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# CITY OF POMONA

## COUNCIL REPORT

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February 1, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Anita D. Gutierrez, AICP, Development Services Director

**SUBJECT: ADOPT A RESOLUTION AMENDING FY 2020-21 OPERATING BUDGET AND AWARD OF CONTRACT TO CODE STUDIO TO PREPARE THE CITY'S COMPREHENSIVE UPDATE OF THE POMONA ZONING ORDINANCE**

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**RECOMMENDATION:** It is recommended that the City Council take the following actions:

- 1) Adopt the following resolution (Attachment No. 1):

**RESOLUTION NO. 2021-19 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE ADOPTED FISCAL YEAR 2020-21 OPERATING BUDGET BY APPROPRIATING \$107,794 IN AVAILABLE SERIES BG BOND PROCEEDS**

- 2) Award a three-year agreement with two one-year renewal options with Code Studio to assist the Development Services Department (Planning Division) with the preparation of a comprehensive update of the Pomona Zoning Ordinance.
- 3) Authorize the City Manager, or designee, to execute the agreement and any related amendments as needed.

**EXECUTIVE SUMMARY:**

This action awards a contract to Code Studio to assist in the comprehensive update of the Pomona Zoning Ordinance (“PZO”), which is the City’s framework for regulating private property. The comprehensive update will implement the goals and policies adopted in the 2014 Pomona General Plan for all parcels within the City except those regulated by a Specific Plan. The PZO has not been comprehensively updated in approximately 30 years. The City issued a competitive Request for Proposals (RFP) for assistance with updating the Pomona Zoning Ordinance, and the most qualified and highest-scoring response was selected. The City intends to begin consultant engagement in February, and seek City Council adoption of the updated PZO by December 2022.

**FISCAL IMPACT:**

The current total contract award is \$367,000, which will be funded primarily through grants. On March 10, 2020, the State of California Department of Housing and Community Development (“HCD”) issued an award of \$310,000 in Senate Bill 2 (“SB2”) grant funds to the City for use on housing policy development and implementation. Subsequently, on September 22, 2020, HCD issued an award of \$500,000 in Local Early Action Planning (“LEAP”) grant funds to the City for use on additional measures to accelerate the production of housing. A portion of both these awards, along with available Series BG bond proceeds will be used to fund this project.

The breakdown in funding sources is as follows: \$110,000 in SB2 grant funding (Account No. 215-1712-52285-58727), \$150,000 (Account No. 215-1712-52285-58730) in LEAP grant funding (being considered for acceptance and appropriation by Council tonight in a concurrent Council Report) and the remaining \$107,000 Series BG (formally Series AU/AV) bond proceeds (Account No. 435-1712-52285-00000) which will be made available per Resolution 2021-19 that amends the FY 2020-21 budget.

**PUBLIC NOTICING REQUIREMENTS:**

In accordance with Section 2-993.1(4)a of the City’s Purchasing Ordinance, a public notice inviting bids was issued on the City’s electronic bidding platform (Planetbids) on Wednesday, August 19, 2020 and bids were due on Thursday, September 10, 2020.

**PREVIOUS RELATED ACTION:** None.

**DISCUSSION:**

On August 19, 2020, a Request for Proposal (RFP) No.2020-30 “HOUSING ELEMENT (SIXTH CYCLE 2021-2029) AND COMPREHENSIVE UPDATE TO POMONA ZONING ORDINANCE AND SUBDIVISION CODE” was issued on the City’s electronic bidding platform. The solicitation notified 468 potential suppliers, of which 40 suppliers downloaded the RFP, resulting in the City receiving three proposals. All three proposals included two scopes: one for the Housing Element, and one for the Comprehensive Zoning Code Update. The Zoning Code Update scope for each of the three proposals met minimum qualifications and were then evaluated on a 60-point scale based on Responsiveness and Compliance, Qualifications, Experience, Project Approach, Responsiveness to Tasks and Timeliness, and Price.

<b>Combined Scores</b>		
<b>Zoning Code Update</b>		
RFP No: 2020-30		
<b>Rank</b>	<b>Firm</b>	<b>RFP and Cost Proposal Scores</b>
	<i>Total Possible Points</i>	<i>180 (60 x 3 evaluators)</i>

1	Code Studio	169
2	Lisa Wise	139
3	Rincon	78
<b><u>NOTE:</u></b> An evaluation committee was utilized to evaluate this RFP. Combined scores are referenced. The combined scores illustrated here reflect only the scope of work response related to the Zoning Code Update, and does not reference the scope of work related to the Sixth Cycle Housing Element. Complete scoresheets are on file that include comments regarding the proposals from each firm. Award of the scope related to the Sixth Cycle Housing Element was considered as a separate matter by City Council at its regularly scheduled public meeting on November 16, 2020.		

Prepared by:

Ata Khan  
Supervising Planner

**ATTACHMENT:**

Attachment No. 1 - Resolution No. 2021-19