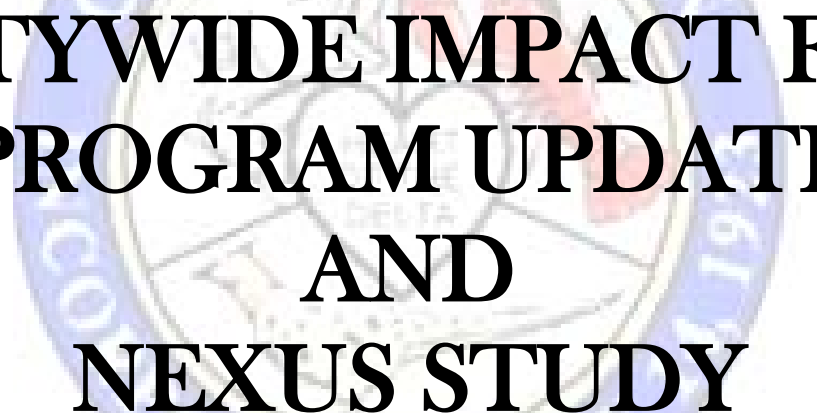


City of Isleton

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Request for Proposals



CITYWIDE IMPACT FEE PROGRAM UPDATE AND NEXUS STUDY

RFP Release Date: May 22nd, 2018

RFP Due Date: August 31st, 2018

INTRODUCTION

The City of Isleton invites qualified firms and individuals experienced in Citywide user and the development of impact fee programs and related studies to submit a written proposal to provide consulting services to provide an update to the City's Development Impact Fee Program and prepare a related nexus study for the City of Isleton. This Request for Proposals (RFP) seeks to secure the most qualified Consultant to assist the City by performing these tasks.

BACKGROUND

The City is seeking a consultant who can assist the City in preparing the required analysis and studies necessary to comprehensively update its User fees and Development Impact Fee (DIF) Program. The study must meet the requirements of Government Code section 66000 et seq., commonly known as AB 1600, as well as Government Code section 65477.

The City currently has five (5) Impact Fee categories as follows:

- | | | |
|----|----------------------|---------|
| 1. | Fire Department | \$5,000 |
| 2. | Measure A | \$2,000 |
| 3. | Sewer | \$3,184 |
| 4. | Parks and Recreation | \$2,000 |
| 5. | Storm Water/Drainage | \$3,000 |

The River Delta Unified School District also collects impact fees in accordance with State law.

MAILING INSTRUCTIONS

City of Isleton
P.O. Box 716
Isleton, CA 95641

INQUIRIES/QUESTIONS

Questions pertaining to the RFP should be directed to Charles Bergson, P.E., City Manager, via email: cbergson@cityofisleton.com

A digital copy of this RFP as well as a sample Consultant Services Agreement are available online at cityofisleton.com. Any addendum to this RFP shall be posted to the City's website.

SUBMITTAL DATE

Proposal postmark dates and times will not be considered as meeting that deadline. Proposers must submit one (1) bound copy of their proposal and one (1) separately sealed fee proposal envelope to the address shown under “Mailing Instructions” above.

The City is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. The City reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of the City.

SCHEDULE

| | |
|---------------------------|--------------------------------|
| Release of RFP | May 22 nd , 2018 |
| Questions Due | August 15 th , 2018 |
| Proposals Due | August 31 st , 2018 |
| Proposal Review/Selection | Early September, 2018 |
| Interview Process | Mid-Late September, 2018 |
| Award | October 1 st , 2018 |

REVIEW OF PROPOSALS AND SELECTION OF CONSULTANT

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of contents.

Responsiveness to the RFP will be a principal basis for evaluation.

Proposals submitted will be evaluated by a committee comprised of City staff. The committee’s evaluation will be based upon, but not limited to: proposal cost, strength of the proposal, related experience of the firm, professional qualifications of the individual(s) to be assigned to the project, ability to meet required deadlines, and references from previous clients.

While cost is a key consideration, the City reserves the right to choose the best proposal, which may not be based on price. The committee may choose to interview the top candidates.

After evaluating the proposals and discussing them further with the finalists, the City of Isleton reserves the right to further negotiate the proposed work and/or method and amount of compensation. The respondent must clearly state the period of time for which the proposal will be valid. This period must not be less than forty-five (45) days from the date of submittal.

PROPOSAL CONTENT

The City of Isleton requires the proposer to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. Three (3) identical hardcopies and one (1) .pdf copy of the proposal shall be submitted and organized in an easy-to-follow format. The proposal must include, at a minimum, the following sections:

- **Background on Firm:** Letter of transmittal signed by an individual authorized to bind the proposing entity stating the firm has read and will comply with all terms and conditions of the RFP and include the following additional information:
 - o A brief description of the firm including the size of the organization, location of offices, years in business, organizational chart, name of owner and principal parties, and titles of staff.
 - o A statement regarding the Consultant's availability to dedicate time, personnel, and resources to this effort during the period of May to September, 2018.
- **Statement of Understanding and Approach:** Provide a description of the methodology the firm will use to complete the Scope of Work as detailed in this RFP. Provide an overview of how the Study would result in a complete and defensible list of improvements in the CIP and how these would be integrated into the DIF Program. Also, provide how the Consultant would approach evaluating costs and benefits of improvements and associated distribution of costs based on areas of benefit within the City. Also, include a discussion of how the General Plan would be integrated into the CIP and DIF Program. Finally, discuss and describe the Consultant's experience working on similar projects and reasons why the Consultant would provide a superior product over others.
- **Scope of Work:** Provide a Proposed Scope of Work and discuss any ideas for modifying, clarifying, or improving the City's proposed scope of work.
- **Budget and Schedule:** Provide a detailed budget and schedule that meets the seven-month timeframe proposed by the City. If your proposed schedule exceeds the proposed seven-month timeframe, please indicate the reasons why you believe additional time will be needed to complete the project.
- **References:** Provide the following information for two (2) projects which are similar in scope to the project requested by this proposal: Name, address, and telephone number of the client; person to contact for references; time period of project; brief description of the scope of services provided.
- **Additional Information:** The City of Isleton has outlined the requirements of this project in as much detail as is currently known. Respondents may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Please provide any exceptions, additional information,

or suggestions that will aid in the selection process (attachments are acceptable). Please keep these as brief as possible.

SELECTION PROCESS

The City will evaluate proposals and select the Consultant who possesses the best combination of demonstrated competence and the necessary qualifications to complete the services in a satisfactory manner at a fair and reasonable price. In making this determination, the City may consider the following criteria:

- The Consultant's demonstrated understanding of the proposed project and the Isleton community, and its demonstrated ability to successfully complete the project in a timely manner.
- The Consultant's proposed approach to the work and work plan.
- The Consultant's past experience completing projects of a similar type, size, and complexity.
- The quality and experience of the Project Manager and key staff persons who will be working on the project on a regular basis.
- The Consultant's proposed costs for the engagement and ability to deliver the proposed Scope of Work within their proposed schedule.
- The Consultant's ability to meet the City's standard contract and insurance requirements.

Upon completion of the evaluation of proposals, the City will notify the selected Consultant and send a Consultant Services Agreement (sample copy available on the City's website) to that firm. No proposal shall be binding on the City until after the Consultant Services Agreement is signed by a duly authorized representative of both the Consultant and the City.

The City will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, disability or national origin in the contract award.

CONDITIONS OF REQUEST

General Conditions

The City reserves the right to exercise discretion and apply its judgment with respect to all proposals submitted.

The City reserves the right to reject all proposals, either in part or in its entirety, or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals.

The City may elect to award a contract in multiple phases, as is deemed to be in the City's best interest. Should the City award projects in phases, the City reserves the right to award the phases to the same firm.

The Consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The City reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to: selection procedures, submittal date, and submittal requirements. No letters or correspondence will be sent notifying prospective bidders of any modifications or clarifications to this RFP. It is the responsibility of the bidder to carefully examine this RFP and any addenda, which if issued, will be posted on the City's website.

The City reserves the right to reject any and all proposals, cancel all or part of this RFP, and waive any minor irregularities and to request additional information from proposing firms. By requesting proposals, the City is in no way obligated to award a contract or pay expenses of the proposing consultant in connection with the preparation or submission of a proposal. The City's decision to award a contract will be based on many factors including but not limited to service, cost, experience and quality. No single factor, such as cost, will determine the final decision to award.

Liability of Costs and Responsibility

The City shall not be liable for any costs incurred in response to this Request for Proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the City harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the City of Isleton and public records and, as such, may be subject to public review.

The selected organization will be required to assume responsibility for all services offered in the Proposal whether or not they possess them within their organization. The selected organization will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Permits and Licenses

Bidder, and all of bidder's subcontractor's, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses

including, but not limited to, a City Business License which will be required in connection with the performance of services hereunder.

Insurance

Prior to the beginning of and throughout the duration of Work, Consultant will maintain insurance in conformance with the City's requirements.

Bidder's Representative

The person signing the Proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

**EXHIBIT A
LIST OF IMPROVEMENTS**

Wastewater System Improvements

The following estimated improvements will be needed to keep the Isleton Sewer System functioning at adequate levels.

1. Headworks
 - a. New sump
 - b. Mechanically cleaned screens
 - c. Submersible pumps with tracks for removal
 - d. Slow opening valve on effluent
 - e. Flow meter with continuous readout (archived)
 - f. Computer control system
 - g. SCADA from ponds
 - h. Demolish old tanks
 - i. New generator
2. Ponds
 - a. Need to raise pond elevations to protect from 100 year flood
 - b. SCADA
 - c. One additional aerator
 - d. Redo influent piping around meter
 - e. Change Oxbow meter to a recording meter with SCADA to headworks
 - f. Oxygen monitoring system for aerator control
 - g. Sludge removal dredge and equipment
 - h. New control structures ponds 1, 2, and 3
 - i. Valves for control structures for percolation basins
3. Sewers
 - a. Unknown until sewer master plan completed
 - b. Lining where possible
 - c. Original work did not cover some areas – identify and repair

Circulation Improvements

The following roadway improvements may be necessary to mitigate circulation impacts from anticipated growth. These improvements are adapted from the Isleton Capital Improvement Program. Anticipated pre-construction and construction dates are included where possible.

1. Storm Water Drainage Improvement
2. Jackson Blvd. From 2nd St to 4th St.: Grind and Overlay- 454' x 33'. Pre: 01/2018, Construction: 06/2018

3. Jackson Blvd. Ext. From 4th St. to 6th St.: Grind and Overlay 454' x 33'. Pre: 01/2018, Construction: 06/2018
4. 3rd St. From Jackson to C Street: Grind and Overlay 680' by 25'. Pre: 01/2019, Construction: 06/ 2019
5. 4th St. from A St. to B St.: Grind and Overlay 272' x 30' with ADA improvements. Pre: 01/2019, Construction: 06/2019
6. B St. from 2nd to 5th St.: Grind and Overlay 588' x 18'. Pre: 01/2019 Construction: 06/2019
7. C St. from 3rd St. to 5th St.: Grind and Overlay 288' x 21' with Sidewalk ADA compliance improvements. Pre: 01/2020 Construction: 06/2020
8. D St. from 5th St. to 6th St.: Grind and Overlay 465' x 29. Pre: 01/2021. Construction: 01/2021
9. G St. from 6th St. to East 3rd St.: Grind and Overlay 388' x 26'. Pre: 01/2021. Construction: 06/2021
10. H St. from Union to 6th St.: Grind and Overlay 9,816 sq. ft. total. Pre: 01/2022. Construction: 06/2022
11. Union St. from C St. to D St.: Grind and Overlay 1,584' x 20' with Sidewalk ADA improvements and water services improvements. Pre: 01/2022. Construction: 06/2022
12. B St. from Hwy 160 to 1st St.: Grind and Overlay 135' x 30' with 2 ADA ramps added. Pre: 01/2023. Construction 06/2023
13. Everything West of Delta Avenue: Slurry Seal Coat. Pre: 01/2023. Construction: 06/2023
14. Union St. from F St. to H St.: Grind and Overlay 534' x 30'. Pre: 01/2024. Construction: 06/2023
15. 1st St. to Hwy 160: Grind and Overlay 161' x 15'. Pre: 01/2024. Construction: 06/2024
16. Main St. from E to H St.: Grind and Overlay, Re-striping of parking spaces, crosswalk restoration, ADA improvements. Pre: 01/2018. Construction: 06/2018
17. 6th Street and Jackson Ext. to H St.: Grind and Overlay estimated 109, 377.9 sq. ft. Pre: 01/2020. Construction: 06/2020

18. Park & Ride Lot (502 2nd St.): Grind and Overlay-Estimated 15,112 sq. ft. Pre: 01/2018. Construction: 06/2018.
19. 2nd St. form C to E St.: Grind and Overlay-11,915 sq. ft. Pre: 01/2018. Construction: 06/2018.