

**REQUEST FOR PROPOSAL
TO PROVIDE AREA PLAN UPDATE AND EIR SERVICES TO LASSEN COUNTY**

LASSEN COUNTY, CALIFORNIA

Request for Proposal Issue Date: February 1, 2024

Proposal Deadline: March 18, 2024

I. PURPOSE

The County of Lassen Planning and Building Services Department intends to retain a qualified Firm to provide services to the County to update the Susanville Vicinity Area Plan, Johnstonville Area Plan, and Richmond/Gold Run Area Plan. These area plans will be combined into one comprehensive regional area plan that includes all these communities and is expanded to include some communities (such as Lake Forest) that are not currently the part of any area plan. The approximate boundary of the intended regional area plan is provided in the graphic attached as Exhibit A, but would not include the City of Susanville. These area plans are considered part of the Lassen County General Plan, and provide more detail than the County wide General Plan. The selected Firm will also be responsible for preparing the corresponding California Environmental Quality Act (CEQA) documents necessary for approval. It is assumed that an Environmental Impact Report will be required for this project. The tasks are more particularly described in the scope of work section.

The Area Plan Update will require substantial investments of community time and County resources. A detailed scope, technical expertise, innovative community outreach plan with an open and inclusive process, a schedule that maintains momentum and participation, and a creative policy vision will be crucial to the success of the Update. It is anticipated that this process will take 24 months to complete.

The focus of this project is to respond to changes in the community and in circumstances that affect the future direction of the County through the comprehensive update to the existing Area Plans. The consultant shall conduct field studies, and research as necessary, modify and add text focusing on policies and programs relevant to issues of existing Board of Supervisors concern, modify and add diagrams and maps, ensure that the Update conforms to state law, and extend the Area Plan's horizon to the year 2045. The updated Area Plan will be based upon the results of a comprehensive visioning process and public engagement program to ensure that all facets of the community participate and are fully represented in shaping the future.

The County will enter into a contract with the selected firm to perform an agreed upon and specific scope of work that best meets the County's planning needs, The County's standard contract template is attached as Exhibit B for reference.

II. GENERAL INFORMATION

Lassen County is located in northeastern California. It is bordered on the north by Modoc County, on the south by Plumas and Sierra Counties, on the west by Shasta County, and on the east by Washoe County in the State of Nevada. Lassen County has a total area of 3,001,780

acres (4,690.3 square miles). Over 63 percent of the land area in Lassen County is administered by federal, state, or local agencies.

The City of Susanville is the County seat and the only incorporated City in Lassen County. Lassen County's unincorporated communities include Westwood, Clear Creek, Bieber, Johnstonville, Janesville, Standish, Litchfield, Doyle, Herlong, Milford, Leavitt Lake, and Little Valley. As of the 2020 census, Lassen County is currently home to approximately 32,730 people. Approximately 16,673 of this population is within the City of Susanville. The predominant sector of employment in Lassen County is Federal, State, and Local Government, which comprises over 50 percent of jobs in the County.

III. BACKGROUND

The current adopted area plans are available on the Planning and Building Services Department's portion of the County website at the following URL:

<https://www.lassencounty.org/government/resources/planning-and-building-services>

The Susanville Vicinity Area Plan was last updated in 1984, the Johnstonville Area Plan was last updated in 1987, and the Richmond/Gold Run Area Plan was last updated in 1993.

Policy LU-2 of the Lassen County General Plan, in regard to Area Plans, reads as follows:

LU-2 POLICY: Adopted area plans contain general plan policies which apply, as relevant, to lands within particular planning areas. Because of the greater level of detail achieved in area plans, their land use designations, policies and related provisions are more specific than set forth in the Land Use Element and other elements of the General Plan. Wherever a goal, objective, policy, land use designation, and/or implementation measure of an area plan may be more specific or detailed than a corresponding provision of the General Plan, including any within the Land Use Element, such a provision of the area plan shall be deemed to be a refinement of the General Plan pertaining to the particular planning area.

IV. SCOPE OF SERVICES

The qualified consultant shall perform all necessary tasks to prepare a comprehensive regional Area Plan Update and all related environmental documents required by CEQA. The update shall be compliant with the 2017 General Plan Guidelines or most current guidelines published by the California Office of Planning and Research. This project will also include an update to Title 18 (Zoning) of the Lassen County Code, if necessary to maintain consistency with the Area Plan being developed. The consultant will be required to coordinate and work with county staff as part of the Update.

The scope of work for the Update shall include, but not be limited to, the following tasks:

1. Conduct necessary background research and analysis related to the Update.
2. Conduct a kick-off meeting with Planning and Building Services Department staff regarding information transfers, personnel contacts, and Area Plan format. Meeting should accomplish the following:
 - Review and discuss overall format and organization of the Update and all related Update products,
 - Determine a typical review schedule for work products and a method by which comments will be compiled,
 - Establish or confirm roles and responsibilities of County staff and the consultant in preparing the Update, Environmental Impact Report, and involvement in public outreach efforts,
 - Identify all available GIS mapping data,
 - Discuss potential engagement with Board of Supervisors' appointed Advisory Committee,
 - Refine the project schedule,
 - Establish status reporting frequency and project status meeting protocols,
 - Determine consultation and coordination of the update with appropriate governmental agencies.
3. Facilitate an innovative public input process that is expected to include, but is not limited to, community opinion surveys, outreach to community organizations, community workshops, , and formal public hearings.
4. Develop final work program confirming all tasks to be completed, budget, and detailed schedule of the project.
5. Review the current general plan and area plans and determine which portions (if any) may be retained.
6. Assess current planning boundaries for consistency with plan vision and goals, and develop a Background Report to be presented at a joint work session of the Lassen County Planning Commission and Lassen County Board of Supervisors.
7. Explore policies and programs that balance the need to adequately and appropriately accommodate development.
8. Conduct a minimum of two joint work sessions with the Lassen County Planning Commission and Lassen County Board of Supervisors to, review drafts of the Area Plan

Update, discuss alternatives, discuss the Environmental Impact Report, and review proposed revisions to Title 18 and other portions of the Lassen County Code.

9. Conduct scoping meetings and prepare drafts of all plans or reports for an Environmental Impact Report covering the Update to the Lassen County Code for review by Department staff prior to public release.
10. Maintain consistency with the overall Lassen County General Plan, Lassen County Regional Transportation Plan and any other applicable transportation or land use plans.
11. Formulate goals and policies that reflect the County's policy direction in a clear, concise, manner compliant with applicable law.
12. Prepare an Administrative Draft, Draft, and Final EIR and conduct all public reviews in accordance with CEQA to create thorough and defensible CEQA documentation. In proposal, consultants should indicate whether use of a Program EIR or other form of EIR should be considered for the Area Plan Update. The County is interested in exploring the possibility of an Area Plan EIR that will assist in streamlining and exempting future projects from CEQA with the idea that the Area Plan EIR can be used for such exemptions when projects are consistent with the adopted Area Plan.
13. Make a presentation of draft Update to the Lassen County Board of Supervisors during a regular public meeting.
14. Review all public comments received during public hearings, public workshops, and CEQA review to determine changes required for final environmental documents and the final draft of the Update.
15. Integrate all elements into one Area Plan Update document (including maps) with uniform text layout and format that can be displayed electronically on the County's website and readily accessible on other electronic devices and printed inexpensively.
16. Prepare an implementation strategy that identifies all tasks necessary to implement the Area Plan Update.
17. Production of Final Update including land use designation maps and Environmental Impact Report incorporating all revisions, comments, and additional topics identified during the development process.

All data generated and/or used during the development of the plan shall be provided to Lassen County, including all presentation materials (printed or electronic), data produced using Geographic Information Systems such as ArcGIS, and other data formats used to conduct analysis for the update

or Environmental Impact Report. The consultant will work under the direction of the Planning and Building Services Department Director, who will have final approval authority of all issues in the review process.

Proposer shall propose the project scope of work that it feels necessary to satisfactorily complete the project, meet project objectives, and create a practical, useable planning document that will guide development in Lassen County over the next 20 years and beyond. Lassen County will select one Firm from among the proposers, to complete all phases of this project.

A contract will be developed between the successful candidate (based on the submitted Proposal) and Lassen County, using the County's standard contract template (see Exhibit B). The executed contract may include all or some of the above or other agreed to services. The proposed contract must be approved by the Board of Supervisors.

V. PROJECT MANAGEMENT

The consultant would manage the project and be held responsible for developing the documents and services outlined above. The County's Planning and Building Services Department will work closely with the selected firm throughout all phases of the project, including review of draft documents.

Each firm or individual interested in preparing a Proposal should provide the following:

- A Statement that demonstrates a clear understanding of the project and required services, including a discussion of how to best address the needs specific to Lassen County,
- A discussion of the consultant's qualifications and expertise for meeting the needs of the required services,
- A list of references, preferably of past/current clients for whom general plan update services were provided,
- Consultant's current hourly and billing rates/fee schedule specifically identifying rates and fees to be charged for persons likely to be assigned and tasks required to carry out work pursuant to this Request for Proposals,
- A project timeline indicating the beginning date, project milestones, deliverables and ending date,
- A proposed work plan to include a proposed scope of work.

VI. SUBMISSION REQUIREMENTS

Proposal Deadline: March 18, 2024, 4:00 p.m.

ALL PROPOSALS MUST BE RECEIVED by the County of Lassen by 4:00 p.m. (Pacific Daylight Time) **March 18, 2024, 4:00 p.m.** Proposals received after 4:00 p.m. (Pacific Daylight Time) on **March 18, 2024**, or proposals sent by facsimile machine will be considered late and disqualified by the proposal evaluation committee.

Please submit three (3) proposals and one electronic copy (MS Word Compatible) in a sealed envelope and clearly marked “Proposal for Regional Area Plan Update.”

Total Price should include all costs, including travel. The County of Lassen is not responsible for any costs incurred in the preparation of proposals, attendance at related interviews, or any work rendered by a firm prior to an “executed” Contract for Professional Services.

Although the format is discretionary, at a minimum, please include the following information:

1. The legal name of respondent(s), firm name, address, and telephone number(s). Indicate whether the proposing entity is a sole proprietorship, partnership, or corporation, and the state and year established. List key personnel who will be involved in decision-making, contract negotiation, and project development, including mailing address, email address, and phone and fax number(s).
2. A narrative description of the three most relevant prior public sector projects and the key personnel that were assigned to work on the project. Provide description of work performed by said individuals, including date, location, etc. Provide names of contact individuals who provided material assistance on the projects described.
3. Describe consultant’s experience with public agencies. Provide a list of references from the public sector including name, title, agency, address, and phone number(s).
4. A narrative description of the approach to be used. Please identify objectives, proposed procedures and activities, and the measurable results that are anticipated.
5. Consultant should include a sample of any previous general/area plans they have prepared.
6. The proposed timeline to complete project.

Please mail or deliver to the following location:

Gaylon F. Norwood
Deputy Director
Lassen County Planning and
Building Services Department
707 Nevada Street, Suite 5
Susanville, CA 96130

You may address any questions you may have to Deputy Director Gaylon Norwood, who can be contacted by phone at (530) 251-8269 or by email at gnorwood@co.lassen.ca.us.

VII. PROPOSAL EVALUATION

An evaluation committee will be assembled to review all proposals. The Lassen County Board of Supervisors, who retain the right to reject any and all proposals, will make the final decision. Selection will be made within 30 days of the proposal deadline, if possible.

The County of Lassen reserves the right to negotiate aspects of the project with the successful responder. The leading respondents may be invited for an interview and given the opportunity of an oral presentation of its proposal.

Proposals will be rated:

1) Understanding Scope of Work, Final Work Product	5 Points, Maximum
2) Clarity of Work Plan, Description of Services Offered	5 Points, Maximum
3) Budget	5 Points, Maximum
4) Project Leader and Team Qualifications and Relevant Experience	10 Points, Maximum
5) Demonstrated Understanding of Local Issues	10 Points, Maximum
Maximum Possible Score:	35 Points

VIII. ADDENDA

Any subsequent changes in the RFP from the date of issuance to the date of submittal will result in an addendum by the issuing office to those parties who have provided the proper notice of interest in responding to the RFP.

IX. INSURANCE REQUIREMENTS

Proof of insurance is not required to be submitted with your proposal, but will be required prior to the County's award of the contract. Given the scope of services, appropriate insurance coverage will be required. Insurance Coverage and Amounts will be specified in the Contract document (see Exhibit B of this RFP).

X. NON-DISCRIMINATION

The County is an affirmative action employer. Consultants shall not discriminate in their employment with regard to race, color, religion, sex, or national origin. Qualified firms including small businesses and businesses owned by women, minorities and disabled persons are encouraged to submit proposals.

XI. CONFIDENTIALITY

The details of each response to this Request for Proposal are considered proprietary and will not be shared with competing consultants or the general public until after completion of the selection process. The proposals, when submitted, will become the property of the County of Lassen and will

be prepared at the sole cost of the consultant. Brief public presentations may be required in subsequent stages of the selection process.

XIII RESOURCES

Exhibit A: Graphic showing proposed regional Area Plan boundaries.
Exhibit B: Standard County Contract template