



DEPARTMENT OF PUBLIC WORKS

REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES
FOR

CITYWIDE SEWER ASSESSMENT

MARCH 2022

IMPORTANT DATES

RFP ISSUED	MARCH 14, 2022
REQUEST FOR INFORMATION DEADLINE: 5:00 PM	MARCH 23, 2022
RELEASE OF INFORMATION REQUESTED	MARCH 28, 2022
PROPOSAL DUE DATE/SUBMISSION DEADLINE: 2:00 PM	APRIL 4, 2022
AWARD DATE	APRIL 2022
APPROXIMATE START DATE	MAY 2022

REQUEST FOR PROPOSALS
FOR PROFESSIONAL DESIGN SERVICES
FOR
CITYWIDE SEWER ASSESSMENT

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1.0 Overview

The City of El Monte, County of Los Angeles, State of California (“City”) is soliciting proposals from qualified consultant firms for Sewer Assessment Administration Services to assist with the preparation of tax roll data to be submitted to the Los Angeles County Tax Collector for collection as part of individual property tax billings for three (3) years beginning May 2022, with an option to extend the Professional Services Agreement for two (2) one-year periods, not-to-exceed a total of five (5) years. An automated process to provide preliminary budget estimates in advance of preparing the tax roll is necessary. In addition to the preliminary budget estimates, firms should be capable of providing City staff with preliminary information related to parcel changes including owner information.

The preferred firm shall be familiar with the laws and regulations associated with property related fees and charges. For Assessments levied under the requirement for an Engineer’s Report, the Consultant shall sign the required report. The Consultant shall be capable of delivering the final tax rolls in a format within the timelines dictated by the County of Los Angeles. The required services and performance requirements are more fully described in the Scope of Work.

If your firm is interested and qualified, please upload your response through PlanetBids. Please provide the electronic copy as a PDF (not a scanned PDF). All items must be received no later than 2:00PM on Thursday, March 24, 2022.

2.0 Scope of Services

The City is seeking a Sewer Assessment Engineering and Administration Services to assist with the preparation of, management of, and submittal to Los Angeles County of sewer related fee data. The Consultant shall serve as the official "Assessment District Engineer" and shall be responsible for the preparation of the required Engineering Work associated with the Sewer Assessment. The Proposer must be sufficiently familiar with the laws and regulations related to the collection of property related fees and the format required for the submittal of the tax roll to Los Angeles County. The following is a more detailed scope of work outlining the work to be performed:

1. Obtain thorough understanding of the El Monte Sewer District, its boundaries, Parcels, and particularities of the district;
2. Review all documentation, databases, and budgets prior to preparing levy analysis, in order to ensure total and complete equity of assessments the district;
3. Work with water agencies and download data from them to determine usage;
4. Update sewer and meter rate tables with rate updates from the prior year;
5. Match new accounts to APNs (usually around 2 dozen new accounts/per year);
6. Run initial assessment, and research zero (\$0) assessment parcels;
7. Provide database/workbook to City Finance Staff to perform second levy check;
8. Provide comprehensive assessment installment information for each parcel and submit in a timely manner to the County of Los Angeles for placement on the property tax roll. The information shall be submitted on the media, format and configuration specified by the County;
9. Research and resubmit entries rejected by the County on behalf of the City;
10. Provide staffing and contact information to field inquiries concerning the district administration, annual assessments, and other information regarding district proceedings and annual installments for property owners, title companies and other interested parties;
11. Prepare an annual levy report summarizing the information used to calculate the annual installment amount including a list of all Assessor Parcel Numbers; and
12. Complete all reports on the district required by the state and federal agencies.

3.0 Proposal Format

All proposals shall include the following information and comply with the associated page limit restrictions. Note that 1 page includes the front side of an 8.5x11 sheet of paper and the cover does not constitute a page. Upload one (1) PDF original to PlanetBids.

- 1) Cover Letter. Maximum 1 page cover letter signed by an officer of the firm, binding the proposer to all of the commitments made in the submittal. The letter shall include name, address and phone number of the person authorized to represent the proposer and shall include the following Statement:
 - a. I HAVE READ UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL AND ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS, CONDITIONS, AND ATTACHMENTS REFERENCED.
- 2) Proposer's Background. Maximum 2 page background on the proposer and its area(s) of professional expertise relevant to this RFP. An additional 1 -page may be included to highlight the background of each proposed subconsultant to be used by the proposer and the specific task(s) or functions the subconsultant will perform.
- 3) Qualifications and Experience of Proposer's Personnel. Maximum 2-page summary of the relevant experience, work history, training, education and special certifications of the proposer's personnel who will be performing the professional services contemplated under this RFP on the proposer's behalf. Briefly discuss the Consultant team's qualifications and experience with projects of a similar magnitude and nature. Proposers shall provide identical information for all subconsultants' performing any of the tasks or services contemplated under this RFP on the proposer's behalf. The summary shall also include the office location of key personnel proposed to work on this contract. Relevant experience can include your company's overall experience, experience with similar projects and the experience of individuals on your proposed team. Show how your experience relates to the demands of this project.
- 4) Project Approach. Maximum 2-page summary of the proposed approach to completing this project. The proposer shall explain the way in which the proposer will timely complete all of the tasks called for under the RFP along with an estimate of the time it will take to complete each task. Include a brief overview of the Consultant's understanding of the project. The content will reflect the particular viewpoint of the Consultant.
- 5) Proposed Personnel. Maximum 2-page resume for the project manager and 1 page resume for each of the other key personnel, including subconsultants, which will be performing the majority of the work on this project/contract. Resumes for corporate leadership should not be included unless said individuals will be performing substantial work on this project. The designated Project Manager shall be the primary contact with the City during the contract period and shall function in that capacity while employed by the firm. In addition, the City must approve changes of personnel.

- 6) Quality Assurance/Quality Control Procedures. Maximum 1-page brief description of the consultant's approach to implement a Project-specific Quality Control Plan. Describe the major elements and steps of the quality assurance / quality control (QA/QC) program and procedures that will be followed for each deliverable (i.e. engineering discipline review, coordination review, constructability review, QA/QC control review, etc.).
- 7) References. Each proposal must include at least 3 public agency references going back at not more than five (5) years from the issuance of this RFP in which the proposer was engaged to perform tasks similar to those requested under this RFP. References should place an emphasis on past projects in which the personnel to be used by proposer for this project were deployed. The references should include the name, title and contact information of the public agency officer or employee responsible for overseeing the proposer's work.
- 8) Fee Schedule/Cost Proposal. The City is interested in maximizing the value of its investment. Respondents should propose the most cost-effective methodology to meet the requirements of this RFP. The Respondent must provide a cost proposal for the activities described in this RFP. Proposals should be given in terms of cost/lump sum to include all expenses and costs incurred by the Consultant and will be used as a basis for issuing progress payments as the work is performed. A Schedule of Hourly Rates for all personnel that would be involved in this contract should also be provided. This schedule would be used for additional services only.

The City reserves the right to delete specific task(s).

4.0 Evaluation Criteria

Each proposal shall be evaluated on the basis of the proposer's expertise, experience and training and the expertise of its key personnel along with prior contracting history, approach to the project, proposed schedule and compliance with the RFP requirements including the terms of the attached PSA. Each such factor shall be weighted by the City as follows:

- 1)** Expertise, Experience & Training Plus Prior Contracting History (40%) – The expertise, experience and training of the proposer and its key personnel and previous experience with similar work in similar fields and qualifications and depth of the staff that will perform the work on this project. This factor includes evaluation of the proposer's prior contracting history, including the review of the proposer's certifications relating to false claims, debarment and civil litigation.
- 2)** Project Approach (40%) – The proposer's responsiveness in developing a comprehensive plan while meeting regulatory requirements and the City's specific needs.
- 3)** Schedule (10%) – Proposal for completing the project in a timely manner, inclusive of the proposer's ability to identify critical paths for the timely and competent completion of all work contemplated under the RFP.
- 4)** Compliance with RFP (10%) – The ability of the proposer to comply with all instructions set forth under this RFP as well as the proposer's ability to agree to all of the terms and conditions of the attached PSA without modification, particularly as relates to indemnification, insurance requirements and standards of care.

5.0 Selection Process

A selection committee, comprised of City staff will review the proposals. Proposals will be ranked on qualifications and the selection committee may choose to interview several of the top ranked proposers. However, at its sole discretion the selection committee may dispense with interviews and select a proposer to perform the work.

6.0 Proposal Requirements

Proposals must be submitted through PlanetBids.

Submitted proposals shall be maintained as confidential records of the City up to the Submission Deadline. Proposers may withdraw, modify and/or resubmit a proposal prior to the Submission Deadline but not after. Proposers shall be bound to the terms of their proposal following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the proposer to correct them.

- 1) Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFP. The City is not liable for any costs incurred by a proposer in response to this RFP. Whether or not a proposer is awarded a contract pursuant to this RFP, no proposer shall be entitled to reimbursement for any costs or expenses associated with the proposer's participation in this RFP process.
- 2) Late proposals will not be considered.
- 3) The City reserves the right to reject any and all proposals received as a result of this RFP. The City's potential award of a contract will not be based on any single factor nor will it be based solely or exclusively on the lowest cost proposal. If a contract is awarded, it will be awarded to the proposer who in the judgment of the City has presented an optimal balance of relevant experience, technical expertise, price, quality of service, work history and other factors which the City may consider relevant and important in determining which proposal is best for the City.
- 4) The City reserves the right to cancel or modify this RFP. There is no guarantee that the City will award contract.
- 5) The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.
- 6) Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of all submitted proposals available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained in a proposal is legally privileged under the California Public Records Act. By submission of a

proposal, proposers acknowledge and agree that their proposal and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.

- 7) The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.
- 8) The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFP and any other criteria the City, in its sole discretion, deems pertinent.
- 9) By the submission of a proposal, each proposer accepts and agrees to execute a written Professional Services Agreement (PSA) in the form attached hereto as Exhibit 1. By submission of a proposal, each proposer agrees to execute a PSA with the City in the form attached hereto as Exhibit 1, inclusive of all stated terms and conditions relating to indemnification, required insurance and standard of care requirements. If a proposer is unable to agree to any of the terms or conditions of the PSA in the form attached hereto, the proposer must identify the provision(s) in question and provide an explanation as to why the proposer cannot comply with such provisions. If a proposer's objection to a certain provision of the PSA is merely a question of added cost, the proposer shall indicate in the proposal the difference in cost associated with complying with the provision(s) versus the cost associated with the City's waiver or modification of the provision(s). The City shall be under no obligation to make modifications to the PSA after a contract has been awarded and proposers shall be deemed to have incorporated all costs associated with compliance with the PSA into their proposal. A proposer's inability to comply with one or more provisions of the PSA shall be a factor that will be considered by the City in determining which proposal will serve the best interest of the City when all other factors are taken into account.
- 10) All proposals must remain valid for a minimum period of ninety (90) calendar days after the Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFP and with written permission granted by the City.
- 11) All questions or requests for clarification shall be submitted via PlanetBids by the REQUEST FOR INFORMATION DEADLINE. All questions received by this deadline will be addressed and posted on the PlanetBids by the RELEASE OF INFORMATION REQUESTED DATE.
- 12) If it becomes necessary to revise any part of this RFP, an addendum will be posted on PlanetBids. It shall be the sole responsibility of the proposer to check for any addendums to the RFP that may be issued by the City.

- 13) It is presumed that each proposer has read and is thoroughly familiar with the scope of services to be performed under this RFP.
- 14) The proposer agrees that, if a contract is awarded to a proposer, the proposer shall make no claim against the City or any of the funding agencies because of any estimate or statement made by any employees, agents, or consultants of the City which may prove to be erroneous in any respect.
- 15) Proposers may withdraw their proposal prior to the Submission Deadline.