



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF GENERAL SERVICES

COUNTY GOVERNMENT CENTER • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5200

DUANE P LEIB, DIRECTOR

**REQUEST FOR PROPOSAL PS- #916
AFFORDABLE HOUSING ORDINANCES
ENVIRONMENTAL IMPACT REPORT**

February 10, 2006

The County of San Luis Obispo is currently soliciting proposals for professional services for Affordable Housing Ordinances Environmental Impact Report.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception, may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit eight [8] copies of your proposal by close of business on March 15, 2006, 2006 to:

County of San Luis Obispo
Jack Markey, Central Services
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Ted Bench at (805) 781-5701.

JACK MARKEY
Supervising Buyer - Central Services Division
jmarkey@co.slo.ca.us

SECTION 1 - GENERAL INFORMATION

1.1 Purpose

The purpose of this Request For Proposals (RFP) is to provide interested consultant firms with sufficient information concerning certain services desired by the County of San Luis Obispo. This information is intended to enable the firms to prepare and submit proposals for the preparation of a program Environmental Impact Report (EIR) to evaluate the potential impacts that may occur if the County amends its General Plan/Land Use Ordinance by adding three affordable housing ordinances.

1.2 Right of Rejection

The County reserves the right to reject any or all proposals received as a result of this request. The County will not pay for any information contained in the proposals obtained from participating firms. The County is not liable for costs incurred by firms prior to issuance of a contract. The County also may negotiate separately with any source in any manner necessary to serve the best interest of the County. This request for proposals is made for informational and planning purposes only. Awards (if made) will not be made solely on the basis of proposals resulting from this request.

1.3 How to Submit Proposals

In order for proposals to be examined and evaluated by the Office of Environmental Coordinator, the County is requesting eight (8) copies of the proposals and eight (8) copies of any supportive materials. Proposals must be delivered no later than 5:00 P.M., March 15, 2006.

Please ship copies so as to insure prompt delivery to:

COUNTY OF SAN LUIS OBISPO
JACK MARKEY, CENTRAL SERVICES
1087 SANTA ROSA STREET
SAN LUIS OBISPO, CA 93408

Once submitted, the proposals and any supplementary documents become the property of the County.

1.4 Acceptance of Proposal Content

If a contract is awarded as a result of a response to this request, the County will select the successful firm as quickly as possible after the final date for receipt of the proposals. However, final award is contingent upon successful contract(s) negotiation.

It is likely that the content of the proposal of the successful bidder will be used in a legal contract of agreement. Bidders should be aware that methods and procedures proposed could become contractual obligations.

1.5 Inquiries

If the consultant has any questions in regard to this RFP, contact: Ted Bench at tbench@co.slo.ca.us or (805) 781-5701 for affordable housing ordinance-related questions, or Jeff Oliveira at joliveira@co.slo.ca.us for questions related to the EIR and environmental issues.

1.6 Contract Amount

The consultant shall prepare a cost estimate based upon the services requested in this RFP. The EIR document shall be bid at a firm, fixed price. The staff meetings, public hearings, response to public comments (regarding the Draft EIR) and preparation of findings shall be bid on a time and materials basis.

1.7 Project Background

The County's Housing Element (amended July 20, 2004) describes an area-wide shortage of affordable housing and contains several programs that would encourage the development and retention of the County's affordable housing stock. Three of these programs are as follows:

- Program HE 1.4: Revise Residential Development Standards
- Program HE 1.9: Require Development of Affordable Housing
- Program HE 1.10: Establish Minimum Residential Multi-Family Densities

The County Department of Planning and Building has issued concept papers that recommend new ordinances for the County to consider that would assist in implementing the three programs. These proposed affordable housing ordinances are the subject of this RFP. Please refer to the San Luis Obispo County Housing Element (amended July 20, 2004), the Concept Paper entitled "Residential Development Standards" (dated October, 2005), the Concept Paper entitled "Proposed Inclusionary Housing Program, Housing Linkage Program and Revisions to Affordable Housing Standards" (dated May 13, 2005), and the Concept Paper entitled "Establish Minimum Residential Multi-Family Densities" (dated January, 2006).

The Housing Element and the concept papers are posted on the website of the County's Department of Planning and Building, at: www.sloplanning.org/housing.

1.8 Project Location

The project site includes all of the unincorporated areas of San Luis Obispo County. None of the incorporated cities are participating in this environmental assessment. The County jurisdiction includes large rural areas of low intensity development and several urban communities. In 2000 the population sizes of the ten urban communities ranged from 14,154 in Los Osos to 1,497 in San Miguel.*

(*Population information source: San Luis Obispo County Housing Element, July 20, 2004)

1.9 Project Description

The EIR shall assess the potential impact of the proposed/ revised County ordinances, in conformance with all applicable provisions of the California Environmental Quality Act (CEQA). A description of the primary components of the proposed/ revised ordinances is provided below. ***Please note that this section describes only the ordinance components that shall be addressed in the EIR. Although the concept papers provide a full description of the three proposed/ revised ordinances, not all of the ordinance components have been included in this RFP. The consultants may include in their response to this RFP a recommendation of additional ordinance components that do or do not need to be evaluated. The County intends to support the proposed/ revised ordinances with a comprehensive, legally defensible EIR.***

- **Residential Development Standards (revisions to existing County ordinances)**

Setbacks:

Revise the Land Use Ordinance (and Coastal Zone Land Use Ordinance) to allow a 20 foot front setback on properties that are less than one acre and are designated Residential Single Family or Residential Multi-Family. This could result in additional density in the multi-family land use category.

Parking:

Revise the Land Use Ordinance (and Coastal Zone Land Use Ordinance) to reduce the number of required guest parking spaces by one space, on developments of 15 units or less, in the Residential Multi-Family land use category. This would make it easier to do smaller developments in the multi-family land use category.

Allowable density/floor area ratio/open area ratio:

Modify the Land Use Ordinance (and Coastal Zone Land Use Ordinance) to eliminate maximum floor area and maximum open area for multi-family projects and establish instead a lot coverage ratio for structures, including carports, of 35% for low, 45% for medium and 60% for high density residential development.

Minimum site area:

Modify Section 22.10.110C (Minimum site area) of the Land Use Ordinance (and Section 23.04.042e(1) – Area Measured, of Coastal Zone Land Use Ordinance) to allow a 4,000 square foot minimum parcel size for two units in the multi-family land use category, instead of the 6,000 square feet now required. (This is expected to affect approximately 180 lots located in urban areas throughout the county.)

Minimum parcel size:

Modify Section 22.22.080A, B & C (Residential Single-Family and Multi-Family Categories) of the Land Use Ordinance (and Section 23.04.028 a, b & c – Residential Single-Family and Multi-Family Categories, of the Coastal Zone Land Use Ordinance) to allow a 5,000 square foot minimum parcel size for new parcels in the residential single-family land use category ONLY, instead of the 6,000 square feet now required. No change is proposed to the minimum 6,000 square foot parcel size required for new parcels in the residential multi-family category. (This is expected to affect approximately 700 lots in urban areas throughout the county).

Although the Concept Paper does not recommend the parcel size reduction, County staff wishes to consider the potential impacts and merits of this concept ordinance amendment.

- **Inclusionary Housing Ordinance (a new affordable housing ordinance)**

(More information about this proposed ordinance is available from County staff on request.)

Minimum project size:

None, but projects smaller than five housing units would be subject to in-lieu fees of approximately \$3,000 to \$5,000 per home. Exempting the thousands of existing lots in the county from the inclusionary housing requirement would result in significantly fewer affordable housing units being created.

Applicability to lot-sales land divisions:

Same as new construction projects. Since in-lieu fees will be due at time of sales of market rate housing units, lots created for subsequent sale will have a lien recorded to guarantee payment of the in-lieu fee at a later date.

Basic inclusionary requirement:

20% of the base project, consisting of 5% very low income units, 5% lower-income units, 5% moderate-income units and 5% "workforce housing" units. The new category called "workforce housing" includes housing for households earning between 120% and 160% of the county median income.

Exemptions:

Rental apartment projects with a density of at least 10 units per acre, secondary dwellings, farm support quarters, on-site or off-site employee housing.

Options for satisfying inclusionary requirement:

Build the affordable units on-site, build the affordable units off-site, pay an in-lieu fee, donate land for subsequent development of affordable housing.

Amount of in-lieu fees (2 levels):

The intent of the fees is to enable the County to cause the affordable housing units to be built off-site through a nonprofit or for-profit group. In-lieu fees for very low-income units and lower-income units would be set at an amount equal to the current estimated financing "gap" for local affordable housing developments using state or federal financing (currently estimated at approximately \$100,000 per affordable unit). Fees for moderate -income housing units and workforce housing units would be set at an amount equal to the median sales price of condominiums minus a profit of 15% since these units would need to be built without subsidies. As a result, the in-lieu fees for moderate-income housing and workforce housing will be significantly higher than the in-lieu fees for very low-income or lower income housing (i.e., \$300,000 compared to \$100,000).

Density bonus for affordable units:

Projects subject to the 20% inclusionary requirement will be eligible for a 20% increase in density if the affordable housing units are provided on-site. (1:1 bonus of market rate units for affordable units)

Linkage program requirement for commercial/industrial development:

An affordable housing in-lieu fee equal to 5 percent of the estimated valuation of new nonresidential development is proposed. Developers could build affordable housing instead, but few are expected to choose this option. Affordable housing units could be built on-site (mixed-use project) or off-site (employee housing). The amount of the fee per square foot of new development can be adjusted through the subsequent nexus and financial feasibility study to be prepared concurrently with an environmental impact report. (NOTE: A "linkage program" would collect fees from new commercial and industrial development. The establishment of a linkage program must be evaluated by the environmental impact report, and also by a nexus study and a financial feasibility study. The nexus study and financial feasibility study **SHALL NOT BE** included within the scope of work for this RFP, they will be prepared and evaluated separately from the environmental impact report.)

Standards ensuring that affordable housing remains affordable:

(NOTE: Do not include this component in EIR – no significant impact is anticipated.)

Rents and initial sales prices would be adjusted to more accurately reflect what households can afford and to achieve more consistency with the standards of local cities. As an example, a moderate-income, 3-bedroom condominium could sell for about \$260,000 instead of \$300,000 as the existing ordinances allows. Rental housing units would remain affordable for at least 55 years and ownership housing units would remain affordable for at least 45 years. Rents and resale prices would be adjusted according to median income changes. If a housing unit subject to these standards is sold before 45 or 55 years, then it must be sold or rented to an income-eligible buyer and the requirement would be renewed for a second 45- or 55-year period. A “community land trust” could improve and extend this model beyond 45 or 55 years by owning the land under the affordable housing and leasing it to the home buyer.

Subsequent uses of in-lieu fees:

Affordable housing in-lieu fees would be paid into a trust fund and held for later use in subsidizing affordable housing. These fees would be used to support development of new affordable housing in the same general housing market area as the development that resulted in payment of the in-lieu fee (not yet mapped).

- **Minimum Density Requirement for Residential Multi-Family Zoned Land (revisions to existing County ordinances)**

A minimum density of 15 to 25 units per acre shall be required for new development on specific parcels in the Residential Multi-Family category (zone). (A total of 54 existing parcels have been identified as suitable sites for the proposed minimum density ordinance. The 54 parcels include vacant and underdeveloped sites that are located in the existing Residential Multi-Family category/zone in several communities around the County.)

SECTION 2 – PROPOSED CONTENTS SCOPE OF WORK

2.1 General Requirements

The EIR shall meet all of the requirements set forth in the California Environmental Quality Act (Public Resources Code 21000 et seq.) and the State CEQA guidelines (California Code of Regulations, section 15000 et seq.).

2.2 Specific Requirements

The following sections address the scope of work that is envisioned for each major step. Other areas of review that would make the EIR a complete document in compliance with CEQA and the State CEQA Guidelines shall also be addressed.

1. **Public Hearings.** The consultant will attend at least **four (4)** total public hearings at the county Planning Commission and the Board of Supervisors for the draft EIR. Staff will attend all meetings and be responsible for the logistical aspects (e.g. setting them up, noticing, etc.)
2. **Draft EIR.** The consultant will coordinate the preparation of a Draft Environmental Impact Report (DEIR). The DEIR shall meet all of the requirements set forth in the CEQA guidelines. In preparing the DEIR for the proposed/revised ordinances, the consultant shall keep in mind Section 15146 of CEQA, which says "the degree of

specificity required in an EIR will correspond to the degree of specificity involved in the underlying activity." The proposed/revised affordable housing ordinances will be evaluated through a program EIR approach, which may function as a first tier for subsequent EIRs. While submittal of public comments on the Draft EIR will be encouraged shortly after release, this period would remain open through the public hearing process.

The EIR shall evaluate the Project's (ordinances) potential impacts to the resources/issues listed below. Other issues to make the EIR a complete document in compliance with CEQA and the State CEQA Guidelines shall also be addressed. The consultant shall provide an explanation of the proposed format for the EIR, and shall discuss how the impacts, mitigation measures, and any monitoring program will be presented for each proposed ordinance.

All previous environmental work shall be incorporated as appropriate. To provide background information and facilitate the EIR, the County Environmental Division has several documents available in-house that should be reviewed (see Section 5 – Existing Documents, at the end of this RFP).

The consultant shall provide a proposed methodology to evaluate impacts specific to the three proposed/revised ordinances. Mitigation measures should be described in detail and should be specific to the proposed/revised ordinances. Mitigation measures, mitigation programs, and general policies shall be presented as applicable to each proposed ordinance. Identified impacts shall be designated as significant or insignificant pursuant to the criteria of CEQA and the State CEQA Guidelines. Indirect or secondary impacts of the project shall also be discussed and mitigation measures recommended.

Environmental Setting

The environmental setting section shall include, but not necessarily be limited to, discussion on the physical setting, existing land use, and consistency with applicable policies and plans.

Structure: The EIR shall include an analysis of each of the three proposed/revised ordinances. The cumulative impact of all of the ordinances together shall be assessed. The EIR shall also assess the singular and cumulative impacts that would occur if only one or a combination of two of the three ordinances were to be adopted by the County. Please include a clear explanation of an alternative structure, if recommended. The analysis shall assess all elements and issue areas that are required by CEQA including (but not limited to) the resources identified below, with an emphasis on water resources, consistency with local ordinances, and cumulative impacts:

- A. Agricultural Resources
- B. Air Quality
- C. Biological Resources
- D. Cultural Resources
- E. Drainage, Erosion, and Sedimentation
- F. Geologic Hazards
- G. Noise
- H. Public Safety

- I. Public Services and Utilities
- J. Traffic
- K. Water Resources/Wastewater (see below)
- L. Consistency with Locally Adopted Plans and Policies (see below)
- M. Cumulative Impacts (see below)
- N. Growth Inducement

Please refer to the Growth Management Ordinance Final EIR & appendices for information regarding the status of countywide water resources.

Contacting Appropriate Agencies

During its assessment of the resources listed above, the consultant shall contact the follow agencies (where it is appropriate to do so):

The County Agricultural Commissioner's Office, the California Department of Food and Agriculture, California Department of Conservation, Air Pollution Control District, California Department of Fish and Game, United States Fish and Wildlife Service, California Native Plant Society, the Audubon Society, and other appropriate conservation organizations, California Department of Fish & Game, the U.S. Soil Conservation Service and the local Resource Conservation District, County Public Works Department, County Department of Planning and Building, the County Geologist, California Department of Forestry/County Fire Department, County Sheriff's Department, California Highway Patrol, California Department of Transportation, San Luis Obispo Council of Governments, County Department of General Services/Airports/Libraries/Park & Recreation, Community Service Districts and local fire departments, school districts, County Public Health Department/Environmental Health Division, solid waste disposal service providers, Regional Water Quality Control Board, affected County Service Areas and affected community water companies and the Pacific Gas & Electric Company.

3. **Alternatives.** Discussion and evaluation of project alternatives shall include, but not necessarily be limited to, the following:

Alternative Ordinances Analysis. After considering the existing information sources that are available, such as the existing county documents (see Section 5– Existing Documents, at the end of this RFP), and other pertinent information, the consultant shall prepare an Alternative Ordinance Analysis. This analysis shall have both the “20-year program horizon” and “Build out” analyses. This would include quantitative assessments for air quality and traffic, and qualitative assessments for other planning and environmental issues (e.g. public services, water, biological, land use consistency), based on an analysis of existing documents, data and other pertinent information. Issues shall be identified and addressed.

As part of this analysis, the consultant shall suggest possible strategies for County staff to consider that might reduce or eliminate the impacts that could result from County adoption/implementation of the ordinances. These alternative ordinances shall be evaluated for their adverse and beneficial impacts. Include at least four alternatives, such as the following:

Stand-Alone Ordinances. Include an initial assessment of the impacts of each individual ordinance by itself, as if none of the other ordinances were to be adopted. This alternative would need to qualitatively consider any cumulatively significant impacts.

Combination of Any Two Ordinances. Include an initial assessment of the impacts if any combination of the two proposed/revised ordinances were to be adopted/implemented by the County. This alternative would need to qualitatively consider any cumulatively significant impacts.

Adoption/Implementation of All Proposed/Revised Ordinances. Include an initial assessment of the impacts if all three of the proposed/revised ordinances were to be adopted/implemented by the County. This alternative would need to qualitatively consider any cumulatively significant impacts.

No Project Alternative. Include an initial assessment of the impact(s) that may occur if the County did not adopt any of the proposed affordable housing ordinances. This analysis shall discuss the loss of potential benefits, as well as the potentially significant and insignificant adverse impacts that may be avoided.

Consultant Generated Alternatives. This alternative would incorporate any combination of components from the proposed/revised ordinances, plus any additional components or ordinances that the consultant and County staff agree should be considered.

4. **Mitigation Monitoring.** As appropriate, the consultant shall develop mitigation measures to reduce potential impacts to less than significant levels, and also determine the need/appropriateness of monitoring the mitigation. If necessary, a monitoring program shall be prepared which includes identification of the time to accomplish the mitigation and estimated costs. Any comprehensive mitigation monitoring and reporting program shall be developed for the applicable mitigation measures, pursuant to Public Resources Code section 21081.6.

If the consultant's proposal includes a mitigation monitoring plan (MMP), then the MMP shall be listed as separate item. An MMP must be designated as an "optional" task, and the County will have the discretion to determine if the MMP is necessary.

2.3 Executive Summary

The EIR shall include an Executive Summary, which can be published as a separate document. In addition to the standard CEQA requirements, the Executive Summary shall include an explanation of the structure and function of the EIR as a public information and disclosure document.

2.4 Response to Comments

Responses to the Draft EIR shall be prepared pursuant to Section 15088 of the State CEQA Guidelines. Responses shall be prepared in a format approved by the Environmental Coordinator. The responses shall be made available to the County in properly-formatted Microsoft Word (8.x or 9.x) and on CD.

2.5 Final EIR Findings

The final EIR findings shall be prepared pursuant to Sections 15091 and 15093 of the State CEQA Guidelines. These findings shall be in a format approved by the Environmental Coordinator. The findings shall be made available to the County in properly-formatted MicroSoft Word (8.x or 9.x) and on CD.

2.6 Staff Meetings

The consultant shall be available for a "kick off" meeting and to meet with one or more of the County or other agency staff when given advance notice. The cost estimate shall include one "kick off" meeting and at least five other meetings.

2.7 Public Hearings

The consultant shall include costs for attendance at four public hearings. The consultant shall be prepared to respond to questions, make presentations and/or participate in an advisory capacity during hearings. The costs for attendance at the public hearings shall be itemized and are to be considered options to be exercised by the County.

2.8 Deliverables

The format for all text documents, tables, charts, and illustrations shall be 8-1/2 x 11 vertical. If oversize inclusions are necessary, they shall be 11 x 17. Document covers for all related documents shall be coordinated so they appear as a "set". All administrative drafts, drafts, and final documents shall be two-sided, black ink, on white or light recycled stock paper.

Deliverables shall include:

- A. Five (5) copies of the Draft Project Description and EIR Outline (all copies in three ring binders).
- B. Five (5) copies of the Administrative Draft EIR with appendices and any draft mitigation monitoring program (all copies in three ring binders).
- C. 66 copies of the Draft EIR with appendices as follows: 3 unbound (3-hole punched); 2 unbound photo-ready copies (one single-sided and one two-sided copy); 40 bound copies; 1 electronic copy in original format (e.g., MicroSoft Word); and 20 CDs (with graphics) in .pdf format.
- D. 66 copies of the Executive Summary (if detached from EIR) as follows: 3 unbound (3 hole-punched); 2 unbound photo-ready copies (one single-sided and one two-sided copy); 40 bound copies; 1 electronic copy in original format (e.g., MicroSoft Word); and 20 CDs in .pdf format.
- E. Provide the Draft EIR and Final EIR (with Executive Summary, response to comments and FEIR Findings) in a HTML, or other similar format, so text and graphics can be easily placed on the county's web site. The consultant shall provide website and a link from the Dept's website.
- F. Five (5) copies of the Administrative Final EIR and Administrative Response to Comments with appendices (all copies unbound, three-hole punched in three ring binders).
- G. 66 copies of the Final EIR and Response to Comments with appendices as follows: 3 unbound (three-hole punched); 2 unbound photo-ready copies (one single-sided and one two-sided copy); 40 bound copies; 1 electronic copy in original format (e.g., MicroSoft Word); and 20 CDs (with graphics) in .pdf format.

- H. If a Mitigation Monitoring Program (MMP) is created, it may be incorporated into the final EIR, or submitted separately. If the MMP is not incorporated into the final EIR, then provide 66 copies of the final MMP as follows: 3 unbound (three-hole punched); 2 unbound photo-ready copies (one single-sided and one two-sided copy); 40 bound copies; 1 electronic copy in original format (e.g., MicroSoft Word); and 20 CDs (with graphics) in .pdf format.
- I. One set of CDs (or other electronic medium acceptable to the County), in MicroSoft Word (current version, properly formatted), with the Draft and Final EIR, Executive Summary, Final EIR Findings, response to comments, mitigation monitoring program and appendices. Spreadsheets and or databases developed for this EIR shall also be included on the CDs using the latest County's spreadsheet software. If a GIS program is developed/used, this information shall also be submitted electronically. The County uses ArcInfo and expects the following process to be used for GIS work:

NOTE: Any geographic information that is digitally mapped must be registered to the California state plane coordinate grid system (NAD83). Data based upon the USGS 7.5 min. quad sheet map series (1:24,000) must identify, at a minimum, the locations of the eight (8) lat/long coordinate grid points that represent the four corners and four interior points of the quad map. Data based on all other USGS maps (1:62,500, 1:100,000, 1:250,000) must identify, at a minimum, the locations of the four (4) lat/long coordinate grid points that represent the corners of each individual 7.5 min quad map. The County uses ArcInfo/ArcView GIS software and would prefer the GIS product to be provided in the ArcView "shape" file format.

SECTION 3 - PROPOSAL CONTENT

3.1 Form

Proposals and supporting materials shall be submitted in eight (8) bound copies suitable for evaluation. Legibility, clarity and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all tasks as described in this RFP.

3.2 Personnel and Experience

The project contribution of each key person and approximate amount of time to be devoted to the project shall be described. The RFP shall include resumes for each of the key personnel detailing special applicable qualifications. The firm's qualifications in relationship to the required services shall be described, including a summary of past projects of a similar nature that the consultant's firm has completed. If subcontractors are to be used, describe the methods that will be used to assure their cooperation and performance.

3.3 Coordination

The consultant shall describe the process for maintaining a close working relationship between the consultant and the county project coordinator. Considerable merit will be placed on a relationship in which county staff is frequently and completely briefed on all work in process.

3.4 Task Timetable and Cost Estimates

The proposal shall describe the tasks required to complete the project with a time frame (and target date) for each task (e.g., ADEIR, DEIR, AFEIR, FEIR). The consultant shall estimate

the costs per task. The proposal shall include a table that specifies the tasks and time periods needed to complete the EIR and all supporting documents. The table shall list the assigned personnel, number of hours to be spent, rate/hour, and total cost.

3.5 Objectivity

Environmental Impact Reports are to be an independent, objective, and unbiased work product. Proposals shall certify that the consultant, principals, and subcontractors (if used) have the capacity to submit a neutral and unbiased environmental document.

3.6 Scope Revisions

The consultant is encouraged to contribute creative ideas to this scope of work. If the consultant identifies areas of concern or alternative methodologies that are not mentioned in this request, then such recommendations should be described in the consultant's proposal.

SECTION 4 - CRITERIA FOR EVALUATION OF PROPOSAL

The County of San Luis Obispo will evaluate the proposals based on but not limited to the following criteria:

4.1 Understanding of the Scope of Work to be Performed

- A. Demonstrated understanding of the project objectives.
- B. Consultant's approach to accomplishing the scope of work.
- C. Timetable and costs for completing the project.

4.2 Consultant's Methods and Procedures to be Used

- A. Consultant's approach to evaluating the issues and presenting the EIR.
- B. Complete description of the procedures and analytical methods to be utilized.

4.3 Management, Personnel and Experience

- A. Qualifications of each participant and overall "skill mix" for the firm (including any subconsultants).
- B. Experience and performance on projects of a similar nature (please include client contact name, address and telephone number).
- C. Information obtained by contacting references listed by the consultant.

4.4 Consultant's Consultation and Coordination with County of San Luis Obispo

- A. Procedures to be used to insure close contact between consultant and the County's project coordinator.
- B. Demonstrated experience in working with local government.
- C. Consultant's ability and willingness to sign the county's standard contract.

4.5 Cost Estimates

- A. Are the cost estimates reasonable for the work product proposed?
- B. Are professionals and nonprofessionals used for the appropriate tasks in the proposal?
- C. What quality of product will be delivered for the consultant's fee?

SECTION 5 - EXISTING INFORMATION

5.1 Background Information

The following materials and documents contain information and standards applicable to the project (the three proposed affordable housing ordinances). All of the documents are available at the County's Environmental Division, and should be reviewed:

- A. County of San Luis Obispo Framework for Planning (both Inland and Coastal Zone).
- B. County of San Luis Obispo General Plan (both Inland and Coastal Zone). This includes several pertinent general plan elements, such as the Agriculture & Open Space Element, Energy Element, Environmental Plan (Conservation, Historic & Esthetic Elements), Noise Element, Parks & Recreation Element and Safety Element.
- C. County of San Luis Obispo Land Use Element (both Inland and Coastal Zone).
- D. County of San Luis Obispo Housing Element (amended July 20, 2004).
- E. County of San Luis Obispo Land Use Ordinance (both Inland and Coastal Zone).
- F. Concept Paper entitled "Proposed Inclusionary Housing Program, Housing Linkage Program and Revisions to Affordable Housing Standards" (dated May 13, 2005).
- G. Concept Paper entitled "Residential Development Standards" (dated October, 2005)
- H. Concept Paper entitled "Establish Minimum Residential Multi-Family Densities" (dated January, 2006).
- I. County of San Luis Obispo Growth Management Ordinance (Title 26)
- J. County of San Luis Obispo Annual Resource Summary Report (Resource Management System).
- K. County of San Luis Obispo (APCD) Clean Air Plan.
- L. Eleven Area Plans (county-wide).
- M. State Natural Diversity Database (1999)
- N. County of San Luis Obispo Regional Transportation Plan
- O. Growth Management Ordinance Final EIR & appendices
- P. Any Notice of Preparation response letters received from agencies and interested persons.

COPIES OF THESE DOCUMENTS ARE AVAILABLE FOR REVIEW IN-HOUSE (FOR BIDDING PURPOSES)