

**TOWN OF MAMMOTH LAKES
COMMUNITY AND ECONOMIC
DEVELOPMENT DEPARTMENT**

REQUEST FOR QUALIFICATIONS (RFQ)

**Conceptual Land Use Planning and
Related Civil Engineering Services for
The Parcel (formerly Shady Rest)**



Release Date: Wednesday, December 19, 2018

Deadline for Submission: Monday, January 21, 2019 at 5:00 PM

Project Manager: Sandra Moberly

Town of Mammoth Lakes
Community and Economic Development Department
P.O. Box 1609
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I. Overview

The Town of Mammoth Lakes purchased a 24.5-acre property (The Parcel) in March of 2018 with the intent of developing a workforce housing neighborhood on the site. The Parcel (formerly the Shady Rest parcel) is located adjacent to the Town's Downtown zoning district and several residential zoning districts. The property is heavily forested and the overall terrain is relatively flat. There is a wetland on the northwest portion of the property. Vehicular access is available from Center Street, Shady Rest Road, and Chaparral Road and there is a designated pedestrian access easement providing connectivity to Manzanita Road. In addition, the site is commonly used by the residential areas to the south and west as a pedestrian cut-through to the surrounding commercial districts.



Since the purchase of The Parcel, the Town has been completing due diligence action items including boundary surveys, topographic surveys, hazard tree removal, as well as conceptual street layouts for the purpose of preparing a cost estimate for future construction. All materials are available on the Town's website here:

<https://www.townofmammothlakes.ca.gov/882/The-Parcel-Formerly-Shady-Rest>

II. Background

In March 2017, Mammoth Lakes Housing executed a contract with WSW Consulting (Wendy Sullivan) to complete a Housing Needs Assessment and Housing Action Plan, with funding provided by Mammoth Mountain Ski Area. The Housing Needs Assessment included an evaluation of current community housing programs, a review of opportunities and constraints, and a comparison with other similar resort communities. The data and findings relied upon focus groups, meetings, interviews, and the comprehensive housing survey completed earlier in the year through a joint effort between the Town and Mono County. The key findings were:

- The housing problem can be summarized as low-to-no rental vacancy, the loss of approximately 200 long-term rentals in last few years, few homes for sale, and competition for sales with second homeowners.
- The impacts of the housing problem are unfilled jobs and increased commuting and costs of living.
- Mammoth Lakes faces challenges such as limited land, high cost of construction, poor condition of a number of existing units, and loss of approved housing units as a part of entitlement amendments. Advantages include a track record of constructing community housing, strong homeownership assistance, expertise in securing grants, and engaged and active employers.
- “Life-cycle” housing is needed to address the housing needs for the entry-level workforce, those in early career, and mid-management.
- Approximately 595 housing units would be needed through 2022 to catch-up with existing housing needs and to keep up with projected housing needs driven by job growth.

The Community Housing Action Plan (“CHAP”) was the culmination of an intensive nine-month process involving a 24-member Housing Working Group led by WSW Consulting, Inc. (contracted by Mammoth Lakes Housing). The Plan addresses the roles and responsibilities recommended for a successful and comprehensive housing program in Mammoth Lakes and action strategies to meet the community’s housing objectives. The primary objective in the Plan is to provide an additional 200 to 300 housing units within five years, through a combination of new development, redevelopment, housing programs, and policies. The goals and objectives of the CHAP are:

- 1) To serve the full range of incomes in need,
- 2) To produce community housing at a rate that exceeds the number of units needed to accommodate new job growth,
- 3) To maintain the percentage of employees in Mammoth Lakes that live in town as present (about 58%), and,
- 4) To produce between 200 to 300 community housing units over the next five years (completed or permitted).

Purchase and construction of affordable housing on The Parcel were identified as action items in the CHAP.

III. Scope of Services

The selected consultant will facilitate and develop a conceptual land use plan and supporting documents to support the Town's planning for and development of The Parcel. Anticipated tasks include, but are not limited to:

- Support and inform the Town's Parcel Development Team, made up of a core group of members of the Public Works, Community and Economic Development, and Finance Departments and supported by Mammoth Lakes Housing staff. The Team has contracted with Keyser Marston Associates for financial consulting services and is also seeking consultant expertise for affordable housing development. The selected consultant will work alongside the Town's financial and affordable housing development consultants. The next step in the development process is to work with the Town Council and the community on a conceptual land use plan for The Parcel, prior to selection of development partners.
 - The selected consultant will review previous planning documents prepared for The Parcel, to support their understanding of community priorities, property challenges, and development feasibility. Development objectives will be informed by Town Council, the Planning and Economic Development Commission, and The Parcel Development Team.
 - The Conceptual Land Use Plan will include an analysis of existing conditions and housing needs, as well as a detailed narrative and drawings of proposed circulation and multi-modal infrastructure, housing products (addressing type, size, tenure, and affordability levels) and densities, and public amenities (i.e. open space, trails, day care, etc.).
 - The Conceptual Land Use Plan will be required to address how the development of The Parcel will relate to nearby land uses and other planning efforts such as:
 - Adjoining and potentially affected residential neighborhoods.
 - Nearby commercial areas
 - State Route 203/Main Street
 - [Walk Bike Ride](#)
 - [Downtown Revitalization](#)
 - Public transit
 - The Conceptual Land Use Plan will be used to guide the future entitlement and development phases of The Parcel.
- Upon development of the Conceptual Land Use Plan limited civil engineering services may be necessary including:
 - Obtain and review preliminary title reports
 - Boundary Surveys
 - Topographic Surveys
 - Utilities Analysis

- Cost estimates
- Conceptual schedules
- Facilitate a public process to prioritize development objectives and public amenities for The Parcel.
 - This process will be informed by a Public Engagement Plan, which is a framework for public engagement only, and not a schedule of events.
 - Meet with identified stakeholders and ambassadors.
 - Develop a specific schedule of events and meetings to include activities such as design workshops, multi-day charrettes, and outreach at other planned events. The public process will need to address an outreach strategy to engage and inform target residents of The Parcel, including minority populations.
- Provide expertise in the areas of land use planning for affordable and workforce housing development, master planning and entitlement processes, and development in environments similar to Mammoth Lakes.

IV. Assignment of Work

The Town will assign work to any of the contracted firms as deemed necessary. All work shall be performed under the direction of an appropriately certified or licensed professional. As an example, engineering services will be performed under the direction of a licensed professional engineer registered with the State of California. No subcontractors shall be utilized without prior authorization by the Town.

Project scheduling will be based on a task-to-task basis decided by the Town and Consultant. Any changes in the schedule must have prior authorization by the Town's Public Works staff. Retention of 5% will be withheld from each pay estimate. The final payment and released retention will be paid when all tasks are complete and the Town has received all essential documents.

V. Schedule

The Town of Mammoth Lakes has set a schedule for the RFQ process. However, the services provided by the Consultant will be on an as needed, on call schedule.

Description	Completion Date
Advertisement of Request for Qualifications	December 19, 2018
Responses Due	January 21, 2019
Interviews (if desired by Town)	January 28, 2019
Initial Selection	January 28, 2019
Contract Negotiations	February 4, 2019
Present to Town Council (informative)	February 20, 2019

VI. Proposal Content

The following statement format is required and has been designed to facilitate comparison among statements submitted. The statements should not exceed 15 single sided pages, not including attachments.

1. Cover Letter – Introduction

Provide a summary of the statement and demonstrate the firm's understanding of the tasks, including general approach for scope of services provided in this RFQ. Include an introduction to the firm as well as a contact person's name, phone number, email address, and mailing address.

2. Qualifications, Experience, References

Prepare a summary of your firm's qualification and experience in similar projects. Include the names of clients, duration and description of past or current assignments. Also, include names and telephone numbers of contact persons of as many as three (3) clients for whom your firm provided similar services.

3. Work Program/Schedule

The work plan should indicate the consultant's ability to meet each specification as outlined in this document. The work plan should address the items of work as described in this RFQ. If in the consultant's experience, the RFQ has left out a required task or product, please include the omitted information in the proposal. The plan should be simple, easy to read and follow, and addresses and satisfies the objectives and specifications as listed in the Scope of Work in this RFQ.

4. Staffing and Subconsultants

List any individuals that will participate on this agreement, including their staff classification. Please include a brief resume of experience in similar projects for each individual and proof of various professional registration, licenses and certificates.

If, at the time of an assignment, the Consultant(s) wishes to use subconsultants not specified in this statement, prior written approval must be received from the Town. The Town may provide the approval after review of the proposal(s) required for a Task Order.

5. Fees

Consultants are required to provide a fee structure including, if applicable, the hourly rate of the team members to be assigned to a task, and proposed cost and expense reimbursement levels. Direct costs (e.g. printing, travel expenses, per diem, tax) are to be listed as a separate line item, with any mark-up specified.

VII. Selection Process

The contract(s) will be awarded on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. There may be interviews for the top firms. Statements will be reviewed by select Town staff members and authorized Town Representatives. The Town will score each of the following criteria on a scale of

1-5 which will be multiplied by the weighted values, with 1 being below average and 5 being exceptional. Town Staff will rate statements as seen in the following table:

Criteria	Weight Factor	Rating (1-5)	Weighted Rating
A. Understanding of Work to be Done	0.10		
B. Responsiveness to Request for Qualifications	0.05		
C. Appropriateness and Acceptability of Approach and Work Plan	0.15		
D. Ability to Complete Assignments in a Timely Manner	0.15		
E. Qualifications of the Firm, Consultant, and Assigned Staff	0.10		
F. Knowledge of and Experience with Similar Work	0.15		
G. Local Experiences & Knowledge	0.15		
H. References	0.05		
I. Rating and Ranking of Interview (if conducted)	0.10		
Total Score:			
Comments:			

The initial selection(s) will be based on the criteria listed in the table above. If clarification is required, a written questionnaire may be provided or an informal interview may be conducted. If an interview is conducted, it will be scheduled within two weeks following the statement submittal.

After selection of the top-ranked firm), the Town will negotiate final contract terms. The goal of negotiations is to agree on a final contract that delivers the services and products required with reasonable fees. Compensation for the as needed, on call, assignments shall be handled through task orders and will be financed through project specific sources. Note: there is no expectation or guarantee of a total contract amount.

VIII. General Terms and Conditions

All materials submitted become the property of the Town of Mammoth Lakes, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The Town reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals

received, to award full or partial funding of any request, and/or to cancel all or part of this RFQ at any time prior to awards.

Submittal of a proposal on this project is an affirmative undertaking that your firm is able to and will strictly adhere to all provisions within the following:

Limitations: The Request for Qualification does not commit the Town of Mammoth Lakes to award a contract, to pay any cost incurred in the preparation of an RFQ response or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all RFQ responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFQ.

Signature(s): The proposal shall provide the following information: name, title, address and telephone number of individual(s) with the authority to bind the service provider and also who may be contacted during the period of proposal evaluation.

IX. Submittal Instructions

Please submit your proposal to the Town's Planning Division by 5:00 p.m. on Monday, January 21, 2019. Proposals will be accepted via email, US Mail, or FEDEX/UPS. Hard copies submitted should include three copies of the proposal for review purposes.

Proposals submitted by **email** should be sent to:
Sandra Moberly, Community and Economic Development Director
smoberly@townofmammothlakes.ca.gov

Proposals submitted by **US Mail** should be sent to the following address:

Town of Mammoth Lakes
Community and Economic Development Department
Attention: Sandra Moberly, Community & Economic Development Director
PO Box 1609
Mammoth Lakes, CA 93546

Proposals submitted by **UPS, FedEx, courier, etc.**, should be sent to the following address:

Town of Mammoth Lakes
Community and Economic Development Department
Attention: Sandra Moberly, Community & Economic Development Director
437 Old Mammoth Road, Suite 230
Mammoth Lakes, CA 93546

Thank you for your time and interest in this Request for Qualifications. We look forward to reviewing your submittal.