

REQUEST FOR PROPOSALS

Professional Services for Stormwater Utility Rate Study

City of Mt. Shasta

(530) 926-7517 - jlucchesi@mtshastaca.gov

Key RFP Dates

Issued: April 30, 2021

Written Questions Due: May 21, 2021 5P.PM. Pacific Time

Proposal Due: June 4, 2021 5:00 P.M. Pacific Time

Section 1 Project Overview

The City of Mt. Shasta (hereinafter "CITY") is soliciting Requests for Proposals from qualified consultants for a Stormwater Utility Rate Study. The City of Mt. Shasta has updated its Stormwater Master Plan (Plan) to identify and prioritize stormwater and dry weather runoff capture projects that provide multiple benefits, including water quality, climate resiliency, water supply, flood management, ecosystem services, and community enhancement. The City has not conducted a Stormwater utility rate study since the 1990's, if at all to charge the current rate of \$1 per ratepayer per month.

The original Stormwater Master Plan (adopted 1999), is obsolete and did not sufficiently guide Public Works Department operations, maintenance, or capital improvement priorities. As a result, the City has missed opportunities to improve its drainage system and implement multi-benefit green infrastructure projects in response to the changing climate. As existing infrastructure continues to age, improvements must be made to prevent system failure. Climate change will further exacerbate the City's drainage issues in the future, as storms intensify, and winter precipitation shifts on average from snow to rain. A full update of the Plan in 2020 addressed these challenges and highlight opportunities to improve.

Today, Mt. Shasta's stormwater system consists of remnant creeks and wetlands which are interconnected to an aging network of pipes, drains, ditches, and culverts. There is a great deal of deferred maintenance in the system, with key pieces of infrastructure at or beyond their design lifetime. Drainage in Mt. Shasta is further complicated by the presence of saturated, poorly draining soils in many parts of the City. However, there are substantial opportunities to improve drainage in the City while also restoring the habitat value of creeks and wetlands. By implementing multi-benefit projects, the City can improve local water quality, flood management, and the environment for the community in a cost-effective manner.

The Stormwater Utility Rate Study will catalog and price out capital improvement projects, operations and maintenance, and new operations for surface water quality testing and vegetation management listed in the 2020 Master Plan. The final study should have options of improvements and services that could be considered part of an upcoming Proposition 218 process to increase stormwater utility rates. The rate study should also price out the improvement over a period of time to lessen the financial impact to rate payers.

Section 2 Geographic and Environmental Context

The City of Mt Shasta is located in Siskiyou County, one of California's northern most counties. The City is approximately 50 miles from the Oregon border at the base of Mount Shasta. Mount Shasta is an active stratovolcano towering over the City at 14,179 ft located within the Shasta-Trinity National Forest just East of City Limits. The Shasta-Trinity National Forest is managed by the National Forest Service (NFS) and surrounds a large portion of the City. The City is considered home to the Headwaters of the Sacramento River in the Upper Sacramento Watershed. Runoff from the City drains southwest to Lake Siskiyou and the Sacramento River via two watersheds: Cascade Gulch (Hydrologic Unit Code 180200050103) and Wagon Creek (Hydrologic Unit Code 180200050102). This unique environmental setting creates many factors that influence climate, hydrology, water quality, and urban drainage.

The City is on Interstate 5 (I5) which runs north-south through the City. The City serves as a critical transportation point due to the location along I5 and the connection to California Highway 89 (Hwy 89) on the southern side of the City. Hwy 89 is part of the State's scenic volcanic by-way and connects I5 with north-eastern California counties and cities. Freight transportation is also critical for the area. The Union Pacific (UP) Railroad follows a north-south route along I5 and serves as a critical freight line for the western United States.

Section 3 Social Background

The City of Mt. Shasta is considered a Low-Income Community under AB 1550, a Disadvantaged Community under Proposition 1, and the City frequently qualifies as a disadvantaged community for federal funding through the Department of Agriculture and Economic Development Agency. The median income for the City of Mt. Shasta is \$34,813 which is 51% lower than the State of California median income of \$67,739 (2016 estimates).

Section 4 RFP Submittal Requirements

This RFP is open to all interested firms. Firms must certify in a cover letter that it meets the following conditions:

1. Is not in litigation that may have a significant and adverse impact on the ability to perform services for the City of Mt. Shasta.
2. Has the resources, expertise, and commitment to complete all components of the project in a timely and competent manner, as outlined in the Scope of Work.

3. City of Mt. Shasta requires that the professional who signs the proposal as the project manager certify that they will be present at all meetings requested by City of Mt. Shasta staff members and will fully participate in the day-to-day management of the contract.

Proposals must be submitted at or before 5:00 P.M. on June 4, 2021. A hard copy or an electronic copy of the proposal in PDF format should be delivered in person, by mail, or email to the following address:

City of Mt. Shasta
305 N Mt. Shasta Blvd.
Mt. Shasta, CA 96067
Attn: Juliana Lucchesi, City Planner
jlucchesi@mtshastaca.gov

Proposals received after the date and time specified above will be returned unopened.

The proposal should not exceed 15 double-sided pages (excluding cover letter, proposal cover, table of contents, and supplemental information, such as firm brochures and resumes). Supplemental information and appendices should be relevant and brief. Printing is to be done on double-sided, 8-1/2" x 11" paper, using a minimum of font size 11. Proposals shall be organized using the following format:

1. **Cover Letter:** Identify the prime consultant and describe any subcontract arrangements. Please identify the person who is authorized to negotiate for the team and indicate that the proposal represents a firm binding offer for 90 days.
2. **Key Staff:** Identify a single point of contact (project manager) and all key team members, including relevant experience. Include a statement that key team members will not be removed or reassigned without prior approval of the City. Provide an organization chart of how the key staff is structured within the organization and include all specialty sub-consultants that would be expected to be utilized on the project.
3. **Detailed Scope of Work and Management Approach:** This section should present a detailed management approach to complete the tasks, including;
 - Detail on how to complete the tasks and timeline for completion
 - The personnel assigned to these tasks, with billable rates
 - The number of hours assigned per person per task
 - Total cost of all tasks proposed

This section should describe the consultant's approach to management of the work. If sub-consultants are to be used, provide similar information for each sub-

consultant. This section should discuss the consultant's organization for this project, how the work assignments are structured, and the staffing. Discuss the firm/team's approach for completing the services for this project within budget.

4. **Project Schedule:** Please identify project phasing schedules, major project milestones, and key dates in the project schedule.
5. **Project Budget:** Please provide a project budget showing the budget for each task, as outlined in this RFP. Include the level of effort for each staff person and billing rates for each person. Identify loaded hourly rates that include all costs rolled into the rate except travel. Travel should be a separate line item.
6. **References:** Provide at least three references (names and current phone numbers) from recent relevant work (Previous five years) for the key project manager and designated staff members. Include a brief description of the projects associated with the reference, and the role of the respective team member.

Appendices

Information considered by proposers to be pertinent to this project, and which has not been specifically solicited in any of the aforementioned sections, may be placed in a separate appendix section. Proposers are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials. Appendices should be relevant and brief.

Non-Discrimination Certification

By responding to this RFP, proposers represent that they and their subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status.

Examination of Proposal Documents

By submitting a proposal, proposer represents that they have thoroughly examined and become familiar with the work required under this RFP and that the firm is capable of performing quality work

Addenda

Any changes to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting agreement. The City of Mt. Shasta will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of verbal instructions. **Proposers are responsible for checking the City of Mt. Shasta's website (www.mtshastaca.gov) for any and all written Addenda related to this RFP.** The City of Mt. Shasta will not distribute Addenda to a mailing list of interested proposers.

Clarifications

1. Examination of Documents: All relevant documents pertaining to the Study are found in the appendices of this RFP and/or issued via addenda to City of Mt. Shasta's website.
2. Submitting Questions
 - a. All questions must be in writing and must be received by the City of Mt. Shasta no later than **5 P.M. on May 21, 2021**. Thereafter the City of Mt. Shasta will enforce a Blackout period.
 - b. Questions may be submitted to jlucchesi@mtshastaca.gov or mailed to City Hall, 305 N Mt. Shasta Blvd., Mt. Shasta, CA 96067. Mailed questions must be received prior to the date and time listed above.
 - c. Responses: Responses from the City will be provided in writing as best as possible and at least 10 calendar days prior to the RFP date.

The City of Mt. Shasta reserves the right to:

1. Accept, reject any or all submittals, or any item or part thereof;
2. Issue subsequent Requests for Proposals;
3. Alter the Selection Process Dates;
4. Remedy technical errors in the RFP process;
5. Request additional information from Proposers and investigate the qualifications of all firms under consideration;
6. Confirm any part of the information furnished by a Proposer;
7. Obtain additional evidence of managerial, financial, or other capabilities;
8. Approve or disapprove the use of particular subcontractors;
9. Negotiate with any, all, or none of the Proposers;
10. Award a contract to one or more Proposers;
11. Accept other than the lowest-priced Proposal;
12. Solicit best and final offers from all of some of the Proposers;

13. Withdraw this RFP at any time without prior notice and the City of Mt. Shasta makes no representations that any contract will be awarded to any Proposer responding to this RFP;
14. Waive informalities and irregularities in Proposals or the selection process.

Confidentiality of Proposals

To the extent permitted by law, proposals received shall remain confidential until the contract, if any, resulting from this RFP has been finally negotiated executed. Thereafter, all information submitted in response to this request shall be deemed a public record. In the event that the Proposer desires to claim portions of its proposal as exempt disclosure under the California Public Records Act, it is incumbent on the Proposer to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. City of Mt. Shasta will consider a Proposer's request for exemption from disclosure; however, the City of Mt. Shasta will make its decision based on applicable laws. An assertion by the Proposer that the entire proposal is exempt from disclosure will not be honored. Firms are advised that the City of Mt. Shasta does not wish to receive confidential or proprietary information and those proposers are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted are labeled confidential or proprietary, the proposal shall include the following clause:

[Legal name of proposer] shall indemnify, defend and hold harmless the City of Mt. Shasta, its officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code § 6250 et seq.) arising out of , concerning or in any way involving any materials or information in this proposal that [legal name of proposer] has labeled as confidential, proprietary or otherwise not subject to disclosure as a public record.

Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by Proposer in:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to the City of Mt. Shasta;
3. Negotiating with the City of Mt. Shasta any matter related to this proposal; or
4. Any other expenses incurred by Proposer prior to date of award, if any of the Agreement.

The City of Mt. Shasta shall not, in any event, be liable for any pre-contractual expenses incurred by Proposer in the preparation of its proposal. Proposer shall not include any such expenses as part of its proposal.

Joint Offers

Where two or more proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The City of Mt. Shasta intends to contract with a single firm and not with multiple firms doing business as a joint venture.

Insurance and Agreement Provisions

The Proposer must satisfy the insurance requirements of the proposed Professional Services Agreement. The successful Proposer will be required to adhere to the provisions, terms, and conditions of the attached standard Professional Services Agreement (Exhibit B). Objections to any provisions must be identified in the proposal. No response will signify that the agreement is acceptable as written. Unless otherwise authorized by the City of Mt. Shasta, the selected consultant will be required to execute an agreement with the City of Mt. Shasta for the services requested. If agreement on terms and conditions acceptable to the City of Mt. Shasta cannot be achieved, or if, after reasonable attempts to negotiate such terms and conditions, it appears that an agreement will not be possible, as determined at the sole discretion of the City of Mt. Shasta, the City of Mt. Shasta reserves the right to retract any notice of intent to award and proceed with awards to other consultants, or not award at all.

Lobbying

Any consulting firm submitting a proposal or a party representing a firm shall not influence or attempt to influence any member of the evaluation committee, any member of a city council within the City of Mt. Shasta, or any employee of the City, with regard to the acceptance of a proposal. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their proposal.

Section 3 Evaluation and Award

An Evaluation Committee will be formed to review all proposals received. The committee will be comprised of City of Mt. Shasta staff and may include outside personnel. The City of Mt. Shasta staff will conduct an initial review of the proposals for general responsiveness and compliance with the requirements of this RFP. Proposals failing to satisfy the requirements or are inadequately responsive will not be considered.

After the initial responsiveness review, the committee members will read the proposals separately then convene to discuss and review the written proposals. Each member of the selection panel will then evaluate each proposal using the criteria identified below to arrive at a "proposal score" in the range of 0 to 100 for each proposal. A list of top ranked proposals will be developed based upon the totals of each committee member's score for each proposal.

The Evaluation Committee will review all proposals submitted on time. The committee will evaluate the proposals and make a selection based on the following criteria:

- Qualifications and experience of the key personnel assigned to the project (25 pts.)
- Qualifications and experience of the Firm (25 pts.)
- Experience conducting similar projects, e.g. stormwater utility rate studies (25 pts.)
- Clarity on approach to complete all tasks, including schedule, budget, and scope of work (25 pts.)

During the evaluation period, the City of Mt. Shasta may interview some or all of the proposing firms.

The City of Mt. Shasta reserves the right to select a consultant based solely on written submittals and not convene oral interviews. If oral interviews are necessary, the selected Proposer will be requested to make a formal presentation. The Evaluation Committee will recommend one consultant following any interviews. The Committee's recommendation will be reviewed by the City Manager before proceeding to the City Council for action.

Selection will be based on a "best value" analysis. The City of Mt. Shasta reserves the right to select the proposal which in its sole judgment best meets the needs of the City of Mt. Shasta.

Award

Acceptance of a proposal or other material during the selection process does not constitute a contract and does not obligate the City of Mt. Shasta to award funds. Funding is subject to final contract approval by the City Council of the City of Mt. Shasta. The City of Mt. Shasta reserves the right to reject any and all responses without penalty and to act in the best interest of the City of Mt. Shasta. The City of Mt. Shasta will evaluate the proposals received and will submit the proposal considered to be the most competitive to the City, for consideration and selection. The City of Mt. Shasta may also negotiate contract terms with the selected Proposer prior to award, and expressly reserves the right to negotiate with several Proposers simultaneously and , thereafter, to award a contract to the Proposer offering the most favorable terms to the City of Mt. Shasta.

Section 5 Tentative Schedule

The following is a tentative project schedule and milestone requirements for the project. The City of Mt. Shasta reserves the right to adjust the schedule.

Release RFP: April 30, 2021

Written Questions: May 21, 2021

Proposals Due: June 4, 2021, by 5:00 p.m.

Contract Approval: June 21, 2021

Kick-Off Meeting: Tentatively week of June 21, 2021