COUNTY OF HUMBOLDT

For the meeting of: 8/22/2023

File #: 23-1107

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Request for Proposals No. PLN2023-03 regarding the McKinleyville Town Center Environmental Impact Report (EIR).

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve and authorize the Humboldt County Planning and Building Department (HCPB) to advertise and distribute the attached request for proposal (RFP) soliciting proposals from qualified contractors to prepare an environmental impact report (EIR) in accordance with California Environmental Quality Act (CEQA) guidelines for the next phase of the McKinleyville Town Center project; and
2. Authorize staff to review the proposals in accordance with the criteria contained in the RFP, evaluate any proposal received, and select the proposal that best meets the needs of the county; and
3. Direct staff to return to your Board for approval of award and execution of professional services agreement.

SOURCE OF FUNDING:
General Fund (1100)

DISCUSSION:
The county is soliciting proposals from qualified contractors to prepare an environmental impact report (EIR) in accordance with California Environmental Quality Act (CEQA) guidelines for the next phase of the McKinleyville Town Center project. The EIR will be used for adoption of a Zoning Ordinance guiding development in the area, and a modification to the McKinleyville Community Plan and will be in sufficient detail to address future development of the Town Center. The McKinleyville Town Center Q-Zone envisions a unique community core characterized by development emphasizing pedestrian connectivity, public meeting and gathering spaces, open space and wetland preservation with a full

range of mixed-use commercial, office, civic and high-density residential uses. The EIR will review the proposed zoning ordinances and land use changes (attached at Exhibit 2) for approximately 134 acres of land across 45 parcels that will be utilized as the Town Center. The project area is located along two main thoroughfares, Hiller Road and Central Avenue. The topics of primary concern include aesthetics, land use, transportation, biological resources, and hydrology. The EIR will evaluate the proposed change in wetland definition of the McKinleyville Community Plan from a single parameter to three parameters within the Town Center Area and will evaluate the potential for a reconfiguration of Central Avenue to slow traffic and provide better bicycle and pedestrian connectivity.

A professional services agreement in substantially the same format as Exhibit 1, attached hereto, will be executed with the successful individual(s) or firm(s). Any objections to the terms and conditions not made prior to or with submission of the proposal will be considered waived.

The county intends to award a 3-year contract (with options for two, 1-year extensions) to an outside vendor(s) selected as most qualified in meeting the programming needs of the county.

FINANCIAL IMPACT:
Humboldt County Planning and Building Department has already included funds in the proposed FY 2023-24 budget sufficient to cover the cost of this contract in 1100-282-2118. There is no supplemental budget needed at this time.

STRATEGIC FRAMEWORK:
This action supports your Board's Strategic Framework priority of creating opportunities for improved safety and health managing our resources to ensure sustainability of services and enforce laws and regulations to protect residents

OTHER AGENCY INVOLVEMENT:
None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board may opt not to allow the advertisement and distribution of the RFP however this alterative is not recommended.

ATTACHMENTS:
1. Request for Proposal PLN2023-03 McKinleyville Town Center EIR
    A. RFP Signature Page
    B. Reference Data Sheet
    C. Exhibit 1 Example of Standard Agreement with Terms and Conditions

PREVIOUS ACTION/REFERRAL:
Board Order No.: N/A
Meeting of: N/A
File No.: N/A