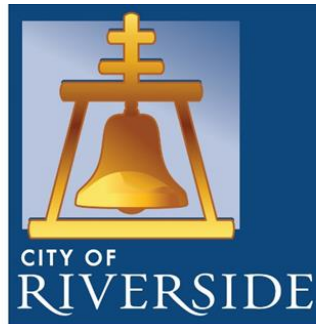


**REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES**



City of Arts & Innovation

**PHASE 2 GENERAL PLAN UPDATE -
GENERAL PLAN, SPECIFIC PLANS, ZONING CODE AND
ENVIRONMENTAL IMPACT REPORT**

AND

**CLIMATE ACTION AND ADAPTATION PLAN AND
ENVIRONMENTAL IMPACT REPORT**

RFP No. 2271

Issued by the City of Riverside Finance-Purchasing Division for:

**Community & Economic Development Department and
Office of Sustainability
3900 Main Street
Riverside, California 92522**

RFP Facilitator – Jenn McCoy, Purchasing Manager

**Proposals Due:
MONDAY, JUNE 12, 2023
BEFORE 5:00 PM PT**

Request for Proposals

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1.0 Introduction/Purpose

Riverside, the largest city in the Inland Empire (“IE”), is poised to seize its destiny as a place defined by intelligent growth, innovation, compassion, inclusiveness, and prosperity. Since the adoption of the award-winning General Plan 2025 in 2007, the City has seen unprecedented investment in housing, employment, and green technology.

In September 2020, the City of Riverside (“City” or “Riverside”) initiated Phase 1 of the General Plan Update (Phase 1 GP) that included an update to the Housing Element and Public Safety Element of the General Plan 2025, development of Environmental Justice policies, an update to Title 19 – Zoning of the Riverside Municipal Code to accommodate the identified housing sites, and the required California Environmental Quality Act (CEQA) review for the updates. The Phase 1 GP Update was initiated to ensure that the City met the October 2021 deadline for the 6th Cycle Housing Element update. Phase 1 GP Update was adopted by City Council on October 5, 2021 and certified by the California Department of Housing and Community Development in September 2022.

In October 2020, the City of Riverside adopted the [2025 Envision Riverside Strategic Plan](#) (see below), which sets forth 5 cross-cutting threads and 6 strategic priorities that will drive the City’s activities over the next few years and beyond. The cross-cutting threads provide the lenses through which all policy and productivity efforts of the City should be viewed going forward; the strategic priorities provide measurable focus for the [Operational Workplan](#) of the City. One of the strategic priorities, Environmental Stewardship, includes a goal for the City to achieve carbon neutrality by 2040. One of the tools to help the City achieve this goal is the development of a CEQA-qualified Climate Action and Adaptation Plan (CAAP).



The Phase 2 General Plan Update (Phase 2 GP Update) will need to reflect the cross-cutting threads in its policy framework and structure, and must demonstrate consistency with the strategic priorities and corresponding goals.

The City is seeking a qualified Consultant ("Consultant" or "Consultant Team") to assist staff in the development of the Phase 2 GP Update and a CEQA-qualified CAAP. The City is seeking assistance with the related environmental review in conformance with CEQA for both. The scope of services must also include robust community, stakeholder, interagency and Board and Commission engagement. The City expects that by completing these efforts concurrently, some of the environmental modeling, forecasting and outreach and engagement work can be coordinated so the City realizes cost savings as work is shared between the two efforts.

Phase General Plan 2 Update

The Phase 2 GP Update will provide the framework that ties together all City Departments, strategic priorities and long-term plans. The work effort will be collaborative, with participation by City staff in all departments, as well as the awarded Consultant of this RFP. The Phase 2 GP will support each Department's overall mission to ensure that its goals and policies are commonly shared and understood throughout the organization.

To meet state law, the City's General Plan must meet a variety of requirements to address climate change and evaluate GHG emissions. Sustainability and resiliency will lay the foundation of the General Plan and must be incorporated into every Element.

The Phase 2 GP includes, at minimum:

- Reviewing and providing recommendations for modifications to the Phase 1 GP Update, including:
 - The Housing and Public Safety Elements; and
 - The Environmental Justice Policies and how to integrate them into the Phase 2 GP Update, either as a standalone chapter or within each Element.
- Updating the remaining Elements of the General Plan;
- Completing a comprehensive overhaul of Title 19 – Zoning and related development regulations to streamline the regulations, eliminate conflicts and ambiguities and incorporate updated land use and urban design concepts;
- Preparing an evaluation and recommendation for updates/elimination of the City's existing Specific Plans; and
- Preparing an associated Program Environmental Impact Report (PEIR).

Climate Action and Adaptation Plan

The City will be preparing a CEQA-qualified CAAP with a goal that the Phase 2 GP Update and CAAP will complement one another and, where possible, eliminate duplicative tasks and analyses. One of the primary goals of preparing a CEQA-qualified CAAP is to facilitate streamlining of future environmental reviews.

The CAAP should provide a wholesale update of the existing 2016 Climate Action Plan (2016 CAP) that was included as part of a Riverside Restorative Growthprint. The new

CAAP should result in a CEQA-qualified CAAP. This includes but is not limited to the updated and preparation of a full greenhouse gas (GHG) emissions inventory, projections, interim and carbon neutrality targets, measures to meet the targets and to adapt to anticipated climate change impacts, and development tools to assist with CAAP and GHG emissions monitoring and reporting into the future.

Like the Phase 2 GP Update, the CAAP will support each City's overall mission to ensure its goals and policies are commonly shared and understood throughout the organization.

The CAAP portion of the project includes:

- Wholesale update replacing the 2016 CAP; and
- Preparing an associated PEIR or appropriate environmental documents (herein referred to as "CAAP PEIR").

Objectives of the Phase 2 General Plan Update and Climate Action and Adaptation Plan

The City envisions the Phase 2 GP and CAAP being completed simultaneously, but separately, to ensure that resources are maximized and there is minimal duplication of efforts. The City will assign different Staff Project Managers who will coordinate the effort for the City team, the Consultant, and any Sub-Consultants. Ongoing coordination and collaboration between the project teams will be essential.

When completed, the Phase 2 GP and the CAAP will ensure that the City is sustainable and resilient while accomplishing a triple bottom line: growing the economy, improving environmental quality, and increasing opportunity for all.

At minimum, the Phase 2 GP aims to implement the Envision Riverside 2025 Strategic Plan and any future updates including, but not limited to:

- Strengthening and enhancing City's neighborhoods and quality of life;
- Creating a healthy sustainable community that balances job and housing growth and provides mobility options for all residents;
- Conserving natural resources and protect the City's environment;
- Creating great, memorable places that generate a positive image of the City;
- Ensuring a fair and inclusive City that provides opportunity for all residents;
- Fostering a sustainable and robust local economy;
- Developing policies that address and minimize the City's contribution to global climate change; and
- Facilitating the City's achievement of State and regional targets for greenhouse gas emissions reductions; and
- Assessing the City's sustainability and resiliency goals, priorities, actions and metrics with the intent for full integration into the Phase 2 GP.

At minimum, the CAAP aims to implement the Envision Riverside 2025 Strategic Plan goals related to climate change and any future updates including, but not limited to:

- Coordinating the work efforts needed for the CAAP with the Phase 2 GP Update;

- Establishing the City's commitment to climate action and the goal to attain community carbon neutrality by 2040;
- Defining 'carbon neutrality' for Riverside and realistically identifying and addressing progress metrics to achieve carbon neutrality, and evaluating the effectiveness of mitigation, resiliency, and adaptation actions;
- Implementing best practices from local, regional, state, and national resources while ensuring compliance with all relevant California legislation and regulation to reduce greenhouse gas (GHG) emissions, preparing a climate vulnerability analysis that is part of the Safety Element of the General Plan Phase 2 update, addressing climate adaptation and mitigation, and ensuring environmental justice is evaluated and incorporated;
- Providing a robust and defensible plan on which to base future CEQA documents, providing streamlining and eliminating the need for project-by-project analysis and ad-hoc mitigation;
- Identifying and prioritizing feasible, measurable, and enforceable GHG reduction actions and adaptation measures in the CAAP that address realistic fiscal and resource limitations;
- Providing an accurate, easy-to-update, publicly accessible, and engaging system for tracking progress for CAAP implementation with no ongoing maintenance costs;
- Evaluating and recommending parameters for a potential Local GHG Offset Program, which establishes a mitigation fund for improving the existing built environment, transportation approaches, and/or other community sustainability goals;
- Engaging a broad cross-section of the community and leverage resources of partners, local experts, and major educational and civic institutions throughout the region to develop, promote, and implement the new CAAP; and
- Assisting the City and partners in building a shared commitment to emissions reduction and adaptation measures across city departments, the business community and the public.

Coordination of the Phase 2 GP and CAAP

The City intends to select one (1) Consultant to complete both the Phase 2 GP and CAAP work. Broadly, this includes:

- A comprehensive update of the General Plan's remaining Elements, overall structure, and format;
- Comprehensive update of the Zoning Code and corresponding update of other development-related codes;
- An evaluation of, and revisions to, the Citywide Design and Sign Guidelines and the Citywide Residential Historic District Design Guidelines;
- An evaluation, and ultimate disposition, of the City's 20 existing Specific Plans, including plans that may be maintained, updated, or eliminated;

- Updated mapping of the City's arroyos;
- A climate vulnerability analysis and associated update to the Public Safety Element and any other elements of the General Plan and to serve as the basis of the adaptation measures in the CAAP;
- A CEQA qualified CAAP that includes but is not limited to a comprehensive community wide and City operations GHG emissions inventory, capture of mitigation and emissions reductions and adaptation strategies attributable to State and Federal regulatory actions, and development of GHG reduction measures that will achieve community wide carbon neutrality by 2040 and adaptation strategies to address climate induced challenges the community will face regardless of emissions reduction; and
- Separate, but related, Program Environmental Impact Reports (PEIRs) for the Phase 2 GP Update and CAAP.

Please note that the City views the format and content of proposals as an indicator of the quality of work product it can expect. Your proposal should be well organized, clear, concise, and graphically and visually compelling.

2.0 Tentative Schedule of Events

The following is a tentative schedule:

Event	Date
Request for Proposals Released	April 28, 2023
Mandatory Pre-proposal Virtual Conference	May 12, 2023 at 10:00 am
Questions from Consultants Due	May 19, 2023 by 3:00 pm
City Responses to Questions Provided	May 26, 2023
Proposals Due	June 12, 2023 by 5:00 pm
Staff Review of Submitted Proposals	June 30, 2023
Consultant Interviews	Before July 14, 2023
Recommended Consultant Identified	July 2023
Negotiation of Professional Services Agreement and Scope of Services Terms	August 2023
Anticipated City Council Approval of Professional Services Agreement	September 2023

3.0 Anticipated Budget

The City has an anticipated budget for all services described in this RFP of \$4.5 million. The funding source for this work is from a General Plan surcharge, grants, local sales tax and other dedicated revenue sources. The proposed cost will be an important aspect of the RFP evaluation.

4.0 Background – Welcome to the City of Riverside

The City of Riverside has a legacy of being a **progressive and forward-thinking City**. The City was founded by abolitionist statesman John W. North in 1870 as a colony for “intelligent, industrious, and enterprising people.” Its early years were guided by spirited ideals, centered on a thriving citrus industry, innovation in transportation and infrastructure, and investment in culture and education. In more recent decades, the City has become known as for its architectural heritage; attractive and relatively affordable housing stock; and leading role as the business, arts & culture, and government center of the Inland Empire.

With the Phase 2 GP Update and CAAP, the City has an opportunity to build on a proven track record of success as the Inland Empire’s premier city for high-quality jobs, world-class education, robust infrastructure and public services, unmatched natural beauty, plentiful parks and green spaces, a deeply rooted sense of community, and an enviable quality of life for all. The documents must be adaptable, easy-to-use, streamlined such that anyone can understand them and that clearly articulates the City’s vision and priorities for future growth.

The City of Riverside prepared and adopted the **Green Action Plan (GAP)** in 2009 and later updated in 2012. The GAP represents sustainability initiatives in the City that are organized in eight (8) focus areas covering energy, GHG emissions reductions, urban nature, water, urban design, transportation, healthy communities, and waste. Under these 8 focus areas, the GAP established 19 goals with 107 objectives.

The City of Riverside’s **2016 CAP** was part of the **Riverside Restorative Growthprint (RRG)** – a policy document that integrated an **Economic Prosperity Action Plan (EPAP)** with a CAP. The City is preparing an **Economic Development Action Plan** that will update and replace the RRG – EPAP. As part of the Phase 2 GP Update, the CAAP portion of the RRG will also be replaced.

When approved in 2016, the CAP was considered a policy document only and did not have qualified CEQA documents prepared as part of the action. The 2016 CAP contains 13 regional and 30 city-level greenhouse gas (GHG) emissions reduction measures that include programs, policies, and initiatives to reduce GHG emissions. These measures were intended to address emissions reduction targets established for 2020 and 2035. The measures incorporated into the CAP, however, only achieved the 2020 GHG emissions target and the 2035 target was not adopted.

Both the GAP and 2016 CAP contain goals for reducing GHG emissions and both policy documents continue to be referenced by the City.

The City has historically been one of **California’s fastest growing large cities**, roughly doubling in population since 1980. With almost **320,000 residents**, it is the **61st largest city in the United States and the 12th most populous city in California**. The City covers 81.5 square miles, making it the 11th largest city by land area in the state. It is 16 miles from Ontario International Airport, 55 miles from downtown Los Angeles, and served by multiple rail lines and interstate highways—making it an important global logistics and distribution center.

Residents enjoy a **high quality of life**, with **distinct neighborhoods**, **59 developed parks totaling 2,591 acres and a vibrant downtown**. The City is home to **National Historic Landmarks**, including the Mission Inn Hotel & Spa and the Harada House. The Festival of Lights is nationally recognized and is one of the biggest holiday attractions in Southern California with over 750,000 attendees. The City has numerous art galleries, cultural festivals, museums, and outdoor recreational opportunities. The new Main Library and The Cheech Marin Center for Chicano Art and Culture has further advanced the City's reputation as the "**City of Arts and Innovation**."

Downtown Riverside is one of the few true urban living environments in the Inland Empire. New urban housing, restaurants, and entertainment venues have activated the City center. Nearly **700 downtown housing** units are under construction or recently completed, and more are planned. Multi-modal transportation improvements are being considered to better connect destinations throughout the City. The City is removing barriers to the construction of housing near the **urban core, employment centers, and public transit**.

While a healthy Downtown Riverside is important, the City is also promoting **geographically equitable investment across all neighborhoods**. The City is reinvesting in infrastructure and rebuilding community centers, parks, libraries, and museums. The approval of a one-percent local sales tax in 2016 (Measure Z) created an important revenue source for City services, operations, and capital projects.

The **California Air Resources Board (CARB)** selected the City as its Southern California headquarters. The 380,000-square-foot building houses one of the largest and most advanced vehicle emissions testing and research facilities in the world. The building's location in the **City's first Innovation District** near the University of California – Riverside ("UCR") facilitates academic partnerships and establishes the City as a magnet for technology and research businesses. In addition to UCR's 2021-22 enrollment (26,809), the City is home to over **57,000 students** at Riverside City College, La Sierra University and California Baptist University. These institutions are making tremendous campus improvements and academic advancements.

The City enjoys a **spectacular natural setting**. **Hills, open space, rock outcroppings, and arroyos** create a distinctive landscape, while the Santa Ana River provides important habitat for plants and animals. A protected greenbelt has been designated in the southern part of the City, providing a living link to the City's agricultural history. The 1,500-acre Sycamore Canyon Wilderness Park offers 25 miles of hiking and biking trails in a public open space setting that is perfect for other nature-inspired activities such as birdwatching, photography, and education.

Diversity and inclusiveness are at the core of the City's success and will continue to be a driving force in the future. About **42 percent of Riverside's residents speak a language other than English at home**, with Spanish being predominant. Nearly 56 percent of the City's residents identify as Hispanic or Latino. Approximately 6.6 percent of Riversiders are African American, 8.5 percent are Asian, and 3.5 percent are multi-racial. The City has a median age of 32.6 (compared to 36.1 statewide). Within the context of Riverside's diversity, the City has also been a leader in bridging the digital divide and engaging all residents in governance.

The City is a **charter city with a council-manager form of government**. The Mayor is elected at-large in a citywide election. The **seven City Councilmembers** are each elected from single-member wards. There are three charter officers who are accountable to the City Council. The **City Manager** is responsible for municipal administration, delivery of services, and implementation of City Council policy. The **City Clerk and City Attorney** report to the City Council and collaborate with the City Manager to advance public interest, public benefit, and public good.

City **Boards and Commissions** include a nine-member Planning Commission, a nine-member Cultural Heritage Board, a five-member Historic Preservation Fund Committee and a nine-member Board of Riverside Public Utilities. The City also has an internal Development Review Committee (DRC) comprised of staff from City Planning, Building & Safety, Police, Fire, Public Works, Public Utilities, and other departments.

A list of relevant plans, policies, and regulations related to this Update are included in Exhibit I of this Request for Proposals (RFP).

5.0 Prerequisites

Proposals will only be considered from Consultants that meet the following pre-requisites:

- The City anticipates two (2) Project Managers for this project – one for the Phase 2 GP and one for the CAAP. The Project Managers for the Phase 2 GP and the CAAP must each have at least five (5) years of experience, including a minimum of 3 current and final similar projects in terms of scope. Coordination of the entire project should be the responsibility of one of the Project Managers.
- The Consultant, under a legally registered business name, must have completed a minimum of five (5) similar projects in terms of scope as described in this RFP.
- All prospective Consultants must attend a pre-proposal conference on as stated in the Tentative Schedule in Section 2.0. The conference will be held in a virtual format through MS Teams at: https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTa5OWRiODgtODIxYi00ZjMyLWE2MjMtNmExNTUyNTQzYTI2%40thread.v2/0?context=%7b%22id%22%3a%22a9c057cf-894f-4eee-b4f0-340522e4e445%22%2c%22oid%22%3a%22bed8a7d7-7a33-4886-9970-7a2698a9ccc9%22%7d

Attendance is mandatory at the pre-proposal conference. Proposals from prospective Proposers not in attendance at this mandatory meeting will not be considered.

- The following shall be uploaded within the Consultant's Bid Response:
 - a) Completed Exhibit A and Exhibit B – Scope of Services and Proposed Deliverables.
 - b) Completed Exhibit D – Staffing Proposal.
 - c) Completed Exhibit E – Schedule and Gantt Chart Proposal.
 - d) Completed Exhibit F – Cost Estimate Proposal.
 - e) Completed Exhibit G – Disclosure Questionnaire.

- f) Completed Exhibit J - Any suggested Contract Language modifications, as they apply to Exhibit H - Sample Professional Consultant Services Agreement – Sample Professional Consultant Service Agreement for consideration by the City Attorney's Office. If no exceptions, submit N/A on form.
- g) Completed Exhibit K – Consultant/Sub-Consultant Questionnaire.
- h) Proof that the Consultant or its Sub-Consultants have not filed for bankruptcy under any business name over the past five (5) years.
- Proof that the Consultant has registered as a “Prospective Bidder” on the City's electronic Current Prospective Bidders List. Consultants can register at: [PlanetBids Vendor Portal](#)

Once registered, the Prospective Bidder must download this RFP by clicking “Place eBid” under their name in order to appear on the Bidder's List as a “Prospective Bidder.” Prospective Bidders that fail to specifically download this RFP will not appear on the Bidders' List and will be unable to participate or be considered for this RFP.

If applicable, the Prospective Bidder and/or its key personnel shall hold an appropriate license for the Prospective Bidder's discipline and the Services on the date the Proposal is submitted.

If applicable, the Prospective Bidder shall have registered with the Department of Industrial Relations and any other required organizations.

6.0 General Terms and Conditions

The selected Consultant shall be required to execute a Professional Services Agreement (“Agreement”). A sample Agreement is found in Exhibit H of this RFP. The selected Consultant shall meet all insurance and Business Tax Certificate requirements in the Agreement and maintain that insurance and Business Tax Certificate during the duration of the contract. Failure to execute the Agreement, furnish the required insurance, and acquire a Business Tax Certificate within the required timeframe shall be just cause for the rescission of the award. If the Consultant fails to execute the Agreement, the City may award the Agreement to the next most qualified Consultant.

7.0 Inquiries

If, prior to the date fixed for submission of Proposals, a Consultant discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP or any of its appendices or exhibits, the Consultant shall immediately notify the City of such error in writing and request modification or clarification of the document. Modifications will be made by written Addenda to the RFP.

If a Consultant fails to notify the City, prior to the date fixed for submissions of proposals, of an error in the RFP known to the Consultant, or an error that reasonably should have been known to the Consultant, the Consultant submits its proposal at its own risk. If the Consultant is awarded a contract, it will not be entitled to additional compensation or time by reason of the error or its later correction.

All requests for clarifications, changes, exceptions, and deviations to the terms and conditions set forth in this RFP must be submitted via “Q&A” through the City's Electronic

Bidding System, [PlanetBids Vendor Portal](#) before the deadline and according to the specifications herein. Any and all other bidding communications shall only be with Jennifer McCoy, CPPO, Purchasing Manager, at jmccoy@riversideca.gov.

The final day for receipt of questions from Consultants is stated in Section 2 (Tentative Schedule of Events). To ensure fairness and avoid misunderstandings, all communications must be in written format. Oral communications will not be considered or responded to. All questions received by the due date will be logged and reviewed and if required, a response will be provided via an addendum to the RFP that will be posted on PlanetBids.

Any communications, whether written or verbal, with any City Councilmember, the Mayor, or City staff other than the individual indicated herein, prior to award of a contract by City Council, is strictly prohibited. Any Proposer who violates this provision shall be immediately disqualified from consideration as a vendor under the terms of this RFP.

8.0 Completion of Proposal

Proposals must be completed in all respects as required by this RFP. A proposal may be rejected if conditional or incomplete, or if it contains any alterations or other irregularities of any kind and will be rejected if any such defect or irregularity materially affects the quality of the proposal. Proposals which contain false or misleading statements may be rejected. If, in the opinion of the City's Selection Committee, such information was intended to mislead the City in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of this RFP, the proposal will be rejected. Statements made by the Consultant must also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

Unauthorized conditions, exemptions, limitations, qualifications, or provisions attached to a proposal will render it non-responsive and may cause its rejection.

The Consultant, in responding to this RFP, must submit Proposals in the format identified in this RFP. The Proposal must address all requirements of the RFP even if a "no response" is appropriate.

Costs for developing Proposals are entirely the responsibility of the Consultant and may not be charged to the City. The City is likewise not liable for any costs related to interviews, presentations, or other follow-up information necessary as part of the selection process. All costs are borne by the Consultant responding to this RFP. Consultants responding to this RFP hold the City harmless from any liability, claim, and expense whatsoever incurred by or on behalf of the Consultant.

9.0 Delivery/Submission of Proposals

The deadline for submitting a Proposal for Services is stated in Section 2 (Tentative Schedule of Events).

All prospective Consultants submitting a proposal must appear on the City's electronic Current Prospective Bidders List as a "Prospective Bidder." Companies shall register on the City's Electronic Bidding System, PlanetBids Vendor Portal. Once registered, Consultant must download the RFP by clicking "Place eBid" while logged in under their own name and identification number to appear on the Current Prospective Bidders List as a "Prospective Bidder." Consultants that fail to download the RFP by clicking "Place

eBid" will not appear on the Current Prospective Bidders List and their proposals will be considered non-responsive. If a Consultant is unable to register or download the RFP from the bidding website, a representative may contact the Purchasing Department at (951) 826-5561.

All proposal documents and supplementary documents must be uploaded using the City's bidding website prior to event date and time as instructed in this solicitation. Once file(s) have been uploaded and the Submission Status shows as "Submitted," the submission is complete. At that point respondents will receive an email confirmation from the bidding website.

The City reserves the right to reject any and all proposals and to waive information and minor irregularities in any proposal received.

Acceptance of Terms and Conditions - Submission of a proposal pursuant to this RFP shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in this RFP.

The time and date are fixed, and extensions will not be granted unless specifically stated by the City in an addendum to this RFP. Proposals not received before the bid event time will not be accepted.

10.0 Proposal Format and Content

Proposals shall be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses shall emphasize the Consultant's demonstrated capability to perform work of this type. Emphasis should be concentrated on completeness and clarity of content. Multimedia enhancements (graphics, video, etc.) demonstrating the creative and innovative qualities of the proposal are accepted and encouraged.

Proposals shall adhere to the following format for organization and content. Proposals must be typed and arranged/divided in the following sequence to facilitate evaluation:

- Cover Letter (2 pages)
- Scope of Services and Deliverables (Up to 15 pages for Phase 2 GP and 15 pages for the CAAP)
- Staffing Plans (Up to 5 pages for the Phase 2 GP and 5 pages for the CAAP – not including resumes)
- Schedule and Gantt Chart (no limit – separate schedules shall be provided for the Phase 2 GP and the CAAP, plus a third summarizing the integration of the two projects highlighting key areas of project overlap)
- Cost Proposal (separate document) (no limit – separate cost proposals shall be provided for the Phase 2 GP and the CAAP and a summary of the overall project cost)

A description of each of the five required sections is provided below. Instructions for the Staffing, Schedule, and Cost Proposal are attached as Exhibits D, E and F.

Cover Letter

The proposal shall begin with a cover letter summarizing the Consultant's interest in the project. The letter shall introduce team members and demonstrate the capacity to complete the project on time and on budget. The letter should be addressed to (mailed responses will not be accepted):

City of Riverside
 Purchasing Department
 Riverside City Hall
 3900 Main Street
 Riverside CA 92522

Scope of Services (“Exhibit A” and “Exhibit B”)

The proposal shall include two separate Scopes of Services (one for the Phase 2 GP Update and one for the CAAP), and each shall include a description of major tasks, services, and project deliverables the Consultant will provide. The Scopes should convey a clear understanding of the City's needs, familiarity with the steps involved in the Update and CAAP, and the ability to think and communicate clearly and creatively.

The Scope of Services for the Phase 2 GP (Exhibit A) should roughly correspond to the following sequence of tasks:

- TASK 1: PROJECT START-UP
- TASK 2: AUDIT OF EXISTING GENERAL PLAN AND SPECIFIC PLANS
- TASK 3: COMMUNITY OUTREACH AND ENGAGEMENT PLAN
- TASK 4: INTEGRATION OF A CITYWIDE SUSTAINABILITY AND RESILIENCY FRAMEWORK
- TASK 5: EXISTING CONDITIONS DATA COLLECTION AND ANALYSIS
- TASK 6: VISIONING
- TASK 7: PLAN OPTIONS AND ALTERNATIVES
- TASK 8: NEW AND REVISED POLICIES, PROGRAMS, AND MAPS
- TASK 9: GENERAL PLAN AND SPECIFIC PLAN UPDATE
- TASK 10: IMPLEMENTATION PLAN AND TOOLS
- TASK 11: ZONING CODE UPDATE
- TASK 12: OTHER REGULATORY UPDATES
- TASK 13: PROGRAM ENVIRONMENTAL IMPACT REPORT
- TASK 14: PLAN ADOPTION

The Scope of Services for the CAAP (Exhibit B) should roughly correspond to the following sequence of tasks:

- TASK 1: PROJECT START-UP

- TASK 2: COMMUNITY OUTREACH AND ENGAGEMENT PLAN
- TASK 3: UPDATED GHG EMISSIONS INVENTORY, PROJECTIONS, 2030 AND 2040 TARGETS, AND A GAP ANALYSIS
- TASK 4: 2016 CAP MEASURES AND DEVELOP NEW CAP MEASURES EVALUATION
- TASK 5: CAAP UPDATE, APPENDICES, AND SUPPORTIVE TECHNICAL INFORMATION
- TASK 6: CAAP IMPLEMENTATION AND MONITORING PROCEDURES
- TASK 7: PROGRAM ENVIRONMENTAL IMPACT REPORT
- TASK 8: PUBLIC HEARING ATTENDANCE AND SUPPORT
- TASK 9: PROJECT CLOSE OUT
- TASK 10: CONTINGENCY

Exhibit A and Exhibit B of this RFP include additional detail on each of these tasks and are intended to assist Consultants with describing their services but are not a prescribed set of requirements for carrying out each task. Consultants are encouraged to be creative and propose their own methods and approaches for achieving task objectives. Consultants may propose additional tasks and services, with an explanation of why these tasks and services are justified and will enhance the planning process and outcomes consistent with the project objectives.

Task 3 – Community Outreach and Engagement (“Exhibit C”)

This Task extends throughout the work program and covers all engagement activities for both the Phase 2 GP Update and CAAP. As such, it is included as a separate exhibit. Successful proposals will include a comprehensive outreach plan that covers all aspect and phases of both components of the project.

Staffing Proposal (“Exhibit D”)

The proposed staffing plan for each Scope of Services shall include a diagram and narrative describing the Consultant and Sub-Consultant staff assigned to the project. The diagram and narrative should illustrate personnel relationships and describe what portions of the project each will complete. The staffing plan shall clearly describe the proposed project management structure for not just the Phase 2 GP Update and CAAP individually, but also overall project coordination.

Additional details and requirements are set forth in Exhibit D.

Schedule Proposal (“Exhibit E”)

The Consultant shall provide proposed schedules including a Gantt chart or similar schematic representation of how the Consultant will complete the services set forth in Exhibits A and B within three (3) years from the date of full contract execution. The schedule shall incorporate or be paired with and referenced to a list of all proposed deliverables and the time it takes to complete each deliverable.

Cost Proposal (“Exhibit F”)

Proposals shall include a cost proposal for providing the services outlined in Exhibit A through Exhibit C. The cost proposal shall include a summary table with the information

outlined in Exhibit F (Cost Proposal). Consultants may format the table in any manner they wish, provided the requested information is included. Cost Proposals shall not exceed 11" x 17" paper size.

The City will not consider a Time and Materials-based proposal. Proposers submitting a Time and Materials-based proposal will be considered non-responsive. The City of Riverside will pay the Consultant based on each deliverable so the cost proposal must be clear on the cost of each. The Consultant and all Sub-consultants will be subject to this requirement. Typically, the City payment breakdown includes 80% of the total cost paid for an acceptable DRAFT deliverable with the final 20% paid for an acceptable FINAL deliverable. This will not apply to administrative type tasks (meetings with staff, community meetings, etc.). The City reserves the right to reject any DRAFT or FINAL deliverable.

11.0 Alternative Proposals

Only one proposal shall be submitted by each Consultant for this RFP. Multiple simultaneous proposals will result in rejection of all Proposals submitted by that Consultant. A Consultant may, prior to the proposal due date and time, withdraw a proposal and submit a new proposal, so long as the new proposal is submitted before the proposal due date and time.

12.0 Examination of RFP and Sites of Work

The submission of a proposal shall be conclusive evidence that the Consultant has investigated all aspects of the RFP and is satisfied as to the conditions that may be encountered; the character, quality, and quantities of work to be performed; the materials to be furnished; and the requirements of the proposal, RFP, and other contract documents. By submitting a Proposal, the Consultant hereby certifies that it has:

- The capacity to perform the tasks identified based on its examination of the requirements of this RFP;
- Examined the local conditions;
- Read each and every clause of this RFP, and included all costs necessary to complete the specified work in its proposed prices; and
- Agreed that if awarded the contract, it will make no claim against the City based upon ignorance of local conditions or misunderstanding of any provision of the contract.

Should the conditions turn out to be different from those anticipated, the Consultant agrees to assume all risks incident thereto.

13.0 Addenda

Unless otherwise specified, any addenda issued during the time of bidding must be acknowledged electronically via the City's Bidding Website, which will be made part of the proposal. Addenda notifications will be provided to those listed on the Electronic Prospective Bidder's List via email.

14.0 Withdrawal of Proposal

All proposals shall be firm offers and may not be withdrawn for a period of one hundred sixty (160) days following the deadline date for submission of proposals noted herein. Submitted proposals may be withdrawn at any time prior to the submission deadline.

15.0 Public Records

All proposals submitted in response to this RFP become the property of the City and pursuant to the Public Records Act (Gov. Code, § 7920.000 et seq.) are public records, and as such may be subject to public review at least ten (10) days before selection.

The Consultant must notify the City in advance of any proprietary or confidential materials contained in the proposal and provide justification for not making such material public. The City shall have sole discretion to disclose or not disclose such material subject to any protective order that the Consultant may obtain. Note that under California law, price proposal to a public agency is not a trade secret.

The City reserves the right to make use of any information or idea contained in the proposal. All materials, ideas, and formats submitted in response to this RFP will become the property of the City on receipt.

16.0 Evaluation Process and Criteria

The City reserves the right to amend, withdraw, or cancel this RFP at any time. The City also reserves the right to reject all responses to this RFP at any time prior to agreement execution. Furthermore, the City reserves the right to request additional information about any and all proposals that is, in the City's opinion, necessary to assure that matters including, but not limited to, the Consultant's competence, number of qualified employees, business organization, experience, and financial resources are adequate to perform the Services. **The City reserves the right to negotiate all terms and scope items including but not limited to subconsultants, team members, deliverables and costs with the selected Consultant.**

All proposals will be reviewed to verify that the minimum requirements as stated in this RFP have been met. Proposals that have not followed the rules, or do not meet minimum content and quality standards, may be rejected as non-responsive.

An evaluation committee, comprised of City staff from multiple departments, will review all submittals. All proposals will first be reviewed to verify that they have met the minimum requirements of this RFP.

Qualifying proposals will be reviewed and scored using the following evaluation criteria:

Item	Considerations	Score
Proposed Scope of Services	<ul style="list-style-type: none"> Provides a creative approach that is clear and concise Includes descriptions of innovative solutions being used to complete all tasks Comprehensively addresses every task in the Scope and explains how it will be completed Identifies how the Phase 2 GP and CAAP will be coordinated Establishes a clear list of deliverables for each task Provides examples of illustrations and graphics to be used 	40
Staff Allocation	<ul style="list-style-type: none"> Includes Staffing Plans providing a multi-disciplinary team Staffing Plans clearly demonstrate relationships, duties, and management structure Project manager(s) have a minimum of five years' experience successfully overseeing project of this scale Dedicates an appropriate number of staff to each task and sub-task based on complexity and intensity for each phase of the project 	10
Capacity to Perform the Work	<ul style="list-style-type: none"> Estimates an appropriate number of hours to complete each task and sub-task Assigns staff with the required expertise to each task and sub-task Demonstrates technical capability and resource availability to perform key work components 	10
Proposed Schedules	<ul style="list-style-type: none"> Proposals are organized in an easy-to-read, user-friendly, and concise format Identify each task and associated deliverables at draft and final stage including anticipated timing/dates Identify key project milestones and provides an adequate amount of time to complete all tasks within the project timeframe 	10
Interview	<ul style="list-style-type: none"> Incorporates a compelling and informative presentation Demonstrates understanding of the City's Vision for the project Demonstrates how each deliverable will be completed to meet the requirements of the City and the State Attended by Key Staff Emphasizes visuals, graphics, and an interactive approach 	20
Cost	<ul style="list-style-type: none"> Cost will be based on proposed cost per deliverable and the overall cost/expenses which shall be an all-inclusive cost 	10
TOTAL		100

Interview scores will be part of the overall score each Consultant receives. Interviews will be scheduled as specified in Section 2 (Tentative Schedule of Events), with the exact date and time to be determined. Only the Consultants submitting a proposal are eligible

to be interviewed. The interview will be conducted by the same individuals scoring the proposals. **The City reserves the right to require a second interview if necessary to identify a preferred Consultant.** Should the need for a second interview be deemed necessary, interview questions and evaluation criteria will be released to interviewees prior to scheduling second interviews.

Following notification of the top-ranked Consultant and further negotiation of scope and fee, a Professional Services Agreement will be prepared for consideration by the City Council.

The selected Consultant will then enter exclusive negotiations with the City to formalize the Scope of Service and Compensation. If the City is unable to obtain a fair and reasonable price or cannot reach agreement regarding the terms for the Scope of Services, then the City will end negotiations with that Consultant and begin negotiations with the next Consultant who best meets the needs of the City, and so on until an agreement is reached.

17.0 Rejection of Proposals

The City may reject any or all proposals and may waive any immaterial deviation in a proposal. The City's waiver of an immaterial defect shall in no way modify this RFP or excuse the Consultant from full compliance with this RFP and/or the contract documents if awarded the Contract. Proposals that include terms and conditions other than City's terms and conditions may be rejected as being non-responsive. The City may make investigations as deemed necessary to determine the ability of the Consultant to perform the work, and the Consultant shall furnish to the City all such information and data for this purpose as requested by the City. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Consultant fails to satisfy the City that the Consultant is properly qualified to carry out the obligations of the agreement and to complete the work described herein.

18.0 Protest Procedures

A Consultant not selected by the City for the award of the Agreement desiring to protest the City's selection may do so by following the City's Procurement Protest Procedures in Administrative Manual, section 07.019.00. Protests not conforming to this procedure will be rejected as invalid. The City's Protest Procedures are available on the City's website at: <https://riversideca.gov/finance/pdf/2022/07.019.00.pdf>.

19.0 Contract Term

The General Plan Update will begin in 2023 and continue for approximately three (3) years. The initial term of the Agreement shall be from the date of full execution for three (3) years with the option to extend as negotiated based upon acceptable performance by the Consultant, acceptable fees and subject to the same terms and conditions of the Agreement.

Pricing is to remain firm for the initial contract term. Should the option to renew for additional years be exercised, City and the Consultant may negotiate price modifications.

20.0 Contract Documents

The City reserves the right to make modifications to the Draft Consultant Service Agreement (Exhibit "H") to effectuate the intent of this RFP. As stated in Section 5.0(f), Proposers may provide a list of Consultant Service Agreements exceptions, subject to the requirements in that section. **The City has no obligation to accept any proposed service alternative or Agreement exception.** The City reserves the right to suggest the inclusion or exclusion of Consultant's Staff members during the negotiation process.

21.0 Execution of Agreement

After award, the following shall be signed and returned to the City within fourteen (14) calendar days from the date the City mails, or by other means delivers, said documents to the Consultant:

- One (1) original of the Agreement in the form included herein, properly executed by the Consultant;
- Certificates of Insurance and Additional Insured Endorsements evidencing coverage as specified in the standard Agreement; and
- Confirmation of current City of Riverside business tax certificate.

In the event that day fourteen (14) of calendar days falls on Saturday, Sunday, a legal holiday for the State of California, or on days when the City is closed, the contract documents shall be delivered by the following working day.

No Agreement shall be binding upon the City until all documents are fully executed by the Consultant and the City.

22.0 Failure to Execute the Agreement

Failure to execute the Agreement and furnish the required insurance and business tax certificate within the required timeframe shall be just cause for the rescission of the award. If the successful Consultant refuses or fails to execute the Agreement, the City may award the Agreement to the next most qualified Consultant.

23.0 Cancellation

The City reserves the right to amend, withdraw and cancel this RFP. No obligation either expressed or implied exists on the part of the City to make an award based on the submission of any proposals.

The City further reserves the right to request or obtain additional information about any and all submittals before making an award. The City also reserves the right to seek clarification from any Consultant about any statement in its proposal that the City finds ambiguous.

EXHIBIT A

Scope of Services – Phase 2 General Plan Update – General Plan, Specific Plans, Zoning Code and Development Regulations, and PEIR

The general objectives and anticipated key work elements for each task are listed below. The Consultant is encouraged to add to, modify, and/or reorganize these tasks to show that their approach to the project will meet the applicable statutory requirements while resulting in a cutting-edge General Plan. The Consultant is also encouraged to propose the structure of the General Plan and its Elements.

For each task, the Consultant must explain **how they will carry out this task**, with an emphasis on best practices and innovation, **how they will present their analysis and findings**, and **related deliverables associated with completion of the task**. The role of the Consultant, City staff, the public, and other agencies should also be described. Each task must identify a specific deliverable or set of deliverables to the City. The same deliverables should be proposed in Exhibits C, D, and E. Objectives and Key Work Elements, as identified by the City herein, should be viewed as minimum requirements and the City welcomes the Consultant to add to both as they deem appropriate.

Consultants are encouraged to identify **specific deliverables in their scopes of work, as appropriate as payments will be based on deliverable**. Ultimately, the specific services and any related work products for this task will be negotiated with the selected Consultant.

The Consultant shall complete the project within three (3) years from the date of full execution of the agreement.

TASK 1: PROJECT START-UP

1.1. Objectives:

- A. Familiarize the Consultant, Sub-consultants and Project Manager with City staff.
- B. Establish protocols for communication and project administration between the Consultant, City staff, Project Manager and key stakeholders and decision makers.
- C. Define the relationship between the Phase 2 GP and CAAP projects and teams.
- D. Collect background materials and data.
- E. Identify and discuss long-range planning issues relevant to the General Plan update with the City.
- F. Define the structure and terminology that will frame the format and parameters of the General Plan, building off of the framework established in the Phase 1 GP Update.
- G. Define how the General Plan will work as an integral part of other City systems (i.e., City Council strategic plan, elections, biennial surveys, etc.) to obtain early alignment within the organization.

1.2. Key Work Elements:

- A. Provide detailed Project Schedule showing dates for all major tasks to be updated each week to ensure the project stays on track including, at a minimum:
 - i. Each phase of the project (data collection, analysis, review times, public outreach);
 - ii. Draft and Final Submission dates for each Element;
 - iii. Any State agency review periods;
 - iv. City staff review times;
 - v. Detailed PEIR schedule;
 - vi. Public Meetings;
 - vii. Airport Land Use Commission Review;
 - viii. Planning Commission Workshops and Hearing; and
 - ix. City Council Workshops and Hearings
- B. Conduct:
 - i. Kick-off meetings with City staff;
 - ii. Kick-off meeting with City Management;
 - iii. Initial meeting with key stakeholders;
 - iv. Kick-off meetings with Planning Commission, City Council and other Standing Committees, Boards and Commissions as necessary; and
 - v. Coordination meetings between with the CAAP project team; and
 - vi. Reconnaissance tours of each Ward.
- C. Collect relevant documents, plans, ordinances, GIS files, maps, and data.
- D. Prepare base maps and verify Planning Area, sphere of influence, and City boundaries.
- E. Summarize State legislation requiring compliance for every Element of the General Plan.
- F. Identify key issues and potential themes.
- G. Provide an analysis of the General Plan 2025 Policies and Objectives to identify conflicts and redundancies.
- H. Evaluate potential efficiencies and conflicts with the CAAP and develop a strategy to ensure each effort complements the other.
- I. Present options for General Plan structure and organization based on the Phase 1 GP deliverables.

1.3. Description:

This Task will kick off the General Plan Update and provide reconnaissance opportunities for members of the Consultant Team. It is expected that this task will begin immediately after the project begins. This task will align the work of the Consultant, the core City staff team representing each Department, the project team leading the CAAP, and the larger City staff and agency teams that will be engaged in the process.

TASK 2: AUDIT OF EXISTING GENERAL PLAN AND SPECIFIC PLANS

2.1. Objectives:

- A. Build on the work done during the Phase 1 GP Update and prior General Plan Updates and establish a clear link to past efforts.
- B. Incorporate policies and programs from more recent planning documents.
- C. Incorporate findings or details from recent planning documents such as the Sewer Master Plan, Water Master Plan, etc.
- D. Identify opportunities to streamline the City's system of Specific Plans to reduce the total number, update those plans that are still relevant, and retire those that are not.

2.2. Key Work Elements:

- A. Audit General Plan 2025 goals, policies, and implementing actions including an assessment of progress.
- B. Audit each of the nineteen (19) previously adopted Specific Plans, including recommendations for the future disposition of each Plan.
- C. Audit City documents that inform the General Plan.
- D. Create a matrix of all existing policy relationships and conflicts.

2.3. Description:

This Task builds on previous plans and programs in the City, including the General Plan 2025 and the Phase 1 GP Update. While the City seeks to significantly shorten and streamline the document, it is still important to review existing policies to determine how they can be aggregated or reformulated if they are still relevant. This evaluation will be informed by public input collected through community engagement efforts about the success of previous planning efforts in realizing the community's vision. It is also important that the General Plan provides a framework for other , the Sewer Collection Master Plan, Focused Water Master Plan, Non-Potable/Recycled Water Master Plan and/future planning efforts.

The audit will also include a review of each of the City's adopted Specific Plans. The result will be a set of recommendations for how each Plan should be treated moving forward. The City anticipates that most of the Specific Plans will be retired or merged into the General Plan and Zoning updates, but some may be updated and retained as stand-alone Specific Plans. This should be accomplished concurrently with the General Plan and Zoning Code updates.

TASK 3: COMMUNITY OUTREACH AND ENGAGEMENT

Please see Exhibit C.

TASK 4: CITYWIDE SUSTAINABILITY AND RESILIENCY FRAMEWORK

4.1. Objective:

- A. Ensure sustainability and resiliency are holistically integrated within the General Plan and CAAP at every level.

4.2. Key Work Elements:

- A. Evaluate the utility and effectiveness of sustainability and resiliency policies, priorities and action items in the Envision Riverside 2025 Strategic Plan and Operational Work Plan.
- B. Identify best practices in sustainability and resiliency throughout the City – City services, communities, businesses, and natural environment.
- C. Develop recommendations for incorporation of a sustainable and resilient philosophy into all aspects of City administration and activities.
- D. (Optional Subtask) Develop a sustainability and resiliency framework that will expand the sustainability and resiliency policies, priorities, and action items of the Envision Riverside 2025 Strategic Plan and Operational Work Plan.

4.3. Description:

The purpose of this Task is to ensure the sustainability and resiliency framework is developed as part of the work effort and is central to all Departments in the Phase 2 GP Update. The result should be a thread connecting all levels of the General Plan back to the triple bottom line – growing the economy, improving environmental quality, and increasing opportunity for all. Consultants may propose a variety of services to assist the City in refocusing and advancing principles of sustainability and resiliency. Consultants should provide budget estimates for a suite of tasks and services that could potentially be provided.

TASK 5: EXISTING CONDITIONS DATA COLLECTION AND ANALYSIS

5.1. Objectives:

- A. Research best practices and emerging tools and models in General/Comprehensive Planning.
- B. Provide the technical foundation necessary for General Plan policies and action programs.
- C. Provide contextual information to be used as narrative in the Elements of the General Plan, and to inform the public about each topic area.
- D. Document the CEQA “setting” for the topics to be covered by the General Plan Program Environmental Impact Report (“EIR”) (Task 12).
- E. Complete the necessary baseline analysis, surveying and mapping necessary to update the City’s delineated Arroyo boundaries and survey requirements.

5.2. Key Work Elements:

- A. Summary of Best Practices
 - i. Research and identify best practices and emerging tools and models in General/Comprehensive Plans both domestically and internationally;
 - ii. Identify innovative and unique elements of each that can be applied to the City; and
 - iii. Evaluate applicability of best practices and emerging tools to the City and determine what will be used for the General Plan.
- B. Land Use and Urban Design Element (Mandatory):
 - i. Analyze City design patterns, key corridors and activity centers, vistas, sight lines, and other unique visual landmarks;
 - ii. Document and analyze land utilization patterns, vacant land, and development opportunities;
 - iii. Evaluate existing General Plan designations and General Plan/Zoning mismatches; and
 - iv. Coordinate with adjacent cities and counties on land use maps, future plans, and compatibility issues.
 - v. As an optional task, survey and analyze existing land use data.
- C. Housing Element (Mandatory):
 - i. Assess Housing Element Policies, Programs and Actions adopted as part of the Phase 1 GP Update for necessary adjustments as well as consistency with Phase 2 policies, programs and implementation tools;
 - ii. Assess 6th Cycle RHNA progress and develop strategies to increase housing production at all affordability levels;
 - iii. Align land use and circulation policy and planning with the RHNA Opportunity Sites Inventory; and
 - iv. Identify any 6th Cycle Housing Element program implementation that can be accomplished as part of the Phase 2 GP Update.
- D. Mobility and Circulation Element (Mandatory):
 - i. Comprehensively evaluate existing roadway conditions, including volumes, congestion, intersection performance, and vehicle miles traveled;
 - ii. Comprehensively evaluate non-automobile transportation modes, including bikes, pedestrians, rail and bus transit, paratransit, aviation, freight rail, etc.;

- iii. Ensure consistency with, and facilitate implementation of, the PACT: Pedestrian Target Safeguarding, Active Transportation Master Plan, Complete Streets Ordinance, and Trail Master Plan;
 - iv. Evaluate other mobility issues such as traffic safety and calming, parking, truck traffic and commercial goods movement (including calculation of new traffic index levels for collector and arterial roadways and development of a final traffic index map), curbside management, electric vehicle infrastructure, alternative fuel locations, etc.;
 - v. Evaluate commute patterns and origin/destination data with a focus on impacts of cut-through traffic generated on neighborhood roadways;
 - vi. Assess potential impacts of new transportation technology; and
 - vii. Analyze and assess impacts of completing the Overlook Parkway connection on neighborhoods and the circulation system.
 - viii. Work with Staff and the community to identify recommended changes to roadway classifications.
 - ix. Furnish City Staff with all transportation modeling files, assumptions, documentation, training and software / tools necessary for City Staff to independently operate the transportation model throughout the General Plan Implementation phase.
- E. Economic Development and Innovation Element (Optional):
- i. Review and evaluate real estate market trends and data;
 - ii. Assess and evaluate local economic and business trends, including emerging sectors, business and retailing trends, office trends, hospitality and tourism, industrial activity, institutional sector, competitive strengths, etc.;
 - iii. Analyze labor force and workforce development data;
 - iv. Coordinate with the forthcoming Economic Development Action Plan;
 - v. Evaluate the City's fiscal health and assess ability to successfully implement projects and programs; and
 - vi. Review and coordinate with the prospective River District public realm planning process.
- F. Arts, Culture, and Historic Preservation Element (Optional):
- i. Coordinate with ongoing efforts to inventory existing and potential arts and cultural resources citywide;
 - ii. Coordinate with the identification, formation and feasibility assessment of a potential Arts & Cultural District.
 - iii. Inventory and evaluate historic resources; and

- iv. Assess and evaluate Native American and paleontological resources.
- G. Environmental Justice, Air Quality, Health, and Education Element (Optional):
- i. Assess and inventory air quality and greenhouse gas emissions in coordination with the CAAP project team;
 - ii. Measure and evaluate environmental justice and health indicators, consistent with the State SB 1000 toolkit;
 - iii. Identify Environmental Justice Policies developed through the Phase 1 GP Update for potential refinement or further development; and
 - iv. Inventory schools, libraries, hospitals, and other community services.
- H. Noise Element (Mandatory):
- i. Evaluate noise conditions, including new noise measurements sufficient for the General Plan and PEIR.
- I. Conservation Element (Mandatory):
- i. Assess biological resources;
 - ii. Gather and evaluate geology and soils information;
 - iii. Assess hydrological and water quality data; and
 - iv. Evaluate the City's participation in and compliance with adopted habitat conservation plans; including California's [pathways to 30x30](#) consistent with Envision Riverside 2025 Strategic Plan Goal 4.5.
 - v. Arroyo Survey and Mapping:
 - a. Review existing data and background studies on arroyos;
 - b. Develop and vet methodology for mapping and evaluating arroyos;
 - c. Prepare preliminary maps and GIS data; and
 - d. Prepare an assessment of resources and recommendations.
 - e. As an optional subtask:
 - 1. Ground-truth existing conditions;
 - 2. Survey, map and refine the delineation the City's designated arroyos and adjoining buffer areas;
 - 3. Produce refined maps and GIS data; and
 - 4. Develop a report, including proposed boundaries and future study requirements for impacted properties.
- J. Open Space, Parks, and Recreation Element (Mandatory):
- i. Inventory parks, recreation services, and facilities;

- ii. Evaluate the Parks Master Plan in the context of the General Plan update;
 - iii. Inventory of trails;
 - iv. Evaluate the trails master plan in context of the General Plan; and
 - v. Review and recommend updates to City policies for implementing park and trail master plan strategies and goals.
- K. Public Safety Element (Mandatory):
- i. Prepare a Climate Vulnerability Assessment in compliance with S.B. 379;
 - ii. Review and update of the Phase 1 Public Safety Element as needed.;
 - iii. Evaluate hazardous materials, storage, waste sites, etc.;
 - iv. Inventory natural hazards (wildfire, earthquake, flooding, etc.);
 - v. Document and evaluate aviation hazards.
- L. Public Facilities and Infrastructure Element (Optional):
- i. Inventory utilities and related public services (water, sewer, drainage, telecommunications, solid waste); and
 - ii. Evaluate energy use, trends, and resources.

5.3. Description:

The key work elements in this Task include the preparation of each Element based on the baseline data and the CEQA setting tasks required for the EIR. "Existing Conditions" is expected to be a substantial and labor-intensive phase of the General Plan Update. While some of the data listed above are readily available and can be carried forward (for example, hazards data have been recently updated through the Local Hazard Mitigation Plan), much of it needs to be updated or revised with a focus on the future.

Consultants should describe how they will collect and analyze the data listed above. Assumptions about the division of labor between the Consultant, Sub-consultants, the PM, and City staff should be clearly stated. The tasks above also include mapping and the presentation of information in a compelling, easy-to-read way. Consultants may propose an "Existing Conditions Report" that aggregates the work into a single volume, but other approaches can be considered (such as a series of "white papers" or web-based dashboards).

The Consultant should also describe how they will prepare each Element including who will be involved from the City and outside agencies.

An additional component of this task involves the assessment and development of recommendations for mapping of Riverside's six designated arroyos. Preparing revised maps and surveys is included as an optional subtask. The arroyos provide unique natural resources and habitat; however, over-generalized and inaccurate maps have led to burdensome survey requirements for many property owners who

are not located within arroyos. The City seeks to map its arroyos and develop more accurate regulatory controls and survey requirements. This is not envisioned as a detailed biological assessment. The intent is to use aerial photos, limited windshield surveys and field reconnaissance, existing assessments, and new mapping and surveying technologies to update the existing maps and depict the arroyos more accurately.

The City has also included an optional task to complete an existing land use plan as part of this task.

TASK 6: VISIONING

6.1. Objectives:

- A. Establish sustainability and resiliency as foundational components of the General Plan.
- B. Engage the community in a dialogue about the City's future.
- C. Identify and prioritize "Focus Areas" across the City in consultation with residents and stakeholders.
- D. Evaluate implementation progress and outcomes from the 2025 General Plan and previous planning efforts.
- E. Identify long-term goals and guiding principles.
- F. Use visuals (drawings, video, simulations, etc.) to communicate possibilities and key ideas graphically and visually.

6.2. Key Work Elements:

- A. Identify issues and trends that are shaping the City and the Inland Empire.
- B. Identify strengths, weaknesses, opportunities, and threats to the City's future.
- C. Assess the community's opinions on progress of policy implementation established in the 2025 General Plan, Specific Plans, and parallel planning efforts.
- D. Identify 14 "Focus Areas" (two per each of the seven City Council Wards) which will be prioritized for enhanced community engagement and urban design concepts during the General Plan Update.
- E. Develop long-term goals.
- F. Develop guiding principles for sustainability, growth, resiliency and climate adaptation, preservation, conservation, mobility, etc., that will form the basis of each General Plan Element.
- G. Visualize possible outcomes using simulation tools and other media.
- H. Conduct a Community "summit" to discuss options and lay the groundwork for the General Plan.
- I. Produce draft Vision documents for City review.

J. Produce final Vision documents for City review and approval.

6.3. Description:

Visioning launches the public-facing phase of the General Plan Update and establishes basic parameters and principles for future growth. The City envisions this process beginning following data collection and initial meetings. One or more major public events are envisioned as part of this task. The City seeks to generate a “positive buzz” about the upcoming General Plan Update and prefers to solicit feedback from a broad and diverse cross-section of the community, and this process will comprise a core component of Task 3 (Community Outreach and Engagement). This should include assistance with branding and marketing the General Plan. Bold design ideas should be explored for key opportunity sites and areas with the potential for transformative change in the coming decades. This is expected to be a graphics-intensive task, intended to spark the imagination, and visualize how the City might grow and evolve by mid-century.

The primary work product of this task will be a “Vision” document. This should be a high-quality, graphically rich publication that can be distributed in both print and web-based formats. The Vision document will provide the roadmap for the tasks that follow.

TASK 7: PLAN OPTIONS AND ALTERNATIVES

7.1. Objectives:

- A. Identify and evaluate policy options for resolving persisting and emerging issues identified through data collection and analysis and the visioning process.
- B. Identify and evaluate alternatives for land use, transportation, growth, and other General Plan Elements/topics.
- C. Test the impacts of different alternatives and identify preferred choices to be included in the new General Plan.

7.2. Key Work Elements:

- A. Updates of Each Element of the General Plan including any updates to the Phase 1 Elements.
- B. Develop General Plan land use categories.
- C. Identify areas where change is necessary or desired.
- D. Consider potential options for change areas.
- E. Articulate the vision and future development potential for each of the 14 Focus Areas identified in Task 6 (Visioning).
- F. Quantify different land use and growth scenarios.
- G. Calculate growth by traffic analysis zone for modeling.
- H. Consider transportation network options in tandem with land use options.

- I. Conduct transportation modeling of land use alternatives, including model calibration.
- J. Evaluate other impacts of potential alternatives (economic, fiscal, services, etc.).
- K. Prepare reports or other tools to summarize choices and solicit public input.
- L. Proactively and continuously engage the public in selecting preferred options.

7.3. Description:

With this Task, Consultants should explain how they will incorporate an “alternatives” phase into the planning process. The task is intended to make important choices regarding the City’s future growth, design, and mobility. Various options for “areas of change” should be explored and tested. Alternative transportation concepts and facilities should be explored. Specific deliverables should be identified in the Consultant work program.

TASK 8: NEW AND REVISED POLICIES, PROGRAMS, AND MAPS

8.1. Objectives:

- A. Develop responsive General Plan goals, policies, and actions that engage residents in the decision-making process, identify existing conditions and trends, and ensure outcomes can be tracked and measured.
- B. Create a planning framework that makes the City a more sustainable, resilient, equitable, and prosperous city.

8.2. Key Work Elements:

- A. Identify linkages with the City’s Strategic Plan to eliminate duplications.
- B. Review the Phase 1 GP Action Plan and determine potential improvements.
- C. Develop new General Plan goals and policies.
- D. Outline implementing actions.
- E. Identify Key Performance Indicators for each Element.
- F. Identify needed updates to Specific Plan policies and standards, where appropriate.
- G. Finalize the General Plan Land Use Map and Circulation Diagram.
- H. Prepare other General Plan maps and exhibits.
- I. Finalize the General Plan outline and document format.

8.3. Description:

In the Task, the Consultant synthesizes work completed in the prior tasks to create a cohesive set of new policies that will become the core of the new General Plan.

This task also involves preparing the Draft Land Use Map and related General Plan maps and diagrams. Consultant should identify how they will complete this task,

and what role the public will play. A process for updating still-relevant Specific Plans should be identified.

TASK 9: GENERAL PLAN AND SELECTED SPECIFIC PLANS UPDATES

9.1. Objectives:

- A. Produce a state-of-the-art, easy to use, streamlined General Plan that guides the City toward the future.
- B. Produce a limited number of updated Specific Plans for those areas where additional guidance on land use outcomes is necessary.
- C. Produce urban design concepts for the fourteen (14) Focus Areas identified and defined in Tasks 6 and 7.

9.2. Key Work Elements:

- A. Draft the General Plan narrative.
- B. Prepare an Administrative Draft General Plan that includes:
 - i. Each Element required by State law;
 - ii. Other Elements not required by law, as identified in the Visioning process; and
 - iii. Focus Area urban design concepts.
- C. Revise the Administrative Draft based on staff feedback and prepare a Public Review Draft.
- D. Prepare Administrative Draft Specific Plans.
- E. Revise Administrative Draft Specific Plans and prepare Public Review Drafts.
- F. Develop Executive Summaries and other collateral documents.

9.3. Description:

This Task involves drafting and producing the General Plan document. The City anticipates that an Administrative Draft will be produced for internal review, with edits made based on staff comments. The Public Review Draft is envisioned as a fully formatted, graphically compelling document. As previously noted, the City seeks to significantly reduce the length of the General Plan without diminishing its effectiveness as a long-range planning tool. The organization of the Plan (elements, goal/policy structure, etc.) will be based on the structure established in the Phase 1 GP Update and refined through the planning process itself including:

- Vision
- Guiding Principles (1 per Element)
- Policies (as needed – to support the Guiding Principle of each Element)
- Actions (as needed – to implement each Policy)
- Key Performance Indicators

The Consultants can recommend adjustments but would need to identify the changes to the Elements completed as part of the Phase 1 GP Update.

The General Plan will not necessarily be organized into the eight state-mandated elements, with additional optional elements.

Consultants are encouraged to share their ideas for Plan organization in their draft scopes of work. The City is particularly interested in producing a planning document that is shorter, more accessible, more general, more visually compelling, and easier to read and understand than the existing Plan.

The Consultant's work program does not have to include a specific task description for each General Plan chapter, since the Plan organization is still unknown. However, Consultants should describe their approach for updating the City's Specific Plans.

TASK 10: IMPLEMENTATION PLAN AND TOOLS

10.1. Objectives:

- A. Build on the Action Plan established with the Phase 1 GP Update to create a usable, actionable plan that establishes clear priorities and assigns responsibilities for next steps.
- B. Establish methods to measure the Plan's effectiveness and track progress on Plan implementation.
- C. Build flexibility into the implementation plan that allows the plan to adapt to changing policy priorities, technologies, and emergent situations.

10.2. Key Work Elements:

- A. Describe general tools for implementing the Plan (CIP, budget, etc.).
- B. Develop plan monitoring and reporting systems.
- C. Prioritize actions and identify agencies responsible for implementation.
- D. Prepare an Implementation Plan.

10.3. Description:

This Task will result in the creation of a stand-alone document that builds on the Action Plan developed with the Phase 1 GP Update and that can be periodically updated without requiring a General Plan Amendment. The document will facilitate Plan implementation by identifying priorities, responsible parties, and potential funding sources. The Plan would also provide a foundation for future progress reports and periodic updates.

TASK 11: ZONING CODE UPDATE

11.1. Objective:

- A. Prepare a comprehensive update of the Zoning Code that is simpler and more design-focused than the existing Zoning Code, and easier to administer and navigate.

- B. Make greater use of graphics in the new Zoning Code, while recognizing the limitations and standard formatting requirements of an online Municipal Code library.
- C. Use zoning to implement General Plan goals and policies and to reduce the number of Specific Plans.
- D. Respond to emerging development, technological, economic, and lifestyle trends by keeping the Zoning Code flexible.
- E. Ensure that other sections of the Municipal Code are consistent with the new zoning regulations and General Plan.

11.2. Key Work Elements:

- A. Evaluate existing zoning regulations.
- B. Make recommendations for Code reorganization, format, and structure to the City.
- C. Assess potential integration of existing Specific Plans into the Zoning Code.
- D. Assess proposed General Plan changes and impact on zoning districts.
- E. Coordinate with City staff, the development community and the public to develop realistic, effective and reasonable regulations for development.
- F. Develop revised districts, overlays, and development/use standards.
- G. Develop revised standards for special uses and activities.
- H. Update and streamline definitions.
- I. Develop revised administrative procedures and permit requirements with an emphasis on efficiency and certainty.
- J. Create illustrations and graphics, including jointly developed protocol with the City Clerk for using graphics in an online Code library.
- K. Prepare updated Zoning Maps that implement the land use plan and Focus Area concepts developed in previous tasks.
- L. Produce Administrative Draft Zoning Regulations.
- M. Produce Public Review Draft Zoning Regulations.
- N. Finalize Draft Zoning Regulations.
- O. Amend other Municipal Code provisions for consistency with new Zoning Regulations (e.g., Subdivision and Grading Codes).
- P. Engage the community throughout each stage of Code development (covered by Task 3).
- Q. Attain CEQA clearance for revised Code (covered by Task 13).

11.3. Description:

The City seeks to revise its zoning regulations with Task 11. The existing regulations are not user-friendly, lack illustrative and user-friendly graphics, are difficult to

administer and navigate, contain vague or subjective language, and do not meet modern business needs. The City seeks a more readable and user-friendly Zoning Code that provides greater design direction, clearer language, and streamlined administrative and permitting procedures. The Consultant should specify which, if any, work program elements associated with this task are expected to be completed jointly by the Consultant and City Staff. Where appropriate, the Consultant may indicate tasks where staff would have the lead role. As with all other tasks, Consultant should indicate specific deliverables in their work programs.

Consultants may propose their own methodology or approach to updating the Zoning Code, provided that the objectives stated above are accomplished. In general, the work should involve a review of the existing Code, proposals for reorganization and reformatting, development of new standards and procedures, and drafting of the updated Code (including maps and graphics). The City is particularly interested in folding existing Specific Plans into the Zoning Code to reduce the number of Specific Plans and the complexity of zoning administration.

Community engagement and stakeholder input is an important part of the Zoning Update. Some of this will occur as part of the broader set of engagement and outreach initiatives identified in Task 3. However, the vetting and adoption process for the Zoning Code itself is part of this task. Adoption is expected to occur concurrently with the General Plan. It is expected that CEQA review for the Zoning Code update will be covered by the General Plan EIR.

TASK 12: OTHER REGULATORY UPDATES

12.1. Objectives:

- A. Create design standards that result in great places with outstanding design quality and character throughout the City.
- B. Protect the City's legacy of historic and cultural resources through effective, easy-to-use guidelines for historic districts.
- C. Update other provisions of the Municipal Code as needed to implement the General Plan and achieve consistency with proposed Zoning Code changes.

12.2. Key Work Elements:

- A. Evaluate existing Citywide Design and Sign Guidelines and Historic District Design Guidelines.
- B. Refine and expand objective design standards for multi-family development (SB 35) developed through the Phase 1 GP Update, with a particular focus on producing high-quality, well designed housing development that achieves the City's RHNA obligations.
- C. Prepare updated design standards for other development types (e.g., single family, commercial, access management, etc.) for public review and discussion.

- D. Prepare updated Residential Historic District Design Guidelines or standards for public review and discussion.
- E. Adopt new design standards and Residential Historic District Guidelines or standards.
- F. Identify other Municipal Code provisions including, but not limited to, the Subdivision and Grading Codes that require amendment for consistency with the General Plan and Zoning Code changes.

12.3. Description:

This Task will result in an update of the Citywide Design and Sign Guidelines and its Guidelines for Residential Historic Districts (Guidelines) to more objective and achievable standards. The Guidelines were adopted in 2007 and are linked to the Riverside 2025 General Plan (also adopted in 2007) and the Zoning Code (amended concurrently with the 2025 Plan). Given that the General Plan and Zoning Code will be comprehensively updated, the Guidelines will be updated as part of the Zoning Code. The City desires to replace subjective guidelines with objective standards to the greatest extent feasible.

The existing Guidelines establish Citywide design objectives as well as guidance for different land use types (single family, multi-family, commercial, mixed use, industrial, and public facilities/public space). Sign Guidelines are included as an appendix to the Design Guidelines. Other approaches to organizing and formatting the Guidelines may be considered.

The Historic District Guidelines include Citywide guidelines for residential historic districts as well as guidelines for specific districts (Heritage Square, Mt. Rubidoux, North Hill, and Palm Heights). The City and Consultant will collaboratively update the residential guidelines and ensure that they are feasible, equitable, and supportive of economic development and housing goals, while also protecting the City's historic resources.

This task also includes other amendments to the Municipal Code that may be required to implement General Plan policies and ensure internal consistency with the new Zoning Code. Titles governing grading, subdivisions, and similar topics relating to new development will need to be reviewed and potentially revised.

TASK 13: PROGRAM ENVIRONMENTAL IMPACT REPORT

13.1. Objectives:

- A. Prepare a legally compliant Program Environmental Impact Report ("PEIR") that covers all aspects of the planning program, including the General Plan, the Specific Plan Updates, and the Zoning Code, development regulations and Design Guidelines Update.
- B. Mitigate potential impacts of the General Plan through policies and action programs embedded in the Plan itself.
- C. Provide streamlined CEQA review and environmental clearance for future projects that are consistent with the General Plan.

13.2. Key Work Elements:

- A. Prepare a Notice of Preparation and conduct appropriate scoping.
- B. Coordinate with State of California and Federal agencies as required, including resource agencies and the State Clearinghouse.
- C. Confirm CEQA thresholds of significance.
- D. Prepare the EIR Introduction and Project Description.
- E. Document impacts and mitigation measures for each CEQA topic.
- F. Document project alternatives (see Task #7).
- G. Document CEQA-required findings (e.g., Statement of Overriding Considerations, etc.).
- H. Prepare a Summary of Impacts, Mitigation Monitoring Program, and appropriate environmental determination.
- I. Produce an Administrative Draft EIR.
- J. Publish a Public Review Draft EIR and notices.
- K. Ensure all required Native American Tribal Consultation is completed.
- L. Facilitate and coordinate all necessary inter-agency reviews of the Public Review Draft EIR.
- M. Prepare Responses to Comments and a Final EIR.

13.3. Description:

This Task will require the Consultant to prepare a Program EIR (PEIR) that covers the General Plan Update, any Specific Plan amendments or updates, and the Zoning Code and related Development regulation updates to be approved concurrently with the General Plan. The PEIR should facilitate CEQA clearance for actions to be taken as part of the planning program. The PEIR also should facilitate tiering environmental review of future development that is consistent with the General Plan.

This task excludes the "Setting" section of the EIR for each topic area, as that work is covered under the Existing Conditions at Task 5. The narrative, tables, and maps developed through Task 5 should allow for easy adaptation into the PEIR document.

Technical analysis is associated with several of the key work elements listed above and should be included in the task description. These analyses include modeled forecasts of 2045 transportation conditions with the proposed project. Analyses should be consistent with SB 743, including vehicle miles traveled (VMT) thresholds for significance, and additionally include considerations of operational capacity of roadways and key intersections throughout the City. The PEIR scope also should include forecasting of noise, air quality, and greenhouse gas conditions as well as quantified impact assessments on public utilities and municipal services.

Section 13.2 -The Key Work Elements highlights the major components of the PEIR Scope of Services. Consultants may reorganize, combine, or modify these tasks in any manner desired, provided the stated objectives are met. The Consultant's scope should cover all major aspects of the PEIR, including the Project Description, documentation of impacts and mitigation measures, evaluation of alternatives, and documentation of findings. The Consultant will also be responsible for scoping, preparation of relevant notices, AB 52, and SB 18 Native American tribal consultation, and responding to comments on the Draft EIR. Exhibit F (Cost Proposal) should cover, at minimum, an Administrative Draft, a Public Review Draft, and at least one Administrative Draft of the Response to Comments prior to release of the Final EIR.

While a single Consultant may complete the entire PEIR, the City's expectation is that the Consultant will retain specialized Sub-Consultants to perform focused aspects of the work, such as cultural resource evaluation and transportation impact assessment. Any work related to biotic resources should be aligned with the Arroyo mapping task documented in Task 5.

Consultants should identify the specific work products to be developed in their performance of this task. Multiple deliverables are anticipated as the PEIR is drafted. Deliverables associated with the "Setting" section of the PEIR should generally be included as part of the Existing Conditions task, rather than this task.

TASK 14: PLAN ADOPTION

14.1. Objectives:

- A. Facilitate a transparent, inclusive public review process in which the General Plan and related documents are vetted, revised, finalized, and adopted.

14.2. Key Work Elements:

- A. Continue community engagement efforts through Plan Adoption as described in Task 3.
- B. Prepare for and participate in Planning Commission public hearings.
- C. Prepare Plan Addenda as needed.
- D. Prepare for and participate in City Council public hearings.
- E. Produce final General Plan and related materials.
- F. Produce final Specific Plans.

14.3. Description:

The Consultant will work collaboratively with City staff throughout the adoption process. This task includes attendance and presentations at public hearings, responses to comments on the General Plan and related documents, and revisions to the Plan to reflect public input, including feedback from the Planning Commission and City Council. Similar steps may be needed for Specific Plans to be adopted concurrently with the General Plan, and for the Zoning Code and other Development Regulations, which will also be adopted concurrently with the

General Plan. The Consultant will be responsible for producing and delivering final formatted documents to the City and producing any on-line content to facilitate future use of the Plan.

EXHIBIT B

Scope of Services – Climate Action and Adaptation Plan and PEIR

The general objectives and anticipated key work elements for each task are listed below. The Consultant is encouraged to add to, modify, and/or reorganize these tasks to show that their approach to the project will meet the applicable statutory requirements while resulting in a cutting-edge General Plan. The Consultant is also encouraged to propose the structure of the CAAP and its components.

For each task, the Consultant must explain **how they will carry out this task**, with an emphasis on best practices and innovation, **how they will present their analysis and findings**, and **related deliverables associated with completion of the task**. The role of the Consultant, City staff, the public, and other agencies should also be described. Each task must identify a specific deliverable or set of deliverables to the City. The same deliverables shall be proposed in Exhibits C, D, and E. Objectives and Key Work Elements, as identified by the City herein, shall be viewed as minimum requirements and the City welcomes the Consultant to add to both as they deem appropriate.

Consultants are encouraged to identify **specific deliverables in their scopes of work, as appropriate as payments will be based on deliverable**. Ultimately, the specific services and any related work products for this task will be negotiated with the selected Consultant.

The Consultant shall complete the project within three (3) years from the date of full execution of the agreement and it is anticipated that the CAAP may be completed prior to the General Plan.

Under the leadership of a yet to be formed advisory group comprised of community members and stakeholders, the City of Riverside's Office of Sustainability, the City Management Executive Team, and with the Project Manager acting as project lead (collectively the "project team"), the Consultant will:

- Define the strategy and approach for each deliverable, and coordinate regarding how to present findings of the associated analysis;
- Monitor and report project status;
- Identify risks to the project;
- Present issues, challenges, and opportunities that arise; and
- Manage coordination of and preparations for briefings.

The project team will review deliverables, provide comment, and facilitate routing of deliverables through management review and hearing preparation processes.

The Project Manager will serve as the main point of contact for the Consultant. Additionally, the Project Manager will manage the project schedule, task delegation, and review of all work products for completeness.

The Project Manager will prepare and review any scope changes or task order amendments consistent with City purchasing and contracting requirements. All invoices

submitted will be reviewed and approved by the Project Manager prior to submittal to the City to ensure accuracy.

TASK 1: PROJECT START-UP

1.1. Objectives:

- A. Familiarize the Consultant, Sub-consultants and Project Manager with City staff.
- B. Establish protocols for communication and project administration between the Consultant, City staff, and key stakeholders and decision makers.
- C. Define the relationship between the Phase 2 GP Update and CAAP projects and teams.
- D. Collect background materials and data.
- E. Identify long-range planning issues relevant to the CAAP update with the City.
- F. Define the structure and terminology that will frame the format and parameters of the CAAP.
- G. Define how the CAAP will work as an integral part of other City systems (i.e., City Council strategic plan, elections, biennial surveys, etc.) to obtain early alignment within the organization.
- H. Present options for CAAP structure and organization.

1.2. Key Work Elements:

- A. Coordination meetings with the Phase 2 GP Update and the CAAP teams;
- B. Provide detailed Project Schedule showing dates for all major tasks to be updated each week to ensure the project stays on track including, at a minimum:
 - i. Each phase of the project (data collection, analysis, review times, public outreach);
 - ii. Draft and Final Submission dates;
 - iii. Any State agency review periods;
 - iv. City staff review times;
 - v. Detailed PEIR schedule;
 - vi. Public Meetings;
 - vii. Airport Land Use Commission Review;
 - viii. Board of Public Utilities Review;
 - ix. Planning Commission Workshops and Hearing; and
 - x. City Council Workshops and Hearings

C. Conduct:

- i. Kick-off meetings with City staff;
 - ii. Kick-off meeting with City Management;
 - iii. Initial meeting with key stakeholders;
 - iv. Coordination meetings with the GP Phase 2 project team;
 - v. Kick-off meetings with Planning Commission, Board of Public Utilities, and City Council; and
 - vi. Reconnaissance tours of each of the City's seven Wards in coordination with the GP Phase 2 tours.
- D. Collect relevant documents, plans, ordinances, GIS files, maps, and data.
 - E. Prepare any necessary foundational information and data;
 - F. Identify key issues and potential themes.
 - G. Evaluate potential efficiencies and conflicts the CAAP may have with the Phase 2 GP Updates and develop a strategy to ensure each effort complements the other.
 - H. Present options for the CAAP structure and organization.

1.3. Description:

The purpose of this Task is to kick off the CAAP update and provide reconnaissance opportunities for members of the Consultant Team. It is anticipated that this task will begin immediately after the project begins. This task will align the work of the Consultant, the core City staff team representing each Department, the project teams leading the Phase 2 GP Update, and the larger City staff and agency teams that will be engaged in the process. Sub-Consultants should also plan to attend meetings as needed. Consultant will prepare project status updates in advance of each meeting or briefing with the project team.

TASK 2: AUDIT OF THE 2016 CLIMATE ACTION PLAN, THE GREEN ACTION PLAN AND ASSOCIATED GHG INVENTORY DATA

2.1. Objectives:

- A. Evaluate and build on the work done for the 2016 Climate Action Plan and Green Action Plan to establish how the new CAAP will link to these prior efforts and accomplishments.
- B. Evaluate the GHG emissions baselines and targets from the 2016 CAP for completeness and alignment with current reporting protocols to identify opportunities for improvement.
- C. Evaluate other city plans and documents (e.g. such as, but not limited to, the General Plan, Sewer Master Plan, Urban Water Management Plan or other plans) and identify policies, findings and details that can be incorporated into the CAAP.

2.2. Key Work Elements:

- A. Audit the 2016 Climate Action Plan and Green Action Plans goals, policies and measures including an assessment of progress.
- B. In coordination with the audit completed as part of the General Plan Phase 2 effort (see, Exhibit A, Section 2.2), audit City documents that inform the CAAP.
- C. Create a matrix of existing policy relationships and conflicts as well as a report that reviews the 2016 GHG inventory and identifies how the updated GHG inventory can build on it.

2.3. Description:

This Task is intended to identify how the new CAAP can build on previous 2016 CAP and the efforts the community undertook to develop and implement the City's Green Action Plans. There was a significant amount of community work that supported these different policy documents and information can be utilized as a basis for the updated CAAP.

The audit will also include a review of other City policies and planning efforts. These efforts will often contain actions that support the community's achievement of carbon neutrality and can provide the first steps to identifying opportunities for measures to include in the CAAP. These actions may also be able to be enhanced to achieve additional emissions reductions or build resiliency for the community to adapt to the impacts from climate change.

TASK 3: COMMUNITY OUTREACH AND ENGAGEMENT

Please see Exhibit C.

TASK 4: UPDATED GHG EMISSIONS INVENTORY, PROJECTIONS, TARGETS, AND GAP ANALYSIS

4.1. Objectives:

- A. Build on the work done for the 2016 CAAP where possible to provide for a commensurable comparison with the 2016 CAAP data for tracking and monitoring purposes. Recommend and implement changes to methodology used in 2016 CAAP and develop narrative to explain differences in approach taken in updated CAAP.
- B. GHG emissions inventories, projections, and targets should cover municipal and community-wide emissions. The inventories, projections and targets should account for emissions from all sectors including the unique land uses and businesses present in the City of Riverside as well as direct, and where possible, life cycle GHG emissions.
- C. Perform an evaluation and wholesale update/replacement of the inventory, projections, and targets to reflect the most recent GHG emissions protocols and best practices.
- D. Develop new targets that meet legislative, regulatory, and City policy timeframes.

- E. Align the projections and targets with state legislation and regulation as well as with the City's 2040 carbon neutrality and sustainability goals.

4.2. Key Work Elements:

- A. Identify data needs for all inventory sectors and work with the project team to identify appropriate contact persons from whom to gather this information.
- B. The Consultant should recognize that the City has public utilities for electricity, water, wastewater, and waste, as well as a publicly owned airport and a large agricultural sector.
- C. Custom data will be necessary for many sectors including, but not limited to: electricity, water, waste and wastewater, airport, transportation, housing, businesses, and working landscapes and agriculture.
- D. Transportation sector emissions will be informed by the new traffic model being developed as part of the Phase 1 GP and Phase 2 GP Updates.
- E. Update the 2007 "base year", or recommend a new base year, GHG emissions inventory with the most complete and current data and methodology available.
- F. Prepare estimated emissions for the most current year for which data is available and generate GHG emissions projections for appropriate years as defined by State legislation and coordinate with the Phase 2 GP Update.
- G. Prepare a draft and final technical memorandum summarizing the updated baseline inventory, estimates, and projections and technical appendix.
- H. Prepare a draft and final technical memorandum identifying the GHG reduction targets, gap analysis, and technical appendix.
- I. Provide the City with all relevant data and modeling assumptions necessary to perform ongoing measurement, reporting and tracking of emissions.
- J. Establish a tracking and reporting tool for GHG emissions. The City does have the option to track GHG emissions through CDP(see CDP.net).

4.3. Description:

The purpose of this Task is to prepare a comprehensive GHG emissions inventory of both City municipal operations and community-wide activities. As feasible, the updated inventory should use similar data sources as did the 2016 CAP for consistency, except where up-to-date data are available, inventory protocols are more current, or otherwise directed by the project team. Additionally, the new CAAP should not be reliant on the assumptions and methodologies of the 2016 CAAP where it is identified that improved methodologies are more appropriate. The updated baseline inventory will form the foundation for the GHG emissions business-as-usual projections data set.

The City also seeks to prepare the inventory, estimates, and projections data sets to provide a commensurable comparison with the 2016 CAP data for tracking and monitoring purposes, if possible.

The inventory estimates and projections will be used to prepare 2030 and 2040 GHG emissions target, with some actions extending to and beyond 2050, and align with established State legislative and regulatory reductions and with the City of Riverside's goal to achieve carbon neutrality by 2040. Other target years may be included to address requirements in State law or policy.

TASK 5: 2016 CAP MEASURES AND PREPARE NEW CAAP MEASURES EVALUATION

5.1. Objectives:

- A. Build on the work done during the 2016 CAP and prior versions of the Green Action Plan and establish a clear link to past efforts.
- B. Evaluate and provide an assessment of the City's and region's accomplishment of the 2016 CAP measures to determine if targets were met.
- C. Identify and develop new CAAP GHG emissions reduction measures and provide the City with a path to achieve the GHG emissions targets identified in Task 4. Ensure that reduction measures are realistic, and that staff has the ability to track and quantify measures (and associated GHG reductions) as they occur.
- D. Research and evaluate options for a local carbon offset/GHG reduction projects and their applicability to Riverside.
- E. Identify and develop new CAAP adaptation strategies and actions that the City can undertake to ensure community resiliency addressing impacts from climate change and that address community vulnerabilities identified as part of the Climate Change Vulnerability Analysis completed as part of the GP Phase 2 Safety Element update.

5.2. Key Work Elements:

- A. Evaluate the 2016 CAP measures including an assessment of progress made. The City anticipates some of the thirty (30) existing measures will be able to be carried forward into the CAAP Update; however, because the measures were only intended to reach 2020 and possibly 2030, it is expected that many of these measures will be updated or replaced.
- B. Revise and provide additional support necessary to substantiate projected GHG emissions reductions currently assigned to 2016 CAP measures.
- C. Consideration should be given to expanding and strengthening existing CAP measures if they are appropriate to carry forward.
- D. Coordinate with the project team to develop and propose a set of GHG reduction measures to fill any identified gap (i.e., amount of reduction still needed to reach GHG reduction target[s]) for each benchmark year. The Consultant will work closely with the project team to evaluate additional

actions and programs that are in the planning process that may achieve additional GHG reductions.

- E. Coordinate with the project team to develop and propose community adaptation strategies and actions to support resiliency in light of climate change impacts and community vulnerabilities due to climate change.
- F. Support evaluation of co-benefits including, but not limited to, equity/environmental justice, increased positive air quality, community health and well-being outcomes, economic benefits and opportunities, resiliency outcomes of climate change, etc.
- G. Review options and develop supporting documents for local carbon offset/GHG reduction projects. If a viable offset project is identified, develop program goals, objectives, and plan for a sustainable, viable, and cost-effective local offset program to generate revenues which may be used for implementing existing building energy/water efficiency, building electrification and/or potential offset opportunities in other sectors such as transportation, solid waste, etc.

5.3. Description:

The City has been implementing many of the thirty (30) measures of the 2016 CAP successfully for four years. However, the City has not been reporting or evaluating the GHG emissions associated with the measures. The objective of this task is to evaluate the performance of the existing thirty (30) measures and determine which to carry forward in the CAAP Update, which to modify, which to consider expanding reliance upon (if any), and to develop options for new measures based upon current best practices in Climate Action and Adaptation Planning and feedback from the community engagement process described in Task 3. This task will include cross-departmental coordination within the City.

TASK 6: CAAP UPDATE, APPENDICES, AND SUPPORTIVE TECHNICAL INFORMATION

6.1. Objectives:

- A. Prepare a state-of-the-art, easy to use CAAP that includes a full GHG emissions inventory and projection of emissions, measures that achieve the GHG reduction targets and communitywide carbon neutrality goal, and includes adaptation strategies and actions to address impacts and vulnerabilities from climate change.
- B. Develop CAAP GHG reduction measures and adaptation strategies and actions that result from identification of best practices and engagement of all community stakeholders in the decision-making process, and identifies existing conditions and trends, and are measurable and able to be tracked now and in the future.
- C. Develop documents, supporting documents, technical studies and virtual resources.
- D. Identify and update the quantitative and qualitative metrics that support the collection and monitoring of implementation data.

6.2. Key Work Elements:

- A. Prepare Administrative Draft CAAP, including the GHG inventory and targets, GHG emissions reductions measures, and climate adaptation strategies and actions;
- B. Provide for a minimum of two (2) reviews of the Draft CAAP update document;
- C. Revisions of the Draft CAAP based on staff feedback and preparation of public review draft;
- D. Develop an Executive Summary and other collateral documents.
- E. Preparation of a CAAP consistency review checklist;
- F. Preparation of a CAAP implementation cost report;
- G. Preparation of a CAAP cost effectiveness analysis.

6.3. Description:

This Task includes the work generated by previous tasks and deliverables, and revisions to additional sections of the 2016 CAP not yet discussed, into the assembly of the Draft and Final CAAP Update document, including all appendices and supportive technical information. It involves the drafting and production of the CAAP document. The City anticipates that the Administrative Review drafts will be produced for internal review with edits made based on staff comments. The Public Review Draft is envisioned as a fully formatted, graphically compelling document. As previously noted, the City seeks a wholesale update of the previously adopted 2016 CAP that meets the City's adopted goal of achieving community-wide carbon neutrality by 2040.

Consultants are encouraged to share their ideas for the CAAP organization in their draft scopes of work. The City is interested in producing a document that is accessible, visually compelling, and easy to reach and understand.

TASK 7: CAAP IMPLEMENTATION AND MONITORING PROCEDURES

7.1. Objectives:

- A. Develop clear and transparent procedures to track community's progress toward carbon neutrality goals and targets and its implementation of adaptation strategies and actions.
- B. Streamline the annual reporting process using a qualified and nationally recognized reporting tool.
- C. Clear and easy to maintain online public dashboard to ensure that the public can access CAAP implementation progress.
- D. Build flexibility into the implementation plan and procedures to allow the plan to adapt to changing policy priorities, technologies, and emergent situations.

7.2. Key Work Elements:

- A. Develop and prepare a CAAP implementation procedure.
- B. Develop a CAAP tool to track, monitor, and report GHG emissions reductions and targets to be provided to City staff for long-term usage without any future payment or subscription requirements.
- C. Prioritize measures, strategies, and actions and identify the City Departments and other entities that may be responsible for implementing the CAAP measures, strategies, and actions.

7.3. Description:

This Task will result in the creation of a clear and transparent procedures document and tools to track the City's progress toward carbon neutrality goals and targets, incorporating annual reporting, benchmarks, data collection, budgeting, and resource requirements. The document will facilitate CAAP implementation by identifying priorities, responsible parties, and potential funding sources. It should provide a foundation for future progress reports and periodic updates.

TASK 8: CAAP PROGRAM ENVIRONMENTAL IMPACT REPORT

8.1. Objectives:

- A. Prepare a legally compliant Program Environmental Impact Report ("PEIR") that covers all aspects of the CAAP Update.
- B. Mitigate potential impacts of the CAAP through policies and action programs embedded in the CAAP itself and coordinate with the policies and action programs developed as part of the General Plan Update.
- C. Provide streamlined CEQA review and environmental clearance for future projects that are consistent with the CAAP.

8.2. Key Work Elements:

- A. Prepare a Notice of Preparation and conduct appropriate scoping.
- B. Coordinate with State of California and Federal agencies as required, including resource agencies and the State Clearinghouse.
- C. Confirm CEQA thresholds of significance.
- D. Prepare the EIR Introduction and Project Description.
- E. Document impacts and mitigation measures for each CEQA topic.
- F. Document project alternatives (see Task #).
- G. Document CEQA-required findings (e.g., Statement of Overriding Considerations, etc.).
- H. Prepare a Summary of Impacts, Mitigation Monitoring Program, and appropriate environmental determination.
- I. Produce an Administrative Draft EIR.
- J. Publish a Public Review Draft EIR and notices.
- K. Ensure all required Native American Tribal Consultation is completed.

L. Facilitate and coordinate all necessary inter-agency reviews of the Public Review Draft EIR.

M. Prepare Responses to Comments and a Final EIR.

8.3. Description:

This Task will require the Consultant to prepare a Program EIR (PEIR) that covers the CAAP Update. The PEIR should facilitate CEQA clearance for actions to be taken as part of a planning process. The PEIR also should facilitate tiering of future development that is consistent with the CAAP.

Technical analyses are associated with several of the key work elements here as well as coordinated with the Phase 2 GP PEIR work effort. To the extent practicable, the analyses should be consistent.

Key Work Elements highlights the major components of the PEIR Scope of Services. Consultants may reorganize, combine, or modify these tasks in any manner desired, provided the stated objectives are met. The Consultant's scope should cover all major aspects of the PEIR, including the Project Description, documentation of impacts and mitigation measures, evaluation of alternatives, and documentation of findings. The Consultant will also be responsible for scoping, preparation of relevant notices, AB 52 and SB 18 Native American tribal consultation and responding to comments on the Draft EIR. Exhibit D (Cost Proposal) should cover, at minimum, an Administrative Draft, a Public Review Draft, and at least one Administrative Draft of the Response to Comments prior to release of the Final EIR.

While a single Consultant may complete the entire PEIR, the City's expectation is that the Consultant will retain specialized Sub-Consultants to perform focused aspects of the work where necessary.

Consultants should identify the specific work products to be developed in their performance of this task. Multiple deliverables are anticipated as the PEIR is drafted. Deliverables associated with the "Setting" section of the PEIR should generally be included as part of the Existing Conditions task, rather than this task.

TASK 9: PLAN ADOPTION

9.1. Objectives:

A. Facilitate a transparent, inclusive public review process in which the updated CAAP and related documents are vetted, revised, finalized, and adopted.

B. Support may include preparation of briefing materials, attendance at pre-hearing meetings, preparation of meeting materials including PowerPoint presentations, handouts, and other preparatory materials, and preparation of meeting summaries.

9.2. Key Work Elements:

- A. Continue community engagement efforts through Plan Adoption as described in Task 3.
- B. Prepare for and participate in Planning Commission and other Board (e.g. Board of Public Utilities) or Commission public hearings.
- C. Prepare CAAP Addenda as needed.
- D. Prepare for and participate in City Council public hearings.

9.3. Description:

The Consultant will work collaboratively with City staff throughout the adoption process. This Task includes attendance and presentations at public hearings, responses to comments on the CAAP and related documents, and revisions to the CAAP to reflect public input and feedback from the Planning Commissions, any other Boards and Commissions presented to, and the City Council.

TASK 10: IMPLEMENTATION PLAN AND TOOLS

10.1. Objectives:

- A. Create a CAAP Action Plan that provides a usable, actionable plan that establishes clear priorities and assigns responsibilities for next steps.
- B. Establish methods to measure the CAAP's effectiveness and track progress on CAAP's implementation.
- C. Build flexibility into the implementation plan that allows the City to adapt to changing policy priorities, technologies, and emergent situations to the extent possible.

10.2. Key Work Elements:

- A. Describe general tools for implementing the CAAP (CIP, budget, etc.).
- B. Develop monitoring and reporting systems for the CAAP.
- C. Prioritize actions and identify agencies/departments responsible for implementation.
- D. Prepare an Implementation Plan.

10.3. Description:

TASK 1: This Task will result in the creation of a stand-alone document that can be periodically updated without requiring an amendment to the CAAP. The document will facilitate CAAP implementation by identifying priorities, responsible parties, and potential funding sources. The document would also provide a foundation for future progress reports and periodic updates.

TASK 11: PROJECT CLOSE-OUT

11.1. Objectives:

- A. Consultant to provide all raw data, modeling files, source materials, document files, and any other records or information used in the development the CAAP update.
- B. All final project documents will be updated to reflect the project adopted at the City Council.

11.2. Key Work Elements:

- A. Provide all background and supportive data at the completion of each task.
- B. Produce all final revised documents consistent with the adopted project.

11.3. Description:

The objective of this task is to ensure that the Consultant provides all final documents to the project team as part of the administrative record.

EXHIBIT C

Task 3 – Community Outreach and Engagement

14.3. Description:

This Task extends throughout the work program and covers all engagement activities for both the GP Update and CAAP. Proposals should clearly explain how the engagement for each Scope of Services will be accomplished in a manner that devotes adequate time and attention to each project while minimizing redundant efforts and reducing the risk of engagement fatigue for the public. This task is critical to the success of both projects, should comprise a substantive portion of the work effort, and as such it is expected that **a minimum of 10% of the total project budget be dedicated for this task.**

All work related to outreach and engagement on the other tasks in this Scope of Services is covered here. Consultants should explain how the key work elements listed above can be shaped into a cohesive engagement strategy that achieves the City's objectives and is consistent with the City's current best practices and work with the Neighborhood Engagement team to provide technical assistance and guidance. Consultants should further describe what tasks will be performed by their Sub-Consultants, and what tasks are presumed to be performed by City staff. The City is particularly interested in an engagement program that is accessible to all the City's residents, rather than focusing on those who traditionally participate in public processes. Innovative tools such as gaming, social media, interactive tools, and visual simulation are encouraged.

While the focus is on non-traditional outreach, the work program must also cover the design and facilitation of traditional community and neighborhood meetings. Because **payment for services will be based on deliverables**, the work program should **clearly state the expected level of effort for each meeting** (or series of meetings), and the specific deliverables associated with the meeting(s). This could include, but is not limited to, meeting summaries, presentations, or findings that can be used to shape policy decisions.

14.4. Objectives:

- A. Develop and implement a comprehensive, unified, multi-year engagement strategy that covers all aspects of the work programs for both the GP Update and CAAP, consistent with the City's current best practices.
- B. Coordinate engagement efforts between the GP Update and CAAP to maximize reach, obtain meaningful input from a broad cross section of the community and empower Riverside residents to shape both plans while minimizing redundancy and message fatigue.
- C. Provide recognizable branding and quality graphic and visual materials for the project.
- D. Use technology and all forms of media to create new, fun, and innovative ways to meaningfully engage the public.

- E. Provide opportunities for input for all who wish to be engaged, with a focus on hard-to-reach audiences and other communities who do not ordinarily participate in planning programs.
- F. Increase public awareness about the value of planning and provide education about the planning process, including a “Planning 101” workshop or series of events to introduce the GP Update and general planning concepts.
- G. Develop the public’s knowledge of climate planning concepts and the need for a CAAP, using public input to identify measures that fit the community’s needs and has the community’s buy-in.
- H. Ensure multi-lingual access (English, Spanish, and American Sign Language at a minimum) and provide a voice for underrepresented and disenfranchised populations.

14.5. Key Work Elements:

- A. Provide a comprehensive outreach and engagement plan that incorporates all elements described below and identifies key outreach and engagement touchpoints, milestones and deliverables for both projects, either as a unified plan or as parallel but interrelated plans.
- B. Develop a communication strategy and marketing plan (multiple strategies may be needed for different phases of the work program, task groups, populations, outreach types, etc.) approved by the City and in compliance with the draft Citywide Community Engagement Policy, including but not limited to:
 - i. Logo, brand identity, and graphics (in coordination with City branding standards);
 - ii. News releases and press relations;
 - iii. Media strategy including but not limited to conventional and digital advertising, direct mail campaigns and other methods informed by audience needs and Project objectives;
 - iv. Development of collateral material (posters, maps, brochures, wall displays);
 - v. Number, timing and format of Public Workshops and Meetings – both virtual and in-person;
 - vi. Other outreach mechanisms creating opportunities for all community members; and
 - vii. Surveys, interactive exercises, and contests (photos, essays, etc.).
- C. Assist City Staff and Officials to:
 - i. Coordinate with City Boards and Commissions;
 - ii. Coordinate with the City Council including support for one-on-one briefings and other methods;

- iii. Set protocols for internal communication including review and approval of all materials (with City staff); and
 - iv. Provide a bi-weekly email summary update on the project including, but not limited to the tasks and deliverables completed (including community engagement) and tasks and deliverables near completion.
- D. Coordinate recruitment and appointment of citizen/resident-based advisory committees (or other creative approaches to engaging a resident steering committee-type advisory group) for both the GP Update and CAAP:
- i. Define the scope, size, responsibilities and role of the advisory committees and define their involvement throughout each phase of both projects;
 - ii. Assist City staff with recruitment of committee members;
 - iii. Facilitate committee meetings; and
 - iv. Document meeting outcomes for the project record.
- E. Use technology and innovation:
- i. Design and conduct a minimum of three community-wide, statistically valid surveys over the course of both Projects to develop a vision, confirm direction and validate outcomes;
 - ii. Use Esri's ArcGIS Hub software to establish an on-line community engagement clearinghouse that unifies varied engagement channels and serves as the dedicated web presence for both projects in a fully accessible and ADA-compliant manner;
 - iii. Prepare informational videos, visual simulations (e.g., computer simulations of possible future conditions) and other interactive media for the public.
- F. Implement a social media strategy, approved by the City and in coordination with the Office of Communications:
- i. Evaluate potential video and other content production strategies;
 - ii. Assist with the establishment of a social media presence for the project including the production of content for City use and distribution;
 - iii. Develop a quarterly electronic newsletter(s); and
 - iv. Identify, and recommend other forms of digital engagement as appropriate (e.g., immersive augmented reality, 3-D rendering, smartphone integration, etc.), and, where approved by the City, facilitate their production and use.
- G. Create a project presence in the community:

- i. Develop a Community Meeting Schedule for the entire duration of both Projects, closely coordinated (may or may not be joint meetings), that details:
 - a. Dates;
 - b. Locations;
 - c. Topics;
 - d. Formats;
 - e. Geographic distribution; and
 - f. Anticipated outcomes.
 - ii. Assist with and facilitate a community-wide, large-scale kick-off event that generates excitement, attracts attention and sets the tone for future engagement efforts;
 - iii. Develop and deliver a “Planning 101” workshop, web series, or series of events to introduce the GP Update and general planning concepts;
 - iv. Conduct a minimum of one pop-up workshop in each of the City’s seven Council wards;
 - v. Develop and deploy movable exhibits to create a project presence at a minimum of 24 special events, community functions and similar locations over the project timeline;
 - vi. Support and facilitate Staff-led presentations or guest appearances at regular community or neighborhood meetings/councils, business organizations and other community and stakeholder groups (minimum four per quarter); and
 - vii. Identify strategic opportunities for neighborhood canvassing and conduct door-to-door canvasses in a minimum of one neighborhood per Ward; and
 - viii. Identify youth-oriented and school engagement and facilitate a minimum of three youth-focused engagement events throughout the project.
- H. Ensure outreach efforts are equitable, accessible and inclusive:
- i. Develop and implement a strategy for reaching hard-to-reach populations including but not limited to non-English speaking, elderly, and low-/no-tech households;
 - ii. Make project-related events available at a variety of days and times (weekdays, weekends, days and evenings);
 - iii. Provide all outreach materials and collateral in English and Spanish;
 - iv. Facilitate Spanish translation and American Sign Language interpretation at all major outreach and engagement events;

- v. Facilitate the provision of childcare at all major project events including workshops, town halls, and public hearings;
 - vi. Ensure that meeting formats, project information and collateral materials demonstrate cultural competency.
- I. Document outcomes and relay them back to the community to show they have been heard:
- i. Produce summary reports for all engagement activities that document the audience(s) reached, topics presented, and themes and ideas that were heard;
 - ii. Comprehensively document all comments and correspondences received throughout the process;
 - iii. Analyze and distill key themes, concepts and principals that arise during engagement efforts and apply them to plan development and refinement; and
 - iv. Prepare a final summary report of all engagement efforts including total audience reach, demographic and geographic breakdown, key findings, and modifications to plans or policies in response to public input, to be made available for the public and decision makers during the Plan Adoption process.

EXHIBIT D

Staffing proposal

The Consultant shall include a Staffing Plan that shall include, at minimum:

- An organizational diagram depicting the proposed relationship between the Consultant's key personnel and staff, Sub-Consultants and personnel, and City Staff;
- Names and titles of all personnel and the roles assigned for the Consultant and each Sub-Consultant to be assigned to the project;
- The Consultant's Project Manager and the key points of contact at each Sub-Consultant on the Consultant team;
- A narrative staffing plan for each Consultant and Sub-Consultant staff person describing:
 - The roles and responsibilities of the key individuals to be assigned to the project;
 - Their primary and any if applicable alternative location(s); and
 - The approximate percentage of the time that will be dedicated to the City's project.

The staffing plan shall also indicate the company address and phone number of each Consultant and Sub-Consultant, the type of organizational entity (corporation, sole proprietorship, etc.), and any supplemental information that may be pertinent to the City. The Consultant shall identify all Sub-Consultants to be assigned to the project, including a description of each Sub-Consultant, the services each Sub-Consultant shall provide, and a link to each Sub-Consultant's website and/or qualifications information. Resumes are not required for administrative personnel or individuals with minor or supporting roles in the project.

Due to the complexity of the work involved in executing the project, the Consultant Team must have a high degree of technical proficiency in Climate Action and Adaptation Planning and greenhouse gas emissions analysis, and knowledge related to the implications of continuously evolving greenhouse gas accounting methodologies in the state of California. Experience with the existing national, state, regional, and local regulatory framework for greenhouse gas accounting is required. The Consultant should anticipate and present qualified staff and resources to accomplish the above tasks successfully.

EXHIBIT E

Schedule Proposal

The Consultant shall provide a Schedule Proposal in a Gantt Chart format or similar schematic representation that visually depicts the proposed project schedule. The schedule proposal shall show the schedule to complete all services outlined in Exhibit A within three (3) years from the date of full contract execution.

Consultant must provide a Work Breakdown Structure (WBS) that includes all project tasks budgeted on a time and materials basis and containing an initial estimate of total hours to complete the project, illustrated by Task and Subtask.

Consultant should also provide a Rough Order of Magnitude (ROM) cost for the preliminary cost based on hours and anticipated staff per Task and Subtask.

Consultant is responsible for completing a Detailed Scope of Services and Definitive Cost to attach to the project Task Order prior to execution.

The Schedule Proposal shall include, at minimum:

- Breakdown for the completion of, at minimum, the fourteen (14) tasks as stated in Exhibit A, the ten (10) tasks as stated in Exhibit B, and deliverable(s) by Consultant and Sub-Consultant.
- Consultant and Sub-Consultant personnel names, staff positions, and breakdown of estimated personnel hours for staff assigned for each task or deliverable.
- Proposed start date, end date, and total calendar days for a draft and to be submitted to the City.
- Proposed start date, end date, and total calendar days for a final deliverable to be submitted to the City.
- A brief description of how the Consultant will present their analysis, findings, and ensure the project will stay on schedule. This may be included as an appendix or supplement.
- Format for each deliverable to be presented to the City.
- Key milestones throughout the course of the project.

The Consultant may present the schedule proposal in an alternative format of their choosing provided that the City is able to determine and ensure all key work elements and objectives are clearly met, and an overview of the number of hours for each Consultant and Sub-Consultant per task for all deliverables is clearly included.

The Consultant may propose optional or additional Tasks. However, the City reserves the right to accept or deny the Consultant's proposed optional and/or additional Tasks.

EXHIBIT F Cost Proposal

Acceptance of work products and deliverables is at the discretion of the project team. The Project Manager has the responsibility of verifying completeness of the work products prior to acceptance and invoicing for the completion of deliverables, project phases, or milestones. Invoices shall be submitted monthly, including text descriptions of major tasks completed/meeting attended/deliverables submitted and hours worked per task and position, tracked against the project WBS and Detailed Scope of Services. As required, the Consultant will provide the project team electronic versions of all deliverables for review and comment.

The Consultant **shall not include** Exhibit E – Cost Proposal within their Planet Bids Response File or General Attachments. Exhibit E – Cost Proposal shall only be uploaded within Consultant’s Cost File. Costs for services provided shall be all-inclusive for each work component necessary to complete each deliverable and include all travel, mileage, lodging, materials, printing, faxing, indirect expenses, individual expenses, overhead, payroll, etc. City will not be responsible for reimbursing Consultant for any charges not included in the Cost Proposal pricing that are incurred in securing these requirements and services. Each deliverable proposed shall have a single cost.

In the event Consultant anticipates the potential need to perform services beyond those set forth herein where additional funding may be needed; Consultant shall notify City in writing allowing more than two (2) weeks for the City to consider further action.

Payment for each deliverable will be split based 1) draft deliverable and 2) final document acceptance. The City will provide 70% payment for services for draft deliverables once accepted and 30% when the final document is delivered

The table below is a template of what the Consultant shall upload as their Cost Summary for all deliverables. Please add or reduce the table below as needed. Consultant shall provide the description of the deliverable (similar to Exhibit D) and the cost for each proposed deliverable.

#	Draft or Final Acceptance	Brief Deliverable Description	Cost per Deliverable
1	Draft		\$
	Final Acceptance		
2	Draft		\$
	Final Acceptance		
3	Draft		\$
	Final Acceptance		
4	Draft		\$
	Final Acceptance		
	Final Acceptance		
	Final Acceptance		
	Total:		\$

EXHIBIT G

Disclosure Statement

The Company shall complete the following questionnaire:

1. Has the Company, any officer of the Company, or any employee of the Company who has proprietary interest in the Company, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

2. Has the Company, any officer of the Company, or any employee of the Company who has proprietary interest in the Company, ever had any administrative proceedings, claims, lawsuits, or other exposures pending against the Company?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

3. Has the Company, any officer of the Company, or any employee of the Company who has proprietary interest in the Company, filed for bankruptcy under any business name over the past five (5) years.

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

4. Has the Company, or any officer of the Company, or any employee of the Company who has proprietary interest in the Company, have any past or current business and personal relationships with any current Riverside elected official, appointed official, City employee or family member of any current Riverside elected official, appointed official or City employee?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

5. Has the Company, or any officer of the Company, or any employee of the Company who has proprietary interest in the Company, had a contract terminated for default of cause?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

6. Has the Company, or any officer of the Company, or any employee of the Company who has proprietary interest in the Company, been assessed any penalties, including liquidated damages, under any of its existing or past contracts with any organization of governmental entity?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

7. Has the Company, or any officer of the Company, or any employee of the Company who has proprietary interest in the Company, been convicted of a felony or is currently under indictment on any felony charge?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

EXHIBIT H

Sample Professional Consultant Service Agreement

PROFESSIONAL CONSULTANT SERVICES AGREEMENT

[**Enter CONSULTANT'S Name**]

[**Enter in Description of Services**]

THIS PROFESSIONAL CONSULTANT SERVICES AGREEMENT (“Agreement”) is made and entered into this _____ day of _____, 20____ (“Effective Date”), by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and [**Enter in CONSULTANT'S NAME**], a [**Enter in entity, for example: a California corporation, a limited partnership, a limited liability company, etc.**] (“Consultant”).

1. **Scope of Services.** City agrees to retain and does hereby retain Consultant and Consultant agrees to provide the services more particularly described in Exhibit “A,” “Scope of Services” (“Services”), attached hereto and incorporated herein by reference, in conjunction with [**Enter in Name of Project**] (“Project”).

2. **Term.** This Agreement shall be effective on the date first written above and shall remain in effect until [**Enter in: termination date, for example: May, 3, 2012**], unless otherwise terminated pursuant to the provisions herein.

3. **Compensation/Payment.** Consultant shall perform the Services under this Agreement for the total sum not to exceed [**Enter in written dollar amount, for example: Two Thousand Five Hundred Dollars**] [**Enter in numeric dollar amount: for example: (\$2,500)**] payable in accordance with the terms set forth in Exhibit “B.” Said payment shall be made in accordance with City’s usual accounting procedures upon receipt and approval of an itemized invoice setting forth the services performed. The invoices shall be delivered to City at the address set forth in Section 4 hereof.

4. **Notices.** Any notices required to be given, hereunder shall be in writing and shall be personally served or given by mail. Any notice given by mail shall be deemed given when deposited in the United States Mail, certified and postage prepaid, addressed to the party to be served as follows:

To City

[**Enter in Department**]
City of Riverside
Attn: [**City Representative**]
[**Address**]
Riverside, CA [**ZIP**]

To Consultant

[**Name of Consultant or Company**]
Attn: [**Name of Representative**]
[**Address**]
[**City, STATE, ZIP**]

5. **Prevailing Wage.** If applicable, Consultant and all subcontractors are required to pay the general prevailing wage rates of per diem wages and overtime and holiday wages determined by the Director of the Department of Industrial Relations under Section 1720 et seq. of the California Labor Code and implemented by Resolution No. 13346 of the City Council of the City of Riverside. The Director's determination is available on-line at www.dir.ca.gov/dlsr/DPreWageDetermination.htm and is referred to and made a part hereof; the wage rates therein ascertained, determined, and specified are referred to and made a part hereof as though fully set forth herein.

6. **Contract Administration.** A designee of the City will be appointed in writing by the City Manager or Department Director to administer this Agreement on behalf of City and shall be referred to herein as Contract Administrator.

7. **Standard of Performance.** While performing the Services, Consultant shall exercise the reasonable professional care and skill customarily exercised by reputable members of Consultant's profession practicing in the Metropolitan Southern California Area and shall use reasonable diligence and best judgment while exercising its professional skill and expertise.

8. **Personnel.** Consultant shall furnish all personnel necessary to perform the Services and shall be responsible for their performance and compensation. Consultant recognizes that the qualifications and experience of the personnel to be used are vital to professional and timely completion of the Services. The key personnel listed in Exhibit "C" attached hereto and incorporated herein by this reference and assigned to perform portions of the Services shall remain assigned through completion of the Services, unless otherwise mutually agreed by the parties in writing, or caused by hardship or resignation in which case substitutes shall be subject to City approval.

9. **Assignment and Subcontracting.** Neither party shall assign any right, interest, or obligation in or under this Agreement to any other entity without prior written consent of the other party. In any event, no assignment shall be made unless the assignee expressly assumes the obligations of assignor under this Agreement, in a writing satisfactory to the parties. Consultant acknowledges that any assignment may, at the City's sole discretion, require City Manager and/or City Council approval. Consultant shall not subcontract any portion of the work required by this Agreement without prior written approval by the responsible City Contract Administrator. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including without limitation, the insurance obligations set forth in Section 12. The Consultant acknowledges and agrees that the City is an intended beneficiary of any work performed by any subcontractor for purposes of establishing a duty of care between any subcontractor and the City.

10. **Independent Contractor.** In the performance of this Agreement, Consultant, and Consultant's employees, subcontractors and agents, shall act in an independent capacity as independent contractors, and not as officers or employees of the City of Riverside. Consultant acknowledges and agrees that the City has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance to Consultant, or to Consultant's

employees, subcontractors and agents. Consultant, as an independent contractor, shall be responsible for any and all taxes that apply to Consultant as an employer.

11. **Indemnification.**

11.1 **Design Professional Defined.** For purposes of this Agreement, “Design Professional” includes the following:

- A. An individual licensed as an architect pursuant to Chapter 3 (commencing with Section 5500) of Division 3 of the Business and Professions Code, and a business entity offering architectural services in accordance with that chapter.
- B. An individual licensed as a landscape architect pursuant to Chapter 3.5 (commencing with Section 5615) of Division 3 of the Business and Professions Code, and a business entity offering landscape architectural services in accordance with that chapter.
- C. An individual registered as a professional engineer pursuant to Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code, and a business entity offering professional engineering services in accordance with that chapter.
- D. An individual licensed as a professional land surveyor pursuant to Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professions Code, and a business entity offering professional land surveying services in accordance with that chapter.

11.2 **Defense Obligation For Design Professional Liability.** Consultant agrees, at its cost and expense, to promptly defend the City, and the City’s employees, officers, managers, agents and council members (collectively the “Parties to be Defended”) from and against any and all claims, allegations, lawsuits, arbitration proceedings, administrative proceedings, regulatory proceedings, or other legal proceedings to the extent the same arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant, or anyone employed by or working under the Consultant or for services rendered to the Consultant in the performance of the Agreement, notwithstanding that the City may have benefited from its work or services and whether or not caused in part by the negligence of an Indemnified Party. Consultant agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to City. Consultant will reimburse City for reasonable defense costs for claims arising out of Consultant’s professional negligence based on the percentage of Consultant’s liability. This obligation to defend as set forth herein is binding on the successors, assigns and heirs of Consultant and shall survive the termination of Consultant’s Services under this Agreement.

11.3 **Indemnity For Design Professional Liability.** When the law establishes a professional standard of care for Consultant’s services, to the fullest extent permitted by law, Consultant shall indemnify, protect and hold harmless the City and the City’s employees, officers,

managers, agents, and Council Members (“Indemnified Parties”) from and against any and all claim for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense (including counsel and expert fees), judgment, civil fines and penalties, liabilities or losses of any kind or nature whatsoever to the extent the same arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant, or anyone employed by or working under the Consultant or for services rendered to the Consultant in the performance of the Agreement, notwithstanding that the City may have benefited from its work or services and whether or not caused in part by the negligence of an Indemnified Party.

11.4 **Defense Obligation For Other Than Design Professional Liability.**

Consultant agrees, at its cost and expense, to promptly defend the City, and the City’s employees, officers, managers, agents and council members (collectively the “Parties to be Defended”) from and against any and all claims, allegations, lawsuits, arbitration proceedings, administrative proceedings, regulatory proceedings, or other legal proceedings which arise out of, or relate to, or are in any way connected with: 1) the Services, work, activities, operations, or duties of the Consultant, or of anyone employed by or working under the Consultant, or 2) any breach of the Agreement by the Consultant. This duty to defend shall apply whether or not such claims, allegations, lawsuits or proceedings have merit or are meritless, or which involve claims or allegations that any or all of the Parties to be Defended were actively, passively, or concurrently negligent, or which otherwise assert that the Parties to be Defended are responsible, in whole or in part, for any loss, damage or injury. Consultant agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to City. This obligation to defend as set forth herein is binding on the successors, assigns and heirs of Consultant and shall survive the termination of Consultant’s Services under this Agreement.

11.5 **Indemnity For Other Than Design Professional Liability.** Except as to the sole negligence or willful misconduct of the City, Consultant agrees to indemnify, protect and hold harmless the Indemnified Parties from and against any claim for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense (including counsel and expert fees), judgment, civil fine and penalties, liabilities or losses of any kind or nature whatsoever whether actual, threatened or alleged, which arise out of, pertain to, or relate to, or are a consequence of, or are attributable to, or are in any manner connected with the performance of the Services, work, activities, operations or duties of the Consultant, or anyone employed by or working under the Consultant or for services rendered to Consultant in the performance of this Agreement, notwithstanding that the City may have benefited from its work or services. This indemnification provision shall apply to any acts, omissions, negligence, recklessness, or willful misconduct, whether active or passive, on the part of the Consultant or anyone employed or working under the Consultant.

12. **Insurance.**

12.1 **General Provisions.** Prior to the City’s execution of this Agreement, Consultant shall provide satisfactory evidence of, and shall thereafter maintain during the term of this Agreement, such insurance policies and coverages in the types, limits, forms and ratings required herein. The rating and required insurance policies and coverages may be modified in

writing by the City's Risk Manager or City Attorney, or a designee, unless such modification is prohibited by law.

12.1.1 **Limitations.** These minimum amounts of coverage shall not constitute any limitation or cap on Consultant's indemnification obligations under Section 11 hereof.

12.1.2 **Ratings.** Any insurance policy or coverage provided by Consultant or subcontractors as required by this Agreement shall be deemed inadequate and a material breach of this Agreement, unless such policy or coverage is issued by insurance companies authorized to transact insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class of VII or higher.

12.1.3 **Cancellation.** The policies shall not be canceled unless thirty (30) days' prior written notification of intended cancellation has been given to City by certified or registered mail, postage prepaid.

12.1.4 **Adequacy.** The City, its officers, employees and agents make no representation that the types or limits of insurance specified to be carried by Consultant pursuant to this Agreement are adequate to protect Consultant. If Consultant believes that any required insurance coverage is inadequate, Consultant will obtain such additional insurance coverage as Consultant deems adequate, at Consultant's sole expense.

12.2 **Workers' Compensation Insurance.** By executing this Agreement, Consultant certifies that Consultant is aware of and will comply with Section 3700 of the Labor Code of the State of California requiring every employer to be insured against liability for workers' compensation, or to undertake self-insurance before commencing any of the work. Consultant shall carry the insurance or provide for self-insurance required by California law to protect said Consultant from claims under the Workers' Compensation Act. Prior to City's execution of this Agreement, Consultant shall file with City either 1) a certificate of insurance showing that such insurance is in effect, or that Consultant is self-insured for such coverage, or 2) a certified statement that Consultant has no employees, and acknowledging that if Consultant does employ any person, the necessary certificate of insurance will immediately be filed with City. Any certificate filed with City shall provide that City will be given ten (10) days' prior written notice before modification or cancellation thereof.

12.3 **Commercial General Liability and Automobile Insurance.** Prior to City's execution of this Agreement, Consultant shall obtain, and shall thereafter maintain during the term of this Agreement, commercial general liability insurance and automobile liability insurance as required to insure Consultant against damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from or which may concern operations by anyone directly or indirectly employed by, connected with, or acting for or on behalf of Consultant. The City, and its officers, employees and agents, shall be named as additional insureds under the Consultant's insurance policies.

12.3.1 Consultant's commercial general liability insurance policy shall cover both bodily injury (including death) and property damage (including, but not limited to, premises operations liability, products-completed operations liability, independent contractor's liability, personal injury liability, and contractual liability) in an amount not less than \$1,000,000 per occurrence and a general aggregate limit in the amount of not less than \$2,000,000.

12.3.2 Consultant's automobile liability policy shall cover both bodily injury and property damage in an amount not less than \$1,000,000 per occurrence and an aggregate limit of not less than \$1,000,000. All of Consultant's automobile and/or commercial general liability insurance policies shall cover all vehicles used in connection with Consultant's performance of this Agreement, which vehicles shall include, but are not limited to, Consultant owned vehicles, Consultant leased vehicles, Consultant's employee vehicles, non-Consultant owned vehicles and hired vehicles.

12.3.3 Prior to City's execution of this Agreement, copies of insurance policies or original certificates along with additional insured endorsements acceptable to the City evidencing the coverage required by this Agreement, for both commercial general and automobile liability insurance, shall be filed with City and shall include the City and its officers, employees and agents, as additional insureds. Said policies shall be in the usual form of commercial general and automobile liability insurance policies, but shall include the following provisions:

It is agreed that the City of Riverside, and its officers, employees and agents, are added as additional insureds under this policy, solely for work done by and on behalf of the named insured for the City of Riverside.

12.3.4 The insurance policy or policies shall also comply with the following provisions:

- a. The policy shall be endorsed to waive any right of subrogation against the City and its sub-consultants, employees, officers and agents for services performed under this Agreement.
- b. If the policy is written on a claims-made basis, the certificate should so specify and the policy must continue in force for one year after completion of the services. The retroactive date of coverage must also be listed.
- c. The policy shall specify that the insurance provided by Consultant will be considered primary and not contributory to any other insurance available to the City and Endorsement No. CG 20010413 shall be provided to the City.

12.4 **Errors and Omissions Insurance.** Prior to City's execution of this Agreement, Consultant shall obtain, and shall thereafter maintain during the term of this Agreement, errors and omissions professional liability insurance in the minimum amount of \$1,000,000 to protect the City from claims resulting from the Consultant's activities.

12.5 **Subcontractors' Insurance.** Consultant shall require all of its subcontractors to carry insurance, in an amount sufficient to cover the risk of injury, damage or loss that may be caused by the subcontractors' scope of work and activities provided in furtherance of this Agreement, including, but without limitation, the following coverages: Workers Compensation, Commercial General Liability, Errors and Omissions, and Automobile liability. Upon City's request, Consultant shall provide City with satisfactory evidence that Subcontractors have obtained insurance policies and coverages required by this section.

13. **Business Tax.** Consultant understands that the Services performed under this Agreement constitutes doing business in the City of Riverside, and Consultant agrees that Consultant will register for and pay a business tax pursuant to Chapter 5.04 of the Riverside Municipal Code and keep such tax certificate current during the term of this Agreement.

14. **Time of Essence.** Time is of the essence for each and every provision of this Agreement.

15. **City's Right to Employ Other Consultants.** City reserves the right to employ other Consultants in connection with the Project. If the City is required to employ another consultant to complete Consultant's work, due to the failure of the Consultant to perform, or due to the breach of any of the provisions of this Agreement, the City reserves the right to seek reimbursement from Consultant.

16. **Accounting Records.** Consultant shall maintain complete and accurate records with respect to costs incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

17. **Confidentiality.** All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant, except as otherwise directed by City's Contract Administrator. Nothing furnished to Consultant which is otherwise known to the Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production, website, or other similar medium without the prior written consent of the City.

18. **Ownership of Documents.** All reports, maps, drawings and other contract deliverables prepared under this Agreement by Consultant shall be and remain the property of City. Consultant shall not release to others information furnished by City without prior express written approval of City.

19. **Copyrights.** Consultant agrees that any work prepared for City which is eligible for copyright protection in the United States or elsewhere shall be a work made for hire. If any such work is deemed for any reason not to be a work made for hire, Consultant assigns all right, title and interest in the copyright in such work, and all extensions and renewals thereof, to City, and agrees to provide all assistance reasonably requested by City in the establishment, preservation and enforcement of its copyright in such work, such assistance to be provided at City's expense but without any additional compensation to Consultant. Consultant agrees to waive all moral rights relating to the work developed or produced, including without limitation any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use or subsequent modifications.

20. **Conflict of Interest.** Consultant, for itself and on behalf of the individuals listed in Exhibit "C," represents and warrants that by the execution of this Agreement, they have no interest, present or contemplated, in the Project affected by the above-described Services. Consultant further warrants that neither Consultant, nor the individuals listed in Exhibit "C" have any real property, business interests or income interests that will be affected by this project or, alternatively, that Consultant will file with the City an affidavit disclosing any such interest.

21. **Solicitation.** Consultant warrants that Consultant has not employed or retained any person or agency to solicit or secure this Agreement, nor has it entered into any agreement or understanding for a commission, percentage, brokerage, or contingent fee to be paid to secure this Agreement. For breach of this warranty, City shall have the right to terminate this Agreement without liability and pay Consultant only for the value of work Consultant has actually performed, or, in its sole discretion, to deduct from the Agreement price or otherwise recover from Consultant the full amount of such commission, percentage, brokerage or commission fee. The remedies specified in this section shall be in addition to and not in lieu of those remedies otherwise specified in this Agreement.

22. **General Compliance With Laws.** Consultant shall keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Consultant, or in any way affect the performance of services by Consultant pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws, ordinances and regulations, and shall be solely responsible for any failure to comply with all applicable laws, ordinances and regulations. Consultant represents and warrants that Consultant has obtained all necessary licenses to perform the Scope of Services and that such licenses are in good standing. Consultant further represents and warrants that the services provided herein shall conform to all ordinances, policies and practices of the City of Riverside.

23. **Waiver.** No action or failure to act by the City shall constitute a waiver of any right or duty afforded City under this Agreement, nor shall any such action or failure to act constitute approval of or acquiescence in any breach thereunder, except as may be specifically, provided in this Agreement or as may be otherwise agreed in writing.

24. **Amendments.** This Agreement may be modified or amended only by a written agreement and/or change order executed by the Consultant and City.

25. **Termination.** City, by notifying Consultant in writing, shall have the right to terminate any or all of Consultant's services and work covered by this Agreement at any time. In the event of such termination, Consultant may submit Consultant's final written statement of the amount of Consultant's services as of the date of such termination based upon the ratio that the work completed bears to the total work required to make the report complete, subject to the City's rights under Sections 15 and 26 hereof. In ascertaining the work actually rendered through the termination date, City shall consider completed work, work in progress and complete and incomplete reports and other documents only after delivered to City.

25.1 Other than as stated below, City shall give Consultant thirty (30) days' prior written notice prior to termination.

25.2 City may terminate this Agreement upon fifteen (15) days' written notice to Consultant, in the event:

25.2.1 Consultant substantially fails to perform or materially breaches the Agreement; or

25.2.2 City decides to abandon or postpone the Project.

26. **Offsets.** Consultant acknowledges and agrees that with respect to any business tax or penalties thereon, utility charges, invoiced fee or other debt which Consultant owes or may owe to the City, City reserves the right to withhold and offset said amounts from payments or refunds or reimbursements owed by City to Consultant. Notice of such withholding and offset, shall promptly be given to Consultant by City in writing. In the event of a dispute as to the amount owed or whether such amount is owed to the City, City will hold such disputed amount until either the appropriate appeal process has been completed or until the dispute has been resolved.

27. **Successors and Assigns.** This Agreement shall be binding upon City and its successors and assigns, and upon Consultant and its permitted successors and assigns, and shall not be assigned by Consultant, either in whole or in part, except as otherwise provided in paragraph 9 of this Agreement.

28. **Venue.** Any action at law or in equity brought by either of the parties hereto for the purpose of enforcing a right or rights provided for by this Agreement shall be tried in the Superior Court, County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county. In the event either party hereto shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition of this Agreement, it is mutually agreed that each party will bear their own attorney's fees and costs.

29. **Nondiscrimination.** During Consultant's performance of this Agreement, Consultant shall not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition, including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sex, genetic information, gender, gender identity, gender expression, or sexual

orientation, military and veteran status, in the selection and retention of employees and subcontractors and the procurement of materials and equipment, except as provided in Section 12940 of the California Government Code. Further, Consultant agrees to conform to the requirements of the Americans with Disabilities Act in the performance of this Agreement.

30. **Severability.** Each provision, term, condition, covenant and/or restriction, in whole and in part, of this Agreement shall be considered severable. In the event any provision, term, condition, covenant and/or restriction, in whole and/or in part, of this Agreement is declared invalid, unconstitutional, or void for any reason, such provision or part thereof shall be severed from this Agreement and shall not affect any other provision, term, condition, covenant and/or restriction of this Agreement, and the remainder of the Agreement shall continue in full force and effect.

31. **Authority.** The individuals executing this Agreement and the instruments referenced herein on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions hereof and thereof.

32. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings or agreements of the parties. Neither party has been induced to enter into this Agreement by and neither party is relying on, any representation or warranty outside those expressly set forth in this Agreement.

33. **Digital and Counterpart Signatures.** Each party to this Agreement intends and agrees to the use of digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (Civil Code §§ 1633.1, et seq.), California Government Code § 16.5, and California Code of Regulations Title 2 Division 7 Chapter 10, to execute this Agreement. The parties further agree that the digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures for purposes of validity, enforceability, and admissibility. For purposes of this section, a “digital signature” is defined in subdivision (d) of Section 16.5 of the Government Code and is a type of “electronic signature” as defined in subdivision (h) of Section 1633.2 of the Civil Code. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each certified or authenticated electronic copy of an encrypted digital signature shall be deemed a duplicate original, constituting one and the same instrument and shall be binding on the parties hereto.

34. **Interpretation.** City and Consultant acknowledge and agree that this Agreement is the product of mutual arms-length negotiations and accordingly, the rule of construction, which provides that the ambiguities in a document shall be construed against the drafter of that document, shall have no application to the interpretation and enforcement of this Agreement.

34.1 Titles and captions are for convenience of reference only and do not define, describe or limit the scope or the intent of the Agreement or any of its terms. Reference to section numbers, are to sections in the Agreement unless expressly stated otherwise.

34.2 This Agreement shall be governed by and construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement.

34.3 In the event of a conflict between the body of this Agreement and Exhibit “A” - Scope of Services hereto, the terms contained in Exhibit “A” shall be controlling.

35. **Exhibits.** The following exhibits attached hereto are incorporated herein to this Agreement by this reference:

Exhibit “A” - Scope of Services

Exhibit “B” - Compensation

Exhibit “C” - Key Personnel

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, City and Consultant have caused this Agreement to be duly executed the day and year first above written.

CITY OF RIVERSIDE, a California
charter city and municipal corporation

[**CONSULTANT’S NAME**],
a California corporation

By: _____
City Manager

By: _____
Print Name: _____
25.0 Title: _____

Attest: _____
24.0 _____ City
Clerk

and

By: _____
Print Name: _____
Title: _____

Certified as to Availability of Funds:

By: _____
26.0 _____ Chief
Financial Officer

Approved as to Form:

By: _____
Deputy City Attorney

Exhibit I

List of Relevant Plans, Policies and Regulations

The Consultant will need to conduct a complete review of the following projects so that each Plan is integrated and accurately cross-referenced in the General Plan. The General Plan Update may produce policies that require the amendment of specific plans and other plans for internal consistency.

[Envision Riverside 2025 Strategic Plan and Operational Work Plan](#)

The Envision Riverside 2025 Strategic Plan is comprised of two components: 1) the **City Council Strategic Policy** sets forth the priorities and policy direction of the City Council to advance Riverside's potential and to frame the work efforts of staff over the course of the Strategic Plan. This section includes the Vision, Cross-Cutting Threads, Strategic Priorities, Indicators and Goals; and 2) the **Operational Work Plan**, which sets forth envisioned actions to be carried out by City staff to implement the City Council Strategic Policy, as well as related metrics to track the trendlines of progress toward achieving City Council priorities. This section is evaluated and updated by the City Manager on an as-needed basis in conjunction with the City's budget cycle.

Housing Plans – Riverside's [Housing Element](#)

The Phase 1 General Plan Update included an update of the City's Housing Element for the sixth Regional Housing Needs Assessment (RHNA) Cycle (2021-2029). Adopted in October 2021 and certified in September 2022, this effort included concurrent rezoning of nearly 200 properties and 700 acres of land to fulfil and exceed the City's 6th-Cycle RHNA obligation of 18,458 units. The City also has an approved "Housing First" strategy to combat homelessness and maintains housing plans as required for CDBG and HOME funding. The City received SB2 and LEAP Planning Grants to create programs that encourage and streamline housing construction. Among other things, these programs will facilitate new accessory dwelling units, highlight Housing Element sites, and support enhanced housing data management software including reporting and visualization capabilities. Most recently, the City was awarded a [Prohousing Designation](#) by the State of California Department of Housing and Community Development, the first city in Riverside County to do so.

[Quality of Life Survey](#)

The City Manager's Office administers a biannual Community Quality of Life Survey to assess citizens' opinions of the City's performance in delivering services and maintaining a high degree of livability for its residents and businesses. The purpose of the survey is to gather, analyze, and share actionable data about the opinions of Riversiders regarding their quality of life and to spark community-wide engagement for improvements. The most recent survey was completed in 2019.

Riverside General Plan 2025

Riverside's General Plan 2025 was adopted in November 2007, following a five-year update process. Like prior plans for the City, it was recognized with awards, including a Comprehensive Planning Award of Excellence from the IE Section of the APA, Comprehensive Planning Award of Merit from the APA California Chapter. Riverside was

the first city in the State to be designated an Emerald City by the California Department of Conservation. Since its adoption, the 2025 Plan has been amended several times, including adoption of a 2014-2021 Housing Element in October 2017. The full General Plan 2025, Program Environmental Impact Report, and appendices can be found [here](#).

The General Plan 2025 is built around a vision for Riverside's future, which is centered on five themes ("How we work," "How we play," "How we live," "How we get around," and "How we learn"). It is organized into the following elements:

- [Land Use and Urban Design](#)
- [Circulation and Community Mobility](#)
- [Housing](#)
- [Arts and Culture](#)
- [Education](#)
- [Public Safety](#)
- [Noise](#)
- [Open Space and Conservation](#)
- [Air Quality](#)
- [Public Facilities and Infrastructure](#)
- [Parks and Recreation](#)
- [Historic Preservation](#)

The elements are preceded by a [Preamble](#) and [Introduction](#). There are also four appendices, including an [Implementation Plan](#), the [2002 Vision](#), and two [neighborhood plans](#).

Each element of the Plan includes background narrative and a series of objectives, with nested policies under each objective. Implementing actions are contained in a matrix in the Implementation Plan Appendix rather than in the elements themselves. Each action includes a task description, a responsible agency and timeframe, the associated policy, and a status column that is periodically updated.

The Land Use and Urban Design Element of the Plan includes citywide policies, but also includes narrative and policies for all neighborhoods of the City (including the 64-square-mile unincorporated sphere of influence). Neighborhood discussions make up the bulk of the chapter and incorporate policies from several Specific Plans and Area Plans, as well as community input provided during the 2002-2007 Update. This Element also includes the General Plan Land Use Map, including definitions of the 24 land use designations that appear on the Map.

While the General Plan 2025 reflected best practices when it was written, there is a consensus that a more concise and innovative plan is needed today. The existing plan totals over 1,400 pages (inclusive of the Housing Element and appendices) with nearly 200 objectives and 1,000 policies. The Table of Contents alone is 26 pages long, and the Executive Summary is nearly 40 pages. Given the accelerating pace of change and technological advancement, the current structure is not conducive to nimble decision-

making and may even hinder the City's ability to achieve its vision. Simply put, the General Plan must be general to provide guidance on the future of the growth.

Environmental Impact Report

General Plan 2025 was accompanied by a three-volume Programmatic [Environmental Impact Report](#) (PEIR). The PEIR assessed adoption of the General Plan, a comprehensive update of the Zoning and Subdivision Codes, amendments to the Noise Code, adoption of the Magnolia Avenue Specific Plan, and adoption of Citywide Design and Sign Guidelines. Since its adoption, the PEIR has been used to provide full or partial CEQA tiering for projects that are consistent with the General Plan 2025 and Zoning. A completely new PEIR will be needed for the updated General Plan and Zoning Code.

Citywide Design and Sign Guidelines

The [Citywide Design and Sign Guidelines](#) were adopted concurrently with General Plan 2025 and complement the development standards in the Zoning Code. They promote quality, well-designed development that enhances Riverside's neighborhoods, contributes to community identity, and improves the quality of life. However, they may not provide sufficient direction, particularly on issues such as place-making.

A separate set of Citywide Residential Historic District Guidelines has been prepared for historic properties. The City anticipates that the Design Guidelines and Historic District Guidelines will be updated as part of the General Plan Update and incorporated as part of the Zoning update.

Zoning Code

The City's zoning regulations are codified in [Title 19](#) of the [Municipal Code](#). The Code provides the legislative framework to implement the General Plan 2025, including the designation and mapping of zoning districts, with associated development standards and use regulations. Use tables indicate permitted and conditionally permitted uses in each district, as well as incidental and temporary uses. The Use tables alone comprise 18 ledger-size pages in landscape orientation. The Code defines overlay zones, includes standards for specific uses, and provides design standards and guidelines, site planning and general development provisions, and land development permit requirements. An extensive "Definitions" section is included.

The Code was comprehensively updated in 2007, concurrently with General Plan 2025. It is traditional in its organization and format, relying primarily on text rather than graphics to communicate its intent. The City is interested in moving toward a more design-based Code that is responsive to community character objectives and the desire for greater flexibility, rather than the current prescriptive approach. Consistent with State housing law, the City seeks design standards that are objective and easy to understand, not subjective or ambiguous. The revised Code should facilitate local housing production, reinvestment, and resource protection goals, while remaining user-friendly and easy to understand. To do this, it should support and encourage development rather than create obstacles.

As appropriate, a successful Consultant Team may be called upon to assist staff in updating other sections of the Municipal Code. These may include the Subdivision Regulations (Title 18), Building Code (Title 16), Grading Regulations (Title 17), Noise Control Regulations (Title 7), and Cultural Resource Regulations (Title 20). Title 20 deals

specifically with historic preservation, including criteria for the designation and alteration of historic resources.

As noted previously, a portion of the City is identified as an Innovation District. A creative approach to implementing this district is needed, including recommendations for fostering flexibility and creativity. Additional Districts may be considered in the future.

Specific Plans and Neighborhood Plans

Over the years, the City has adopted 20 [Specific Plans](#) to provide detailed land use direction for parts of the City with unique land use issues or development opportunities. These areas range from university campuses and master planned business parks to Downtown Riverside and established neighborhoods with unique characteristics and complex issues. The Specific Plans supersede or supplement zoning, where they have been adopted, yet many cross-reference the Zoning Code, making them redundant and less user-friendly. The City also has two neighborhood plans (Eastside and University) that have been adopted as appendices to the General Plan. An inter-jurisdictional Specific Plan for the [Northside](#) Neighborhood was adopted by the City in November 2020; adoption by the partner jurisdiction of Colton in San Bernardino County is pending.

Some of the Specific Plans have been fully implemented or may be repealed or incorporated with a “lighter touch” into the General Plan or zoning regulations. Others still serve a necessary function and will need to be carried forward. It is expected that at least a few of the Specific Plans will need to be updated or repealed as part of the General Plan Update.

One of the tasks for the consulting team will be to evaluate each Specific Plan/Neighborhood Plan and identify a path forward. The Consultant's scope may include updating selected plans and facilitating the integration of former specific plans into the General Plan and zoning or identifying ways to eliminate some of the current Specific Plans to streamline processes in the City.

Smart Cities Framework

The City is developing a foundation to become a “Smart” City using information and communication technologies to meet future social, economic, environmental, and cultural needs. The Mayor's office, CMO, and the Department of Innovation and Technology will jointly form an executive committee and invite City departments to unify and align citywide innovation efforts.

[HUD Annual Action Plan](#) and [5-Year Consolidated Plan](#)

The Annual Action Plan illustrates the City's efforts to coordinate funding for comprehensive development projects and services in the City. The 5-Year Consolidated Plan provides a basis and strategy to use federal funds provided to the City.

Economic Development Action Plan

Currently under development, the Economic Development Action Plan will serve as a road map for Citywide Economic Development by both addressing identified challenges and building on the City's unique assets to ensure that Riverside is a place where employers want to locate, talent wants to work, people want to live and companies want to invest.

Pedestrian Target Safeguarding, Active Transportation, Complete Streets and Trails Master Plan (PACT)

The [Riverside PACT](#) is a unique planning document resulting from an integrated active transportation & recreation planning effort combining streets, plazas, sidewalks, trails, and streetscape design. Adopted in 2021, this comprehensive plan includes a Pedestrian Target Safeguarding Plan (PTS), an Active Transportation Plan (AT Plan), a Complete Streets Ordinance (CSO), and a Trails Master Plan (TMP). Together, these four plans represent the City of Riverside's 'pact', or commitment to creating robust, sustainable and accessible transportation options and public spaces for residents and visitors well into the future. The PACT is additionally developed to align with the City's Climate Action and Adaptation Plan which targets a reduction of 4,951 MT of CO₂e/year by 2035 through the implementation of the City's bicycle network (new figures are to be developed as part of the Phase 2 GP Update and CAAP).

The City adopted a [Bicycle Master Plan](#) in 2007. That Plan was updated through an [Addendum](#) in 2012.

[Park System Master Plan](#)

The City adopted a 2020 Parks Master Plan in 2003. The Plan was recently [updated](#) to move the horizon to 2030 and consider new opportunities and challenges.

Economic Prosperity Action Plan and Climate Action and Adaptation Plan.

These two plans, collectively known as the [Riverside Restorative Growthprint](#), were prepared and approved together in 2016, recognizing the potential for synergy between the City's economic development agenda and its climate action goals. The Riverside Restorative Growthprint is a guidance document as no CEQA analysis was completed meaning the CAP is not a CEQA-qualified document. Additional or wholesale updates of the greenhouse gas analysis and reduction measures will be needed to achieve the State's 2030 and 2035 targets as well as the City's 2040 carbon-neutrality goal.

Utility Master Plans

Master plans have been prepared for most of the City's infrastructure systems. Providing water and power by the City itself (rather than an investor-owned utility or special district) provides for a high level of coordination between local infrastructure and land use. A [Utility 2.0 Strategic Plan](#) was adopted in 2017, describing a path to become a "Utility of the Future." A 20-year Sewer Master Plan is underway, an [Urban Water Management Plan](#) was adopted in 2015 and will be updated in 2021 and the Integrated Resource Plan for electricity resource planning was adopted in 2018 and will be updated in 2021/2022. Both the Phase 2 GP and CAAP updates will need to coordinate with these utility planning efforts.

Police and Fire Strategic Plans

Both the [Police](#) (2010-2015) and [Fire](#) (2017-2022) Departments maintain five-year strategic plans. These plans are regularly updated.

Hazard Mitigation and Resiliency Plans

The City adopted an updated [Local Hazard Mitigation Plan](#) in 2017. The General Plan Update provides an opportunity to integrate this document into the General Plan, as required by AB 2140. The City also has an Emergency Operations Plan and has been developing plans to mitigate hazards in urban-wildland interface areas. Resiliency planning is taking place through several initiatives, both at the City and County levels. These include the Ready Riverside (Disaster Preparedness) program and Sustainable and Resilient Riverside.

Food and Agriculture Policy Action Plan

Adopted in May 2015 by City Council, this Plan articulates the long-term vision and priorities to revitalize agriculture across the City's urban environment via the GrowRIVERSIDE economic and community development initiative to enhance quality of life, build a strong local food system, and re-green the City's 4,800-acre Arlington Heights greenbelt agriculture preserve.

Riverside Museum Department Strategic Plan

The Museum of Riverside's Five-Year Strategic Plan 2019-2024 was adopted by Riverside City Council in November 2019. It outlines goals and actions for the Museum Department in alignment with the City Strategic Plan and related City initiatives.

Historic Preservation Context Statements

The following context statements were previously developed and included in the Riverside General Plan 2025: Native and Early European Settlement; Colonization; Water Rights and Access; Migration, Growth, Planning and Development; Citrus and Horticultural Experimentation; Immigration and Ethnic Diversity; Boosterism, Image and Cultural Development; Economic, Military and Industrial Growth; Post World War I Development, Education, and Post World War II Residential Development. Since the adoption of the General Plan 2025, additional context statements have been completed. These include: [Modernism Context Statement](#) and [Latino Context Statement](#). The City is currently in process of completing the Chinese American Context Statement and African American Context Statements with a date to be determined.

Green Riverside Action Plan

This 2012 Plan included 19 goals, with numerous measurable objectives and strategies to reduce energy consumption, greenhouse gas emissions, and landfilled waste while improving environmental quality, transportation choices, and community health.

GIS Data

The City recently completed a 2-year update of the [GIS system](#) to transition the system to ESRI's new ArcGIS platform. This included a migration of all data and development of a GIS browser for all City Departments. All GIS functionality has been migrated to the new system.

Other Regional Initiatives

The City is a partner in regional and sub-regional initiatives, including regional transportation plans, housing and homelessness prevention plans, flood control and drainage plans, hazardous material management plans, and similar initiatives applying to multiple jurisdictions.

Exhibit J

Contract Exception Summary Form

List and clearly explain any exceptions for the Standard Contract in the table below.

The City Contract Reference	Brief Explanation of Exception	The City Acceptance
(Reference specific outline point to which exception is taken)	(Short description of exception being made)	(sign here only if accepted)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Exhibit K Consultant/Sub-Consultant Questionnaire

CONSULTANT'S NAME: _____

1. ORGANIZATION

1.1 How many years has your organization been in business as a Consultant? _____

1.2 How many years has your organization been in business under its present name? _____

1.2.1 Under what other names has your organization operated? _____

1.3 Business Entity Number: _____

1.4 If your organization is a corporation, answer the following:

1.4.1 Date of incorporation: _____

1.4.2 State of incorporation: _____

1.4.3 President's name: _____

1.4.4 Agent for Service of Process: _____

1.5 If your organization is a partnership, answer the following:

1.5.1 Date of organization: _____

1.5.2 Type of partnership (if applicable): _____

1.5.3 Name(s) of general partner(s): _____

1.6 If your organization is individually owned, answer the following:

1.6.1 Date of organization: _____

1.6.2 Name of owner: _____

1.7 If the form of your organization is other than those listed above, describe it and name the principals:

2. LICENSING

2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

2.2 List any other certifications held by your organization, and the name under which they are held.

SUB-CONSULTANT'S NAME: _____

3. ORGANIZATION

3.1 How many years has your organization been in business as a Consultant? _____

3.2 How many years has your organization been in business under its present name? _____

3.2.1 Under what other names has your organization operated? _____

3.3 Business Entity Number: _____

3.4 If your organization is a corporation, answer the following:

3.4.1 Date of incorporation: _____

3.4.2 State of incorporation: _____

3.4.3 President's name: _____

3.4.4 Agent for Service of Process: _____

3.5 If your organization is a partnership, answer the following:

3.5.1 Date of organization: _____

3.5.2 Type of partnership (if applicable): _____

3.5.3 Name(s) of general partner(s): _____

3.6 If your organization is individually owned, answer the following:

3.6.1 Date of organization: _____

3.6.2 Name of owner: _____

3.7 If the form of your organization is other than those listed above, describe it and name the principals:

4. LICENSING

4.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

4.2 List any other certifications held by your organization, and the name under which they are held.

Continued on next page.

PROJECT REFERENCE SUMMARY

Consultant's Similar Projects (5 Minimum)

1. Project Name: _____

Owner:
Project Engineer:
Telephone No.:
Email Address:

2. Project Name: _____

Owner:
Project Engineer:
Telephone No.:
Email Address:

3. Project Name: _____

Owner:
Project Engineer:
Telephone No.:
Email Address:

4. Project Name: _____

Owner:
Project Engineer:
Telephone No.:
Email Address:

5. Project Name: _____

Owner:
Project Engineer:
Telephone No.:
Email Address: