



**Neighborhood Development Action Team  
REQUEST FOR INFORMATION – CONSULTING SERVICES**

Request for Information No.	RFI # I25211222001	
Project Name:	NDAT List of Consultants	
Questions due by:	8/29/2025	5:00 PM PST
Response Due By:	<b>9/30/2025</b>	<b>5:00 PM PST</b>
Estimated Week of Interviews (if necessary)	N/A	
Estimated Week of Award Notification:	N/A or TBD	
Estimated Week of Contract Award:	N/A or TBD	

**PRE-RFI CONFERENCE MEETING**

Yes, attendance is optional.

Date:	N/A
Time:	N/A
Location site name:	N/A
Link for virtual meeting:	N/A

**NOTE: All RFI submissions become public records.**

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## Attachments

Attachment 1 – Scope of Services Sheet for Each Service Category (2.A – 2.F)

## 1. SCOPE OF SERVICES

### 1.1 Background

The City of Sacramento, Department of Community Development (CDD), Long Range Planning Division, is soliciting a Request for Information (RFI) to generate a list of consulting firms to assist and support the Neighborhood Development Action Team (NDAT) and Community Development Department, Office of Innovation and Economic Development (OIED), and other City department's plans, programs, and initiatives. Established in 2019, the Neighborhood Development Action Team (NDAT) is a collaboration between City departments and partner agencies committed to ensuring Sacramento's neighborhoods and commercial districts reflect a sustainable, resilient, and inclusive economy.

This work has included specific plans, commercial corridor and neighborhood action plans, community engagement, grants, capacity building, training, and a variety of other services. NDAT has required support with environmental analysis, economic analysis, community engagement, technical assistance to small businesses, facilitation, administrative, and other services. The NDAT expects to continue its work on commercial corridors and neighborhoods with support from consultants specializing in a range of areas, including but not limited to, inclusive economic development, environmental review, urban design and planning, community engagement, capacity building, graphic design, and more.

This RFI is for planning purposes only and is not a request for proposals (RFP), invitation for bid (IFB), or any obligation on the part of the City to contract for any services. It is the intent of the City to request services by using this list as needed for consulting services outlined in this RFI. Respondents will be placed on the NDAT list of consultants and may be asked to respond to opportunities for one or more services depending upon a respondent's expertise and the needs of a specific project. The proposed budget for this project/contract is not applicable as each project budget will be determined and specified by a subsequent solicitation or RFP process. Firms that submit a response, may be invited to solicit for projects following the City's procurement rules, which include procedures for informal and formal solicitations.

Parties responding to this RFI must submit: One (1) electronic PDF copy of all required documents and attachments via email to [ndat\\_solicitations@cityofsacramento.org](mailto:ndat_solicitations@cityofsacramento.org).

## TENTATIVE SELECTION SCHEDULE

Release of Request for Information (RFI)	Friday, September 27, 2024
Deadline for Written Questions	Friday, August 29, 2025
Due Date	Tuesday, September 30, 2025

**1.2 Scope of Services**

For the purposes of preparing a submittal to this RFI, the scope of work outlined below should not be construed as a detailed description of tasks to be performed, but rather a general outline of professional consulting services that may be requested via future requests. Firms submitting a response may include one or more service types they provide. The professional services categories of interest under this RFI are listed below along with a brief description (please note respondents are not required to express an interest in all the categories outlined below).

The City of Sacramento is requesting information from interested firms that can provide services in one or more of the following categories:

- A. Inclusive economic development.
- B. Urban design and planning.
- C. Environmental review and technical analyses.
- D. Historical, cultural, and archaeological resources.
- E. Community engagement and capacity building.
- F. Communications, events, and graphic design.

**A. Inclusive Economic Development**

The City is requesting information from parties available to provide services including but not limited to:

- Retail and market assessments, including detailed demographic analyses.
- Business retention and expansion.
- Real estate development (feasibility, revenue modeling, environmental, financing/fundraising).
- Nexus studies and fiscal/economic analyses.
- Analysis of potential funding sources to finance infrastructure or other public improvements (Tax Increment Financing, direct public offerings).
- Property and Business Improvement Districts.
- Commercial district marketing and branding.
- Commercial district revitalization, particularly on inclusive and equitable strategies.
- Gentrification susceptibility analyses and anti-displacement strategies.
- Community wealth building (including, but not limited to, employee ownership models, anchor institution purchasing, participatory budgeting models, public banking, community land trusts, cooperative structures, employee stock ownership plans, or social enterprises).

**B. Urban Design and Planning**

The City is requesting information from parties available to provide services including but not limited to:

- Specific plans.
- Area/neighborhood plans.
- Transit-oriented development plans.
- Photo-simulations and/or drawing simulations of development/improvements.
- Design guidelines.

- ADU affordability program development.
- Web-based applications and tools that would give homeowners an understanding of where an ADU could be built on their property, what Planning and Development Code standards apply, and create a visualization of an ADU on their property.
- Housing development toolkits illustrating the step-by-steps development process and available incentives and programs.
- Cost-effective placemaking strategies and techniques.
- Opportunities and constraints analyses.
- Technical analyses to support planning projects, such as transportation studies, air quality and greenhouse gas analyses, fee/nexus studies, biological resource studies, etc.
- Planning technical assistance to owners of vacant and underutilized properties, community-based organizations, and neighborhood associations.

#### C. Environmental Review and Technical Analyses

The City is requesting information from parties available to provide services including but not limited to:

- Project management and completion of full environmental documents, including directing teams of technical experts. Subconsultants may be listed in response to future requests; however, at this time, respondents only need to include their own qualifications and examples of projects for which they were the lead.
- Air quality and greenhouse gas analyses.
- Biological resource studies.
- Cultural resource studies, including tribal cultural resources.
- Water supply assessments.
- Phase I environmental site assessments.
- Infrastructure analyses, including sewer, water, electrical, drainage, gas, etc.
- Transportation studies.

#### D. Historical, Cultural, and Archaeological Resources

The City is requesting information from parties available to provide services that include the ability to properly research, evaluate, investigate, and report on historical, cultural, and archaeological resources in compliance with AB 52 and the National Historic Preservation Act (NHPA). Monitoring may also be required. Respondents are expected to be registered/certified and meet or exceed the Secretary of the Interior's Standards for their area of expertise.

#### E. Community Engagement and Capacity Building

The City is requesting information from parties available to provide services including but not limited to:

- Project management consulting (selected firms will be expected to facilitate discussions, lead outreach, engagement processes, meeting planning, organizing, and note taking).
- Program design, workshops, and training implementation.
- Partnership development.
- Create and maintain coalitions and facilitate collaborative structures.
- Programmatic and fiscal administrative support.
- Mediation support.
- Nonprofit organizational board development, financials, and fundraising.
- Community ownership models.
- Race and equity consulting, training, and strategies for local business organizations and cities.
- Grant writing assistance, training, and technical assistance consultation.
- Grant administration (third-party administrator).
- Participatory grant-making.
- Facilitate action plan implementation processes.

- Capacity building support, which could include project management and acting as staff support to community groups to aid them in interacting more effectively with the City of Sacramento.

#### F. Communications, Events, and Graphic Design

The City is requesting information from parties available to provide services including but not limited to:

- Language translation and interpretation services (selected firms will be expected to provide interpretation services at workshops or community events or translate written materials). Some languages may include, but are not limited to: Spanish, Mandarin, Cantonese, Russian, Hmong, Vietnamese, or Tagalog.
- Event design, logistics planning, organizing, promotion, production, management, and execution.
- Notification and marketing of events, plans, programs, or initiatives.
- Communications plans.
- Outreach and notification plans.
- Print and digital designs for: marketing, advertisements, websites, special projects, reports, and events.
- Document formatting and design in Word, InDesign, and/or other software.
- Photography.
- Logo and graphic development.
- Videography.
- Audio/visual support.

## **2. About the City of Sacramento**

Founded in 1849, the City of Sacramento is the oldest incorporated city in California and is the capital city of California. It has a population of over 525,000. Sacramento is a progressive City with great pride in its ethnic and cultural diversity, concern for environmental and social issues, and emphasis on quality in the provision of governmental services. Sacramento is a Charter City, which operates under a City Council Manager form of government.

### 3. RFI SUBMISSION

The City shall not accept an RFI after the submission deadline specified in this RFI and will not consider a late RFI under any circumstances. The file of a RFI that is submitted for consideration shall include, at a minimum, RFI # I25211222001 and the company name. To be considered, your RFI shall be responsive to all the items set forth below:

#### 3.1 Submit RFI Responses

- Electronically via email to [ndat\\_solicitations@cityofsacramento.org](mailto:ndat_solicitations@cityofsacramento.org)

#### 3.2 Fee Schedule Submittal

Not applicable. Rate sheets will be submitted during the solicitation process.

#### 3.3 Standard Forms to be Submitted with RFI

- Attachment 1 – Cover Letter
  - Attachment 2 – Scope of Services Sheet (submit for each category being submitted and of interest, firms are not required to submit for all categories)
  - Request for Information Document as outlined in section 3.4
- And -
- Fee Schedule as outlined in section 3.2 (upload document to “Cost File”)



### **3.3 Submittal Requirements**

These guidelines were developed to standardize the preparation for responses by consultants for professional services. The response must contain the following information in the order listed:

1. **Cover/Introductory Letter (1 page max):**

The introductory letter must be addressed to:

City of Sacramento  
Community Development Department  
Long Range Planning – NDAT  
Attn: Fatima Malik  
300 Richards Blvd., 3<sup>rd</sup> Floor  
Sacramento, CA 95811

State which category or categories of services the respondent plans to provide; respondents may include one or more categories of service types.

2. **Background (2 pages max):** The background must include a brief description of the firm including their a) relevant work experience and expertise and how it could be useful to the City; and b) ability to provide identified services in a timely manner with quality assurance.

3. **Qualifications and experience (3 pages max):**

- a. Discuss the specific qualifications and experience of the firm and any technologies, strategies, and/or innovations employed by the firm that will improve quality, economy, or efficiency of the services provided.
- b. Describe the project management style of the firm/organization.
- c. Describe the firm’s process for ensuring quality assurance and quality control on projects.
- d. Demonstrate the firm’s ability to provide services in a timely manner.

4. **References (at least 3):** References must be for projects or services provided within the last five years. References from government agencies or special districts are preferred.

Include a summary table showing the following information:

- a. Name of reference, and date services were provided
- b. Name of firm’s project manager and key team personnel
- c. Scope of the firm’s work performed for the reference
- d. Name, address, and current phone number of the reference

5. **Examples of Projects:** Provide one to three examples of relevant work from each category of services the firm proposes to provide (listed in section 1.2 above see Scope of Services).

## **4. ADMINISTRATIVE REQUIREMENTS**

### **4.1 Electronic RFI Document Availability**

Official electronic copies of this RFI document can be obtained only from the City of Sacramento’s official online bid portal: <https://pbsystem.planetbids.com/portal/15300/portal-home>

Any additional information (Addenda, Q&A, etc.) pertaining to this RFI will also be found at the above link.

RFI information obtained from third party sources will not be considered official and will not fulfill a respondent’s responsibility for all official RFI information as posted on our official site at the link above. Documents obtained from such sources may be incomplete, resulting in responses that are rejected as incomplete and/or non-responsive.

#### **4.2 Questions**

All questions must be submitted electronically via e-mail:

[ndat\\_solicitations@cityofsacramento.org](mailto:ndat_solicitations@cityofsacramento.org)

Written responses to questions will be provided by the City by email directly to the requestor. All questions and answers will be made available and published on the NDAT RFI [website](#) on the last Friday of each month.

If a question arises *after* the Q&A Deadline – it may be emailed to [ndat\\_solicitations@cityofsacramento.org](mailto:ndat_solicitations@cityofsacramento.org). If the department soliciting the RFI determines a response is needed, it shall issue an addendum to the solicitation to re-open the Q&A period to allow the question to be asked and answered via the online bid portal and to allow other prospective respondents to submit additional questions for a limited period of time.

#### **4.3 RFI Submission**

RFIs should be prepared simply and economically, providing straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this RFI. The emphasis should be on completeness and clarity of content.

#### **4.4 RFIs Become Public Records**

All responses received to this RFI shall be regarded as public records and will be disclosable upon receipt of a request for public disclosure pursuant to the California Public Records Act; provided, however, that if any information or elements of the RFI is set apart and clearly marked as “Trade Secret” or “Proprietary” when it is provided to the City, the City will give notice to the respondent to the RFI of the request for disclosure to allow the respondent to seek judicial protection from disclosure.

Failure by the respondent to take timely steps to seek judicial protection from disclosure shall constitute a complete waiver by the respondent of any rights regarding the information designated as “Trade Secret” or “Proprietary” and such information may be disclosed by the City pursuant to applicable procedures under the California Public Records Act. Under no circumstances will City have any obligation to seek judicial protection from disclosure for any RFIs or other materials submitted in response to this RFI.

The City has no liability for any disclosure, unless such disclosure is made in violation of a court order obtained by a respondent or pertains to materials marked as “Trade Secret” or “Proprietary” for which the City failed to give the above notice.

#### **4.5 Respondent’s Expenses**

All respondents to this RFI do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any Respondent for any costs incurred in preparing or submitting responses, for providing additional information when requested by the City, or for participating in any selection demonstrations or interviews, including pre-contract negotiations and contract negotiations.

#### **4.6 City Rights**

The City reserves the right to reject individual employees of contractors or proposed subcontractors and request substitution without indicating any reason.

#### **4.7 Late Submissions Not Accepted**

An RFI is late if received at any time after the required submittal date and time. An RFI received after the specified time will not be considered and any hard copies will be returned to the respondent.

**4.8 RFI Modification**

RFIs may be withdrawn or modified before the due date of submission of an RFI. Electronic RFIs may be modified through the City’s online bidding platform, or withdrawn from the platform, any time prior to the submission deadline. A request for modification of the RFI after the due date will not be considered, including a representation that the respondent was not fully informed regarding any information pertinent to the RFI. The City shall not be responsible for or bound by any oral instructions, interpretations or information provided by the City or its employees other than the RFI contact.

**4.9 Verbal Directions**

No verbal conversations or agreement(s) with any officer, agent, or employee of the City shall affect or modify any terms or obligations of this RFI, or any contract resulting from this RFI.

**4.10 Addenda and Supplements to RFI**

If it becomes necessary to revise any part of the RFI, an addendum to the RFI will be provided to all known prospective respondents via the City of Sacramento's online bid portal PlanetBids.

<https://pbsystem.planetbids.com/portal/15300/portal-home> and on the NDAT RFI [website](#).

**4.11 Withdrawal of RFIs**

Unauthorized conditions, limitations, or provisions attached to a RFI may be cause for its rejection. No oral, telegraphic, or telephonic RFIs or modifications will be considered. The RFIs may be withdrawn upon request by the respondent without prejudice to the respondent prior to, but not after the time fixed for opening of RFIs, provided that the request for withdrawal is in writing, has been executed by the respondent or their duly authorized representative, and has been filed with the City.

**4.12 Rejection of RFIs**

The City of Sacramento reserves the right to reject or disqualify any RFI received in response to this request. The City of Sacramento may at its discretion determine not to recommend respondent to be on the list solely based on this RFI. The City reserves the right to correct any technical errors in the RFI process, waive any irregularities in any RFI, negotiate with any of the respondents, and possibly accept other than the lowest fee offers.

**4.13 RFIs Variation in Service Delivery**

It is not the City’s intention to disqualify a respondent due to variations in service delivery that do not adversely affect quality and performance. Any proposal offering services equivalent to or of better quality and performance than that requested, which provides the necessary service, will receive full consideration for an award.

**4.15 Contract Negotiations**

Being placed on the list does not mean that a respondent has or will be awarded a contract. Contracts may be awarded at a later date and time in accordance with the City’s procurement ordinances and policies.

**4.16 Acceptance of RFIs**

The contents of the RFI of the successful respondents will become part of the NDAT list of consultants. The City will require respondents to participate in negotiations and submit price (if permissible), technical, or other revisions to their future proposal(s) resulting from such negotiations.

**4.17 Selected Contractor Responsibilities**

Upon awarding a contract, the contractor must commit professional staff and an experienced Project Manager who will be responsible for coordinating the services with the City. Service shall be the best of its respective kind. All professionals shall be skilled, knowledgeable, and successfully experienced in all aspects of providing the required services.

**4.18 Licenses**

The Contractor shall be required to maintain any necessary licenses and shall comply with all Federal, State, and local laws, codes, and ordinances without cost to the City.

**4.19 Non-Waiver of Defaults**

Upon awarding a contract, any failure by the City to enforce or require the strict keeping and performance of any of the terms and conditions of the contract, shall not constitute a waiver of such terms and conditions, nor shall it affect or impair the right of the City to avail itself of such remedies as it may have for any breach of the terms and conditions.

**4.20 Business Operations Tax Certificate**

Chapter 3.08 of the Sacramento City Code requires that anyone conducting business in the City of Sacramento obtain a Business Operations Tax Certificate and pay the applicable tax if necessary. The successful Respondent, and any subcontractors, will be required to show compliance with this requirement prior to the award of the contract. Information about the Business Operations Tax Certificate may be obtained from the City of Sacramento, Revenue Division, 915 I Street, New City Hall First Floor, Sacramento, CA 95814, or by telephone at (916) 808-8500.

**4.21 Contractual Obligations**

The standard City of Sacramento Professional Services Agreement includes, but is not limited to, the requirements shown in the contract. By submitting a RFI, the respondent is indicating they have reviewed the contract and are willing to comply with each provision attached. If the respondent wishes to negotiate any provision, it must be indicated within the RFI. The City retains the discretion to accept or reject any proposed edits to the contract.

**4.22 Payment Terms**

Payment terms will be considered as Net 30 unless a cash discount for earlier payment is offered by the respondent. When prompt payment discounts are offered, the calculated discount will be subtracted from the final proposed amount and the discounted amount will be used to determine lowest proposed cost. Discounts offered for payment in less than twenty (20) days will not be considered as a basis for award. Payment for services shall be in arrears.

**4.23 Purchase Order**

One or more purchase orders may be issued to the Contractor on behalf of the City department or division ordering goods covered in the contract. The Purchase Order will be enclosed with the resulting contract or will be issued shortly thereafter and will become of the contract. Each Purchase Order will cite a specific dollar value to cover a particular item or specified period. If a contract is for a specific period and extends beyond the close of the City's fiscal year of June 30th a second purchase order may be issued.

The purchase order does not supersede any provision of the contract to the extent terms within any subsequently issued purchase order conflict with the terms of the contract, the contract terms shall prevail. Performance time and dates are determined solely by the contract. Delivery of material must not begin until receipt of the purchase order.

**4.24 Cooperative Purchasing**

The use of any resulting contract may be extended to other government agencies and to other departments or divisions within the City of Sacramento. It shall be understood that all terms and conditions as specified herein shall apply. The City of Sacramento will not be an agent, partner or representative of any other government agency purchasing through its Contract and is not obligated or liable for such purchases, including, but not limited to, payment for any order placed by any other government agency.

## ATTACHMENT 2.A

### SCOPE OF SERVICES FOR INCLUSIVE ECONOMIC DEVELOPMENT

Company name:

Please check the applicable services you are qualified to provide under this RFI (check all that apply):

- Retail and market assessments, including detailed demographic analyses.
- Business retention and expansion.
- Real estate development (feasibility, revenue modeling, environmental, financing/fundraising).
- Nexus studies and fiscal/economic analyses.
- Analysis of potential funding sources to finance infrastructure or other public improvements.
- Property and Business Improvement Districts.
- Commercial district marketing and branding.
- Commercial district revitalization, particularly on inclusive and equitable strategies.
- Gentrification susceptibility analyses and anti-displacement strategies.
- Community wealth building (including, but not limited to, employee ownership models, anchor institution purchasing, participatory budgeting models, public banking, community land trusts, cooperative structures, employee stock ownership plans, or social enterprises).
- Small business services, with a focus on working with retail establishments and Black, Indigenous, and People of Color (BIPOC) and woman/veteran owned businesses.
- Other services (not listed, please describe): [Click or tap here to enter text.](#)

Describe other services provided: [Click or tap here to enter text.](#)

**ATTACHMENT 2.B**

SCOPE OF SERVICES FOR URBAN DESIGN AND PLANNING

Company name:

Please check the applicable services you are qualified to provide under this RFI (check all that apply):

- Specific Plans.
- Area/neighborhood plans.
- Transit-oriented development plans.
- Photo-simulations and/or drawing simulations of development/improvements.
- Design guidelines.
- ADU affordability program development.
- Web-based applications and tools that would give homeowners ADU visuals on property.
- Housing development toolkits illustrating the step-by-steps development process.
- Cost-effective placemaking strategies and techniques.
- Opportunities and constraints analyses.
- Technical analyses to support planning projects, such as transportation studies, air quality and greenhouse gas analyses, biological resource studies, etc.
- Planning technical assistance to owners of vacant and underutilized properties, community-based organizations, and neighborhood associations (community land trusts and land banks).
- Other services (not listed, please describe): Click or tap here to enter text.

Describe additional services provided: Click or tap here to enter text.

**ATTACHMENT 2.C**

SCOPE OF SERVICES FOR ENVIRONMENTAL REVIEW AND TECHNICAL ANALYSIS

Company name:

Please check the applicable services you are qualified to provide under this RFI (check all that apply):

- Project management and completion of full environmental documents, including directing teams of technical experts. Subconsultants may be listed in response to future requests; however, at this time, respondents only need to include their own qualifications and examples of projects for which they were the lead.
- Air quality and greenhouse gas analyses.
- Biological resource studies.
- Cultural resource studies, including tribal cultural resources.
- Water supply assessments.
- Phase I environmental site assessments.
- Infrastructure analyses, including sewer, water, electrical, drainage, gas, etc.
- Transportation studies.



**ATTACHMENT 2.D**

SCOPE OF SERVICES FOR HISTORICAL, CULTURAL, AND ARCHAEOLOGICAL RESOURCES

Company name:

Please check the applicable services you are qualified to provide under this RFI:

- Properly research, evaluate, investigate, and report on historical, cultural, and archaeological resources in compliance with AB 52 and the National Historic Preservation Act (NHPA). Monitoring may also be required. Staff are expected to be registered/certified and meet or exceed the Secretary of the Interior’s Standards for their area of expertise.

**ATTACHMENT 2.E**

SCOPE OF SERVICES FOR COMMUNITY ENGAGEMENT AND CAPACITY BUILDING

Company name:

Please check the applicable services you are qualified to provide under this RFI (check all that apply):

- Project management consulting (selected firms will be expected to facilitate discussions, lead outreach, engagement processes, meeting planning, organizing, and note taking).
- Program design, workshops, and training implementation.
- Partnership development.
- Create and maintain coalitions and facilitate collaborative structures.
- Programmatic and fiscal administrative support.
- Mediation support.
- Nonprofit organizational board development, financials, and fundraising.
- Community ownership models.
- Race and equity consulting, training, and strategies for local business organizations and cities.
- Grant writing assistance, training, and technical assistance consultation.
- Grant administration (third-party administrator).
- Participatory grant-making.
- Facilitate action plan implementation processes.
- Capacity building support, which could include project management and acting as staff support to community groups to aid them in interacting more effectively with the City of Sacramento.

**ATTACHMENT 2.F**

SCOPE OF SERVICES FOR COMMUNICATIONS, EVENTS, AND GRAPHIC DESIGN

Company name:

Please check the applicable services you are qualified to provide under this RFI (check all that apply):

- Language translation and interpretation services (selected firms will be expected to provide interpretation services at workshops or community events or translate written materials). Some languages may include, but are not limited to: Spanish, Mandarin, Cantonese, Russian, Hmong, Vietnamese, or Tagalog.
- Event design, logistics planning, organizing, promotion, production, management, and execution.
- Notification and marketing of events, plans, programs, or initiatives.
- Communications plans.
- Outreach and notification plans.
- Print and digital designs for: marketing, advertisements, websites, special projects, reports, and events.
- Document formatting and design in Word, InDesign, and/or other software.
- Photography.
- Logo and graphic development.
- Videography.
- Audio/visual support.