



**REQUEST FOR PROPOSALS FOR THE PREPARATION OF A
TRANSPORTATION ORIENTED DEVELOPMENT OVERLAY DISTRICT
CITY OF SAN BERNARDINO, CALIFORNIA**

QUESTIONS & ANSWERS

MAY 17, 2010

**ECONOMIC DEVELOPMENT AGENCY
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REQUEST FOR PROPOSALS
THE PREPARATION OF A TRANSPORTATION ORIENTED DEVELOPMENT OVERLAY DISTRICT,
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The questions listed below were submitted in response to the Request for Proposal for the Preparation of a Transportation Oriented Development Overlay District, City of San Bernardino. The initial deadline for submittal of questions was Monday, May 3. As a result of the Pre-Proposal Conference on May 6, additional questions were accepted. The deadline for these questions ended on Tuesday, May 11.

EDA Staff has made every effort to respond to these questions as accurately as possible.

SUBMITTED QUESTIONS

1. How many firms was this RFP sent to?

The RFP for the TOD Overlay District was initially sent to seventeen (17) consulting firms. In addition, the RFP was posted on the following web pages, American Planning Association, California Redevelopment Association, Inland Empire APA, Los Angeles APA.

2. Is the City considering major increases to density allowances under the TOD Overlay District that would exceed growth projections relative to the City's General Plan or SCAG's RHNA allocation?

At this point, we would anticipate justifying localized density increases as falling within the General Plan build-out analysis, considering the overall size of the city (over 60 sq. mi.) and large areas of the City that are under-built with respect to maximum GP densities. Our plan for meeting the RHNA assumes TOD planning in the downtown core and the E-Street transit corridor.

3. Does the City anticipate the need for any detailed traffic analysis relative to the Circulation Element for this effort?

We don't anticipate a major analysis, but the justification/analysis of the Overlay District's impact on circulation would be part of the environmental analysis to be led by the City and/or the Agency.

4. Has Omnitrans established the station design/program for each of the sites? Or will this be part of Task 3?

Omnitrans has established a Station design/program for the station locations. This information will be provided to the selected consultant. This will not be part of Task 3.

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5. What is the size of the area that is to be modeled for the three dimensional plans? Is it the entire quarter-mile, or representative sites for various uses, such as residential, office, etc.? Are you looking for specific architectural styles to be illustrated?

The area to be modeled for the three dimensional plans is a quarter mile around the station locations. Within the quarter mile area, representative sites for various uses will be modeled. Specific architectural styles to be illustrated will depend upon the existing conditions and architectural styles present.

6. Does the City have any existing databases or lists from existing projects that they will provide (for us to build from)?

The EDA will make every effort to provide existing databases or lists from existing projects to the Consultant.

7. For the groups that require one-on-one meetings, is there a sense of how many? It is assumed that it will include politically-sensitive types and key stakeholders. Would the City be open to combining some of these stakeholders in small focus groups for budgeting purposes (include those stakeholders together with related issues, concerns, etc)?

There could be as many as three meetings with key stakeholders. The Staff would be open to small focus groups for budgeting purposes.

8. Will the City provide meeting venues or should we include cost of facilities in our budget?

The City and EDA will make every effort to provide and/or coordinate meeting venues. You do not have to include the cost of facilities or meeting venues in your proposal.

9. The RFP does not mention collateral materials (i.e. fact sheet or brochure), is there a specific reason this is not requested?

Fact sheets, marketing brochures or other collateral materials are not required as part of the proposal. However, it may be included if it helps to provide additional information about the Consultant firm or relationship to the proposed project.

10. Social networking and related media is a low cost method of outreach; would the City be open to use of this type of technology?

Social networking and related media is a great tool for community outreach. The City and EDA are open to the use of this technology.

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11. Will the City/EDA's website be available for publicizing meetings and project activities?

Yes. The City and EDA web sites will be available for publicizing meetings and project activities. The TOD Overlay District Project has its own web page at: <http://www.sbrda.org/edTransit.html>

12. Is there a list of attendees who participated in the May 6th Pre-Proposal Conference meeting for the Transit-Oriented Development project?

Yes. The sign-in sheet has been posted on the TOD Overlay District Project web page at: <http://www.sbrda.org/edTransit.html>

13. At the pre-bid meeting, you mentioned that the City adopted design guidelines for the stations. Could these be provided either before the proposal is due?

The TOD Policies and Guidelines has been posted on the TOD Overlay District Project web page at: <http://www.sbrda.org/edTransit.html>

14. Would a PDF file format suffice for a "digital" file as stated on page 10 of the RFP?

Yes. You may submit a PDF version of your proposal as the digital format. Please note that along with the proposal in digital format, five (5) hard copies of the written proposal are also required to be submitted.

15. Will there be DBE, SBE, or any other similar goals for the project?

The source of funds for this Project requires the EDA to follow Title VI and Disadvantaged Business (DBE) Requirements, there are no set goals for this Project. The EDA encourages all qualified Consultants to actively solicit qualified disadvantaged small business enterprises and afford them full opportunity to participate in response to the RFP. The Consultant must be in compliance with Title VI and DBE Requirements.

16. Are there any forms, etc., that need to be filled out regarding Caltrans requirements?

No.

17. Does Caltrans require the proposer to be pre-qualified?

No.

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18. Could those proposing receive a copy of the Caltrans grant proposal this week to understand clearly what is required by the grant?

The RFP includes information, project scope and timeline that was included in the City's grant application to Caltrans.

19. It is understood that pro forma's will be necessary for one potential development project in three or four station areas only. These pro forma should be performed at the most promising station areas as the goal is to define early implementation projects. Is this correct?

Yes.

20. Please further explain Market Analysis/Pro forma expectations in more detail.

The Market Analysis/Pro forma analysis will be done for three-to-six locations within the Overlay District. The selection of locations for analysis will be done by way of collaboration between City Staff and Consultant.

21. Will the City make available City's GIS information to the consultant at no charge?

The EDA will make available to the Consultant their GIS resources.

22. SCAG has a new scenario model that will be available to the cities next month. Will the City consider obtaining this model and providing to the consultants for use?

SCAG's new Local Sustainability Tool will be available in early June 2010. EDA Staff will look into obtaining this modeling tool for the purposes of this Project.

23. One overlay district model will be developed with a variation in standards per district?

The TOD Overlay District must consider and cover the 13 transit station areas as identified in the RFP. There may be variations in standards per transit station area.

24. It is our understanding that the City will provide advertising for public meetings and waive fees for venues?

Yes. See response to Questions 8, 10 and 11.

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25. During the plan adoption phase, the City's staff will write all staff reports and be responsible for procedures for adoption? The consultant will support the staff by making presentations and answering technical questions?

Yes. During the plan adoption phase, City Staff will prepare the necessary staff reports and will be responsible for adoption procedures. In addition, it is expected that the Consultant will support City Staff with report preparation, making presentations and responding to technical questions.

26. Please explain CEQA requirements and if General Plan amendments are required.

See response to Question 32. At this time, Staff is unable to determine if a General Plan Amendment would be required.

27. Does the City have any concerns with the proposer having SANBAG and Omnitrans as an active client as well?

While this may not prevent a prospective Consultant from submitting a proposal, the proposal will need to address and/or describe, in detail, the past and current relationship between SANBAG and Omnitrans. The proposal must also describe the projects worked on and any potential conflicts of interest.

It shall be the sole obligation of each prospective Consultant to describe the nature of the work previously performed or currently being performed on behalf of SANBAG and/or Omnitrans and to adequately describe in their proposal the manner in which any such conflicts of interest would be resolved so as not to compromise any continued work efforts on this EDA project. The EDA may also follow-up with a discussion with representatives from SANBAG and Omnitrans.

28. As the questions/answers period has been extended, will the City extend the deadline for the proposal date?

*The RFP submittal date has been extended an additional two weeks. **The new submittal date is now: 12:00 pm, Friday, June 4, 2010.** Please refer to Addendum 1 for more information regarding this new submittal date and proposal time line. Addendum 1 has been posted on the TOD Overlay District Project web page at: <http://www.sbrda.org/edTransit.html>*

29. Is it assumed that the station areas to be covered by the proposed TOD Overlay District consist of the "1/4 mile Buffer around Potential sbX Stations as shown in Exhibit A?

Yes.

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- 30. What is the status of the proposed San Bernardino Express (sbX) BRT line and the Redlands Light Rail Line? Are they funded, in design, cleared environmentally, and when is construction scheduled to take place?**

The sbX Project is in the final stages of design. The plans are going through the City plan check process. The project was cleared through the environmental process and funding has been identified. Currently, the project is expected to start construction in early 2011, with service projected to start in early 2013.

The Redlands Light Rail Project is currently going through the process of determining alternatives to start the environmental documentation process. Funding for this project has not been secured. However, construction is anticipated to start sometime in 2015.

- 31. Is the implementation of the Overlay District contingent on the completion of the transit projects?**

Implementation of the TOD Overlay District is not contingent on the completion of the planned transit projects, but there is little doubt about the sbX, E Street Corridor project, based on its funding and implementation status. Even if sbX did not materialize, the E Street Corridor is a major bus transit corridor. If the Redlands Light Rail transit project is not implemented, intensification of land uses on the rail corridor will still be justified for the eventual extension of Metrolink or another rail transit service.

- 32. The RFP states that the preparation of the Overlay District is funded through a Caltrans Community Based Transportation Funding Grant awarded to the City of San Bernardino in 2009. As a result, this project's budget cannot exceed \$250,000 (including contingency). Task C4 in the RFP Scope of Work consists of "Environmental Documentation". The Transportation Planning Grant Guidelines issued by Caltrans states that: "Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act (NEPA), or the California Environmental Quality Act (CEQA), or any Project Initiation Document (PID) are not eligible expenditures under these grants." As a result, please provide clarification if Task C4 is to be considered as part of the assumed \$250,000 budget or is it in addition to this amount.**

After review of Caltrans Community Based & Environmental Justice Transportation Planning Grants Handbook and clarification from a Caltrans representative, Task C4. Environmental Documentation has been eliminated. Please refer to Addendum 1 for more information regarding Task C4. Addendum 1 has been posted on the TOD Overlay District Project web page at: <http://www.sbrda.org/edTransit.html>.

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33. Please clarify if the work program to be included in the proposal for the CEQA requirements are assumed to be for the preparation of only an Initial Study. Will any additional tasks or work activities required for CEQA clearance such as the preparation and completion of an EIR be covered under a separate contract and budget?

See response to Question 32.

34. Please provide clarification as to the definition of “associated documentation” as stated in Task C4. Does this include all technical studies required to support an initial study?

See response to Question 32.

35. Please clarify if the intent of the Community Charrettes is to provide the community with an opportunity to participate in the development of the station area plans and resulting policies or to review the proposed plans and policies. If they are to be a community-focused design and planning workshop, can they take place earlier in the project scope (i.e. Task 2) in order to provide the project team with additional input and information prior to developing the station area plans?

The intent of the Community Charrettes is to provide the community with an opportunity to participate in the development of the TOD Overlay District Project. It is hoped that community participation will help shape plans and policies. The Community Charrettes should be scheduled appropriately to solicit community input.

36. Who will select the “six typical station areas and sites” for which the three dimensional conceptual plans will be prepared? Also, can you provide clarification on the scope or requirements for these plans (i.e. Sketch-Up model, hand-drawn renderings, etc)?

Selection of the station areas and sites for the preparation of the three dimensional conceptual plans will be done by way of collaboration between City Staff and Consultant. The preparation of the three dimensional plans should be done through the most cost effective means. Staff has found that a combination of computer generated and hand-drawn plans, renderings, etc., are most successful in conveying building mass, plans, architectural styles and urban design principles to the public.

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37. Can a proposal include additional tasks that, based on a team's professional experience, will be required in order to successfully produce the envisioned overlay zone? The costs for these additional tasks are typically listed as "additional costs" and are included in the final project scope and budget at the discretion of the project's lead agency.

A proposal may include additional tasks and/or costs. However, the proposal must address the Scope of Work and Tasks identified in the RFP and recognize the current budget for this effort in order to successfully produce the TOD Overlay District. There is no guarantee that the proposed additional tasks and/or costs will be considered. See response to Question 38 below.

38. Has the Agency adopted a budget for this work effort?

The budget for the TOD Overlay District preparation is \$250,000, including contingency. There are no exceptions to this budget. No extension or contract amendments will be allowed.

39. Will the contract be managed by the Agency Staff or the City Staff?

The TOD Overlay District Project and contract will be managed by staff of the Economic Development Agency, City of San Bernardino. Jeffrey Smith, AICP, Senior Urban Planner, Economic Development Agency, is the Project Manager for this effort.

End of Questions & Answers.