



CITY OF RIO VISTA

REQUEST FOR PROPOSAL

for

RATE AND FEE STUDY SERVICES FOR THE CITY OF RIO VISTA

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

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REQUEST FOR PROPOSAL

RATE AND FEE STUDY SERVICES

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I. INTRODUCTION

The City of Rio Vista is soliciting proposals from qualified consultants to assist the City in updating a variety for fee studies.

Specifically, the city needs to update wastewater, water, and AB 1600 fee studies as well as update its master fee schedule.

Using the Identified Task List below, do the following:

1. Checkmark the tasks that can be performed and completed by your firm, or in cooperation with another firm as needed.
2. While check-marking the tasks, keep in mind that you are filling this out as to how your firm has been handling said tasks for at least the last five (5) years and counting:
 - a. Place a check mark under My Firm if your firm solely performs and completes the task without the aid of another firm, sub-contractor, or any other entity.
 - b. Place a check mark under Other Firm if another firm, sub-contractor, or any other entity solely performs and completes the task on behalf of your firm.
 - c. Place a check mark under Both if your firm secures the assistance of another firm, sub-contractor, or any other entity to complete tasks. Along with checking Both, also:
 - i. Check My Firm if at least fifty (50) percent of the shared tasks are handled by your firm, or
 - ii. Check Other Firm if at least fifty (50) percent of the shared tasks are handled by another firm, sub-contractor, or any other entity.
 - d. Note that certain tasks require more details, so it would greatly help your proposal to provide more information. These include:
3. Provide a tab in your Proposal for each task that has been check-marked. Various tasks require different levels of expertise and staff to perform the work. For each tab, include:
 - a. Appropriate experiences and/or projects where the task have been performed,
 - b. The job title(s) and credential(s) / certification(s) / license(s) (if applicable) of staff who would perform said task,

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- c. The rate schedule for the type of work to be performed. (submitted in separate sealed envelope).

The City does recognize that not all may be able to check-mark all tasks as identified as part of this RFP. The City reserves the right to hire one or more firms to provide services as needed.

Identified Task List			
Tasks completed by:			
My Firm	Other Firm	Both	
			Economics/Public Finance – Assessment Districts; Rate Studies for Water and Wastewater Rates, Impact Fee Studies, Developer Fees and City Master Fee Schedule
			Financial Services – Grants, loans for infrastructure, fee studies and rate studies
			Fiscal Impact Analysis – Infrastructure / projects / rates
			Media Services – Outreach and Public Notices
			Propositions 13 and 218 process, documentation preparation and support to city staff

II. FEE AND RATE STUDY SERVICES OVERVIEW

The City of Rio Vista staff is directly responsible for the operation, maintenance, and needs of the City’s Airport, civil engineering and construction management, Community Development, building and public improvement inspections, parks, civil plan checking, Public Works projects, subdivisions, sewer, storm drains, streets, wastewater treatment plants, and water wells and water distribution system.

The City possesses two wastewater treatment plants and associated lift stations are currently maintained by a contractor and staff. Services include personnel, materials, contracting services, utilities, and all necessary costs associated with the maintenance, replacement and repair required to keep the Compliant and in a state of good repair.

III. SCOPE OF WORK

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The proposals should include no more than 35 typed pages including proposed experience and tabs for each area of expertise as identified in the Task List, Fee Schedule for each task (included in a separate sealed envelope), Index/Table of Contents, any charts, graphs, and tables as needed. Resumes of Key personnel are not counted toward the 35-page limitation if inserted under each tab, or at the end of the proposal. A 12-point Arial font size is required for typed portion of the proposal and sections double spaced, except smaller fonts are allowed for charts, exhibits, or tables as needed.

Each proposal will adhere to the following order and content of selections:

1. Proposals must be straightforward, concise and provide “layman” explanations of technical terms that are used.
2. Emphasis must be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the services to be provided.
3. Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected.

The following proposal sections are to be included in the Consultant’s response:

Cover Letter

A cover letter, not to exceed two (2) pages in length, must summarize key elements of the proposal. An individual authorized to bind the Consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least one hundred eighty (180) days from the proposed due date.

The cover letter must include the address and telephone number of the Consultants’ Project Managers’ office located nearest to Rio Vista that will provide the project deliverables directly to the City of Rio Vista.

To qualify for the RFP, the Consultant must completely comply with at least one (1) of the categories as identified in the previous “Task List” as provided. Proposer can respond to as many items listed as they can perform or can be performed by their subconsultants.

Background and Project Summary Section

The Background and Project Summary sections must describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to Scope of Work section of this RFP.

Methodology Section

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Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work section of this RFP.

The Methodology Section of the Consultant's Proposal must include:

1. An implementation plan that describes in detail: (i) the methods, including controls by which your firm manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of external and internal stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
2. Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the Scope of Work section.
3. A typical project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
4. Detailed description of specific tasks you will require from City staff if any. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

Staffing

1. Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual. The City can request different Staff at their discretion.
2. Upon award and during the contract period of five (5) years, if the Consultant chooses to assign different personnel to the project, the Consultant must submit their names and qualifications including information listed above to the City for approval before they begin work. All Staff must be approved.

Qualifications

The information requested in this section must describe the qualifications of the firm, key staff and sub-consultants performing projects within the past five years in Northern California that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

1. The key personnel that have participated on named projects and their specific responsibilities with respect to this scope of work.
2. Summarize the firm's demonstrated capabilities, including length of time that your firm has provided the services being requested in this Request for Proposal.

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3. Provide at least three (3) separate current public agency references that have received similar services from your firm. The City of Rio Vista reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
4. Categories as listed in the Identified Task List.
5. Qualifying Project Types.
6. Northern California Public Agency, Primary Contact, e-mail, and telephone number.
7. Start / Finish (month and years).
8. Brief Project description (i.e., miles of street rehabilitation, construction, etc.)
9. Briefly describe change orders if any for the project and comparison of original contract and final contract amounts.

Fee Proposal

The fee proposal must include the firm's schedule of hourly rates and rates for all sub-consultants in a separate sealed envelope. The percentage mark up of reimbursable expenses, if any, shall also be specified in the rate schedule.

Content of Proposal

The proposal must be submitted using the format as indicated in the proposed format guidelines.

Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate, and reliable presentation.

Number of Proposals

Submit three (3) bound copies, plus one electronic copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis. All cost and fee information shall be in a separate sealed envelope.

Submission of Proposals

Complete written proposals must be submitted in sealed envelopes and received no later than 2:00 P.M. Pacific Standard Time (PST) on Thursday, August 25, 2022.

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Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted. The City will not be responsible for late proposals, no matter the postmark or other delivery services, missing the deadline.

Submit your proposals to:

<p style="text-align: center;">City of Rio Vista Attention: Robin Borre, Director of Public Works One Main Street Rio Vista, CA. 94571</p> <p style="text-align: center;">RE: ON-CALL FEE AND RATE STUDY SERVICES</p>
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Inquiries

Questions about this RFP must be directed in writing, via e-mail to:

Robin Borre, Director of Public Works, rborre@ci.rio-vista.ca.us by July 22, 2022 @ 8:00 am. All questions and answers will be compiled and posted on the City website by July 26, 2022.

Conditions for Proposal Acceptance

This RFP does not commit the City to award a contract or to pay any costs incurred for any services to prepare the RFP. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received because of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

All proposals will become the property of the City of Rio Vista. Proposals are subject to the Freedom of Information Act.

The City cannot and will not be held responsible for protecting proprietary data submitted in proposals.

IV. EVALUATION CRITERIA

The City's evaluation and selection process is based on Qualifications Based on Selection (QBS) for professional services. The City of Rio Vista may use some or all the following criteria in its evaluation and comparison of proposals submitted.

The criteria listed are not necessarily an inclusive list. The order in which they appear is not intended to indicate their relative importance.

A maximum of sixty (60) points can be earned in this part of the process. The ranking will consist of the basic proposal (40 points maximum) score for background, clarity, methodology for the project and summary; and of the qualifications and staffing (20 points maximum) score in each category.

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- A. Meets Minimum Qualifications** – No score assigned for this category. Consultants are expected to meet minimum qualifications. This will be a pass/fail. In the case of “fail” the proposal will not continue in the rating and will be deemed nonresponsive. Scoring “weight” for the preliminary phase will be dependent on **Categories B, C, D, and E** below)
- B. Proposal Clarity** – Use of terms and explanations throughout are understandable. Firm clearly communicates in a general sense how it plans to meet its service delivery goals as well as foster and maintain harmonious, productive, timely, responsive, and efficient working relationship with City staff
(10 points)
- C. Background and Project Summary** – Firm understands the work to be done.
(10 points)
- D. Methodology** – Firm clearly outlines its implementation plan(s), shows effort in completing projects efficiently and accurately.
(20 points)
- E. Qualifications and Staff** – Experience of the firm, project manager, and other key individuals assigned to the project. Experience with projects of similar scope, complexity, and magnitude for other Northern California agencies.
- Experience with projects for Southern California and organizations outside California can be mentioned. Note that greater weight will be given to projects performed for Northern California agencies.
(20 points)

After the assessment as outlined above in **Categories A, B, C, D, and E**, only the top contenders will be participating in the next phase. There is a maximum of twenty-five (25) points to be earned for the next phase, where the ranking will be performed using **Categories F, G, and H** noted below:

- F. Reference Check** – The City may also contact and evaluate the Consultants’ and sub-consultants’ references, contact any Consultant to clarify any response, contact any current users of a consultant’s services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.
(10 points)
- G. Local Preference Check** –The Consultant will earn 5-points for having a valid City of Rio Vista Business License.
(5 points)

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H. **Interview** – After written proposals have been reviewed, discussion with prospective firms may or not be required. If scheduled, the oral interview or video / voice conference interview (at the City's discretion) will be a question / answer format for clarifying the intent of any portions of the proposal.

The individual from the firm who will be directly responsible for carrying out the contract, if awarded, must be present at the oral interview or video / voice conference interview.

(10 points)

The final scoring criteria will be applied to the top proposers. The review will be based on the Cost Proposal/Rates of the firm. There is a maximum of fifteen (15) points to be earned for this section. **(15 points)**

A Notification of Intent to Award may be sent to the Consultant(s) selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Consultants unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City may negotiate a contract with the next highest scoring Consultant or withdraw the RFP.

V. STANDARD TERMS AND CONDITIONS

Amendments

The City reserves the right to amend this RFP prior to the proposal due date if needed. All amendments and additional information will be posted to the City of Rio Vista website:

<http://riovistacity.com/>

Consultants should check this web page daily for new information.

Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility for the Consultant. All proposals submitted become the property of the City of Rio Vista.

Contract Discussions

The apparent successful firm will be required to sign a Professional Services contract. Prior to award, the apparent successful firm(s) may be required to enter discussion with the City to resolve and contract differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected, and discussions will be initiated with the second highest scoring firm. See attached Professional Services Contract.

Confidentiality Requirements

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Proposals are subject to the Freedom of Information Act. The City cannot protect proprietary data submitted in proposals.

Insurance Requirements

The City requires that licenses, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) on file with the City for the issuance of a permit or contract. Within five (5) calendar days of award of contract by the City Council, the successful Consultant(s) must furnish the City with the Certificates of Insurance proving coverage. The contract must be executed by the consultant prior to Staff taking the award to Council. The tentative date for Council is in August 2022.

Carefully review the attached agreement and insurance requirements before responding to the Request for Proposal (RFP). The terms of the agreement, including insurance requirements, have been mandated by the City Attorney and City Council and can be modified only if extraordinary circumstances exist.

Your response to the RFP must include a stipulation indicating if you are unwilling or unable to execute the agreement as attached as well as providing the insurance requirements. The City will consider this in determining the Consultant's responsiveness to the RFP.

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 based on qualifications, 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		
Item		Date
1.	Release of Requests for Proposals (RFPs)	July 11, 2022
2.	Deadline for submission of RFPs	August 25, 2022

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		Thursday, 2:00 P.M. Pacific Standard Time
3.	Selection of Consultant(s)	August 2022
4.	City Council consideration of Consultant Agreement(s)	September 2022
5.	Authorization to Proceed	5-15 working days after Council award