



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
LANDSCAPE AND LIGHTING MAINTENANCE
ASSESSMENT DISTRICT MANAGEMENT
PROJECT NO. OM 21-088**

Issued by:

City of Stockton

Public Works Department, Operations and Maintenance

1465 South Lincoln Street

Stockton, CA 95206

Date Issued: August 31, 2021

Date Proposals Due: Thursday, September 23, 2021 at 2 p.m.

Contact Information:

Susan Christy, Project Manager

(209) 937-8372 – susan.christy@stocktonca.gov

1.0 INTRODUCTION

The City of Stockton desired to retain the services of an engineering firm to perform the engineering services for and principal duties of management of the Stockton Consolidated Landscape Maintenance Assessment District No. 96-2 and the Central Stockton Lighting Maintenance Assessment District.

Services will include (but may not be limited to):

- Preparation of annual Engineer's Reports
- Preparing tax rolls
- Submitting tax rolls to the San Joaquin County Auditor-Controller
- Development and administration of maintenance district annual budgets
- Monitoring district budgets
- Annual review of the October 2016 Reserve Analysis Inventory and Annual Tasks document, and annual preparation of a list of tasks (refurbishment/renovation or replacement projects) and needed services in accordance with the projected lifecycles and recommendations presented for each zone, as well as provide recommendations for updates to the Reserve Analysis document.
- Assist City staff in the preparation of project bid documents (plans and/or specifications).
- New zone formations
- Preparation, processing and evaluation of public facility fee reimbursement agreements
- Review and comment on subdivision tentative maps and conditions, financial feasibility studies, development agreements and improvement plans as they pertain to maintenance district budget impacts and forecasting.
- Preparation and presentation of staff reports to the City Council, including course of action recommendations regarding maintenance and district-related matters.
- Representing the City in meetings with developers, community organizations and the public.

Proposals will be reviewed and ranked on qualifications, references, fees, and other relevant information. Once negotiated, the contract will be for an initial term of five years with an option, at the City's discretion, to extend the contract for up to two one-year terms.

2.0 BACKGROUND

The City of Stockton (City) was incorporated July 25, 1850 and, under the Charter adopted in 1923, operates under a Council-Manager form of government. The City is situated 345 miles north of Los Angeles and 78 miles east of San Francisco Bay Area. It is the seat of San Joaquin County and serves an area of 60.8 square miles with a diverse population of approximately 307,000. The City government is divided into 13 departments. These City departments provide services ranging from police and fire services to public works, parks, recreation, and library services.

The Stockton Consolidated Landscape Maintenance Assessment District No. 96-2 (Consolidated Landscape District) levies assessments to fund maintenance of landscaping, parks, and related improvements in 34 zones across the City. On February 26, 1996, Council adopted Resolution No. 96-0084 that consolidated the eight Landscape Maintenance Districts that existed at that time into one Consolidated Landscape District. Landscape maintenance assessments are currently levied in 27 zones. In seven zones where an assessment is not levied, maintenance is not required, as no improvements have been constructed. Assessments in seven zones were approved prior to the adoption of Proposition 218 and are fixed. The assessment for all new districts/zones formed subsequent to Proposition 218 includes an annual escalator that is the greater of 3% or the increase in the San Francisco/Oakland/Hayward consumer price index.

The Central Stockton Lighting Maintenance District is comprised of one zone. The District was formed in 2011 after achieving a passing vote in a voting process established by Proposition 218. This special lighting district was formed to provide enhanced lighting consisting of more lights per block than a standard design would require, and non-standard poles and fixtures. The District levies assessments to fund maintenance of specialty streetlights in the Oxford Manor area. All funds generated from the assessments in the Oxford Manor zone can only be used for specific work in that zone.

The Landscaping and Lighting Act of 1972 (Act), under which these districts were formed, requires that an Engineer's Report/schedule of parcels be prepared annually for each district. The Engineer's Reports/schedule of parcels will determine the actual assessments for the applicable Tax Year for all of the properties within these districts. Once determined, the Stockton City Council must approve these assessments prior to their inclusion on the tax roll.

3.0 PROJECT DESCRIPTION

The City of Stockton is seeking an engineering firm to develop annual reports for each of its landscape maintenance and lighting maintenance assessment districts, as well as assume the budget preparation and administration of each zone. Other tasks and duties may include preparation and presentation of staff reports to the City Council, recommending courses of action regarding maintenance and maintenance assessment district related matters, review of plans and other materials as they relate to budget and

maintenance impacts, public outreach and coordination meetings with City staff and others.

4.0 **SCOPE OF WORK**

Assessment District Coordination consists of the following tasks:

Budget Establishment

- Prepare budget projection and provide for Engineer's Report
- Submit preliminary agenda items for preliminary budget approval by the Stockton City Council.
- Schedule Council meeting for preliminary budget approval and to set date for public hearing.
- Submit Notice of Public Hearing information to City Clerk.
- Submit preliminary agenda items for public hearing by City Council.
- Attend public hearing
- Coordinate with Budget staff to make sure Fiscal Year budget has been properly set up in computer system for July 1 start.
- Submit assessment roll to San Joaquin County by August 10 annually.

Operations

- Monitors new subdivision development and mapping to note proposed/intended areas of maintenance (street landscaping and parks).
- Tracks new areas of maintenance and type of maintenance (street landscaping development and/or park development to be included in Engineer's Report).
- Review improvement plans for appropriateness in design as related to impacts to operations and maintenance.
- Monitors water and utility usage for waste (sites within CLMD).
- Recommendations to City staff regarding maintenance, repair, and replacement operations.
- Plans for landscape and infrastructure refurbishment.

Tasks are further described below.

a. **Task No. 1: Prepare Engineer's Report including assessments and assessment diagrams for Stockton Consolidated Landscape Maintenance Assessment Districts No. 96-2**

- i. Based on the annual assessment formulas established in the original Engineer's Report for each zone in the Stockton Consolidated Landscape Maintenance Assessment District No. 96-2, calculate the proposed maximum allowable and proposed assessment to be levied against each parcel for the parcel's share of the budget costs for the

identified tax year, and prepare the Assessment Roll for each zone for Tax Years 2021-22, 2022-23, 2023-24, 2024-25 and 2025-26.

- ii. Prior to the annual calculation, identify all parcels having data that has changed from the previous tax year's Assessor's Roll for the purposed of updating data files and identifying changes to the Assessor Tax Roll.
- iii. Identify all revised or added Assessor's Maps.
- iv. Determine the appropriate cost of living adjustment factor to be applied to each zone per the original Engineer's Report for each zone. Apply the cost of living adjustment factor to determine the maximum allowable assessment and assist the City to determine the actual annual assessment needed for budget needs.
- v. Amend assessment diagrams and/or boundary maps to reflect any Assessor data changes or annexations into the zone.
- vi. Record all amended diagrams for boundary maps, including payment of recording fees.
- vii. Identify any assessment increases against each parcel from the prior year's assessment and meet with City staff to review any proposed increase in annual assessment that would trigger the Proposition 218 ballot process or otherwise require mailed notices.
- viii. Prepare an Engineer's Report to include: a description of the improvements to be maintained for the next tax year as provided by City; an estimate of maintenance and administrative costs as provided by the City; an estimate of the total assessments; and updated Assessment Diagram which is based upon the unchanged Assessment Diagram from the previous Annual Engineer's Report of the preceding tax year and any added or revised Assessor's Maps and including an Index Sheet of the District's zones; the Assessment Roll by Assessor's Parcel Number; and the assessment spread of the proposed assessments for the following tax year.
- ix. A total of six hard copies and three electronic copies of the Annual Engineer's Report for the Stockton Consolidated Landscape Maintenance Assessment District No. 96-2 shall be provided for approval by the City Council and staff; one hard copy of report shall be provided to the District legal counsel.

- x. For the purposes of this proposal Engineer will attend a minimum of two City Council meetings/public hearings pertaining to the District and four staff meetings annually as necessary.
- xi. Transmit to the San Joaquin County Auditor-Controller the approved Assessment Roll in the electronic media form and format as required by the San Joaquin County Auditor-Controller no later than August 10 of each year. City will provide the latest available tax roll for the preparation of the following year's Assessment Roll and any map amendments.

b. Task No. 2: Preparation of Engineer's Report for the Central Stockton Lighting Maintenance Assessment District (including assessments and assessment diagrams)

- i. Based on the annual assessment formulas established in the original Engineer's Report for the Central Stockton Lighting Maintenance Assessment District, calculate the proposed maximum allowable and proposed assessment to be levied against each parcel for the parcel's share of the budget costs for the identified tax year, and prepare the Assessment Roll for each zone for Tax Years 2021-22, 2022-23, 2023-24, 2024-25 and 2025-26.
- ii. Prior to the annual calculation, identify all parcels having data that has changed from the previous tax year's Assessor's Roll for the purposed of updating data files and identifying changes to the Assessor Tax Roll.
- iii. Identify all revised or added Assessor's Maps.
- iv. Determine the appropriate cost of living adjustment factor to be applied to the zone per the original Engineer's Report. Apply the cost of living adjustment factor to determine the maximum allowable assessment and assist the City to determine the actual annual assessment needed for budget needs.
- v. Amend assessment diagrams and/or boundary maps to reflect any Assessor data changes or annexations into the zone.
- vi. Record all amended diagrams for boundary maps, including payment of recording fees.
- vii. Identify any assessment increases against each parcel from the prior year's assessment and meet with City staff to review any proposed increase in annual assessment that would trigger the Proposition 218 ballot process or otherwise require mailed notices.

- viii. The Engineer's Report is to include: a description of the improvements to be maintained for the next tax year as provided by City; an estimate of administrative costs as provided by the City; an estimate of the total assessments; and updated Assessment Diagram which is based upon the unchanged Assessment Diagram from the previous Annual Engineer's Report of the preceding tax year and any added or revised Assessor's Maps and including an Index Sheet of the District's zones; the Assessment Roll by Assessor's Parcel Number; and the assessment spread of the proposed assessments for the following tax year.
- ix. A total of 13 hard copies and two electronic copies of the Annual Engineer's Report for the Stockton A total of six hard copies and three electronic copies of the Annual Engineer's Report for the Central Stockton Lighting Maintenance Assessment District shall be provided for approval by the City Council and staff; one hard copy of report shall be provided to the District legal counsel.
- x. For the purposes of this proposal Consultant will attend a minimum of two City Council meetings/public hearings pertaining to the District and four staff meetings annually as necessary.
- xi. Transmit to the San Joaquin County Assessor the approved Assessment Roll in the electronic media form and format as required by the San Joaquin County Auditor-Controller no later than August 10 of each year. City will provide the latest available tax roll for the preparation of the following year's Assessment Roll and any map amendments.

c. Development and administration of Stockton Consolidated Landscape Maintenance Assessment District No. 96-2 annual budgets

The consultant will be responsible for the development and administration of the annual budgets for each zone of the Stockton Consolidated Landscape Maintenance Assessment District No. 96-2 annual budgets for Fiscal Years Tax Years 2022-23, 2023-24, 2024-25, 2025-26 and 2026-27.

The administrative process for the preliminary approval and public hearing in April and May is the same for both types of assessment districts. Note: The Lighting District Budget's actual dueF assessment must be divisible by two and result in whole cents because the assessment is paid in two installments that are due December 10 and April 10 of the following year.

See ***Guidelines for Preparing Annual Maintenance Assessment District Budgets*** (Attachment A) for information specific to the Stockton Consolidated Landscape Maintenance Assessment District No. 96-2 Maintenance Assessment District annual budget.

DECEMBER - ANNUALLY

- i. Obtain historical budget information for maintenance assessment districts.
- ii. Estimate utility expenses for the upcoming year using current detail budget report, historical utility expenses, and known or anticipated increases.
- iii. Estimate maintenance costs using existing contracts for landscape maintenance, backflow testing, park maintenance, path sweeping, engineering services, etc.
- iv. Estimate cost(s) for any proposed/potential capital projects for each zone for the upcoming year.

JANUARY - ANNUALLY

- v. Coordinate with Municipal Utilities Department and determine preliminary approval and public hearing City Agenda dates. Typically, these are in mid-May and June, respectively. Public Hearing date in recent years has coincided with Council meeting at which the City budget is adopted. Legal notice must be published at least ten days prior to public hearing. That requires an approximate five days working time after notice for publication is received by the City Clerk's office. Make sure there is adequate time between the Council meeting for Preliminary Approval/Setting Public Hearing for legal notice to be published. Transmit recommended Council Meeting dates to Municipal Service Center (Public Works, Operations and Maintenance) Supervising Office Assistant.
- vi. Once dates are approved by Public Works Director and City Manager's Office, submit legal notices and plan on meeting attendance.
- vii. Determine annual change in San Francisco/Oakland/Hayward consumer Price Index (CPI) to adjust maximum assessment for zones with annual escalator. Annual change time period is from December to December.

- viii. Develop draft budget to determine potential per dueF assessment and amount, if any, to be appropriated from the Reserve for Continuing Appropriations. Recommend per dueF assessment be increased, decreased or remain the same for each zone and provide justification.
- ix. Submit recommended increased, decreased or same per dueF assessment and amounts for appropriation from the reserve to Deputy Public Works Director, and once approved by the Public Works Director, finalize budget and assessments.
- x. Include final budget and assessments in annual Engineer's Report.
- xi. Review prior year's Engineer's Report for corrections and/or additions of parcels and/or improvements to be added or deleted. Send corrections and revisions to the appropriate staff preparing current year report.
- xii. Determine date when Preliminary Approval Agenda item goes to Public Works Director for review and approval. Request completed Engineer's Report by that date.
- xiii. Using the prior year's Preliminary Approval Agenda Report as a guide, prepare Preliminary Approval Agenda Reports, attachments, Resolution and legal notice. If there are improvements to be added to a zone, those improvements must be specifically identified in the Agenda Report and Resolution.
- xiv. Finalize agenda report, attachments, resolution and legal notice for approval.
- xv. Transmit agenda report, attachments, resolution and legal notice to O&M Supervising Office Assistant for preparation, formatting and routing to various steps in the approval process, from the City Attorney's office to the Park Manager, Deputy Public Works Director, and Public Works Director for approval prior to transmission to City Council.

MARCH - ANNUALLY

- xvi. Using the prior year's Public Hearing Agenda Report and Preliminary Approval Agenda Report as guides, prepare Public Hearing Agenda Report, attachments, Resolution and PowerPoint presentation. Incorporate any changes requested for Preliminary Approval item.

Narrative for staff report should also be prepared in case a report is requested at the Public Hearing.

- xvii. Transmit public hearing agenda report, attachments, resolution and PowerPoint, as well as an electronic copy of the Engineer's Report to OM Supervising Office Assistant for preparation and routing for approval.
- xviii. City Council will consider preliminary approval of budget, Engineer's Report, levy of assessment and sets public hearing. Attendance at meeting may be desired.
- xix. Once date is set for public hearing, transmit legal notice to City office staff and specify publication date.
- xx. Review proof of notice and advise City Clerk of any necessary changes. If no changes, advise that it is acceptable for publication.
- xxi. Retain copy of published legal notice for files.

JUNE - ANNUALLY

- xxii. City Council will conduct Public Hearing for approval of Engineer's Report, budget and levy of assessments. Attendance may be required.
- xxiii. Prepare amended assessment diagrams.
- xxiv. Transmit amended assessment diagrams to OM Supervising Office Assistance for City Clerk signature and Public Works Director signature, in that order.
- xxv. Transmits assessment diagrams to San Joaquin County Recorder for recording.
- xxvi. Prepare Budget Amendment to distribute revenues from -072-6900 to individual expenditure accounts. Transmit to Fiscal staff (or through OM Supervising Office Assistant) for processing.
- xxvii. August 1, confirm that firm is on track to submit assessment roll to San Joaquin County Auditor by August 10, and submit assessment on time for Country to place on tax roll.

d. Development and administration of Central Stockton Lighting Maintenance Assessment District annual budgets

The consultant will be responsible for the development and administration of the annual budget for the Central Stockton Lighting Maintenance Assessment District annual budgets for Fiscal Years 2022-23, 2023-24, 2024-25 and 2025-26, and 2026-27.

The administrative process for the preliminary approval and public hearing in April and May is the same for both types of assessment districts. Note: The Lighting District Budget's actual dueF assessment must be divisible by two and result in whole cents because the assessment is paid in two installments that are due December 10 and April 10 of the following year.

See ***Guidelines for Preparing Annual Maintenance Assessment District Budgets*** (Attachment A) for information specific to the Central Stockton Lighting Maintenance Assessment District annual budget.

DECEMBER - ANNUALLY

- i. Obtain historical budget information for maintenance assessment district.
- ii. Estimate utility expenses for the upcoming year using current detail budget report, historical utility expenses, and known or anticipated increases.
- iii. Estimate maintenance costs using existing contracts for landscape maintenance, backflow testing, park maintenance, path sweeping, engineering services, etc.
- iv. Estimate cost(s) for any proposed/potential capital projects for each zone for the upcoming year.

JANUARY - ANNUALLY

- v. Coordinate with Municipal Utilities Department and determine preliminary approval and public hearing City Agenda dates. Typically, these are in mid-may and June, respectively. Public Hearing date in recent years has coincided with Council meeting at which the City budget is adopted. Legal notice must be published at least ten days prior to public hearing. That requires an approximate five days working time after notice for publication is received by the City Clerk's office.

Make sure there is adequate time between the Council meeting for Preliminary Approval/Setting Public Hearing for legal notice to be published. Transmit recommended Council Meeting dates to Municipal Service Center (Public Works, Operations and Maintenance) Supervising Office Assistant.

- vi. Once dates are approved by Public Works Director and City Manager's Office, submit legal notices and plan on meeting attendance.
- vii. Determine annual change in San Francisco/Oakland/Hayward consumer Price Index (CPI) to adjust maximum assessment for zones with annual escalator. Annual change time period is from December to December.
- viii. Develop draft budget to determine potential per dueF assessment and amount, if any, to be appropriated from the Reserve for Continuing Appropriations. Recommend per dueF assessment be increased, decreased or remain the same for each zone and provide justification.
- ix. Submit recommended increased, decreased or same per dueF assessment and amounts for appropriation from the reserve to Deputy Public Works Director, and once approved by the Public Works Director, finalize budget and assessments.
- x. Include final budget and assessments in annual Engineer's Report.
- xi. Review prior year's Engineer's Report for corrections and/or additions of parcels and/or improvements to be added or deleted. Send corrections and revisions to the appropriate staff preparing current year report.
- xii. Determine date when Preliminary Approval Agenda item goes to Public Works Director for review and approval. Request completed Engineer's Report by that date.
- xiii. Using the prior year's Preliminary Approval Agenda Report as a guide, prepare Preliminary Approval Agenda Reports, attachments, Resolution and legal notice. If there are improvements to be added to a zone, those improvements must be specifically identified in the Agenda Report and Resolution.
- xiv. Finalize agenda report, attachments, resolution and legal notice for approval.

- xv. Transmit agenda report, attachments, resolution and legal notice to O&M Supervising Office Assistant for preparation, formatting and routing to various steps in the approval process, from the City Attorney's office to the Park Manager, Deputy Public Works Director, and Public Works Director for approval prior to transmission to City Council.

MARCH - ANNUALLY

- xvi. Using the prior year's Public Hearing Agenda Report and Preliminary Approval Agenda Report as guides, prepare Public Hearing Agenda Report, attachments, Resolution and PowerPoint presentation. Incorporate any changes requested for Preliminary Approval item. Narrative for staff report should also be prepared in case a report is requested at the Public Hearing.
- xvii. Transmit public hearing agenda report, attachments, resolution and PowerPoint, as well as an electronic copy of the Engineer's Report to OM Supervising Office Assistant for preparation and routing for approval.
- xviii. City Council will consider preliminary approval of budget, Engineer's Report, levy of assessment and sets public hearing. Attendance at meeting may be desired.
- xix. Once date is set for public hearing, transmit legal notice to City office staff and specify publication date.
- xx. Review proof of notice and advise City Clerk of any necessary changes. If no changes, advise that it is acceptable for publication.
- xxi. Retain copy of published legal notice for files.

JUNE - ANNUALLY

- xxii. City Council will conduct Public Hearing for approval of Engineer's Report, budget and levy of assessments. Attendance may be required.
- xxiii. Prepare amended assessment diagrams.

- xxiv. Transmit amended assessment diagrams to OM Supervising Office Assistance for City Clerk signature and Public Works Director signature, in that order.
- xxv. Transmits assessment diagrams to San Joaquin County Recorder for recording.
- xxvi. Prepare Budget Amendment to distribute revenues from -072-6900 to individual expenditure accounts. Transmit to Fiscal staff (or through OM Supervising Office Assistant) for processing.
- xxvii. August 1, confirm that firm is on track to submit assessment roll to San Joaquin County Auditor by August 10, and submit assessment on time for Country to place on tax roll.

e. Plan, coordinate and develop capital improvement projects for various zones within the City's maintenance assessment districts.

Consultant will be expected to assess the ongoing condition/life expectancy of amenities maintained throughout each district in order to coordinate with City of Stockton Public Works Department staff on capital improvement needs. Identified projects will need to be summarized with a current cost estimate and are submitted for budget approval each fall.

Support services may include responding to Requests for Information, reviewing submittals, providing written clarifications to plans, and attendance at selected meetings.

f. Participate in the formation of new maintenance assessment districts.

Consultant may be asked to participate in the formation of new maintenance assessment districts in accordance with the Landscaping and Lighting Act of 1972 (Act). This will require an updated reserve analysis, a new Engineer's Report, and budget for the zone. The summary of actions for this includes a Resolution of Intent and Determination, Engineer's Report, obtaining legal counsel, balloting, announcement and a hearing. Further information may be found in *Guidelines for Updating the Reserve Analysis and Developing a Budget for New Zones* (Attachment B).

- i. Identify the number of residential and commercial properties (commercial property acreage will be needed).

- ii. Inventory improvements to be maintained. This should include street landscaping, walls, entry monuments/signage, open space(s), park(s), street lighting, open space and park lighting and any other improvements in a public way or rights-of-way that impact a special benefit to the area being assessed. (NOTE: Do not include commercial properties in the park assessment calculations. Commercial properties do not pay the Park Public Facility Fee and therefor should also not be assessed for park maintenance.
 - iii. Use the Reserve Analysis to determine reserve amounts to be set aside annually in order to provide service intervals and life cycles of improvements to assist in determining the proper assessment for the new zone of the district being formed.
 - iv. Prepare Engineer's Report and associated diagrams and maps.
 - v. Contact with legal counsel to prepare notice and ballot.
- g. **Evaluate, prepare and process Public Facility Fee reimbursement agreements.**

Consultant may be required to evaluate, prepare and process Public Facility Fee reimbursement agreements, as needed.

- h. **Review and comment on subdivision tentative maps and conditions, financial feasibility studies, development agreements and improvement plans as they pertain to maintenance assessment district budget impacts and forecasting.**

Consultant may be asked to review and comment on subdivision tentative maps, studies, agreements, environmental impact reports, and improvement plans as they pertain to maintenance assessment district budget impacts and forecasting and provide written comments back to the referring agency/department.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

The City of Stockton reserves the right to reject any and all proposals, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the City of Stockton.

Costs for developing proposals are entirely the responsibility of the vendor and shall not be chargeable in any way to the City of Stockton. All materials submitted become the property of the City of Stockton.

Five copies and one unbound original of the proposal, signed by an authorized representative, shall be delivered no later than 2 p.m. on Thursday, September 23, 2021 to:

SUSAN CHRISTY
CITY OF STOCKTON
1465 S. LINCOLN ST.
STOCKTON, CA 95206

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with:

**LANDSCAPE AND LIGHTING
MAINTENANCE ASSESSMENT DISTRICT MANAGEMENT**

Project OM 21-088

(Name of Firm)

RFP – Open by Program Coordinator Only

The cost proposal must be in a sealed envelope separate from the proposal. Late proposals will not be accepted. An electronic copy of the proposal should be emailed to Miguel Mendoza at miguel.mendoza@stocktonca.gov **and** susan.christy@stocktonca.gov This electronic submittal should not include the cost proposal.

5.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the firm submitting the highest ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all requested information could be grounds to reject the proposal.

5.3 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be submitted in writing to:

susan.christy@stocktonca.gov

Requests for clarification shall be submitted at least seven (7) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on bidflash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public_Works

5.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents;
- B. Any attempt to improperly influence any member of the evaluation panel;
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification or rejection of proponent's proposal/Proponent's bid submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

5.5 Licensing Requirements

Any professional certifications or licenses that may be required are the sole cost and responsibility of the proposer. A City of Stockton business license is required. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

5.6 Insurance Requirements

The proposer must obtain and maintain the required insurance. Proposer should review Attachment B, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc. Failure to comply with the Instructions to Proposers may be grounds for rejection.

5.7 Department of Industrial Relations

Please refer to Attachment B, Instructions to Proposers, for registration requirements with the Department of Industrial Relations.

5.8 Product Ownership

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by subconsultants.

6.0 REQUIRED PROPOSAL CONTENT

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Costs per year per zone for preparing the Annual Engineer Report and Assessments for the Stockton Consolidated Landscape Maintenance Assessment District No. 96-2 for the Tax Years **2022-23, 2023-24, 2024-25 and 2025-26** (Separate Sealed Envelope).

The entire proposal shall not exceed 20 pages with a minimum font size of 10. Proposer shall submit five bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals

6.1 Cover Letter

The letter shall be signed by an official with the authority to negotiate and contractually bind the firm with the City of Stockton. Provide name, title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

6.2 Table of Contents

The proposal should include a table of contents.

6.3 Executive Summary

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Consultant and sub consultants. The summary should convey an understanding of the purpose of the project and the services required for performance.

6.4 Project Team

Describe your team organization including the qualifications of the prime consultant and any sub consultants. Provide an organizational chart of the proposed team structure.

The following should be addressed:

- Demonstrate the firm's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience in working with public agencies, including working with City staff.
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes

6.5 Project Understanding

Describe your understanding of the needs of Maintenance Assessment District Management, OM 21-088.

6.6 Detailed Work Plan

Provide a proposed work plan for development and implementation of the program as described in the Scope of Work. Describe the proposed approach and the activities to be accomplished. Describe how the team will complete each task. Alternative approaches to the project can be submitted if a rationale is given for the suggested changes. Information on software which will be used to prepare all working documents and final documents shall be provided to the City.

6.7 Examples of Experience with Similar Types of Work

Provide examples of projects similar in scope and size to this project.

6.8 References

Provide three client references for the firm, two of which are familiar with the project manager and key personnel. This shall include the name, company, contact information, and description of related work that was provided to the client.

6.9 Schedule

Provide a Microsoft Project Schedule with key dates, milestones, and critical path.

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks on schedule.

6.10 Cost Proposal

Proposer shall submit a cost proposal as part of their overall proposal. Identify all key members, including sub consultants, in a work chart, including their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task. Include total fee for all costs to complete all the tasks.

The cost proposal must be in a sealed envelope separate from the proposal.

7.0 PROPOSAL EVALUATION

The Consultant Selection process will follow the timeline shown below

<u>Event</u>	<u>Date</u>
Post Request for Proposals	August 31, 2021
Written Questions submitted by	September 16, 2021
Response to Written Questions	September 20, 2021
Proposals Due	September 23, 2021
Negotiations	October 2021
City Council Approval	December 14, 2021

7.1 Proposal Evaluation

The selection committee will evaluate all proposals. This is a qualifications and cost based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (See Attachment C). Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost proposals will not be opened until after other categories have been evaluated. Local preference will also be a factor, so Stockton firms are encouraged to propose. Also, non-Stockton firms should make an effort to use Stockton consultants whenever possible. Points will be weighted based on the amount of work being performed by the local consultants and/or businesses.

7.2 Negotiations

City staff will begin negotiations with the highest ranked firm. If an agreement cannot be reached after a reasonable period of time, as determined by the City, Then the City will terminate negotiations with the number one ranked firm and negotiations will be opened with the second ranked firm. The compensation discussed with one prospective Consultant will not be disclosed or discussed with another Consultant.

The selected consultant will be expected to enter into a Professional Services Contract with the City. Proposers should direct their attention to Attachment B, Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The contract shall not be in force until the Council approves the contract and the City manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

ATTACHMENTS:

Attachment A – Guidelines for Preparing Annual Maintenance Assessment District Budgets

Attachment B – Instructions to Proposers – non federally funded projects

Attachment C – Evaluation Scoring Sheet