



## Legislation Details (With Text)

**File #:** 18-1834      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 10/25/2018      **In control:** Board of Supervisors

**On agenda:** 12/4/2018      **Final action:** 12/4/2018

**Title:** Community Development Services, Planning and Building Department recommending the Board:  
 1) Award Request for Proposal 19-918-013 to the successful proposer, DeNovo Planning Group;  
 2) Authorize the Planning and Building Department to negotiate a three year Agreement with DeNovo Planning Group, for an amount not to exceed \$250,000 to assist in Community Planning efforts in Shingle Springs, Cameron Park, Diamond Springs/El Dorado and El Dorado Hills;  
 3) Authorize the Purchasing Agent to execute said Agreement, contingent upon Counsel and Risk Management review and approval and minor revisions; and  
 4) Make findings that it is more feasible and economical to engage an outside Consultant for the provision of land use planning services in accordance with Ordinance 3.13.040.

**FUNDING:** \$250,000 in Fiscal Year 2018/19, with \$125,000 in the Economic Development budget (General Fund TOT) and \$125,000 in the Planning and Building Department budget. (General Fund)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - 19-918-013 RFP for Land Use Planning

Date	Ver.	Action By	Action	Result
12/4/2018	1	Board of Supervisors	Approved	Pass

Community Development Services, Planning and Building Department recommending the Board:  
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**DISCUSSION / BACKGROUND**

Staff is recommending the Board direct staff to negotiate a three year Agreement with DeNovo Planning Group for the provision of land use planning services, in an amount not to exceed \$250,000. The scope of work includes two components. Component 1 is to create custom commercial and multi-family residential design standards for Shingle Springs Community Region. Component 2 is to develop commercial and multi-family residential design guidelines/standards for the other Community Regions (Cameron Park, Diamond Springs/El Dorado, and El Dorado Hills). Upon adoption, the design guidelines/standards will provide a process and framework for requiring future commercial/multi-family residential development to comply with the design

guidelines/standards for each of the County's Community Regions. The process to prepare the design guidelines/ standards will include outreach to stakeholders and community members. The project will also undergo environmental review before being adopted by the Board.

### Consultant Selection

The Procurement and Contracts Division of the Chief Administrative Office completed a Request for Proposal (RFP) #19-918-013 at the request of the Planning and Building Department. The RFP was sent to firms selected using the list established from the Request for Qualifications (RFQ) #17-918-020 and other potential proposers. Two (2) proposals were received. A panel evaluated and ranked the proposals based on the thoroughness, clarity, and quality of the material presented with emphasis on: experience with preparing design guidelines for new commercial/multi-family development, experience with public outreach/working with community groups, experience with determining California Environmental Quality Act (CEQA) requirements and preparing CEQA documents. The Planning and Building Department selected DeNovo Planning Group as the most qualified firm.

The RFP process was conducted in accordance with County Procurement Policy C-17.

### **ALTERNATIVES**

The Board could direct staff not to proceed with the Agreement for land use planning services at this time, which would delay the project. The County does not have staff with the necessary skills to perform this work, as it requires very specialized skills that are not available in-house at this time.

### **PRIOR BOARD ACTION**

On December 5, 2017, the Board directed staff to develop a proposed scope of work to create custom design guidelines/standards (for commercial/multi-family residential development) in the communities identified in General Plan Policy 2.1.1.1 with Shingle Springs as the lead prototype. The Board also directed staff to return to it with a proposed scope of work, prior to issuance of a RFP (see Board Agenda 12/5/2017 Minutes, Item No. 36, Legistar File No. 13-0561).

On July 17, 2018, the Board directed staff to proceed with issuance of a Request for Proposals (RFP) for community design guidelines/standards (see Board Agenda 7/17/2018 Minutes, Item No. 20, Legistar File No. 18-0984).

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office, Procurement and Contracts

### **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The Board designated \$250,000 for Community Planning in the FY 2018/19 County Budget, with \$125,000 in the Economic Development budget and \$125,000 in the Planning budget. Any unspent money in FY 2018/19 would be re-budgeted in FY 2019/20 within the \$250,000 amount.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

### **STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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