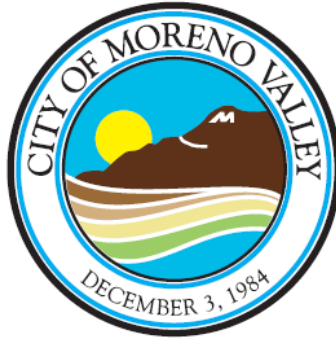


City of Moreno Valley



Request for Proposal **# 2022-065**

Professional Services for Parks, Community Services & Trails Master Plan

June 20, 2022

Question Deadline:

June 30, 2022, 2:00 pm, PST

Proposal Due Date:

July 7, 2022, 2:00 pm, PST

Submit proposal online at:

<https://pbsystem.planetbids.com/portal/24660/bo/bo-detail/95080>

Proposal Contact:

Patty Yhuit, Sr. Management Analyst

patty@moval.org

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**Notice to Bidders, Schedule, Conference, Overview, Proposal Content,
Proposer Qualifications**

I. Notice to Bidders

- A. **Bid Deadline:** July 7, 2022 prior to 2:00 p.m.
- B. Proposals shall be received electronically only on the City of Moreno Valley Vendor Portal through PlanetBids. All fees are non-refundable. Bidders are solely responsible for on time submission of their electronic bid. The City will only consider bids that have been transmitted successfully and have been issued an ebid confirmation number with a time stamp from the Bid Management System indicating that the bid was submitted successfully. Transmission of bids by any other means will not be accepted. Bidders shall be solely responsible for informing themselves with respect to the proper utilization of the bid management system, for ensuring the capability of their computer system to upload the required documents, and for the stability of their internet service. Failure of the bidders to successfully submit electronic bids shall be at the bidders' sole risk and no relief will be given for late and/or improperly submitted bids. Bidders experiencing any technical difficulties with the bid submission process may contact PlanetBids at (818) 992-1771. Neither the City, nor PlanetBids, makes any guarantee as to the timely availability of assistance, or assurance that any given problem will be resolved by the bid submission deadline.

NOTE: The proposer shall submit a separate electronic file for their proposal and a separate electronic file for the cost proposal.

- C. **Request for Information (RFI's):** All Requests for Information (RFI's) must be submitted via the City of Moreno Valley Vendor Portal through PlanetBids by **June 30, 2022, prior to 2:00 p.m.** Any RFI received after the date and time specified herein will not be considered.

II. Tentative Schedule of Important Dates

This section provides a **tentative** schedule of the important milestone dates. Examine these dates carefully and plan accordingly.

	DATE	EVENT
1	June 20, 2022 (+0dys)	Request for Proposals (RFP) issue date
2	June 30, 2022 (+10dys)	Deadline to submit Request for Information (RFI's)
3	July 7, 2022 (+17dys)	Proposal due date by 2:00 pm
4	July 11, 2022 (+21dys)	Interviews
5	July 19, 2022 (+29dys)	Contract Award(s) (estimated)
6	August 1, 2022 (+42dys)	Start of Service

Overview and Background

I. Overview of Requirements

- A. The City of Moreno Valley (City) has identified the need to develop a Parks, Community Services & Trails Master Plan. The City is seeking a system-wide approach to evaluating recreation areas, existing parks, and trails, and identifying potential open space land and facility demands in order to develop goals, policies, and guidelines along with achievable strategies to meet the needs for community residents. The City is pursuing Smart City initiatives in many areas and wants to extend these initiatives to its parks and trails.
- B. City requires the following services to help meet the aforementioned need: The City of Moreno Valley is seeking proposals from qualified consulting firms to provide professional services to the City to develop a Moreno Valley Parks and Recreation Master Plan, detailed in the Scope of Services section below. The City has a strong commitment to provide high-quality parks and recreation facilities and programs for citizens of the community.
- C. These services will require the consultant to collect and analyze data to develop a clear set of goals, policies, and standards for the City's park system, open space, trails, recreation facilities and program development for the next five years. The goals that will be developed should align with the City's healthy initiatives, the California State Parks Make Life Better Campaign, and the Commission for Accreditation of Parks & Recreation Agencies standards. The consultant will work closely with City staff in preparing the Parks and Recreation Master Plan and will also create a document for distribution to the public.

The Parks and Recreation Master Plan will become an element of the current Moreno Valley Comprehensive General Plan and will require the approval of the Parks, Community Services and Trails Committee, Planning Commission, and the City Council. This process is to include developing a comprehensive inventory, an analysis of forecasted needs and implementation strategies
- D. These services will be used to update the current Master Plan last updated in 2010.
- E. Therefore, City requires the services of a well-qualified professional services provider (Provider) to provide the services to the City to develop a Moreno Valley Parks and Recreation Master Plan detailed in the Scope of Services section.
- F. City is seeking to establish an agreement for a term sufficient to complete the scope of work, but for a period not to exceed 12 months.

II. Background and Current Needs Information

- A. City of Moreno Valley has a Parks, Recreation and Open Space Master Plan (MP) that was published in 2010. Since then, the City has expanded and has drastically risen in residential, commercial, and industrial developments; thus, a need to update the MP. The update of the MP is crucial and integral in ensuring the build out of the City is aligned with green elements and conducive to providing a foundation for a healthy thriving community.

The City has an estimated population of over 214,000. The Parks & Community Services Department maintains 33 parks and over 540 acres of parkland and

11.68 miles of multi-use trails. Facilities include 32 athletic fields, 4 community centers, 9-hole golf course, skate parks, equestrian center, amphitheater, demonstration garden and dog park. In addition to maintaining its parks and facilities, the department oversees library services, recreation, community outreach, special events, senior services, child care and afterschool programs, teen programs, sports and more.

Additionally, as a Smart City, the City uses information and communication technology (ICT) to improve operational efficiency, share information with the public and provide a better quality of government service and citizen welfare. In keeping with this initiative, the City is interested in incorporating additional smart city infrastructure and technology at neighborhood parks. This will allow for security camera installation, public safety announcements, smart light poles, public Wi-Fi, infrastructure for future technology growth, and other sensors to track park usage and more.

The total operating budget for the Parks & Community Service Department totals over \$24M and has a current fulltime staff of 56.

(CONTINUED ON NEXT PAGE)

Proposal Procedures, Content, Format, Criteria, and Award

I. General

- A. **Proposal Format:** A proposer must follow the instructions for preparing the proposal in the prescribed format. Section tabs must be utilized in the proposal following the same order of the RFP.
- B. **General Terms and Conditions:** Except as otherwise indicated herein, City's General Terms and Conditions govern rules and definitions of this RFP.
- C. **Right to Reject Proposals:** City reserves the right to reject any and all proposals, to waive any non-material irregularities or informalities in any proposal, and to accept or reject any item or combination of items.
- D. **Execution of Agreement:** If a Proposer is not able to execute an agreement within 10 days after being notified of selection, City reserves the right to select the next most qualified proposer or call for new proposals, whichever City deems most appropriate. (Sample template of agreement is attached).
- E. **Incorporation of RFP/Proposal:** This RFP and the firm's response, including all promises, warranties, commitments, and representations made in the successful proposal will become binding contractual obligations and will be incorporated by reference in any agreement between City and Proposer.
- F. **Authorized Signatories:** Company personnel signing the cover letter of the proposal, or any other related forms submitted must be authorized signers with the requisite authority to represent their firm and to enter into binding contracts.
- G. **Validity of Proposals:** Proposed services and related pricing contained in the proposal must be valid for a period of 180 days after the due date.

II. Proposal Content and Format

Include the following sections containing the information requested below in your proposal. To enable ease of evaluation, please follow the sequence shown and upload the required documents into the vendor portal in the appropriate sections.

A. Section 1: Executive Summary

- 1. Provide a cover letter of your company's information including:
 - a) Company's full legal name, address, phone, fax, email, website.
 - b) Prior company names (if any).
 - c) Organizational structure (corp., LLC, etc.).
 - d) Names and titles of the principal owner(s).
 - e) Person(s) authorized to make commitments for your company.
 - f) Company history, experience (brief), and years in business.
 - g) Current number of employees, key personnel.

Any confidential material contained in the proposal shall be clearly indicated and marked as "Confidential."

- 2. Limit this section to a maximum of one page.

B. Section 2: Company Information (Background and Experience)

1. Background on the firm and its experience in preparing Master Plans for public agencies. Of particular interest are engagements involving communities that have characteristics similar to the City of Moreno Valley.
2. At least three (3) public agency references for projects of a similar nature to this project and a description of the projects shall be described and minimally include client, location, contact person, contact information (telephone/e-mail address), and a brief summary description of the project. References preferred from regional municipalities or similar demographics to the City of Moreno Valley.
3. Limit this section to a maximum of two pages.

C. Section 3: Professional Team Assignments

1. Note any key personnel who are expected to remain in service until completion of the project.
2. Provide detail regarding the team to be assigned for these services.
3. Provide resumes of related experience for all team members involved.
4. Provide an organizational chart of all team members, titles, and a very brief description of their relevant responsibilities.
5. Limit this section to a maximum of two pages plus resumes and org chart.

D. Section 4: Proposal Costs

1. Submit all pricing on *Exhibit B using the form provided as a **separate electronic cost file**
2. Provide pricing for each of the required line items. The project cost for services shall be a “not-to exceed cost for services.”
3. Provide pricing for optional proposer recommendations.
4. See payment terms in Exhibit B for additional details.

* These forms are provided by City in the submittal forms section.

E. Section 5: Response Template

1. Complete City-provided Response Template with your answers to City's questions. Provide thorough responses with sufficient detail to enable City to evaluate your understanding of City's requirements, the suitability of your services and/or product(s) to meet City's requirements, the strength of your work plan, previous experience, and available resources.
2. Note these responses carry significant weight in City's evaluation of your proposal to provide and implement requested services.
3. Limit this section to a maximum of ten pages.

F. Section 6: Required Forms and Samples

1. Special Provisions Form*
2. Client Reference List*
3. Non-Collusion Affidavit*

* Note these forms are provided by City in the submittal forms section.

G. Section 7: Work Samples

1. Samples of work, queries, reports, and forms**
2. Sample of ongoing support and services agreements**

** Note that these documents will not be returned to proposer.

H. Inadequate Content

1. Note that a proposal is non-responsive if the proposal does not contain all proposal requirements, is not complete, is not received at the right location, and is not received by the proposal deadline, has exceptional or excessive exceptions City may, at its sole discretion, waive minor non-material irregularities and informalities.
2. Do not submit extraneous marketing or promotional information.

I. Proposal Format

1. Electronic only: searchable document
2. White paper, 8-½ x 11, page numbered
3. Typed, black print, approximately 11-12 point font
4. Free from excessive graphics or excessive photos

Proposer Qualifications, Evaluation Criteria, and Award Process

I. Proposer Qualifications

The intent of this RFP is to evaluate the proposals, determine the Proposers that are in the competitive range, and select Proposers that will provide the most cost-effective and professional services for City.

A. Minimum Qualifications:

1. Have at least three years of experience conducting the specific type of services required herein and have experience with at least three other clients performing like services as described herein or have performed satisfactory work for City within the past three years.
2. Be capable of providing the required services beginning on August 1, 2022, work will be conducted during normal work hours, Monday to Friday 8:00 am to 5:00 pm.
3. Obtain and maintain at all times during the term of the Agreement all professional and/or business licenses, certifications and/or permits necessary for performing the services described in this RFP, including a City of Moreno Valley business license.
4. Comply with all local, state, and federal laws, rules, and regulations applicable to the services required herein.
5. Have the necessary resources, knowledge, skills, experience, and the like to provide the required services.
6. Have financial stability and the necessary financial resources to provide the required services.

7. Demonstrate the requisite technical proficiency. Only Providers with verifiable Master Plan development experience will be considered for award.

II. Evaluation Criteria

A. Minimum qualifications, Competitive Range, and Award Consideration

The minimum qualifications, competitive range, and award consideration based upon the following criteria

1. City will review the Proposers Qualifications to determine if the Proposer meets or betters the minimum requirements as detailed above.
2. Only Proposers that meet or better the minimum requirements will have their Proposals reviewed for consideration.
3. Only Proposers that are deemed in the competitive range will be considered for presentation, interview, and Best and Final Offer (BAFO) if so, requested by City.
4. Only the best-qualified Proposer will be considered for final negotiations of fee/price, scope of services, contract, and award recommendation.

B. Evaluation Criteria

1. The proposal will be evaluated based on the following criteria, as determined solely by the City:
 - a) 25% Project Approach – Ability to effectively meet the Scope of Work and all the requirements of the RFP
 - b) 25% Project Team – Qualifications and experience to perform the Scope of Work and all the requirements of the RFP
 - c) 20% Project Schedule – The method to effectively provide the Scope of Work and all the requirements of the RFP within a reasonable timeline
 - d) 15% Past Project Experience & Client References – Examples and references from prior similar projects
 - e) 10% Project Fee Structure & Cost Estimate – Ability to cost effectively meet the Scope of Work and all the requirements of the RFP
 - f) 5% Presentation of Proposal.

Any other criteria prescribed in this RFP for the required services including any presentations, interviews, and Best and Final Offer (BAFO) changes in Scope of Services requirements, if so, required by City.

C. Fee/Price Evaluation

1. Reasonableness of fee requested to do the work, as originally proposed.

2. Reasonableness of any BAFO requests.
3. Final negotiations.

III. Award

- A. After conclusion of the above Evaluations, a Notification of Intent to Award may be sent to any Proposer selected. City may make multiple awards.
- B. Award is contingent upon the successful negotiation of final contract terms and the approval of City. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully, City may negotiate a contract with the next best qualified Proposer or withdraw the RFP. In the event City does not approve the recommendation to award, the RFP may be cancelled without any cost or obligation of City.
- C. The term will be for a period not to exceed 12 months.
- D. Prices are firm fixed prices during each contract period.
- E. A budget of \$200,000-\$250,000 has been established for this project.

Special Terms and Conditions

I. Audit Requirements

- A. City reserves the right to periodically inspect and audit Provider's accounting procedures and supporting documentation in conjunction with the performance of the required services.
- B. City will notify Provider in writing of any such requested audit.
- C. City will inspect and audit in a reasonable manner and at City's expense.
- D. Provider must fully cooperate with any such audit(s).
- E. City will notify Provider in writing of any exception taken as a result of an audit.
- F. If an audit, in accordance with this article, discloses overcharges (of any nature) by Provider to City of the value of that portion of the Agreement that was audited, the actual cost of City's audit must be reimbursed to City by the Provider.

II. Termination

- A. If, in the opinion of City, Provider fails to perform or provide prompt, efficient service, City must have the right to terminate or cancel the Agreement upon 5-day's written notice and pay Provider for the value of the actual work satisfactorily performed to the date of termination.
- B. City must have the right to terminate or cancel the Agreement upon 30-day's written notice without cause and pay Provider for the value of actual work satisfactorily performed to the date of termination.
- C. These rights are in addition to any other rights that City may have available.

Continued Next Page

Exhibit A: Scope of Services

I. General

A. Public Process

1. Identify, describe, and implement a comprehensive strategy and methodology for citizen involvement in this MP development process.
2. Assure the residents, user groups, associations, and other stakeholders approved by the City are provided an opportunity to participate in the development of this plan.
3. Conduct at least three (3) public community meetings and a minimum of five (5) focus groups (participants to be determined) and individual stakeholder interviews.
4. Facilitate the community outreach efforts and ensure engagement from the community.
5. A minimum of two (2) meetings with the Parks, Recreation and Trails Committee to provide progress reports.
6. Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities, and threats.
7. Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process is achieved.
8. Provide written records and summaries of the results of all public process and communication strategies.
9. Provide methods to receive input from as many people as possible, including users and non-users of the services and facilities.

B. Statistically Valid Survey

1. Provide a citywide statistically valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities. This survey will be used as a baseline to determine needs, desires, and willingness to pay.

C. Demographic and Trends

1. Review and interpret demographic trends and characteristics of the City of Moreno Valley using information from the City of Moreno Valley Comprehensive General Plan and regional and local sources.

D. Existing and Future Facilities-Analysis of Level of Service

1. Utilize the prior Parks, Recreation and Open Space Master Plan and Trails Master Plan to evaluate incomplete projects and the extent to which the goals have been accomplished or may no longer be relevant.
2. Compile an inventory and assessment of the existing recreation programs and services, parks, trails, open space, and facilities in GIS. The assessment will include a comparative analysis to communities of similar

size and density regionally and using nationally accepted standards as well as National Recreation & Parks Association and CAPRA standards. The analysis should consider the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) functionality, accessibility, condition, comfort, and convenience. Evaluation criteria should be based on the expressed values of the community. The analysis will also include identification of best possible providers of community and recreation services and recommendations from minimizing duplication and enhancing possibilities for partnerships where appropriate.

3. Assess current state of facilities, projected usage, and other impacts to formulate a plan for necessary maintenance, repairs, and enhancements, including budget and staffing levels to accomplish this.
4. Analyze current facility usage policies and fees for consistency, relevance, and effectiveness.

E. Rank and Prioritize Demand and Opportunities

1. Prioritize recommendations for needs regarding land acquisition, development of new parks in alignment with connectivity to the trails presented in the Master Planning Trails Map for accessibility to active transportation routes to all parks.
2. Develop a set of prioritized recommendations for maintenance and renovation of parks, as connectivity to trails for active transportation avenues.
3. Develop a set of prioritized recommendations for development, maintenance, and renovation of facilities per community needs.

F. Analysis of Programs and Services

1. Provide an assessment and analysis of the Community Services Department's current level of recreation programs, services, and maintenance in relation to present and future goals, objectives, and directives.
2. Evaluate and determine necessary staffing levels, allocations of staff to specific divisions or programs and budget to accommodate future needs.
3. Provide recommendations for minimizing duplications or enhancing possibilities for collaborative partnerships where appropriate.

G. Progress Reporting

1. The consultant and the City's Project Manager shall hold progress meetings as often as necessary, but in no case less than once per month until the final plan is approved by the City Council for the purpose of progress reporting. The consultant shall supply the Project Manager with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps, or plans as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

H. Action Plan

1. Collect and analyze demographic information.
2. Collect and analyze information on participation, needs, desires, operations, programming, and land use trends and make Level of Service recommendations.
3. Identify areas of service shortfalls and projected impact of future trends.
4. Provide useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate.
5. Develop recommendations for operations, staffing, maintenance, programming, and funding needs.
6. Provide a clear plan for development of programming direction based on CAPRA standards and demand analysis.
7. Develop a definitive program for acquisition and development of parkland, recreation facilities, open space, trails and parks maintenance and administration of facilities for the future.
8. Develop design guidelines for development and usage of parks in relation to acreage size.
9. Provide a maintenance and operation analysis.
10. Identify opportunities for available funding and acquisition alternatives.
11. Develop an action plan which includes strategies, priorities and an analysis of budget support and funding mechanisms for the short term, mid-term and long term for the park system, open space, trails and recreation programs and services.

I. Development of Final Plans and Supporting Materials

1. The MP must include written goals, plans, objectives, and policy statements that articulate a clear vision and framework for the City in relation to accessibility of quality parks, routes of active transportation to parks, maintenance sustainability of parks, and programming offered at parks.
2. A summary of existing conditions, inventories, and Level of Service analysis.
3. Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences.
4. A Financial Plan.
5. An Action Plan.
6. One (1) meeting with the Parks and Recreation Committee at the time of adoption of the MP.
7. One (1) public hearing with the Planning Commission at the time of adoption of the MP.

8. A minimum of two (2) meetings with the City Council, one at the time of the presentation of the draft MP, and one at the adoption.

J. Final Master Plan

1. A color version of the final Master Plan document consisting of five (5) printed and bound color copies and an electronic copy in a format compatible with the City's software.
2. A color version of the final Master Plan document consisting of five (5) printed and bound color copies and an electronic copy in a format compatible with the City's software.
3. A color version of the final Executive Summary consisting of five (5) printed copies and an electronic version in a format compatible with the City's software.
4. All data, information, material, and work produced final text, maps, graphics including all digital files shall become the sole property of the City of Moreno Valley.

In addition, all proposals should include the following information:

1. A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables, and client meetings to be provided.
2. A timeline for preparation and implementation of the Master Plan and its components.

End of Scope of Services

Exhibit B: Pricing

SUBMIT EXHIBIT B AS A SEPARATE ELECTRONIC COST FILE

I. Task Rates***

- A. Include tasks required by Specifications and other related tasks to provide a complete proposal for the required services.
- B. Propose Total Hours to complete each task and Total Cost for each task.

LN	Task Rates	Total Hours	Total Cost
1	Task 1		\$
2	Task 2		\$
3	Task 3		\$
4	Task 4		\$
5	Task 5		\$
6	Task 6		\$
7	Task 7		\$
8	Task 8		\$
9	Task 9		\$
10	Task 10		\$
A	Task Costs	250	\$

II. Hourly Rates***

- A. Include titles and rates for all staff that could provide services under the contract.

LN	Standard Personnel Rates	Title of Person Performing Service	Hourly Rate	Total Hours	Total Cost
1	Senior Project Manager		\$	100	\$
2	Project Manager		\$	75	\$
3	Technician 1		\$	25	\$
4	Technician 2		\$	25	\$
5	Clerical		\$	25	\$
6			\$		\$
7			\$		\$
8			\$		\$
9			\$		\$
10			\$		\$
B	Total Personnel Costs			250	\$

*** Attach additional sheets as necessary.

III. Fees: Per Diem***

- A. Include all relative non-labor fees for all required services.
- B. Note that rates may not exceed the rates below but may be less.

LN	Fees	Rate
1	Per Diem –Travel (per person, per one-way trip)	\$
2	Per Diem –Hotel (per person, per day)	\$
3	Per Diem –Meals (per person, per day)	\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$

IV. Reimbursable Expenses***

Specifically describe all expenses for the required services and any related costs; if no cost, please state “Zero”; if at cost, please state “At Costs.”

LN	Describe Expense and Related Costs	COSTS
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$

*** Attach additional sheets as necessary.

(CONTINUED ON NEXT PAGE)

V. Pricing Terms and Conditions

- A. **Quantities:** listed Line Items are annual estimates based on historical information or anticipated and may vary significantly.
City does not imply or make any commitment to purchase any specific quantity.
- B. **Term:** is for a one-year base period.
- C. **Price Changes:**
 - 1. Price changes shall be negotiated but shall not exceed the most recent available 12-month period for the Los Angeles-Riverside-Orange County, CA Consumer Price Index (CPI) for All Urban Consumers.
 - 2. In the event market conditions cause a significant change in price, the Provider may request relief by providing verifiable documentation to CR at least 30 days in advance of the requested price change date.
- D. **Unit Price:** include everything but sales tax.
- E. **Delivery Costs:** must be included in unit price.
- F. **Sales Tax:** City will add the appropriate sales tax to each order.
- G. **Additional Charges:** none; do not charge any fees or charges not listed in the Price Sheets.
- H. **Fixed Prices:** prices are fixed for each year of the agreement.
- I. **Proposal Price Sheet:** The awarded Provider's Price Sheet, as accepted by City, will be incorporated into the resultant Agreement.

Attachment A: Required Response Template

(Bidder's Company Name)

Instructions:

Prospective proposers must provide the information requested below and include it in their proposal. City has provided the form as a separate Word document for bidder's use. Use this form or copy and paste it into your own document; in either case, please provide your responses under each of the number points. Do not omit or renumber any sections. Refer to attached documents sparingly and only as necessary; and ensure that any documents referred to are numbered according to the outline below.

I. Company Information: Name, Contacts, History, Scope of Services

Please provide the following information about your company:

- A. Your company's full legal name, address, phone, fax, email, website.
[]
- B. Prior company names (if any) and years in business; mergers, buyouts, etc.
[]
- C. Organizational structure (i.e., corp., LLC, sole proprietorship, etc.).
[]
- D. Names and titles of the principal owner(s).
[]
- E. Person(s) authorized to make commitments for your company.
[]
- F. Company history, experience, years in business for current company name.
[]
- G. Annual company revenues for the last three fiscal years.
[]
- H. Tax ID number.
[]
- I. The complete scope of services offered by your company.
[]
- J. The number of clients (including governmental) served in past and present.
[]
- K. Special qualifications, training, credentials, recognition, or awards.
[]
- L. Contracts terminated for cause, pending litigation or legal issues.
[]

II. Resources: Staffing, Facilities, Equipment

Provide the following information relative to required services:

- A. Names and titles of key management personnel.
[]
- B. Team to be assigned for these services.
[]
- C. Qualifications of specific individuals who will work on the project.
[]
- D. Amount of time and involvement of key personnel who will be involved in respective portions of the project.
[]
- E. Resumes of all team members; provide only names and titles only; attach current resumes to proposal.
[]
- F. Current number of employees: full-time and part-time employees.
[]
- G. Annual turnover rate of staff.
[]
- H. Names of any subcontractor's you propose to use for our contract. Provide only names here; fill in the details on City-provided Subcontractors List.
[]
- I. Facilities that would be utilized to perform the required work.
[]
- J. Equipment that would be utilized to perform the required work.
[]

III. Required Services: Meeting or Bettering these Requirements

Provide the following information relative to required services:

- A. Ability to perform specific tasks as outlined in the RFP.
[]
- B. Reasonableness of your fee to do the work.
[]
- C. Current resources to meet or better all task and timeline requirements herein.
[]
- D. Additional resources that might be needed to meet or better all task and timeline requirements of this request.
[]

E. How quickly could you provide additional, extra trained staff if requested by City for additional work beyond the original scope of services?

[]

F. How quickly can you begin providing services if awarded the contract?

[]

G. Details of any improvement or upgrades your firm has designed or implemented.

[]

IV. Demonstrated and Technical Experience

Please describe your company's:

A. Demonstrated record of success on work previously performed.

[]

B. Specific method and techniques to be employed on the project or problem.

[]

V. Work Plan:

Taking all circumstances, current conditions, and required preparations into consideration, describe in detail, your proposed work plan for delivering the services required by this RFP, including, but not limited to.

A. How will you schedule professional and staff to ensure milestones and deadlines are met?

[]

B. Provide required response time to the urgent service requests.

[]

C. How you will make up for work-hours lost (and resulting backlog that may occur) due to various unforeseen situations that may prohibit work on a specific day.

[]

D. Provide any other relevant information that you believe would benefit City for the requested services.

[]

Submitted by:

Company Name []

Contact Name []

Title []

Signature _____

Email []

Phone []

Date []

Attachment B: Special Provisions

All items below apply to this bid proposal:

Hold Harmless and Indemnification: The successful bidder hereby agrees to indemnify, defend, and hold harmless City (including its officials, officers, agents, employees, and representatives) from and against any and all claims of any kind or nature presented against City arising out of vendor's (including vendor's employees, representatives, and subcontractors) performance under this agreement, excepting only such claims, costs or liability which may arise out of the sole negligence or willful misconduct of City.

Insurance Provisions: Unless otherwise stated in the RFP specifications, the following insurance requirements apply:

1. Comprehensive General Liability Insurance: (include products liability) \$1,000,000 per occurrence.
2. Auto Liability Insurance: \$1,000,000 per occurrence, combined single limit (CSL).
3. Workers' Compensation Insurance: as required by State statutes.
4. Employer's Liability Insurance: \$1,000,000 per accident; \$1,000,000 policy limit for disease.
5. All policies of insurance must provide for a minimum of thirty (30) days written notice of any change or cancellation of the policy.
6. Insurance policies to be in a form ad written through companies acceptable to City; and must include those endorsements which are necessary to extend coverage which is appropriate to the nature of the agreement.

Affirmative Action: In support of Affirmative Action, City requires all suppliers to comply with Title VII of the Civil Right Act of 1964, as amended, the Civil Rights Act of 1992, and all federal, state, and municipal laws and regulations pertaining thereto. In addition, successful bidders must certify prior to award of contracts in excess of \$50,000 that they have a written affirmative action plan in compliance with the above laws and regulations, and such plan may be reviewed by City. Said Certification may be made by signing below:

Certified to above - FIRM:

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

Exceptions: If your company is taking exception to any of the specifications, terms, or conditions (including insurance, indemnification and/or proposed contract language) stated in this Request for Proposal, please indicate below and describe details: (check any that apply).

- _____ No exceptions taken
- _____ Exception taken to the scope of work or specifications
- _____ Exception taken to indemnification and insurance requirements
- _____ Exception to proposed contract language
- _____ Other

RFP # 2022-065 Professional Services for Parks, Community Services Trails Master Plan

Please explain any of the checked items:

Note: Taking exception to City's requirements without approval of City prior to submission of your proposal may be cause for rejection of the proposal.

PROPOSING FIRM: _____ DATE: _____

BUSINESS ADDRESS: _____

SIGNATURE OF REPRESENTATIVE: _____

BY: _____ TITLE: _____

INSTRUCTION REGARDING SIGNATURE: If bidder is an individual, state "Sole Owner" after signature. If bidder is a partnership, signature must be by a general partner, so stated after "Title". Names of all other partners and their business addresses must be shown below. If bidder is a corporation, signature must be by an authorized officer, so stated after "Title", and the names of the President and Secretary and their business addresses must be shown below:

_____	_____
_____	_____
_____	_____
_____	_____

(CONTINUED ON NEXT PAGE)

Attachment C: Client References

(Bidder's Company Name)

1. Client's Company Name:	[] []
Client Address:	[] []
Contact's Name:	[] []
Contact's Title:	[] []
Contact's Telephone & FAX:	[] []
Contact's Email:	[] []
Scope of Services/Products Provided:	[] []
Project Completion Date & Value:	[] []
2. Client's Company Name:	[] []
Client Address:	[] []
Contact's Name:	[] []
Contact's Title:	[] []
Contact's Telephone & FAX:	[] []
Contact's Email:	[] []
Scope of Services/Products Provided:	[] []
Project Completion Date & Value:	[] []
3. Client's Company Name:	[] []
Client Address:	[] []
Contact's Name:	[] []
Contact's Title:	[] []
Contact's Telephone & FAX:	[] []
Contact's Email:	[] []
Scope of Services/Products Provided:	[] []
Project Completion Date & Value:	[] []
4. Client's Company Name:	[] []
Client Address:	[] []
Contact's Name:	[] []
Contact's Title:	[] []
Contact's Telephone & FAX:	[] []
Contact's Email:	[] []
Scope of Services/Products Provided:	[] []
Project Completion Date & Value:	[] []

Duplicate this form as necessary to complete list.

Attachment D: Non-Collusion Affidavit

Note: To be executed by Proposer and submitted with proposal.

State of _____
(the State of the place of business)

County of _____
(the County of the place of business)

_____, being first duly sworn, deposes and
(name of the person signing this form)

says that he/she is _____ of
(title of the person signing this form)

_____, the party making the foregoing bid
(name of bidding company)

that such bid is not made in the interest of or on the behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner directly or indirectly sought by agreement, communication, or conference with anyone to fix the bid price of said bidder or of any other bidder or to fix any overhead profit, or cost element of such bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in such bid are true, and further, that said bidder has not directly or indirectly submitted his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to any person or persons as have a partnership or other financial interest with said bidder in the general business.

By: _____
(signature)

Printed Name: _____
(name of the person signing this form)

Title: _____
(title of the person signing this form)

Notary is required for this bid.