



CITY OF RIO VISTA

REQUEST FOR PROPOSAL

for

**CONTRACT MANAGEMENT SERVICES FOR THE LANDSCAPE AND
LIGHTING DISTRICT 95-2 FOR THE CITY OF RIO VISTA**

PROPOSALS MUST BE RECEIVED AT:

**CITY OF RIO VISTA
CITY HALL
1 Main Street
Rio Vista, CA 94571**

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GENERAL PROJECT INFORMATION

CITY OF RIO VISTA LANDSCAPE AND LIGHTING DISTRICT 95-2 MANAGEMENT SERVICES

I. INTRODUCTION

The City of Rio Vista is soliciting proposals from qualified consultants to perform Project Management services to help manage the City of Rio Vista's Landscape and Lighting District (LLD) 95-2 (Summerset Rio Vista) in compliance with the state requirements for Streets and Highways Code Section 22500.

II. PROJECT OVERVIEW

The City has re-evaluated its operations and maintenance of the LLD 95-2 (Summerset Rio Vista), and is seeking management of the LLD on behalf of the City. The City and owners of property within the district are to be directly responsible for the implementation and operational integrity of their LLD by way of implementing maintenance standards and other customer service request requirements. The City of Rio Vista is directly responsible for the operation, maintenance, and needs of the LLD 95-2.

The District provides for the administration, maintenance, operations, and servicing of various improvements located in the District. Generally, the improvements that are being maintained are various landscaping sites consisting of plant materials, shrubs, trees, ground cover, irrigation systems, hard landscapes, walls, sound walls, fences, statuary, street lighting, fountain/water fall feature operation and associated appurtenant facilities. Services include personnel, materials, contracting services, utilities, and all necessary costs associated with the maintenance, replacement and repair required to keep the improvements in a healthy, vigorous, and satisfactory condition.

The areas of existing improvements include the following:

- Northerly frontage improvements between the edge of the existing pavement and the right-of-way line in State Highway 12, between the project entry road and approximately 3,187 feet easterly to the end of the development. The landscaping improvements are located in the easement between the sound wall and approximately 40 feet toward the roadway. The sound wall which is parallel to the landscaping is also included.
- Entry way improvements, including water feature, median and the landscape parcels between Summerset Road and the perimeter wall/fence to the south border.

- Easterly frontage improvements on Liberty Island Road, between the development northerly entryway and approximately 1,930 feet in a northerly direction. The landscaping improvements are located in the easement between the sound wall and approximately 40 feet toward the roadway. The sound wall which is parallel to the landscaping is also included.
- Westerly frontage improvements on Church Road approximately 4,196 feet along the boundary of the development. The landscaping improvements are located in the easement between the sound wall and approximately 40 feet toward the roadway. The sound wall which is parallel to the landscaping is also included.
- Southerly frontage improvements on Airport Road, approximately 1,523 along the development. The landscaping improvements are located in the easement between the sound wall and approximately 40 feet toward the roadway. The sound wall which is parallel to the landscaping is also included.
- Street light improvements located in the development.

III. SCOPE OF WORK

The Request for Proposals (RFP) is for the management of the LLD and how it is to be operated, maintained, repaired, and funded. The RFP shall include the following elements:

- Develop goals for the customer service requests for landscape, streetlight, and water feature maintenance. The proposals should include how to address receiving phone calls from property owners and residents through a central location that will record what calls came in, who called, and what response was given to meet those requests. A daily log should be kept and weekly reports given to the City as to the number of calls, types of calls, and what responses were given for those requests. The purpose of the daily log is to provide responsive and timely customer service to those requests.
- Establish an organization chart to identify administrative and maintenance contractor(s) responsible for implementing the oversight of the LLD that include contacts and phone numbers for daily and emergency situations. Help prepare plans and specifications to go out for public bids for the landscaping, streetlights, and water feature maintenance.
- Legal Authority – The City is the legal authority to levy assessments and to prepare the annual Engineer’s Report. The management company will over see the maintenance, repair and inspections of the landscape, streetlights, and water feature with biweekly inspections, or as needed, and will supply the City with copies of those inspections.
- Operation & Maintenance Program – The management company shall describe the routine (or proposed) operation and maintenance activities, including development of a Condition Assessment and Rehabilitation/replacement plan to address system

deficiencies for irrigation systems, landscape replacement, tree replacement, sound wall replacement, and waterfall feature. The Plan should include the review and assessment of existing (or proposed) inspection programs to quantify current conditions and provide documentation on a regular basis to the City.

- Design and Performance Provisions – The Management Company shall provide design and construction standards, for City approval, not only for the installation of new irrigation systems as needed, and other appurtenances, but also for the rehabilitation and repair of existing irrigation systems to meet the new Irrigation and Water Conservation measures as identified in the City of Rio Vista 2010 -11 Urban Water Management Plan. The management company shall identify procedures and standards for inspecting and testing of new irrigation systems when necessary, and other appurtenances including rehabilitation and repair projects of existing systems.
- Emergency Response Plan –The management company shall describe their company’s emergency response plan to be implemented in case of irrigation, streetlight, and water feature emergencies. The City has a call out program for reporting emergencies and phone numbers, and would like there to be similar program for an Emergencies Reporting Procedure plan for the LLD. The plan shall include proper notification procedures, emergency response operations, and staff contacting phone numbers for the various contractors.
- Levels of maintenance for landscape maintenance, streetlight repair frequencies, and waterfall feature, etc. shall be established. The management company will establish the level of service expected with the City of Rio Vista in conjunction with the developer and the Trilogy Homeowner’s Association.
- System Evaluation & Capacity Assurance Plan – The management company shall include a Capital Improvement Program (CIP) that will identify and address the LLD irrigation system deficiencies, landscape replacement, and waterfall feature maintenance upgrades. The CIP may include irrigation system development of design flow and hydraulic criteria, evaluation of system hydraulic performance, and future capacity requirements for new landscape areas, and cost criteria, etc. The CIP shall include an implementation schedule with cost estimates, project priorities, and shall identify source for funding within the Annual Engineer’s Report.
- Monitoring Program – The Director of Public Works and/or the Public Works Superintendent shall monitor the implementation and measure the effectiveness of each element of the management company’s and contractor’s performance. The proposal shall include an annual cost for the management services, with the option for annual renewals based on previous performance. The agreement and/or contract will only be awarded on an annual basis, within the budget of

the LLD, and an annual renewal will only be given at the beginning of the Fiscal Year on July 1st each year. The first contract year will commence on 7/1/2012.

- Program Audits – The Public Works Director shall conduct an annual internal audit evaluating the effectiveness of the agreement and/or contract with the management company, and their effectiveness to manage the LLD and the contractor's doing the work.
- Communication Program – The management company shall communicate with the Public Works Director on a regular basis on the development and the implementation of the management company's delivery of customer service requests. This will provide the Public Works Director an opportunity to provide input as the program is developed and implemented.

IV. WORK TO BE PROVIDED BY THE CITY

Consultant will work with City staff to identify and compile pertinent documents and data that provide information required for the capacity assessment portion of the irrigation system and other required portion(s) of the LLD documents for landscape, streetlights, and water fall feature. The following LLD information will be made available to the selected consultant for the preparation of the Rio Vista LLD management company program elements:

- GIS databases are not available, but documents and maps of the LLD are available.
- GIS files of base mapping layers, including parcels and streets are available for review.
- Hardcopy irrigation system information is available. Improvement Plans are available for the Trilogy Subdivision.

The selected consultant will review the available information provided by the City for accuracy and completeness, and recommend any necessary modifications so that it provides all information to meet the management company requirements.

V. PROPOSAL FORMAT

The qualifications submitted in response to this RFP is an opportunity to present your previous experience and your proposed project team.

The proposal package should contain an executive summary of the proposal, emphasizing the consultant's approach, qualifications, and capabilities. The proposal shall identify all terms and conditions associated with the Price Proposal. All pricing exceptions shall be noted. The proposal should also specifically include the following information, in this order:

1. Detailed Scope of Services to be Provided.
2. Proposed Team of Personnel & Sub-Consultants if any.
3. Organizational Structure of the Team.
4. Matrix of Personnel Titles with Responsibilities/Duties.
5. Proposed Facilities and Equipment to handle calls for customer service requests.
6. Firm Background information.
7. Sub-Consultant Background information if any.

8. Experience with Similar Scoped Projects for Firm, Personnel and Sub-Consultants if any.
9. References for Firm, personnel and Sub-Consultants if any.
10. Proposed Performance Schedule.
11. Price Proposal.

The consultant shall submit three (3) copies of the above proposal.

VI. CONSULTANT SELECTION

The City will review all proposals submitted and will rank proposals based upon the consultant's understanding of the work to be done, its experience with similar types of work, and the qualifications of its staff. Selection of the consultant will be based upon the proposal ranking. Proposals should provide information in sufficient detail to allow a complete evaluation.

The contract will be negotiated and awarded to the most qualified consultant whose proposal best conforms to the RFP and is, in the opinion of the City of Rio Vista, most appropriate and advantageous to the City.

The City reserves the right to reject any and all proposals and to negotiate terms with any qualified potential consultant. While evaluation and selection of consultants will be strictly qualification based, the City encourages the use of Consultants who provide offices and project personnel located in Rio Vista, or in adjacent communities.

- Selection Process and Schedule:

<u>Item</u>	<u>Date</u>
1. Release of Request for Proposals	October 13, 2011
2. Proposals Due	November 4, 2011
3. Consultant Selection	November 17, 2011
4. City Council Consideration of Consultant Agreement	November 17, 2011
5. Authorization to Proceed	June 1, 2012

- Agency Contact:

This will assume that all information requested, and particularly the specific information or information referral the proposer receives, will be consistent, uniform and available to all proposers, to assure the fairness of the RFP process.

- Proposal Submission: All proposals become the property of the City of Rio Vista upon submission. Although the City intends to keep all proposals confidential, the City will not be responsible for materials obtained by other parties, without the consent of the proposer.
- Three (3) copies of the proposal, including any transmittal or cover letter, must be submitted to and received at the City Hall, 1 Main Street, Rio Vista, CA 94571 by 4:00 p.m. on November 4, 2011.

**ASSESSMENT DIAGRAM
LANDSCAPE AND LIGHTING DISTRICT NO. 95-2 (SUMMERSET RIO VISTA)**

CITY OF RIO VISTA
COUNTY OF SOLANO
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF RIO VISTA THIS _____ DAY OF _____
 CITY CLERK
 CITY OF RIO VISTA
 COUNTY OF SOLANO
 STATE OF CALIFORNIA

I HEREBY CERTIFY THAT THE WITHIN DIAGRAM SHOWING THE STREET BOUNDARIES OF LANDSCAPE AND LIGHTING DISTRICT NO. 95-2 (SUMMERSET RIO VISTA) COUNTY OF SOLANO, STATE OF CALIFORNIA WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF RIO VISTA AT A REGULAR MEETING HELD ON THE _____ DAY OF _____ 20____ BY ITS RESOLUTION NO. _____

CITY CLERK
 CITY OF RIO VISTA
 COUNTY OF SOLANO
 STATE OF CALIFORNIA

FILED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS THIS _____ DAY OF _____ 20____

SUPERINTENDENT OF STREETS
 CITY OF RIO VISTA
 COUNTY OF SOLANO
 STATE OF CALIFORNIA

I AM THE _____ DAY OF _____ 20____ AT THE HOUR OF _____ O'CLOCK _____ M. FROM _____ AM TO _____ PM OF ASSESSMENT AND COMPLIANCE DISTRICTS IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF SOLANO, STATE OF CALIFORNIA.

DEPUTY COUNTY RECORDER
 COUNTY OF SOLANO
 STATE OF CALIFORNIA

NOTES:
 FOR PARTICULARS OF THE LINES AND DIMENSIONS OF ASSESSOR'S PARCELS REFERRE TO THE MAPS OF THE ASSESSOR OF THE COUNTY OF SOLANO



Legend
 [Shaded Box] District Parcel
 [Unshaded Box] NOT A PART

