

**Request for Proposals  
for the  
Pre-Approved Building Plans  
Accessory Dwelling Units**

**The City of Orland, California**



Request for Proposal Released: Friday, October 14, 2022

Responses Due: Monday, November 14, 2022

## **Project / RFP Summary:**

The City of Orland invites proposals from qualified architecture and design firms with experience and technical qualifications to respond to a Request for Proposal (RFP) for professional services to prepare complete building plans for Accessory Dwelling Units (ADUs). The ADU Program has been funded by an awarded Senate Bill 2 Grant. The grant, administered by the State of California's Housing and Community Development (HCD), provides funding to local governments in California that would implement programs to streamline and accelerate housing production. The City of Orland ADU Program will increase production by decreasing the total cost of an ADU which will in-turn allow for swifter construction of more ADUs in the City.

Interested consultants should submit a proposal to perform the services described in this Request for Proposal (RFP). The total contract for all selected consultants and services will not exceed \$30,000. A consultant may submit more than one building plan set and should include options for multiple unit types and sizes as listed in the Scope of Services.

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## **Project Description**

The City of Orland (City) desires to develop a collection of pre-approved detached ADU building plans for the ADU Program, which offers downloadable building plans free-of-charge to the public.

The City is inviting interested qualified residential design and design/build firms ("Consultant") to submit a proposal to perform the design services described in this Request for Proposal (RFP). The Consultant shall enter into an agreement that creates a nonexclusive and perpetual right or license for City to copy, use, modify, reuse, and sublicense any and all copyrights, design, and other intellectual property embodied in the writings prepared by Consultant, and Consultant's subcontractors, under the Agreement.

The detached ADUs developed and pre-approved through the ADU Program would benefit from an expedited permitting process with the submittal of a Site Plan (and other documents depending on the property location). It is the City's intent to encourage property owners to seek assistance from the designers of their selected ADU building plans should they need professional assistance to prepare a Site Plan. It is also the City's intent to encourage property owners to seek the assistance of the building plan designer for any desired plan customization.

## **The City's Role**

The selected consultant will work under the direction of the City Planning. The Planning Department currently consists of a part-time, contract part-time city planner and associated planning staff.

Due to the relatively small number of employees in the City, dedicated staff time to lend direct assistance on the project will be limited. As such, the selected consultants schedule and budget should include appropriate time for work sessions with City staff as staff is most familiar with the day-to-day issues faced by the City and will need to work with and implement the Plan after its adoption. It is anticipated that staff will be involved in the review of all draft materials and that all City files will be accessible to the selected consultant.

The City anticipates that questions will arise as consultants research and write their proposals. The following procedure to respond to questions will be used to ensure that all consultants have access to the same information:

1. All questions must be presented via e-mail and directed to the City Planner at [cityplanner@cityoforland.com](mailto:cityplanner@cityoforland.com).
2. All questions will be responded to by e-mail and shall be copied to all persons requesting to be added to the list of contacts for the project.

3. All questions shall be received on or before Monday, October 31st.

### **Proposal Requirements and Format**

If interested in this RFP, please notify Scott Friend by email at [cityplanner@cityoforland.com](mailto:cityplanner@cityoforland.com) so you may be added to the notification list for responses to questions, additional information and/or future addendums concerning the project.

All submittals must follow the format described in this proposal. Respondents are encouraged to submit clear and concise responses to the RFP. The City of Orland reserves the right to include or exclude any part of the submittal in the final agreement with the selected consultant.

#### *Submittal Requirement(s):*

Two (2) bound copies of the full submittal package along with one electronic copy (e.g. USB flash drive or other digital medium) containing a PDF copy must be submitted. Submittals shall contain no more than 25 double-sided 8½" x 11" pages (not counting dividers, exhibits, and any relevant appendices). Resumes do not count against the overall submittal page limit. Font size shall be no less than 10 pt for any informational text. All pages shall be numbered. Drawings provided with the submittal shall not exceed 11" x 17".

To be considered for selection, submittals must arrive at the location shown below by the date and time specified. Proposers who mail packages should allow ample delivery time to ensure timely arrival.

Submittals shall be placed in a clearly marked envelope, titled City of Orland General Plan Update Project and hand-delivered or mailed to:

City of Orland  
Planning Department  
Attention: Mr. Scott Friend  
815 Fourth Street  
Orland, CA 95963

All submittals shall be received no later than Monday, November 14, 2022 by 5:00pm PST.

It is the sole responsibility of the Proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other location other than the address specified above. Faxed or emailed proposals will not be accepted.

### **III. Scope of Services:**

Proposals should be specific and concise, and should conform to the following outline to enable the City to provide consistent review of all proposals:

#### **A. Scope of Work**

Proposals should follow the format outlined below. The proposal shall consider all of the requested information as follows:

1. Include a schedule for preparation and preliminary City Council approval of the Pre-Approved Accessory Dwelling Units (ADU).
2. Structural drawings, floor plans and architecture for three (3) different floor plans with up to three architectural styles for each based on the following:
  - a. Detached ADUs of no more than but approximately 450 sf. as a studio unit;

- b. Detached ADUs of no more than, but approximately 600 sf. with only one bedroom;
- c. Detached ADUs of no more than, but approximately 750 sf. with more than one bedroom.
- d. All the above shall be 1) single story homes of no more than 16 feet in height from adjacent grade at the highest peak, 2) include the use of pitched roofs, 3) be designed to have the ability to have body and trim painted to match or be modified to compliment the main home and architectural style, as well as support a variety of roofing materials to match the main home.

### 3. Architectural Styles

The Consultant shall prepare architectural elevations with three different architectural styles for all unit sizes specified above. Exterior materials as well as door and window fenestration of each unit type shall be customized to reflect three (3) predominant exterior architectural variations found in the community.

### 4. Design Criteria for ADUs

- a. All unit elevations shall be customizable to allow for variations in exterior materials as well as door and window fenestration to express individual owner's tastes and respect community character.
- b. All designs shall fully comply with all of the City's applicable construction codes as defined in Orland Municipal Code title 15: Buildings and Construction, including the California Building Code, California Residential Code, California Code of Regulations, California Mechanical Code, California Electrical Code, California Plumbing Code, California Energy Code, California Green Building Code, and California Fire Code.

### 5. The selected consultant(s) shall perform the following tasks:

- Include one (1) "kick-off" meeting with the City Staff; and at least one (1) City Council meeting.
- Provide regular progress reports to Staff, and as necessary to communicate updates.
- Prepare draft plans for review by staff;
- Revise plans based upon staff comments;
- Meet with staff prior to finalizing plans;
- Prepare plans for production;
- Provide images of the final plans to be part of publication materials for the ADU Program.

### B. Content of Proposal and Statement of Qualifications:

1. Please include a detailed estimate and description of each appropriate component of the project and how each task will be completed.
2. Please include a description of the company profile, including the range of the firm's capabilities and services. In addition, please provide the names of the Project Manager as well as all other personnel who will be specifically assigned to this project, including their qualifications, education, previous relevant experience, and their problem solving capabilities. All contemplated sub-consultants to be used during this assignment are required to provide the above requirements as well. 3. Please provide references for similar projects. Please include the telephone number and the name of each reference.
4. Please provide a schedule showing the time required for completion.
5. The City anticipates a total budget not to exceed \$30,000 to complete the scope of work described herein. If the consultant proposes a fee in excess of this estimate, tasks should be identified that can be undertaken by City Staff to reduce the fee to within the City's anticipated budget.

### C. Deliverables and Timeline

Deliverables include the draft(s) and final plans and guide listed in the "Scope of Work" section. In addition to the electronic and original copies of all draft and final documents, the consultant shall provide the following: one (1) digital file of the administrative draft and draft structural plans and architectural drawings plans. The City anticipates a 4-6 months schedule from the Notice to Proceed to the City Council Public Hearing.

#### **IV. Selection Process:**

Written proposals with qualification statements will be evaluated by the City of Orland and may include an interview. Staff will make a recommendation on a Consultant to the Orland City Council for approval and authorization to negotiate and execute an Agreement to provide the requested services. The City reserves the right to reject any and all proposals and to negotiate final contract terms with any selected consultant.

### **Proposal Terms and Conditions**

#### **Examination of proposal materials**

The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition.

#### **Addenda interpretations**

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested to be added to the notification list and said addenda will be uploaded to the City website. The City of Orland is not bound by any oral representations, clarifications, or changes made in the RFP by the City or its agents, unless such clarifications or change is provided in written addendum from the City of Orland.

#### **Designated contact**

For the purposes of this RFP, the City's designated Project Manager is Scott Friend, City Planner. Any questions concerning the scope of work and the selection process shall be directed to Mr. Friend, at [cityplanner@cityoforland.com](mailto:cityplanner@cityoforland.com). Any and all questions and responses concerning this RFP will only be accepted in writing, via email. All questions must be received by October 31st, 2022 by 5:00PM.

Responses to questions will be posted on the City's website, <https://www.cityoforland.com>, and will become part of the RFP. It is the consultant's responsibility to check the website for updates.

#### **Public records**

This RFP document and all submittals in response thereto are public records. Prospective consultants are cautioned not to include any material into the proposal that is strictly proprietary in nature.

#### **Proposal costs**

All costs associated with the preparation of RFP submittals shall be borne by the respondent. This RFP does not constitute any form of offer to contract.

#### **Reservation of rights**

The City reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal; to modify any part of the RFP; or issue a new RFP.

## **Product ownership**

Any documents, building plans and architectural drawings resulting from the contract will be the property of the City and made available to the public free of charge for the construction of ADUs.

## **Causes for disqualification**

Any of the following may be considered cause to disqualify a proponent without further consideration:

- Evidence of collusion among proponents;
- Any attempt to improperly influence any member of the evaluation panel;
- A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

**BUSINESS LICENSE** – The professional services provider, and any subcontractor(s), shall obtain a valid, current City of Orland Business License on or before their commencement of work.

**PROFESSIONAL LICENSING** – The professional services provider, and any subcontractor(s), shall possess any necessary professional certification(s) and/or license(s) relative to the work to be performed required by an appropriate licensing authority of the State of California and must provide evidence of such to the City with their proposal or prior to commencement of the work in such form as the City shall require.

**INDEMNIFICATION** – The provider to whom a contract is awarded will be required to indemnify and hold the City harmless from any and all liabilities arising from the provider's performance of the work. Indemnification provisions to this effect will be incorporated in the Professional Services Agreement which will be executed between the provider selected for the project and the City.

**INSURANCE** - The provider to whom a contract is awarded will be required to furnish to the City evidence of insurance coverage(s) including, but not limited to, general liability, professional liability, and workers compensation insurance, as appropriate.

**PAYMENT RETENTION** - The City will allow progressive billing based on tasks completed each month but will retain and hold 10% of the Total cost until the service is received and accepted/approved by the Planning Department.

**DISCLOSURE – CONFLICTS OF INTEREST** – The professional services provider selected may be required to disclose potential conflicts of interest pursuant to the provisions of the City's Conflict of Interest Code. A determination regarding disclosure will be made by the City Manager following selection.