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

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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 relive 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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Issuance</td>
<td>September 25, 2019</td>
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<tr>
<td>Question Submittal Deadline</td>
<td>October 18, 2019</td>
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<tr>
<td>RFP Submittal (5:00 pm)</td>
<td>November 8, 2019</td>
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<td>Interview Date (optional)</td>
<td>November 18, 2019</td>
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<tr>
<td>City Council Award of Contract</td>
<td>November 26, 2019</td>
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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.