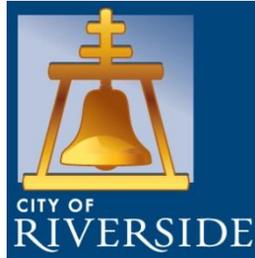


~DRAFT~

February 2016



Northside

SPECIFIC PLAN

Request for Qualifications

**Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional
Specific Plan and Program Environmental Impact Report**

In conjunction with the City of Colton

City of Riverside

Community & Economic Development Department
3900 Main Street, 3rd Floor
Riverside, CA 92522
951-826-5371
www.RiversideCA.gov/CDD

PLEASE NOTE: The dates included within this Draft RFQ are for illustrative purposes only and subject to change prior to the formal release of the final RFQ.



I. KEY DATES AND STATEMENT OF QUALIFICATIONS INFORMATION

Friday, March 11, 2016 Request for Qualifications/Proposals (RFQ/RFP) release date

Thursday, March 24, 2016, 5:00 pm Pacific Standard Time (PST) Due date for questions from interested consultants:

In order to create a fair, equitable, and transparent process, direct communications regarding this RFQ will not be entertained individually by City staff. Answers to initial round of questions will be compiled and provided to all interested parties and will also be posted online.

All questions shall be submitted via email with “Northside Specific Plan RFQ Questions” in the subject line to:

David Murray, Senior Planner
dmurray@riversideca.gov

Friday, April 1, 2016, 5:00 pm PST Answers to consultant questions:

Answers to all questions will be emailed to all interested consultants and posted on-line at:

<http://www.riversideca.gov/planning/>

Friday, April 15, 2016, 5:00 pm PST Statement of Qualifications (SOQ) and Concept Proposal Due Date:

All prospective consultants submitting an SOQ package, including a concept proposal must be registered on the City’s Electronic Vendor’s List, and must be listed on the “Electronic Bidders List” by subscribing on the City’s website at:

www.riversideca.gov/bids

SOQ packets must be submitted via the City’s website **before 5:00 pm on Friday, April 15, 2016**. Concept project proposals shall include project approach/philosophy, anticipated budget, descriptive outline of tasks to be completed, description of project deliverables, and subconsultant firms.

The time and date are fixed and time extensions will not be granted. SOQs not received **online at www.riversideca.gov/bids** before the submittal due date and time will not be accepted. Hard copy submittals will be rejected. The City reserves the right to accept, reject, and evaluate any and all submittals, to request additional information, and to change the scope of this RFQ. Any SOQ packets submitted become the property of the City. The City will not be liable for, nor pay, any costs incurred by the respondent in the preparation of a response to this RFQ or any other costs involved, including travel expenses.

Monday, April 18, 2016 to Monday, April 25, 2016 Evaluation of Statement of Qualifications:

Staff Evaluation Team will review and score SOQ packet submittals based on desired qualifications and the extent to which the submittal addresses the requirements of the RFQ/Proposals.

Tuesday, April 26, 2016, 5:00 pm PST Release of Shortlist of Consultants and Request for Revised Scope of Work, Schedule, and Budget:

The Staff Evaluation Team will identify up to three consultant teams (short-



REQUEST FOR QUALIFICATIONS

**Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan
and Program Environmental Impact Report**

listed teams) selected to provide a Refined Scope of Work, Schedule, and a line-item Budget. Only shortlisted teams will be eligible to respond to the Request for a Refined Scope of Work, Schedule, and Budget. The shortlist of teams to proceed in the selection process will be posted on-line at:

<http://www.riversideca.gov/planning/northside/>

Thursday, April 28, 2016, 5:00 pm PST

Due Date for Submitting Questions Related to the Request for Refined Scope of Work, Schedule, and Budget:

In order to create a fair, equitable, and transparent process, direct communications will not be entertained individually by City staff. Answers to questions will be compiled and emailed to all respondents and posted online.

All questions shall be submitted via email by **5:00 pm on April 28, 2016** with "Northside Specific Plan Scope, Schedule, and Budget Questions" in the subject line to:

David Murray, Senior Planner
dmurray@riversideca.gov

Wednesday, May 4, 2016, 5:00 pm PST

Answers to Questions Regarding Request for Refined Proposals:

Answers to questions will be posted on-line at:

<http://www.riversideca.gov/planning/>

Wednesday, May 11, 2016, 5:00 pm PST

Due Date for Refined Scope of Work, Schedule, and Budget:

Each team will submit a Refined Scope of Work, Schedule, and Budget to the Evaluation Committee by emailing a single PDF file (less than 20MB in size) to:

David Murray, Senior Planner
dmurray@riversideca.gov

Wednesday, May 18, 2016

Staff Evaluation Committee and Community Interviews:

Staff Evaluation Committee Interviews will occur throughout the morning and afternoon on May 18th, followed by presentations and interviews before the community that evening.

Community representatives will have the opportunity to evaluate the consultant teams and provide feedback to the Staff Evaluation Committee for consideration as part of the selection process. The evaluations received by the community representatives will account for 25 percent of the overall evaluation scores.

Monday, May 23, 2016

Staff Evaluation Committee completes evaluation of teams and compiles overall scores

Tuesday, May 24, 2016

Staff Evaluation Committee announces consultant rankings

Friday, June 17, 2016

Public Utilities Board Meeting:

City staff will present the recommendations of the Evaluation Committee and the community to the Public Utilities Board and request authorization to



negotiate a final Scope of Work, Schedule, and Budget and contract with the recommended team.

Thursday, July 14, 2016

Land Use Committee Meeting:

City staff will present the recommendations of the Evaluation Committee to the City Council Utility Services/Land Use/Energy Development Committee and request authorization to negotiate a final Scope of Work, Schedule, and Budget and contract with the recommended team.

Monday, July 18, 2016 to Friday, July 29, 2016

Contract and Scope Negotiations:

City staff and the selected team will negotiate a final Scope of Work, Schedule, and Budget and contract.

Monday, August 1, 2016 to Wednesday, August 10, 2016

Initiate Contract Execution

City staff will coordinate contract finalization through the City process.

Tuesday, August 23, 2016

Anticipated City Council Hearing:

Upon successful contract negotiations with the selected consultant team, staff will request authorization from City Council to execute the contract.

Wednesday, August 24, 2016

Commencement of Northside Neighborhood Specific Plan process

Following selection and authorization of successful consultant team, City staff will hold a kickoff meeting with the consultant team to begin coordinated effort for public engagement and specific plan preparation.

II. INTRODUCTION

The City of Riverside is a charter city located in Riverside County, California, approximately 55 miles east of Los Angeles (Figure 1). With a total land area of approximately 52,170 gross acres or 81.5 square miles and a population of over 300,000 people, the rapidly growing City of Riverside currently ranks as the 12th largest city in California, 6th in Southern California, and is the largest city within what is known as Southern California’s Inland Empire.

Riverside is home to four internationally recognized universities and colleges which support an estimated 60,000+ students. The University of California, Riverside, California Baptist University, La Sierra University, and Riverside City College, offer specialized training, research partnerships, and a high-technology environment to support emerging and innovative companies.

Riverside enjoys a rich multi-cultural heritage with influences reflected in the City’s architecture, cuisine, arts, and civic life. Riverside has evolved from a quiet agricultural colony into a dynamic, active city, and a hub for higher education, technology, commerce, law, government, finance and culture. Riversiders enjoy many artistic venues from excellent film, dance and symphony to art, museums, and theater.

An important part of what makes Riverside a special place to live is its abundance of historic resources. Preservation of these resources fosters civic and neighborhood pride and forms the basis for identifying and maintaining community character. With this understanding, the City of Riverside has developed a historic preservation program which is among the most active and well-respected in California.



Figure 1: Regional Location Map



For the past 100 years, comprehensive city planning has been a common practice in the City of Riverside. Beginning in 1915 with the formation of one of the first planning commissions in the State and subsequent adoption of one of the first comprehensive plans, Riverside was a pioneer of the early city planning movement in California. The Master Plan of the City from 1928-29, drafted by prominent West Coast planner Charles Cheney, included a Traffic Street Plan along with Recreation, Civic Center and Regional Plans that are, to this day, manifested in Riverside's built environment. Similarly, Riverside's natural features as well as its agricultural land have been effectively preserved through the growth management initiatives of the 1970s.

implemented to guide development in target areas throughout the City. Beginning in the 1980s through early 2000s, Specific Plans in the Hunter Business Park, Marketplace, University Avenue and Downtown areas of the City have been instrumental in facilitating infill development, adaptive reuse of historic buildings and improving aging infrastructure. In recent times, Riverside continues to put comprehensive planning at the forefront of the planning process. In 2007, the City adopted the General Plan 2025, an award-winning visionary plan built on Smart Growth principles. Truly a comprehensive plan, the General Plan 2025 includes elements in neighborhood planning, urban design, air quality, education, arts and culture, and historic preservation – it is featured as a model on the California Planning Roundtable's *Reinventing the General Plan* website (www.reinventingthegeneralplan.org).

Focused comprehensive planning efforts have also been effectively

While rich in history, Riverside is investing in the future. Through the Riverside Renaissance, the City has invested billions of dollars in infrastructure improvements to serve residents and businesses well into the future – beginning in 2006 and completed largely by 2011, the City undertook a 5-year effort to complete 30 years' worth of infrastructure investment. The uniqueness of Riverside comes from its people, "Riversiders," and the strong collaborative partnerships that exist among civic, cultural, educational and business leaders – as demonstrated by Riverside's unparalleled Seizing Our Destiny program (www.seizingourdestiny.com).



III. PROJECT SUMMARY

The City of Riverside is seeking a consultant team with backgrounds in asset-based community engagement, meeting facilitation, urban design, land use planning, real-estate economics and economic development, environmental and historic preservation, mobility, and infrastructure upgrades to submit a Statement of Qualifications (SOQ) for the development of a Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan and related Program Environmental Impact Report (PEIR). The Northside Neighborhood, as defined in the City of Riverside general Plan 2025, encompasses approximately 1,423-acres, roughly 2.7% of the City's area (Figure 2).

The Northside Neighborhood as defined within the City's General Plan 2025 is bounded by Interstate 215 to the east, State Route-60 to the south, the Santa Ana River to the west and the City limits to the north. The Northside Neighborhood contains a wide variety of uses, including single-family residences in semi-rural settings and traditional suburban subdivisions, apartments, parks and recreation facilities, as well as industrial, commercial and office development.

At minimum, the Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan will include the properties within the Northside Neighborhood, as reflected in the City's adopted General Plan, and depicted in Figure 2 above. Additionally, the specific plan analysis will need to consider properties south of the 60 freeway, and east of the 215 freeway, as there are areas outside the General Plan's defined boundaries of the Northside Neighborhood that are intertwined with the Northside Neighborhood, either through a shared history, community identity, or commerce, as well as areas that serve as gateways to the Northside Neighborhood. Of particular interest to the Specific Plan effort is the residential neighborhood east of the 215 freeway, bounded by Columbia Avenue and the railroad tracks; and the commercial properties on Main Street, south of the 60 freeway. The Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan effort must include an analysis of nearby properties and a recommendation of their inclusion.

The Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan effort will also include properties north of the Northside Neighborhood shown in figure 2 above. This is because the plan needs to include a 227-acre property known as Pellissier Ranch (Figure 3), which is undeveloped land owned by the Riverside Public Utilities. Through the specific plan effort, the City will be evaluating potential uses for the site as a way to determine market value of the asset while acting in the best interest of the ratepayers. As part of the process, the City may consider a variety of alternative actions to monetize the asset, including, but not limited to, a negotiated sale, long-term lease, long-term preservation, or perhaps other entitlement mechanisms that are acceptable to the community and meet the statutory requirements associated with ratepayer investments. Additionally, the Specific Plan effort should consider the properties within the City of Colton that are located between the City of Riverside boundary and the Pellissier Ranch property, but not owned by the City of Riverside. These parcels are to be included in the assessment of existing conditions, infrastructure and market analysis, as well as the community engagement process; but may be removed from the boundaries of the final Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan if the community, property owners or City of Colton are not in support of their rezoning.





Figure 3: City-Owned Properties



It is worthwhile to note that a Community Plan was adopted for the Northside, including the Pellissier Ranch property, in 1991. This plan was prepared to improve the overall appearance of the Northside through upgraded development standards and a stronger code enforcement program. The Northside Community Plan set forth guidelines, goals, and policies for the orderly development of the various land uses in the area based on community input. The Community Plan was later superseded with the adoption of General Plan 2025 in 2007, and the Community Plan's goals and policies were incorporated into the most recent Land Use and Urban Design Element (Northside Neighborhood, pp LU-105 to LU-110). These policies and objectives focus on the maintenance and improvement of park and recreation facilities, preservation of long established residential uses, and enhancement of the small, yet economically successful, commercial and industrial sites. Like the General Plan 2025, the 1991 Northside Community Plan is an important resources for the selected consultant to review to gain a better understanding of the community context.

While emphasizing a balanced community is important, it is recognized that office, industrial and commercial uses can encroach on residential neighborhoods if not carefully planned. The Northside community has expressed concerns about quality of life issues such as increased traffic, objectionable odors, and noise disturbances associated with non-residential uses. The community has specifically expressed a particular concern that continued and additional



industrial, warehouse, and manufacturing development would increase vehicular traffic on streets with existing residential uses, such as Center Street, Orange Street and Columbia Avenue. These streets provide access to Interstate 215 and State Highway 60; therefore vehicular traffic, especially large trucks, could have a significant impact on said the residential streets, and generate additional noise, odors and emissions not appropriate for residential neighborhoods.

A major concern of the Riverside community is the future of the Ab Brown Sports Complex and former Riverside Golf Course, which constitute 179-acres of vacant or underutilized City-owned property in the heart of the Northside Neighborhood (Figure 3). As with Pellissier Ranch, these properties are being evaluated for their value based on potential land uses and possible reuse through a lease, sale, preservation, or other entitlement. The potential reuse is of concern to the residents because of the properties' size and central locations have the opportunity to define the future of the Northside Neighborhood and the investment on nearby properties. Because the properties are underutilized and owned by the City (RPU), the City Planning Division intends to obtain community input and develop a community-based vision for the properties.

Concern also exists pertaining to the area surrounding the Ab Brown Sports Complex and former Riverside Golf Course, which currently contains many vacant or underutilized properties, including land zoned for industrial and warehouse uses (BMP - Business and Manufacturing Park and I – General Industrial). These properties represent opportunities for catalyst projects and significant private investment in the area. A community visioning process is to be included in the Specific Plan effort to determine the mix of uses that best preserves the neighborhood identity while encouraging private investment, job creation, and increased property values. The intent is to balance the broad range of community objectives for the area, while ensuring the privately owned properties can accommodate attractive and well-designed projects that are economically viable, integrated and complimentary to the Northside Neighborhood, and serves the needs of local residents.

The Northside Neighborhood Specific Plan will be based on a combination of community visioning exercises, an evaluation of site-specific strengths and weaknesses, and technical analyses. The intended outcome is a regulatory document that facilitates and encourages future use and development of vacant and underutilized properties in a manner that reflects the community-based vision. This document will also be instrumental in guiding any future use or sale of the City-owned properties.

IV. APPROACH

The City fully expects that the development of the Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan will run concurrently with the completion of a Program Environmental impact Report (PEIR) to ensure timely and efficient completion and adoption. The project would begin immediately upon contract approval, with an anticipated completion date, including City Council approval and CEQA clearance, within 18-20 months. The City recognizes the aggressive timeline for this effort and is seeking a consultant team that has a demonstrated track record of similar projects.

Through the Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan, the City of Riverside intends to develop an illustrated community vision that is developed through



extensive, intense, and multi-lingual public outreach and collaboration – the effort must be clearly community-based every step of the way. The resulting regulations and standards within the specific plans will be presented in both a written format and clearly drawn diagrams, and other visuals, all of which should be keyed to a "Regulating Plan." The Regulating Plan will designate the appropriate form, scale, and character of development, rather than only regulating land-use types, as is typical of a conventional zoning code. Urban form features regulated under the specific plans will include the width of lots, size of blocks, building setbacks, building heights, placement of buildings on the lot, location of parking, rights-of-way, etc. The intent of creating a Regulating Plan with a highly evolved framework for urban form is to address open space and community aesthetic questions in a holistic manner, which would not only benefit the natural environment and residents, but also benefit builders by allowing for a more streamlined administrative review process.

The goals for the creation of the Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan are to:

- Define a community-based vision for the planning area;
- Preserve and protect existing neighborhoods, uphold historic preservation, accommodate mobility choices, and facilitate great public realms;
- Evaluate natural, cultural, and historic resources and identify opportunities for enhancement and integration into future development through a built-in mitigation program.
- Prepare no nonsense development standards for an appropriate mix of uses that implement the vision;
- Apply scenario development and modeling tools to express the varying impacts of development and infrastructure investment choices; and
- Attain program-level CEQA clearance and expedited project review for vision-consistent projects.

Specific outcomes and deliverables from the selected consultant include, but are not limited to:

- A public engagement work plan that identifies community workshops that enable all interested parties the opportunity to provide input into the planning process and identifies key stakeholder groups;
- A market analysis that describes what is possible in terms of existing economic, demographic, and real estate trends;
- A comprehensive historic context analysis of the Northside, including but not limited to the Trujillo Adobe (believed to be the oldest existing structure in Riverside County) and related resources;
- A cursory hydrologic analysis of the City-owned properties, including potential arroyo delineation and creek restoration plan;
- An area wide biological and natural resources analysis and mitigation program;
- A highly illustrative document that incorporates design criteria and consists of clear and objective development standards and design guidelines. These standards and guidelines shall be characterized as “no-nonsense”, “quantifiable” and “easily implemented”; and



- A complete CEQA analysis of to support the resulting specific plan, including a Program Environmental Impact Report (PEIR) and supporting technical analysis.

V. TENTATIVE PROJECT SCHEDULE

The City of Riverside expects to have a Council-approved Northside Specific Plan and related CEQA analysis within 18 to 20 months from the start date of the project. The project is expected to start in August, 2016 and end in April 2018.

VI. DESIRED QUALIFICATIONS

The ideal team for the Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan, and PEIR would include the following disciplines and attributes:

- A highly organized and responsive team that is multi-lingual and collaborates, listens, and partners with the community.
- A strategic project manager with substantial experience in community-based planning, development, the management of multidisciplinary teams, and planning and implementing strategies within urban districts and neighborhoods.
- A team with demonstrated experience producing multi-jurisdictional plans.
- A team that is passionate about collaborating with the community and has demonstrated substantial success in multi-cultural outreach, community education, community visioning, public relations, project branding and marketing, and on-line community visioning efforts.
- Team members with substantial experience in planning and revitalization.
- Team members with proven experience in analyzing market trends and an ability to assess the feasibility of both residential and non-residential development in order to fairly identify the highest and best use of vacant and underutilized land.
- Team members with expertise in scenario development and modeling tools to express the varying impacts of development and infrastructure investment choices.
- Strategic leadership that understands the multiple challenges of managing change within urban districts over time, and that can “connect the dots” of market analysis, economic development, community organizing, urban design, placemaking, historic preservation, sustainability, mobility, neighborhood vitality, district branding and promotions, and public infrastructure.
- Team members that have developed plans and strategies that have been successfully implemented to bring about desirable change in other communities.
- An environmental team that has substantial experience preparing legally defensible environmental impact reports that can reduce the need for future environmental analysis for individual development projects.
- Team members with substantial experience in updating zoning regulations and preparing form-based codes and no-nonsense development regulations.
- Team members with substantial experience preparing all necessary technical studies to prepare a Specific Plan and PEIR that complies with California State Law.
- Talented urban designers, writers, GIS analysts, illustrators, and graphic artist that can prepare user-friendly and graphically enriched presentations, promotion and public relations materials, posters, maps, diagrams, reports, and products.



- Teams with video and multimedia expertise that are able to document and record the entire project and tell a story in a single documentary at the end of the planning process.

VII. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Statement of Qualifications (SOQ) Length and Format

The electronic SOQ shall be limited to a maximum length of 30 numbered pages with one-inch margins submitted as a PDF file. With the exception of the front and back cover, the table of contents, and a maximum 2-page cover letter, everything submitted within the SOQ will be counted as a numbered page. As an option (but not in lieu of), the consultant team may also provide a link as part of the SOQ to a maximum 3-minute multimedia presentation or video describing the team's qualification pertinent to the Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan, and PEIR. The body text of the SOQs must have a minimum font size of 11.

SOQ Background Resources

The City of Riverside has a number of background resources that may assist teams in preparing an SOQ for this project. The following background resources may be viewed on-line at <http://www.riversideca.gov/planning/northside/>:

- November 2015 Northside Community presentation
- 1991 Northside Community Plan (Rescinded)
- City of Riverside Seizing Our Destiny
- General Plan 2025
 - Also see: General Plan 2025 Final Program Environmental Impact Report
- City of Riverside Municipal Code
- Related maps, figures, and additional resources
- Notes from previous community meetings and conversations
- Related City Council and City Planning Commission meeting reports and minutes
- Historic resource designations and previous historic resource survey documents
- The City of Colton General Plan
- The City of Colton Municipal Code
- The City of Colton draft 2009 Pellissier Ranch Specific Plan
- The City of Colton draft Roquet property concept

Additionally, the City has been made aware of community driven planning concepts which will help inform the consultant:

- Spanish Town Heritage Foundation has outlined a "Spanish Town" development concept focused on the preservation and enhancement of the Trujillo Adobe
- The Springbrook Heritage Alliance has created a concept community plan for the Northside



Statement of Qualifications Topics

At minimum, the following topics should be addressed in the Statement of Qualification in the order presented:

Part I: Team Description

Describe the team that you have assembled to prepare the Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan, and PEIR. Why is your team pursuing this project? What are your team’s strengths and why should the City consider your team for this project? Why were team members selected? What planning, urban design, revitalization, mobility, economic development, and public involvement philosophies generally resonate with your team members? Please note that the City is less interested in generalized firm descriptions and more interested in the shared values of the team members.

Part II: Background, Experience, and Availability of Key Team Members and Client References

At minimum, describe the background, relevant experience, and availability of the following team members:

- Overall Project Director/Principal In-Charge
- Specific Plan Project Manager
- CEQA/PEIR Project Manager
- Community Involvement/Public Engagement Leader
- Sustainability, Natural Resources, and Open Space Leader
- Historic Resources Leader
- District and Neighborhood Revitalization Leader
- Market Analysis/Economic Development Leader
- Transportation/Mobility Leader
- Urban Design Leader
- Form-Based Code Leader
- Infrastructure Leader

The SOQ should clearly note if one person is designated to serve multiple roles on the team (such as the Urban Design Leader and Form-Based Code Leader).

Client references for the above individuals must be included. Three to five references should be provided for each Project Manager. Three client references should be provided for each of the other team members. If one person is serving multiple roles on the team (such as the Urban Design Leader and Form-Based Code Leader) the references provided should be able to speak to all of the designated roles of that team member.

Part III: Approach

Describe your team’s proposed approach to prepare the Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan, and PEIR. Please prepare your response with consideration of the following questions:

- A. People. How will your team work with people (including public officials, staff from the City of Riverside and the City of Colton, outside agencies, community organizations, property owners, business, owners, residents, and potential developers) to achieve a vision and plan



- that receives broad support from the community? How do you engage multi-cultural communities?
- B. Place. How will your team gain an understanding of the physical, economic, social, and environmental components of the project area and its surrounding neighborhoods, and how will you organize your community-based approach to respect the unique interests, attributes, challenges, and opportunities within the neighborhood? What approach should be employed to determine the planning area?
 - C. Products. What products will your team prepare for this project, including innovative and value-added deliverables to effectively achieve community-supported outcomes? How will you prepare an inter-jurisdictional specific plan?
 - D. Progress. How will your team's project management and approach result in a successful community-based process, plan adoption, and future implementation? How will you communicate progress to the public, public officials, and staff?

Part IV: Team Success

Describe five (5) to ten (10) places, districts, or neighborhoods that have been transformed as a result of your team's work. What team members were involved in each project and what role did they play? What was the place like when the project started, and what is the place like now? Describe the process that was used to engage the community and generate community support for change? What strategies did your team recommend and what were the results of implementation? How has each place changed or improved physically? How has the economy been transformed? Has the social fabric and environment of each community been strengthened? Based on your work, is each community organized and working together to achieve common interests and visions? Provide at least one reference from each community that can verify your team's involvement in the process of change.

Part V: Sample Products

Gaining an understanding of the products prepared by key team members (see Part II) is important to the Evaluation Committee. Please provide internet links to no more than ten (10) sample products that represent the work of key team members. A range of small to large products should be provided, such as community workshop fliers, on-line surveys, economic studies, technical studies, PowerPoint presentations, branding reports, architectural illustration, form-based codes, urban design concepts, specific plans, neighborhood revitalization strategy, historic preservation property surveys, videos documenting a process, and environmental impact reports.

Desired SOQ Qualities

Within the above parameters, each team is encouraged to submit as much detail as appropriate in order to demonstrate relevant experience, qualifications, skills, and approach for the Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan, and PEIR. The organization, layout, readability, and overall quality of the SOQs will be viewed as an indicator of the team's written and graphic communication skills and overall quality of work.



SOQ Submittal

All prospective consultants submitting a proposal package must be registered on the City's Electronic Vendor's List, and must be listed on the "Electronic Bidders List" by subscribing on the City's website at:

www.riversideca.gov/bids

Proposals must be submitted via the City's bidding website **before 5:00 pm on Friday, April 15, 2016.**

The time and date are fixed and time extensions will not be granted. Proposals not received **online** before the submittal due date and time will not be accepted. Hard copy proposals will be rejected. The City reserves the right to accept, reject, and evaluate any and all Proposals, to request additional information, and to change the scope of this Request for Proposals. Any Proposal submitted becomes the property of the City. The City will not be liable for, nor pay, any costs incurred by the respondent in the preparation of a response to this Request for Proposals or any other costs involved, including travel expenses.

Because all submittals and supporting materials are to be provided through an electronic system, applicants are strongly encouraged to submit proposals early to ensure that potential technical complications are avoided. If you are experiencing technical difficulties with the online bidding process, please contact the City of Riverside Purchasing Division at (951) 826-5561.

VII. SELECTION PROCESS

The selection process will entail five parts:

- Part 1: Statement of Qualifications Evaluation, Concept Proposal and Shortlist
- Part 2: Refined Scope of Work, Budget, and Schedule
- Part 3: Evaluation Committee Interviews
- Part 4: Final Evaluation and Final Rankings
- Part 5: Selection and Contract Negotiations

Part 1: SOQ Evaluation and Shortlist

The submitted Statements of Qualifications will be evaluated by a Staff Evaluation Committee consisting of the following individuals:

City of Riverside Staff:

- Community & Economic Development Director
- Community & Economic Development Deputy Director
- City Planner
- Specific Plan and PEIR Project Manager(s)
- Successor Agency/Real Property Services Project Manager
- Historic Preservation Officer
- Riverside Public Utilities General Manager
- Public Works Director or City Engineer
- Director of Parks, Recreation and Community Services
- Museum Director



The SOQ submitted to the City shall include a basic concept proposal for the preparation of the Northside Specific Plan, including an overview of the following items:

- Project approach/philosophy
- Anticipated Budget
- Descriptive outline of tasks to be completed
- Description of anticipated project deliverables
- Subconsultant firms

The Staff Evaluation Committee will have one or more meetings to rank the teams based on the following criteria:

Criteria	Max. Possible Score
Experience, Qualifications, Availability, and References of the Project Director/Principal In-Charge	15
Experience, Qualifications, Availability, and References of the Specific Plan Project Manager	15
Experience, Qualification, Availability, and References of the CEQA/PEIR Project Manager	15
Experience, Qualification, Availability, and References for the Community Involvement/Public Engagement Leader	10
Team experience with comprehensive community-based planning projects	5
Experience, Qualifications, Availability, and References for other Key Task Leaders	5
Team’s Approach to the Northside Neighborhood & Pellissier Ranch Inter-Jurisdictional Specific Plan, and PEIR	15
Demonstrated success of the team in other communities	10
The quality of the example products (provided by internet links)	5
Readability and overall quality of the Statement of Qualifications	5
TOTAL	100 Points

The Evaluation team will identify up to three consultant teams selected to provide a Refined Scope of Work, Budget, and Schedule. Only those teams selected will be eligible to respond to the request for a Refined Scope of Work, Budget, and Schedule. The shortlist of teams to proceed in the selection process and the Request for Proposals will be posted on-line at:

<http://www.riversideca.gov/planning/northside/>

Part 2: Refined Scope of Work, Budget, and Schedule

Each shortlisted team will be asked to prepare a Refined Scope of Work, Budget, and Schedule.

Part 3: Staff Evaluation Committee and Community Interviews

The shortlisted teams will be invited to participate in an interview with the Evaluation Committee. Evaluation Committee Interviews will occur throughout the morning and afternoon on May 18, 2016, followed by presentations and interviews before the community that evening.



The Staff Evaluation Committee will evaluate the consultants based on the following criteria:

	Staff Evaluation Committee Interview Evaluation Criteria	Max. Possible Score
Technical Approach	Technical Approach – Specific Plan <ul style="list-style-type: none"> Process to create the Specific Plan clearly outlined Public involvement/consensus process adequate & clearly described 	20
	Technical Approach – Environmental Review <ul style="list-style-type: none"> Environmental review (CEQA) process appears appropriate for project Environmental documentation meets need of inter-jurisdictional adoption, while remaining defensible 	20
Consultant Firms	Consultant Firms – Specific Plan <ul style="list-style-type: none"> Experience: Large scale, community-building, inter-jurisdictional specific plans Demonstrated ability to perform required tasks Local familiarity Value added sub-consultants 	15
	Consultant Firms – Environmental Review <ul style="list-style-type: none"> Experience: Legally defensible environmental documents Demonstrated ability to perform required tasks Local familiarity 	15
Project Mgt.	Project Management – Specific Plan <ul style="list-style-type: none"> Reasonable total number & distribution of hours Adequate qualifications and time commitment of key individuals 	10
	Project Management – Environmental Review <ul style="list-style-type: none"> Reasonable total number & distribution of hours Adequate qualifications and time commitment of key individuals 	10
Cost	Project Cost <ul style="list-style-type: none"> Realistic cost for services to be performed Appropriate allocation of cost to tasks & activities 	10
	<ul style="list-style-type: none"> TOTAL 	100

Community representatives will have the opportunity to evaluate the consultant teams and provide feedback to the Staff Evaluation Committee for consideration as part of the selection process. The evaluations received by the community representatives will account for 25 percent (35 points out of a combined total of 135 points) of the overall evaluation scores.

The community representatives will evaluate the consultants based on the following criteria:

Community Representative Interview Evaluation Criteria	Max. Possible Score
The consultant team communicates clearly	7
The consultant team is knowledgeable about Riverside	7
The consultant team is receptive (listens) to the public and answers questions appropriately	7
Overall quality of the presentation to the Community	7
The consultant team is a good fit for Riverside	7
TOTAL	35 Points

Part 4: Final Evaluation and Final Rankings

After the interviews, the Staff Evaluation Committee will meet one or more times to discuss, evaluate, and rank the teams. The scores of the Staff Evaluation Committee will be compiled with the scores of the community representatives to determine the final team rankings. On May 24, 2016, final rankings will be announced and posted online at:



<http://www.riversideca.gov/planning/northside/>

Part 5: Selection and Contract Negotiations

City staff will present the recommendations of the Staff Evaluation Committee to the Public Utilities Board on June 17, 2016, followed by the Utility Services/Land Use/Energy Development Committee on July 14, 2016. Upon successful contract negotiations with the selected consultant team, staff will request authorization from City Council to execute the contract.

IX. Questions Regarding this Request for Qualifications and Pre-Submittal Meeting

In order to create a fair, equitable, and transparent process, direct communications regarding this RFQ will not be entertained individually by City staff. All questions shall be submitted by emailing:

David Murray, Senior Planner
dmurray@riversideca.gov

Any communications, whether written or verbal, with any City Councilmember or City Staff , other than as stated above, prior to award of a contract by City Council, is strictly prohibited and the proposer shall be disqualified from consideration.

Two rounds of questions will be entertained. The first round of questions is due on Thursday, March 24, 2016. Answers to all questions will be emailed to all interested consultants and posted on-line at:

<http://www.riversideca.gov/planning/>

The second and final round of questions are due on Thursday, April 28, 2016. Answers to the final round of questions will be posted on-line by Wednesday, May 4, 2016 at:

<http://www.riversideca.gov/planning/>

X. General Terms and Conditions

The successful Consultant will be required to sign a Professional Consultant Service Agreement ("Agreement"). **No modifications to this agreement are permitted.** The Consultant must meet all insurance requirements in the Sample Agreement (Exhibit 1). All terms and conditions of the Agreement are non-negotiable. Any modifications to the Agreement by the Consultant shall result in the Proposal being rejected.

Failure to execute the Agreement and furnish the required insurance within the required time period shall be just cause for the rescission of the award. If the successful Consultant refuses or fails to execute the Agreement, the City may award the Agreement to another qualified Consultant.

The successful Consultant will also be required to obtain and pay for all licenses necessitated by the Proposer's operations. Prior to performing any services, Consultant and its subcontractors



shall be required to have a City of Riverside Business Tax Registration valid for the life of the Agreement; and provide evidence of appropriate license.

Payment

The City of Riverside, Purchasing Division, will issue a purchase order for the required services. The Consultant shall invoice all work to this purchase order unless otherwise directed by the City. Invoices for additional material and labor shall be billed on a separate invoice. The Consultant shall include the purchase order number and description of work performed pursuant to the submitted line item budget on each invoice.

Consultant shall submit invoices to the City. The City is not responsible for late payments resulting from invoices that are submitted late or that are incomplete.

Consultant shall submit invoices to:

City of Riverside
Attn: David Murray, Senior Planner
3900 Main Street
Riverside, CA 92522

The City of Riverside payment process is through an electronic transfer process. Consultants must be set up for this payment process in order to be compensated for materials and services.

Public Records

All Proposals submitted in response to this RFQ become the property of the City and under the Public Records Act (Government Code § 6250 et. seq.) are public records, and as such may be subject to public review. However, the Proposals shall not be disclosed until negotiations are complete and a recommendation for selection and award is made to the City Council. Proposals will be subject to public review at least 10 days before award.

If a Consultant claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal. Note that under California law, price proposal to a public agency is not a trade secret.

Disqualification

Any communications, whether written or verbal, with any City Councilmember or City Staff , other than as stated above, prior to award of a contract by City Council, is strictly prohibited and the proposer shall be disqualified from consideration.



EXHIBIT 1

Sample Professional Consultant Service Agreement

DRAFT