4: DRAFT AND FINAL HOUSING ELEMENTS

PlaceWorks will prepare draft documents in a clear, user-friendly format that meets HCD requirements.

4.1: Administrative Draft Housing Element

PlaceWorks will incorporate the components described in Task 2 into a comprehensive, formatted administrative draft Housing Element, which will be submitted to City staff for review. The draft will be

marked to indicate where updates have been made. We request that we receive one consolidated set of City comments on the draft.

4.2: Public Review Draft Housing Element

PlaceWorks will address staff comments on the administrative draft and prepare a public review draft Housing Element. We will incorporate comments and revisions from City staff's review of the administrative draft, as directed, prior to issuing the draft for public review and submitting the draft to HCD.

4.3: Final Housing Element

PlaceWorks will prepare a final Housing Element that incorporates any changes to the public review draft from the Planning Commission and City Council, City staff, and HCD.

Task 4 Deliverables: Electronic copies (in Word and PDF) of the administrative draft, public review draft, and final Housing Element; one hard copy each of the public review draft and final Housing Element for submittal to HCD.

TASK 5: HCD REVIEW AND CERTIFICATION

PlaceWorks maintains strong working relationships with HCD reviewers, and because PlaceWorks' Folsom office is located in close proximity to the HCD office, staff is able and willing to meet with HCD staff as needed. PlaceWorks staff is very familiar with the HCD review processes and will serve as the City's liaison to HCD. This service will include:

- Submittal of the draft Housing Element to HCD, along with a cover letter for the 60-day review.
- Meetings and/or conference calls with HCD staff and City staff to answer questions and address any issues.
- Submittal of the adopted Housing Element to HCD for final 90-day review and certification.

Task 5 Deliverables: Submittal of draft Housing Element to HCD including cover letters, and printed and PDF copies of the Housing Element with highlighted changes and additions; e-mails and memorandums to address HCD questions and comments, as needed; proposed revisions to the Housing Element resulting from HCD comments incorporated into the Housing Element in a strikethrough format for review and approval by City staff.

TASK 6: ENVIRONMENTAL REVIEW/CEQA

PlaceWorks understands that the City intends use the Initial Study/Negative Declaration prepared for the 2013-2021 Housing Element to cover the environmental review of the Mid-Cycle Housing Element. The City will be responsible for the environmental review work.

Task 6 Deliverables: n/a

Proposed Schedule

The following schedule is proposed based on discussions with City staff and HCD, meeting the HCD deadline for adopting the Mid-Cycle Housing Element by November 30, 2019, and the scope of work presented in this proposal.

Table 1. Proposed Schedule

TASK	DATE DUE
Project Initiation	September 2019
Administrative Draft Mid-Cycle Housing Element	Early October 2019
Community Workshop [City to conduct]	September 2019
City review of Administrative Draft Mid-Cycle Housing Element	October 2019
Public Draft Mid-Cycle Housing Element	October 2019
HCD Expedited Review of Draft Mid-Cycle Housing Element	October - November 2019
Conference call with HCD to Receive Review of Draft	October - November 2019
Receive Conditional Certification from HCD	November 2019
Adopt Housing Element	November 2019
HCD 90-Day Certification Review of Adopted Housing Element	November 2019 – February 2020

PLACEWORKS

Cost Estimate

PlaceWorks' proposed cost to prepare the Needles Mid-Cycle Housing Element is provided in the cost table below.

Table 2. Cost Estimate

TASK	COST
1. Project Coordination	$1,234
2. Prepare Housing Element Components	
2.1 Evaluate Existing Housing Programs	$1,510
2.2 Housing Needs Assessment	No updates needed
2.3 Housing Constraints	No updates needed
2.4 Housing Resources and Opportunities	$1,928
2.5 Housing Programs and Quantified Objectives	$1,530
3. Public Outreach Advising	$520
4. Draft and Final Housing Elements	
4.1 Administrative Draft Housing Element	$3,769
4.2 Public Review Draft Housing Element	$1,688
4.3 Final Housing Element	$938
5. HCD Review and Certification	$2,611
6. Environmental Review/CEQA – City to Address	n/a
GRAND TOTAL	**$15,728**