



Request for Proposals (RFP) Professional Environmental Services

Date of Issue: Tuesday, April 13, 2021

Proposal Due Date: Monday, May 3, 2021

Project Overview

The City of Redwood City is requesting proposals for environmental review services in connection with two sets of amendments to the General Plan and Downtown Precise Plan. These amendments would enable multiple individual development projects to be reviewed and decided consistent with the environmental review and amended requirements.

These two sets of amendments are called "Transit District" and "Gatekeeper." It is assumed that a Supplemental program-level EIR would be required for each project, though this proposal invites consultant teams to propose any additional streamlined approaches that may address environmental requirements.

Background

Since the adoption of the City's General Plan in 2010, the City has experienced accelerated growth and development due to a variety of factors. These factors include a strong economy and a [Downtown Precise Plan \(DTPP\)](#) that streamlined project analysis and public review by setting overall development caps within the Downtown for office, residential, retail and hotel development. The DTPP caps have been met for office uses and have nearly been met for residential development. As a result, any proposed development project with office uses or significant residential uses requires the project to request initiation of a General Plan Amendment to allow the development proposal to be considered. The table below provides the status of the Plan's development caps:



Figure 1 – Downtown Precise Plan Caps

Land Use	Total Cap	Remaining in Cap	Notes
Residential Market Units	2,125 units	302 units	The total residential cap is 2,500. In 2016, the Council amended this total, setting aside 15% (375 units) for affordable housing. The potential project proposal at 1322 El Camino Real would use 130 units allowed under the Plan (formal application to be submitted soon).
Residential Affordable Units	375 units	199 units	38 of these units have been allocated to the Greystar South Main Mixed Use Project stand-alone affordable housing building at 1304 El Camino Real.
Office	500,000 sq. ft.	4,492 sq. ft.	Of this, 1,970 sq. ft. is set aside for 'small office' cap.
Hotel	200 guest rooms	200 guest rooms	The Sequoia Hotel project would use approximately 61 of the 200 guest rooms allowed under the Plan – (application currently under review).
Retail	100,000 sq. ft.	100,000 sq. ft.	While 64,500 sq. ft. new retail has been created, it has not resulted in a net increase

The strong regional economy, Redwood City's mid-Peninsula location, and service as a Caltrain bullet stop contributed to demand for new development in Redwood City, and in response, multiple applicants have contacted staff over the last year to discuss consideration of General Plan Amendment requests.

Due to the number and size of these applications, staff has collected them into two groups for separate environmental analysis and amendment adoptions: the "Transit District" and the "Gatekeeper Projects." The following is an explanation of the two projects.

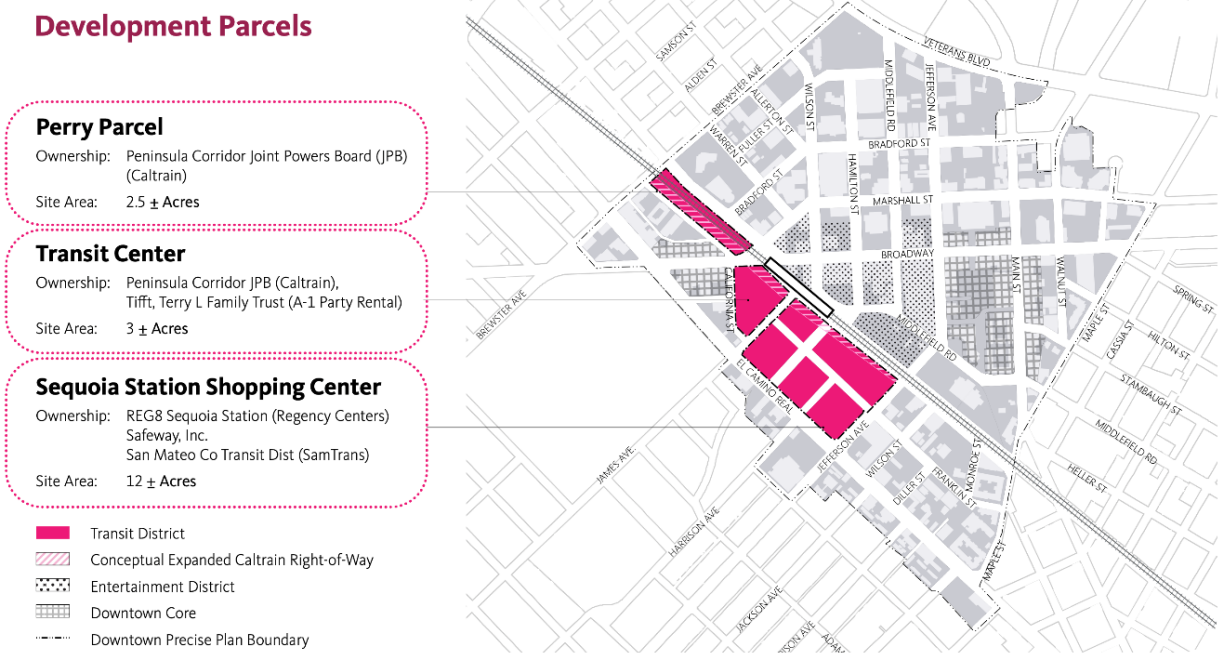


Project Description

Transit District

The Transit District is a new district in the heart of the Downtown Precise Project that focuses on Transit Oriented Development given its proximity to the existing and proposed transit center. Figure 2, below, denotes the general boundaries of this new district, including the Sequoia Station Shopping Center, the Caltrain-owned transit center and Perry parcel, and a private property at the corner of Broadway and California.

Figure 2 – Transit District Parcels



This district has crucial land use and public transit components. Land redevelopment in the area is a critical component of transportation upgrades, including grade separating the railroad tracks and street crossings and the creation of a four-track hub Caltrain station in the Downtown within the next 10-15 years, consistent with the Caltrain Business Plan. These transportation upgrades require additional land area. The redevelopment of nearby properties enables these improvements. In the fall of 2019, the owners of [Sequoia Station Shopping Center submitted a conceptual plan](#) for a mixed-use development of office, residential, retail, child care, and amenities. After several hearings, staff updated the City Council on the Transit District and Sequoia



Station project and intent to proceed with GP and DTPP amendments (the project) and the associated environmental review of the Transit District, which includes:

- Land redevelopment of the Transit Center and Sequoia Station properties
- Additional space for a four-track station (project-level CEQA review will happen separately and at a later time)
- Circulation improvements associated with potential grade separations to ensure adequate vehicular, bicycle and pedestrian connections.

Gatekeeper Projects

In addition to the Transit District, there are a substantial number of General Plan Initiation requests for housing and mixed-use developments in the Downtown Precise Plan area. A map of the initiated Gatekeeper projects and the further Gatekeeper projects to be considered by the Council on May 24, 2021 are shown in *Attachment A- Gatekeeper and Current Proposed Projects Site Map*. In order to address them in an efficient and cohesive manner, the City Council directed staff to implement a “[Gatekeeper](#)” process, a review strategy that addresses multiple General Plan Amendment requests simultaneously. The City received 10 Gatekeeper project submissions requesting City Council consideration of a General Plan Amendment. While some of the proposed projects would only require a General Plan Amendment, the projects proposed within the DTPP would require both a General Plan Amendment as well as a DTPP Amendment to exceed the existing maximum allowable development for office and residential. The City Council reviewed the projects at study sessions on [August 10, 2020](#) (predominantly residential projects) and [September 21, 2020](#) (primarily commercial projects). On [October 12, 2020](#), the City Council initiated the six projects, four of which are within the DTPP (table below).

Project Address	Commercial/ Nonresidential	Market Rate Units	BMR Units	Total Units
651 El Camino Real	11,275 sq. ft. (American Legion)	233	68	301
901-999 El Camino Real	154,000 sq. ft. office, 5,000 sq. ft. teen center	N/A	60	60



Project Address	Commercial/ Nonresidential	Market Rate Units	BMR Units	Total Units
2300 Broadway	200,000 sq. ft. office, 15,000 sq. ft. retail	N/A	80	80
603 Jefferson/750 Bradford	170,000 sq. ft. office	68	TBD	68
TOTALS	524,000 sq. ft. office, 15,000 sq. ft. Retail, 16,275 other	301	154	509

In addition to the above, the City Council is scheduled to review two additional projects for a potential General Plan amendment initiation in DTPP area, tentatively scheduled for May 24, 2021. One project, located at [1900 Broadway](#) would include 234,000 sq. ft. of office, 10,870 sq. ft. of retail, and 54 BMR units. The second project, located at [601 Allerton](#), would include 80,000 sq. ft. of office, 8 BMR units, and 500 sq. ft. of retail. The project descriptions will likely adjust prior to the City Council hearing. If the City Council initiates these projects, then they would also need to be included in this process.

Scope of Work

The two groups of projects, Transit District and Gatekeeper Projects, would undergo environmental and project review concurrently. The City would retain the CEQA consultant to create two supplemental program-level Environmental Impact Reports (EIRs) for the Transit District and for the DTPP Gatekeeper proposals. The supplemental EIRs would build off of the 2011 DTPP certified EIR and would only contain updated environmental analysis as necessary for the project as revised. In addition, the City would concurrently process two sets of DTPP amendments. Each set of DTPP amendments would include adjustments to the caps (development maximums), parking ratios, boundaries, circulation and other development standards, as needed. While individual development proposals will be reviewed concurrently, the environmental review will not focus specially on each individual project description. Instead, the caps will be specifically adjusted based on the square footages and unit count of the proposals and could include general descriptions of the projects in the background section or introduction.

General speed in processing the environmental reviews is crucially important given the number of projects to be considered and the limited resources available. It is also the



City's preference to utilize the same consultant for both supplemental EIR processes to avoid miscommunication between various consultants, staff and applicants, ensure effective coordination in cumulative analysis and to encourage faster processing. It is anticipated that the Environmental review under the existing DTPP could likely be completed within 12-15 months and individual projects could subsequently conduct a consistency check, which could take 3-4 additional months per project to process; however these consistency checks could be processed concurrently as needed. The consistency check entails preparing an Initial Study checklist for each individual project to determine whether any new effects not identified in the DTPP program EIR and supplemental EIR would be created by the individual project. If the Initial Study concludes that the project would not result in new environmental impacts beyond those previously identified in the DTPP program EIR and supplemental EIR, no further environmental analysis is required.

Assuming these amendments are adopted and the program-level supplemental EIRs are certified, each of the individual development proposals would complete their own consistency analysis checklists with the program-level EIR and entitlements. It is envisioned that the consultant completing the program-level supplemental EIRs could also review the consistency analysis checklist to ensure efficiency, but that is not currently included in this scope.

Transportation Analysis

The original DTPP EIR, and its subsequent amendments, were completed prior to the transition to vehicle miles traveled (VMT) for the purposes of analyzing environmental impacts from transportation. On July 27, 2020, the City of Redwood City adopted VMT standards and identified its [Transportation Analysis Manual](#) as the document which prescribes how to analyze transportation's CEQA impacts and non-CEQA effects or deficiencies.

For the purposes of these Downtown amendments – both CEQA and non-CEQA transportation analyses will be required. The CEQA analysis will use VMT as the significance criteria and the non-CEQA analysis will use criteria identified in the Local Transportation Analysis (primarily level of service (LOS)).

The Transit District EIR will include transportation improvements identified in the Transit District Plan and associated studies, including:

- New street grid within Sequoia Station,



- Other supportive bicycle and pedestrian facilities, and
- Other minor roadway improvements.

While grade separations and a four track Caltrain station, with modified bus station improvements are also planned, they will not be analyzed as part of this EIR. The timing of the grade separations and transit center and station modifications would likely happen after land use changes, with increases in transit reaching planned service levels by 2040. Modeling will be required to understand the effects of redevelopment and increased train service at existing grade crossings prior to grade separations and on corridors whose queues spill back to adjacent, signalized intersections.

Project deliverables should include a mechanism for tracking development as it occurs to ensure consistency with the completed analyses, and the identified impacts and deficiencies.

Summary of Tasks

The Consultant shall prepare all documents, including required forms and notices for the environmental review of the General Plan amendments and DTP amendments. Typical tasks include:

1. Notice of Preparation, Project Description, and Scoping Meeting
2. Prepare Administrative Draft EIR
3. Prepare Screen-check EIR
4. Prepare Published Draft EIR
5. Prepare Administrative Final EIR
6. Prepare Published Final EIR
7. Prepare Mitigation, Monitoring, and Reporting Program and Notice of Determination
8. Attend a minimum of 4 (but up to 8) Meetings and Public Hearings



Submittal Requirements and Review Process

Proposals must be delivered no later than **5:00 p.m. on Monday, May 3, 2021** and should include the following information:

1. **Firm or Person Introduction:** including information such as form of organization, length of time in business, office location(s), number of staff and a general summary of qualifications documenting the strengths of the firm or person, areas of expertise and licensing. Include name, email address and phone number for the firm's contact person.
2. **Relevant Experience:** Identify projects completed or underway similar in nature and scope to those outlined in the scope of work. Provide a complete listing of all related work undertaken or completed in the past five (5) years, in an easily comprehensible format. The listings must include:
 - a. Project name, location, contract value, and description (describe relevance to this project); and
3. **Key Staff:** Identify the individual proposed as the project manager, and the relevant experience and role of that individual. Include resumes of key staff expected to participate.
4. **Project Approach:** Provide a thorough explanation of the approach planned for the multiple development projects including:
 - a. **Efficiency.**
 - b. **Cost Sharing between multiple projects.**
 - c. **Transportation Analysis (VMT and LOS)**
5. **Budget and Schedule:** Outline an anticipated budget for the project, by task, including all staffing costs and staffing availability, as well as expenses and assumptions. The budget should assume public meetings as well as sufficient meeting time to coordinate adequately with staff; costs per meeting for additional meetings (if necessary); costs for any suggested optional tasks; and depict a schedule for the proposal to identify the overall timeline for the project, including key milestones and deliverables, as well as public outreach efforts.
6. **Client References:** List a minimum of three relevant client references for the proposed project manager.
7. **Insurance:** Provide evidence of insurability and liability limits.

The following instructions describe how to submit:

1. **Number of Copies:** One pdf file of the proposal is required.
2. **Deadline:** Late submittals will not be accepted.
3. **Send Submittals:** One (1) copy of the Proposal Response shall be sent electronically to Anna McGill, Principal Planner at amcgill@redwoodcity.org. The



subject of the email should be: **"RFP for Environmental Services."** The Consultant may contact the Principal Planner to arrange electronic submittals of large files. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this Request for Proposals and Cost Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Redwood City and the Consultant selected.

4. **Timeline:**

April 13, 2021 - RFP Available
April 23, 2021 – Deadline for questions
April 26, 2021 – Response to questions
May 3, 2021 at 5:00 p.m. – Deadline for RFP
May 10 – Interviews with highest ranked proposers
Mid-May – Selection of Consultant
June 2021- Contract approval by City Council

5. **Applicant questions:** Direct all questions regarding the RFP to Anna McGill, Principal Planner at amcgill@redwoodcity.org. All efforts will be made to respond to email questions, with copies of responses to all consultants consistent with the deadlines above.
6. **Refusal:** The City reserves the right to accept or reject any or all proposals, or to alter the selection process in any lawful way, to postpone the selection process for its own convenience at any time, and to waive any non-substantive defects in this RFP or the proposals.
7. **Other Firms:** The City reserves the right to negotiate with other qualified persons or firms, or to solicit additional statements of qualifications at any point in the project should it fail to negotiate a reasonable fee with the initially selected person or firm, or should that firm fail to execute the City's Agreement.



Attachment A- Gatekeeper and Current Proposed Planning Projects Site Map

