

**CITY OF DIXON
REQUEST FOR PROPOSAL FOR
OVERHEAD COST ALLOCATION PLAN**

1.0 PURPOSE

The City of Dixon is requesting proposals from qualified firms for an Overhead Cost Allocation Plan. In addition, the vendor is to provide a mechanism to review and revise the overhead cost allocation plan. The objective is to ensure that the City of Dixon is utilizing comprehensive overhead rates.

2.0 BACKGROUND INFORMATION

The City of Dixon was incorporated in 1858 and is located in Solano County with an estimated population of 17,500. The City currently occupies a land area of 6.5 square miles. The City operates under the council-manager form of government. Policy-making and legislative authority are vested in a City Council consisting of the Mayor and four Council Members.

The City of Dixon's General Fund budget for FY 2007-08 is \$16,258,128 (of this amount \$248,906 represents one time expenditures). The total estimated revenues are \$16,074,890. The City provides a broad range of services, including public safety, water, sewer; construction and maintenance of streets, roads and infrastructure; planning and zoning; parks and recreation; and general administrative and support services. The cost allocation plan has not been updated in a number of years.

3.0 SCOPE OF THE REQUEST FOR PROPOSAL

This Request for Proposal (RFP) is a step in the planned procurement action to acquire the desired services and/or products. Firms responding to this RFP shall be prepared to deliver products and perform the work necessary to provide an Overhead Cost Allocation Plan within three months of the issuance of a contract.

3.1 Scope of Services Required – Overhead Cost Allocation Plan

The Consultant shall complete the following tasks:

Work with selected City staff to define the purpose, uses, and goals for an overhead cost allocation plan, ensuring that the development of the plan will be both accurate and appropriate for the City's current needs.

- The City desires to have the ability to continuously update the model and overhead cost allocation plan from year-to-year as the organization grows and develops or as the organization changes.

Draft an Overhead Cost Allocation Plan and participate in the presentation to select City staff. Collect and document comments and concerns from staff and Council members.

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Prepare the final plan and provide an electronic copy in PDF format and three bound copies and one unbound copy to the City. In addition provide an electronic model which can be updated.

The Cost Allocation Plan Model developed shall also be made available to the City electronically to provide the ability to add or delete, and/or update information as needed.

4.0

QUALIFICATIONS

- 4.1 The qualified firms shall have extensive experience developing an overhead cost allocation plan for agencies of similar size and range of services as the City of Dixon.
- 4.2 The qualified firms must be properly licensed, staffed, equipped, and financed to perform the work relevant to a project of this nature.
- 4.3 The qualified firms shall have proven methodologies for the collection and analysis of cost data relevant to a project of this nature and for the conversion of the data to the studies specified in this RFP.

5.0 PROJECT SCHEDULE

The major events within the selection process for determining the Overhead Cost Allocation Plan vendor are outlined below. An approximate schedule of these events is as follows:

	<u>Event</u>	<u>Schedule</u>
1.	RFP Issued	March 14, 2008
2.	Receive responses no later than 5:00 p.m. (PST). No postmarks accepted.	April 18, 2008
3.	Oral interviews at City's discretion	April 21-24, 2008
4.	Selected firm notified	April 25, 2008
5.	Presentation to City Council for approval	May 6, 2008
6.	Begin project	TBD
7.	Complete Overhead Cost Allocation Plan	Within 3 months of start
8.	City Council Workshop (if needed)	TBD
9.	City Council Meeting	TBD

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6.0 REQUIRED INFORMATION

6.1 Transmittal Letter

A signed letter of transmittal briefly stating the responding firm's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement and a statement that the Proposal is a firm and irrevocable offer for 90 days.

6.2 Company Information

6.2.1 Provide the name, address, phone number, fax number, and e-mail address of your firm's contact person for this Request for Proposal.

6.2.2 Provide a description of your firm, including the size (number of employees), number of years in business and areas of specialization.

6.3 Project Schedule and Resources

Provide a schedule that includes resources (both City employees and vendor employees), requirements, step-by-step work plan of all activities involved in the conduct of the work, and time lines for those steps.

6.4 Company Expertise

6.4.1 Describe your firm's qualifications to provide the scope of work as outlined in 3.1. Include recent projects of a similar nature.

6.4.2 Provide the background and experience of professional staff to be employed in this engagement. Specify who the Project Manager (lead person) will be for the project. Describe projects of a similar nature in which they had "hands on" responsibility.

6.4.3 Describe your firm's experience in providing knowledge transfer of plan components to agency personnel.

6.5 Client References

6.5.1 Provide the names, titles, addresses, and telephone numbers of a contact person for at least three references. It is preferred that this list includes organizations for which your firm has performed similar services as outlined in this RFP. It is preferred that this list include municipalities of the approximate size of the City of Dixon.

6.5.2 Provide a complete listing of all California Municipal agency clients.

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6.6 Pricing

6.6.1 Provide a detailed pricing breakdown of the major project tasks to provide the City's desired solution. Include a "not to exceed" contract amount.

6.6.2 Provide pricing associated with training for City staff for future updates to the Cost Allocation Plan and User Fee Study.

6.6.3 Provide any other pricing for services not identified in sections 6.6.1 and 6.6.2.

6.6.4 Provide hourly rate sheets.

6.7 Compensation Plan

Describe how your firm would propose to be compensated for its services should the City decide to move ahead with a procurement action for the proposed solution on the basis of fees and/or time and expenses.

7.0 SELECTION PROCEDURE

7.1 Proposal Package

Each firm shall submit a written proposal package, which shall include the items requested below. Failure to include any of the required information listed below may disqualify your RFP.

7.1.1 Content

Each section of your response should be clearly defined and separated from the others. Each section of your response should clearly match the number schema of this RFP. For example, response to item number 6.4.1 should be clearly labeled: 6.4.1.

7.1.1.1 Describe your firm's general approach to accomplishing the tasks described in Item 3.0, Scope of the Request for Proposal. If your firm cannot perform one or more of the tasks indicated, describe how your firm will accommodate such a deviation successfully.

7.1.1.2 Describe your firm's qualifications as described in Item 4.0, Qualifications.

7.1.1.3 Provide the information required in Item 6.0, Required Information.

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7.1.1.4 Provide any additional comments or statements that will assist in the evaluation of your firm's information.

7.1.1.5 Provide a vendor contact name, address, phone number, fax number and e-mail address.

7.1.2 Format

It is preferred that the basic proposal be submitted in standard 8 ½ by 11-inch page format. Attachments or enclosures may vary in size as necessary. Each response must be clearly numbered and match the RFP item number schema, i.e., 6.4.1.

7.1.3 Number

Please submit **five (5)** bound copies of your proposal document for review.

7.1.4 Form

All proposal packages must be in hard copy. Someone authorized to execute legal documents on behalf of your firm must sign the original transmittal document.

7.1.5 Delivery Address

ALL MAILED PROPOSALS SHALL BE ADDRESSED AS FOLLOWS:

Janice Beaman, City Clerk
600 East A Street
Dixon, California 95620

The envelope shall also have stated thereon the name and address of the submitting firm. **Postmarks will not be accepted.**

7.1.6 Deadline

All proposal packages shall be received at City Hall at the address indicated in Item 7.1.5 no later than, **5:00 pm (PST) on April 18, 2008.**

PROPOSALS WILL NOT BE ACCEPTED THEREAFTER: All proposals received after said date and time will be returned unopened to the submitter.

FAXED PROPOSALS WILL NOT BE CONSIDERED.
POSTMARKS WILL NOT BE ACCEPTED.

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Please note that your response becomes property of the City of Dixon and a matter of public record.

7.2 RFP Revisions

The City reserves the right to revise this RFP after it has been issued, but prior to the required response date. In the event of a revision an addendum will be sent to all parties known to have received a copy of the original RFP.

7.3 Evaluation Process

The evaluation of the proposals and the construction of a recommendation of how to proceed with any contract award will be carried out by an evaluation team composed of City staff and may involve further discussions with the proposers to clarify items contained within the written proposal. The final approval of any contract award recommendation will necessitate review and approval by the City Manager and the City Council.

7.4 Evaluation Criteria

The evaluation criteria to be used for comparing and ranking proposals submitted under this RFP are as follows:

1. Compliance with RFP specifications.
2. Project methodology and work plan.
3. Thoroughness and understanding of the tasks to be completed.
4. Qualifications and experience of the firm and assigned personnel.
5. Recent municipal experience conducting similar studies.
6. References
7. Size, location, and stability of proposing firm
8. Total price or cost to the City

Cost will not be the sole factor for this award.

7.5 Qualification

The City reserves the right to proceed with any subsequent procurement contract award to any firm based upon responses to this Request for Proposal and exclude those firms that are deemed not qualified.

7.6 Questions

If additional information is needed to interpret this RFP please submit questions to:

Sandra Sato, Interim Finance and Technology Director
600 East A Street,

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Dixon, California 95620
707-678-7000 extension 108
Email: ssato@ci.dixon.ca.us

7.7 Discussions and Right to Reject Proposals

7.7.1 Discussions

The City of Dixon may award a contract on the basis of proposals submitted, without discussions, or may negotiate further with those firms within a competitive range. Proposals should be submitted on the most favorable terms the firm can provide.

7.7.2 Right to Reject Proposals

The City of Dixon reserves the right to reject any or all proposals.

8.0 Incurring Costs

The City of Dixon is not liable for any costs incurred by firms in responding to this RFP.

9.0 Disposition of Proposals and Ownership of Data

9.1 Disposition of Proposals

All proposals submitted in response to this RFP shall become the property of the City and a matter of public record. The firm must identify all copyrighted material, trade secrets or other proprietary information that they claim are exempt from disclosure under the Public Records Act (California Code Sections 6250 et seq.). In the event such an exemption is claimed, the firm shall state in the proposal that they will defend any action taken against the City to release such exempt material.

9.2 Ownership of Data

Upon completion of all work under this contract, ownership and title of all plans, reports and documents produced as part of this contract will automatically be vested in the City of Dixon.

10.0 Signatures and Declarations

Each proposal must be signed on behalf of the firm by an officer authorized to bind the proposal.

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9:00 AM:

Bradley Wilkes
Public Resource Management Group (PRM)
916-677-4233

10:00 AM

Maximus
Chad Wohlford
800-243-8953

11:00 AM

Marcus Davis
CBIZ
949-474-2020, Ext. 244

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INTERVIEW QUESTIONS

1. Why should we hire your firm over the others we are interviewing?
2. Has your company ever come across a practice that was illegal, and, if so, how did your company respond? If not illegal, how does your company respond when you encounter unethical practices?
3. Has a client ever been dissatisfied with your company's service, and, if so, what is usually the reason for the dissatisfaction?
4. What is the process your company goes through in the evaluation of internal costs for Information Systems, i.e., cost that are borne by the users?
5. What is your suggested method for funding a Mobile Equipment Replacement Fund and do you recommend a particular level of reserves for that fund?
6. I have different people of varying positions performing plan checking and inspection duties for my division. How would your firm go about establishing a fee for their services? How would this fee be adjusted each year?
7. In dealing with municipal government, what have been your greatest challenges in completing a project? How did you overcome that challenge?

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