



City of Huntington Beach

Request for Qualifications

TO PROVIDE LONG-TERM FINANCIAL PLAN FOR HUNTINGTON BEACH

December 14, 2006

Finance Department
City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92648-2702

The City of Huntington Beach (City) is soliciting Request for Qualifications (RFQ) for consulting services for the development of a “Long-Term Financial Plan”.

Introduction

The City of Huntington Beach was incorporated on February 17, 1909, under the general laws of the State of California. The City operates under a Council-Administrator form of government and provides the following services to the community: general administration, building and safety, public works, economic development, community services, and public safety (fire and police services), with over 1,100 employees. The City operates using a year to year budget cycle and is currently in the 2006-2007 fiscal year budget.

The City operates in a 28-square mile area with a population of over 200,000 residents. It has seven City Council Members, an elected City Clerk, elected City Treasurer, elected City Attorney, and an appointed City Administrator. Additional information may be obtained on the City’s Internet web site at <http://www.surfcity-hb.org/>. The City has experienced rapid growth over the last 10 years and is currently establishing a fresh management team ready to change outdated processes throughout the organization.

Schedule of Events

- December 14, 2006 City issues RFQ
- January 11, 2007 Proposals are Due
- February 1, 2007 Proposal Evaluation Completed
- February 20, 2007 Interview of Finalists
- March 8, 2007 Approval of Contract

City of Huntington Beach Point of Contact

Richard Amadril, Central Services Manager, is the point of contact for this proposal process. Individuals and/or firms interested in proposing are asked to contact Mr. Amadril in connection with the RFQ if there are any questions prior to the submittal of proposals.

Proposal and all written inquires related to this RFP are to be submitted to Mr. Amadril at the following address:

Richard Amadril
Central Services Manager
City of Huntington Beach
2000 Main Street
Huntington Beach, California 92648-2702
Phone: (714) 960-8875 Fax: (714) 374-1530
E-mail ramadril@surfcity-hb.org

Proposal Closing Date

ELEVEN (11) copies of each consultant’s proposal must be received by the City of Huntington Beach no later than 4:00 p.m. on January 11, 2007. All proposals must be delivered to the Central Services Division at 2000 Main Street, Huntington Beach, California 92648-2702. Proposal must be mark **“LONG-TERM FINANCIAL PLAN”** in a sealed enveloped.

Scope of Work

The Huntington Beach City Council undertook a strategic planning process to develop a consensus on their priority goals and projects for the next five years. The City Council has officially approved the Strategic Plan on August 29, 2006; the City now wishes to utilize the services of a professional consultant to develop a long-term financial plan to support this adopted Strategic Plan. This plan should include: a step by step process on the full identification of the issues, an action plan, a summary of the City's financial condition, as well as specific recommendations for achieving financial goals. The City Council established twelve goals within the following five consolidated categories.

- Engaging Community
- City Services
- Land Use & Economic Development
- Financial
- Infrastructure

To support these goals, Council has identified priority projects for the next five years. The City of Huntington Beach invites consultant firms or individuals experienced in developing a long-term financial plan to submit qualifications and fee proposals to provide these services. The long-term financial plan is for funding the backlog of capital projects and maintenance requirements and ensuring sufficient reserves to withstand major revenue fluctuations in order to ensure continuation of city services during economic downturns. In addition, establish a process for understanding the financial implications of decisions before they are made.

Priority Projects:

- Create a long-term financial plan including the funding of infrastructure, and eliminate unfunded liabilities.
- Assess risks of externalities such as the potential loss of the utility user's tax, increase in energy cost, or a sudden drop in property values, and develop a contingency plan.

On August 29, 2006, the City Council adopted Huntington Beach's Strategic Plan. The Plan assesses the City's needs and resources looking forward five years and creates a plan for the city's future. This Strategic Plan identifies goals and projects that will assist both the Council and staff in allocating resources in the operating and capital budget, identifying or clarifying City policies that relate to the goals and projects, utilizing staff, and evaluating progress of the City. You can find this plan on the city's website at http://www.surfcity-hb.org/CityDepartments/city_administrator/strategic_plan/strategic_plan_update.cfm or you can request a copy by emailing Richard Amadril at ramadril@surfcity-hb.org.

Proposal Format and Contents

Proposal should be typed and be as brief as possible. Each proposal should adhere to the following order and content of proposal sections:

- **Cover Letter** – A cover letter, not to exceed three pages in length, should summarize key elements of your proposal. An individual authorized to bind the consultant must sign the letter. Indicate the address and telephone number of your office located nearest to Huntington Beach, California.

- **Background and Approach** - The Background and Approach section should describe your understanding of the City, the work to be done, and the objectives to be accomplished in the services to be provided.
- **Qualifications and Related Experience** – Describe the organization of the firm and the range of services it provides, its underlying philosophy or mission statement, and any organizational aspects that uniquely qualify the firm for this assignment. Include in your description the firm’s history specifically providing long term financial planning services.

Describe recent directly related experience. Include on each listing the name of the client; description of work done; primary client contact, address, telephone number, dates for the project; name of the project director and/or manager, and members of the proposed project team who worked on the project, as well as their respective responsibilities.

A. At the very least, you should provide a list of all public entities for which you have provided services in the past five years. For each reference, indicate the reference’s name, organization affiliation, title, complete mailing address, and telephone number. The City of Huntington Beach reserves the right to contact any of the organizations or individuals listed.

- **Organization and Staffing** - Describe your approach and methods for managing the project. Provide an organization chart showing all proposed project team members. Describe the responsibilities and experience of each person on the project team. Identify the project director and/or manager and the person who will be the key contact with the City of Huntington Beach. Include resumes for each member of the project team.
- **Financial** - Subsequent to the receipt and review of all proposals, the city may require consultants to submit annual financial statements for the past three years. These reports will be used by the city to determine the financial strength of the vendor.
- **Other Information** - Include any other information you consider to be relevant to the proposal. This area can be used for features, services, or products that exceed the mandatory requirements that would be considered alternative and/or desirables. Extra points may be given by the Committee if, in their opinion, deemed to be added value to the services.
- **Fee Proposal**
 - Provide a time and material fee schedule. This cost proposal shall include direct man-hour rate and any out-of-pocket cost structures that shall have prior authorization by the City.

Proposal Evaluation

Proposals will be evaluated on the basis of their responses to all provisions of this RFQ. The City of Huntington Beach may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- Responsiveness to the requirements
- A demonstrated understanding of long-term financial planning

- Recent experience in conducting similar scope, complexity, and magnitude for other public agencies
- Project understanding
- Ability to provide services and knowledge of these services
- Other services or products that exceed the mandatory requirements
- References

A short list of the most qualified will be established and will be interviewed on or after February 20, 2007. The finalist will be asked to sign a professional services agreement with the City of Huntington Beach. If you wish to obtain a sample copy of the professional services agreement, you may request it by emailing Richard Amadril at ramadril@surfcity-hb.org.

Insurance Requirements/Encroachment Permit Applicants and Contractual Services

Please give these requirements to your insurance agent

City Resolution 97-20 requires that licensees, lessees, and vendors have an **approved** Certificate of Insurance (not a declaration or policy) on file with the City for the issuance of a permit or contract.

Receipt of an insurance certificate does not satisfy our insurance requirements that vary for private or public property, for city contract, or simply encroachment permits as well as consultant services. Inasmuch as the typical approval process timeline varies from several days or more, it is strongly recommended that you have certificate(s) submitted at least one week, if not two, prior to your event. A certificate is the only acceptable insurance proof media (not a declaration, statement, or policy). An original certificate is required or, **if it is faxed, it must come directly from your insurance company/agent directly to Risk Management at fax 714-536-5212.**

- **Private Property Work Permit Requirements** - If the planned work does not involve public property or its right-of-way (e.g., sidewalk/street or abutment to same), the Workers' Compensation Certificate is the only insurance requirement. However, if the work abuts to public property, the City Attorney's Office must be informed for consideration of liability and decides whether or not to approve the certificate with a specific *Private Property Only* approval stamp.
- **Encroachment (City/Public Property) Permit Requirements** - General Liability and Workers' Compensation are required (see *General Liability Insurance Certificate* below).
- **Consultant Services** - Professional Liability Insurance Certificate is required (i.e., Legal, architectural, etc.) in addition to a General Liability Insurance Certificate and Workers' Compensation Insurance Certificate.
- **General Liability Insurance Certificate** of $\geq \$1,000,000$ combined single limit/per occurrence.

Additional Insured Endorsement must name the **City of Huntington Beach, its agents, officers, and employees** as additionally insured and, when applicable, the Redevelopment Agency of the City of Huntington Beach must also be additionally insured.

Insured definition must read as the insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of “your work” for that insured by or for you. **(It is not to read, “...but only with respect to liability arising out of your ongoing operations performed for that insured.)**

Type of coverage must be “per occurrence” not “claims made”. “Claims made” designation is only acceptable for professional or pollution liability insurance.

A brief description of work and/or nature of business, timeframe for completion, dollar value and if applicable, the related City department while not necessary, is highly desirable in the event that part of the insurance requirement cannot be met and Risk Management must complete a waiver form for that specific requirement.

➤ **Workers’ Compensation Insurance Certificate** of statutory amount and

If you have no employees, you must sign a Declaration of Non-Employee Status form available from the Risk Management Department. In lieu of a certificate of insurance, a certificate of Consent to Self-Insure issued by the California Director of Industrial Relations is also acceptable.

➤ **Professional Liability Insurance Certificate** of $\geq$ of \$1,000,000 (applicable for professional services)

Type of coverage “Claims Made” designation is acceptable for professional or pollution liability insurance.

In addition to the above, ALL CERTIFICATES MUST CONTAIN THE FOLLOWING:

Insurance Carrier Rating - Insurance must be placed with a California-admitted carrier with a current A.M. *Best Rating* of $\geq$ A: VII.

Certificate Holder - The City of Huntington Beach, 2000 Main Street, Huntington Beach, CA 92648-2702, Attn: Risk Management.

Deductible, Self-Insurance Retention (SIR) - The City maintains a zero deductible/SIR requirement. Any deductibles/SIRs in force must be listed on the certificate. In the event of any deductible/SIR, the City has an insurance waiver procedure to request a **waiver of the zero requirement (see Waiver Procedure below)**.

30-day Cancellation Notice - There must be a thirty (30) day notice for policy cancellation. A ten (10) day notice for cancellation for non-payment of premiums and/or salary reporting is allowed in combination with the required 30-day notice.

Cancellation Clause Wording - The following wording must either be removed or lined-out (by the insurance agent) if they appear on the certificate: **“endeavor to”** and **“failure to mail such notice shall impose no obligation nor liability of any kind upon the company, its agents or representatives.**

Waiver Procedure - In lieu of meeting the City’s insurance requirements, a permittee/insured can request a waiver of a specific requirement. To do so, the permittee/insured must provide the Risk Management Department with a brief description of the work/project (one to two sentences), the timeframe for completion and the dollar value of the work/project. Upon receipt of this information, Risk Management will complete and attach the waiver form to the insurance certificate and submit it for approval (signage) to the pertinent City Department, the Risk Manager and the City Attorney.

- **General Contractor/Sub-contractor(s)** - Both the general- and their sub-contractors must provide proof of insurance subject to the City's insurance requirements.
- **Trucking Companies** - Per the Public Utilities Commission (PUC) regulations, you must provide proof of Workers' Compensation Insurance and General Liability Insurance. The General Liability Insurance requirements are \$600,000 combined single limit or \$250,000 bodily injuries or death of one person and \$500,000 protection against total liability for bodily injuries or death of more than one person from any one accident. This is subject to the same \$250,000 limitation for each person and \$100,000 protection for accidental damage or destruction of property other than property being transported. The City of Huntington Beach must be named as Certificate Holder but does not need to be named as additional insured.

Please forward these requirements to your insurance agent/producer for their processing of your insurance certificates. For assistance, please contact Christi Mendoza at phone (714) 536-5252 or fax (714) 536-5212.