



Willows City Council Regular Meeting

September 24, 2019
Willows City Hall
7:00 p.m.

Agenda

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

City Council
Gary Hansen, Mayor
Kerri Warren, Vice Mayor
Lawrence Mello, Council Member
Joe Flesher, Council Member
Larry Domenighini, Council Member

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

1. **CALL TO ORDER- 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

a. **Public Comments:**

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

5. **CONSENT AGENDA**

Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Council Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:

- a. Approval of general checking, payroll & direct deposit check registers 37235-37260, Z10225-Z10250, 38263-38277.
- b. Approval of minutes of the Regular City Council Meeting held on September 10, 2019.
- c. Approve, by motion, the City of Willows Statement of Investment Policy as submitted

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings and each action item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Council the opportunity to continue its consideration of the item without interruption.

6. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. By motion, Approve the Request for Proposal for Comprehensive Planning Services and Direct Staff to Proceed According to the Timeline.

7. COUNCIL/ STAFF REPORTS/COMMENTS

- a. Staff Reports/Comments:
- b. Council Reports/Comments:

8. ADJOURNMENT

This agenda was posted on September 19, 2019


Tara Rustenhoven, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider



CONSENT AGENDA



| | <u>Period</u> | | |
|-------------------------------|----------------------|-----------|------------------|
| | 9/7/2019 | TO | 9/20/2019 |
| General Checking | 37235 | TO | 37260 |
| Payroll Direct Deposit | Z10225 | TO | Z10250 |
| Payroll Checks | 38263 | TO | 38277 |
| | APPROVAL DATE | | 9/24/2019 |

APPROVED _____

REPORT.: Sep 06 19 Friday
 RUN...: Sep 06 19 Time: 08:47
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 09-19 Bank Account.: 1045

PAGE: 001
 ID #: PY-DP
 CTL.: WIL

| Check Number | Check Date | Vendor Number | Name | Gross Amount | Discount Amount | Net Amount | -----Payment Information----- Invoice # | Description |
|--------------|------------|---------------|---------------------------|--------------|-----------------|------------|--|---------------------------|
| 037235 | 09/07/19 | ALV03 | ALVES DOOR COMPANY, INC. | 344.03 | .00 | 344.03 | 7033 | DOOR REPAIR |
| 037236 | 09/07/19 | AME02 | AMERIPRIDE UNIFORM SVCS. | 365.59 | .00 | 365.59 | B90905 | AUGUST STMT PER ATTACHED |
| 037237 | 09/07/19 | BAK06 | BAKER & TAYLOR BOOKS | 29.22 | .00 | 29.22 | 401259937 | NEW PRINT MAT. LIBRARY |
| 037238 | 09/07/19 | COA00 | COASTLAND CIVIL ENGINEERI | 114.12 | .00 | 114.12 | 46645 | WILLOWS CITY ENGINEERING |
| | | | | 35.00 | .00 | 35.00 | 46651 | CITY PARKING LLA THROUGH |
| | | | | 1458.99 | .00 | 1458.99 | 46658 | EDA GRANT 7/31/19 |
| | | | | 1456.19 | .00 | 1456.19 | 46661 | BASIN ST RESIDENTIAL THRO |
| | | | Check Total.....: | 3064.30 | .00 | 3064.30 | | |
| 037239 | 09/07/19 | COD00 | CODE PUBLISHING COMPANY | 349.50 | .00 | 349.50 | 64490 | MUNICIPAL CODE UPDATE |
| 037240 | 09/07/19 | COM16 | COMCAST CABLE | 145.94 | .00 | 145.94 | B90904 | ADMIN INTERNET 8/29-9/28/ |
| 037241 | 09/07/19 | DIS00 | DISCOUNT SCHOOL SUPPLY | 651.99 | .00 | 651.99 | 8152019 | LIBRARY ART SUPPLIES |
| 037242 | 09/07/19 | GAN01 | GANDY-STALEY OIL CO. | 3122.28 | .00 | 3122.28 | B90905 | AUGUST STMT PER ATTACHED |
| 037243 | 09/07/19 | INK01 | THE INKWELL | 7.50 | .00 | 7.50 | 2727 | INK PAD |
| | | | | 3.00 | .00 | 3.00 | 2753 | PAPER |
| | | | Check Total.....: | 10.50 | .00 | 10.50 | | |
| 037244 | 09/07/19 | JER00 | JEREMY'S PEST STOMPERS | 35.00 | .00 | 35.00 | 93196 | FD PEST CONTROL SEPT 2019 |
| 037245 | 09/07/19 | MJB01 | MJB WELDING SUPPLY, INC. | 38.00 | .00 | 38.00 | 01263557 | CYLINDER RENTAL |
| 037246 | 09/07/19 | O'R01 | O'REILLY AUTO PARTS | 35.30 | .00 | 35.30 | 258872 | #16 SWEEPER REPAIR |
| 037247 | 09/07/19 | OFF05 | OFFICE DEPOT, INC. | 91.71 | .00 | 91.71 | 665884001 | OFFICE SUPPLIES |
| 037248 | 09/07/19 | RAY03 | RAY MORGAN COMPANY | 63.28 | .00 | 63.28 | 2651836 | PROF. SERVICES GENERAL OF |
| 037249 | 09/07/19 | SAF03 | SAFETY TIRE SERVICE | 443.07 | .00 | 443.07 | 39823 | #20 FLATBED TIRES |
| 037250 | 09/07/19 | STA01 | STANDARD INSURANCE CO. | 551.05 | .00 | 551.05 | B90904 | LIFE INSURANCE |
| 037251 | 09/07/19 | SUC01 | SUCCESS PRINTING | 8.04 | .00 | 8.04 | 5695 | CARD STOCK |
| 037252 | 09/07/19 | SUN07 | SUN LIFE FINANCIAL | 2388.82 | .00 | 2388.82 | B90904 | GAP COVERAGE 8/1-8/31/19 |
| 037253 | 09/07/19 | USB02 | US BANK | 347.03 | .00 | 347.03 | 393471669 | EQUIP. LEASE 8/20-9/20/1 |
| 037254 | 09/07/19 | USB04 | U.S. BANK CORPORATE PAYME | 6559.37 | .00 | 6559.37 | B90904 | AUGUST STMT PER ATTACHED |
| 037255 | 09/07/19 | VER02 | VERIZON WIRELESS | 515.64 | .00 | 515.64 | B90904 | TELEPHONE EXP. 7/27-8/26/ |
| 037256 | 09/07/19 | WAL07 | WAL-MART COMMUNITY | 169.41 | .00 | 169.41 | B90905 | JULY STMT PER ATTACHED |
| 037257 | 09/07/19 | WIL17 | WILLDAN | 6042.00 | .00 | 6042.00 | 712885 | CONTRACT PLANNING THROUGH |
| 037258 | 09/07/19 | WILHD | WILLOWS HARDWARE, INC. | 283.23 | .00 | 283.23 | B90905 | AUGUST STMT PER ATTACHED |
| 037259 | 09/07/19 | WILHI | WILLOWS ACE HARDWARE | 291.06 | .00 | 291.06 | B90905 | AUGUST STMT PER ATTACHED |
| | | | Cash Account Total.....: | 25945.36 | .00 | 25945.36 | | |
| | | | Total Disbursements.....: | 25945.36 | .00 | 25945.36 | | |
| | | | Cash Account Total.....: | .00 | .00 | .00 | | |

REPORT.: Sep 06 19 Friday
 RUN....: Sep 06 19 Time: 09:21
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 09-19 Bank Account.: 1045

PAGE: 001
 ID #: PY-DP
 CTL.: WIL

| Check Number | Check Date | Vendor Number | Vendor Name | Gross Amount | Discount Amount | Net Amount | -----Payment Information----- Invoice # | Description |
|---------------------------|------------|---------------|--------------------|--------------|-----------------|------------|--|---------------------------|
| 037122 | 09/06/19 | WAL07 | WAL-MART COMMUNITY | -169.41 | .00 | -169.41 | B90724u | Ck# 037122 Reversed |
| 037134 | 09/06/19 | WAL07 | WAL-MART COMMUNITY | -442.96 | .00 | -442.96 | B90725u | Ck# 037134 Reversed |
| 037260 | 09/07/19 | WAL07 | WAL-MART COMMUNITY | 442.96 | .00 | 442.96 | B90906 | JUNE/JULY STMT PER ATTACH |
| Cash Account Total.....: | | | | -169.41 | .00 | -169.41 | | |
| Total Disbursements.....: | | | | -169.41 | .00 | -169.41 | | |



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD SEPTEMBER 10, 2019

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit www.cityofwillows.org for free PodBean recordings.

Mayor Hansen called the meeting to order at 7:00 p.m.

The meeting opened with the Pledge of Allegiance led by Barbara LaDoucer.

Roll Call:

Council Members Present: Council Members Flesher, Domenighini, Mello, Mayor Hansen

Council Members Absent: Vice Mayor Warren

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Clerk Tara Rustenhoven

Ceremonial Matters (Proclamations, Recognitions, Awards:

Mayor Hanson recognized the following:

- a. "A Day to Remember" September 11, 2001.
- b. National POW/MIA Recognition Day September 21, 2019

Public Comment/ Written Communications: No public comments or written communications.

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers 37200-37229 and ACH10, Z10192-Z10224, 38240-38258 and 37230-37234
- b. Approval of minutes of the Regular City Council Meeting held on August 27, 2019.

Action:

Motion: Council Member Flesher/Second: Domenighini

Moved to approve the Consent Agenda as presented above and the following item(s).

The motion passed unanimously 4/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Mayor Hansen

NOES:

ABSENT: Vice Mayor Warren

ABSTAIN:

Regular Business:

- a. Approve, by motion, the term sheet provided by Umpqua Bank for an interim line of Operating Line of Credit during the balance of construction period on the South Willows Infrastructure and a 5 year take-out loan in the amount of \$540, 000 upon completion of the project, and authorize the Administrative Services Director to sign the term sheet.

Jeff Williams, resident in Glenn County had a few questions for Administrative Services Director.

Action

Motion: Council Member Domenighini/Second: Council Member Flesher

Approve by motion the term sheet provided by Umpqua Bank for an interim line of Operating Line of Credit during the balance of construction period on the South Willows Infrastructure and a 5 year take-out loan in the amount of \$540,000 upon completion of the project, and authorize the Administrative Services Director to sign the term sheet.

The motion passed unanimously 4/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Mayor Hansen

NOES:

ABSENT: Vice Mayor Warren

ABSTAIN:

- b. Approve, by motion, the purchase of a new HME Ahrens-Fox Model 18 Type 1 fire apparatus through the State of California OES Bid cooperative in an estimated amount of (sales price and sales tax) \$537,776. Council directs staff to negotiate final terms of the sales agreement and authorizes the Interim City Manager to sign the sales agreement. Council further directs the Administrative Services Director to negotiate best possible lease financing terms and return to Council with financing documents.

Jeff Williams, had some concerns on the purchase of the new fire apparatus.

Action:

Motion: Council Member Mello/Second: Council Member Domenighini

Substitute motion to continue the item for a period of 8 months.

Substitution motion fails as a result of a 2/2 voice vote:

AYES: Mello, Flesher

NOES: Domenighini, Mayor Hansen

ABSENT: Vice Mayor Warren

ABSTAIN:

Action:

Motion: Council Member Domenighini/Second: Mayor Hansen

Moved to approve the purchase of the new HME Ahrens-Fox Model 18 Type 1 fire apparatus within the details as presented in the agenda.

Council Member Mello asked Mayor Hansen if he could table the motion to approve the purchase of the new HME Ahrens-Fox Model 18 Type 1 fire apparatus within the details as presented until the next council meeting when all council members are present.

Council Member Domenighini withdrew his motion to approve the purchase of the new HME Ahrens-Fox Model 18 Type 1 fire apparatus within the details as presented in the agenda and Mayor Hansen withdrew his second on the motion.

Action:

Motion: Council Member Mello/Second: Council Member Flesher

By a substitute motion to table item 7b until the next City Council Meeting.

The motion passed unanimously 4/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Mayor Hansen

NOES:

ABSENT: Vice Mayor Warren

ABSTAIN:

Council/Staff Reports/Comments:

a. City Council Reports Comments:

Mayor Hansen:

- September 9, 2019 attended the Glenn Groundwater Authority meeting.
- The Glenn Groundwater District will be taking a seat on the board. They are in the process of changing the name of the district to Monroeville Groundwater District.

Council Member Flesher:

- Had comments regarding September 11th.

Council Member Mello:

- Was remembering where he was on the day of September 11th.

Council Member Domenighini

- Followed up with Council Member Mello's comment. He also commented on the attacks of September 11th, 2001.

Adjournment:

The Meeting was adjourned at 8:21 p.m.

Dated: September 19, 2019

Tara Rustenhoven, City Clerk

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Investment Policy- Annual Renewal

RECOMMENDATION

Approve, by motion, the City of Willows Statement of Investment Policy as submitted.

SITUATION (or BACKGROUND):

Per Government Code Section 53646 the Statement of Investment Policy is to be reviewed and submitted annually to the City Council for approval. The Investment Policy serves as the guidance mechanism for investment of City funds.

Safety and liquidity remain the primary focus points of investment activities. While corporate notes remain on the list of investment options, the City currently does not hold any such notes and the Administrative Services Director will consult with the Council Finance Committee before considering such investments in the future.

FINANCIAL CONSIDERATIONS:

No direct expenditure impact, however, the policy provides the guidelines for investment that ultimately affect safety, liquidity, and rate of return.

NOTIFICATION

City Auditor (After Approval)

ALTERNATE ACTIONS

1. Approve by motion
2. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Approve, by motion, the City of Willows Statement of Investment Policy as submitted.

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachment:

EXHIBIT A: City of Willows Statement of Investment Policy

CITY OF WILLOWS
STATEMENT OF INVESTMENT POLICY

1. Introduction

The purpose of this document is to identify various policies that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities. Related activities that compose good cash management include accurate cash projections, expeditious collection of revenue, control of disbursements, and cost effective banking relations.

2. Scope

The investment policy covers all funds and investment activities under the direct authority of the City of Willows.

3. Objective

- A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City of Willows shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. Liquidity: An adequate percentage of the portfolio will be maintained in the liquid, short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis will be on low sensitivity to market risk.
- C. Yield: Yield becomes a consideration only after the basic requirements of safety and liquidity have been met.
- D. Market-Average Rate of Return: The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and State and local laws, ordinances.
- E. Diversification: The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding either specific security types or individual financial instruments.
- F. Prudence: The City of Willows adheres to the guidance provided by the "Prudent Man Rule" (Civil Code Section No. 2261), which obligates a fiduciary to ensure that:

"...investment shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."

G. Public Trust: All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

4. Declaration of Authority

The City Treasurer (Absent a named City Treasurer, the City of Willows assigns this duty to the Administrative Services Director) has the authority to invest funds in certain eligible securities (Government Code Section 53635).

5. Reporting

The City Treasurer, or other designee, may submit a quarterly investment report to the City Council, which shall include all the elements of the report as prescribed by Government Code Section 53646.

6. Investment Instruments

Investments for the City of Willows are to be made in one or more of the following:

| Investment Instrument | Maximum Percentage or Amount | Maximum Maturity |
|--|------------------------------|------------------|
| A. Certificates of Deposit | Unlimited | 5 years |
| B. Negotiable Certificates of Deposit | 30% | 5 years |
| C. Local Agency Investment Fund | \$40MM | n/a |
| D. Passbook Savings Account | Unlimited | n/a |
| E. Securities of the U.S. Government Or Agencies Thereof | Unlimited | 5 years |
| F. Bankers Acceptances | 40% | 270 days |
| G. Commercial Paper | 30% | 180 days |
| H. Medium Term Corporate Notes | 30% | 5 years |

7. Internal Controls

A system of internal controls shall be established to prevent losses of public funds arising from fraud, employee error, misrepresentation of their parties, unanticipated changes in financial markets, and imprudent actions by employees and officers of the City.

8. Maturities

Security purchases and holdings shall be maintained within statutory limits imposed by Government Code.

9. Banks and Securities Dealers

The Administrative Services Director, in selecting financial institutions for deposits and investments of the City funds, shall consider the creditworthiness of such institutions. The Administrative Services Director shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are either deposited or invested.

10. Risk Tolerance

The City of Willows recognizes that investment risk can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. The Administrative Services Director shall periodically establish guidelines and strategies to control risk of default, market price changes, and illiquidity. A review of available investments, when practical, will be used to place all investments.

11. Statement of Investment Policy

This statement of Investment Policy shall be reviewed and submitted annually to the City Council.

_____ 09/24/19 _____
Date

/S/ Tim Sailsbery
Tim Sailsbery
Administrative Services Director



REGULAR BUSINESS

AGENDA ITEM

TO: Honorable Mayor Warren and Members of the City Council
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Request for Proposal-Comprehensive Professional Planning Services

RECOMMENDATION

By Motion, Approve the Request for Proposal for Comprehensive Professional Planning Services and Direct Staff to Proceed According to the Timeline

SITUATION (or BACKGROUND):

The City of Willows for the past 10 years has been receiving professional contract planning service from Willdan Engineering. Through this contract Karen Mantele has served as City's contract Planning Director with the Willdan technical support staff available as an as needed basis. We are in our third extension of the contract which ends 01-08-2020.

The attached request for proposal will seek firms that provide this type of service. Staff will review and compare the proposals and return to Council on November 26th, for contract award.

FINANCIAL CONSIDERATIONS:

TBD

NOTIFICATION

Various Consulting Firms upon Approval of RFP

ALTERNATE ACTION

- Approve as Recommended
- Reject Request for Proposal
- Request Further Information
- Advise staff to request an extension for 3yrs with current provider

September 24th, 2019

RECOMMENDATION

By Motion, Approve the Request for Proposal for Comprehensive Professional Planning Services and Direct Staff to Proceed According to the Timeline

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Wayne Peabody". The signature is fluid and cursive, with the first name "Wayne" and last name "Peabody" clearly distinguishable.

Wayne Peabody
Interim City Manager

Attachment-Request for Proposal

CITY OF WILLOWS

REQUEST FOR PROPOSAL

*Comprehensive Professional
Planning Services*

Proposals Must be Received No Later than 5:00 p.m., November 8, 2019

Remit To:
City of Willows
Tara Rustenhoven, City Clerk
201 North Lassen Street
Willows, CA 95988

REQUEST FOR PROPOSAL OUTLINE

- I. PURPOSE
- II. BACKGROUND
- III. SCOPE OF SERVICES
- IV. PROPOSAL SUBMITTAL
- V. SUBMITTAL REQUIREMENTS
- VI. PROPOSAL REVIEW AND EVALUATION CRITERIA
- VII. TIMELINE
- VIII. ADDITIONAL REQUIREMENTS

**City of Willows
Request for Proposal
For
Comprehensive Professional Planning Services**

I. PURPOSE

The purpose of this Request for Proposal (“RFP”) is to solicit, select and award a contract for the provision of comprehensive professional planning services as needed by the City of Willows. The City of Willows aims to provide timely, efficient and professional service responsive to the needs of the City and of project applicants.

II. BACKGROUND

The City of Willows is located in the northern central valley of California, approximately 75 miles north of Sacramento on Interstate 5 and is the county seat for Glenn County. The City is incorporated with a population of a little over 6,000. The City seeks a qualified consultant to provide a comprehensive range of planning services. It is the City’s intent to procure a consultant with demonstrated competence and experience.

III. SCOPE OF SERVICES

The selected firm(s) or consultant(s) are expected to be well versed and experienced in providing and managing a full range of municipal planning services for the City. The service expectation is to rise above a task-based service approach to the provision of a fully comprehensive municipal planning service.

IV. PROPOSAL SUBMITTAL

- A. Proposals will be accepted until 5:00 p.m., November 8th, 2019. Use of U.S. Mail or other third-party delivery services for submittal of proposals will be at the proposer’s risk. **Proposals received after this date and time will not be considered.**
- B. Proposals must be signed by a duly authorized officer of the bidding organization, delivered along with all required documents, and plainly addressed as follows:

**City of Willows
Tara Rustenhoven, City Clerk
201 North Lassen Street
Willows, CA 95988**

- C. All costs of proposal preparation and submittal shall be the responsibility of the proposer.
- D. The original and three (3) copies of the proposal package must be completed and submitted as noted above.
- E. All questions relating to this proposal must be received in writing via e-mail addressed to tsailsbery@cityofwillows.org. Questions will not be accepted via any other method or format. All questions and responses will be distributed to all prospective bidders who have registered with the City of Willows.
- F. All materials submitted in response to this Request for Proposal become the property of the City of Willows and may be returned only at the City's option and at the expense of the bidder.

V. SUBMITTAL REQUIREMENTS

Candidates shall submit proposals that thoroughly respond to the items listed below. The most responsive proposals will address the issues in this section, while minimizing unnecessarily elaborate presentation materials beyond that sufficient to present a complete and effective response. The proposal must be organized and presented in the exact order as outlined in this section. Failure to do so may remove the proposer/consultant/bidder from further consideration.

1. Statement of Understanding

The proposal must provide a detailed description of the candidate's approach to the performance of the services requested that illustrates the candidate's knowledge of municipal planning functions and needs and demonstrates an understanding of the nature of the work being requested.

2. Proposed Team Members

Identify and provide brief descriptions of the primary responsible representative(s) and title(s), along with an organizational chart of the team anticipated to be involved in providing the services. Provide the role and relevant background experience of the individuals to be involved in providing the services to the City, including a brief description of the education, experience and qualifications of the key personnel.

3. References

Provide at least three (3) references of persons, firms, or agencies (including addresses and telephone numbers) that City staff may contact to verify the experience of the

proposer, preferably identifying projects performed for those references that are similar in nature to the services requested in this Request for Proposal.

4. The Cost of Services.

The proposal should state the cost of the services to be provided to the City identifying the following:

- A. The hourly rate for each person or professional classification providing service to the City;
- B. The time increment(s) billed for services provided to the City;
- C. Any additional charges billed for providing services to the City;
- D. The billing policies of the bidder.

VI. PROPOSAL REVIEW AND EVALUATION CRITERIA

- A. The City of Willows Interim City Manager, Administrative Services Director, and Community Development Services Director will evaluate the proposals to determine a proposal's responsiveness and the respective qualifications and experience of each responding party.
- B. A responsive bidder is one whose proposal substantially complies with all requirements of this Request for Proposal.
- C. A responsible bidder is one which:
 - 1. Demonstrates the competency, experience, and education required to effectively perform the duties enumerated in the Scope of Services;
 - 2. Has the experience of successfully performing similar services;
 - 3. Demonstrates a commitment to be readily accessible to the City regarding all aspects of planning services and progress of applications and projects;
 - 4. Has no record of unsatisfactory performance, lack of integrity, or poor business ethics;
 - 5. Is otherwise qualified and eligible to receive a contract award under applicable statutes and regulations; and
 - 6. Whose qualifications and record of performance is verified by acceptable references.
- D. The City reserves the right to declare any proposal irregular and disqualified for award if it is conditional, incomplete, or not responsive to this Request for Proposal.

- E. The City reserves the right to waive any proposal irregularity. However, this will not relieve the Contactor from full compliance with the contractual requirements if awarded the contract.
- F. The City reserves the right to reject any and all proposals. The City Reserves the right to re-start the Request for Proposal process, and/or to perform any or all planning services with City staff.
- G. The contract award may not be based solely on price. A combination of factors determined to be in the best interest of the City will be considered.
- H. The selected bidder will be expected to enter into a contract with the City of Willows and the City reserves the right to negotiate all terms of any such contract.

VII. TIMELINE

| | |
|--------------------------------|--------------------|
| RFP Issuance | September 25, 2019 |
| Question Submittal Deadline | October 18, 2019 |
| RFP Submittal (5:00 pm) | November 8, 2019 |
| Interview Date (optional) | November 18, 2019 |
| City Council Award of Contract | November 26, 2019 |

VIII. ADDITIONAL REQUIREMENTS

- A. Successful bidder must obtain a business license with the City of Willows prior to the commencement of any work performed.
- B. Successful bidder must acknowledge that the individual or entity performing services is doing so as an independent contractor of the City of Willows and will provide Form W-9 upon signing of Professional Services Contract.

C. Insurance and Indemnification

- a. The successful bidder shall, at its sole cost and expense, procure, pay for and keep in full force and effect the following insurance coverages:
 - i. Commercial General Liability Insurance with respect to the operations of the contractor in the performance of services on behalf of the City per current ISO form CG 00 01 or equivalent with limits of at least One Million Dollars (\$1,000,000) per occurrence, and Commercial Automobile Liability insurance for owned and non-owned autos with limits of not less than One Million Dollars (\$1,000,000) combined single limit. Such policies shall identify "the City of Willows" as an additional named insured, and provide that such policy may not

be cancelled or permitted to expire without at least thirty (30) days' prior written notice to the City of Willows of such intended cancellation.

- ii. Workers' Compensation coverage for all contractor employees as required by California Labor Code § 3700.
 - iii. The successful bidder shall maintain professional liability (errors and omissions) insurance, in a minimum limit of One Million Dollars (\$1,000,000) covering the wrongful or negligent acts, errors, or omissions of the contractor, its managers, employees, agents and representatives in connection with the performance of its duties and services for and on behalf of the City.
 - iv. The successful bidder shall provide to the City a true and exact copy of each paid up policy evidencing such insurance or a certificate of the insurer, certifying that such policy has been issued, providing the coverage required and containing the provisions specified herein prior to the effective date of any agreement entered into as a result of the bidding process, and upon renewals, not less than thirty (30) days prior to the expiration of such coverage.
 - v. All policies of insurance required to be carried pursuant to these requirements shall be written by responsible insurance companies authorized to do business in the State of California.
- b. Indemnification.

The successful bidder shall indemnify, defend and hold harmless the City and its officers, council members, employees, attorneys and agents against and from any and all liabilities, losses, demands, actions, expenses or claims, including reasonable attorney's fees and court costs, arising from any act or omission by the contractor, its officers, directors, attorneys and/or agents.

Small, minority and female-owned businesses and Section 3 business concerns are encouraged to apply.

The City of Willows is an Equal Opportunity Provider.