



THE CITY OF SAN DIEGO

Publication Date: March 12, 2009

Requesting Department: City Planning & Community Investment
1200 Third Avenue, Suite 1400
San Diego, CA 92101
(619) 236-6000

REQUEST FOR PROPOSALS

FOR

AS-NEEDED ADMINISTRATION OF MAINTENANCE ASSESSMENT DISTRICTS
(MADS) & PROPERTY BUSINESS IMPROVEMENT DISTRICTS (PBIDS) (H094699)

The City of San Diego (City) is requesting proposals from highly qualified assessment engineering firms for consultant services for As-Needed Administration of Maintenance Assessment Districts (MADS) & Property Business Improvement Districts (PBIDS) (H094699).

It is the policy of the City to provide equal opportunity in its assessment engineering professional services contracts. Toward this end, proposals from small businesses, disabled owned businesses, women owned businesses, firms owned by African-Americans, American Indians, Asian- Americans, Filipinos, and Latinos, and local firms are strongly encouraged. Prime consultants are encouraged to sub consult or joint venture with these firms. The City endeavors to do business with firms sharing the City's commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition or place of birth. This project has a voluntary Subcontracting Participation Level (SPL) goal of 15%. SPL goals are achieved by contracting with any combination of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Disadvantaged Business Enterprises (DBE), Disabled Veterans Business Enterprises (DVBE) or Other Business Enterprises (OBE) at the prime or subcontractor level. Definitions of MBE, WBE, DBE, DVBE and OBE are contained in the Request for Proposals (RFP). Attainment of the SPL goal is strongly encouraged, but strictly voluntary.

The City of San Diego will ensure that full access to programs, services, meetings and activities comply with Section 504, Title V, of the Rehabilitation Act and Americans with Disabilities Act (ADA) 1990, Public Law 101-336.

In-depth knowledge and a strong understanding of the local environment, and a local presence for interfacing with the City's project management staff are essential to the successful completion of this project. The proposal must address the consultant's knowledge and understanding of: the City and other local agencies regulations and policies; local environment; and local building codes and other design criteria. The proposal must also address how the consultant plans to interface with the City's project management staff and the consultant's

workforce in San Diego County.

All proposals submitted must be in full accord with the Request for Proposals (RFP) which can be obtained by requesting it directly at the following address, or by requesting it by email from John Mendivil, Consultant Services Coordinator, at jmendivil@sandiego.gov:

City of San Diego, Purchasing & Contracting Department
Attn: John Mendivil, Contracting Division
1200 Third Avenue, Suite 200
San Diego, CA 92101

For questions about the RFP please call John Mendivil at (619) 235-5855. When requesting the RFP, please refer to the specific project title listed above.

A preproposal conference will be held on Wednesday, March 25, 2009, 2:00 p.m. at City Planning & Community Investment Department, 1200 Third Avenue, Suite 1400, San Diego, CA 92101. It is strongly recommended that all interested parties attend. For more information, assistance, to request an agenda in alternative format, or to request a sign language or oral interpreter for the meeting, please contact Luis Ojeda , at (619) 236-6475 at least five working days prior to the meeting to ensure availability.

Proposals are due no later than **5:00 p.m.**, Friday, April 17, 2009, at the location stated in the RFP. This RFP does not commit the City to award a contract or to defray any costs incurred in the preparation of a proposal pursuant to this RFP. The City reserves the right to accept or reject any or all proposals received as a result of this RFP. The City also reserves the right to revise this RFP, including but not limited to the preproposal conference date and the proposal due date. If the City revises the RFP, all RFP holders of record will be notified in writing by the City.

Summary Scope of Services

The Economic Development Division of the City Planning and Community Investment Department [CPCI] of the City of San Diego [City] is seeking qualified consultants [Consultants] to assist with the comprehensive administration of self-managed Maintenance Assessment Districts (MADs) and Property Business Improvement Districts (PBIDs) within the City. The City defines “self-managed” districts to be those where a property owner selected a non-profit corporation, as opposed to City workforces, to produce the special benefit goods and service for a special assessment district. CPCI contracts with nine (9) special districts selected non-profits and provides management oversight. The remainder of the Scope of Services is contained in the Request for Proposal for **As-Needed Administration of Maintenance Assessment Districts (MADs) & Property Business Improvement Districts (PBIDs) (H094699)**, as Exhibit A to the Draft Agreement.