

## **Accessory Dwelling Unit – Request for Proposals**

### ***Questions and Answers***

*Updated: 03/01/2021*

1. Will proposals that only propose providing plans to be preapproved be accepted? Or must we propose on the entirety of this proposal?
  - Submittals must cover the entire scope of work. Respondents may create a team to carry out the work. The city will also consider proposals which include a process within the scope of work for subcontracting individual architects/designers to complete the architectural prototypes.
2. Section IV specifically states Consultant must be willing to accept the terms included in the City's standard professional services contract. Is the City willing to consider alterations to this contract?
  - The City can consider minor modifications to terms. If there is a specific term you have concerns with, please email more details and Staff can provide a more detailed response.
3. Are the 4-5 pre-approved ADU building plans to include variations, or does each variation constitute a new plan? IE Would 1 floor plan with two roof plans constitute 1 plan or 2?
  - The City is interested in 4 to 5 different floor plans. Variations of one floor plan would not constitute a new plan.
4. Is the City asking the consultant to perform web design services or provide information to City's current web designer to update ADU portion of City's website?
  - The City is asking for the consultant to provide information that Staff and/or the City's current web designer can upload into our current website.
5. Does the City of Capitola have specific ideas in mind of what they would like these items to look like? Does the proposal need to include details about what exactly should be included in a scenario planning tool for example? Or, is the scope something that could be collaboratively worked out with planning staff once the project is underway?
  - The scope is something that can be collaboratively worked out with planning staff once the project is underway. I have seen many different examples from other agencies, some of which seemed very helpful and others that seemed extremely complicated and/or confusing (e.g. spreadsheets to calculate cost). However, if there are similar guidance documents you have developed for cities or counties in the past, it would be helpful for us if you could describe them and your experience developing them.

6. Does the City already have a definition of what constitutes a typical Capitola Property? I would imagine you could define at least 4 different typical Capitola properties and tailor the 4 ADU designs to each one, assuming certain average limitations like available yard area, distance to property lines, presence of a garage that can be converted, etc. Do preapproved building plans include structural plans and calculations?
  - The City does not have a definition of what constitutes a typical Capitola property. However, we do have several distinct residential neighborhoods that have typical lot sizes (e.g. Riverview Terrace - 40' x 70', Jewel Box - 40' x 80', Depot Hill and North Forties - 40' x 100', and Cliffwood Heights - 60' x 100' and 70' x 100'). I agree that we would look at the setbacks for the typical lot size in those areas and determine the best size ADU that could fit in each. Preapproved building plans will need to include structural plans and calculations. The goal is for a property owner to be able to go through the whole planning permit and building permit application process without needing to have any plans designed.
7. Would the Planning Consultants need to be existing vendors for the City of Capitola, or would we apply for that process upon RFP approval?
  - The consultants who win the bid will be required to get a business license after the RFP selection is complete and the contract has been awarded.
8. Confirm that the City will update the website, and the consultant would provide text and graphic content only to City.
  - The City of Capitola will update the website with the materials and information provided by the consultant.
9. Clarify what is envisioned for the “scenario planning tool” mentioned in the list of desired tasks.
  - This is a reference to the spreadsheets we have seen in several municipalities that provide cost estimates for planning and building permits based on specific ADU designs. However, some seem overly complicated/complex. If you have an example of something like this that you have created in the past that is intuitive for the average applicant, please include it with your submittal.
10. Confirm whether the June 2020 updated ADU ordinance has been certified by the Coastal Commission? If not, when is that anticipated?
  - The updated ADU ordinance has been certified by the Coastal Commission. The current Capitola Municipal Code Chapter 17.99 reflects the updated ordinance.
11. If the updated ordinance does not yet apply in the Coastal Zone, do different development standards and procedures currently apply for properties within the Coastal Zone other than those outlined in the 6/20 ADU ordinance? If so, does the City

anticipate needing a consultant to develop separate interim planning tools and information for the development of ADUs within the Coastal Zone until the new ordinance is adopted?

- See above. Chapter 17.99 (Inside Coastal Zone) and Chapter 17.74 (Outside Coastal Zone) are identical.

12. Does the City anticipate any public outreach meetings will be necessary? If so, are these preferred to be in person or virtual meetings?

- Public outreach meetings may be utilized, and if so, they would currently have to be virtual meetings like all other meetings conducted by the City.

13. Does the City anticipate the consultant's prototype plans would need to go to the architectural review committee for comment, recommendations, or other approvals?

- The prototype plans will be reviewed by the Planning Commission for comment, recommendations, and approval. Prior to that, staff will review the plans internally with the Building and Public Works Departments.

14. Please confirm all water and sanitary districts which serve properties within the City of Capitola.

- The City of Capitola is served by the Santa Cruz Water Department (western portions of city), Soquel Creek Water District (eastern portions of city), and Santa Cruz County Sanitation District (entire city).

15. Please confirm if the proposal cover, section tab sheets, table of contents, and resumes will be counted towards the 10-page maximum.

- None of those items will count towards the 10-page maximum.