



**DATE:** May 22, 2018

**TO:** Mayor and City Council

**FROM:** Interim Director of Development Services

**SUBJECT:** Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with Lisa Wise Consulting, Inc. for Review and Update of Two-Form Based Codes

**RECOMMENDATION**

That the City Council adopts the attached resolution authorizing the City Manager to negotiate and execute an agreement with Lisa Wise Consulting, Inc.

**SUMMARY**

The Development Services Department staff issued a request for proposal (RFP), and through the review process has selected consulting firm, Lisa Wise Consulting, Inc. The consulting firm will research, review, and revise sections of the City’s two existing form-based codes (South Hayward BART/Mission Boulevard Form Based Code and the Mission Boulevard Corridor Form-Based Code) with an overarching goal to achieve better implementation of the Hayward 2040 General Plan and the City’s Economic Development Strategy Plan.

**BACKGROUND**

As part of the FY2018 budget the Planning Division established a goal of revising two form-based codes within the City. Development Services has earmarked approved funds to initiate this project that will require a thorough code-review to remove internal inconsistencies within both adopted form-based codes and to streamline documents to make the codes easier to understand and administer.

The goal of this project is to take both form-based codes and adapt each code into clear and understandable regulatory sections that intuitively make sense to customers, developers and City staff. Specifically, proposed revisions to the form-based codes must directly inform users and help advance proposed development requests/applications. Soliciting input from stakeholders, City staff, and respective community members will be critical in developing a thorough code revision. The desired outcome is to revise both form-based codes to be user-friendly and reconfigured so that development standards are easy to understand and apply to projects within the specific form-based code districts.

## **DISCUSSION**

The RFP solicitation yielded two proposals, and through the review and selection process, the Planning Division selection committee used the following criterion categories to rate the respondents relevant experience: 1) Project Management; 2) Project Approach; 3) Qualifications of Firm/Team; 4) Responsiveness; and 5) Appropriateness of Cost.

The selection process identified that only one consulting firm has relevant form-based code development experience. Planning Division staff who have current and prior working experience with one of the firms, strongly supported the selection committee's decision to award the agreement to Lisa Wise Consulting, Inc. The technical specifications within the scope of work established the estimated project cost at \$159,759 and the executed contract will specify that the awarded amount not exceed \$160,000.

The form-based code updates for South Hayward BART/Mission Boulevard area and Mission Boulevard Corridor area will be coordinated by City staff and the consultant team. Staff anticipates that project completion will occur in summer of FY19, with the intent to bring revisions to the Council to the present form-based codes and other local land development regulations that apply to these areas.

For the complete RFP technical scope-of-work, please review Attachment III. A high-level outline of the scope-of-work is broken into four key steps as outlined below.

1. Initial Code Review and Analysis
2. Drafting the updated form-based codes
3. Review and approval process
4. Environmental Review

## **FISCAL IMPACT**

The cost of this contract is included in the proposed FY 2019 Operating Budget and execution of this contract is contingent upon Council approval of the FY 2019 Operating Budget.

## **STRATEGIC INITIATIVES**

This agenda item supports the Complete Communities Strategic Initiative. The purpose of this initiative is to create and support structures, services, and amenities to provide inclusive and equitable access with the goal of becoming a thriving and promising place to live, work and play for all. This item supports the following goal and objectives:

- GOAL 3:        Develop a Regulatory Toolkit for Policy Makers.
- Objective 1:    Update, streamline, and modernize zoning & codes
  - Objective 2:    Identify and design appropriate in-lieu fees to provide community amenities
  - Objective 3:    Develop and refine other regulatory tools

## **SUSTAINABILITY FEATURES**

The outcome of these two form-based code updates will not produce any physical improvements to the City's infrastructure. Therefore, this section is not applicable.

## **PUBLIC CONTACT**

Community engagement and empathy outreach will occur with various stakeholders, City staff and residents. The consultant team will lead public meetings to gather and identify community concerns, while providing a project overview and explaining the fundamentals of form-based codes.

## **NEXT STEPS**

If Council approves the attached resolution, staff will prepare for execution the agreement between the City of Hayward and Lisa Wise Consulting, Inc. Work will commence in accordance with outlined scope of work to update form-based codes for the South Hayward BART/Mission Boulevard area and the Mission Boulevard Corridor area.

*Prepared by:* Anthony Sackett, Management Analyst I

*Recommended by:* Stacey Bristow, Interim Director of Development Services

Approved by:



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Kelly McAdoo, City Manager