



Staff Report

TO: City Council
FROM: Christina Taylor, Deputy City Manager
DATE: November 21, 2023
SUBJECT: Award of a Professional Services Agreement to Lisa Wise Consulting for Update of the City's Zoning Code – Capital Improvement Project (CIP) CD-04

Description Priority #3, Target #3-Economic Development/Downtown, Goal #6 Revisit the City's Municipal Codes and Zoning

Background and Analysis:

A zoning code serves as the implementation document for the City's General Plan. The zoning code provides regulations for residential, commercial and industrial developments. It includes among other things, lot size, placement, density, architectural style, and the height of structures. It also incorporated various state mandated items such as density bonuses and accessory dwelling units. The zoning code also lays out the administrative processes governing planning and land development within the City of Beaumont.

The City of Beaumont's last comprehensive zoning code update was adopted in 2007. Since that time, there have been small updates to specific sections of the code and one update for consistency purposes as part of the General Plan Update process.

For FY2023-24, City Council authorized \$350,000 to update the zoning code and develop design guidelines. On May 4, 2023, staff released a Request for Proposals (RFP) for the City's Zoning Code Update. Upon closing of the RFP window, the City had received one proposal. Due to lack of response and need to revise the scope of work, on June 22, 2023, the City issued a Notice of Cancellation.

On September 7, 2023, the City issued a revised Request for Proposals (RFP) for the City's Zoning Code Update. At close of the RFP window, fifty-three (53) firms had accessed the RFP resulting in five (5) proposals being submitted. Proposals were received from the following firms: Mintier Harnish, Interwest, Sagecrest Planning, Lisa Wise Consulting and Psomas.

The proposals were scored on the following criteria:

- Understanding the scope of services and completeness of proposal
- Related experience and skills
- Approach to performing this type of service
- Cost and cost effectiveness

		Scope	Related Experience & Skills	Approach to Performing Services	City, County & State Procedures	References	Cost	Grand Total
Responding Firm	Location	20	30	20	5	10	15	100
LWC	Los Angeles	19	28	18	5	7	11	88
Psomas	Riverside	17	25	18	3	7	13	83
Interwest	Riverside	18	24	17	3	7	15	84
Sagecrest	San Juan Capistrano	16	21	16	3	7	10	73
Mintier Harnish	Sacramento	16	23	17	3	6	6	71

RESPONDING FIRM	COST PROPOSAL
Interwest	\$219,920
PSOMAS	\$353,941
Lisa Wise Consulting	\$392,150
Sagecrest Planning	\$393,345
Mintier Harnish	\$450,460

The evaluation committee consisted of the Deputy City Manager and Planning Department staff. After review, each of the proposals was found to be complete and staff subsequently requested interviews with each of the firms. Four of the five firms responded to scheduled interviews and staff conducted interviews with the four responding firms between October 30th and November 3, 2023. Upon completion of interviews, it was determined Lisa Wise Consulting was the best suited to meet the needs of the City for the zoning code update and development of design guidelines.

Staff reviewed and refined the scope of the proposal with Lisa Wise Consulting and successfully able to reduce the cost of the project to \$368,080 without impacting the overall project. It is anticipated the zoning code update will take approximately eighteen (18) months to complete.

On November 15, 2023, the proposal from Lisa Wise Consulting was presented to the RFP sub-committee who concurred with staff's recommendation.

Beaumont Municipal Code Section 3.02.060 states that City Council approval is required for all contracts for professional services when the cost of services is \$75,000 or more. The cost proposal for preparation of the zoning code update is \$368,080.

Fiscal Impact:

The cost to prepare this staff report is approximately \$150. The cost for the Zoning Code Update and Design Guidelines will be paid out of CIP CD-04 which has a total allocation of \$350,000. A budget amendment will be brought forward to reallocate a portion of the approximately \$75,000 in remaining funds from the Climate Action Plan (CD-05) to the Zoning Code Update (CD-04) to cover the outstanding \$18,080.

Recommended Action:

Award a Professional Services Agreement for the City's Zoning Code Update to Lisa Wise Consulting in an amount not to exceed \$368,080.

Attachments:

- A. Lisa Wise Consulting Scope of Work
- B. Lisa Wise Consulting Cost Proposal
- C. Professional Services Agreement