

REQUEST FOR PROPOSALS CITY OF CAPITOLA



AFFORDABLE HOUSING NEXUS STUDY

City of Capitola
420 Capitola Avenue
Capitola, CA 95010

ISSUE DATE:
November 17, 2020

DEADLINE FOR SUBMISSION:
December 15, 2020

CONTACT:
Katie Herlihy, Community Development Director
(831) 475-7300 ext. 216
kherlihy@ci.capitola.ca.us

Request for Proposals (RFP) for Consultant to complete an affordable housing nexus study in compliance with the AB1600 Mitigation Fee Act.

RELEASE: April 20, 2020

Proposals are due December 15, 2020, at 4 pm.

I. Introduction

The City of Capitola is a small, almost two-square mile coastal city of approximately 10,000 residents located within Santa Cruz County. As is true with most California cities, housing demand is higher than supply. This combined with pressure of second home ownership along the coast and notable quality of life, results in an extremely high cost of living.

The City of Capitola's Inclusionary Housing Ordinance (IHO) has been an important tool in creating affordable housing. As the City prepares to update the IHO, the city plans to adopt affordable housing impact fees based on a nexus study.

II. Role of Planning Services

The selected consultant will:

- Complete an affordable housing fee nexus study, examining the nexus between new residential development and the need for affordable housing in the City of Capitola.
- Submit a recommendation in report form on the structure and size of a Capitola affordable housing impact fee.
- Attend one City Council meeting to present conclusions and answer questions regarding the nexus study, anticipated to occur in spring of 2021.
- Include one optional additional City Council meeting and round of revision should the council request modifications to the study.

Analysis must provide a basis and methodology for establishment of a fee which is consistent with the requirements of State and Federal law.

The nexus study and recommendation report will be completed within two months after the contract is executed. Contract execution is estimated for January 28, 2021, which would make the work products due March 28, 2021.

III. Consultant Requirements

The planning consultant must work collaboratively with City staff to complete the tasks as outlined in Section II above. The city is seeking a consultant with the following qualifications:

1. Experience with affordable housing nexus studies.
2. Experience presenting affordable housing nexus studies to a City/County Council.
3. Familiarity with the City of Capitola, the existing Inclusionary Housing Ordinance, and applicable state and federal law.

IV. Terms of Contract and Selection.

Selection will be based on review of proposals presented in the submittal, matching skills with the needed expertise, and may include an interview process. The evaluation will consider technical approach, including project understanding, scope of work, overall project team, staff-hour allocation per task and fee schedule. The City will make selection decisions on the basis of relevant experience, past performance, presentation skills, availability, billing rate and the best alignment of specific skills and experience with specific project needs. At the completion of the proposal review, the panel may elect to invite the top scoring firms to make a presentation at no cost to the City. The City may request Best and Final offers. Based on the presentation and the Best and Final offers, if requested, the panel will select the proposal that best fulfills the City's requirements. The City may negotiate with that firm to determine final pricing and contract form. There will be no public opening and reading of proposals.

Selected consultant must be willing to accept the terms included in the City's standard professional services contract (attached).

Pursuant to the City's Purchasing Policy for Professional Consultants, price alone will not dictate selection.

V. Response Requirements

Please submit the following (max length 10 pages)

1. Cover letter describing specific qualifications related to above services.
2. Brief consultant biography.
3. Qualifications and examples of relevant affordable housing nexus studies.
4. Three references.
5. Price to complete all tasks listed under Section II and one optional second City Council meeting including Council directed revisions.

Please submit either one electronic submittal or three printed copies of Proposal, clearly marked on the outside "Affordable Housing Nexus Study"

Proposals will be accepted either electronically, in person, or by mail. Proposals **will be accepted until December 15, at 4:00 p.m.** No qualification will be accepted by oral communication, telephone, or facsimile transmission. Proposals may be withdrawn prior to the time set for closing. Any proposals received after the time set for closing will be rejected.

In order to ensure that all interested firms have access to the same information, all questions must be submitted by email prior to December 15, to the Community Development Director, Katie Herlihy, at kherlihy@ci.capitola.ca.us. Responses to questions will be posted on the City website.

Please submit your Proposals to the attention of:

**Katie Herlihy
Community Development Director
City of Capitola
420 Capitola Avenue
Capitola, CA 95010
(831) 475-7300 ext. 216**

VI. SUPPORTING MATERIALS

1. City of Capitola Chapter 18.02 Inclusionary Housing Ordinance”