



CITY of CALABASAS

To: Recipients for Objective Design Standards RFP Date: September 26, 2024

From: Planning Division

Subject: Addendum #2 – Preparation of Objective Design Standards for Multifamily Residential Development Projects Request for Proposals (RFP)

**Extended Due Date for Questions:**

- 1) The Due Date for submission of questions in response to the Objective Design Standards RFP is hereby extended to October 10, 2024.

**Answers to Questions (received as of 9-25-24)**

1. *The title of this RFP is "Preparation of ODS for Multifamily Residential Development Projects" and on pg. 3, the text: "Responsive to California law, and consistent with the above policies, the Community Development Department aims to create objective design standards for multifamily residential housing development projects." On pg. 3-4, Overview: "...capable of preparing ODS for multifamily residential and mixed-use development" and pg. 6, scope section 3 ODS, "The draft standards will consist of ODS applicable to multi-family and mixed-use development..." Could the City please clarify whether this project will cover both multifamily and mixed-use projects, or solely multifamily?*

The Objective Design Standards will cover both multi-family and mixed-use projects that include residential units.

2. *What is the City's preferred time frame to complete this project?*

By the end of 2025.

3. *What is the City's budget for this project?*

To be determined.

4. *Is the City utilizing funds from a grant for this project?*

The City is seeking available grants, however, presently no grants have been secured for this project.

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5. *Could questions submitted be answered on an ongoing basis, as opposed to after the question submittal deadline, in order to allow feedback to be incorporated into proposal preparation in a timely matter?*

No, please adhere to the stated deadlines.

6. *Will all questions submitted be released as Addendum?*

Yes.

7. *Is it possible to get 15 minutes of your time to discuss a few questions we have about this RFP?*

All questions shall be submitted in writing by the stated deadline.

8. *Has there been any discussion with City Council or Planning Commission about this endeavor? If so, did they have any feedback or direction as to what they are expecting?*

The Planning Commission discussed the concept of Objective Design Standards and provided feedback to staff. A copy of the staff report for each meeting can be found here:

<https://www.cityofcalabasas.com/home/showpublisheddocument/30311/638485086609030000>

<https://www.cityofcalabasas.com/home/showpublisheddocument/30505/638497202136300000>

The following is a link to the recorded meetings:

[https://calabasas.granicus.com/MediaPlayer.php?view\\_id=4&clip\\_id=7683](https://calabasas.granicus.com/MediaPlayer.php?view_id=4&clip_id=7683)

[https://calabasas.granicus.com/MediaPlayer.php?view\\_id=4&clip\\_id=7696](https://calabasas.granicus.com/MediaPlayer.php?view_id=4&clip_id=7696)

9. *Does Calabasas have a “strong” city council? Meaning, do they tend to have a strong influence/oversight on the planning department or are they typically more amenable to advice and direction that comes from planning staff? We have worked with cities that have both structures, but it is helpful to know ahead of time.*

Both the Planning Commission and City Council have strong influence/oversight over long range planning efforts such as development of Objective Design Standards.

10. *Are there any precedent Objective Design Standards that you and your team have looked at as good examples of what you may ultimately be looking for? As I mentioned before, we recently went through a process of developing new Objective Design Standards for a city here in San Diego and as part of that effort we did a lot of research into what other municipalities have done and there is a wide variety but a lot of it comes down to the standards being prescriptive vs. flexible. Prescriptive tends to have more thorough information about architectural detailing and allowed building typologies whereas flexible is more focused on general planning principles surrounding massing, material, street interface, etc... (may list acceptable architectural styles to guide the design).*

The Planning Commission reviewed different versions of Objective Design Standards, and concurred that their preferred approach is similar to that of Los Gatos and Agoura Hills. In both cases they include a combination of prescriptive standards with planning principles surrounding massing, material, street interface and public spaces. The standards should not be flexible, they should clearly define the expectations of the City.

11. *Can you further describe the public process review?*

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The public review process would occur before a formal public hearing, and shall include at least three meetings/outreach events as defined in Section II (A)(2) of the RFP (see pages 5-6). Additional public outreach events may be proposed at the recommendation of the firm.

12. *What would the budget be for development of the Objective Design Standards?*

To be determined.

13. *What timeline would Calabasas adhere to?*

The City would like to complete the project by the end of 2025.

14. *If physical submission is required, are there any specific instructions or a preferred time and location for drop-off or mailing?*

Five (5) bound copies of the submittal and one flash drive (or another digital medium) containing an electronic PDF copy must be submitted. Pages should be formatted to 8 ½" x 11" size, with font no less than 12pt. All pages shall be numbered. Drawings provided with the submittal shall not exceed 11" x 17." Proposals should be addressed as follows:

City of Calabasas  
Attn: City Clerk  
100 Civic Center Way  
Calabasas, CA 91302

15. *Can we send it via a third-party delivery company?*

Yes

A Copy of the RFP can be found under 'Request for Proposals' here:

<https://www.cityofcalabasas.com/services/public-notices>

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