THE CITY OF EUREKA

DEVELOPMENT SERVICES

CITY OF EUREKA, CALIFORNIA

REQUEST FOR PROPOSALS (RFP):

For professional services for the preparation of the City's 2027-2035 Housing Element and associated Safety Element update and CEQA environmental review

Release Date: Friday, April 10, 2026

Responses Due: Monday, May 11, 2026 (No later than 4 PM)

Contact

Development Services Department
Cristin Kenyon, AICP, Director
City of Eureka
531 K Street
Eureka, CA 95501
(707) 441-4160
planning@eurekaca.gov
https://www.eurekaca.gov/

City of Eureka Bid No. 2026-6

Notice of Request for Proposals
Bid No. 2026-6

Project Title: **Housing & Safety Element Updates**

Purpose: The City of Eureka is seeking proposals from qualified Consultant(s)/Firm(s) to prepare a Housing Element update, Safety Element update, and associated environmental compliance documentation pursuant to the California Environmental Quality Act (CEQA), in a manner consistent with applicable state laws.

The City will receive proposals at City Hall, 531 K Street, Eureka, CA, 95501, no later than **4:00 PM, Monday, May 11, 2026**.

The services to be performed by the successful proposer are described in the Request for Proposals (RFP). Copies of the RFP are available at:
https://www.eurekaca.gov/Bids.aspx

For more information you may contact:
Cristin Kenyon, Development Services Director
City of Eureka, 531 K Street, Eureka, CA 95501
Phone: (707) 441-4160
Email: planning@eurekaca.gov

All responsive proposals will be reviewed and evaluated by the City to determine which proposal(s) best meet the City's needs for the project. The criteria by which the City will evaluate the proposals are set forth in the RFP under the "Proposals Review and Selection" subsection. The City may elect to contract for all or only portions of the Scope of Work described in the RFP.

The City reserves the right to reject any and all proposals or waive any irregularities in any proposal or the proposal process.

The City is not responsible for any costs incurred in the preparation of proposals and/or any work rendered by a Consultant/Firm prior to the contract award.

Cristin Kenyon
Development Services Director

Date

Table of Contents

Acronyms 4
Background 5
Key Project Goals 7
Request for Proposals Process 8
Timeline 8
Response Requirements 8
1. Cover Letter 8
2. Description of Qualifications 8
3. Scope of Services, Work Plan, and Schedule 9
4. Budget 9
5. Required Statements 9
Submittal Instructions 10
Delivery of Proposals 10
Optional Pre-Submittal Virtual Meeting 10
Questions and Requests for Clarification 11
Proposal Review and Selection 11
Criteria 11
Interview 11
General Terms & Conditions 11
Scope of Work 12
Flexibility 12
Components 12
Task 1: Project Management and Timeline 12
Task 2: Community Outreach 13
Task 3: Housing Needs Assessment 14
Task 4: Resources/Constraints Analysis 15
Task 5: Fair Housing Assessment (AB 686) 16
Task 6: Site Inventory 16
Task 7: Goals, Policies, Programs, and Actions 17

Task 8: Administrative, Public, and Hearing Drafts of the Housing Element 17
Task 9: Safety Element Update 18
Task 10: General Plan Consistency Review & Updates 19
Task 11: CEQA Environmental Review 19
Attachments 19

Acronyms

ADU	Accessory Dwelling Unit
AFFH	Affirmatively Furthering Fair Housing
CEQA	California Environmental Quality Act
CGS	California Geological Survey
EIR	Environmental Impact Report
EOP	Emergency Operations Plan
HCAOG	Humboldt County Association of Governments
HCD	California Department of Housing and Community Development
LCP	Local Coastal Program
LHMP	Local Hazard Mitigation Plan
RHNA	Regional Housing Needs Allocation

BACKGROUND

The City of Eureka's current 6th cycle Housing Element was adopted on December 3, 2019 and certified by the California Department of Housing and Community Development (HCD) on March 16, 2020. One amendment was adopted on October 18, 2022 and certified by HCD on November 10, 2022. The City's 2019-2027 Housing Element and annual progress reports are available in the City's online Planning Library: https://www.eurekaca.gov/681/Planning-Library.

The Housing Element is organized in two parts:

- Main Housing Element: includes the goals, policies, and implementation programs.
- Technical Appendix: includes the summary of community outreach, review of the previous housing element, housing needs assessment, resources/constraints analysis, and site inventory and analysis.

The City intends to maintain a similar overall format and organization for the upcoming 7th cycle Housing Element.

The next 7th cycle Housing Element will cover the 2027–2035 planning period. HCD issued the final Regional Housing Needs Determination for the Humboldt County region on July 15, 2025, and the Humboldt County Association of Governments (HCAOG) adopted a draft Regional Housing Needs Allocation (RHNA) methodology on December 18, 2025. Under the current draft methodology, the City of Eureka's draft RHNA is 1,740 units, distributed across income categories as follows:

Income Category	2027-2035 RHNA
Acutely low	179
Extremely low	267
Very low	193
Low	328
Moderate	154
Above moderate	619
Total	1,740

Eureka's projected RHNA is approximately 29% of the 5,962-unit Regional Housing Needs Determination for Humboldt County. The City's 7th cycle Housing Element must be adopted and submitted to HCD for certification by **July 15, 2027**.

An Addendum to the City's 2040 General Plan Environmental Impact Report (EIR) was prepared for the current 2019–2027 Housing Element. The 2040 General Plan and its EIR, certified on October 15, 2018, analyzed the creation of 1,886 additional housing units in the City by 2040. Based on housing production during the current Housing Element cycle and the City's anticipated

2027-2035 RHNA, the City anticipates this buildout number will need to be increased, likely requiring a Supplemental EIR for the 2027–2035 Housing Element.

While small from a statewide perspective (population ~27,000), Eureka is the largest and densest incorporated city in Humboldt County and functions as the County seat and the region's primary employment and services center within a largely rural region of the State. The City contains 38.8% of regional jobs and 19.5% of the regional population. According to Census data, the City has 11,837 housing units, approximately 59% of which were built before 1960 and more than 80% of which were built before 1980.

Eureka faces several constraints relevant to the Housing Element site inventory. The City has few developable vacant sites, most of which have already been utilized in previous Housing Element cycles. As a result, future site inventory will likely rely heavily on non-vacant sites. While the City is zoned to accommodate significant housing growth, particularly in the City's mixed-use districts, market demand for new housing development remains limited. Of the 5,962-unit Regional Housing Needs Determination for Humboldt County, only 265 units are attributable to projected population growth, with the remainder driven by adjustment factors related to homelessness, low vacancy rates, and high rates of cost-burdened households. As a result of low market demand, demonstrating realistic redevelopment potential for non-vacant sites will be a challenge.

Housing production in recent decades has been modest. During the current Housing Element cycle, the City has averaged issuing building permits for approximately 58 new housing units per year. Much of this production has been driven by large deed-restricted affordable housing developments, followed by accessory dwelling units (ADUs). ADU production averaged 16 units per year between 2019 and 2025, increasing to approximately 23 units per year over the past four years.

The City's 2019–2027 RHNA allocation is 952 units, and the City is currently on track to meet its lower-income RHNA obligations, largely due to affordable housing developments currently under construction or in development on City-owned sites (Implementation Measure H-34; https://www.eurekaca.gov/1065/Affordable-Housing-on-City-Owned-Lots).

The City adopted a comprehensive update to its Inland Zoning Code (Eureka Municipal Code Chapter 155) in 2019, with ten amendments since that time removing most regulatory barriers to housing development. In recognition of these efforts, the City received a State Prohousing Designation in early 2024.

Based on a June 2, 2025 letter of inquiry from HCD, the primary remaining implementation program from the current Housing Element is completion of the Local Coastal Program (LCP) update, which will be occurring concurrently with the Housing Element update. The Coastal Zone covers a relatively narrow portion of the community, roughly 10% of City parcels, with a large

portion of the land at risk of coastal hazards (tsunamis, flooding, and sea level rise) and predominately zoned for industrial and commercial mixed-use development.

The Housing Element update will also require a concurrent update to the Safety Element. Consistent with the remainder of the 2040 General Plan, the Safety Element was last comprehensively updated in 2018 and is currently incorporated within the "Health and Safety" subsection of Section 3.5 (Our Well-Being), with climate change and sea level rise addressed in Section 3.2 (Air Quality and Climate Change).

FEMA floodplain and seismic fault and liquefaction mapping remain current. Updated datasets are now available for fire, tsunami, and sea level rise hazards, including recently adopted Local Responsibility Area Fire Hazard Severity Zone mapping (November 2025) which shows all of Eureka is classified as either "No Hazard" or "Moderate" Fire Hazard Severity Zone, the lowest levels of designation.

The existing Safety Element relies in part on 2016 sea level rise vulnerability analysis and adaptation planning. More recent work includes multiple completed vulnerability and adaptation planning efforts (2019 and 2020 Elk River Wastewater Treatment Plant Climate Readiness Planning; 2021 Eureka Slough Hydrographic Area Planning; 2023 Sea Level Rise and Capital Improvement Project Planning), as well as an ongoing Coastal Access and Resilience Plan (anticipated completion in 2027) and a draft Coastal Element (LCP Land Use Plan update) that includes a Coastal Hazards chapter.

The City has also recently adopted the Humboldt County 2025 Local Hazard Mitigation Plan (Volumes 1 and 2; FEMA-approved December 2025; City adoption January 2026), and an updated Emergency Operations Plan (November 2025).

The Safety Element update will primarily consist of adding the newer hazard mapping, and updating goals, policies, and implementation measures to align with recently adopted plans and ongoing planning efforts, and reflect current State law and guidance, with limited targeted new analysis.

Key Project Goals

1. Use the City's limited resources efficiently.
2. Complete the Housing Element update within the required statutory timeline.
3. Develop a realistic and defensible site inventory capable of accommodating the City's RHNA.
4. Prepare a Housing Element that complies with all applicable legal and regulatory requirements and is certified by HCD.
5. Prepare a Safety Element update that complies with all applicable legal and regulatory requirements.

6. Prepare a Supplemental EIR to the 2040 General Plan that analyzes housing growth consistent with RHNA through 2040, addresses associated General Plan updates including the Safety Element update and any other necessary General Plan amendments, and streamlines future project-level environmental review.

REQUEST FOR PROPOSALS PROCESS

TIMELINE

Request for proposals issued	April 10, 2026
Optional pre-submittal Zoom meeting Meeting ID: 810 0477 8212; Passcode: 770118	April 22, 2026; 1:30 p.m.
Last day for questions/clarifications	April 24, 2026
City response to questions/clarifications	May 1, 2026
Deadline for responses	**May 11, 2026**
Interviews (if necessary)	May 18, 2026
Notification of staff recommendation to award	May 27, 2026
Recommendation of contract award by Council	June 2, 2026
Work to commence/ agreement executed	By June 8, 2026

RESPONSE REQUIREMENTS

All proposals should be concise and must address the following items. Failure to adhere to the response requirements or the inclusion of conditions, limitations or misrepresentations may be cause for rejection of the submittal.

1. Cover Letter

- Provide the Consultant/Firm's name and address, and the name and contact information of the primary contact person.
- Provide the company tax identification number of the Consultant/Firm.
- Summarize the Consultant/Firm's and the proposed project team's experience, qualifications, and interest in the project.
- Include a signature from an individual authorized to contractually bind the Consultant/Firm.

2. Description of Qualifications

- Describe the Consultant/Firm's overall qualifications as they relate to the Scope of Work, including experience preparing Housing Elements, Safety Elements, and CEQA documents, and experience working with jurisdictions similar to Eureka (e.g., smaller cities, rural regions, built-out communities, and areas with limited market demand).
- Describe the project team, including the project manager, key personnel, subconsultants, and any environmental or technical experts, identifying their titles, roles, and responsibilities.

Provide resumes for all key team members (limited to one page per person) and clearly indicate each individual's role in the proposed project.

- Provide examples of comparable projects successfully completed by the Consultant/Firm and/or key team members in recent years, including the jurisdiction, dates, contact persons, scope of work performed, and outcomes (including HCD certification), along with a reference list.

3. Scope of Services, Work Plan, and Schedule

- Describe the Consultant/Firm's overall approach to the proposed project, including any recommendations resulting from other relative experiences. Given time and budget constraints, the City encourages strategic and innovative proposals, including approaches that consolidate or streamline work efforts.
- Describe the proposed scope of work and services, including major tasks, subtasks, and deliverables; identify subconsultant work on specialized topics; and outline assumptions regarding data availability, required technical studies, and City responsibilities.
- Include a project schedule with milestones, deliverables, meetings, and review periods, structured to adopt a compliant 2027-2035 Housing Element and submit for HCD certification by July 15, 2027, including City review time and realistic HCD review cycles.

4. Budget

- Include a detailed cost proposal, demonstrating efficient use of City funds.
- Include a total project cost stated as a not-to-exceed amount payable by the City.
- Include the hourly billing rate for team members who will perform the work.
- Include a cost breakdown for each task identified in the scope of work. Costs must be provided for each task separately so that the City may determine which tasks will be performed by the Consultant/Firm and which may be completed by City staff. The City may elect to contract for any individual task or combination of tasks.
    - For preparation of the Supplemental EIR, include a breakdown of cost for any proposed technical studies.
- Separately identify any additional costs, such as reimbursables or any proposed third-party consultants (and related estimated costs) that may be part of the proposed team.

5. Required Statements

Include the following statements:

- A statement of any proposed exceptions to the City's Standard Professional Services Agreement (Attachment 1).
- A statement confirming that the Consultant/Firm, if selected, can provide the insurance and indemnification required by the City (See Attachment 2 for City Insurance Requirements).

- A statement of willingness to comply with City policy.
- A statement which discloses any past, ongoing, or potential conflicts of interest which the Consultant/Firm may have as a result of performing the work on this project.
- A statement confirming that the Consultant/Firm is operating, or will operate under, a legitimate City of Eureka Business License.
- A statement acknowledging that key personnel cannot be substituted without permission: If one or more of the Consultant/Firm's team's key personnel, for whatever reason, becomes (or is expected to become) unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the Consultant/Firm shall immediately notify the City and shall, subject to the concurrence of the City, promptly replace the personnel with personnel approved by the City.
- A statement that nothing contained in the submitted RFP will be proprietary. All submitted materials shall become the property of the City once submitted.

SUBMITTAL INSTRUCTIONS

Delivery of Proposals

Proposals must be submitted in a sealed envelope plainly marked on the outside: "**Proposal for Housing & Safety Element Updates**," and received no later than 4:00 p.m. on Monday, May 11, 2026 at:

City of Eureka
531 K Street
Eureka, CA 95501
Attention: Cristin Kenyon, Development Services Director

The Consultant/Firm may hand deliver, mail or use a courier service; however, the responsibility for delivery on or before the deadline is the responsibility of the Consultant/Firm, not the City.

The submittal shall include: six (6) hard copies (double-sided), plus an electronic PDF on a thumb drive. Additional copies of the proposal may be requested if the Consultant/Firm is selected for an interview.

Optional Pre-Submittal Virtual Meeting

The City will host an optional pre-submittal meeting via Zoom on April 22, 2026, at 1:30 p.m. for all interested parties. This meeting will provide an opportunity to meet with City staff and ask questions. Attendance is not mandatory but is encouraged.

Zoom Meeting ID: 810 0477 8212
Passcode: 770118

Questions and Requests for Clarification

- Please direct any and all questions and requests for clarification to the Development Services Director at planning@eurekaca.gov; (707) 441-4160
- Questions and requests for clarifications can be made until 4:00 p.m. on Friday, April 24, 2026.
- Responses will be provided on the City's website no later than Friday, May 1, 2026.

PROPOSAL REVIEW AND SELECTION

Criteria

Proposals will be reviewed by a panel selected by the Development Services Director and proposals will be ranked using the following weighted criteria:

Review and Selection Criteria	Points
Experience with similar work (including HCD certification outcomes), and commitment of senior staff to the project team	30
Understanding of Eureka's constraints and project approach	20
Work plan and schedule	20
Cost and value (including task-level clarity and efficiency)	30
Total	100 points

Interview

The City's review panel may select the top-scoring Consultant/Firm at its initial meeting. Alternatively, the panel may identify a shortlist of top-scoring Consultants/Firms for interviews and assign refined scores following the interviews. If interviews are conducted, they will occur on May 18, 2026. Consultants/Firms selected for interviews will be notified shortly after the review panel meeting and will be provided at least 24 hours to prepare. Interviews will be conducted via Zoom.

General Terms & Conditions

- City Discretion and Rights: The City reserves the right to reject any or all proposals, including any proposal that materially differs from the terms of this solicitation or its attachments; to waive informalities and minor irregularities; and to permit the correction of minor, immaterial errors, as determined at the City's sole discretion. The City may award contracts for all, some, or none of the tasks described in this RFP, or may decline to award a contract in whole or in part for any reason. This RFP does not commit the City to award a contract.
- Proposal Ownership and Costs: Submittal proposals become the property of the City. The cost of developing the proposal is the sole responsibility of the Consultant/Firm. The City is not liable for any cost incurred by those submitting proposals.

- Negotiations and Modifications: The selected Consultant/Firm will be required to participate in negotiations regarding pricing, scope, staffing, and other revisions to its proposal. The City reserves the right to negotiate with one or more consultants/firms prior to making an award. The City further reserves the right to request changes to the scope of work, staffing, or approach described in any proposal and to incorporate such changes through negotiations.
- Standard Agreement & Insurance: A copy of the City's standard professional services agreement is attached as Attachment 1, and a copy of the City's insurance requirements is included as Attachment 2. The Consultant/Firm must be willing to accept the language and terms of the agreement and the City's insurance requirements, unless proposed modifications are agreed upon by the City.
- Non-discrimination: Consultants and sub-consultants shall not discriminate on the basis of race, color, national origin, sex, or physical disability in the performance of City contracts.

Scope of Work

FLEXIBILITY

The City anticipates that portions of the project may be completed by City staff, while other components may be completed by the selected Consultant/Firm. As a result, the City may elect to contract with the selected Consultant/Firm for all or only portions of the scope of work described in this RFP. The final scope of services will be determined during contract negotiations.

Consultants/Firms may propose on all or only portions of the scope of work. Proposals should clearly identify which tasks are included and be structured so that major tasks can be performed independently, and clearly note any tasks that rely on the completion of other tasks.

COMPONENTS

Proposals should address the following tasks, providing scope, timeline, and deliverables for each task. Additional or optional tasks may be included, and creative approaches are welcome.

Task 1: Project Management and Timeline

This task includes overall coordination with City staff and HCD to ensure timely preparation, review, and adoption of the Housing Element. The proposal should identify expectations for City staff roles, responsibilities, and resources.

- Conduct a project kick-off meeting to confirm scope, schedule, roles, and communication protocols.
- Prepare and maintain a detailed project schedule with milestones, deliverables, meetings, and review periods, structured to adopt a compliant 7th cycle Housing Element and submit to HCD for certification by July 15, 2027, including City and HCD review time.

- Facilitate ongoing coordination with City staff, including regular progress meetings and calls/emails.
- Provide and maintain a shared, cloud-based project management system (e.g., file repository, schedule tracking, version control) accessible to City staff.
- Proactively track and manage schedule, budget, and deliverables, including identifying risks, resolving issues, and keeping the project on track with minimal staff direction.
- Track scope changes and budget status; flag potential amendments early.
- Maintain a log of key policy decisions, assumptions, and direction from staff/decision-makers.

Task 2: Community Outreach

For this task, the Consultant/Firm's role is expected to focus on outreach strategy, content development, and materials, with the City responsible for implementation unless otherwise proposed. The goal is to provide inclusive engagement, collect meaningful data, and build community understanding of housing issues, requirements, and tradeoffs, so that input is informed and supports community ownership of the plan and process.

Another goal is to conduct outreach that not only informs development of policies and programs, but also strategically supports data collection and qualitative analysis for other Housing Element components (e.g., analysis of housing needs, constraints, resources, and AFFH).

At a minimum, the outreach scope should include:

- Branding and materials
    - Develop branding for the project and key messages (project overview, timeline, how to get involved, etc.).
    - Prepare adaptable, reusable templates and graphics for City use across platforms (e.g., online newsletter, social media, website, paper fliers), designed for easy updating by staff.
- Online engagement using Talk Eureka
    - Prepare content for a dedicated Housing Element webpage on the City's Talk Eureka platform (https://talk.eurekaca.gov/), including an online survey and interactive tools (e.g., quick polls, mapping activities, discussion forums, idea boards, guestbook, FAQs, etc.).
    - Coordinate with City staff who will manage platform setup and publishing.
    - Note: Talk Eureka is a moderated platform from EngagementHQ and Granicus (see Talk Eureka reference document for more information).
- Community workshops (2-3 total)
    - Prepare materials (presentations, activities, handouts), for the following engagement milestones:

        - An early-stage interactive community workshop to introduce the process, scope issues, and identify priorities.
        - A mid-process community workshop, if needed, to address outreach gaps.
        - A final open house for public draft review.
    - Propose an approach for workshop/meeting facilitation, identifying whether participation by the Consultant/Firm is included or optional.
    - Note: In addition to the community workshops, City staff will independently lead one or more joint Planning Commission/City Council study sessions on implementation program review/selection and site inventory issues and strategies.
    - Note: The City can host hybrid meetings in Council Chambers; larger in-person venues are also available without hybrid capability.
- Targeted stakeholder engagement
    - Develop a modular outreach toolkit to support small-group, City-led meetings (virtual or in-person) with key stakeholders (e.g., renters, affordable housing residents, developers, advocates, service providers, business organizations, community groups, disability community, etc.).
    - Include a general overview component and topic-specific modules (e.g., tenant protections, homelessness, affordable housing, market-rate housing, housing maintenance).
    - Assume meetings are City-led unless otherwise proposed.
- Site Inventory Outreach
    - Develop materials and a strategy to solicit interest from property owners of underutilized non-vacant sites in high-density residential and mixed-use districts for potential inclusion in the Housing Element site inventory.
- Public Input Analysis and Documentation
    - Review and analyze public input from all outreach efforts (e.g., Talk Eureka, workshops, stakeholder meetings).
    - Identify key themes, priorities, concerns, and areas of consensus or disagreement, and present findings in a sharable format.
    - Ensure the Housing Element reflects public input and document how input informed the plan in a format suitable for inclusion in the draft and HCD review.

Task 3: Housing Needs Assessment

- Update all required components of the Housing Needs Assessment consistent with State law and HCD guidance. This includes analysis of current characteristics and trends over time, with comparisons across Eureka census tracts, as well as to the county as a whole and nearby cities (Arcata and Fortuna), covering: population and household characteristics; employment and income characteristics; affordable rent and home prices by income level;

cost burden; housing stock characteristics (type, vacancy, costs); and an estimate of the number of units in need of replacement and rehabilitation.

- Identify and analyze housing needs of special needs populations consistent with HCD requirements, including elderly households; persons with disabilities; large households; farmworkers; female-headed households; and persons experiencing homelessness.
- Prepare an inventory of assisted units at risk of conversion within the planning period, including project details, affordability restrictions and expiration dates; estimated preservation versus replacement costs; and identification of potential preservation entities and funding sources.
- The City anticipates the majority of this work will rely on HCD data packets, standard datasets, and the existing tables and narrative from the 2019-2027 Housing Element to minimize cost, supplemented by targeted local inputs and verification as needed (e.g., building permit data, local housing market conditions such as sale prices, rents, and utility costs, and estimates of rehabilitation and replacement costs for at-risk units).

Task 4: Resources/Constraints Analysis

- The City will prepare the majority of the governmental constraints analysis (e.g., land use controls, permit processing and procedures, building codes, improvement requirements, fees, short-term rental regulation, etc.) and the analysis of zoning for a variety of housing types (e.g., multi-family housing, housing for agricultural employees, emergency shelters and navigation centers, transitional and supportive housing, single-room occupancy units, manufacture homes, mobile home parks, and ADUs). The Consultant/Firm will support by:
    - Reviewing and refining the draft sections for completeness and HCD compliance;
    - Providing cross-jurisdiction comparisons (e.g., fees, processing times, etc.) to contextualize Eureka's development review framework;
    - Compiling data and preparing maps, as needed, to show the availability of existing or available sites for specific housing types; and
    - Assisting in quantifying and clearly illustrating the gap between allowed development capacity under existing zoning and actual built development, including, for example: the number of parcels that could accommodate one or more ADUs compared to how many currently exist; the existing built form in key areas (e.g., Core Area) relative to allowed height and FAR; and the opportunities for additional vacant sites through SB9, small-lot, and conservation subdivisions.
- Prepare the nongovernmental constraints analysis consistent with State law and current HCD guidance, including evaluation of the availability of financing, availability and price of land, construction costs, trends in development below planned densities, and identification of City actions to mitigate nongovernmental constraints affecting housing production across income levels.

- Update and expand the inventory of federal, state, local, and private financial and programmatic resources included in Eureka's 2019-2027 Housing Element.
- Describe opportunities for energy conservation in residential development, tailored to local conditions and resources.

Task 5: Fair Housing Assessment (AB 686)

This task includes preparation of an Affirmatively Furthering Fair Housing (AFFH) analysis consistent with Assembly Bill 686 and current HCD guidance. In rural areas such as Humboldt County, standard census tract–level datasets are often geographically coarse and subject to high margins of error, limiting usefulness for detailed analysis. Accordingly, HCD has developed a Local Knowledge Questionnaire to supplement rural AFFH analysis with specific questions that are more qualitative in nature and rely on local knowledge (HCD Staff has provided Trinity County's 7th Cycle AFFH analysis as an example).

- Utilize HCD-provided AFFH data, templates, tools and Local Knowledge Questionnaire to analyze integration and segregation patterns and trends, racially or ethnically concentrated areas of poverty, disparities in access to opportunity, and disproportionate housing needs (including displacement risk). The analysis must evaluate socio-economic patterns at a local and regional level (comparing neighborhoods within Eureka and comparing Eureka to its surroundings), trends over time, and local data and knowledge; draw clear conclusions identifying and prioritizing key fair housing issues in Eureka and their contributing factors; and include a summary of local fair housing enforcement and capacity.

Task 6: Site Inventory

- Prepare an inventory of land suitable and available for residential development sufficient to accommodate the City's RHNA by income level, consistent with State law and HCD guidance. In Eureka, consultants should anticipate additional analysis to address constrained conditions, including, but not limited to, accommodating lower-income RHNA on small sites and relying on non-vacant sites and mixed-use zoning districts to meet overall RHNA.
- Identify and evaluate candidate sites, and develop and implement methodologies to demonstrate development viability, including application of the additional analyses required by State law and HCD guidance for non-vacant sites and mixed-use zoning districts. This shall include a structured process to both independently identify sites and solicit interest from property owners.
- Conduct a realistic capacity analysis for all sites, including additional analysis necessary for non-vacant and non-residential sites, using adjustment factors consistent with HCD guidance, including an analysis of typical densities of residential developments at target affordability levels within the region. Identify policy strategies, as needed, to increase site capacity.
- Perform an AFFH analysis of site distribution by RHNA income category and ensure consistency with AFFH requirements.

- Evaluate and incorporate ADU capacity, including analysis of anticipated affordability based on local market data (e.g., ADU rents or comparable rental price-per-square-foot).
- Provide a capacity buffer exceeding the RHNA requirement to ensure no net loss.
- Coordinate with HCD early and throughout the process to confirm methodology, assumptions, and compliance.
- Prepare site inventory maps and tabular data in formats consistent with HCD standards, forms, and definitions.

Task 7: Goals, Policies, Programs, and Actions

- The City will take the lead in preparing the "review and revise" component of the Housing Element update, including a table evaluating each 6th cycle program for progress, effectiveness, and continued appropriateness.
- Review existing goals and policies of the 2019-2027 Housing Element and recommend targeted refinements where necessary to ensure consistency with changed conditions, State law, HCD guidance, current local priorities, and stakeholder input. A wholesale rewrite/restructuring is not anticipated.
- The City will take the lead on preparing a draft list of implementation programs and sub-actions, and the Consultant/Firm will support by reviewing and refining the City's draft to ensure:
    - full coverage of all required program areas;
    - each program includes required components (clear actions, timeframe, responsible party, funding sources, measurable outcomes, policy-program cross-references); and
    - programs are clearly tied to Housing Element analysis and responsive to stakeholder input.
- Note: The City seeks a streamlined set of programs and actions relative to the current Housing Element. The 2019-2027 Housing Element includes 35 implementation measures with approximately 100 sub-actions subject to annual reporting.

Task 8: Administrative, Public, and Hearing Drafts of the Housing Element

- Prepare the Administrative Draft Housing Element for City staff review and comment in accordance with the project schedule.
- Revise the Administrative Draft to incorporate City staff comments and prepare a Public Review Draft Housing Element for distribution to HCD, Planning Commission, City Council, and the general public for review and comment.
- Prepare the HCD Housing Element Completeness Checklist and HCD transmittal letter for formal submittal of the Public Review Draft Housing Element to HCD for their 90-day review period. Provide technical support in coordination with HCD review, including assisting in preparation of revisions and responses to HCD comment letters.

- Revise the Public Review Draft Housing Element to address HCD comments and feedback from the public, stakeholders, and decision-makers. Maintain a comment and response matrix and track all revisions.
- Prepare a Final Draft Housing Element for submittal to HCD and revise as needed through one or more subsequent HCD review cycles until a finding of substantial compliance is achieved.
- Upon HCD determination of compliance, prepare the Final Housing Element for City staff distribution to Planning Commission and City Council for adoption. The City will lead public hearings and submittal of the adopted Housing Element to HCD.
- Provide all drafts electronically in both Microsoft Word format and a searchable PDF format.

Task 9: Safety Element Update

- Update the 2018 Safety Element text, maps, goals, policies, and implementation measures as necessary to ensure consistency with current State law and current local hazard mapping and planning, including the Humboldt County 2025 Local Hazard Mitigation Plan (LHMP), 2025 City Emergency Operations Plan (EOP), draft LCP update Coastal Hazards chapter, and the City's Coastal Access and Resilience Plan (in progress).
- Prepare a consistency crosswalk with the LHMP, EOP, and Coastal Hazards chapter.
- Coordinate with California Geological Survey and California Governor's Office of Emergency Services; prepare materials for required State review (including CGS review prior to adoption).
- Conduct targeted new analysis and prepare memos on the following topics:
    - Housing sites: Evaluate hazard exposure for Housing Element sites and identify constraints/mitigation approaches.
    - Equity: Identify disproportionately impacted populations and incorporate targeted resilience strategies.
    - Tsunami risk, exposure, and evacuation: In coordination with CGS:
        - Utilize updated probabilistic tsunami hazard analysis mapping, including multiple return periods and hazard metrics (e.g., flow depth, velocity) to support a more nuanced understanding of exposure and risk.
        - Conduct community exposure analysis (land area, population, sensitive populations, structures, critical facilities, sensitive uses, hazardous uses).
        - Perform evacuation time-to-safety analysis to identify gaps in evacuation performance where mitigation may be needed.

Task 10: General Plan Consistency Review & Updates

- Review the full 2040 General Plan for internal consistency; recommend and prepare targeted revisions to ensure alignment with updated data, State requirements, and concurrently updated elements (Housing, Safety, and Coastal).

Task 11: CEQA Environmental Review

This task includes preparation of CEQA documentation for the Housing and Safety Elements, and any other related 2040 General Plan amendments (e.g., changes to increase residential capacity or ensure internal consistency). The City anticipates a Supplemental EIR based on increased residential capacity beyond what was analyzed in the 2040 General Plan EIR (2018). Proposals should confirm the appropriate CEQA approach that efficiently tiers from the prior EIR while facilitating streamlining of future environmental review for housing development.

- Review prior environmental documents and confirm the appropriate CEQA pathway (anticipated Supplemental EIR), including preparation of supporting analysis (e.g., Initial Study or memorandum) as needed, and prepare a Notice of Preparation and scoping meeting materials (if a scoping meeting is necessary).
- Prepare an Administrative Draft Supplemental EIR for City staff review and comment in accordance with the project schedule.
    - Update environmental setting and regulatory context where data or standards have changed since 2018.
    - Focus analysis on impacts of increased residential capacity within the existing City footprint (e.g., utility and public service capacity). For issue areas not expected to change substantially (e.g., biological, hydrology, cultural, noise, construction), document consistency with prior analysis.
    - Structure the Supplemental EIR to capitalize on future streamlined CEQA review for housing projects.
- Revise the Administrative Draft Supplemental EIR to incorporate City staff comments and prepare a Public Review Draft Supplemental EIR for circulation in accordance with CEQA requirements.
- Prepare a response to comments and a Final Supplemental EIR, as well as draft and final CEQA Findings of Fact, a Mitigation Monitoring and Reporting Program, and a Statement of Overriding Considerations, as required.
- Prepare all other legally required notices and coordinate with the City for their distribution, posting, and filing.
- City staff will prepare meeting materials (staff reports and presentation) and lead public hearings and adoption.

ATTACHMENTS

Attachment 1: City's Standard Professional Services Agreement
Attachment 2: City Insurance Requirements