

City of Isleton
Request for Qualifications (RFQ)
Zoning Code and Residential Infill Development Update

Issue Date:

July 16, 2025

Submittal Deadline:

August 6, 2025

Contact:

Jon Kennedy, Interim City Manager

Email: jon@civassist.com

I. Introduction

The City of Isleton invites qualified consulting firms to submit Statements of Qualifications (SOQ) to assist in the completion of a comprehensive Zoning Code and Residential Infill Development Update. This effort is funded through SACOG's Green Means Go program under the State of California REAP 2.0 initiative. The project will support Isleton's revitalization goals by integrating housing strategies into the Main Street Redesign and Revitalization Plan.

The total budget for consultant services shall not exceed \$75,000. The selected firm will collaborate with city staff to evaluate zoning and development conditions, identify regulatory and cost barriers, provide economic analysis, recommend code amendments and design guidelines, and facilitate public engagement to support residential infill development within Isleton's historic downtown.

II. Background

Isleton is a small, historic Delta community with significant infill potential in its Green Zone and downtown area. The City received a \$94,000 grant from SACOG to implement zoning and development strategies that remove barriers and promote residential reuse and reinvestment.

Downtown Isleton already includes numerous upstairs residential units and mixed-use opportunities. This project aims to produce at least 20 new or converted residential units

over the next ten years by reducing development constraints and enabling new housing investment.

Project Goals

1. Implement the General Plan Housing Element and objectives of the Green Means Go Program by expanding residential development opportunities.
2. Develop a Residential Infill Development Facilitation Strategy to reduce mixed-use housing development constraints.
3. Add a housing component to the Caltrans-funded Isleton Main Street Redesign and Revitalization Planning effort.
4. Help create a vital Main Street that reduces reliance on auto transportation.
5. Improve equal housing opportunities and enhance fair housing practices in the City by creating a new housing program that promotes alternative residential development opportunities.
6. Engage meaningful public participation to guide the program and strategy for residential infill development in the downtown and potentially other areas of town that are within the Green Zone vicinity.
7. The end result of this project is for the city to adopt an updated zoning code that allows for diverse housing types and expedites the city's review and approval process.

III. Scope of Services

Services may include, but are not limited to:

1. Assemble Advisory Group to Review Code Changes

- City will identify individuals to help serve on group. Consultant will arrange packets of review materials and facilitation and group discussions, possibly in virtual meeting(s), as needed.

2. Review of Existing Conditions

- Evaluate zoning, permitting, infrastructure, socio-economic, and financial barriers to infill housing.

- Include constraints analysis prepared by a qualified economist.

3. Zoning Code and Regulatory Analysis

- Review existing zoning code and General Plan.
 - Review updated zoning codes from nearby jurisdictions (examples provided by the city)
 - Develop updated action plan and new design guidelines.
- = Make Recommendations with tracked change proposed edits.

5. Public Outreach and Engagement

- Coordinate the city's project review team, which the city will assemble composed of city staff and volunteer planners.
- Conduct at least one public workshop and additional engagement and/ or advisory group input.

6. Preparation of Updated Code and Final Study

- Draft zoning code amendments and design guidelines.
- Deliver a final report including recommended implementation strategies (e.g., incentives, fee reductions, streamlining). This may include preparing a staff report for city council to take action to adopt the zoning code update.

7. Project Management

- Deliver quarterly progress reports and participate in milestone check-ins.
- Hold one City Council meeting to adopt updated zoning code.

Optional Task: On-Call Services

The City reserves the right to retain the selected consultant for on-call zoning, housing, or planning support during the term of the contract. Any additional work would be subject to a separate, negotiated scope and budget.

IV. Timeline

- RFQ Release: July 16, 2025
- Submission Due: 5:00 PM, Wednesday, August 6, 2025

- Consultant Selected / Agreement Executed: By September 30, 2025
- First Preliminary Draft of Code Update: By February 28, 2026
- Final Adoption of Deliverables: By June 30, 2026

V. Submission Requirements

Firms must submit the following:

- Cover Letter
- Firm Profile & Key Personnel (include resumes)
- Relevant Project Experience (housing infill, zoning, economic analysis, outreach)
- Project Approach & Understanding
- References (minimum of 3)
- Acknowledgment of ability to meet insurance requirements

Submit via email in PDF format to jon@civassist.com by the deadline above.

VI. Selection Process

City staff will review qualifications based on the following weighted criteria:

Criteria	Weight
Relevant Experience	40%
Staff Qualifications	25%
Project Understanding	20%
References	10%
Responsiveness & Completeness	5%

Top-ranked firms may be invited for a brief interview or to submit a cost proposal. The City reserves the right to reject all submittals or waive minor defects.

VII. General Conditions

- Total consultant compensation shall not exceed \$75,000.
- Consultant must carry standard liability and E&O insurance.
- Work must comply with SACOG and HCD grant requirements.
- Deliverables must be completed and adopted no later than June 30, 2026.
- Draft zoning code must be completed by February 28, 2026.

VIII. Questions

Send all questions regarding this RFQ to Jon Kennedy at jon@civassist.com.

We look forward to receiving your qualifications and appreciate your interest in shaping Isleton's future.