



# CITY OF WHEATLAND

## CITY COUNCIL MEETING STAFF REPORT

April 25, 2023

**SUBJECT:** The City of Wheatland is requesting proposals for professional services from consultants to assist with the General Plan update.

**PREPARED BY:** Tim Raney, Community Development Director

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### **Recommendation**

Staff recommends that the Wheatland City Council review the attached Request for Proposals (RFP) and provide direction to staff to release the RFQ in order for qualified firms to respond.

### **Background and Discussion**

The City of Wheatland is currently beginning the process of preparing a General Plan Update. The current General Plan was adopted in 2006 to guide decisions makers through 2025.

The attached RFP requests consultants to submit their proposals to the City in order to be considered to assist with the General Plan update process. The City is seeking the services of a qualified firm to prepare the update and subcontract as necessary for technical analysis. California Environmental Quality Act (CEQA) review will be contracted separately from this proposal.

### **Fiscal Impact**

The General Plan Update process will be funded by ARPA funding and private stakeholder contributions.

### **Attachment**

Wheatland General Plan Update Request for Proposals

# REQUEST FOR PROPOSALS



## GENERAL PLAN UPDATE

**Issued on April XX, 2023**

**Questions Due by May XX, 2023 at 5:00 P.M.  
Responses Due by May XX, 2023 at 5:00 P.M.**

**Submit Responses and Direct Questions to:  
Lisa Thomason, City Clerk  
City of Wheatland  
111 C Street  
Wheatland, CA 95692**

**Phone: (530) 633-2761**

**Fax: (530) 633-9102**

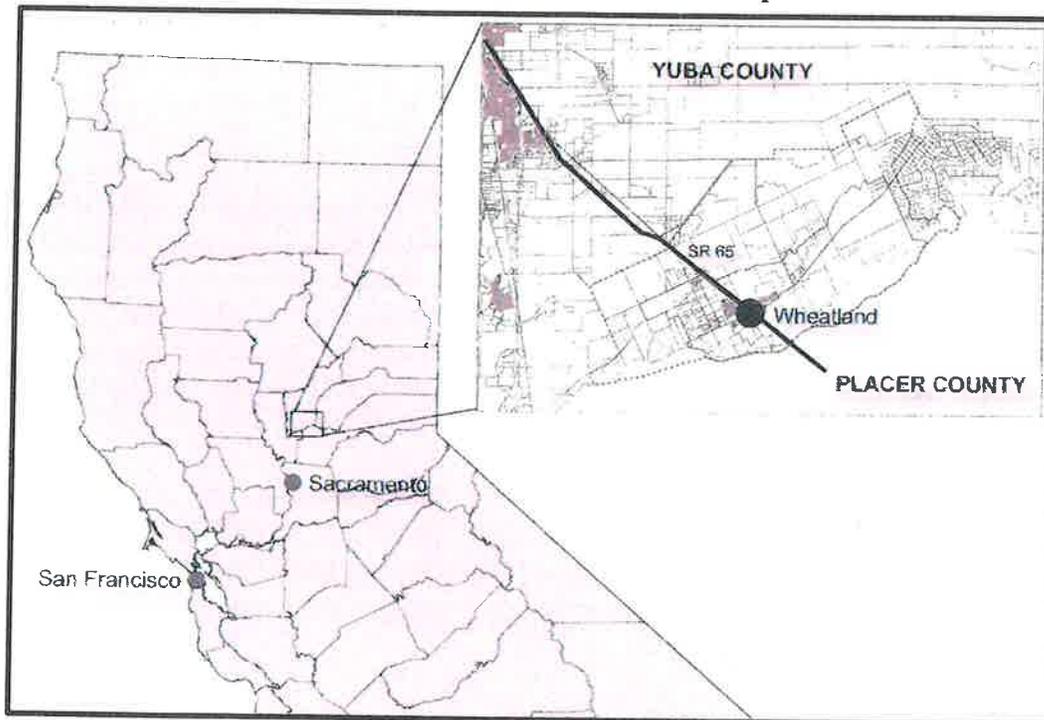
**[lthomason@wheatland.ca.gov](mailto:lthomason@wheatland.ca.gov)**

## **1.0 PURPOSE AND BACKGROUND**

The City of Wheatland is requesting proposals from consultants to assist with the General Plan Update. The City of Wheatland is seeking the services of a qualified firm to provide assistance with the Update and subcontract as necessary for technical analysis. CEQA review is not part of this RFP and will be contracted separately.

The City of Wheatland (Wheatland) is one of two cities in Yuba County located in Northern California's Central Valley and is immediately north of the Bear River and is near the tri-county boundary of Sutter, Placer, and Yuba Counties (see Figure 1 below). The City of Wheatland is a growing, rural community located along State Route 65 (SR 65) and has a land area of 8.19 square miles. SR 65 runs northwest to southeast and divides the city into eastern and western sections.

**Figure 1 – Regional Location Map**



The 2006 General Plan projected the City's population to increase from 3,000 in 2004 to 30,100 in 2025, while employment was projected to increase from 500 to 11,080 during the same time period. However, the City of Wheatland has remained a small town and according to the City of Wheatland Housing Element 8-Year Update (2021-2029), the City has a current estimated population of 3,810.

### **Current Issues Facing Wheatland**

The City of Wheatland General Plan sets the framework for future growth and development within which Wheatland can expand while still maintaining the small-town feeling and quality of life that is so important to Wheatland residents. The major theme of the General Plan Update is to retain and build upon Wheatland's small-town and neighborhood qualities while achieving an

economically-healthy and self-sufficient community. Since the adoption of the 2006 General Plan, a number of new issues, challenges, and projects have occurred in Wheatland.

### *Wheatland's Development Potential*

In 2014, Wheatland annexed approximately 4,500 acres extending the city limit line east, which included the Hop Farm Annexation area and the Johnson Rancho Annexation area. Between both annexation areas, a total of 14,396 dwelling units were proposed for the entire project area, consisting of 13,330 single-family dwelling units, 556 multi-family dwelling units, and an additional 500 dwelling units within non-residential land uses. The total approved acreage consisted of approximately 3,249 acres of residential, 131 acres of commercial, 274 acres of employment, 55 acres of elementary schools, 40 acres of middle schools, 24 acres of civic center, 50 acres of parks, 57 acres of linear parkway, approximately 238 acres of open space/drainage, and 31 acres for the proposed Wheatland Expressway. The city limits now cover an area directly south of Beale Air Force Base along routes leading to gates into the facility. However, development within the Hop Farm Annexation and Johnson Rancho Annexation areas has not occurred.

### *Active Agricultural Land*

With the annexation of the Hop Farm and the Johnson Rancho areas, the City of Wheatland now includes more than 1,500 acres of active agricultural land. Active agricultural land is typically located within unincorporated county land and not within incorporated cities. Therefore, as the City continues to urbanize and develop, the City faces continuing planning challenges within the urban and agricultural interface. Agriculture has historically been an important industry in the City of Wheatland and a central part of the City's identity. Agriculture contributes to regional economic health and prosperity and defines much of the City's visual character, supports wildlife habitats, and provides open space and recreational amenities for residents and visitors. As a result, on September 28, 2021 the Wheatland City Council adopted Citywide Agricultural Goals, Objectives, and Implementation Measures to preserve the community's historical agricultural heritage, support agricultural production within the City, and protect the City's current and future residents. The General Plan Update will need to include and expand on the adopted Citywide Agricultural Goals, Objectives, and Implementation Measures.

### *Agricultural Tourism*

Located in the City of Wheatland is the Bishop's Pumpkin Farm, a seasonal agricultural tourism attraction open from September through November. This agricultural tourism use is a regional draw for the community that provides many benefits to the City of Wheatland. However, during the open season access and circulation issues can arise impacting the local residents. The General Plan Update will need to include goals and policies focused around the continuous and future growth of agricultural tourism in Wheatland.

### *Traffic and Circulation*

Traffic congestion is among the most prominent challenges Wheatland is currently experiencing. Future plans to construct the East Wheatland Expressway and the Wheatland SR 65 Bypass would

help lessen traffic congestion along the portion of SR 65 within the City. The East Wheatland Express way is estimated to be constructed in approximately 5-10 years and would extend from the south of Wheatland to Spenceville Road to the east. The Wheatland SR 65 Bypass would be constructed in approximately 20 years and would serve as a four-lane freeway around the City of Wheatland with new local access on and off ramps along SR 65. Future construction of the East Wheatland Expressway and the Wheatland SR 65 Bypass would be a regional effort in coordination with the South Yuba Transportation Improvement Authority.

### *Wastewater Treatment Capacity*

The City's current wastewater treatment plant (WWTP) was constructed in 1967, and last updated in 1990 and has a capacity of 0.62 million gallons per day (MGD). The existing WWTP is designed to treat wastewater at a secondary level which is not consistent with the current State standards of tertiary treatment. The City's current WWTP has reached the end of its useful life. As a result, the City of Wheatland has recently approved the Wheatland Regional Sewer Project, which consists of the construction of a sewer pipeline alignment extending from an existing pump station near the existing City WWTP, north to a point of connection with Olivehurst Public Utility District's (OPUD) wastewater system. The pipeline alignment generally extends north/northeast along roadways within the City of Wheatland, and then along roadways and farmland in unincorporated Yuba County. The Regional Sewer Project also includes three sewer pump stations spaced along the pipeline alignment to convey all flows from existing and proposed planned development within the City to OPUD's point of connection. The City's existing WWTP is anticipated to be decommissioned at a later as a result of the Regional Sewer Project.

### General Plan Update

The City is requesting proposals from qualified planning firms to develop an update to the General Plan. It is important to note that this update is not envisioned as a wholesale rewrite, but rather a "refresh" of the existing Plan intended to accommodate projected growth, address current community issues, and meet new statutory requirements. The current City of Wheatland General Plan is organized into chapters and addresses State-required Elements throughout. Reorganization of the City of Wheatland General Plan into Elements is not part of this scope of work.

The current City of Wheatland General Plan was adopted on July 11, 2006 and is comprised of the following chapters:

- Land Use and Community Character;
- Transportation and Circulation;
- Economic Development;
- Housing;
- Public Facilities and Services;
- Recreational, Educational, and Community Services;
- Historic Preservation;
- Environmental Resources;
- Health and Safety; and
- Administration and Implementation.

The General Plan Update will include updates to all the current chapters of the General Plan, as well as, the preparation of a new Environmental Justice chapter pursuant to SB 1000. The City anticipates that the existing General Plan will be utilized as much as possible and will only require smaller, necessary revisions in order to comply with new State legislation.

The City of Wheatland 2021-2029 Housing Element was recently updated and will not require any revisions as part of this scope of work. As a result of the existing agricultural production in the City, it is anticipated that the overall buildout of the City will generally remain the same as the 2006 buildout estimates.

City staff is currently completing the preliminary General Plan Background Report, which will be made available to the consultant team to assist with the preparation of the General Plan Update and community outreach.

The successful consultant team will have significant experience preparing general plan updates for small, rural communities located in primarily agricultural regions like Wheatland, as well as experience conducting community outreach, public engagement, and meeting facilitation. They will also be expected to deliver high-quality services and products, develop professional meeting and web-ready graphics, and work cooperatively with City staff, outside agencies, City Council members, and the public throughout development of the update.

The City intends to select a contractor to begin work as soon as possible, following completion of contract negotiations, award of a contract, and other City contracting requirements.

**2.0 SCOPE OF SERVICES TO BE PROVIDED**

The Scope of Services outlined below is preliminary and will be finalized as part of the negotiations between the selected Consultant and the City. However, at minimum, the selected Consultant will be required to complete the following tasks as part of the General Plan Update:

- Prepare a Community Vision to help guide the overall goals and policies of the General Plan;
- Update all sections of the General Plan (with the exception of the Housing Element), including any updates as needed, as a result of changes in State law.
  - This will include preparation of a new Environmental Justice chapter pursuant to SB 1000.
- Prepare preliminary drafts, a final draft, and the final General Plan Update, in compliance with the requirements of State law.
- Revise the Wheatland General Plan in response to direction/comments from City staff, City Council, and the public/stakeholders.
- Prepare a public participation program and attend the following meetings/hearings:
  - one (1) “kick-off” meeting with the City Staff;
  - two (2) educational and public informational meetings with the public;
  - two (2) City Council work sessions;
  - at least two (2) stakeholder meetings;
  - at least one (1) Planning Commission hearing; and

- at least one (1) City Council hearing.
- Assist in the preparation of public meeting presentation materials, letters, memos, and other documents as required by City Staff in paper and electronic forms. (City Staff will prepare Staff Reports and Resolutions, and prepare, post, mail, and publish public hearing notices.)
- Provide regular progress reports to Staff, as necessary, to communicate updates.

### **3.0 PROPOSAL FORMAT**

The Consultant shall submit a complete Proposal in response to this RFP utilizing the format outlined below. The Proposal shall not exceed forty (40) single-sided pages, including the cover, back page, letter of transmittal, and table of contents. Font size shall be no smaller than eleven point. Company brochures shall not be included in the Proposal. All required forms and resumes are excluded from the 40-page limit.

The Proposal shall include the following sections, which are discussed in additional detail below:

1. Letter of Transmittal;
2. Firm History and Organization;
3. Qualifications and Experience of Project Team;
4. References;
5. Scope of Work, Approach, and Deliverables;
6. Preliminary Budget and Billing Rates;
7. Legal Actions Against Firm; and
8. Availability.

#### ***3.1 LETTER OF TRANSMITTAL***

The Proposal shall include a brief letter of transmittal signed by an individual authorized to bind prospective contracts. The transmittal letter shall be addressed to:

Lisa Thomason, City Clerk  
 City of Wheatland  
 111 C Street  
 Wheatland, CA 95692

The letter shall include the name, title, telephone number, and email address of the individual who may be contacted during the period of RFP evaluation.

The letter shall also include a statement of willingness to sign the City's Professional Services Agreement (Attachment A of this RFP). Any objections or exceptions to the agreement must be noted in the RFP.

The City shall research any additional forms that will need to be completed by the Consultant based on the anticipated funding source for the General Plan Update Project.

### **3.2 FIRM HISTORY AND ORGANIZATION**

The Proposal shall include the history and organization of the firm, applicable certifications of recognition, and other pertinent information demonstrating qualifications to perform services. The Consultant shall provide descriptions of a minimum of three (3) projects that demonstrate relevant experience preparing General Plans or other similar long-range planning policy documents. Each project description should include the following:

- Project name;
- Type of project;
- Client, including contact information (name, title, email address, and phone number);
- Approved Budget; and
- Scope of services provided.

The Consultant shall be capable of providing services that meet federal and State-funded project requirements. Experience in rural, northern California municipalities like the City of Wheatland is highly desirable. The Consultant must have the capacity to provide the services required by the City in a timely manner.

### **3.3 QUALIFICATIONS AND EXPERIENCE OF PROJECT TEAM**

The Proposal shall identify a project team consisting of experienced professional and technical staff. The composition of the project team shall be provided, including leadership (i.e., principals, project manager), reporting responsibilities, and if applicable, how subconsultants fit into the team composition. The project manager must have experience in managing long-range planning projects of a similar nature. Please provide a brief summary of qualifications for each proposed subconsultant, if applicable.

The Proposal shall include an organizational chart, which identifies each team member (including subconsultants) and lists their roles and responsibilities.

Resumes of the Consultant's key team members shall be included and shall be limited to one page per person. Resumes shall include educational background and work experience including employer names for all work experience. If applicable, resumes for subconsultants shall be included.

Key personnel (project manager and others listed by name in the Proposal) shall not be substituted during the contract term without written approval from the City. The consultant shall request and justify the need for substitutions and the proposed substituted person shall be as qualified as the original and at the same or lower cost.

### **3.4 REFERENCES**

The Proposal shall include a minimum of three (3) client references for the prime Consultant.

### **3.5 SCOPE OF WORK, APPROACH, AND DELIVERABLES**

The Proposal shall include a preliminary scope of work, which includes detailed description of each appropriate component of the project and how each task outlined in *Section 2.1 Scope of Services* of this RFP will be completed, including all appropriate deliverables. Based on the Consultant's experience preparing similar long-range planning policy documents, the Consultant is encouraged to include any additional tasks that are not listed in *Section 2.1 Scope of Services*, but may be needed to adequately assist the City with the General Plan Update.

The approach shall outline the Consultant's understanding of the relevant issues to be addressed in the General Plan Update. If the Consultant proposes to utilize subconsultants to complete any portion of the *Scope of Services*, include a discussion of the proposed subconsultant(s) and the services they will provide.

The preliminary scope of work included in the Proposal will be finalized during negotiations between the City and the selected Consultant. The finalized scope of work will be incorporated into the Professional Services Agreement for the General Plan Update.

### **3.6 BUDGET AND FEE SCHEDULE**

The Proposal shall include a preliminary budget, which details the costs for each task, including the cost of any reimbursable items (e.g., printing, mileage, etc.). The budget shall include all work to be completed by the Consultant and subconsultant(s).

The Consultant shall submit the proposed billing rates for key staff and all other job classifications that may be used by the Consultant. Billing rates for any proposed subconsultants must also be included. The billing rates provided as part of the Proposal shall remain in place for the duration of the contract.

### **3.7 LEGAL ACTIONS AGAINST FIRM**

The Proposal shall include a list of any legal judgments against the consultant, subconsultants, or any project team members associated with project performance or professional liability that have occurred within the past five (5) years. Upon request of the City, additional information may be requested regarding legal judgments.

### **3.8 AVAILABILITY**

The Proposal shall indicate the earliest date the Consultant is available to provide services under contract, and demonstrate the depth necessary to provide required services in a timely manner.

## **4.0 REQUEST FOR PROPOSALS PROCEDURES AND COMMUNICATION GUIDELINES**

### **4.1 NOTICE OF INTENT TO RESPOND TO RFP INSTRUCTIONS**

To ensure receipt of notifications regarding the RFP, and to have the Proposal considered valid, the Consultant must email the City to relay their intention to respond to the RFP. Consultants must email Jim Goodwin, City Manager at [lthomason@wheatland.ca.gov](mailto:lthomason@wheatland.ca.gov) the subject line stating “Notice of Intent to Respond to RFP for General Plan Update”.

### **4.2 SUBMITTAL INSTRUCTIONS**

Respondents shall submit one copy of the Proposal in electronic, PDF format via email to Jim Goodwin, City Manager at [lthomason@wheatland.ca.gov](mailto:lthomason@wheatland.ca.gov) with the subject line stating “Proposal for General Plan Update”.

All Proposals must be received by the City **by or before May XX, 2023 at 5:00 P.M.** (“Proposal Deadline”). Any Proposals not received by the Proposal Deadline will be removed from consideration. Any Proposals which do not conform to these requirements in its entirety will not be considered by the City.

### **4.3 REQUEST FOR INFORMATION AND ADDENDA**

All questions shall be directed in writing to Jim Goodwin, City Manager at [lthomason@wheatland.ca.gov](mailto:lthomason@wheatland.ca.gov) **by or before May XX, 2023 at 5:00 P.M.** (“Request for Information Deadline”). Any questions not received by the Request for Information will be removed from consideration.

Any addendums or clarifications to this RFP will be issued to all firms in writing. No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in this RFP. Any changes to the RFP will be in writing and issued to all firms.

## **5.0 CRITERIA FOR EVALUATION OF QUALIFICATIONS**

The City will evaluate and rank the Proposals and establish a short list of consultants who are best qualified to perform the contract work. Interviews of consultants on the short list may occur at the option of the City. If interviews are held, consultants will be given interview requirements a minimum of one week prior to the interview.

The highest ranked consultant will be contacted by the City to determine an acceptable and agreeable method of payment. If an agreement as to charges cannot be reached with the highest ranked consultant that consultant will be removed from the process and the next highest ranked consultant will be contacted to discuss an acceptable and agreeable method of payment. This process will be repeated until the consultant and the City reach an agreement.

The selected consultant shall be required to enter into a written contract with the City in a form approved by the City Attorney. A copy of the City’s Standard Professional Services Agreement is available in Attachment A of this RFP. Any executed contract for services or agreement by and

between the City and consultant requires formal City Council approval to authorize the City Manager to sign the contract.

The selected consultant, and any subconsultants, shall obtain a valid and current City of Wheatland Business License from the City on or before commencement of work on the project.

## **6.0 TERMS AND CONDITIONS**

### **6.1 LIMITATIONS**

All reports and pertinent data or materials shall become the property of the City. This RFP does not commit the City to award an agreement, to pay any costs incurred in preparation of the qualifications, or to procure or contract services and supplies. The City reserves the right to accept or reject any or all qualifications received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP, if it is in the best interest of the City to do so. The City may require the consultants to participate in negotiations and to submit such price, technical, or other revisions of their qualifications as may result from negotiations. All qualifications shall remain firm for 90 days following the submittal date per Section 6.0. The City reserves the option to retain all qualifications, whether selected or rejected.

### **6.2 EMPLOYMENT OF CITY PERSONNEL**

The Consultant shall not employ any persons whose services with the City have been terminated for whatever reason except retirement within the last two years preceding the date of the contract or during the life of the contract, without the written permission of the City. This stipulation shall also apply to any subconsultants employed by the consultant.

### **6.3 SUBCONTRACTING**

The Consultant shall not assign, sublet, or transfer any or all of the interest in the work without prior written approval of the City. If subcontracting is approved by the City, the prime consultant shall do a minimum of 30% of the work.

### **6.4 INSURANCE REQUIREMENT**

The City requires the Consultant to obtain insurance as will be described in the Professional Services Agreement. The required insurance certificates must comply with all requirements of the standards as described in the contract and must be provided to the City prior to commencement of work.

## **ATTACHMENTS:**

Attachment A – City’s Standard Professional Services Agreement