



## **REQUEST FOR PROPOSALS**

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CITY OF GRIDLEY  
COMMUNITY DEVELOPMENT DEPARTMENT

### **City of Gridley HOUSING ELEMENT**

**RFP PUBLICATION DATE: MARCH 19, 2025**

**RFP SUBMISSION DEADLINE DATE: APRIL 3, 2025 AT 4:00 PM (PACIFIC TIME)**

**ISSUED BY:**

CITY OF GRIDLEY  
685 KENTUCKY ST.  
GRIDLEY, CA 95948  
ELISA ARTEAGA  
(530) 846-5695

**City of Gridley**  
**Community Development Department**  
**Request for Proposals**  
**Statement of Work**

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**General Information**

The City of Gridley invites proposals from qualified consultants who can successfully complete our **2022-2030 6<sup>th</sup> Cycle Housing Element**. The Housing Element has been partially completed by a prior consultant and is currently in the comment review process. Recently, the City received public comments that will need to be addressed and anticipates additional comments following the recent submission to the California Department of Housing and Community Development (HCD) for their review. The Housing Element will identify policies, strategies, and actions the City Council will undertake to facilitate the construction of new housing and preservation of existing housing to meet the needs of the population during the planning period. The consultant selected by the City will review the existing Housing Element, which is available on the City of Gridley website at: <http://gridley.ca.us/documents-forms> under “Planning Services,” address comments and will update the Housing Element to incorporate current conditions, City policies, and methods that will comply with the requirements of Government Code sections 65583, 65585 and State of California Department of Housing and Community Development’s [HCD] housing guidelines. [NOTE: Changes in Housing Element law have been implemented since the previous planning period and consultant is expected to seek and follow guidance as provided by HCD in preparation of the Housing element.] Consultant will assist in securing approval of the Housing element from the Planning Commission, the City Council, and ultimately certification from HCD.

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**Proposed Selection Schedule**

<b>ACTIVITY</b>	<b>DATE</b>
<b>Advertise RFP</b>	<b>March 19, 2025</b>
<b>Proposal Due Date</b>	<b>April 3, 2025</b>
<b>Estimated Award Date</b>	<b>April 7, 2025</b>
<b>Anticipated Contract Date</b>	<b>April 14, 2025</b>

**Contacts**

Questions pertaining to the Request for Proposals should be directed to the following staff:  
Christopher Smith; Principal Planner; (530) 868-8971; [csmith@gridley.ca.us](mailto:csmith@gridley.ca.us)  
Elisa Arteaga; City Administrator; (530) 846-5695; [earteaga@gridley.ca.us](mailto:earteaga@gridley.ca.us)

## Background

State housing element law (Government Code Sections 65580-65589.11) requires each local government to review and update its General Plan Housing element at least every eight years. The City of Gridley has yet to have a Housing Element certified for the 2022-2030 cycle and is seeking assistance.

## Project Description

In accordance with an agreed schedule with HCD, the City seeks to complete and adopt the housing element update by **July 28<sup>th</sup>, 2025** and secure certification by the State of California by **August 15, 2025**.

## Scope of Services

In accordance with State law, the Housing element must include:

1. A complete analysis of the specific housing needs and an inventory of the resources and constraints relevant to address the housing needs.
2. An inventory of land suitable for residential development to meet the City's housing needs.
3. Identification and analysis of potential and actual government constraints.
4. Identification of specific programs to implement the policies and goals.
5. Demonstrate compliance with State housing element law, including all new State legislation since 2014, including **AB 1397** (2017) and **AB 686** (2018).
6. Other analysis, policies, and goals required to comply with applicable State law.

The consultant will be tasked with completing the following assignments:

**Needs Analysis:** The consultant will complete the housing assessment and needs analysis to satisfy Government Code section 65583(a). The consultant will work with city staff to develop a current housing inventory and evaluate housing conditions using HCD-approved criteria. The consultant will need to obtain and analyze the most current demographic and housing data available for the City of Gridley. Consultant generated data will be used to identify:

- Population, demographic, and employment trends
- Special housing needs, such as large families, seniors, etc.
- Housing stock characteristics
- Adequacy of public facilities
- Housing cost and affordability
- Regional projected housing needs
- Current vacant and underutilized land inventory

**Housing Resources and Opportunities:** The consultant will identify housing resources that are available to assist the city in meeting and furthering its housing goals.

**Housing Constraints:** The consultant will identify potential and actual governmental and non-governmental constraints to housing production. Where constraints exist, the consultant will develop housing programs to mitigate them, and where appropriate and legally permissible, remove the constraints.

**Housing Goals, Policies, and Quantified Objectives:** Building on the work of the current Housing Element, public input, and the needs and constraints analysis, the consultant must develop an implementation plan in accordance with Government Code sections 65583 (b) and (c). The text of the Housing Element and its implementation plan must be revised and updated to be compatible with the Butte County Regional Housing Needs Plan adopted by the Butte County Association of Governments [BCAG] and which is available on the BCAG website at:

<https://www.bcag.org/PlansProgramsModel/Regional-Housing-Need-Plan/2020-Regional-Housing-Need-Plan/index.html>

The implementation plan must include appropriate and implementable housing policies and quantified objectives.

The Housing Element will include programs that:

- Ensure that housing opportunities are available for all persons in the City
- Preserve and improve the existing stock of affordable housing
- Facilitate development of adequate housing needs to meet the needs of low and moderate-income households and the regional housing allocation goals
- Mitigate any governmental constraints to housing production
- Ensure General Plan consistency and adherence to community-based goals

**Planning Commission and City Council Meetings:** The consultant is expected to attend the City Council meetings at which the updated Housing Element will be discussed and acted upon by the Council. The consultant will assist city staff in responding to public and/or agency comments, including comments from HCD staff. The consultant may be asked to attend additional public meetings and/or meetings with HCD staff. Attendance at such meetings will be billed on a time and materials basis.

**Housing Element:** The consultant will prepare the final version of the updated Housing Element, incorporating any changes required by HCD, city staff, elected officials, or generated by public comment, for adoption and transmittal to the State by **July 12, 2025**. Consultant will work closely with city staff to ensure that the City of Gridley meets all HCD deadlines and requirements.

**State Certification:** The consultant's engagement is in effect until the City of Gridley achieves State certification of the updated Housing Element.

**Environmental Compliance:** The consultant will prepare and process all applicable documents associated with the updated Housing Element in accordance with the California Environmental Quality Act, and other applicable environmental policies and regulations.

## Proposal Content

**Introduction:** Provide a cover letter and introduction including the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. A one-to-two-page Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully complete this project.

**Work Scope and Schedule:** Discuss each task with a cost estimate and cost proposal for the project including a breakdown of costs by each task. Include a scope of work and project schedule of completion that demonstrates how the Consultant will meet the following key events:

- a. Administrative Draft of the updated Housing Element
- b. Public notice and preparation and review of CEQA documents
- c. HCD's mandatory 60-day review of the draft Housing Element
- d. City Council approval of the updated Housing Element by the required HCD submittal deadline of **July 28, 2025**.
- e. HCD Finding of Compliance

**Qualifications and Personnel:** Describe the firm's resources, experience and capabilities as follows:

- a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any subcontractors proposed for the project.
- b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contract with the City.
- c. Identify all key project personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects deemed comparable to this request and the specific tasks performed by the project personnel.

**References:** Identify successfully completed projects of a similar nature, preferably with direct involvement of municipal governments in California. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Consulting projects currently underway may also be submitted for consideration.

**Additional Data:** This section will be limited to five (5) pages. Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements.

**Proposal Submittal:** To be considered, please submit proposals by **April 3<sup>rd</sup> 2025 at 4:00 p.m.** to:

Elisa Arteaga: [earteaga@gridley.ca.us](mailto:earteaga@gridley.ca.us)

Christopher Smith: [csmith@gridley.ca.us](mailto:csmith@gridley.ca.us)

Or deliver physically to:

City of Gridley  
Community Development Department

Housing Element Proposal  
685 Kentucky St.  
Gridley, CA 95948