



## **ADDENDUM - 1 TO BUILDING PLAN CHECK AND INSPECTON SERVICES (RFP)**

The purpose of this addendum is to make specific modifications to the terms or services requested in the City's Request for Proposals (RFP) for Building Plan Check and Inspection Services. All other specifications, terms and conditions of this RFP not addressed by this or other formal addenda issued by the City of Solvang remain unchanged.

- 1.) The deadline for submittal of proposals has been extended to October 2<sup>nd</sup> at 5:00 pm.**
- 2) Interim On-Call Planning Services is added to the RFP.**

### A. Background and Purpose

The City's Planning and Community Development Department consists of two separate divisions: planning and building. The Planning Department is staffed by a Director and an Assistant Planner. The Planning Division implements the policies and objectives of the community that are set forth in the City's General Plan and Zoning Ordinance. The Planning Division also reviews new development proposals to ensure that the City's design and development standards, and goals and policies, are executed in the development of the City. The Planning Division also provides support to the City Council, Planning Commission, and Board of Architectural Review.

Recently, the City's Director of Planning, Building and Economic Development resigned from the City. The City is now in the process of evaluating options for replacing this key position. Until a decision is made, the City needs a seasoned planner with experience as a senior planner or planning director to provide a combination of telephone and on-site support to assist the Assistant Planner and other City staff.

The work under the assignment will be on an as-needed, on-call basis until a determination is made whether to fill the vacant position or continue to contract with a contractor for on-call planning services\_

### B. Scope of Services

In general, the successful individual or firm will provide on-call planning services for all types of projects requesting entitlements, including but not limited to new residential, commercial, and industrial buildings. The on-call planning services should include, but are not limited to the ability to perform the following:

- Develop and maintain good working relationships with other city departments, other jurisdictions and the public.
- Analyze projects for compliance with the City's General Plan, Zoning Ordinance, Subdivision Map Act, Design Guidelines, applicable specific plans and other policies.

- Review and process ministerial applications and discretionary entitlements, such as: Plan checks, Zoning Clearances, Sign Permits Conditional Use Permits, Variances, Design Review, Tentative Maps, and General Plan and Zoning amendments.
- Analyze data on economic, social, environmental, and physical factors affecting land use.
- Meet with developers, engineers, property owners, contractors and other individuals to advise, explain processes and suggest improvements regarding potential projects, pre-applications, development applications, feasibility analysis, conceptual development plans and code interpretations.
- Write Planning Commission, Architectural Review Board and City Council staff reports, resolutions, ordinances, conditions of approval, and give oral presentations as directed.
- Attend public hearings and community meetings as necessary.
- Analyze projects for CEQA compliance.
- Review projects and provide comments within timelines specified by the Permit Streamlining Act and the City (shorter timelines may be required for certain project).

Interested firms should provide a list of all personnel that will be assigned to provide on-call planning services. This list shall include a summary of the qualifications, licenses, and experience of each individual, and the professional planning level of work performed by each individual. The City will retain under its agreement with the successful firm the right of approval of all persons performing under the agreement.

Firms shall provide a schedule of hourly rates for all personnel categories which would be available to provide the services described above.

**3) The following two attachments have been added to the RFP that were originally omitted.**

Attachment: Standard Professional Services Agreement  
Current Building Fee Schedule

End of Addendum