

AGREEMENT FOR PROFESSIONAL SERVICES

2021-2029 HOUSING ELEMENT UPDATE

This Agreement is made and entered into as of the 24th day of June 2021, by and between the City of Hawaiian Gardens ("City") and Willdan Engineering ("Consultant").

RECITALS

A. Consultant is specially trained, experienced and competent to perform the special services which will be required by this Agreement; and

B. Consultant possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

AGREEMENT

1. **Scope of Services.** Subject to the terms and conditions set forth herein, Consultant shall provide professional services to the City as set forth in Exhibit A – Scope of Work and the City's Request for Proposal for the 2021-2029 Housing Element Update is set forth as Exhibit B.
2. **Compensation:** Compensation shall be as set forth in Exhibit A. Compensation shall be paid for the work tasks described in Exhibit A and related direct costs.
3. **Method of Payment.** Consultant shall submit monthly billings to City describing the work performed during the preceding month. Consultant's bills shall include a brief description of the services performed, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures. City shall pay Consultant no later than 30 days after approval of the monthly invoice by City staff.
4. **Time of Performance.** The services of Consultant are to commence upon execution of this Agreement and shall continue until all authorized work is approved by the City. The consultant shall adhere to the time schedule described in Exhibit A. Time is of the essence for every provision of this agreement that states a time for performance and for every deadline imposed by the City.
5. **Ownership of Documents.** All plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of the City upon payment to Consultant for such work, and the City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party.
6. **Independent Contractor.** It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the City. Consultant shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

7. **Interest of Consultant.** Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by and during this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this Agreement.

Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

a) will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the City or of any City official, other than normal agreement monitoring; and

b) possesses no authority with respect to any City decision beyond rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)

8. **Professional Ability of Consultant.** City has relied upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled professional and technical personnel to perform all services under this Agreement. All work performed by Consultant under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

9. **Indemnity.**

a) The Consultant agrees to indemnify, defend and save the City and their officers, agents and employees harmless from any and all liability, claims, demands, damages, or injuries to any person, including injuries to the Consultant's employees and all claims which arise from or are connected with the negligent performance of or failure to perform the work or other obligations of the Consultant under this Agreement, or are caused or claim to be caused by the negligent acts of the Consultants, its officers, agents or employees, or its subconsultant(s) or any person acting for the consultant or under its control or direction; provided, however, that this indemnification and hold harmless shall not include claims arising from the sol negligence or willful misconduct of the City and their officers, agents or employees.

b) The City agrees to indemnify, defend and save the Consultant and their officers, agents and employees harmless from any and all liability, claims, demands, damages, or injuries to any person, including injuries to the City's employees and all claims which arise from or are connected with the negligent performance of or failure to perform the work or other obligations of the City under this Agreement, or are caused or claim to be caused by the negligent acts of the City, its officers, agents or employees, or any person acting for the City or under its control or direction; provided, however, that this indemnification and hold harmless shall not include claims arising from the sol negligence or willful misconduct of the Consultant, their officers, agents or employees.

10. Insurance Requirements.

a) Consultant, at Consultant's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies.

i. Workers' Compensation Coverage. Consultant shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for his/her employees in accordance with the laws of the State of California. In addition, Consultant shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the City at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against City, its officers, agents, employees and volunteers for losses arising from work performed by Consultant for City. This provision shall not apply if Consultant has no employees performing work under this Agreement.

ii. General Liability Coverage. Consultant shall maintain commercial general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

iii. Automobile Liability Coverage. Consultant shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.

b) Policy Endorsements. Each general liability and automobile liability insurance policy shall be with insurers possessing a Best's rating of no less than A:VII and shall be endorsed with the following specific language:

i. The City of Hawaiian Gardens, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Consultant.

ii. This policy shall be considered primary insurance as respects the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.

iii. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

iv. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents or volunteers.

v. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the City.

c) Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

d) Certificates of Insurance and Endorsements. Consultant shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the City on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

11. Compliance with Laws. Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations.

12. Licenses. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of Consultant to practice its profession. Consultant shall obtain a business license from the City of Hawaiian Gardens to be in effect for the duration of this Agreement.

13. Controlling Law Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Agreement shall be held exclusively in a state court in the County of Los Angeles, California.

14. Written Notification. Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc. shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City of Hawaiian Gardens
Kevin M. Nguyen, Associate Planner II
21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716

If to Consultant: Willdan Engineering
13191 Crossroads Parkway North
Suite 405
Industry, CA 91746
562 908-6200
562 695-2120 FAX

15. Consultant's Books and Records.

a) Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant to this Agreement.

b) Consultant shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

c) Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Administrator. Copies of such documents shall be provided to the City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.

d) Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, City may, by written request by any of the above named officers, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.

16. **Entire Agreement.** This Agreement constitutes the complete and exclusive statement of Agreement between the City and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.
17. **Amendments.** This Agreement may be modified or amended only by a written document executed by both Consultant and City and approved by the City Administrator.
18. **Waiver.** No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.
19. **Execution.** This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
20. **Assignment and Subcontracting.** The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Consultant. Assignments of any or all rights, duties or obligations of the Consultant under this Agreement will be permitted only with the express consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay or to

see to the payment of any monies due to any such subcontractor other than as otherwise is required by law.

- 21. **Termination.** This Agreement may be terminated immediately for cause or by either party without cause upon fifteen days' written notice of termination. Upon termination, Consultant shall be entitled to compensation for services performed up to the effective date of termination.
- 22. **Attorneys Fees** In the event of litigation between the parties arising out of or connected with this Agreement, the prevailing party in such litigation shall be entitled to recover, in addition to any other amounts, reasonable attorney's fees and costs of such litigation.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first written above.

CITY OF HAWAIIAN GARDENS:

CONSULTANT:

Linda Hollinsworth

Salvador Lopez Jr.

Interim City Manager

Director of Planning

Date:

Date:

EXHIBIT A

City of Hawaiian Gardens

Proposal

2021-2029

Housing Element Update

June 11, 2021



June 11, 2021

Mr. Kevin Nguyen
City of Hawaiian Gardens
21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716

Subject: Proposal for 2021 – 2029 Housing Element Update

The City of Hawaiian Gardens is seeking proposals from qualified consultants to provide consulting services to prepare the City’s General Plan 2021 – 2029 Housing Element Update for certification by the California Department of Housing and Community Development.

Willdan Engineering is pleased to submit this proposal to prepare a Housing Element Update for the City of Hawaiian Gardens. This proposal is being submitted pursuant to your request and is based on our extensive experience in preparing and updating housing elements. This proposal includes a specialized Public Outreach component to encourage public participation in the Housing Element Update. This proposal also includes a scope of services that intends to utilize the State Department of Housing and Community Development’s (HCD’s) Streamlined Review process available for jurisdictions with certified housing elements. HCD promises to complete their review of draft housing elements within 60 days of submittal and to grant priority review for jurisdictions that utilize the Streamlined Review Process.

We believe that the project team we have assembled is particularly well qualified to assist you in preparing this Housing Element Update for the following reasons:



The personnel assembled for this assignment have considerable experience in preparing housing elements and housing element updates for cities across California.



Our team will be sensitive to the need to prepare a housing element that addresses the regional housing needs allocation, as well as local housing needs and conditions. Both of the key planners assigned to the project, Mr. Gabriel Elliott and Ms. Christine Kudija, JD, AICP, have had extensive experience in preparing housing element updates and have conducted negotiations on behalf of client agencies with HCD.



Our staff is able to place an emphasis on realistic, implementable housing programs. Our team has formulated and, more importantly, carried out a wide variety of housing programs using Community Development Block Grant (CDBG), Home Investment Partnerships Program (HOME), Building Equity and Growth In Neighborhoods (BEGIN), Tax Credit, Section 8, Redevelopment Agency, CalHome, and other funding sources.



Our effort in preparing the Housing Element Update will include a public outreach program similar to the effort that was provided for the prior housing element update.



The project team assembled by Willdan is prepared to commence work on updating the Housing Element in October 2021 as requested by the City.

June 11, 2021

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Daniel Chow, Willdan Engineering's President and Chief Executive Officer can bind and negotiate contracts on behalf of Willdan.

We believe that the services we are offering will fulfill the City's needs in a comprehensive, well-integrated, and cost-effective manner. We appreciate the opportunity to submit this proposal and stand ready to proceed with the services requested upon your authorization. The contact person for this proposal is:

Mr. Salvador Lopez Jr., Director of Planning
Willdan Engineering
13191 Crossroads Parkway North, Suite 405, Industry, CA 91746-3497
Telephone: (562) 364-7600
Fax: (562) 463-4409
E-mail: slopez@willdan.com

Respectfully submitted,



Salvador Lopez Jr.
Director of Planning
WILLDAN ENGINEERING

910005/WW.00.70/P21-199_21942



Subcontractors List

Willdan will not be utilizing subconsultants for this project.



Outline

It is our understanding that the City of Hawaiian Gardens is seeking the services of a consultant to serve as an extension of City staff in updating the Housing Element of its General Plan. The updated element must comply with the applicable requirements of the California Government Code, Health and Safety Code, and General Plan Guidelines, and ultimately be certified by the State Department of Housing and Community Development (HCD) as complying with State housing law

An important goal of the housing element update will be to re-evaluate the City's housing priorities within the funding levels available through its Housing Trust Fund, loan repayments, and other available sources. The City has established a good working relationship with the non-profit housing community and can utilize these housing groups to help identify resources to develop an effective program strategy for Hawaiian Gardens' Housing Element.

A key objective of Hawaiian Gardens' Housing Element update will be to maintain State HCD compliance. State approval provides the City access to a variety of State housing funds and provides added legal protection to the General Plan. Willdan has in-depth experience in developing housing elements that are both acceptable to the State and endorsed by the community and its decision-makers.

Legislative Changes

Numerous changes have occurred to Housing Element statutes in recent years, the more significant of which include:

New for this Housing Element update:

- AB 3088, the first bill of the package to be signed into law by the governor, establishes eviction and foreclosure protections on a temporary basis for tenants and property owners facing financial hardships as a result of the COVID-19 crisis, and reformulates the rules governing the residential eviction process.
- AB 1561 implements a uniform statewide extension on certain housing entitlements by 18 months to address the "pandemic induced recession."
- AB 2345 revises a number of State Density Bonus Law provisions to provide additional entitlement benefits for projects that include qualifying affordable housing.
- Streamlining Housing Approvals. Modest reforms to promote development on parking lots of places of worship, require homeowner associations (HOAs) to allow home rentals, and amend SB 35's streamlined ministerial approval process.
- AB 3182 provides a "deemed approved" provision for ADU applications, but Gov. Newsom vetoed a bill that would have addressed the limited construction loan market available to ADU proponents by establishing a program to assist homeowners in qualifying for construction loans.
- AB 725 addresses the deficit of medium-density housing by imposing new requirements for a jurisdiction's preparation of an inventory of land suitable for residential development.
- SB 288 extends the existing CEQA exemption for bicycle transportation plans and adds a new statutory exemption for transit-related projects.

Willdan will ensure the Hawaiian Gardens Housing Element addresses all current statutory requirements.



Streamlined Update Process

As previously indicated, we intend to utilize HCD's Streamlined Review process in preparing selected sections of the element. This review process allows us to utilize the Streamlined Update template to show where changes were made in the previously adopted housing element. This is helpful because much of the information in housing elements found to be in compliance with the State statutes for the previous planning period is still either current and/or particular conditions and circumstances have not significantly changed since the last update.

The Streamlined Review Process is accomplished through the submittal of a Streamlined Update Template which has been prepared by HCD to assist local agencies with preparation of their elements. The template would be prepared and submitted to HCD along with the Housing Element Completeness Checklist which has been required in the past for all housing elements. Only the following areas of the housing element can be addressed in conjunction with the Streamlined Update template:

- Sites Inventory and Analysis
- Analysis of Governmental and Non-Governmental Constraints
- Housing Needs Assessment, including special needs groups (excluding the quantification and analysis of homeless individuals and families)
- Units At-Risk of Conversion to Market Rate
- General Plan Consistency
- Coastal Zone Housing

For these qualifying sections of the element, we will complete the Streamlined Update template and submit those pertinent sections of the element to HCD in a track changes format where revisions, additions, or corrections to these sections are required. It should be noted, however, that there are certain conditions that may prevent us from using this shortened review process, such as an unfulfilled action or program from the prior element. In addition, the following sections of the element are not available for the Streamlined Review process:

- Review and Revise
- Public Participation
- Programs and Quantified Objectives
- Any new statutory requirements since the prior update

We will work with the City and HCD in determining the City's qualifications for the Streamlined Review process and fully implement it where allowable according to HCD's new guidance instructions.

Project Approach

The key elements of the work involved in updating the Housing Element include:

- compilation, research, and analysis of population and housing data to determine housing needs;
- preparation of a draft element that documents the identified needs, as well as the resources and anticipated actions to address those needs;
- preparation of documentation to clear the updated element under the California Environmental Quality Act (CEQA);



- preparation of presentation materials for Planning Commission and City Council meetings/public hearings;
- attendance at Planning Commission/City Council meetings to obtain their input and approval of the updated element;
- coordinating the review and negotiating the certification of the updated element with HCD; and,
- coordinating the successful completion of all of the above work items with Hawaiian Gardens City staff.

Staff will be available to begin work on this assignment by June. The work program would be carried out over a 4-5-month period. All work on the Housing Element Update will be performed at Willdan’s Los Angeles Regional office. A more complete project schedule is discussed under “Time and Task List.”

We will rely upon input and assistance from City staff in order to minimize our costs recognizing, however, that your availability is limited. In this regard, staff involvement would be limited to:

1. providing previously prepared reports and other readily available information that could assist in updating the Housing Element, such as the City’s land use inventory, zoning map and ordinance, and residential building permit activity;
2. providing the best available information regarding the current condition of the City’s housing stock;
3. furnishing a digitized City base map and accompanying parcel (i.e., Assessor’s office) information in a Geographic Information System (GIS) format;
4. scheduling and noticing public meetings/hearings;
5. conferring with our staff on the drafting of policy statements; and,
6. reviewing and commenting on draft reports in a timely fashion.

Scope of Work

Willdan’s approach to updating the City’s Housing Element will be to assign a highly qualified team to perform the required work under the direction of our Director of Planning Services. Our team would serve as an extension of City staff in updating the element while minimizing demands on City staff.

The required tasks to be performed in updating the Hawaiian Gardens Housing Element are outlined below and is consistent with the requirements outlined in the RFP. The deliverable products associated with each task have also been identified.

1. Project Administration

a. Project Kick-Off Meeting

Consultant will schedule a kick-off meeting with City staff to discuss project expectations regarding coordination, reporting, deliverables and all relevant project information. Consultant will prepare a meeting summary with project goals, objectives and action items.

➡ *Deliverable: Meeting Summary*



b. Project Schedule Development

Consultant will work with City staff to finalize a project schedule within ten (10) working days after the kick-off meeting that includes tasks and milestones for certification of the Housing Element by State HCD no later than October 15, 2021. The schedule shall:

- identify project milestones (tasks) with time for staff review of work products throughout the project;
- include public outreach timeline with public meetings and anticipated commission and council hearings;
 - include outreach in compliance with SB 18 and AB 52 regulations;
- include anticipated environmental review timeline; and,
- include timelines for response to State HCD review and State HCD certification of the HEU and City staff review times.

The project schedule will be confirmed and/or modified by the consultant and submitted to the City Project Manager on or before the 30th day of each month during the course of the project. In the event project schedule delays are anticipated, consultant shall advise City's Project Manager on strategies to correct and mitigate.

➡ *Deliverable(s): Initial Project Schedule, Monthly Updated Schedules*

c. Project Coordination

Consultant's Project Manager will meet with City staff for a minimum of six (6) progress meetings over the course of the project to review status to ensure objectives and milestones are being achieved. At the City's discretion, these meetings may be conducted as a conference call or Consultant will prepare a meeting summary, including action items, for each meeting. Consultant will coordinate with staff to create and make presentations to City and/or stakeholders as necessary.

➡ *Deliverable(s): Meeting Summaries*

2. Housing Element Update

a. Public Participation and Engagement

The consultant shall identify and execute an appropriate public participation plan that will include outreach to all segments of the community, in compliance with State Housing Element Law. The proposal should discuss and outline the different outreach approaches and what is recommended for this effort to best engage community stakeholders in the process. The Public Participation Plan shall include, but not limited to:

- i. An outline of public outreach efforts, which could include public workshops, community meetings, and press releases via multiple communication channels including social media and City website.
- ii. Conduct regular update meetings with City staff with monthly updates, prepare public notices for required meetings, assist in preparation of staff report agenda items, and assist in facilitating:
 - A minimum of two (2) public/community workshops;
 - A minimum of one (1) Planning Commission meeting; and,
 - A minimum of two (2) City Council meetings.



- Additional public/community workshops, Planning Commission and/or City Council meetings may be necessary.

➤ *Deliverable(s): Public Participation Plan and Community Meeting Materials*

b. Review of Existing Housing Element Programs

The review should adequately plan to meet their existing and projected housing needs, including their share of the regional housing needs allocation. A complete analysis should include a quantification and a descriptive analysis of the specific needs and resources available to address these needs including;

- i. Assisted Housing Developments at Risk of Conversion;
- ii. Extremely Low-Income Housing Needs;
- iii. Housing Stock Characteristics;
- iv. Overpayment and Overcrowding;
- v. Population, Employment, and Household Characteristics; and,
- vi. Address the effectiveness and progress in implementation of the Housing Element, as well as the appropriateness of the goals, objectives, policies, and programs.

➤ *Deliverable(s): Comprehensive Analysis of Existing Housing Programs*

c. Projected Housing Needs Assessment

The consultant shall utilize the most updated data to assess the nature and extent of housing needs for the City of Hawaiian Gardens, including existing and projected housing needs, and the housing needs of special groups. Demographics and housing characteristics and their influence on housing needs should be discussed. The consultant shall use current demographic data (e.g., 2020 Census, 2019 ACS).

➤ *Deliverable(s): Completed Project Housing Needs Assessment*

d. Site Inventory of Land Suitable for Residential Development

Government Code Section 65583(a)(3) requires local governments to prepare an inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites. The inventory of land suitable for residential development shall be used to identify sites that can be developed for housing within the planning period. The consultant shall work with staff to develop a parcel-level inventory of sites with near-term residential development potential. The inventory must be adequate to accommodate the Regional Housing Needs Assessment (RHNA) figures as provided by the Southern California Association of Governments (SCAG). The sites inventory must include vacant sites and sites having the potential for redevelopment, and an analysis of the relationship of zoning and the availability of public facilities and services to these sites.

- i. Adequate Sites Alternative
- ii. Analysis of Sites and Zoning
- iii. Inventory of Suitable Land
- iv. Accessory Dwelling Units
- v. Opportunities for Energy Conservation
- vi. Zoning for a Variety of Housing Types

➤ *Deliverable(s): Comprehensive Site Inventory*



e. Constraints

The HEU must identify and analyze potential and actual governmental constraints to the maintenance, improvement, or development of housing for all income levels, including housing for people with disabilities. The analysis should identify the specific standards and processes of these constraints and evaluate their impact on the supply and affordability of housing. The analysis should determine whether local, regulatory standards pose an actual constraint and must also demonstrate local efforts to remove constraints that hinder a jurisdiction from meeting its housing needs.

- i. Codes and Ordinances, Enforcement Policy, and Onsite/Offsite Improvement Standards
- ii. Constraints for People with Disabilities
- iii. Fees and Exactions
- iv. Land-Use Controls
- v. Non-Governmental Constraints
- vi. Processing and Permitting Procedures

➡ *Deliverable(s): Analysis of Constraints*

f. Analysis of Opportunities for Energy Conservation in Residential Development. The Housing Element must analyze the opportunities for energy conservation with respect to residential development.

g. Analysis of Governmental and Non-Governmental Constraints to the Maintenance, Improvement, and Development of Housing for All Income Levels. The analysis shall identify the specific standards and processes and evaluate their impact, including cumulatively, on the supply and affordability of housing. The analysis shall determine whether City regulatory standards pose an actual constraint and must also demonstrate City efforts to remove constraints that hinder the City from meeting its housing needs.

h. Programs and Quantified Objectives

The consultant shall assist staff in developing a comprehensive set of programs and policies, along with quantifiable objectives, which addresses the City's existing and projected housing needs, mitigates constraints identified, and is within the context of the City's available resources.

- i. Program Overview and Quantified Objectives
- ii. Address and Remove (or Mitigate) Constraints
- iii. Assist in the Development of Housing
- iv. Identify Adequate Sites
- v. Improve and Conserve the Existing Housing Stock
- vi. Preserve Units at-Risk of Conversion to Market Rates
- vii. Provide Equal Housing Opportunities

➡ *Deliverable(s): Develop a Comprehensive Set of Housing Programs and Policies*

i. Environmental Review

The consultant shall prepare all related and required environmental documentation in compliance with CEQA. The consultant shall review the General Plan EIR during the preparation of the environmental documentation. It is anticipated the Housing Element will be eligible for a Negative Declaration or a



Mitigated Negative Declaration based on the certified General Plan EIR. Consultant shall submit documentation in electronic format to the City.

➡ *Deliverable(s): Achieve CEQA Compliance*

j. State Law Amendments

The consultant shall incorporate the latest requirements for housing elements imposed by recent legislation.

In addition, the consultant shall be responsible for completing the following:

- Work with City staff to finalize a Project Schedule within ten (10) days following the Kick-off Meeting. The Schedule shall include tasks and milestones for the adoption of the 2021-2029 Housing Element no later than October 15, 2021.
- Preparation of miscellaneous letters, memos, staff reports, exhibits, notices, or other documents as required by City staff.
- Housing Element Certification Coordination with City and HCD staff as necessary. Respond to all comments from HCD, in collaboration with staff as needed.
- Provide an electronic version of final document to the City for reproduction.
- Provide 10 color copies of final document.



Time and Task List

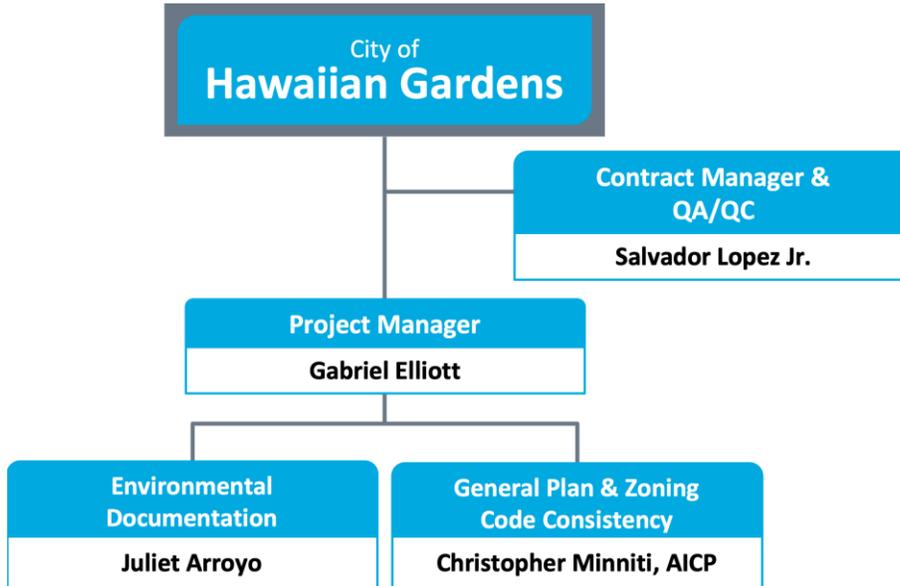
The following presents a preliminary project schedule for the Hawaiian Gardens Housing Element, subject to refinement based on discussions with City staff. Willdan has an excellent reputation for keeping projects on track and offers the full commitment of staff throughout the project to ensure a successful program.

HOUSING ELEMENT UPDATE	
Step	Date
1. Project Administration/Kick-off/Schedule/General Coordination	June, 2021
2. Public Participation and Engagement	July, 2021
3. Analysis of Housing Programs/Housing Needs Assessment/Constraints	June - July 2021
4. Environmental Review	July - August 2021
5. Draft Housing Element Completed for City Staff Review	August, 2021
6. Final Draft of Housing Element Completed for Public Review	September 2021
7. Planning Commission Public Hearing	September 2021
8. City Council Public Hearing / Adoption	October 2021



Key Team Personnel

Organizational Chart



Resumes

Salvador Lopez, Jr.

Director of Planning

Education

*BS, Urban & Regional Planning,
California State Polytechnic
University, Pomona*

AA, Chaffey College

20 Years' Experience

Mr. Salvador Lopez has over 20 years of planning experience that spans all aspects of planning, including current, advance, and environmental planning, as well as active transportation planning and housing and community development. He is highly experienced at managing multi-disciplinary teams in the development of policy and long-range planning documents for public agencies.

Relevant Project Experience

On-Call Planning Services, City of Willows, California. Program Manager responsible for overall on-call project assignment management and oversight for staffing resources provided to the City. Staff planners assist with current, advance, and special project planning; development project review; entitlement processing, including general plan and zoning amendments; CEQA document preparation and review; and other long-range planning activities. Representative projects include:

- Willows Gateway Application Processing and CEQA for a commercial/retail, hotel, and service station developments adjacent to agricultural lands.

Fortin Street Development Application Processing and IS/MND, City of Baldwin Park, California. Project Manager responsible for overall project management and oversight to process an application and preparing an initial study/mitigated negative declaration for a tentative tract map to subdivide four residential properties on 1.75 acres into 15 residential lots as a planned unit development.

Special Project Planning Services, City of Artesia, California. Program Manager responsible for overall on-call project assignment management and oversight for staffing resources provided to the City. Serves as Case Planner responsible for reviewing and processing land use entitlement applications; preparing general plan text or map amendments; preparing or amending specific plans; preparing zoning code text or map amendments; and preparing related environmental studies. Performance of these responsibilities requires expertise and knowledge in general plan compliance and implementation, CEQA/NEPA conformance, project management, and general planning procedures. Representative projects include:

- Artesia Live Application Processing, Specific Plan, and IS/MND Phase I
- Artesia Live Application Processing, Specific Plan, and IS/MND Phase II

Planning Services, City of Hawaiian Gardens, California. Project Manager responsible for overall project management and oversight for staffing resources provided to the City. Staff planners assist with processing development applications and other day-to-day planning activities, including – but not limited to – land use entitlements, special projects, CEQA administration, casino project management, and successor agency management.

Contract Planning Services, City of Long Beach, California. Project Manager responsible for overall project management and oversight for staffing resources provided to the City. Staff planners assist with current planning, advance planning, special projects planning, development project review, entitlement processing, CEQA document preparation and review, historic assessments, community outreach, and other long-range planning activities.

On-Call Planning Services, City of El Monte, California. Contract Planner responsible for contract planning services emphasizing discretionary case processing and long-range advanced planning programs. Programs involved land use planning; complex land use development projects; general administration of City-initiated planning work and studies; conceptual plans; land use entitlement applications; general plan, specific plan, and zoning



code updates and map amendments; and initial studies under the California Environmental Quality Act and related environmental documents. Also, responsible for preparing all associated staff reports, resolutions, and ordinances.

Contract Planning Services, City of Cudahy, California. Project Manager responsible for overall project management and oversight for staffing resources provided to the City. Staff provides full-time contract planning services for the City's Planning Division as well as for Interim Community Development Director.

Contract Planning Services, County of Sacramento, California. Program Manager responsible for overall contract services program management and oversight for staffing resources provided to the City. Staff planners assist with current, advance, and special project planning; environmental review; and on-call environmental planning services.

City of Baldwin Park, California. Associate Planner/Acting Principal Planner/Assistant Planner/Planning Technician responsible for current, long-term and advanced planning activities, analyze and compile technical data, research and prepare staff reports for Planning Commission and City Council. Process Plan/Design Reviews; plan checks and any applicable entitlement. Interpret planning procedures and zoning requirements, prepare environmental documents, conduct a variety of general plan and zoning code amendment and planning studies, make policy recommendations, develop requests for proposals, manage contract compliance for grants and professional services and act as staff liaison between the City Council and consultants. Supervise and direct sensitive, significant and controversial planning projects and grant programs. Administer Design Review and the Planning Commission Meetings. Collaborate with policy makers, civic leaders and advocates. Train and instruct staff, assist in managing and coordinating the activities of the Planning Division.

City of Baldwin Park, California. Associate Planner/Acting Principal Planner/Assistant Planner/Planning Technician responsible for current, long-term and advanced planning activities, analyze and compile technical data, research and prepare staff reports for Planning Commission and City Council. Process Plan/Design Reviews; plan checks and any applicable entitlement. Interpret planning procedures and zoning requirements, prepare environmental documents, conduct a variety of general plan and zoning code amendment and planning studies, make policy recommendations, develop requests for proposals, manage contract compliance for grants and professional services and act as staff liaison between the City Council and consultants. Supervise and direct sensitive, significant and controversial planning projects and grant programs. Administer Design Review and the Planning Commission Meetings. Collaborate with policy makers, civic leaders and advocates. Train and instruct staff, assist in managing and coordinating the activities of the Planning Division.

City of Baldwin Park, California. Health and Built Environment Analyst/Complete Streets Coordinator. Develop and manage health activities and policy efforts through the Healthy Baldwin Park Initiative. Promote and implement policy, systems and environmental changes to improve nutrition, increase physical activity and reduce obesity rates. Expand and strengthen policy agenda to advocate for improved health and built environment outcomes. Integrate health and the built environment to collaborate with city departments to ensure that cities see the benefits of working on long term planning to address economic and development challenges. Work to ensure long term sustainability of residents, stakeholder and community engagement in planning efforts. Coordinate and facilitate community meetings and special events. Lead staff in the passage of all health oriented policies including city-wide smoke-free policies, smoke-free multi-family ordinance, tobacco retail licensing, healthy retail guidelines, healthy vending and most recently a nationally recognized complete streets policy. Draft and disseminate press releases, city newsletter articles, proclamations and provide talking points/speeches for city officials as it relates to city policy/projects. Pursue grant opportunities and continue to be an integral component to the city's goal of creating a walkable and healthy community.

Firestone Boulevard Capacity Enhancement, City of South Gate, California. Environmental Compliance Task Leader responsible for providing and overseeing all environmental services required for the corridor improvements from Alameda Street to Hunt Avenue. The improvements involved roadway widening from four to six lanes; pavement rehabilitation; landscape and hardscape medians; median lighting; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant ramps; parkway trees; artistic elements, corridor entrance monument; bus shelter and bus turnouts; and traffic signal modifications.



Gabriel Elliott

Planning and Community Development

Education

Master of Urban and Regional Planning, Texas A & M University, College Station, Texas

B.A., Journalism, Texas A & M University, College Station, Texas

Affiliations

Associate Member, American Planning Association (APA).

30 Years' Experience

Mr. Gabriel Elliott is a Willdan Engineering Community Development Director with over 30 years of planning experience. Mr. Elliott is an effective communicator and can make recommendations to the City Council, Planning Commission, developers, public agencies, and community groups, and represent the department at public hearings, community meetings and technical and professional conferences.

Relevant Project Experience

City of Adelanto, CA. Planning Director. Managed the day-to-day operations of the Planning, Building & Safety and Code Enforcement Divisions of the Development Services Department. Prepared and presented comprehensive written and oral reports, and made recommendations for presentations to the City Council, Planning Commission, developers, public agencies and community groups, and represented the department at public hearings, community meetings, and technical and professional conferences. Supervised the professional development of assigned staff and review and evaluate employees' job performances and recommend appropriate personnel action. Evaluate, recommend, and implement policies to attract new businesses into the city while protecting and enhancing policies to retain the City's existing client base for development. Oversee land use development and policies within the City. Administer and update the Municipal Code and General Plan.

City of Salinas, CA. Special Projects Manager. Primary responsibility consists of managing the entitlement of the City's Future Growth Area (FGA) Specific Plans, which currently consists of three, large mixed-use Specific Plans. Managed project budget and interacted and negotiated with project developers and City staff. Coordinated the activities of consultants and City Staff to get the project through its entitlement and implementation stages. Wrote reports and presented the project to various City boards, commissions, and City Council.

Urban Planning & Consulting Group, Sole Proprietorship Consulting. Principal. Provided staff augmentation services at all levels for municipalities. Created, reviewed, and presented Environmental Impact Reports, Negative Declarations, and Initial Studies. Composed, edited, and presented planning documents including General and Comprehensive Plans and amendments, Specific Plans, Land Use Plans, Subdivision maps, as well as process entitlement projects of all ranges.

City of Calimesa, CA. Community Development Director. Managed and direct the Planning, Building & Safety, and Code Enforcement Divisions of the City by overseeing the day-to-day operation of the development activities. Supervised the professional development of assigned staff by reviewing and evaluating employees' job performances and recommending appropriate personnel action, negotiate, prepare and supervise the processing of documents, such as project conditions of approval, Environmental Impact Reports, Negative Declarations, Disposition and Development Agreements, Owner Participation Agreements, contracts, and permits. Coordinate the analysis of architectural, urban design, and economic issues in project development, and evaluate real estate financing proposals and development proformas. Administer contracts and serve as liaison between the project team, City divisions, outside public agencies and the community and represent the department at public meetings and technical and professional conferences. Prepared comprehensive written and oral reports and made recommendations for presentation to the City Council, Redevelopment Agency, developers, public agencies and community groups. Conducted special studies and prepared detailed research reports as needed. Assisted in establishing the Agency's annual goals and objectives and in preparing the public presentations.



Civic Solutions, Inc., San Juan Capistrano, CA. Senior Planner. Senior Planner for the firm's public sector clients including the City of Norwalk, Irvine, City of Imperial Beach and private sector clients. Responsibilities included attracting new clients and retaining existing client base, writing and review of Specific Plans, environmental documents (negative declarations, environmental impact reports), project management of discretionary case processing for complex development projects, coastal development permits, General Plan Amendments, zoning ordinances, redevelopment plans, and land use planning.

City of Costa Mesa, CA. Associate Planner. Provided technical assistance in review of discretionary cases for both current and long-range planning; member of the team that re-wrote the City's zoning code; researched and supervised writing of the City's communications antenna ordinance.



Juliet M. Arroyo

Principal Planner

Education

1989, MA, Urban Planning,
University of California, Los Angeles

1987, BA, Geography, California State University, Fresno

2003 to 2007, Certificate Coursework in Historic Preservation, University of Southern California

Affiliations

California Preservation Foundation

American Planning Association

Highland Park Heritage Trust, Member

Los Angeles Conservancy, Member

Society of Architectural Historians

Glendale Historical Society, Member

Historic Highland Park Neighborhood Council, Vice President

Dance Resource Center of Greater Los Angeles, Board Member

25 Years' Experience

Ms. Juliet Arroyo has over 25 years of experience in urban planning specializing in multimodal transportation planning, environmental review, historic resources, and land use design and standards. She has over 15 years of experience in historic resource assessments and preservation planning and meets the Secretary of the Interior's Professional Qualifications Standards in the area of Architectural History. Ms. Juliet M. Arroyo specializes in historic resource assessments, design review, multimodal transportation planning and design work, and providing environmental review services across California. She has additional experience in grant writing for all disciplines, community outreach and stakeholder engagement for all types of projects. She had experience in ordinance development and zoning code rewrites. She is particularly adept at understanding planning law and compliance procedural requirements.

Summary of Plan Development and Adoption Experience

Juliet M. Arroyo is currently the principal author of the Old Town Placentia Plan, a comprehensive vision for aiding in the revitalization of the City's original town center scheduled for adoption December 2016. Work included circulation options, land use options, streetscape design, placemaking, as well as business support and on-going programming. She additionally assisted with the preparation of the Downtown El Monte Main Street Specific Plan which provides for increased residential and commercial mixed use density around several transit hubs in Downtown El Monte. She has prepared bicycle plans, pedestrians plans, active transportation plans, and safe routes to schools plans. She has been actively involved in soliciting community input, making the public aware of project plans, and engaging stakeholders to shape plans from beginning to adoption. Prior to the end of redevelopment, she prepared numerous redevelopment plans, and amendments to redevelopment plans. She specializes in bringing circulation, land use, design, and livability into creating special places.

Project Experience

- Old Town Placentia Plan
- Downtown El Monte Specific Plan
- Rosemead Bicycle Transportation Plan
- Baldwin Park Non-Motorized Active Transportation Plan
- Downtown Fresno Redevelopment Plan Merger

Summary of Historic Resource Experience

Juliet M. Arroyo provides services to governmental agencies, developers, property owners, and community groups regarding planning projects and historic resources, specializing in regulations at the local, State, and National levels. Her primary duties include managing projects, providing documentation, and leading research efforts. She has prepared numerous historic resource assessment reports for single property evaluations and conducted reconnaissance level surveys of larger areas. She also providing on-going consulting to owners navigating the development review process. She also provides consulting services to municipal governments and is currently serving on the historic preservation task force as a consultant to



the City of San Marino. Her current focus is on rehabilitation and reuse of historic properties for any number of viable uses. She has also provided services to non-profit and advocacy organizations.

She has prepared over 50 historic resource assessment reports, including register nominations, CEQA resource reports, and single and multiple property historic surveys. She was the historic preservation officer for the City of Glendale for five years and prepared the demolition review ordinance and historic district overlay zone. She implemented the Mills Act incentive program. She was the historic resource peer reviewer for the Los Angeles Unified School District new school program and school rehabilitation program. She has been a private consultant specializing in the environmental review of historic resources for the past 10 years. She has received a professional award from the Glendale Historical Society and has been part of the award winning team for the Cumberland Heights Historic Resources Survey from the California Chapter of the APA, and the team for the Glendale Historic District Design Guidelines from the Los Angeles Conservancy.

Project Experience

- Consultant for Historic Preservation Planning in the City of San Marino
- Downtown El Monte Specific Plan, Historic Resource Assessment & Survey
- Santa Ana, Section 106 oversight for the Fixed Guideway (Streetcar) Project
- Peer Reviewer, Historic Resource Assessments & Rehabilitation Plans, Los Angeles USD
- Authored Historic District Ordinance & Demolition Review Ordinance, City of Glendale
- Peer Reviewer, Historic Resource Assessments & Rehabilitation Plans, Los Angeles USD
- Historic Resource Assessments, Inglewood, Glendale, Los Angeles, Beverly Hills
- Design Review Conformance with Historic Resource Standards, Glendale, Los Angeles
- Historic Resource Survey, Downtown Glendale
- Created Mills Act Incentive Program, City of Glendale
- Grant Author, State Office of Historic Preservation, Glendale Craftsman Historic Survey
- Managed CEQA document preparation and review, LAUSD
- Updated City CEQA Guidelines, City of Glendale

Summary of Multimodal Transportation Planning Experience

Ms. Arroyo has gain expertise in the area of multimodal transportation planning and creating and designing livable communities. She was instrumental in designing a plan to make downtown Baldwin Park more walkable while also meeting the City’s objectives for economic development and the State’s objectives to reduce GHGs. She was responsible for drafting a circulation plan for downtown El Monte and has developed a few key alternatives for more robust changes. As an accompaniment to her work in multimodal planning, she has also written numerous grants for infrastructure improvements to the transportation system. She wrote two successful grant applications for the Southern California Association of Governments for multimodal transportation planning. She also manages the compliance requirements associated with grant funded projects. Her current focus is on redesigning streets and sidewalks and connecting these public spaces to private spaces.

She is also often responsible for environmental review compliance for client projects and provides technical expertise in the area of historic resources, CEQA, NEPA, and Section 106. She prepares the environmental review for transportation projects under Caltrans environmental regulations, and other local, State and Federal environmental requirements. She coordinates technical studies required for environmental review and manages community and government outreach activities for proposed projects and studies.



Christopher J. Minniti, AICP

Assistant Planner

Education

2010, Master of Urban Planning, New York University

2009, BA, New York University

Certifications

LEED Green Associate, 2011

AICP Candidate, 2019

14 Years' Experience

Mr. Christopher Minniti is a Willdan Engineering assistant planner with 14 years of experience. Mr. Minniti is experienced in assisting with CEQA/NEPA compliance documentation, including Categorical Exemptions, Initial Studies, Environmental Impact Reports, Environmental Assessments, Negative Declarations and Mitigated Negative Declarations.

Relevant Project Experience

City of Culver City, California. Community Development Department, Current Planning Division. Planning Intern. Perform plan checks for zoning code conformance, compliance with City policies, and adherence to any design guidelines or overlay regulations applicable to project site. Identify steps for applicants preparing to submit development and other permit applications to expedite processing, reviews submittals for completeness, and communicates effectively with applicants on any missing items to complete intake. Answer telephone and counter questions regarding various zoning and planning regulations and procedures in a professional, courteous and knowledgeable manner and keep applicants updated on status of their plan check or application review. Conduct field surveys for land use and related planning activities in order to verify or update project specific information. Provide interpretation of planning and zoning regulations to Code Enforcement Officers, Building and Safety personnel, Engineering Division personnel and accurately interprets and applies the Municipal Code as it applies to their investigations. Support planning staff as assigned with research and other special projects, and assist with preparation for planning commission, city council, other general public meetings.

Terry A. Hayes Associates, Inc. Culver City, California. Assistant Planner. Assist with CEQA/NEPA compliance documentation, including Categorical Exemptions, Initial Studies, Environmental Impact Reports, Environmental Assessments, Negative Declarations and Mitigated Negative Declarations. Prepare graphics, supporting figures, and other spatial analyses or mapping tasks via GIS, CAD, and Adobe graphic software. Perform research, analysis, and data collection as needed to support noise and air quality monitoring deliverables, including field monitoring, site surveys and verification of existing conditions. Manage a multi-user GIS, conduct spatial analyses, prepare graphics and other documents for electronic and paper transmission. Conduct extensive research and draft EIR chapters and a variety of technical reports, memos, letters, and proposals either independently or collaboratively with project team members and staff.

City of Culver City, California. Community Development Department, Redevelopment Agency. GIS Intern. Conduct spatial analysis research as needed by planning and redevelopment, and IT Department staff. Create visual aids to enhance and support zoning, transit, and economic development projects. Conduct training courses for GIS-based web application. Compile and maintain citywide databases via ArcDesktop software.

New York City, NY. Department of City Planning, Land Use Review Division. Planning Intern. Conduct process analysis of Central Intake Unit within Land Use Review Division and prepare streamlining recommendations. Assist with and evaluate streamlining efforts for Central Intake Unit. Review project briefing



sheets to ensure clarity, accuracy, and basic conformance to Zoning Resolution and environmental regulations. Prepare borough planners for presentations before the full CPC. Compile and maintain CPC voting records database

New York City Council, Office of Council Member Simcha. Land Use Policy Intern. Attend Land Use Committee Hearings and prepare summary reports. Perform in-depth research regarding Capital Budget, City Charter, Environmental Impact Statements, Green Building Practices, and Congestion Pricing. Attend, arrange, and participate in meetings with various levels of city government as needed.

City of Hermosa Beach, California. Community Development Department. Planning Intern. Conduct standard administrative tasks, locate records per request at public counter, issue building permits, and routing phone calls. Conduct research on specific projects as needed by the Director and Planners and assist with administration of City Council Meetings. Accompany Code Enforcement Officer, Building Inspectors, and Planners on various inspections and site reconnaissance activities.



References

References for selected assignments shown on the matrix in the “Relevant Experience” section of this proposal are as follows:

City of Artesia

18747 Clarkdale Avenue Artesia, CA 90701	Contact: Mr. Okina Dor, Community Development Director, (562) 865-6262
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Services Provided: Prepared a Housing Element Amendment and CEQA documentation for implementing Housing Element Action 3.1b in the City’s 2014 Housing Element, amending the Zoning Code and Map to assign a “Housing Opportunity Overlay.”

City of Carson

701 E. Carson Street Carson, CA 90745	Contact: Mr. Jerome Grooms, City Manager, (310) 830-7600
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Services Provided: Willdan Engineering comprehensively updated the Housing Element of the City’s General Plan.

City of Westlake Village

31200 Oak Crest Drive Westlake Village, CA 91361	Contact: Mr. Scott Wolf, Planning Director, (818) 706-1613
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Services Provided: Working closely with City staff and a City Council committee, Willdan Engineering prepared the City’s 2006-2014 Housing Element, as well as the prior update which HCD certified as complying with State law.

City of Downey

11111 Brookshire Avenue Downey, CA 90241	Contact: Mr. David Blumenthal, Senior Planner, (562) 904-7161
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Services Provided: Willdan Engineering prepared a comprehensive update to the City’s Housing Element for the 2006-2014 update cycle and the Element was certified by HCD in April 2010.

City of Barstow

220 East Mountain View Street Suite A, Barstow, CA 92311-2839	Contact: Mr. Mike Massamini, (760) 255-5152
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Services Provided: Willdan Engineering comprehensively updated the Housing Element of the City’s General Plan.



Experience and Qualifications/List of Contracts

Willdan Engineering has considerable experience in performing a wide range of housing and community development related work for California cities, ranging from Susanville on the north to Calexico on the south. We have direct experience in identifying and analyzing potential housing sites, assessing local housing needs, and updating a number of housing elements. We have also had recent experience in conducting surveys and analyses of existing housing needs and conditions and quantifying changes in housing quality and affordability. The cities we have served have varied widely in terms of size, geographic locale, and local housing issues.

Over the past 20 years, the firm has conducted surveys and analyses in support of housing element updates and/or prepared updated housing elements for numerous California cities, including most recently the Cities of Carson, Barstow, Calimesa, Downey, El Segundo, La Habra, La Mirada, La Puente, Los Alamitos, Simi Valley, and Westlake Village, and the Town of Apple Valley. The surveys we have conducted have included detailed inventories of multiple family projects, including market-rate housing, Section 8 housing, and other government-owned or subsidized housing, as well as housing conditions. Willdan Engineering has also researched and prepared housing implementation strategies to assist communities in meeting their quantified housing element objectives and community goals for desired types of housing.

In addition to our experience in conducting housing studies, Willdan Engineering has extensive experience in preparing a variety of GIS-based community needs studies and providing a variety of community development services to agencies across California. We have administered all aspects of the CDBG and HOME programs for municipalities and are operating CDBG, HOME and/or redevelopment tax increment funded residential rehabilitation programs in a number of cities. Our community development staff has procured grants for residential rehabilitation, rental assistance, and housing construction projects and has formulated plans/strategies for the utilization of redevelopment agency low- and moderate-income housing set-aside funds.

A matrix that summarizes the experience of our firm in updating housing elements, preparing consolidated plans, and conducting housing studies and community needs surveys and assessments is presented on the pages that follow. References for selected, relevant assignments, are presented in the "References" section of this proposal.



**Willdan Engineering
HOUSING STUDIES/PLANS (over past 10 years)**

CLIENT	PROJECT	ASSIGNMENT	STATUS
City of Carson	Housing Element	Housing Element comprehensively updated.	Certified December 2010
City of Westlake Village	Housing Element	Housing Element comprehensively updated.	Completed January 2010
City of Downey	Housing Element	Housing Element comprehensively updated.	Certified April 2010
City of Calimesa	Housing Element	Housing Element comprehensively updated.	Certified May 2010
City of Lincoln	Housing Element	Housing Element comprehensively updated.	Certified May 2010
City of Barstow	Housing Element	Housing Element comprehensively updated.	Completed July 2010
City of Lathrop	Housing Element	Housing Element comprehensively updated.	Certified October 2010
City of Woodland	Housing Element	Housing Element comprehensively updated.	Certified June 2009
City of Wasco	Housing Element	Housing Element comprehensively updated.	Certified August 2009
City of Tehama	Housing Studies	Conducted series of studies investigating alternative means to reduce housing costs for low-income residents.	Completed May 2008
City of El Segundo	Housing Element	Housing Element is being comprehensively updated.	In Progress
County of Tulare	Urbanization and Blight Survey	Conducted Urbanization and Blight Survey for potential redevelopment project area in community of Tipton.	Completed October 2007
City of La Habra	Consolidated Annual Performance and Evaluation Report (CAPER)	Prepared CAPER for HUD funded projects/programs.	Completed September 2007
City of Woodland	Consolidated Annual Performance and Evaluation Report (CAPER)	Assisted City with preparation of CAPER for HUD funded projects/programs.	Completed September 2007
City of Hawaiian Gardens	Housing Replacement Plan	Prepared plan for replacement of low/moderate income housing units removed by RDA funded street improvement project.	Completed March 2007
City of La Habra	Consolidated Annual Performance and Evaluation Report (CAPER)	Prepared CAPER for HUD funded projects/programs.	Completed September 2006
City of Anaheim	Housing Opinion Survey	Surveyed residents in designated areas to determine effectiveness of housing programs offered by City.	Completed June 2006



**Willdan Engineering
HOUSING STUDIES/PLANS (over past 10 years)**

CLIENT	PROJECT	ASSIGNMENT	STATUS
City of Anaheim	Community Preference Survey	Surveyed residents in designated area to assist City in determining programs/services to be offered at the new community center.	Completed June 2006
County of San Bernardino	Housing Production (AB 315) Plan	Prepared plan for Cedar Glen Disaster Recovery Project Area.	Completed December 2005
City of La Habra	Consolidated Plan	Prepared Consolidated Plan for 2005-10.	Completed June 2005
City of Anaheim	Consolidated Plan	Prepared Consolidated Plan for 2005-10, including Community Needs Survey involving approximately 45,000 households.	Completed May 2005
City of Holtville	Household Income Survey	Conducted survey to determine income of households citywide.	Completed December 2004
City of Wasco	Housing Condition Survey	Surveyed condition of approximately 4,300 housing units.	Completed October 2004
County of San Bernardino	Housing Production (AB 315) Plans	Prepared plans for three (3) redevelopment project areas for 2004-09.	Completed September 2004
City of Goleta	Consolidated Plan	Prepared City's initial Consolidated Plan for 2004-09.	Completed August 2004
City of Anaheim	Housing Opinion Survey	Assisted in conducting public opinion survey of approximately 1,200 households in low/moderate income target areas to determine housing security/safety needs.	Completed December 2003
City of Calimesa	Housing Condition and Household Income Surveys	Surveyed condition of approximately 3,250 housing units, and incomes of residents citywide.	Completed December 2003
City of Hawaiian Gardens	Housing Element	Housing Element was comprehensively updated.	Completed June 2003
City of La Habra	Housing Element	Assisted City with completion of Housing Element update.	Completed June 2003
City of Anaheim	Community Needs Survey	Conducted public opinion survey of approximately 25,000 households in low/moderate income target areas to identify community needs.	Completed November 2002
City of Paramount	Consolidated Plan	Prepared Consolidated Plan for 2002-2007 period.	Completed July 2002



**Willdan Engineering
HOUSING STUDIES/PLANS (over past 10 years)**

CLIENT	PROJECT	ASSIGNMENT	STATUS
City of Westlake Village	Housing Element	Housing Element was comprehensively updated.	Completed July 2002
City of Bell Gardens	Housing Sites Survey	Conducted inventory of potential infill housing sites.	Completed April 2002
City of Clearlake	Housing Studies	Conducted housing condition and tenure surveys and assessed other housing/community development needs.	Completed February 2002
City of Oroville	Housing Studies	Conducted housing condition and tenure surveys and assessed other housing/community development needs.	Completed October 2001
City of Calimesa	Housing Element	Housing Element was comprehensively updated.	Completed December 2001
City of Simi Valley	Housing Element and Consolidated Plan	Jointly updating Housing Element and preparing Consolidated Plan for 2000-2005.	Completed October 2001
City of Los Alamitos	Housing Element	Housing Element was comprehensively updated.	Completed June 2001
City of La Mirada	Housing Element	Housing Element was comprehensively updated.	Completed May 2001
Town of Apple Valley	Housing Element	Housing Element was comprehensively updated.	Completed December 2000
City of La Puente	Housing Element	Housing Element was comprehensively updated.	Completed December 2000
City of Rosemead	Housing Element and Consolidated Plan	Assisted with update of Housing Element and prepared Consolidated Plan for 2000-2005.	Completed December 2000
City of San Buenaventura	Consolidated Plan	Consolidated Plan was comprehensively updated.	Completed October 2000
City of Anaheim	Consolidated Plan	Prepared Consolidated Plan for 2000-2005.	Completed May 2000
City of Palmdale	Consolidated Plan	Prepared Consolidated Plan for 2000-2005.	Completed May 2000
County of Orange	Consolidated Plan	Consolidated Plan was comprehensively updated.	Completed April 2000
City of Calexico	Housing Element	Housing Element was comprehensively updated.	Completed September 1999
City of Chino	Housing Element	Conducted housing condition survey and multi-family unit inventory for Housing Element update.	Completed December 1999
City of Agoura Hills	Community Development Needs Assessment	Assessed housing and community development needs that could be addressed through use of CDBG funds.	Completed February 1998
City of Brawley	Housing Element	Housing Element update.	Completed August 1998



Sample Housing Element

As requested in the City's RFP, a sample housing element has been included in our proposal package under separate cover.



Cost Estimate

Willdan Engineering proposes to provide all primary services described in the Scope of Services for a not-to-exceed fee of **\$95,670.00**. Our cost breakdown is provided in the following table. The Fee Schedule is for the Willdan team tasks, including the number of hours required for each member to complete the various tasks of the work program presented. The hourly rates for the Willdan team members are as follows:

Team Member	Rate
Mr. Salvador Lopez Jr	\$195.00
Mr. Gabriel Elliott	\$155.00
Ms. Juliet Arroyo	\$155.00
Mr. Christopher Minniti	\$125.00

These rates are fully burdened and include all indirect and other overhead costs. The City will be billed monthly for services rendered, with an itemization of the hours worked per month by staff member.



Fee Schedule

CITY OF HAWAIIAN GARDENS				
FEE SCHEDULE				
HOUSING ELEMENT UPDATE				
TASKS	NAME	HOURS	HOURLY RATE	AMOUNT
Project Administration and Coordination	Lopez	38	\$195.00	\$7,410.00
	Elliott	16	\$155.00	\$2,480.00
Public Participation and Engagement	Lopez/Minniti	20	\$195.00	\$3,900.00
	Elliott	40	\$155.00	\$6,200.00
Analysis of Existing Housing Programs	Elliott	12	\$155.00	\$1,860.00
	Minniti	8	\$125.00	\$1,000.00
Housing Needs/RHNA Analysis	Elliott	22	\$155.00	\$3,410.00
	Arroyo	12	\$155.00	\$1,860.00
Site Inventory Analysis	Elliott	28	\$155.00	\$4,340.00
	Minniti	10	\$125.00	\$1,250.00
Housing Constraints Analysis	Lopez	6	\$195.00	\$1,170.00
	Elliott	22	\$155.00	\$3,410.00
Comprehensive Housing Programs and Policies	Elliott	24	\$155.00	\$3,720.00
	Lopez	8	\$195.00	\$1,560.00
Environmental Documentation	Lopez	10	\$195.00	\$1,950.00
	Arroyo	82	\$155.00	\$12,710.00
Updated Housing Plan	Lopez/Minniti	10	\$195.00	\$1,950.00
	Elliott	30	\$155.00	\$4,650.00
Prepare Draft Element - HCD Review	Lopez	10	\$195.00	\$1,950.00
	Elliott	36	\$155.00	\$5,580.00
Prepare Final Element - Submit to HCD	Elliott	8	\$155.00	\$1,240.00
	Arroyo	6	\$155.00	\$930.00
Attend PC/CC Meetings/Public Hearings	Lopez	16	\$195.00	\$3,120.00
	Elliott	24	\$155.00	\$3,720.00
Copies		Units	Price	Amount
Draft and Final IS/ND		5	\$5.00	\$25.00
Administrative Draft Housing Element		5	\$35.00	\$175.00
Draft Element		10	\$35.00	\$350.00
Final Housing Element		10	\$35.00	\$350.00
Word Processing	Admin	80	\$80.00	\$6,400.00
Graphics	Miller/Minniti	56	\$125.00	\$7,000.00
TOTAL COST				\$95,670.00



Insurance

If selected, Willdan will provide the City with the required insurance.



Consultant's Knowledge of State Housing Element Law

Willdan's Project Manager is very familiar with the State's Housing Element Law, specifically as it relates to Housing Element updates and revisions, and the 2020 Housing Needs Assessment and Allocation Methodology approved by SCAG.

Since 1969, California has required that all local governments (cities and counties) adequately plan to meet the housing needs of everyone in the community. California's local governments meet this requirement by adopting housing plans as part of their "general plan" (also required by the state). General plans serve as the local government's "blueprint" for how the city and/or county will grow and develop and include seven elements: land use, transportation, conservation, noise, open space, safety, and housing. The law mandating that housing be included as an element of each jurisdiction's general plan is known as "housing-element law."

California's housing-element law acknowledges that, in order for the private market to adequately address the housing needs and demand of Californians, local governments must adopt plans and regulatory systems that provide opportunities for (and do not unduly constrain), housing development. As a result, housing policy in California rests largely on the effective implementation of local general plans and, in particular, local housing elements.

Housing-Element Process:

- Update previous housing element.
- Submit draft to the California Department of Housing and Community Development (HCD) for review/approval.
- Revise and adopt (or adopt without changes).
- Submit adopted housing element to HCD.

This RHNA methodology establishes the minimum number of homes needed to house the region's anticipated growth and brings these housing need indicators more in line with other communities but does not solve for these housing needs. Further, RHNA is ultimately a requirement that the region zone sufficiently needs in order for these homes to have the potential to be built, but it is not a requirement or guarantee that these homes will be built. In this sense, the RHNA assigned by HCD is already a product of moderation and compromise; a minimum, not a maximum amount of planning needed for the SCAG region.

The City of Hawaiian Gardens is located in Los Angeles County and is a part of Council of Governments/Jurisdictions in the 6th RHNA Cycle under the jurisdiction of the Southern California Association of Governments (SCAG). That means that the RHNA projection cycle for Hawaiian Gardens and SCAG is June 30, 2021 – October 15, 2029. The Sixth Housing Element Revision Due Date is October 15, 2021.

SCAG's regional housing projection numbers are always controversial, especially for a jurisdiction that have policies in its General Plan Land Use Element that project a rural, low density, equestrian community. However, being subject to SCAG's jurisdiction, the use of SCAG's Population Forecast is appropriate.

The regional housing needs allocation (RHNA) Plan is designed to promote the following objectives:

- Increase the housing supply and the mix of housing types, tenure (rental or ownership), and affordability in all cities and counties within the region in an equitable manner.



- Promote infill development and socioeconomic equity, the protection of environmental and agricultural resources, and the encouragement of efficient development patterns.
- Promote an improved intraregional relationship between jobs and housing.
- Housing-element law requires a quantification of each jurisdiction’s share of the regional housing need as established in the RHNA-Plan prepared by the jurisdiction’s council of governments.
- The RHNA is a minimum projection of additional housing units needed to accommodate projected household growth of all income levels by the end of the housing-element’s statutory planning period. Each locality’s RHNA must be segmented into four income categories.

It is not the intent of the Housing Element or the City General Plan to preclude any citizen an opportunity to live in the community. The goals and policies of the Housing Element are designed to work in conjunction with the Land Use Element to achieve an overall housing goal of providing housing opportunities for all citizens at all income levels.

It is also important to note that while the Quantified Objectives of the RHNA are required to be part of the Housing Element and the City will strive to obtain these objectives, cities usually cannot guarantee that these needs will be met given limited financial resources, land availability for new constructions and the increasing gap in affordability of housing resources and incomes. Satisfaction of the City’s regional housing needs will partially depend on the cooperation of private funding sources and resources of the federal, state, and county programs that are used to support the needs of the very low, low, and moderate-income households. Additionally, outside economic forces heavily influence the housing market. State law recognizes that a locality may not be able to accommodate its regional fair share housing need.

The Quantified Objectives assume optimum conditions of production of housing. However, environmental, physical, and market conditions influence the timing, type, and cost of housing production in a community.

The four major needs categories considered in the City’s current Housing Element are as follows:

- Housing needs resulting from population growth, both in the City and the surrounding regions;
- Housing needs resulting from the overcrowding of units;
- Housing needs that result when households pay more than they can afford for housing, and
- Housing needs of “special needs groups” such as elderly, large families, female-headed households, households with persons with disabilities, including persons with developmental disabilities, farmworkers, and the homeless.

With these in mind, the new Housing Element will include language that recognize the goals, policies, and standards of the City of Hawaiian Gardens. The Land Use Element provides a series of goals and policies that would be considered in writing a new Housing Element for the City of Hawaiian Gardens.





13191 Crossroads Parkway North, Suite 405
Industry, CA 91746-3443
562.908.6200 | 800.499.4484 | Fax: 562.695.2120

www.willdan.com

EXHIBIT B

City of Hawaiian Gardens Request for Proposals

2021-2029 Housing Element Update



Deadline for Submission: June 11, 2021

**Issued by:
City of Hawaiian Gardens
Community Development Department
21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716**

INTRODUCTION

Adopted in 2010, the City of Hawaiian Gardens is preparing to update its current Housing Element, for the 2021-2029 period, as mandated by State Law and in accordance with AB 1233. The City is seeking an experienced consultant to prepare its updated housing element for submission to the California Department of Housing and Community Development (HCD). The consultant would be responsible for submitting

the document to HCD for review and completing all necessary changes in accordance with HCD's findings and recommendations. Emphasis will be placed on developing a clear, concise and legally defensible Housing Element that meets the varied housing needs of the Community.

INFORMATION ABOUT THE CITY OF HAWAIIAN GARDENS

The City of Hawaiian Gardens is a general law City which incorporated in 1964. Located in the greater Los Angeles area, the City is bounded by the City of Long Beach to the west and south, the City of Lakewood to the north, and the City of Cypress to the east. The City encompasses approximately .9 square miles and is predominately a built-out community.

The City of Hawaiian Gardens has approximately 3,714 housing units. Approximately fifty-five percent (55%) of the City's housing stock is single family (attached and detached), seven percent (7%) mobile homes, with the remainder being multi-family developments. The average household size is 3.86 with an estimated median income of \$46,156.

The 2010 Census demographic profile (www.2010.census.gov) indicates that the community's total population is 14,254, of which 77.2 percent (77.2) are of Hispanic or Latino ethnicity. The resident population is comprised of White (7.3%), African American (3.8%), Asian (10.6%), American Indian and Alaskan Native (1.2%), Native Hawaiian and Pacific Islander (.4%), and residents identified by two or more races (3.9%).

MINIMUM HOUSING ELEMENT UPDATE SCOPE OF WORK

The consultant shall assist staff with the Housing Element update, pursuant to the State of California Government Code Sections 65580-65589.8, and shall accomplish the following tasks:

1. Develop a timeline schedule with milestones for certification of the Housing Element by the State Department of Housing and Community Development (HCD) by October 15, 2021. The proposal shall include provisions for monthly written and verbal progress reports to the City.
2. Develop a Housing Element (2021-2029) implementation program.
3. Update housing, population, and employment projections to coincide with recent Los Angeles County projections and federal Census (2020) information.
4. Incorporate the Regional Housing Needs Assessment (RHNA) figures as provided by the Southern California Association of Governments (SCAG.) Hawaiian Gardens is required to meet the RHNA allocation requirement of 331 units for the planning period beginning in October 2021 through October 2029.
5. Set quantifiable objectives and programs to address housing needs for all income levels.

6. Evaluate results from previous housing programs and policies implemented and their effectiveness.
7. Assess housing conditions and immediate needs within the City, including special housing needs.
8. Analyze housing opportunities, along with an inventory of suitable sites and the City's capacity to meet regional housing goals.
9. Identify actual and potential constraints on the maintenance, improvement, and development of housing for all income levels.
10. Assess all City housing programs for the elderly, disabled, female head-of-households, homeless, and low and moderate income groups to determine success and future recommendations.
11. Respond to all comments from HCD, in collaboration with staff, as needed. Prepare a report and presentation for the Planning Commission and City Council with this information.
12. Maintain on-going communication with HCD until the Housing Element is certified.
13. Provide HCD any requested supplemental data or information regarding proposed programs and/or policies.
14. Submit a draft Housing Element to obtain HCD certification of the Housing Element by October 15, 2021.
15. The consultant shall prepare all environmental documentation. The Consultant is encouraged to provide an explanation of their approach toward CEQA review of the Housing Element and to provide examples based on experience. It is anticipated that a Negative Declaration/ Mitigated Declaration will be required.

MINIMUM COMMUNICATION WITH STAFF AND WORKSHOPS

The Consultant shall work as an extension of City staff. In addition to frequent communication with staff via telephone and e-mail, the work program anticipates a minimum of six meetings Community Development Department staff, including staff from other departments and organizations, as appropriate, and two meetings with a representative of HCD during its review of the Draft Housing Element. In addition, the consultant at a minimum shall conduct: one (1) community workshop; one Planning Commission study session; one (1) City Council study session, one (1) Planning Commission public hearing, and one (1) City Council hearing. Additional Planning Commission and/or City Council meetings may be necessary following submittal of the draft Housing Element to HCD. In addition, the consultant will be required to prepare all written communication including all resolutions and staff reports.

MINIMUM HOUSING ELEMENT WORK PRODUCTS

A complete set of all documents shall be submitted in a digitized format, on a universally accessible storage medium (CD or USB flash) and shall be compatible with the City's computer hardware and software.

Original, reproducible copies of all final documents shall be supplied to the City of Hawaiian Gardens upon completion of the project. This will include, but not be limited to the following:

1. Administrative draft Housing Element (10 hard copies)
2. Public Review Draft Housing Element (50 hard copies, 50 Compact Disc Copies, and one pdf version).
3. Administrative Final Housing Element (10 Hard Copies)
4. Final Housing Element (50 Hard Copies, 50 Compact Disc Copies, and One PDF version).
5. CEQA Required Documents (10 Copies)
6. State Certification of City Housing Element.

REQUEST FOR MINIMUM QUALIFICATIONS

In order to meet the criteria for consideration, the following information, organized and identified with headers as listed below, shall be included in the proposal.

1. Introduction

A letter of introduction briefly describing the firm (maximum of 5 pages) and identifying the name, address, and phone number of the contact person. The letter shall be signed by an officer of the firm authorized to bind the firm to all commitments made in the proposal.

2. Subcontractors List

The proposal shall include a list of subcontractors who will be hired by the consultant, if any. A copy of the subcontractor's experience and qualifications shall be included.

3. Outline

The proposal shall outline an approach to preparing and implementing the Housing Element Update.

4. Time and Task List

The proposal shall include a schedule timeline and task list, identifying milestones and the time frame in which to complete each phase of the project. Include a provision for monthly written reports to the City.

5. Organization Chart

The proposal shall include a schedule timeline and task list, identifying milestones and the time frame in which to complete each phase of the project. Include a provision for monthly written reports to the City.

6. References

A summary of firm experience and references, with contact information, for similar projects shall be included.

7. Sample Housing Element

Include a sample copy of a recently completed Housing Element completed by the firm.

8. Cost Estimate

Proposal shall include a cost estimate with a “Total, not to exceed” cost.

9. Insurance

The City of Hawaiian Gardens will require the firm selected to provide insurance, and proof thereof as follows:

- a. Worker’s Compensation, in accordance with State Law.
- b. Commercial General Liability in the amount of \$1 million accompanied by the Additional Insured Endorsement.
- c. Professional Liability in the amount of \$ 1 million.
- d. An active City of Hawaiian Gardens Business License.

SUBMITTALS AND DEADLINE

The City must receive three (3) bound copies and one (1) loose, reproducible copy of the proposal (a total of 4 proposals), along with one digitized copy on a universally accessible media format (CD, DVD, or USB flash drive) and must be received by the City Clerk at Hawaiian Gardens City Hall no later than **5:00 p.m. on June 11, 2021**. The City reserves the right to issue written notice to all participating firms with any changes in the submission schedule, scope of work, or work-related products, should it be determined that such changes are necessary. All proposals must be delivered by the deadline date to:

**City of Hawaiian Gardens Attention: City Clerk
21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716
RE: Housing Element Update**

All submitted documents will become part of the official files of the City of Hawaiian Gardens and not be returned.

Withdrawal of Proposals – A Consultant or Consultant Team may withdraw their proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on

behalf of, the Consultant or Consultant Team via email to Kevin M. Nguyen, Associate Planner II at knguyen@hgcity.org.

Rights of the City of Hawaiian Gardens – This RFP does not commit the City of Hawaiian Gardens to enter into a contract, nor does it obligate the City of Hawaiian Gardens to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City of Hawaiian Gardens reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent RFPs;
- Postpone opening for its own convenience;
- Remedy technical errors in the RFP process;
- Approve or disapprove the use of particular subcontractors;
- Negotiate with any, all, or none of the Consultants or Consultant Teams;
- Accept other than the lowest cost proposal;
- Waive informalities and irregularities in the proposals; and/or
- Enter into an agreement with another Consultant or Consultant Team in the event the originally selected Consultant or Consultant Team defaults or fails to execute an agreement with the City of Hawaiian Gardens.

An agreement shall not be binding or valid with the City of Hawaiian Gardens unless and until it is executed by authorized representatives of the City of Hawaiian Gardens and of the Consultant or Consultant Team.

TENTATIVE TIMELINE

RFP posted	April 29, 2021
Deadline to submit written questions	June 3, 2021 at 5:00 PM
Deadline to submit proposals	June 11, 2021 at 5:00 PM
Interviews (if needed)	June 16, 2021
Award of Contract	June 22, 2021
Kick-Off Meeting/Initiate Update	June 28, 2021
Public Outreach & Workshop	July – August 2021
Draft Housing Element Doc & EIR	August – September 2021
HG Planning Commission Meeting	September 2021
HG City Council Meeting	September 2021
Submittal to HCD	October 2021

SELECTION PROCESS

The Community Development Director and other City staff will review the proposals. Staff may request additional or supplemental information as necessary. After reviewing the proposals, the City may conduct interviews with the top two or three candidates. Staff will forward a recommendation to the City Council for final selection. It is anticipated that the selected Consultant will be identified during a City Council meeting on **June 22, 2021**.

If negotiations fail with the selected consultant, the City will have the option to commence negotiations with the next qualified candidate. Once a consultant is selected and agreement is executed the consultant be obligated to provide the necessary contractual requirements as identified in the City's professional services agreement, with services to begin after City Council approval of said contract. The City reserves the right not to proceed with the study for any reason, as determined by the City Council.

COLLUSION

By submitting a proposal, each Consultant or Consultant Team represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Consultant or Consultant Team has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Consultant or Consultant Team has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among Consultants or Consultant Teams in regard to the amount, terms, or conditions of the proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim, or dispute between Consultant or Consultant Team and the City of Hawaiian Gardens;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of Consultant's or Consultant Team's 's inability to successfully complete the responsibilities and obligations, of the proposal; and
- Consultant's or Consultant Team's default under any previous agreement with the City of Hawaiian Gardens, which resulted in termination of the Agreement.

NON-CONFORMING PROPOSALS

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from, or to, a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City of Hawaiian Gardens.

GRATUITIES

No persons shall offer, give, or agree to give any City of Hawaiian Gardens employee any gratuity, discount, or offer of employment in connection with the award of a contract by the City of Hawaiian Gardens. No City of Hawaiian Gardens employee shall solicit, demand, accept, or agree to accept from any other person a gratuity, discount, or offer of employment in connection with the City of Hawaiian Gardens contract.

FIRMS OR PERSONS NOT ELIGIBLE TO SUBMIT

In order to avoid any conflict of interest or perception of a conflict of interest, Consultant(s) or Consultant Team(s) selected to provide professional services under this RFP will be subject to the following requirements:

- The Consultant(s) or Consultant Team(s) who works on the procurement will be precluded from submitting proposals or bids as a prime contract or subcontractor in the ultimate procurement.
- The Consultant(s) or Consultant Team(s) may not have interest in any potential Consultant or Consultant Team for the ultimate procurement.