

City of San Jose
Coyote Valley Specific Plan

REQUEST FOR PROPOSALS
Land Planning/Urban Design Consultants

1) INTRODUCTION

The City of San Jose is seeking a qualified consultant (team) to conduct the land planning, urban design, and related tasks for a 7,000-acre area known as Coyote Valley. The products would include a specific plan, zoning districts, design guidelines, and other materials. The preferred firm(s) should have extensive land planning, urban design, and community process experience as well as demonstrated performance in the implementation and construction of such plans. Finally, the preferred firm(s) should be able to work closely with staff and other technical consultants currently engaged in the planning process.

2) BACKGROUND

In August 2002, the Mayor and City Council initiated the preparation of a specific plan for Coyote Valley. The Coyote Valley Specific Plan (CVSP) area consists of 7,000 acres of mostly undeveloped land in the southern reaches of the City of San Jose. The CVSP area is generally bounded by Tulare Hill to the north, Highway 101/foothills to the east, the City of Morgan Hill to the south, and the hills to the west. It is divided into three sub-areas, each with a different existing land use designation per the San Jose 2020 General Plan: the North Coyote Valley Campus Industrial area, the mid-Coyote Urban Reserve, and the Coyote Greenbelt to the south (see Attachment 1: Map).

At the time of initiation, the City Council adopted a vision for Coyote Valley consistent with the San Jose 2020 General Plan. Major features of the vision include urban development in North and mid-Coyote of at least 50,000 jobs and 25,000 housing units, of which 20% would be affordable (see Attached 2: Coyote Valley Specific Plan Initiation memorandum). The urban community should be highly livable with a variety of housing types, schools, parklands, trails, bicycle paths, transit, commercial centers, job centers, and other community services. The southern Coyote Greenbelt is included in the planning effort to facilitate its long-term preservation. In essence, this vision calls for the development of a new and unique, vibrant, self-contained town based on smart-growth principles where people will live, work, learn and recreate in harmony with each other, the built environment and the surrounding natural communities. It is hoped that the Valley will be creatively developed in a way that optimizes the land through efficient mixture of uses and infrastructure. The traditional suburban, auto-

centric model of development where different uses are deliberately segregated and connected by wide boulevards may not be appropriate for the Coyote Valley.

The Coyote Valley Specific Plan will identify the location and intensity of land uses, plan for infrastructure and community service needs, formulate financing and implementation programs, and determine the phasing of the plan elements, as necessary. Coyote Valley Zoning Districts and Design Guidelines will also be prepared to give clear direction for future development. As with any planning effort, an Environmental Impact Report is also required.

Given the habitats in and around the Coyote Valley, the Specific Plan should be based on sound conservation principles and avoid as many impacts as possible to the natural communities. Consultants specializing in wildlife and plant biology and hydrology, currently under contract, have already been working to assess the value of habitats in the Coyote Valley Specific Plan area to determine the presence of special status plants and wildlife species. This assessment will be a critical component of the land planning process in terms of evaluating alternatives which seek to minimize impacts to these communities. One approach to long term conservation in the region, which is still being discussed and would clearly be outside the scope of this call for proposals, may lead to the preparation of a regional, multi-species Habitat Conservation Plan (HCP) which may include the Coyote Valley area. The HCP, if one were to be prepared, would involve the cooperation of multiple regional agency partners, and would necessitate its own process, including an Environmental Impact Report/Environmental Impact Statement (EIR/EIS).

The City Council has appointed a 20-member Task Force to guide the preparation of the Coyote Valley Specific Plan. A Technical Advisory Committee made up of public agencies, environmental groups, and other stakeholders has also been established for the CVSP. In addition, the process involves the participation of affected property owners, developers, residents, and other community groups. Broad public participation and effective community engagement is essential to the successful completion of the specific plan process.

3) REQUIRED CONSULTANT SERVICES FOR ENTIRE EFFORT

The preparation of the CVSP requires consultant services under the direction of the Department of Planning, Building and Code Enforcement (PBCE). These consultants are categorized into two groups:

- a) **Group I consultants** have already been hired to conduct existing conditions/opportunities and constraints analysis for use in the Coyote Valley Specific Plan and, if needed, in the Habitat Conservation Plan. Technical areas which these consultants have been tasked to study include land use, civil engineering and infrastructure, transportation, hydrology, cultural resources and archeology, geology and soils, hazardous materials,

and biology. It is expected that much of the data could also be used in the existing setting sections of the CVSP EIR and the HCP EIR/EIS, as appropriate. This first phase involves compiling existing data, collecting new data as needed, and documenting and mapping the information for use in subsequent phases of the project.

The overall product of the first phase is a written summary report of existing conditions, opportunities, and constraints within the Coyote Valley study area. Technical appendices containing compiled information and analysis are expected to be attached to the summary report. The report and appendices should include tables, maps, photographs, data sources, and other documentation. This report would be used by the land planning and urban design (Group II) consultants during the development of the specific elements of the plan.

The Group I consultants are expected to continue to participate in the development of the specific plan in the areas of infrastructure planning and completion of the Environmental Impact Report (EIR).

- b) **Group II consultants** (the subject of this RFP) would be responsible for developing the Specific Plan and its accompanying guidelines and zoning districts. Under a separate RFP, City staff will be hiring economic consultants to prepare market, financial and fiscal analyses of the alternative land use scenarios for the Specific Plan. Group I consultants as mentioned above, may be retained to complete the two environmental documents and portions of the Specific Plan as appropriate (e.g., infrastructure planning).

4) PURPOSE OF THIS DOCUMENT

The purpose of this Request for Proposals is to seek experienced and qualified Group II consultants for the second phase of the Coyote Valley Specific Plan process involving land planning and urban design. The successful consultant team should possess the expertise to accomplish the following three distinct, but related, tasks:

- a) Task I: Preparation of the Specific Plan.
- b) Task II: Development of design guidelines.
- c) Task III: Creation of Coyote Valley zoning district(s).

As part of the selection process, three to five consultant candidates with the best proposals will be invited to present their ideas and approaches to comprehensive land planning in Coyote before the Coyote Valley Specific Plan Task Force. This presentation would be publicized and open to the public. The City reserves the right to make the final selection of the consultant (firms). The City may choose

one or more consultant teams to conduct any combination of the required tasks. The major components of the project are attached (Attachment 3).

Prospective consultants should note that the Coyote Valley Specific Plan is a public process, and the successful consultants is expected to work with the Coyote Valley Specific Plan Task Force, and present work products at public meetings as needed. City staff shall direct all consultants, and their work products would belong to the City. The City will determine what constitutes the satisfactory completion of each significant stage of the process, and acceptable work products.

Due to the inherent complexity and scale of the form of development anticipated in Coyote Valley, consultants are encouraged to join with other firms if they think the combination of skills and experience would accomplish the objectives outlined in this RFP as well as all three tasks mentioned above. Consultants will be required to possess cutting-edge skills in a variety of design disciplines including urban design, architecture, landscape architecture, and proven experience working with elected officials and diverse groups of stakeholders. They should be comfortable in public settings with a solid track record in presenting information to Task Forces and facilitating large community meetings.

5) EVALUATION OF PROPOSALS

a) Contents of Proposal – The proposals will be evaluated on the merits of their outlined approach to the projects. Each proposal must include the following elements:

i) Project Development:

- (1) Statement of Problem - Describe and elaborate on the pertinent issues and outline the objectives and scope of the proposed project.
- (2) Background - Demonstrate a thorough understanding of the project by providing a concise history of the project, its setting, issues and the major constraints that may affect outcome of the project.
- (3) Methodology - Describe your substantive approach to this project. Explain and justify your proposed methodology. If there are any constraints inherent in your methodology, indicate how you will overcome those constraints.
- (4) Work Plan – Within this section the consultant(s) should submit ideas on the most effective approach to the tasks. The work plan should answer the question: What will be done, when, and in what sequence? Who will be involved? How will each task be carried out

and what is the result and/or product of each task? The work plan should also include a detailed schedule which provides in graphic form information regarding the duration of each task, at what points meetings and workshops will be held, and when products and interim reports will be issued.

- ii) Management Plan – Describe in both text and graphic (where appropriate) form how you propose to conduct the development of the project. Explain and illustrate the relationship between the major components of the project. Include an organization chart of the Project Team indicating the level of seniority of each member. A chart indicating the time commitments and task responsibilities at each phase of the project should also be included.
- iii) Qualifications and prior experience of the Project Team and the Firm(s) – Provide information on the qualifications of the individuals on the Project Team and relevant projects that he/she has worked on in the past. The qualification section should also contain a brief summary of related experience of the firm(s) submitting the proposal. Responses, which inundate the staff with “boilerplate promotional” material that is not relevant to the proposed project, will be interpreted as limited experience in the desired subject area or a lack of understanding of the proposed project. Consultants are expected to have prior experience in developing specific plans with proven competence in:
 - (1) The design and planning of large scale, mixed-use, and high-density residential communities in non-traditional urban settings. Consultants should include specific examples of projects they have worked on indicating the type and density of housing, the status of the project (was it built, is it under construction, did the housing sell, etc.), and any special problems they encountered during buildout of the project.
 - (2) Public outreach, communicating to task forces and diverse stakeholder groups, and meeting facilitation. The successful consultants must be comfortable communicating the objectives of the specific plan and responding to comments and concerns in a public setting.
- iv) References – Submit at least three references from cities, developers, and/or builders that you have worked with. Project references from other parts of the country and abroad are appropriate if they are relevant to the objectives established for the Coyote Specific Plan.

- v) Cost Proposal – Submit a time and cost based budget for the above referenced work. The cost proposal should be consistent with the work plan (item a.i.4 above) that identifies costs by task and product. Costs should be estimated separately for the each of the major components the consultant(s) will be responsible for. This proposal should include:
 - (1) The cost of each task and product, and the distribution of the costs (in terms of hours and dollars) by consultant team member and firm.
 - (2) The cost breakdown for the project should be presented in a format which most easily allows staff to evaluate how funds will be spent.
 - (3) A billing rate sheet covering all personnel who will charge to the project and any relevant billing policies.
 - (4) A detailed line item budget which describes what will be spent on professional and support staff, travel, meetings, subcontracts, printing and any other separable items.
 - (5) An estimate of all direct expenses, such as telephone, postage, photocopying.
 - (6) Indirect costs or overhead should only cover those expenses that cannot be credited to any single project and should be factored in as a fixed percentage of personnel costs.
- b) **Request for Supplemental Information** – The City reserves the right to require additional information from the consultant candidates which supplements or explains submitted materials.

6) CONSULTANT SELECTION PROCESS

- a) The deadline for submittal of proposals is **November 18, 2003 at 5:00 p.m.** Any proposals arriving after the deadline will not be accepted. Proposals should be delivered by the deadline to:

Sal Yakubu, Principal Planner
City of San Jose
Department of Planning, Building and Code
Enforcement
801 North First Street, Room 400
San Jose, CA 95110

- b) Consultant candidates should provide **seven (7)** copies of the proposal.

- c) Proposals will be evaluated on evidence of understanding of the problem, the objectives to be achieved, and on demonstrated technical capability of the proposed team. A limited number of firms have been requested to prepare a proposal for this project. The City reserves the right to determine qualifications of consultant candidates and evaluate the quality of proposals. Evaluation of the proposals will include, but not limited to, technical capability of the firm to complete required project, organization of the proposal, evidence that the consultant can perform in a timely manner, and cost effectiveness. Additional criteria may include familiarity with the City of San Jose, Coyote Valley, the San Jose 2020 General Plan strategies and policies for development in Coyote, and availability of the consultant team to City staff.
- d) Top-ranking candidates will be notified during the week of **November 24, 2003**, and scheduled to attend an interview during the week of **December 1, 2003**. At the interview, candidates will be asked to make a 10-minute presentation on their approach to the project before a selection committee. Based on the interviews three (3) to five (5) finalists would be invited to present their proposals to the Coyote Valley Specific Plan Task Force on **December 8, 2003**.
- e) A preferred consultant will be selected during the week of **December 15, 2003**.
- f) Reimbursement Costs – No reimbursement whatsoever will be made by the City of any costs incurred by the consultant candidates related to the preparation or presentation of the proposals.
- g) The City reserves the right to reject any or all proposals.

7) CONTRACT SCHEDULE

- a) A mutually acceptable contract will be negotiated between the City and the consultant following selection of a consultant.
- b) The Coyote Valley Specific Plan process should be completed by the following dates:
 - i) Specific Plan:

(1) Alternative Design Scenarios	1/04 – 12/04
(2) Preferred Design Alternative	1/04 – 3/04
(3) Draft Specific Plan	4/04
 - ii) Design Guidelines 1/04 – 12/04
 - iii) Coyote Zoning District(s) 1/05 – 8/05
 - iv) Final City Council Public Hearings on CVSP 1/05 – 8/05

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ATTACHMENT 3

MAJOR COMPONENTS OF LAND PLANNING/URBAN DESIGN PROCESS

The major components of the project should include, but are not limited, to the following:

- 1) **Understand the City Council's Vision and Expected Outcomes** for the Coyote Valley Specific Plan and the work products of the project, and particularly demonstrate how you would interact with staff and utilize background information, including base maps and models on opportunities and constraints analyses completed by Group I consultants. Indicate what approaches you would employ to identify additional information that may be required and conduct supplemental surveys and analyses of the CVSP and surrounding area. Identify any stakeholders that you would want to work with in this project and the outreach strategies you would employ with staff to optimize their participation, and that of the larger community, in the specific plan process.

- 2) **Refine the Vision and Expected Outcomes**, and formulate the applicable goals, objectives and general policy statements of the specific plan focussing on how you would employ the opportunities and constraints analyses, and how you would work with staff, other consultants and stakeholders in this regard.

- 3) **Develop at least three (3) alternative Urban Structure/Design Schemes** and seek input from the Task Force and community groups. These alternative design schemes should consider the prevailing development and conservation trends in and around the CVSP area. Identify optimal land uses for inclusion in the CVSP considering circulation, infrastructure, permanent open space, park lands, commercial uses, community facilities, churches, schools, different residential densities, industrial uses, etc. Indicate how and when you would employ the services of consulting economists and fiscal analysts to conduct market analysis in order to measure the feasibility of the alternative land use scenarios and related infrastructure. Identify any use of electronic technologies to communicate options, character, etc. Describe how you would engage the Task Force and stakeholder groups to identify and refine a preferred urban structure/design alternative including conceptual circulation systems (road alignments, public transportation, pedestrian routes, etc.), alternative land uses, and form and location of public open spaces.

- 4) **Develop a draft Specific Plan** based on the preferred alternative and consistent with San Jose Municipal Code regarding Specific Plans. The draft Specific Plan should include the following elements listed below:
- a) Land Use Element. The land use element defines the programmatic content of the Specific Plan and includes those land use diagrams, maps and/or figures necessary to illustrate the proposed land use plan. It should contain the following:
 - i) Minimum 25,000 housing (by density and housing type) units in North and Central Coyote, streets, parks, open space, schools, library, fire service and any other relevant community facilities and/or public and quasi-public facilities and utilities to be located within the Plan.
 - ii) Neighborhood commercial uses sufficient to serve the needs of the Specific Plan area. Opportunities for any desired regional retail facilities.
 - iii) Types of industrial/R&D/Office employment uses that will generate a minimum of 50,000 jobs primarily in North Coyote. This job requirement is exclusive of those realized from retail, incidental commercial and public/quasi-public uses within the CVSP area, as well as any office jobs in Central Coyote.
 - iv) Strategies to create a permanent greenbelt in South Coyote.
 - v) Conceptual design of CVSP and its borders (including existing and planned adjacent development), including residential neighborhoods, open space, schools, support facilities (including commercial), and existing natural resources and amenities.
 - vi) Preservation of existing natural resources and amenities.
 - vii) The location of, and general parameters for, land use, buildings, and facilities. Include prohibited and transitional land uses, and ranges for population densities, building intensities, and ancillary services.
 - viii) Growth management plan to ensure a balanced development of jobs phased with infrastructure and housing, and the acquisition of permanent open space.
 - b) Urban Structure Element. The urban structure element defines the physical plan for of the CVSP and include the following components:
 - i) Transportation /circulation plan:

- (1) Necessary transportation improvements inside and outside the CVSP area that provides the traffic capacity to support the land use plan.
 - (2) A pedestrian and bicycle system that links residential and workplace uses to open space, schools, community facilities, and regional transportation systems.
 - (3) A system of other modes of transportation including both heavy and light rail systems; their interface and linkages with surrounding land uses and circulation systems.
 - (4) Specific alignments for all interior, neighborhood, collector and arterial type roads consistent with good civil, and traffic engineering practice, criteria for trees and other public right of way amenities, and various development scenarios likely to be entertained. This shall also include roadway width, number of lanes, access points (driveways or minor streets), interface with ancillary transportation modes, such as bicycles or pedestrians, and intersection geometrics.
 - (5) Develop transportation/circulation diagrams.
- ii) Landscape plan consistent with water availability and appropriate natural resource goals.
 - iii) Infrastructure plan. Work with Group I consultants to complete the following as needed:
 - (1) Analyze existing utility system for future points of connection and capacity analysis (water, sanitary sewer, storm, power, communications /cable).
 - (2) Identify the need for sewer, water and storm drainage and determine facilities and facility providers (flood control measures, pump stations, reservoirs, turnouts, etc.) that are required to serve the planned development.
 - (3) Locate and size infrastructure facilities as called for in the Land Use Element.
 - (4) With the assistance of the fiscal consultant, analyze the ability to provide utilities and public services to the project area, and document the approximate costs of providing such facilities and services.

- (5) Rights-of-way and Easements – Delineate the amount of land and its location required for roadway right-of-way and related easements including storm drainage.
- iv) Community facilities plan.
 - (1) Identify school, park, open space, library, fire service and any other relevant community service needs.
 - (2) With the assistance of the fiscal consultant determine the requirements for contributions and/or dedications from developers for provisions of community facilities and services.
- c) Implementation, financing and phasing element.
 - i) Capital Improvement Program
 - ii) Improvements Financing
 - iii) A phasing program of all infrastructure improvements concurrent with portions of development. Phasing program should include the number of phases and the time intervals necessary to completely implement the Specific Plan consistent with all policy constraints.
- d) CVSP Administration.
 - i) Projects exempt from additional environmental review and those requiring additional review, if any.
 - ii) Any authorized Specific Plan fees.
 - iii) Process for amendment of the CVSP.
- e) Final Draft Specific Plan - Refine the draft Coyote Valley Specific Plan (CVSP) and indicate outreach strategy particularly focussing on the distribution of the final draft, presentation of the final draft to the Task Force and community groups, and the incorporation of comments into the final draft.
- f) Work Products – Consultant is expected to provide staff with the following products at the appropriate stages of the process:
 - i) 150 copies of each of each draft CVSP.
 - ii) 70 copies of any information or material that is critical to the review, analysis and understanding of the CVSP.

- iii) A camera-ready original and 200 copies of the final CVSP.
 - iv) Electronic copies of the final CVSP and accompanying maps, graphics and illustrations in standard Microsoft Office software and GIS formats as appropriate.
- 5) **Develop Coyote zoning districts and design guidelines** based on specific plan, utilizing performance based zoning as appropriate. Identify all general provisions; permitted, conditional, special and prohibited land uses; development standards such as setbacks, building heights, site coverage and floor area ratios, etc.; specific use regulations; parking and loading; and its administration and permits. Revise Zoning text and exhibits as necessary to incorporate review comments. Include illustrations of street and trail typologies, building typologies and massing, landscape design concepts, and design controls appropriate for, and consistent with the land use, open space, public facilities, and circulation elements of the CVSP as appropriate. Indicate how you would work with staff, commissions and other stakeholders, and seek public input to refine the zoning and guidelines. Consultant is expected to develop, or incorporate transit oriented development principles guidelines with particular emphasis on the juxtaposition of uses; use of building scale, mass and articulation to project a sense of place; hierarchy of spaces (private, semi-public, and public) and their relationship with each other and surrounding development; and interface between private development and public spaces including transits nodes and corridors. Include sketches of selected community facilities, commercial areas, public spaces, landscape treatments, residential areas and special “signature” features such as entries, fixtures, pathways, plazas etc. as appropriate.
- a) Work Products – Consultant is expected to provide staff with the following products at the appropriate stages of the process:
 - i) 70 copies each of any information or material that is critical to the review, analysis and understanding of the Coyote zoning and guidelines.
 - ii) A camera-ready original and 200 copies each of the final Coyote zoning and guidelines documents.
 - iii) Electronic copies of the final Coyote zoning and guidelines documents and accompanying maps, graphics and illustrations in standard Microsoft Office software and GIS formats as appropriate.

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