

# EL SEGUNDO INCLUSIONARY HOUSING ORDINANCE RFP RESPONSES TO QUESTIONS (PBS NO. 20-03)

**Question:** Task 2 discusses the development of a community engagement plan, but does not appear to mention the consultant's role in the execution of the plan. Will the consultant be responsible for conducting the community engagement activities as well as the plan, or simply the development of the plan?

**Answer:** The Consultant is responsible to prepare an engagement plan and to implement it.

**Question:** The RFP states that Task 5 [Preparation of Inclusionary Housing Ordinance], though optional, should be accounted for in our timeline and budget. If the City decides to forgo Task 5, will the \$45,000 fee be adjusted?

**Answer:** The cost for the optional task, if eliminated from the Consultant's Scope of Work, will be deducted from the overall budget proposed by the Consultant.

**Question:** Can you share how this cap [\$45,000] was determined and whether there is any flexibility to exceed it?

**Answer:** The City conferred with a housing consultant and applied for grant funds to complete the inclusionary housing ordinance. We understand that the requested work is quite comprehensive, but if you believe that there are certain tasks that may be eliminated/combined to afford more efficacy, please include that in your proposal.

**Question:** Does the \$45,000 project budget include the optional ordinance drafting, or should that be budgeted separately from the total cost?

**Answer:** The City is hoping that the drafting of the Inclusionary Housing Ordinance can be accomplished within the \$45,000 budget but it is essential that the proposal include a separate cost for each of the Tasks, which includes the drafting of the Inclusionary Housing Ordinance, even if it brings the total budget over the \$45,000. If the budget is insufficient, the City has the discretion to award a contract with or without the Inclusionary Housing Ordinance. If awarded without the Inclusionary Housing Ordinance, City staff will assume the responsibility of drafting the Inclusionary Housing Ordinance.

**Question:** For the community meetings, will the city provide translation services, or is that something the consultant should budget for?

**Answer:** The Consultant is responsible for translation/interpretation services, if required. In the past, such services have been provided by a staff member of the consultant's team who is not necessarily a certified translator/interpreter.