



**CITY OF ISLETON, CALIFORNIA**

**REQUEST FOR PROPOSALS  
FOR  
ENGINEERING DESIGN SERVICES FOR  
MAIN STREET LIGHTING,  
PLANTERS AND SEATING PROJECT**

**SUBMITTAL DEADLINE  
October 4, 2024  
4:00 P.M.**

**DIANA OBRIEN, CITY OF ISLETON**

**101 2<sup>ND</sup> STREET  
ISLETON, CA 95641  
916-777-7770**

**August 30, 2024**

## **INTRODUCTION**

The City of Isleton is requesting proposals for engineering design services from qualified individuals or firms.

Services will be for the design of 3 street roadway lights at the three intersections of E & Main Street, F and Main Street, and H & Main Street; approximately 10 round planters; 4 ADA benches on Northside Main Street; 2 ADA benches on Southside Mainstreet.

The City of Isleton reserves the right to negotiate with the firm awarded this contract for additional services as funding allows.

### **Background:**

The City of Isleton is a small historic town and legacy community in the Sacramento-San Joaquin Delta, located along Highway 160 (River Road), the state-designated scenic highway that follows the Sacramento River. Isleton will celebrate its 100th anniversary in 2023. Main Street was listed on the National Registry for Historic Places back in 1991 for its Chinese and Japanese historical significance and Asian-style architecture.

### **Project Funding:**

Projects are funded by \$30,000 of Sacramento Housing and Redevelopment Agency funds.

### **Project Description:**

The City of Isleton is proposing various rehabilitation efforts throughout the city. Main street requires safety and comfort amenities, including street lights, benches, and planter boxes constructed or installed.

The City will negotiate a contract with the highest ranked individual/firm and plans to enter into a professional services agreement for the work of this project only.

It should also be noted the City has established insurance requirements applicable to professional services agreements, including this proposed agreement. The professional services agreement and applicable insurance requirements are listed as an attachment to this RFP.

## **SCOPE OF SERVICES**

The City of Isleton requires engineering design services for the construction of :

1. 3 street overhead roadway lights at the three intersections on Main Street, including:
  - Main Street and E Street
  - Main Street and F Street
  - Main Street and H Street

2. Approximately 10 raised concrete planters.
3. 4 ADA benches on the northside of Main Street and 2 ADA benches on southside of Main Street.

## **SUBMITTAL CONTENT**

**Format:** Proposals should be submitted on 8.5-inch x 11-inch page portrait format and shall include a cover with the name and address of the Consultant and marked "Proposal for Engineering Services". Proposals should not exceed thirty-five (35) pages in length, and should not include unnecessary promotional material. Proposals may use both sides of a page, but each side will be counted as a page. All pages shall be sequentially numbered and each section should be separately and clearly tabbed. Section tabs and the table of contents shall correspond to the section headings and numbered requirements of the proposal listed in this RFP. Divider pages shall not count against the page number limit.

**Letter of Transmittal:** The Letter of Transmittal shall be addressed to Diana Obrien, City of Isleton, 101 2<sup>nd</sup> Street, Isleton, CA 95641, and must, at a minimum, contain the following:

1. Identification of the firm and/or individual that will have the authorization to commit to the contractual terms and conditions detailed herein. Identification shall include legal company name, corporate address, telephone, and e-mail address. Include name, title, address, telephone number and e-mail address of the contact person during the proposal evaluation phase.
2. Identification of proposed subconsultants, including legal company name, contact person's name, address, and phone number. Include a description of the working relationship between primary firm and individual and subconsultants, if applicable.
3. Acknowledgment of receipt of all RFP addenda, if any.
4. A statement to the effect that the Proposal shall remain valid for a period of not less than 180 days from the date of submittal.
5. Signature of a person authorized to bind the firm and/or individual to the terms of the RFP.
6. A statement to the effect that by signing the letter of transmittal, the firm and/or individual is attesting that all information submitted with the Proposal is true and correct.

**Technical Proposal:** This section of the Proposal should establish the ability of the firm and/or individual to satisfactorily perform the required work by evidence of experience and demonstrated competence in performing work of a similar nature as described in this RFP.

1. Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees.

2. Identify sub consultants by company name, address, contact person, telephone number and project function. Describe experience working with each sub consultant.
3. Describe experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project. Describe experience in working with local agencies similar to the City of Isleton in nature and/or responsibilities.
4. Provide a summary of the five most recently completed projects on which the firm provided services similar to those sought by the City of Isleton. The projects summaries should include a brief description of the project scope and the services provided including the period of performance and the dollar amount of work performed, and the name and telephone number of a contact person, employed by the client, familiar with the firm's work. This information should demonstrate working knowledge and experience with public works projects in California and, more specifically, Caltrans local assistance and federal aid road construction projects.
5. Demonstrate ability to work independently on complex projects and meet established deadlines with minimum direction and supervision from the City.
6. Provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, staffing changes, impending merger or other) that may impede firm and/or individual's ability to provide the requested services.
7. At a minimum three (3) client references shall be provided. Furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed. Identify firm and/or individual's key personnel who worked on the referenced projects. Firm and/or individual may also supply references from other work not cited in this section as related experience.

Proposed Staffing and Team Organization: This section of the Proposal should identify key personnel and establish their abilities to perform the required work by evidence of experience and demonstrated competence in performing work of a similar nature as described in this RFP. Key personnel shall include the Contract/Project Manager, Engineer, and other key professional and technical personnel.

1. Provide education, experience, and applicable professional credentials of project staff. Include copies of applicable professional credentials, including sub consultants.
2. Identify key personnel proposed to perform the work in the specified tasks and include major areas of sub consultant work. Include the person's name, current assignment and its duration, proposed position for this project, and how long this person has been with the firm.
3. Include an organizational chart, which clearly delineates communication/reporting relationships among the project staff and between the project staff and the City of Isleton staff.
4. Include a statement that key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the City.

5. Where the Scope of Services does not adequately define the tasks required to provide complete professional services, provide descriptions of recommended additional services and programs;
6. Identify methods that firm and/or individual will use to ensure quality control as well as budget and schedule control for the work to be performed;
7. Identify any special issues or problems that are likely to be encountered with the services identified herein and how the firm and/or individual would propose to address them.
8. Demonstrate ability to travel to the City of Isleton on an as needed basis, including during inclement weather and during the winter season when snow and ice may be present on roads.

**Potential Conflicts of Interest:** Identify any potential conflicts of interest including, but not limited to, a general description and time frame for any current client relationships and past services performed within the last five years, for clients other than the City of Isleton that involve entities or individuals located within the City of Isleton and/or affect lands within the City of Isleton.

**Project Budget:** Identification of hourly rates for all assigned personnel, travel and other business expenses proposed to be charged to the City of Isleton as part of the contract services agreement. The available budget for this project is not to exceed \$30,000. ***Information regarding hourly rates, travel and other business expenses proposed and the fee schedule shall be provided in a separate sealed envelope.***

**Contracting:** The Firm and/or individual shall indicate and acknowledge the ability to satisfy all the terms as described in the attached City of Isleton Professional Services Agreement. Firms submitting proposals should review the draft contract and make a statement regarding any changes they would request prior to entering a contract with the City.

## **SUBMITTAL REQUIREMENTS**

Proposal package must contain the following:

- Proposal
- Cost Proposal (separate envelope)

Please submit one (1) hard copy (unbound) and one electronic copy of your proposal and separate detailed estimate of costs by 4:00 p.m. local time, October 4, 2024. An electronic copy may be emailed in 2 separate emails to Diana Obrien in lieu of physical or mail delivery to [dianaobrien@cityofisleton.com](mailto:dianaobrien@cityofisleton.com) with the subjects heading ***Engineering Services RFP Proposal and Engineering Services Cost Proposal***.

The Submittals shall be addressed to:

Diana Obrien, City of Isleton  
101 2nd Street  
Isleton, CA 95641

In the event your firm/team desires additional information, the City of Isleton will endeavor to provide such information as expeditiously as possible; however, the City of Isleton will not be responsible for any delay resulting in respondent's inability to meet the deadline for submission of the Proposal.

**SELECTION PROCESS**

Evaluation of Proposals: A selection committee as determined by the City Manager will review the Proposals to determine which respondent is best qualified to perform the work. Depending upon the number and qualifications of respondents, the City Manager may select directly from the Proposals, or may develop a short list of firms for interviews and final selection. The decision as to the process, timing, and selection will be based entirely on the judgment of the City Manager. The following criteria may be utilized in the selection process:

1. Understanding of the scope of work to be done.
2. Experience performing work as described in the Scope of Services.
3. Qualifications of staff for work to be done.
4. Present workload and staff availability of firm.
5. Ability to respond and provide services in a timely manner.

Proposed Schedule: The anticipated schedule for evaluation of the proposals, award of contract, and commencement of services is outlined below. The schedule is subject to change as determined by the City Manager.

Release RFP	August 30, 2024
Questions Due to City	September 20, 2024
Deadline to Submit Proposal	October 4, 2024
Evaluation of Proposals	October 7-18, 2004
Possible interview dates	Week of October 14
Approval of Selection and Award of Contract	November 12, 2024
Notice to Proceed	December 1, 2024

The Consultant shall not begin work nor incur any costs associated with any task identified herein without an explicit written notice to proceed for each specified task or groups of tasks. The notice to proceed may be in the form of a written work order authorized by the City Manager.

**QUESTIONS AND ADDITIONAL INFORMATION**

Any questions concerning the proposal submittal process should be directed to Diana Obrien by any of the following means:

Regular Mail: 101 2nd Street Isleton, CA 95641

Email: [dianaobrien@cityofisleton.com](mailto:dianaobrien@cityofisleton.com)

Telephone: 916-777-7770

## **MISCELLANEOUS PROVISIONS AND NOTIFICATIONS**

**PROPOSAL Preparation Expenses:** The City shall not, in any event, be liable for any expenses incurred by any firm or individual in the preparation of its proposal. Firm or individual shall not include any such expenses as part of its proposal. Proposal preparation expenses include the following:

1. Preparing its PROPOSAL in response to this RFP;
2. Submitting that PROPOSAL to the City;
3. Negotiating with the City any matter related to this RFP; or
4. Any other expenses incurred by a firm or individual prior to the date an agreement is executed.

**City Rights:** The City may investigate the qualifications of any firm or individual under consideration, require confirmation of information furnished by a firm or individual, and require additional evidence of qualifications to perform the Scope of Work described in this RFP. The City reserves all rights described below:

1. Accept or reject any and all PROPOSALS, or any item or part thereof, or to waive any informalities or irregularities in PROPOSALS;
2. Issue new or subsequent RFPs;
3. For any reasons, withdraw or cancel this RFP, or any part thereof at any time without prior notice and the City makes no representations that any contract will be awarded to any firm or individual responding to this RFP;
4. Require confirmation of information furnished by firm or individual or for the firm or individual to provide additional evidence of qualifications to perform the work or to obtain information from any source that has the potential to improve the understanding and evaluation of the PROPOSALS;
5. All PROPOSALS shall become the property of The City of Isleton and shall not be returned;
6. All PROPOSALS submitted may become public records under the laws of the State of California and the public may be given access thereto after the formal process has been completed. Submitted PROPOSALS are not to be copyrighted;
7. Postpone PROPOSAL openings for its own convenience;
8. Remedy or overlook technical errors in the RFP process;
9. Appoint an Evaluation Committee to review PROPOSALS;
10. Seek the assistance of outside technical experts in PROPOSAL evaluation;
11. Approve or disapprove the use of particular sub consultants;
12. Establish a short list of firms or individuals eligible for interview after review of written PROPOSALS;
13. Negotiate with any, all or none of the firms or individuals to the RFP;
14. Solicit best and final offers from all or some of the firms or individuals;
15. Award the contract as a whole, by category, or by any combination that best meets the need of the City.

**Award of Contract:** Upon selection of a successful proponent(s), a City Professional Services Agreement will be provided, a copy of which is attached for proponents' review. Proponents shall examine the contract and identify any request for modification from these standard terms as part of the proposal.

Independent Contractor: The successful firm will work in the capacity of an independent contractor for all purposes under this contract, if awarded, and shall not be entitled to any or all rights, privileges, benefits, and remuneration of either an officer or employee of the City of Isleton, unemployment insurance, retirement, paid holidays, vacation and sick leave, medical insurance plans, any other job benefits. Contractor will be responsible for payment of state and federal taxes resultant from contractual earnings.

The contractor will work under the direction of the City Manager or his designee. The City Manager will have final approval authority over all issues involved in the development review process.

Nondiscrimination: The consultant or its sub consultants shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Failure by the consultant to carry out these requirements is a material breach of contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.