



GENERAL PLAN UPDATE STEERING COMMITTEE AGENDA

Civic Center Community Room
100 Civic Center Drive

Wednesday, February 20, 2019 – 6 p.m.

Committee Members: Nancy Gardner, Chair
Ed Selich
Debbie Stevens
Larry Tucker
Paul Watkins
Mayor Diane Dixon, Ex Officio Member, ddixon@newportbeachca.gov

Staff Members: Seimone Jurjis, CDD Director – sjurjis@newportbeachca.gov
Jim Campbell, Deputy CDD Director – jcampbell@newportbeachca.gov
Ben Zdeba, Associate Planner – bzdeba@newportbeachca.gov

The General Plan Update Steering Committee (Steering Committee) meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Steering Committee agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Steering Committee and items not on the agenda but are within the subject matter jurisdiction of the Steering Committee. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the Community Development Department, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at 949-644-3200.

I. Call Meeting to Order – 6 p.m.

II. Welcome and Roll Call

III. Public Comments

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Steering Committee. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Steering Committee has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

IV. Current Business

a) Discussion of Draft Request for Proposals for Consulting Services (Attachment 1)

Recommended Action: Provide direction to staff on any changes to the draft RFP.

b) Steering Committee Schedule Discussion

Recommended Action: Review the proposed frequency and timing of meetings.

Next meetings: March 6, 2019 and ~~March 29, 2019~~ March 20, 2019 (revised 02/19/2019)

V. Committee Announcements or Matters Which Members Would Like Placed on a Future Agenda for Discussion, Action or Report (Non-Discussion Item)

VI. Adjournment

Visit www.newportbeachca.gov/GPUpdate to stay informed!

NEWPORT BEACH
GENERAL PLAN UPDATE



Objective:

The City desires to comprehensively review and update the Newport Beach General Plan where necessary and desirable. The purpose of the update is to reflect current conditions, State general plan requirements, and the City's future vision as identified by the community. The goal is to start the process in early 2019, and complete the process in the late of 2021.

The first step will be to review the existing General Plan Vision Statement with the community to identify how it might be modified to reflect current thoughts and aspirations. Second, the City's General Plan needs to be examined to see how it meets State general plan requirements, and after consultation with the community through a robust outreach effort, how might the general plan be amended to reflect the consensus of the community. The term "community" is the entire community living and working in the City, including residents, special interest groups, homeowners associations, property owners, the business community, and regulatory agencies; the term is all-inclusive.

The process will involve citizen oversight through various methods including a 3-5 person Steering Committee appointed by the Mayor or City Council who will report to the City Council. The Steering Committee will advise a larger General Plan Advisory Committee (GPAC) who will conduct a series of public meetings as necessary on the evaluation and update process. The Parks, Beaches and Recreation Commission (PB&R), the Harbor Commission, and the Planning Commission will conduct hearings that will also shape the process. Ultimately the City Council will review and act on the environmental documentation and update itself. The process will be conducted in an open and transparent manner. The City strongly desires innovative and exciting ways to engage with the entire community to maximize understanding, feedback, and participation.

The City seeks a qualified consultant or consulting team (Consultant) to guide the community and prepare the update consistent with these goals and principles. City staff, primarily through the Community Development and Public Works Departments, will energetically support, guide and direct the Consultant throughout the process. The City has a robust geographic information system (GIS) and trained staff to provide mapping and database support. All City Departments will be involved in one way or the other.

DRAFT SCHEDULE OUTLINE

a) February 2019 – May 2019 (3 -4 months)

- Request for proposals
- Proposal evaluations
- Consultant selection

b) June 2019 – March 2021 (21 months)

- Community outreach and Visioning process
- General Plan evaluation process
- General Plan Advisory Committee meetings
- Market and fiscal analysis and other technical analysis preparation
- Draft General Plan Amendments preparation
- Draft Environmental Impact Report preparation

- Harbor Commission and Parks, Beach and Recreation Commission meetings

c) March – May 2021 (3 months)

- Draft Environmental Impact Report public review.
- One workshop with the Planning Commission will be conducted on the draft EIR at the beginning of the comment period.

d) June – July 2021 (2 months)

- Planning Commission public hearings.

e) August – September 2021 (2 months)

- City Council public hearings, EIR certification, and plan adoption.

Definitions:

The following is an explanation of terms frequently referred to in this document:

- “City”: Refers to the City of Newport Beach.
- “Request for Proposal (RFP)”: Refers to the solicitation process wherein the City is seeking proposals.
- “Proposal”: The formal response to this solicitation submitted to the City by a Proposer or Proposers.
- “Proposer”: Refers to the individual, partnership, or corporation that is submitting a proposal in response to this RFP process.
- “Project”: The preparation of the Land Use Element Amendment.
- “Shall”: Refers to a mandatory requirement.
- “Consultant/Contractor”: Refers to the individual, partnership, or corporation including their subcontractors that is awarded a contract by the City upon conclusion of this RFP process.
- “Contract” or “Agreement”: A promissory agreement with specific terms between the City and one or more parties that creates, modifies or destroys a legal relation in exchange for consideration.

Proposal Evaluation Criteria:

Proposals will be evaluated on the basis of the response to all provisions of this RFP. Since this solicitation is an RFP as opposed to a Bid, pricing alone will not constitute the entire selection criteria. The City may use some or all of the following criterion and corresponding percentages in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance. The City reserves the right to modify the evaluation criterion and percentage of score as deemed appropriate prior to the commencement of evaluation.

POTENTIAL PROPOSAL EVALUATION CRITERION	
EVALUATION CRITERION	PERCENTAGE OF SCORE
Qualifications and experience of the proposing Consultant firm or team conducting similar projects, of comparable complexity, and magnitude, particularly for government agencies.	60%
A demonstrated understanding of the requested scope of services or work program.	15%
The Consultant's ability to deploy services as identified in the Scope of Services on schedule.	15%
Recent references from local clients with particular emphasis on local government.	10%

The City reserves the right to determine whether a proposal meets the specifications and requirements of this RFP and reject any proposal that, in the City's opinion, fails to meet the detail or intent of the requirements. The City reserves the right to reject any and all proposals.

Selection Process:

The City shall employ a two-step process to select a Consultant for this Project, with an option for a third step, if necessary. In the first step, known as "Technical Evaluation," a panel shall rate the technical qualifications of all Proposals using the criteria described above to arrive at a Technical Score. Each criteria shall be assigned a unique scoring weight based on the significance of each criteria to the overall success of the Project. Since this is a procurement for a professional service, cost will not be assessed during Technical Evaluation. If, upon conclusion of Technical Evaluation, (1) there are a multitude of firms close together in regard to technical score; or (2) no single firm has been distinguished as a likely successful candidate, the City reserves the right to initiate live panel interviews. Firms invited to interview shall have their panel interviews evaluated and scored, resulting in adjustments to the Technical Score. In the second step, once an order of candidate rankings has been achieved based on Technical Score, the Cost Proposal of the highest-qualified firm will be opened and evaluated for feasibility and reasonableness. If the Cost Proposal is deemed to be unfeasible and/or unreasonable, efforts may be initiated by the City to negotiate with the Proposer to reach more favorable terms. If these negotiation efforts fail, the City will consider the Cost Proposal from the second highest qualified firm, and so forth until a desired resolution is achieved.

RFP Schedule:

The following is a tentative schedule of the RFP process. While the City will attempt to apply the necessary resources to maintain this schedule, the following dates are merely projections and the City reserves the right to modify this schedule as needed to accommodate the completion of this RFP process.

TENTATIVE RFP SCHEDULE	
RFP Published:	Friday, March 1, 2019
Questions from Proposers Due:	March 15, 2019
Questions and Responses Posted:	March 22, 2019
Proposals Due:	April 12, 2019
Interviews:	Week of April 22, 2019
Anticipated Contract Award:	May 2019

Anticipated Budget:

At this time, the City does not have a good estimate of costs; however, it is prepared to allocate \$2,000,000 over several budget cycles to the amendment process. If additional funding is suggested by Consultant, the City will consider it based upon compelling needs and the availability of funds. The City budgeting would not include City staff costs. The City operates on a fiscal year budget, beginning July 1 and ending the following June 30 of each year.



SCOPE OF SERVICES

The following is a general description of the anticipated work program components. These components are not all-inclusive and the consultant is encouraged to provide recommendations with respect to scope and order of completion that provides a logical and focused approach to evaluating and updating the Newport Beach General Plan.

Task 1. Community Engagement, Marketing and Outreach Plan

The Consultant, with the assistance of City Staff, will creatively engage and maintain participation from the community throughout the update process. It is the City's intent to provide an open and transparent process where the community can:

- Re-examine and refresh the existing General Plan Vision Statement;
- Update the various elements of the General Plan to reflect the vision, emerging trends and state law as directed; and
- Have fun throughout the process.

The Consultant shall prepare and implement a community engagement plan that should include:

- Appropriate marketing and branding of the update and process;
- Up to three to five visioning workshops with the community;
- Up to 50 individual stakeholder meetings assisted by City staff;
- Preparation and maintenance of City-hosted webpage(s) that provide a comprehensive portal of information and community interaction. Please see the City's initial pages for the effort at www.newportbeachca.gov/gpupdate;
- Innovative and cutting-edge methods of driving active participation from the community;
- Use of virtual town hall meetings, surveys, and a social media periodically throughout the update process; and
- Participation in all committee and commission workshops, meetings, and public hearings.

Task 2. General Plan Advisory Committee (GPAC)

The City will create a Ralph M. Brown Act regulated committee and appoint members of the community to it. The Committee will meet monthly at a regularly scheduled date and time as necessary. Meetings will be held during the evenings in the Civic Center or at other locations within the City as deemed appropriate. The purpose of the committee is to provide opportunities for public participation and to guide/shape the draft update as guided by the Steering Committee. The committee will be made up of 20-25 members selected by the City Council after an application review process. Committee membership will reflect the diverse nature of the City's geography and competing interests. The goal is to create a balanced, conscientious and civic-minded group that actively listens and finds consensus on a variety of issues to be an effective body.

The Consultant will participate in all GPAC meetings and will prepare discussion materials and technical memorandums for the scheduled topics. The Consultant will lead creative discussions on the various topic

matters within the complete scope of the update. The consultant will be responsible for preparing detailed minutes of the meetings for review and GPAC adoption.

Task 3. Facilitate Review and Provide Recommendations and Draft Update

The City anticipates reviewing all elements of the General Plan and updating where necessary and required. The following list of elements and issues should act as a general guide:

a) Land Use Element – Policy Review and Update

As part of the 2013/2014 effort to amend the Land Use Element, all of the policies were comprehensively reviewed with many revisions proposed to reflect current community conditions; these policy revisions should be re-examined for potential inclusion in this update. Unbuilt development potential should also be evaluated to ensure it reflects the community's new vision.

Community comments related to recent development applications indicate the need to reexamine development in the Airport Area and Newport Center. Are current general plan policies appropriate given current and future trends?

Other areas for review, include, but are not limited to: Banning Ranch, Mariner's Mile, West Newport Mesa, and Newport Coast. The City also anticipates examining the land use and existing density and intensity of development of several small and medium-sized sites.

The Local Coastal Program (LCP) was certified by the Coastal Commission in 2017, and the General Plan should be updated to provide or maintain consistency.

b) Circulation Element - Policy Review and Update

Review the Master Plan of Arterial Highways (e.g., deletion of the 19th Street bridge and other potential changes), the City's Bikeway Master Plan, other relevant plans, and the new "Complete Streets" requirements of the state general plan requirements. Evaluate emerging mobility trends (i.e. autonomous vehicles, ridesharing services, etc.) and identify appropriate policies or amendments that meet community goals and are consistent with the Land Use Element. The status of Coast Highway through the Mariners' Mile corridor has come under scrutiny and will be a topic of analysis and potential change.

City Traffic Engineer Tony Brine, P.E. will be contracting the preparation of the updated circulation element separately. The Consultant will be responsible for coordinating with the selected circulation element consultant to incorporate the work product within the update.

c) Housing Element - Policy Review and Update

The Housing Element was last updated in 2013, and later certified. An update is required by the end of 2021 and the Regional Housing Needs Assessment (RHNA) process has begun. Changes to state housing element law will necessitate a complete review of housing opportunity sites. Additionally, potential Land Use Element changes could necessitate additional revisions to housing element policies.

d) Safety Element - Policy Review and Update Necessary

The Safety Element was last amended in 2008, to reflect the 2008 Local Hazard Mitigation Plan (LHMP). The LHMP was updated in 2016, and the Safety Element needs to be reviewed and updated to reflect current conditions and the various requirements of State Law. Adaptation to climate change and sea level rise are important considerations to the City of Newport Beach.

e) Harbor and Bay, Historical Resources, Recreation, Arts and Cultural, Natural Resources, Noise Elements - Policy Review and Update where Necessary.

Review goals, policies, programs and diagrams and update where appropriate to reflect current conditions, the planned update, and to provide consistency among all elements.

f) Environmental Justice – Prepare New Policies or Element

Under SB 1000, local governments must either adopt an environmental justice element or include environmental justice goals and policies in appropriate General Plan elements. At this point, City staff envisions incorporating environmental justice within the various other elements rather than creating a new element. The City is interested in receiving feedback from prospective Consultants on the best approach.

g) Sustainability – Prepare New Policies or Element if Directed

The community has expressed interest in possibly adding a Sustainability Element to the General Plan. Alternatively, sustainability policies could be incorporated into other General Plan elements.

h) Implementation Program – Review and Update where Necessary

The existing implementation program should be reviewed and updated as necessary based upon the update. The program should be streamlined where possible to facilitate the preparation of an annual report as required by State law on the status of the General Plan and the City's progress in its implementation, including progress in meeting its share of regional housing needs.

Task 4: Market and Fiscal Analysis

Market studies and a fiscal analysis will provide the basis for recommended land use policies and possible land use changes.

a) Market Analysis - Foundational Information for Land Use and Circulation Discussions.

Evaluate key areas of community: 1) Airport area – office trends, mixed-use viability; residential market absorption, minimum square footage of commercial. 2) Fashion Island – regional commercial trends, entertainment trends. 3) Newport Center – office trends, residential demand/need. Provide additional market analysis for key uses such as residential, hospitality, harbor excursion, restaurants, and recreational activities.

b) Fiscal Analysis - Foundational Information for Land Use Discussions.

Identify existing General Plan baseline conditions and later analyze effects of various land use options. A fiscal model was created for the 2006 General Plan update by Applied Development Economics, Inc. (ADE). Doug Svensson, AICP at ADE has updated the model and conducted focused studies for the City from time-to-time. The City does not anticipate creating a new fiscal model at this time for budgetary reasons unless there are compelling reasons to consider the creation of a new model.

Task 5. Compliance with the California Environmental Quality Act (CEQA)

The consultant and/or sub-consultants will be responsible for the preparation of a complete environmental analysis in accordance with the California Environmental Quality Act (CEQA). This task includes conducting a scoping meeting, the preparation of all notices, identification of baseline conditions, preparation of the draft and final EIR, responses to comments, findings for certification of the EIR and adoption of the update, statement of overriding conditions (if necessary). Evaluating the environmental effects of several of land use options to identify a preferred draft land use Plan. The number of options will be determined in concert with the public outreach program and direction provided by the City. The scope of services should assume preparation, recording, posting, mailing and facilitation of all required public notices and meetings. The City will provide ownership addresses, post notices and secure meeting locations.

A long-range traffic model was created for the 2006 General Plan update by Urban Crossroads, Inc. The City does not anticipate creating a new traffic model at this time for budgetary reasons unless there are convincing and compelling reasons to create a new model.

The Consultant needs to provide a detailed scope of work for the preparation of the EIR analysis describing each component item and environmental topic and provide an estimate of hours and costs. The Consultant shall provide an hourly rate schedule for anticipated staff members.

Task 6. Plan Preparation and Public Hearing Process

The consultant will be responsible for submitting draft documents for staff review and updating as directed. While the City has full GIS mapping capabilities and a complete land use database, support from the consultant team may be required based on availability of staff resources.

The consultant shall be prepared to provide presentations at the required all GPAC meetings; Parks, Beaches and Recreation Commission (PB&R); the Harbor Commission; the Planning Commission; and City Council public hearings and respond to questions. Since some of the amendments will likely be within the boundaries of the Airport Environs Land Use Plan, attendance at Airport Land Use Commission meetings may also be necessary.

Consultant Representative

The Consultant shall assign a primary representative and an alternate to perform the services described in the scope of work. Each shall be identified in the proposal and resumes shall be provided with references. The Consultant's representatives shall remain responsible of all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, then the alternate representative shall become the primary representative.

Additional Consultant Responsibilities

The Consultant shall be responsible for completing the specified services in accordance with the City's standard "Professional Services Agreement". A copy of the standard agreement is attached as Appendix A. Services specified in this agreement shall be taken directly from the Consultant's proposal and from the "Request for Proposal".

City Responsibilities

The City will provide the following items to assist the Consultant in completing services:

- Primary City representative;
- General Plan land use data;
- Update of GIS mapping, if needed;
- Coordinate and schedule meeting spaces for Staff, Committee and Public Meetings;
- Notice Public Meetings, post meeting agendas and meeting minutes in accordance with the Brown Act;
- Provide staff support, oversight and direction during the development of the amendment; and
- Prepare Planning Commission and City Council Staff Reports and schedule public hearings.

Payment for services shall be monthly based upon satisfactory progress, submission of requests for reimbursement, and percent of work completed.

DRAFT

**General Plan Update Steering Committee
February 20, 2019**

**Additional Materials
(received after agenda posting)**



Additional Materials No. 1
GP Update Steering Committee
February 20, 2019

From: Jim Mosher <jimmosher@yahoo.com>
Sent: Sunday, February 17, 2019 3:09 PM
To: CDD
Subject: Future Steering Committee meeting dates

In the [agenda](#) posted for the Feb. 20, 2019, meeting, under Item IV.B, the next two meeting dates for the GPU Steering Committee are listed as **March 6** and **March 29**.

March 6 seems a poor choice since it is the date listed on the City calendar for [Councilman Avery's Neighborhood Meeting](#). A week later, March 13, would seem better, especially since two additional Steering Committee members are expected to be added on March 12, and they would all be able to participate in the decisions being made on March 13. March 13 would, however, be the night for the Harbor Commission and possibly Speak Up Newport.

As to the second date, is **March 29** (a Friday) a typo for **March 20** (the Wednesday two weeks after March 6)?

Yours sincerely,

Jim Mosher

City Calendar | City of Newport Beach