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SOLANO TRANSPORTATION AUTHORITY

Member Agencies:
Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 ♦ Telephone (707) 424-6075 / Fax (707) 424-6074
Email: info@sta.ca.gov ♦ Website: sta.ca.gov

September 16, 2020

RE: Request for Qualifications (RFQ 2020-03) for 2023-2031 Housing Element Update

To Qualified Vendors:

The Solano Transportation Authority (STA) on behalf of Cities of Benicia, Dixon, Rio Vista, Suisun City, and Vallejo invites qualified applicants to submit an RFQ to provide 2023-2031 Housing Element Update.

The information below outlines the information requested and required submittals to be considered for selection. Qualified vendors are invited to submit an RFQ to STA staff no later than **October 9, 2020** via e mail to:

Robert Guerrero, Director of Planning
Solano Transportation Authority
Rguerrero@sta.ca.gov
One Harbor Center, Suite 130
Suisun City, CA 94585-2473

Note that this deadline is firm and late submittals **will not** be accepted.

If you have questions regarding this project, please contact **Robert Guerrero** at rguerrero@sta.ca.gov. Thank you for your interest.

Sincerely,

Daryl K. Halls
Executive Director
Solano Transportation Authority

REQUEST FOR QUALIFICATIONS
FOR
2023-2031 HOUSING ELEMENT UPDATE

SOLANO TRANSPORTATION AUTHORITY
ON BEHALF OF

CITY OF BENICIA
CITY OF DIXON
CITY OF RIO VISTA
CITY OF SUISUN CITY
CITY OF VALLEJO

THIS REQUEST IS PREPARED BY:

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2427

I. INTRODUCTION

The Solano Transportation Authority, hereinafter referred to as the "STA", is seeking qualifications from firms, teams or individuals, hereinafter referred to as "consultant" to provide consulting services. The STA is coordinating the update of the current Housing Elements for the 2023-2031 planning period, as mandated by State, for the cities of Benicia, Dixon, Rio Vista, Suisun City and Vallejo (cities). The STA is requesting Statement of Qualifications (SOQ) from qualified consultants with experience in the preparation of Housing Elements, to achieve certification by the State Department of Housing and Community Development (HCD) no later than January 15, 2023, for developing a clear, concise and legally defensible Housing Elements for the cities that meet the varied needs of each community.

Based upon the SOQs submitted, the STA will ask selected consultants to prepare a proposal to update the Housing Element of the five cities. STA will provide a general scope of work, budget by city and any additional scope of work from each of the cities, if any.

The current Housing Elements for the cities were certified by HCD in 2014 and shall serve as the foundation for updating the Housing Elements.

The consultant selected to update the Housing Elements shall evaluate for each of the Housing Elements:

1) the effectiveness of the housing programs, goals, policies;
2) the production of housing units at all levels of income categories;
3) the identification of housing characteristics;
4) update of the Regional Housing Needs Assessment (RHNA);
5) the analysis of special housing needs;
6) the compliance with new State housing laws, programs and legislation;
7) the review of the current General Plan of the cities to determine compliance with newly adopted legislation.
8.) the review of vacant lands available for future housing needs based on 6th cycle RHNA numbers
9.) and an assessment of RHNA requirements compared to available housing sites

II. STATEMENT OF QUALIFICATION DUE DATE AND SUBMITTAL INFORMATION

RFQ Issued: September 16, 2020

RFQ Deadline: Friday, October 9, 2020 by 5:00 p.m.

Submit To: Robert Guerrero, Director of Planning
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2427

III. CITY PROFILES

City of Benicia:
The City of Benicia is a jurisdiction of nearly 16 square miles located in southwest Solano County, bordered by the Carquinez Strait to the south, Suisun Bay to the east, Benicia State Park to the west, and Lake Herman Road to the north. Two major highways – Interstate 780 and Interstate 680, traverse the southern and eastern sides of the city and connect at the Benicia-Martinez Bridge. One of the oldest jurisdictions in California, Benicia was incorporated on April 24, 1851. The City of Benicia provides a wide range of municipal services to its citizens including public safety (fire and police), library, parks and recreation, water and wastewater utilities, economic development, and general administrative services. Benicia is an established and largely built-out jurisdiction with limited pockets of vacant residential land and well-defined residential, commercial and industrial areas. "Sustainable Development" is a central focus of the Benicia General Plan, which is also guided by its commitment to growth management, small-town character and civic engagement.

City of Dixon:
The City of Dixon is located in the northeastern corner of Solano County. Interstate 80, passes along the northern edge of Dixon and provides easy access to the major metropolitan areas of Sacramento and the Bay Area. State Highway 113 passes directly through Dixon. Sacramento International Airport is just 27 miles away, providing easy national and global access. Public transportation is provided by Readi-Ride. The City of Dixon is a long-established community, incorporated in 1878, with a deep history and an openness to change. Dixon is in the midst of managed growth and change--new residential developments have been developing consistently for several years, and new businesses are starting up. At the same time, Dixon is solution-oriented and has established greenbelts on both sides of the city in partnership with the Solano Land Trust and the City of Vacaville, honoring the areas rich agricultural bounty. Dixon loves its traditions these include volunteerism, citizen involvement, and civic mindedness.

City of Rio Vista:
Rio Vista is located at the southern tip of Solano County and is one of the oldest communities in the county. Colonel Nathan H. Davis established what Rio Vista became in 1858. At that time it was located at the mouth of Cache Slough and the Sacramento River, approximately two miles from where the city is located today. In late 1861 and early 1862 the Sacramento River flooded and destroyed Rio Vista. Not to be defeated, many of the citizens decided to relocate the city on higher ground, thus Rio Vista was established at its present location in 1862. The city is located approximately halfway between San Francisco and Sacramento and presents a friendly small town atmosphere that is close to several major population centers. Interstate 5 and 80 are within close driving distances and the airport is only a 50-minute scenic drive through rural California. Rio Vista is a growing, 10,000 strong community that is business friendly and possess some of the most affordable homes in the county.

City of Suisun City:
Suisun City is rich in water-oriented natural and recreational resources, as well as historic architecture and other heritage resources. Natural watercourses traverse the community providing opportunities to increase recreational access for people that enjoy kayaking, fishing, bike riding, bird watching, cycling, and hiking. The City's historic Downtown is designated by the state as historically significant, where beautifully preserved buildings are built along narrow, pedestrian-friendly streets adjacent to the newer commercial and mixed-use Downtown core. Suisun City continues to offer a prime location for housing and employment along the Capitol Corridor commuter route, with a beautiful and unique waterfront setting. SR 12 and Interstate 80 provide bus transit, truck, and vehicular access to the Bay Area and Sacramento metropolitan areas.

City of Vallejo:
Vallejo is a vibrant and diverse community, located in the San Francisco Bay Area at a gateway to the inner Bay Area and Napa Valley. Blessed with the scenic natural beauty and rich history, Vallejo is the largest city in Solano County and the tent largest in the Bay Area. Today, the urbanized area of Vallejo is predominantly residential in character, with single-family and multi-family development occupying 40 percent of the land within the city limit. Commercial uses, including shopping centers, retail stores, hotels and gas stations, account of approximately 8 percent of existing land uses, while industrial and manufacturing uses, concentrated primarily on Mare Island, make up nearly 5 percent of land in the city. Vacant and undeveloped land accounts for 6 percent of the total land area, with wetlands, parks and natural open space comprising the balance.

IV. QUALIFICATIONS SUBMITAL

Responding consultant(s) are requires to submit six (6) copies of their SOQ, one of which shall be unbound, and one (1) electronic copy. The electronic copy should be in Adobe Portable Document Format (PDF) and should be submitted on a USB flash drive. Respondents should be aware that the electronic copy will be used by the STA to produce additional copies of the submittal, if needed.

The SOQs shall describe the consultant firm(s) that would work on updating the Housing Elements, their background and experience. It shall also include resumes on the key individuals who work on the updates and identify who would be the project manager. The SOQs shall include a summary of Housing Element experience of the consultant and the Project Manager. The SOQ shall also include the consultant's public outreach experience and approach for similar projects. The summary shall provide an overview of the up to five (5) Housing Elements undertaken by the consultant, a description of the services provided and by whom and the time period in which they were performed. A link shall be provided so the Housing Elements cited can be viewed on-line.

The SOQ shall list any current or past work undertaken by the consultant and team with the STA or any of the five (5) cities.

The SOQ shall briefly describe the methodology and organizational approach the consultant would use to update the five (5) Housing Elements.

Consultants submitting SOQs shall disclose any actual, apparent or potential direct, or indirect, conflicts of interest that may exist with respect to the consultant, team, and individuals that would work on this project. If the consultant has no conflict of interest, a statement to that effect shall be included in the SOQ.

Included in the SOQ shall be five (5) professional references, with contact information.

V. RFQ Process Information

A. RFQ Proposal Timeline: The following is the STA's tentative schedule for the selection of the consultants to submit proposals:

RFQ Released	September 16, 2020
Deadline for Submitting Qualifications	October 9, 2020
Panel Review of Qualifications (tentative)	October 19, 2020
Interview of Top Consultants (tentative)	October 28, 2020
Consultants invited to submit proposals (tentative)	November 6, 2020
Proposal Due	TBD
Panel Review of Proposals	TBD
Interview of Firms	TBD
Selection of Consultant	TBD

B. Oral Interview: Those respondents to this RFQ considered most qualified to provide the required services may be requested to participate in an oral interview at the STA's discretion. Applicants will be notified in writing of the time and place for the interview. It is expected that key members of the engagement team, including owner, partner, senior personnel and project manager, will be present for the interview. Failure to appear for the oral interview will be cause to disqualify the firm from further consideration. The interviews, due to Covid-19, may be conducted on-line.

C. Expenses: The STA shall not reimburse any respondent for any travel cost incurred responding to this RFQ or for an in-person interview nor any costs incurred in preparing and submitting the SOQ.

VI. SELECTION CRITERIA

The STA, and the cities, will evaluate qualifications based upon these criteria and assign a score:

A. Responsiveness to the RFQ. (10 points)

B. Experience and demonstrated success of the consultant team in assisting cities with their Housing Element update process. Experience with small and medium size cities, particularly in the Bay Area, will be given greater weight. (30 points)

C. Prior planning and/or project work experience in Solano County. (5 points)

D. Ability to communicate effectively about the subject matter and approach to the project. (20 points)

D. Evidence of the consultant's track record to provide deliverables in a timely and cost effective manner. (20 points)

E. Other elements or creative approaches to assisting with the updates. (15 points)

As part of its evaluation, the STA may request additional information or data from the consultant.

VII. QUESTIONS

Any questions related to this RFQ shall be directed to:

Robert Guerrero
Director of Planning
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2427
(707) 399-3211
rguerrero@sta.ca.gov