REQUEST FOR PROPOSAL TO PREPARE
A GENERAL PLAN UPDATE AND AN
ENVIRONMENTAL IMPACT REPORT

City of Lompoc
Community Development Department/Planning Division
100 Civic Center Plaza
Lompoc CA 93436

Issue Date:
July 25, 2007

Deadline for submissions:
August 29, 2007
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I. INTRODUCTION

The City of Lompoc desires to prepare a legally defensible and comprehensive General Plan Update and Environmental Impact Report (EIR). The City is requesting proposals from qualified and interested consulting firms and/or teams of consulting firms in a joint venture to accomplish all of the necessary components of the project. In case of joint venture proposals, a primary or lead consultant shall be identified. The deadline for submitting proposals will be 4:30 p.m. on Wednesday August 29, 2007.

II. BACKGROUND

The City of Lompoc is located in Northern Santa Barbara County approximately 160 miles north of Los Angeles and 240 miles south of San Francisco. The City encompasses 11.65 square miles and is bounded on the north by the Burton Mesa Ecological Reserve (BMER); on the east by the Santa Ynez River and agricultural areas; on the south by the Santa Rita Hills and Purisima Hills; and on the west by agricultural lands. State Highways 1 and 246 are the primary transportation corridor of the City.

The U.S. Penitentiary and Federal Correctional Institution are located within the City limits at the northwest corner. The facilities and surrounding property are owned by the U.S. Army which retains land use decision-making authority. Vandenberg Air Force Base (VAFB) is located north and west of the City limits. The U.S. Air Force has land use authority on this property. The Pacific Ocean is approximately ten (10) miles west of the City limits.

The City has a Redevelopment Agency area which encompasses approximately 1,000 acres in the central urbanized area of the City.
The City population as of January 2007 was reported as: non-prison population of 38,311; prison population of 3,500; for a total of 41,811 (source: California Department of Finance).

Lompoc is a general law City governed by an elected Mayor and four (4) Councilmembers elected Citywide. Lompoc has a City Administrator to implement the policy set by the Council. Each of the five (5) Planning Commission members are appointed by a Councilmember.

The City has recently completed an annexation of 149 acres to the north of the City, is processing an application for Annexation, General Plan Amendment, Zone Change, and Specific Plan for 270 acres to the west of the existing City limits, is processing a pre-annexation request for 804 acres to the north of the existing City limits, and is considering a pre-annexation request for 22 acres to the east of the City across the Santa Ynez River.

Current General Plan
The City’s last General Plan Update was completed October of 1997 and included nineteen (19) elements. In 2001, the City consolidated the Elements into the seven (7) State mandated elements and included optional elements of Park and Recreation, Public Services, and Urban Design. The Housing Element was certified by the Department of Housing and Community Development in 2003 and must be updated and certified by 2008.

The comprehensive General Plan Update shall be developed so as to comply with state law, recent court cases and revisions to existing State General Plan Guidelines, etc. that have been enacted or otherwise have occurred since the current Plan was adopted in 1997. Furthermore, the Update must be prepared in a manner which is internally consistent, legally defensible, and prepared for use with on-line applications.
III OBJECTIVE

The City of Lompoc is soliciting professional consulting service proposals from firms or teams of consultants to prepare an updated General Plan for the City. A key objective of the General Plan Update is to reformat the current General Plan into a graphically driven, user-friendly document that will take advantage of current technology to the greatest extent possible. Members of the consultant team must have extensive experience in managing General Plan projects, developing public outreach and education programs, facilitating public workshops and study sessions, preparing technical baseline reports, drafting General Plan elements, and completing Environmental Impact Reports (EIR) on General Plan Updates. The consultant team will be expected to perform responsible, professional work in research, compilation of data, analysis, studies, and environmental review procedures, as required by California law, including the California Environmental Quality Act (CEQA), as appropriate and as described in the Scope of Services section of the Request for Proposals (RFP).

Issues that the City believes are important to residents and which will need to be addressed in the General Plan Update include the following:

- Police services and public safety needs
- Traffic and Circulation impacts
- Planning for in-fill housing development
- Adequacy of parks and recreational facilities
- Long term fiscal stability of City and economic development

Additional issues may be identified as part of the public outreach for the update project.

The General Plan Update must include the following mandatory elements:

- Land Use
- Housing
- Circulation
- Open Space
- Conservation
- Noise
- Safety
The following optional Elements are currently included in the City’s General Plan:

- Parks and Recreation
- Urban Design
- Public Services

The General Plan Update will be prepared in a phased approach with the more critical Elements initially prepared and approved first. Under this approach, the Circulation, Housing, and Land Use Elements respectively are considered most critical and should be prepared and approved in that order. The balance of the Elements would be reviewed and approved as a second phase of the project.

The existing City General Plan and background studies are available on the City website at [http://www.cityoflompoc.com/departments/comdev/plan_docs_maps.htm](http://www.cityoflompoc.com/departments/comdev/plan_docs_maps.htm)

### IV SCOPE OF SERVICES

The City seeks a consultant team that has extensive experience in preparing General Plans and is strong in community relations with the public. The following components should be included in the scope of work. The final scope of work is expected to be finalized with the selected consultant team. The City is open to suggestions other than those listed below which consultants believe would be of value in producing a General Plan that reflects the needs of the community.

1) **Public Outreach and Education Program** – The consultant should provide input on development and implementation of a public outreach and education program to reach the largest number of residents possible and to encourage participation of residents and others who do not typically attend public meetings and become involved in City issues.

2) **Meeting Attendance** – The consultant should identify a number of meetings with City staff, educational workshops with community groups, and Planning Commission and City Council workshops and meetings.

3) **Status Reports** – The consultant should prepare monthly status reports for submittal to the Council regarding progress on preparation of the General Plan Update.
4) Preparation of background technical reports -- The consultant shall identify whether technical background reports will be prepared in-house or by subcontractors, specifically in the following areas:

- Traffic and Circulation
- Air Quality
- Noise
- Cultural/Archaeological Resources

5) Draft General Plan Elements -- The consultant shall work with City staff, the City Council, the Planning Commission and other Commissions/Committees, in drafting the updated General Plan Elements. Clear concise graphics, charts, and maps are necessary to communicate the policy concepts to the community. The consultant shall develop a program to encourage public review of draft General Plan Elements and the EIR.

6) Environmental Review – Completion of all EIR components including the discussion of all issue areas, evaluation of environmental impacts, identification of potential mitigation measures, analysis of appropriate project alternatives, statement of facts and findings, and Statement of Overriding Considerations, if required.

7) Preparation of Notices and Staff Reports – The consultant shall prepare all notices for workshops and public hearings; staff reports for hearings; and resolutions and ordinances as required. The Planning Division staff shall review all material prior to distribution and provide direction on local practice and City process.

8) Review of Current General Plan – The consultant shall conduct a workshop with the Planning Commission and City Council to discuss the current General Plan, identify inconsistencies with State Law, and receive policy direction.

9) Adoption of the General Plan – The consultant shall present the General Plan Update to the Planning Commission at a public hearing(s). Following the hearing(s), the consultant shall make any necessary change to the document in anticipation of presentation to the Council.
The consultant shall present the Final Draft General Plan Update to the Council, having incorporated the public comments received at the Planning Commission meeting.

10) Preparation of the Final General Plan – The consultant shall make all necessary revisions to the General Plan Update document as a result of public comments during the public review process.

11) Format of the Final General Plan – The consultant shall prepare a final camera ready copy of the General Plan, a copy of same on compact disk (CD) in a word document. Final plan text, maps, and illustrations shall be submitted in an electronic format and must be prepared in Microstation or Autocad.

The General Plan Update will be managed by the Community Development Department/Planning Division with oversight by the Planning Commission and City Council. Questions regarding the Scope of Services should be addressed to:

Arleen T. Pelster, AICP  Lucille T. Breese, AICP  
Community Development Director  City Planner  
805-875-8274  805-875-8273  
apelster@ci.lompoc.ca.us  l_breese@ci.lompoc.ca.us

V  SUBMITTAL REQUIREMENTS

Ten (10) complete copies of the proposal must be received by the City of Lompoc no later than 4:30 p.m. on August 29, 2007. A CD containing the proposal in a Microsoft Word format shall be included. Late proposals will not be accepted. All proposals and documents submitted become the property of the City of Lompoc. Proposals shall include:
1) A letter of transmittal;
2) Executive Summary;
3) General Information about the consultant (i.e. company size, location of office(s), size of staff, etc.);
4) Qualifications of staff proposed for this assignment;
5) List of five (5) or more references for General Plan work for the firm and staff proposed for assignment;
6) If this is a joint venture, explain in detail the responsibilities of each firm and identify a lead firm and project manager;
7) Identify the key personnel who will be assigned to this project and describe their responsibilities and notification and coordination with the City staff for any changes to key personnel during the term of the contract;
8) State the approach you will use on this project, including the following information:
   a) Overall approach to the project
   b) Scope of work
   c) Project scheduled tied to various components and tasks
   d) Project management
   e) Project budget in a table or other format that clearly shows a breakdown by Work Program Component, tasks, and products. Indicate hourly rates of individuals involved, number of hours for each component, task or product and the fee structure for additional work outside of the contract, and the optional items.
      This information should be written so that it may be incorporated as an attachment to the consultant agreement.
9) Include a statement that the firm(s) has sufficient staff resources and capability to perform the work contained with the Request for Proposal within the specified time frame; and
10) Provide project references, with names and telephone numbers of contact persons.
Key issues in the first phase Elements include:

**Circulation:**

- Prepare a detailed scope of work for approval by the City Engineer, including preparation of a Circulation Traffic Study to be signed by a California Registered Traffic Engineer. The purpose of the study is to describe the existing components, provide an analysis of the future condition, and identify impacts and mitigation to meet City Standards. Components shall include: streets, highways, public transportation, bicycle facilities, railroads, transmission lines, truck routes and parking conditions. A Citywide traffic model shall be created based on Land Use. Any necessary traffic volume and turning movement counts shall be obtained by the consultant. An existing Regional Travel Model exists prepared for Santa Barbara County Association of Governments (SBCAG) and completed in 2002. The Regional Model as well as the accompanying SBCAG study titled “2030 Travel Forecast for Santa Barbara County” is available for use by the consultant. The SBCAG Regional Model utilizes TransCAD software and is based on Socio-Economic factors (population, household, employment). Use of the SBCAG model will be governed by a Model Service Agreement with SBCAG. The Traffic Study will analyze impacts at up to 30 key intersections. LOS Impacts will be evaluated based on HCM 2000 methodology and ICU methodology.
- Create Roadway LOS standard for H Street from Central Ave to Purisima Road with appropriate impacts and mitigation identified.
- Prepare new Traffic Study Standards for use during review of future development projects.
- Update maps and graphics

**Housing:**

- Element certified by HCD in 2003, update with current RHNA numbers from SBCAG which should be forthcoming in Fall 2007
**Land Use**
- Review and propose possible density increase for infill projects
- Propose Hillside development language
- Review existing residential designations south of Ocean Avenue
- Update maps and graphics

Key issues in second phase Elements include:

**Park & Recreation**
- Coordinate with City staff and Park & Recreation Commission regarding needs
- Review standards for park facilities and update as necessary
- Update maps and graphics

**Public Services**
- Review Fire Protection Services for the City of Lompoc prepared January 2007
- Review existing language, coordinate with appropriate staff, and update as necessary

**Urban Design**
- Review existing language, coordinate with appropriate staff, and update as necessary
- Update maps and graphics

**Resource Management**
- Review existing language, coordinate with appropriate staff, and update as necessary
- Update maps and graphics

**Noise**
- Review existing CNEL standard and change to standard more commonly utilized in the industry
- Update maps and graphics
Safety

- Review existing language, coordinate with appropriate staff, and update as necessary
- Update maps and graphics

Additional issues may be identified as part of the public outreach for the update project.

Proposals may be submitted in person or by mail as shown below:

Lucille T. Breese, AICP, City Planner
City of Lompoc
P O Box 8001 or 100 Civic Center Plaza
Lompoc CA 93438 Lompoc CA 93436
805-875-8273
e-mail: l_breese@ci.lompoc.ca.us

VI. SELECTION PROCESS

Timing:
The City intends to follow, but will not be bound by, the following timeline:

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<td>Distribution of RFP</td>
<td>July 25, 2007</td>
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<td>Pre-Submittal Conference</td>
<td>August 8, 2007</td>
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<td>Proposal Due to City</td>
<td>August 29, 2007</td>
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<td>Selection Committee Review</td>
<td>September 4 to 7, 2007</td>
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<td>Consultant Interviews</td>
<td>September 19 &amp; 20, 2007</td>
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<td>Consultant Selection</td>
<td>September 26, 2007</td>
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<td>Council Review and Contract Award</td>
<td>October 16, 2007</td>
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Criteria (in random order)

1. A high level of professional competence and a proven record in the preparation of General Plan Elements and Environmental Impact Reports;
2. Experience of personnel assigned to the project. Adequacy and availability of staffing and in-house resources;
3. Public participation experience working with the public in formulating goals and consensus;
4. Quality of the proposal, which should clearly demonstrate the firm's understanding of the City's overall objectives;
5. Local familiarity;
6. Review of references;
7. Ability to complete the project in a timely manner; and
8. Contract fee as negotiated and ultimately agreed upon.

VII. CONTRACTURAL REQUIREMENTS

Prior to awarding any work, the selected consultant will be required to execute a Consultant Contract with the City. See Attachment A, sample Consultant Contract. Any proposed change to the Contract shall be identified in the response to the RFP and shall be subject to the sole approval of the City.
ATTACHMENT A

Standard Consultant Contract - Draft

CONTRACT FOR CONSULTANT SERVICES

This CONTRACT, entered into this ____ day of ___, 2007, by and between the CITY OF LOMPOC, State of California (hereinafter referred to as "CITY"), and ____________ (hereinafter referred to as "CONSULTANT"),

WHEREAS, the CITY has a need for special services and assistance in the area of preparing a legally defensible and comprehensive General Plan Update and Environmental Impact Report (EIR) for the City of Lompoc.

WHEREAS, the CITY has determined the need to proceed with this project in an expedited manner, which the CITY staff cannot perform the necessary studies and document preparation at this time due to workload constraints and lack of specialized expertise in necessary areas; and

WHEREAS, CONSULTANT is qualified to perform such special services for CITY; and

NOW, THEREFORE, the parties hereto do hereby mutually covenant and agree as follows:

1. Employment. CITY hereby engages CONSULTANT and CONSULTANT hereby agrees to perform for CITY the services hereinafter set forth for the compensation hereinafter set forth in Exhibit A, all pursuant to the terms and conditions herein.

2. Scope of Services. Pursuant to this Contract, based upon standards consistent with that degree of skill and care ordinarily exercised by members of the same profession currently practicing under similar conditions and subject to review by CITY staff, CONSULTANT shall perform the services outlined in Exhibit B – Scope of Work.

3. Compensation. CITY shall pay to CONSULTANT compensation in accordance with the following schedule:

   Payment shall be made based on a time and materials basis for specific tasks performed as agreed to by City staff and the Consultant. Consultant shall provide itemized billing to the Planning Division identifying completed task and listing the City Purchase Order Number on each invoice.

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4. **Termination of Contract for Cause.** If CONSULTANT fails to fulfill in a timely and professional manner any obligation under this Contract, CITY shall have the right to terminate this Contract effective immediately upon the CITY's giving written notice thereof to CONSULTANT. CONSULTANT shall be paid for all work satisfactorily completed prior to the effective date of such termination.

5. **Changes in Scope of Work.** The parties hereto may modify the terms of this Contract by mutual written consent.

6. **Nondiscrimination.** There shall be no discrimination against any person employed pursuant to this Contract in any manner forbidden by law.

7. **Conflicts of Interest.** No officer, employee, director or agent of the CITY shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested; nor shall any such person have any interest, direct or indirect, in this Contract or the provisions thereof.

8. **Independent Contractor.** It is expressly understood between the parties of this Contract that no employee/employer relationship is intended; the relationship of CONSULTANT to the CITY being that of an independent contractor.

9. **Insurance.** CONSULTANT shall, at CONSULTANT's sole cost and expense and throughout the term of this Contract and any extensions thereof, carry adequate insurance, including an Errors and Omissions policy in the amount of not less than $1,000,000. CONSULTANT shall also, at CONSULTANT's sole cost and expense and throughout the term of this Contract and any extensions thereof, carry automobile liability insurance with liability limits of not less than $100,000 for the injury or death of a person or persons and property damage in any one accident. The CITY, its elective officials, officers and employees shall be named as an additional insured on the automobile liability policies. Each type of insurance mentioned herein shall be written by a financially responsible company or companies authorized to do business in the State of California. CONSULTANT shall provide CITY with certificates of insurance on forms acceptable to the CITY of all policies written and each shall contain an endorsement that they are not subject to cancellation without thirty (30) days written notice being given to CITY by the insurance company or companies writing such insurance.

10. **Hold Harmless.** CONSULTANT shall indemnify, defend and hold CITY, its officers and employees harmless from all costs, expenses, losses and liabilities and judgments arising out of or caused by the acts or omissions of CONSULTANT, its officers, agent or employees, in the performance of this Contract.
11. **Attorney Fees.** In the event of any litigation to enforce, or construe the terms of this Contract, the prevailing party herein shall be entitled to recover reasonable attorneys' fees and costs.

12. **Inspections.** CITY reserves the right to inspect the work being done by CONSULTANT at any time.

13. **Time is of the Essence.** It is understood and agreed that time is of the essence of this Contract.

14. **Business Tax Statement.** CONSULTANT shall maintain a valid Business Tax Statement with the City of Lompoc during the term of the contract.

15. **Ownership of Documents.** All reports and documents prepared by CONSULTANT under this Contract are the property of the CITY and shall be turned over to the CITY upon completion of the Contract. CONSULTANT shall not release any data, information, and/or materials resulting from the project without prior written consent from CITY.

16. **Nonexclusivity.** It is understood and agreed that CONSULTANT will be engaged in the practice of providing consulting services and may continue such practice during the period of this Contract.

17. **Section Headings.** The section headings appearing herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intend of the provisions of this Contract.

18. **Inconsistency.** In the event any provision of this Contract and the documents incorporated herein by reference in Paragraph 2 and 3 are deemed to be in conflict, the provision in this Contract shall prevail.

19. **Interpretation.** The terms and conditions of this Contract shall be construed pursuant to their plain and ordinary meaning and shall not be interpreted against the maker by virtue of that party having drafted the Contract.

20. **Professional Skill.** It is further mutually understood and agreed by and between the parties hereto that the CONSULTANT is skilled in the professional calling necessary to perform the work agreed to be done by it under this Contract, and that the CITY, not being skilled in such matters, relies upon the skill of the CONSULTANT to do and perform its work in the most skillful manner in accordance with generally-accepted professional practice and the CONSULTANT agrees to thus perform its work, and the acceptance of its work by the CITY shall not operate as a release of the CONSULTANT from said Contract.
21. **Notices.** Any notices required pursuant to this Contract shall be served at the following addresses:

**CITY**

City of Lompoc  
Community Development Dept.  
100 Civic Center Plaza  
P O Box 8001  
Lompoc, CA 93438-8001

**CONSULTANT**

24. **Understanding of the Parties.** This Contract represents the complete understanding between the parties with respect to the matters set forth herein. No amendment or modification of the Contract shall be valid unless evidenced in writing and executed by the parties thereto.

IN WITNESS WHEREOF, CITY and CONSULTANT have executed this Contract on the day and year first hereinabove set forth.

APPROVED AS TO FORM:  

CITY OF LOMPOC:

---------------------- ----------------------  
Sharon D. Stuart  
City Attorney

Dick DeWees, Mayor

ATTEST:  

CONSULTANT:

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Donna Terrones  
City Clerk

Attachment: Exhibit A – Schedule of Consultant Rates  
Exhibit B – Scope of Work