

CITY OF ORANGE

SMALL LOT SUBDIVISION ORDINANCE

REQUEST FOR PROPOSALS

The City of Orange is seeking proposals from a qualified planning consultant to prepare a Small Lot Subdivision Ordinance using funds available under the Senate Bill (SB) 2 Planning Grants Program. The ordinance would provide a mechanism in the City's Municipal Code for accommodating non-traditional development formats and streamlining residential development on smaller infill residential sites. The ordinance shall consist of development standards tailored to the City of Orange land use environment and community culture and incorporate objective design guidelines.

BACKGROUND

The City of Orange has a population of approximately 141,952 and is situated in north-central Orange County, approximately 32 miles southeast of Los Angeles. The City's incorporated land area is approximately 35 square miles. The City's land uses consist of a mix of residential, commercial, industrial and open space.

The City of Orange is largely built-out with many candidate sites for redevelopment consisting of small, isolated parcels in transitional areas along low-intensity commercial areas directly interfacing with single and multi-family residential districts. The City's residential districts are predominantly traditional single-family subdivisions in environments ranging from urban to suburban to semi-rural. Multiple-family residential and mixed use zoning districts that allow higher density housing projects are typically located close to major arterials or are located as transition zones between commercial or industrial zones and single-family residential neighborhoods.

In recent years, the City has experienced increased interest in single-family detached infill development projects. These sites are generally between 1.5 and 3 acres and abut established low-intensity commercial districts, industrial areas, single-family residential neighborhoods, and parks. These land use interface conditions have presented interesting challenges with respect to creating functional and desirable living conditions, and successful integration of the housing and new "neighborhood" with surrounding development. Under the existing Zoning Code, infill projects located on an existing multi-family residential site have the options of undergoing a General Plan Amendment and/or Zone Change to utilize higher density development standards, or undergo the preparation of a specific plan. These projects also require an accompanying environmental document. The existing entitlement process has proven to be cumbersome and not necessarily appropriate for achieving the product type desired by developers nor the physical conditions

desired by the City. A Small Lot Subdivision Ordinance would provide a flexible zoning mechanism for accommodating these types of projects.

A Small Lot Subdivision Ordinance will provide the City with a mechanism to facilitate non-traditional residential development formats on smaller infill sites, and streamline its entitlement processes in order to facilitate the creation of housing. Among the goals of the Small Lot Subdivision Ordinance are development standards that:

- Accommodate compact housing product types in creative formats.
- Facilitate more “urban” single family residential products.
- Support contextually appropriate development given the variety of infill development site settings.
- Provide objective design guidelines that are supported by graphics.
- Provide for sensitive transitions from adjacent established neighborhoods.

City staff is also interested in consultant guidance regarding how density bonus requests related to housing unit affordability and accessory dwelling units under recent State Law could or should be addressed in the ordinance.

SUBMITTAL REQUIREMENTS

Proposals shall be received by the City no later than **4:00 p.m. on Wednesday, March 4, 2020.** Proposals may be submitted in hardcopy or electronic format. If submitting hardcopies, mark envelopes containing the proposal as “Small Lot Subdivision Ordinance Proposal.” Submit one hardcopy of the cost proposal in a separate sealed envelope. Submit two hardcopies to:

Attn: Suzan Ehdaie
Housing Analyst
Community Development Department
300 East Chapman Avenue, Orange, CA 92866
sehdaie@cityoforange.org

As an alternative to hardcopies, proposals may be submitted in pdf format via email to Suzan Ehdaie, Housing Analyst, at sehdaie@cityoforange.org. The cost proposal must be emailed as a separate pdf file.

PROPOSAL REQUIREMENTS

Proposals shall contain no more than 20 pages (excluding appendices such as key staff resumes or the cost proposal). The proposal must include a Letter of Interest and the information described below. Proposals shall include sections for:

- Project Understanding - Proposal shall include knowledge of small lot subdivision ordinances and related subdivision regulations, scope of work, and issues.
- Key Staff, Qualifications and Experience- Proposal shall identify key staff and their role in completing the project. Proposal shall describe key staff qualifications to conduct requested work. Proposal shall describe at least three recent similar projects completed by key staff in the last seven years.
- Scope of Work- Proposal shall include a detailed scope of work and describe the approach, methodologies, and anticipated issues and solutions for each task.
- Schedule- Proposal shall include a simple schedule showing completion dates for each task/deliverable identified in the scope of work.
- Cost Proposal - Cost Proposal shall provide itemized costs for each task identified in the scope of work. Each itemized cost must identify: 1) a total number of staff hours by staff person by task for each task listed in the scope of work, 2) a “not to exceed” cost for each task of the project, and 3) billable rates for each key staff person.

SELECTION CRITERIA

Total possible points is 100 with each section receiving the following points.

A. Project Understanding (20 points)

- Understanding of project issues, scope and deliverables.
- Knowledge of applicable regulations.

B. Key Staff, Qualifications and Experience (30 points)

- Overall professional experience, reliability, and continuity of the firm and key staff.
- Education, certifications, and training of key personnel to be assigned to the work.
- If sub-consultants are proposed, the track records of team members’ experience working together and on similar projects.

C. Scope of Work (30 points)

- Detailed approach, methodology and deliverables for each task.
- Demonstrates an understanding of project issues and the required work effort.

- Quality of the proposal. The proposal should clearly demonstrate the firms' understanding of the City's overall objectives for Small Lot Subdivision Ordinance.

D. Project Schedule (10 points)

- Includes a logical sequencing of work.
- Proposed schedule is reasonable and aligned with City schedule.

E. Cost (10 points)

- The cost proposal is clear and organized by the tasks listed in the scope of work.
- The cost is reasonable and within the City's budget.

PROPOSAL SCHEDULE

- RFP Released - January 27, 2020
- Proposals Deadline - March 4, 2020 by 4:00 p.m.
- Consultant Interviews - Tentatively March 23 to March 27, 2020
- Notice to Proceed- April 2020

ANTICIPATED WORK & REQUESTED DELIVERABLES

The City desires to prepare and implement Small Lot Subdivision Ordinance to streamline the entitlement and environmental review process and facilitate residential developments on smaller infill parcels.

Task 1: Analysis of City Planning and Land Use Policy Documents

This task consists of examining existing land use policy documents including, but not limited to, the General Plan, Zoning Ordinance, and Infill Residential Development Guidelines, as well as the entitlement process, and recent relevant residential projects that would have been candidates for small lot subdivision standards. At minimum, the work effort should include:

- Review the relevant land use planning documents and past projects for subdivision development standards and design guidelines.
- Tour recent development established under existing standards or specific plans and areas of the City where small lot infill development is likely to occur.
- Prepare a comparison of other jurisdictions' Small Lot Subdivision Ordinances.

Deliverable 1 – Prepare a report to the City describing the consultant’s analysis and evaluation of development standards and the entitlement process for a small lot subdivisions, and identify options and recommendations for the ordinance approach (MS Word and PDF Format).

Task 2: Outreach

The project team should engage in outreach both with representatives of City departments involved in subdivision and development review (Building Division, Public Works, and Fire Department) as well as outreach to the public. Public outreach shall consist of focused interaction with stakeholders representing the development community to gain a direct understanding of aspects of small lot subdivision ordinances. This particularly includes best practices in facilitating development and lessons learned about potential unintended consequences of standards that may have ultimately presented obstacles for creative site planning and context-sensitive development.

Deliverable 2 – Conduct a stakeholder meeting of up to two hours with representatives of City departments and the development community, and prepare a summary report of feedback received at those meetings to inform the content of the draft ordinance.

Task 3: Draft Small Lot Subdivision Ordinance

Following City staff review of the Task 1 and 2 deliverables, City staff and the consultant team will meet and agree on a direction. Based on this direction the consultant shall prepare a draft ordinance including development standards (e.g. - lot size, building height, lot coverage, setbacks, and open space), objective design guidelines, and the entitlement process. The development standards shall consider spatial realities of water quality, emergency responder, and utility requirements in the development of the draft ordinance. The draft ordinance should incorporate graphics, as appropriate, to communicate development standards and make the material user-friendly.

The consultant shall provide the City with guidance regarding the appropriateness of including objective design standards in the body of the ordinance or presenting the design guidelines in a stand-alone companion document to the ordinance. If the design guidelines are to be presented as a stand-alone document, the scope of work and project budget should reflect the associated work effort.

Deliverable 3 – The following deliverables should be provided in association with Task 3:

- A preliminary draft ordinance for City review (MS Word and PDF Format). This document shall be circulated for inter-departmental review with a consolidated set of comments provided to the consultant by the City’s project manager.

- A final draft ordinance that addresses any follow-up comments on the preliminary draft ordinance (MS Word and PDF Format). Preparation of the final draft should anticipate only minor adjustments or clean-ups to the preliminary draft ordinance.

Task 4: Design Review Committee, Planning Commission and City Council Hearings

This task consists of attendance and presentation/materials as needed for one Design Review Committee, Planning Commission, and City Council meeting.

Deliverable 4 - Attendance at one Design Review Committee meeting, one Planning Commission public hearing, and one City Council public hearing. Attendance at additional meetings may be warranted. Therefore, the scope of work and budget should identify attendance at additional meetings as an option.

Note: Although staff has made its best effort to outline a reasonable scope of work given the timeline and budget, staff is amendable to consultant suggestions as to any task, method or approach we have not considered. Consultant shall provide a cost estimate for the requested work but may offer additional suggestions in its proposal.

PROJECT SCHEDULE

City Planning staff intends to present the Small Lot Subdivision Ordinance to the City Council for adoption by December 2020.